

**MINUTES
SARATOGA CITY RETREAT
HAKONE GARDENS
FEBRUARY 2, 2007**

Mayor Kao called the Council retreat order at 9:00 a.m.

ROLL CALL

PRESENT: Mayor Aileen Kao, Vice Mayor Ann Waltonsmith,
Councilmembers Chuck Page, Kathleen King, Jill Hunter

ABSENT: None

ALSO PRESENT: Dave Anderson, City Manager
Barbara Powell, Assistant City Manager
Richard Taylor, City Attorney
Cathleen Boyer, City Clerk
Mary Furey, Administrative Services Director
Sandra Sato, Interim Administrative Services Director
John Cherbone, Director of Public Works
John Livingstone, Community Development Director
Joan Pisani, Recreation Director

REPORT OF CITY CLERK ON POSTING OF AGENDA FOR FEBRUARY 2, 2007

Cathleen Boyer, City Clerk reported that pursuant to Government Code Section 54954.2, the agenda for the meeting of February 2, 2007 was properly posted on January 31, 2006.

ORAL COMMUNICATIONS

The following people requested to speak at tonight's meeting:

Priscilla Ho informed the Council that she feels that the Wildlife Center should keep treated birds with West Nile Virus for at least six months.

1. TAX EQUITY ALLOCATION (TEA) FUNDS

Dave Anderson, City Manager, presented staff report.

COUNCIL DISCUSSION

One Time Funds

Mayor Kao

- Replenish Council Contingency @ \$30,000
- Allocate some funds towards the North Campus renovations
- Fund Kevin Moran Park @ \$1.1
- Hold off funding Hakone matching funds
- Investigate the concept of a "Historic Village" designation

- Village Sidewalk Project
 - Prepare a Sidewalk Master Plan
- Suspend the Hakone Gardens matching funds

Vice Mayor Waltonsmith

- Replenish Council Contingency @ \$30,000
- Fund Kevin Moran Park @ \$1.1
- Fund Hakone Gardens matching funds
- Allocate some funds towards the North Campus renovations
- Village Sidewalk Project
 - Supports Option 1 – Remove and Replace Damaged Concrete @ \$740,000

Councilmember Page

- Replenish Council Contingency @ \$30,000
- Fund Kevin Moran Park @ \$1.1
- Delay the Hakone Gardens matching funds
- Saratoga Village needs a Master Plan
- Village Sidewalk Project
 - Supports Option 1 – Remove and Replace Damaged Concrete @ \$740,000

Councilmember King

- Replenish Council Contingency @ \$30,000
- Fund Kevin Moran Park @ \$1.1
- Allocate some funds towards the North Campus renovations
- Table the matching funds for Hakone; wait and see if the City receives park bond funding from the State
- Village Sidewalk Project
 - Prepare a Sidewalk Master Plan

Councilmember Hunter

- Replenish Council Contingency @ \$30,000
- Does not support the funding of Kevin Moran Park @ \$1.1 – would like to suggest minimum upgrades
- Allocate some funds towards the North Campus renovations
- Delay the Hakone Gardens matching funds
- Investigate the concept of the Village as being designated and marketed as “Historic Village” through the National Trust
- Install street lights on 3rd Street and Oak Street @ Big Basin
- Would not support any funds being used to prepare a Village Master Plan or to hire a consultant

COUNCIL DIRECTION

1. Unanimous consensus on the following items:
 - Replenish Council Contingency @ \$30,000
 - Hold off on funding Hakone matching funds

2. Items where there is substantial consensus
 - Fund Kevin Moran Park @ \$1.1 million
3. Items with majority concurrence
 - Village Master Plan (includes sidewalks)

Ongoing Funds

Mayor Kao

CIP – integrate all money and project to make Saratoga unique and beautiful.

- Would support allocating a portion of the TEA funds for strategic planning

Vice Mayor Waltonsmith

- Suggested Pavement Management Program allocation is too high for a city the size of Saratoga
- Supports allocating addition financial assistance from the City to KSAR
- Supports weekly street sweeping

Councilmember Page

- Look at investment opportunities

Councilmember King

- Keep at least half of the TEA money each year for capital strategic needs
- Citizens of Saratoga expect the following to be provided:
 - Safety
 - Infrastructure
 - Community Development
 - Business Development
 - Recreational Services
- Supports allocating addition financial assistance form the City to KSAR
- Leverage TEA (don't obligate it all on operations) use as matching funds

Councilmember Hunter

- Roads are in good shape
- Does not support allocating \$1.8 million to the Pavement Management Program (PMP), would support allocating \$1 million
- Keep at least half of the TEA money each year for capital strategic planning needs

COUNCIL DIRECTION

- Council Consensus – none
- Substantial consensus – none
- Items with majority consensus to save some of the TEA money each year for capital strategic needs

2. FACILITIES

Barbara Powell, Assistant City Manager, Joan Pisani, Recreation Director, Thomas Scott, Facilities Supervisor and Yvonne Lampshire, Facilities Rental Coordinator, presented staff report.

Mayor Kao

- Asked about solar panels on Fellowship Hall
- Must keep good of community as focus
- Prefers that the Sanctuary building be demolished and use land for community use
- RFP – whole campus or just front? Send out ASAP

Vice Mayor Waltonsmith

- Two front buildings provide a buffer
- If the Education and Sanctuary buildings are used:
 - Must provide a buffer
 - Must be open to the community (public use)
 - Willing to give long term lease
- If Sanctuary building is demolished would leave an “ugly” space
 - Prefer leave as is and use for storage
 - Find out proposals for use
- How much does it cost to build a small gymnasium?

Councilmember Page

- RFP a good idea
- If long term lease, turn over to City after lease with improvements
- Need to take noise in account when approving potential uses, as neighbors are use to an under utilized site
- Open up facilities to the larger community

Councilmember King

- Front property not fully utilized
- City could fund more as matching funds
- RFP ok to consider

Councilmember Hunter

- Prefers no modular buildings

COUNCIL DIRECTION

- Consensus to schedule a Study Session to set parameters for proposals

3. CITY COMMISSIONS, COMMITTEES, AD HOC, TASKFORCES

Barbara Powell, Assistant City Manager, presented staff report.

COUNCIL DISCUSSION

Mayor Kao

- If Commissions are reinstated make sure they have clear goals
- Website provides venue for citizen input
 - May need to educate people about it
- If Commissioners are appointed; residents would need to speak through the Commissions
- Each commission will have different goal(s)

- Parks & Recreation Commission could focus on the principles of the initiative

Vice Mayor Waltonsmith

- All for reinstating the commission and empowering them
- We have had years of “Top down” approach from City Council.
 - Want to avoid in future in the community
- Existing commissions/committees are great “eyes & ears”
- Want Commissions to bring forth ideas
- Try to work with neighborhood groups
- Help build groups in areas without neighborhood groups
- Train residents workings of the City
- Ongoing issues
 - Library Commission – who oversees bond money; continue quarterly meetings
 - Finance Commission – make it a committee; could possibly handle library bond money
 - Arts Commission and Parks and Recreation Commission – combined into one commission; together could provide opportunity to raise money and promote events
 - Traffic Safety – go back to Public Safety Commission
- Heritage Preservation Commission – give direction/channel
- Traffic Safety Commission – ok as is
- Library Commission – mothball
- Finance Commission – manage library bond money; translate budget to public
- Parks & Recreation Commission – reinstate with specific scope

Councilmember Page

- What is the ultimate benefit of each commission?
- Potential problem – “You didn’t hear me because you didn’t do what I said”
- Have commissioners receive input from residents; come to Council for direction/focus/priorities
- Library Commission – does not function; purpose is not clear; may not need
- Arts Commission – unfocused (ideas with no money)
- Finance Commission – questioned their need; maybe have a Budget Oversight Group
- Traffic Safety Commission – ok as is as long as they ask for help with conflicts like we have experiences recently with the issue of speed bumps on Pierce Road
- Parks & Recreation Commission – Put back in place; possible conversion to a Public Use Commission

Councilmember King

- What is the objective?
 - Are we trying to get citizens involved?
 - Flushing out issues to bring to Council?
 - Need to analyze costs vs. benefits
- Two way education about what commission can do
- If no direct relation with City some residents feel disenfranchised
- Would like more community input
- Suggest neighborhood representatives

- Need to analyze benefit and costs
- Parks & Recreation Commission – support reinstating; have to have clear objectives/directions right now
- Arts and Finance Commission – not sure about reinstating
- Parks & Recreation Commission – reinstate with specific scope
- Heritage Preservation Commission – give direction
- Take longer time with Commissions during Council joint meeting to provide focus/direction
- Library Commission – mothball

Councilmember Hunter

- Support reinstating all Commissions
- Commissions need strong direction from Council
- What was/is the cost of not having commissions (what they provide/save the City)
- Need to communicate that City Council cares
- People feel less disenfranchised if they feel they know who to go to
- Make people feel as if they are part of the governance of Saratoga; part of the process
- City Councilmembers should sit on commissions
- Model – Saratoga Education Foundation
 - Take in input
 - Board gives direction
- Reinstating Arts, Finance, and Parks & Recreation Commissions

PUBLIC COMMENTS

Cheriel Jensen stated that she fully supports reinstating the commissions. Mrs. Jensen pointed out that in the past the Finance Commission provided an overview of the City financials which was available at the Saratoga Library. Mrs. Jensen would like the Parks & Recreation Commission to revisit the dog park issue. Mrs. Jensen stated that she feels commissions can function without staff support. Mrs. Jensen stated that it's her belief that the more commissions the better.

COUNCIL DIRECTION

Consensus of the City Council to direct staff to prepare a staff report including the following information:

- Park & Recreation Commission
 - Option for terms and number of members
 - Extend suspended members terms?
 - Staffing
 - Larger focus; not focused only on parks and fields
 - Council to provide specific direction
- Library Commission – at joint meeting on April 4, 2007 discuss options
- Arts Commission – continue discussion
- Finance Commission –purpose; to prepare an executive summary of budget and audit

- Councilmember King and City Manager Anderson will talk to Villa Montalvo in regards to a possible formation of a Cultural Council

4. PUBLIC INFORMATION/COMMUNITY OUTREACH

Cathleen Boyer, City Clerk, presented staff report.

COUNCIL DISCUSSION

Mayor Kao

- State of the City – support; mid year
- Saratogan – support but find ways to cut costs (place them at the Post Office and throughout City Hall, email version)

Vice Mayor Waltonsmith

- Keep newspapers informed
- Update web
- KSAR – Allocate more funds
- Saratogan – reinstate 1 per year
- WVC& R – use quarterly invoices to publish public notices
- Neighborhood meetings – support for major issues
- Citizen Academy – support
- State of the City – support

Councilmember Page

- Create a list serve where more than two Councilmembers could log on
- Look at ways to send out Saratogan (web, email)
- Neighborhood meetings – support; a place to be heard and gather input

Councilmember King

- Create a list serve on key issues
- Use a list serve to learn how people want to receive information
- Use a city-wide voice mail to notify groups of meeting times and dates

Councilmember Hunter

- Use banner at Blaney Plaza only for Saratoga events

COUNCIL DIRECTION

Consensus of the City Council to move forward with the following:

- Continue with currently used methods of outreach
- Incorporate neighborhood meetings into outreach
- Publish one Saratogan
- Prepare a “State of the City” midyear
- Investigate “City Page” in the Saratoga News and Los Gatos Daily
- “Hall of Fame” page on City’s web site with photos of people/groups receiving commendations and proclamations. City Council direction to staff to purchase a digital camera for this purpose.
- City sponsored list serve

5. STAFFING ISSUES (INCLUDING SHERIFF'S OFFICE)

Barbara Powell, Assistant City Manager, presented staff report.

COUNCIL DISCUSSION

Mayor Kao

- Asked the reasons behind recent departure of employees
- Add more employees; workflow would even out
- Offer FTEs more money
- Ease into additional employees
- Would like to keep employees happy
- What is the work load for each department?

Vice Mayor Waltonsmith

- Supports all recommendations in staff report; current staff is exhausted

Councilmember Page

- Suggested that the recommended positions be prioritized
- Requested a cost increase projection for the next few years of employee salaries, benefits, etc.

Councilmember King

- Concerned about the upcoming employee negotiations
- Concerned with the proposed increase in staff at approximately \$160k and the additional request of \$95k for an analyst to manage the Parks & Recreation Commisison.
- Five additional employees would put the total FTEs at the highest in 10 years
- Staff recommendations could use up to 30% of the TEA funds
- How does Saratoga's attrition compare to other cities?

Councilmember Hunter

- Hard to support staff's recommendations; should take one step at a time
- Asked why the City does not hire part time employees rather than hiring temporary employees

COUNCIL DIRECTION

Council direction to staff to continue this item to the next retreat and include the following:

1. Prioritize positions in report
2. Cost projection
3. Cost of benefits

City Council direction to convert the City Council meeting packet onto a CD for distribution and provide City Councilmembers with laptop computers.

STAFFING ISSUES - SHERIFF'S OFFICE

Captain Terry Calderone, Santa Clara County Sheriff's Office (SO), presented staff report. Captain Calderone stated that they are in the same position as the City. Captain Calderone pointed out that staffing is a real concern and listed the positions that have been cut from 2001-2006. Captain Calderone reported that call for service were up 7% and accident calls up 8%. Captain Calderone stated the SO would like to covert the Neighborhood Resource Officer (NRO) position to the School Resource Officer (SRO).

COUNCIL DIRECTION

- Continue discussion

6. ORDINANCE PRIORITIES

COUNCIL DISCUSSION

None

COUNCIL DIRECTION

- Continue discussion

7. REPRISE TEA – CITY COUNCIL DIRECTION FOR BUDGET

COUNCIL DISCUSSION

None

COUNCIL DIRECTION

- Continue discussion

8. SCHEDULE FUTURE STUDY SESSIONS

COUNCIL DISCUSSION

Councilmembers discussed the following items for future study session meetings:

- Enhancement of Cooperation with Local School Districts
- Saratoga to the Sea Project
- City Financial Status
- Contract Process
- Mixed Use Housing
- Abrams Property
- Public Safety

COUNCIL DIRECTION

- Continue Council Retreat to March 2, 2007
- Enhancement of Cooperation with Local School Districts - refer this item to the City Council Adhoc

- Saratoga to the Sea Project – remove from list for time being
- City Financial Status – item for the March 2nd retreat agenda
- Contract Process – City Manager Anderson and Director Cherbone to meet with interested Councilmembers
- Mixed Use Housing – item for the March 2nd retreat agenda
- Abrams Property – schedule this item for discussion at a regular meeting in the near future
- Public Safety – remove from list

ADJOURNMENT

There being no further business Mayor Kao adjourned the meeting at 5:00 p.m. and thanked everyone for attending the retreat.

Respectfully submitted,

Cathleen Boyer, CMC
City Clerk