

MINUTES
FRIDAY, FEBRUARY 1, 2019
SARATOGA CITY COUNCIL SPECIAL MEETING
CITY COUNCIL RETREAT

CALL TO ORDER

Mayor Manny Cappello called the meeting to order at 9:03 a.m. in the Baltic Room, Campus Center, West Valley College at 14000 Fruitvale Avenue in Saratoga, CA.

West Valley President Brad Davis welcomed everyone to West Valley College.

ROLL CALL

PRESENT: Mayor Manny Cappello, Vice Mayor Howard Miller, Council Members Rishi Kumar, Mary-Lynne Bernald, Yan Zhao

ABSENT: None

ALSO PRESENT: James Lindsay, City Manager
Richard Taylor, City Attorney
Crystal Bothelio, Deputy City Manager
Debbie Bretschneider, City Clerk
Debbie Pedro, Community Development Director
John Cherbone, Public Works Director
Michael Taylor, Recreation & Facilities Director
Mary Furey, Finance & Administrative Services Director
Captain Rich Urena, Santa Clara County Sheriff's Office
Monica LaBossiere, Human Resources Manager
Dennis Jaw, Finance Manager
Lauren Pettipiece, Public Information Officer
Nancy Rollett, Los Gatos-Saratoga Recreation Executive Director
Christopher Riordan, Senior Planner
Mainini Cabute, Public Works Analyst
Babette McKay, Human Resources Technician

ORAL COMMUNICATIONS ON NON-AGENDIZED ITEMS

Daniel Onn spoke about West Valley College.

AGENDA ITEMS

Finance Review: Finance & Staffing Review

City Manager James Lindsay reported that staff is recommending a contract with Los Gatos-Saratoga (LGS) Recreation for the delivery of recreation programs. He also shared information about recommended organizational changes, including several new classifications. He noted that the changes would not result in additional expenses to the General Fund.

Nancy Rollett, Los Gatos-Saratoga Recreation Executive Director, spoke on the history of LGS Recreation and the Board's support for this agreement. She also discussed LGS Recreation's recent collaboration with the Saratoga Area Senior Coordinating Council (SASCC).

Finance and Administrative Services Director Mary Furey shared the budget calendar, provided a report on the fiscal policies. A notable change to the policies includes the City's role as Fiscal Agent for the West Valley Clean Water Authority. She requested that the City Council submit requested changes to the policies by March 1. The City Council will consider the policies at the Budget Study Session.

Finance and Administrative Services Director Mary Furey then reported on the Mid-Year Budget. She provided information about estimated expenditures and revenues, noting the current projections for different taxes and fees and operational expenditures. She also provided an overview on one proposed mid-year budget adjustment for the Arrowhead Bond issuance.

Finance and Administrative Services Director Mary Furey shared the five-year forecast with the City Council, explaining some of the assumptions used to prepare the forecast and their impact on the resulting projections.

Mayor Cappello invited public comment on the item.

No one requested to speak.

COUNCIL CONSENSUS:

1. The City Council agreed to include the reorganization plan of City staff in the FY2019/20 budget.
2. The City Council asked for a review of the SASCC agreement prior to the LGS Recreation agreement.
3. The City Council expressed support for an agreement for recreation services with LGS Recreation for 2 years, starting on July 1, 2019.
4. The City Council asked for the LGS Recreation activity guide to include West Valley College non-credit classes.
5. The City Council asked LGS Recreation and City staff to work together to coordinate public messaging on the transition of recreation services to LGS Recreation.
6. The City Council directed the Finance Committee to review the Risk Management Capital Project and implications of the release of Measure B Funds.
7. The City Council agreed to maintain current Santa Clara County Sheriff service levels.

Mayor Cappello called for a recess at 10:33 a.m. and reconvened the meeting at 10:46 a.m.

Future City Work Efforts

Deputy City Manager Crystal Bothelio presented the report on significant City initiatives expected in the coming years.

Mayor Cappello invited public comment on the item.

No one requested to speak.

COUNCIL CONSENSUS:

1. The City Council directed staff to convert the list of future City work efforts to a timeline format organized by Department to be shared with the City Council at the CIP Prioritization Study Session.

FY 2019/20 Capital Improvement Plan (CIP) Budget Prioritization Process Preview

Finance Manager Dennis Jaw presented a preview of the Fiscal Year 2019/20 CIP, including updates on projects in the Fiscal Year 2018/19 CIP.

Mayor Cappello invited public comment on the item.

No one requested to speak.

COUNCIL CONSENSUS:

1. The City Council approved the CIP list in Attachment B- FY2019/20 CIP Project Activity Summaries.
2. The City Council requested a mid-year budget adjustment for the Bocce Ball Court project so that work can begin in the current fiscal year.
3. The City Council requested the Additional Funding Requests include a proposal for an addition of \$150,000 for Senior Center Entrance Remodel project be considered at the CIP Budget Prioritization Study Session.
4. The City Council agreed to no changes to the process in the CIP Budget Prioritization Study Session.

Mayor Cappello called for a break at 11:41 am and reconvened the meeting at 12:19.

Mission & Statement of Values Review

City Manager James Lindsay led a discussion on the City Council Mission Statement and Statement of Values.

Mayor Cappello invited public comment on the item.

No one requested to speak.

COUNCIL CONSENSUS:

1. The City Council noted sections of the Mission Statement and Statement of Values that they would like to be updated and asked staff to present suggested changes at a future meeting.

Housing Legislation

Community Development Director Debbie Pedro presented a report on past and upcoming efforts related to housing, as well as recently adopted housing legislation.

Mayor Cappello invited public comment on the item.

The following people requested to speak:

Tina Walia, Planning Commissioner, asked the City Council what the Planning Commission can do to help the City regarding housing legislation and requirements.

No one else requested to speak.

COUNCIL CONSENSUS:

1. The City Council directed staff to keep the Council apprised of legislation and the efforts of regional partners, including the Cities Association.

Public Safety

Deputy City Manager Crystal Bothelio presented implementation suggestions for the Public Safety Task Force recommendations and Neighborhood Watch Grant funding levels.

Mayor Cappello invited public comment on the item.

The following people requested to speak:

Daniel Onn commented on the challenges of coordinating an annual Neighborhood Watch gathering.

Indira Joshi suggested that the City support Neighborhood Watch groups by helping with communication to neighbors.

Lisa Foster commented on the importance of asking people to volunteer for a specific task.

Chuck Page spoke about his term on the Public Safety Task Force and the Task Force recommendations, including the proposal to create City email accounts for all Neighborhood Watch leads.

No one else requested to speak.

COUNCIL CONSENSUS:

1. The City Council directed staff to provide groups that have not reported a 2018 gathering until June 30, 2019 to hold and report a gathering for the 2018 and 2019 calendar years to remain registered.
2. The City Council directed staff to schedule City Council consideration of an agenda item to reestablish the Public Safety Task Force to be active March 2019 through November 2020 with a focus on wildfire and emergency preparedness and to follow the same appointment process as the original Task Force.
3. The City Council directed staff to create Neighborhood Watch Lead Contact Form as an alternative to requiring each group to provide public contact information or creating City email accounts for each group.
4. The City Council supported staff's recommendation to maintain the requirement to hold and report an annual gathering, to prohibit overlapping boundaries, mail a quarterly public safety postcard to all residents, and continue biannual lead get-togethers.

5. The City Council directed staff to continue the \$300 grant to Neighborhood Watch Groups.

Mayor Cappello called for a break at 2:56 p.m. and reconvened the meeting at 3:09 p.m.

City Council Priorities

City Manager James Lindsay reported that the Council had a Study Session in December 2018 on Council Priorities and this is continuing the discussion on City Council priorities for the City's Commissions.

Mayor Cappello asked the Council to review the Commission roles listed in the staff report.

Mayor Cappello invited public comment on the item.

No one requested to speak.

COUNCIL CONSENSUS:

1. The City Council asked the members of the Library Commission to review and propose changes to the Library Commission's mission and purpose statements at a future meeting.
2. The City Council agreed to change the name of the Parks and Recreation Commission to the Parks Commission and remove all references to Recreation in the Commission's mission and purpose statements. The City Council also requested that the mission and purpose statement include language that reflect the Commission's efforts to engage the community.
3. The City Council requested input from the Traffic Safety Commission on holding monthly meetings instead of every other month.

Retreat Wrap Up

City Manager James Lindsay reviewed the council consensus on each agenda item. The City Council agreed on the consensus items without changes.

ADJOURNMENT

Mayor Cappello adjourned the meeting at 4:34 p.m.

Minutes respectfully submitted:

Debbie Bretschneider, City Clerk
City of Saratoga