

**MINUTES
SARATOGA CITY RETREAT
WARNER HUTTON HOUSE
FEBRUARY 1, 2008**

Mayor Waltonsmith called the meeting to order at 9:00 a.m.

ROLL CALL

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

ABSENT: None

ALSO Dave Anderson, City Manager

PRESENT: Barbara Powell, Assistant City Manager
Richard Taylor, City Attorney
Cathleen Boyer, City Clerk
Monica LaBossiere, Human Resources Manager
Crystal Morrow, Administrative Analyst II
Mary Furey, Administrative Services Director
John Cherbone, Director of Public Works
John Livingstone, Community Development Director
Michael Taylor, Recreation Director

REPORT OF CITY CLERK ON POSTING OF AGENDA FOR FEBRUARY 1, 2008

Cathleen Boyer, City Clerk reported that pursuant to Government Code Section 54954.2, the agenda for the meeting of February 1, 2008 was properly posted on January 24, 2008.

ORAL COMMUNICATIONS

No one requested to speak.

1. COMMUNITY OUTREACH

COUNCIL DISCUSSION

Mayor Waltonsmith

- Who? What? How? Outreach to schools, civic organizations, church groups, businesses, neighborhoods, sports groups, etc.
- Press releases
- Saratoga pins, pencils, etc.
- General presentations at various community groups (i.e. SASCC, Rotary)
- Provide a general overview of different types of non-profit and other groups Saratogans can join

Vice Mayor Page

- Town Hall meetings
- Neighborhood meetings
- City-wide garage sale
 - Builds community
 - Helps increase diversion rates
 - Suggested a garage sale in September 2008

Councilmember King

- How are we going to get information out – email?
- Artsopolis – introduce company to various groups in community to advertise events

Councilmember Hunter

- Do not support a city-wide garage sale

PUBLIC COMMENTS

Marilyn Marchetti suggested that the City sponsor a flea market at West Valley College and the money could be donated to a nonprofit organization.

COUNCIL DIRECTION

- Push email subscriptions
- Updated financial tri-fold brochure
- Informal Commissioner dinner
- Create a list for the City’s website of non-profit and other civic organizations citizens can join in the community
- Compile a list HOA contact information
- Develop a “State of the City” or general presentation for Mayor/Council to use when presenting to a group

2. STATUS OF GREENING EFFORTS

Barbara Powell, Assistant City Manager, presented staff report.

- Explained AB 32
 - Would require cities to reduce greenhouse gases by 2050 to 80% below the number in 1990
- Saratoga is a residential community people have to change their lifestyles
- Cities are creating Climate Action Plans
- Saratoga has the opportunity to hire a consultant to prepare a Climate Action Plan through Joint Venture and the Local Government for Sustainability (ICLEI) for approximately \$14,600
- Explained AB 811
 - Proposed legislation concerning public financing of private solar installation
- Explained the Santa Clara County Cities Association Green Building Standards

COUNCIL DISCUSSION

Mayor Walton Smith

- Green Leaf Committee
 - Continue to support their efforts and provide space for their meetings
- Mentioned the Sierra Club’s efforts to stop clear cut logging
- Adopt the SCCSA Countywide Green Building Standards which promotes the use of two types of checklists for builders (LEED & Green Point Rated)
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- Feasibility of Road Impact Fees, Construction and Demolition Ordinance, and GEMS Cars
- Requested status on LED light conversion in street lights and Village trees

John Livingstone, Community Development Director

- Green Point Rated Checklist
 - Cities are doing a variety of things with the information – no standardized policy

John Cherbone, Public Works Director

- Explained that GEM Cars can only go up to 25 mph and if they go over 35 mph must have dedicated lane
- Staff will monitor legislation

Vice Mayor Page

- Advocate mandatory Green Point Rated checklist
- Suggested staff develop a spreadsheet to keep track of information received from the checklists
- Would support a Sustainability/Green Building Ordinance
- Look at alternative lights for Village trees – suggested up-lighting
- Saratoga is an area where we get a lot of sunlight
 - Look into generating our own power (wind or solar)
 - Partnership with utility company

Councilmember Hunter

- Do not support hiring a consultant to prepare Climate Action Plan for the City
- Need to educate community
- Support alternative lights in Village trees

Councilmember Kao

- City needs to know baseline – supports contracting to accomplish Climate Action Plan

PUBLIC COMMENTS

Marilyn Marchetti noted that with the current lights in the Village it is hard to see pedestrians crossing the street. Ms. Marchetti suggested replacing the lights in the trees when the City upgrades the sidewalks.

COUNCIL DIRECTION

- Continue to support the Green Leaf Committee
- Community Development Department will provide LEED and Green Point Rated Checklist on a voluntary basis
- Ask the SCCCA to discuss a standardized data collection method from checklists
- Direct staff to:
 - Create a new code section for Sustainability with cross references to existing ordinances

- Explore Road Impact Fee and bring back to Mayor to decide if it should be agendaized for Council discussion
- Explore what other cities are doing in regards to Construction and Demolition Ordinance
- Explore what other cities are doing in regards to lights in trees and continue with conversion of LED traffic lights
- Explore cities that have their own utility facilities
- Contract with Joint Venture to develop Climate Action Plan

3. ECONOMIC VITALITY

Mayor Waltonsmith

- SVDC should be a 501c(3) group – if a nonprofit organization City could help more financially
- What is the vision of the Village?

Vice Mayor Page

- Rental/Lease are below market
- Apartments vs. houses in the Village
- Proposal from Buxton included in packet
 - Works with businesses and municipalities
 - Physiographical study
- SVDC mission is to get people walking in the Village; it's the Chamber of Commerce's responsibility to improve business
- Have offered to help SVDC become a nonprofit organization
- City has the responsibility to assist with economic development programs
 - Suggested forming an adhoc committee

Councilmember King

- Not enough people to draw retail
- Need mixed-use
- SVDC is focused on events that happen in the Village not getting people in the stores
- Suggested reverting back to housing from 6th Street on Big Basin Way (CH2)
- Put in what people want – don't worry about sales tax
- CH2 designation make sense?
- Brainstorm with the owners of the Buy & Save property
- Suggested a Conditional Use review
- Suggested expedited Mixed-Use review
- Suggested using the two high schools marquee boards to promote events in the City

Councilmember Hunter

- SVDC is a informal networking group
- SVDC held a community dinner last week at Lupretta's
 - Approximately 30 people attended
 - Discussed business improvement districts
- SVDC sponsors events in the Village that provide a sense of community regardless of sales tax

Councilmember Kao

- Do not want to debate the philosophy of SVDC

PUBLIC COMMENTS

Diane Anderson provided a brief overview on SVDC priorities from the brainstorming session conducted a few days prior to the Council Retreat. SVDC asked for priorities from the entire brainstorming list and the following is their top priorities:

- Vision for Village
- More family/breakfast restaurants
- Improvements for retail
- Name brand stores
- Parking garage
- High quality grocery store

Marilyn Marchetti noted that the events that the SVDC sponsor do help the businesses in the Village.

Cynthia Chang noted that she feels it is critical that SVDC become a nonprofit organization.

Brain Berg stated that SVDC would like to see historic plaques and visitor friendly kiosks installed in the Village.

Scott Anderson stated that the SVDC revitalized the Chamber's survey and sent it out to over 70 businesses.

Gene Zambetti stated a turn around is needed at the end of 6th Street and suggested lighted crosswalks. Mr. Zambetti suggested that houses and condominiums should be allowed in the CH2 zone.

Paul Hernandez suggested that the Council reach out to other groups in the area and find out what they are doing in regards to economic vitality.

COUNCIL DIRECTION

- Consensus to agendize the following:
 - Economic development study for Saratoga
 - Expedited mixed-use review
- Potential formation of an Economic Development AdHoc Committee

4. EXPEDITED PLANNING PROCESS

John Livingstone, presented staff report. Director Livingstone stated that the Permit Streamlining Act requires a 30 day response.

Richard Taylor, City Attorney, stated that Saratoga's process is quite responsive and fast compared to other cities he is aware of.

Vice Mayor Page

- Can staff guide applicant through Planning Commission?
- Planning Department is the face of the City for many people

Councilmember King

- Allow people to pay more to get through the Planning Department faster
- Cost return of hiring more City Planners would be returned by higher fees
- Expedited process might make all applications move faster
- What are the needs of the Community Development Department
- How can the Community Development Department workforce be more stabilized

Councilmember Hunter

- Stated that she feels the expedited process would not be fair to people who could not afford the higher fees

Councilmember Kao

- What is the turnaround time to get an application through Planning?

City Attorney Taylor suggested “on call” Planners for those who want to pay for the expedited process.

COUNCIL DIRECTION

Consensus of the City Council to:

- Explore the possibility of moving the Community Development Block Grant (CDBG) program to the Administrative Services Department
- Agendize Expedited Planning Process

5. COMMUNITY DEVELOPMENT WORK PLAN

Vice Mayor Page

- Suggested using the “model” Green Building Ordinance already in place in another City
- Suggested funding three ordinances

Councilmember King

- Suggested moving Green Building Ordinance in front of the Sign Ordinance
- Stated that the Non-conforming Use Ordinance will take a lot of time and money
- Suggested getting public input on other priorities; possibly invite Captain Calderone to talk about the Party Hosting Ordinance

Councilmember Hunter

- Stated that “Green” seems to be the focus of the Council and the community

City Attorney Taylor noted that each ordinance costs approximately \$15-\$25,000.

COUNCIL DISCUSSION

Consensus of the City Council to fund the following ordinances:

- Non-conforming Use Ordinance
- Sign Ordinance
- Party Hosting Ordinance

6. **COUNCIL PROCESS, ROLES & PROCEDURES**

Mayor Waltonsmith

- Suggested training on Code of Ethics for new councilmembers
- Parks and Recreation Commission (PRC) add Facility Naming Procedures to their job description
- Suggested that the PRC meet more than six times per year, possibly every month for the first year

Vice Mayor Page

- Suggested letting the PRC get started again; let the Commission come to the Council and ask to have more meetings
- Suggested more Commissioner training
- Parks Initiative needs to be addressed by PRC

Councilmember King

- Suggested that the PRC sponsor citywide events (i.e. Biking backwards, July 4th)
- Unable to create Arts Council; Montalvo not interested (not part of their mission statement)
- Suggested letting the PRC get started and in six months revisit and possibly combine with Arts and Culture

City Attorney Taylor noted that there is no law against commissions raising money – it just raises a lot of concerns and questions. City Attorney Taylor noted that fundraising is better if it is done independently from the City.

COUNCIL DIRECTION

Consensus of the City Council to:

- Allow the Arts Commissioners terms to expire and continue suspension until March 1, 2009
- Agendize the City of Santa Clara's Code of Ethics prior to the November election – use as a model

7. **MID-YEAR BUDGET REVIEW**

Mary Furey, Administrative Services Director, explained the forecast summary worksheets.

City Manager Anderson noted that version 2 of the forecast summary includes staffing changes in Administrative Services and Public Works Departments to reflect a balance budget forecast. We will be recommending the following changes to the

budget when submitted this spring. City Manager Anderson explained that staff is recommending underfilling the IT Analyst position, suspending the IT Tech position and hiring an intern for support. In regards to Public Works, City Manager Anderson noted that the Associate Engineer position would be eliminated and the duties redistributed among other Public Works staff in a reorganization of duties/titles. City Manager Anderson stated that the City needs to conduct a nexus study increase fees to support advanced planning in the Community Development Department . In addition, we have an existing nexus study for a road impact fee that could be brought before City Council if they were interested.

Director Cherbone noted that he plans to reorganize his department if the changes above are approved by the Council.

COUNCIL DISCUSSION

Mayor Waltonsmith

- Need to look at increasing revenues in the future so as to not constantly cut expenses
- Ok with current CIP – not in favor of moving reserves to special projects

Vice Mayor Page

- 23% of General Fund is in reserves, what do other cities carry?

Councilmember King

- Requested that the Sheriff's Office budget be a separate detailed line item
- Ok with undesignated reserves growing and support moving a percentage to designated CIP and special projects

COUNCIL DIRECTION

- Staff will provide individual training sessions on finance and budget with each Councilmember on a as needed basis
- Council Finance Committee will review Fund Balance Policies
- Update financial tri-fold brochure including CIP project descriptions
- Ok with setting some undesignated fund balance to be allocated to an account for Service Improvements
- Develop fee to support Advanced Planning

8. COMMUNITY CALENDAR OF EVENTS

COUNCIL DISCUSSION

Mayor Waltonsmith

- Would like to link one or two agencies to provide a calendar
- Would cost a lot of money to generate a community calendar in house; would have to outsource – does not support hiring another staff person to do this

Vice Mayor Page

- Would like to see current events listed on the City's website but concerned with the accuracy of data and the number people who will want the City to host on our website

- Other cities have their Chamber of Commerce link on their website

Councilmember Hunter

- Would like to see SVDC's calendar of events on the City's website
- Must be consistent about who is/isn't listed on website
- Suggested spending some Undesignated Funds to provide a community calendar on the City's website

Councilmember Kao

- Thinks this should be a function of the Chamber of Commerce

Crystal Morrow, Administrative Analyst II, suggested providing information about Artsopolis to the Chamber of Commerce. Analysis Morrow stated that if you use Artsopolis, you could tailor/restrict what would be listed.

City Attorney Taylor noted that listing other organizations of the City's website might bring up some First Amendment issues. City Attorney Taylor noted that once the City lists one, we must list all. City Attorney Taylor noted that the City would have to develop a policy about how to limit entries on the calendar.

COUNCIL DIRECTION

Consensus of the City Council to:

- Direct staff to pursue both Artsopolis and the Chamber of Commerce and bring more information back to Council at a future meeting.

ADJOURNMENT

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

Respectfully submitted,

Cathleen Boyer, CMC
City Clerk