



# SARATOGA CITY COUNCIL REGULAR MEETING

MAY 17, 2023

## AMENDED AGENDA

- **05/16/2023 ITEM 2.1 WRITTEN COMMUNICATIONS ADDED**
- **05/17/2023 CLOSED SESSION WRITTEN COMMUNICATIONS ADDED**
- **05/17/2023 WEST VALLEY COMMUNITY SERVICES SPECIAL PRESENTATION SLIDES ADDED**
- **05/17/2023 ITEM 1.5 WRITTEN COMMUNICATIONS ADDED**
- **05/17/2023 ITEM 2.1 WRITTEN COMMUNICATIONS ADDED**
- **05/17/2023 ITEM 2.2 PRESENTATION SLIDES ADDED**
- **05/17/2023 ITEM 2.3 WRITTEN COMMUNICATIONS ADDED**
- **05/18/2023 JOINT SESSION HANDOUT ADDED**
- **05/18/2023 JOINT SESSION PRESENTATION SLIDES ADDED**
- **05/18/2023 ITEM 2.1 WRITTEN COMMUNICATIONS ADDED**
- **05/18/2023 ITEM 2.2 PRESENTATION SLIDES UPDATED**

## Public Participation Information

In accordance with Saratoga City Council's Remote Public Participation Policy, members of the public may participate in these meetings in person at the locations listed below or via remote attendance (if applicable) using the Zoom information below.

Members of the public can view and participate in the **5:00 p.m. Closed Session** by:

- Attending the meeting in person at the Fireside Room, located in the Saratoga Senior Center at 19655 Allendale Avenue, Saratoga CA 95070

Members of the public can view and participate in the **6:00 p.m. Joint Session** by:

- Attending the meeting in person at S. Ku Hall, located in the Saratoga Senior Center at 19655 Allendale Avenue, Saratoga CA 95070

Members of the public can view and participate in the **7:00 p.m. Regular Session** by:

1. Attending the meeting in person at the Civic Theater, Council Chambers located at 13777 Fruitvale Avenue, Saratoga CA 95070; **OR**
2. Accessing the meeting through Zoom
  - Webinar URL: <https://us02web.zoom.us/j/81627041223>
  - Webinar ID: 816 2704 1223
  - Call In: 1.408.638.0968 or 1.669.900.6833; **OR**
3. Viewing the meeting on Saratoga Community Access Television Channel 15 (Comcast Channel 15, AT&T UVerse Channel 99 and calling in following the direction above; **OR**
4. Viewing online at [www.saratoga.ca.us/watch](http://www.saratoga.ca.us/watch) and calling in following the direction above.

## Written Communication

Comments can be submitted in writing at [www.saratoga.ca.us/comment](http://www.saratoga.ca.us/comment). Written communications will be provided to the members of the City Council and included in the Agenda Packet and/or in supplemental meeting materials.

## **Public Comment**

Members of the public may comment on any item for up to three (3) minutes. The amount of time for public comment may be reduced by the Mayor or by action of the City Council. Public Comment will begin with speakers attending in-person first followed by those attending via Zoom.

## **Meeting Recording Information**

In accordance with the Saratoga City Council's Meeting Recording Policy, City Council Study Sessions, Joint Meetings, Joint Sessions, Commission Interviews, Retreats, meetings with the Planning Commission, and Regular Session Meetings are recorded and made available following the meeting on the City website.

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## **5:00 PM CLOSED SESSION**

**Saratoga Senior Center, Fireside Room | 19655 Allendale Avenue, Saratoga CA 95070**

### **CONFERENCE WITH LABOR NEGOTIATORS (Gov't Code 54957.6)**

*Agency Designated Representatives:* City Manager James Lindsay, City Attorney Richard Taylor, Administrative Services Director Nick Pegueros, Human Resources Manager Monica LaBossiere, Human Resources Analyst Babette McKay, Labor Counsel Deanna Mouser

*Employee Organizations:* Saratoga Employee Association (SEA); Northern California Carpenters Regional Council, Carpenters Forty-Six Northern California Counties Conference Board and their Affiliated Local Unions (UNION)

[Written Communications \(Added 05/17/2023\)](#)

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## **6:00 PM JOINT SESSION**

**Saratoga Senior Center, S. Ku Hall | 19655 Allendale Avenue, Saratoga CA 95070**

Joint Session with Neighborhood Watch Groups

### **Recommended Action:**

Meet with Neighborhood Watch Groups and residents, receive presentation from the Sheriff's Office, and receive updates and questions from Neighborhood Watch Groups.

[Joint Session Handout \(Added 05/18/2023\)](#)

[Presentation Slides \(Added 05/18/2023\)](#)

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## **7:00 PM REGULAR SESSION**

**Civic Theater, Council Chambers | 13777 Fruitvale Avenue, Saratoga, CA 95070**

**PLEDGE OF ALLEGIANCE**

**ROLL CALL**

**REPORT ON POSTING OF THE AGENDA**

*The agenda for this meeting was properly posted on May 11, 2023.*

**REPORT FROM CLOSED SESSION**

**REPORT FROM JOINT SESSION**

## ORAL COMMUNICATIONS ON NON-AGENDIZED ITEMS

*Any member of the public may address the City Council on matters not on the Agenda. The law generally prohibits the City Council from discussing or taking action on such items. However, the Council may instruct staff accordingly.*

## ANNOUNCEMENTS

### CEREMONIAL ITEMS

Asian/Pacific American Heritage Month

**Recommended Action:**

Proclaim May 2023 as Asian/Pacific American Heritage Month in the City of Saratoga.

[Staff Report](#)

[Attachment A – Proclamation Declaring May 2023 as Asian/Pacific American Heritage Month](#)

Proclamation Declaring May 2023 as National Tennis Month

**Recommended Action:**

Proclaim May 2023 as National Tennis Month in the City of Saratoga

[Staff Report](#)

[Attachment A – Proclamation Declaring May 2023 as National Tennis Month](#)

### SPECIAL PRESENTATION

West Valley Community Services Special Presentation

**Recommended Action:**

Receive presentation from West Valley Community Services.

[Staff Report](#)

[Presentation Slides \(Added 05/17/2023\)](#)

### 1. CONSENT CALENDAR

*The Consent Calendar contains routine items of business. Items in this section will be acted on in one motion, unless removed by the Mayor or a Council Member. Any member of the public may speak on an item on the Consent Calendar at this time, or request that the Mayor remove an item from the Consent Calendar for discussion.*

1.1. City Council Meeting Minutes

**Recommended Action:**

Approve the Minutes for the May 3, 2023 City Council Regular Meeting and the May 8, 2023 City Council Special Meeting.

[Staff Report](#)

[Attachment A - Minutes for the May 3, 2023 City Council Regular Meeting](#)

[Attachment B - Minutes for the May 8, 2023 Special City Council Meeting](#)

1.2. Review and Accept Accounts Payable Check Registers

**Recommended Action:**

Review and accept the 04/27/2023 and 05/04/2023 accounts payable vendor payment check registers.

[Staff Report](#)

[Attachment A - Check Register Reports 04-27-2023](#)

[Attachment B - Check Register Reports 05-04-2023](#)

1.3. Contract Renewal TRAKiT Licenses and Maintenance with CentralSquare

**Recommended Action:**

Authorize the City Manager to execute a renewal agreement with CentralSquare Technologies for annual TRAKiT permitting software maintenance and licensing in the amount of \$28,683.57.

[Staff Report](#)

[Attachment A – Renewal Order](#)

[Attachment B - Maintenance Agreement.](#)

1.4. Amendment to the Agreement with Urban Planning Partners, Inc. for preparation of the 2023-2031 Housing Element Update and General Plan Amendment Environmental Impact Report

**Recommended Action:**

Authorize the City Manager to execute an amendment to the agreement with Urban Planning Partners, Inc. (UPP) to increase the amount not to exceed \$133,000 (from \$546,981 to \$679,981) for the 2023-2031 Housing Element Update and General Plan Amendment Environmental Impact Report.

[Staff Report](#)

[Attachment A - UPP Proposed Contract Amendment](#)

1.5. Authorize Agreement with Disability Access Consultants for the Preparation of an ADA Self-Evaluation & Transition Plan

**Recommended Action:**

Authorize the City Manager to execute an agreement with Disability Access Consultants to assist with the preparation of an Americans with Disabilities Act self-evaluation and transition plan for an amount not to exceed \$33,500.00.

[Staff Report](#)

[Attachment A - DAC Contract](#)

[Written Communications \(Added 05/17/2023\)](#)

**2. GENERAL BUSINESS**

2.1. Review of Draft Responses to HCD’s Second Comment Letter on the Saratoga Housing Element

**Recommended Action:**

1. Review the proposed responses to comments from California Department of Housing and Community Development (HCD) on the second Draft Housing Element
2. Receive public comments
3. Provide comments and direction to staff on responses and revisions to the Housing Element for resubmittal to HCD

[Staff Report](#)

[Attachment A – Summary of HCD Comments and Proposed Responses](#)

[Attachment B – HCD Second Comment Letter, March 17, 2023](#)

[Written Communications \(Added 05/16/2023\)](#)

[Written Communications \(Added 05/17/2023\)](#)

[Written Communications \(Added 05/18/2023\)](#)

2.2. Amend City Financial Policies and Receive 2023-24 General Fund Budget Overview

**Recommended Action:**

Approve updates to the City’s financial policies and provide feedback on the 2023-24 General Fund Budget overview.

[Staff Report](#)

[Attachment A - Recommended Updates to City Financial Policies](#)

[Attachment B - 2023-24 General Fund budget overview](#)

[Presentation Slides \(Added 05/17/2023, Updated 05/18/2023\)](#)

2.3. Council Resolution to Adopt Memorandum of Understanding for the Saratoga Employee Association (“SEA”) July 1, 2023 to June 30, 2025

**Recommended Action:**

Approve the proposed Memorandum of Understanding (MOU) and adopt the Resolution Adopting Memorandum of Understanding for the Saratoga Employee Association (“SEA”) July 1, 2023, to June 30, 2025.

[Staff Report](#)

[Attachment A - Resolution](#)

[Attachment B - SEA MOU](#)

[Written Communications \(Added 05/17/2023\)](#)

**COUNCIL ASSIGNMENTS**

[Council Assignments](#)

**CITY COUNCIL ITEMS**

**COUNCIL COMMUNICATIONS**

**CITY MANAGER'S REPORT**

**ADJOURNMENT**

**CERTIFICATE OF POSTING OF THE AGENDA, DISTRIBUTION OF THE AGENDA PACKET, COMPLIANCE WITH AMERICANS WITH DISABILITIES ACT**

I, Britt Avrit, City Clerk for the City of Saratoga, declare that the foregoing agenda for the meeting of the City Council was posted and available for review on May 11, 2023 at the City of Saratoga, 13777 Fruitvale Avenue, Saratoga, California and on the City's website at [www.saratoga.ca.us](http://www.saratoga.ca.us).

Signed this 11<sup>th</sup> day of May 2023 at Saratoga, California.

Britt Avrit, MMC, City Clerk

In accordance with the Ralph M. Brown Act, copies of the staff reports and other materials provided to the City Council by City staff in connection with this agenda, copies of materials distributed to the City Council concurrently with the posting of the agenda, and materials distributed to the City Council by staff after the posting of the agenda are available on the City website at [www.saratoga.ca.us](http://www.saratoga.ca.us) and are available for review in the office of the City Clerk at 13777 Fruitvale Avenue, Saratoga, California.

In compliance with the Americans with Disabilities Act and the Governor’s Executive Order, if you need assistance to participate in this meeting, please contact the City Clerk at [bavrit@saratoga.ca.us](mailto:bavrit@saratoga.ca.us) or calling 408.868.1216 as soon as possible before the meeting. The City will use its best efforts to provide reasonable accommodations to provide as much accessibility as possible while also maintaining public safety. [28 CFR 35.102-35.104 ADA title II]