



SARATOGA CITY COUNCIL REGULAR MEETING

JULY 21, 2021 AMENDED -3.1 SUPPLEMENTAL MEMO ADDED PRESENTATIONS

Teleconference/Public Participation Information to Mitigate the Spread of COVID-19

This meeting will be entirely by teleconference. All Council members and staff will only participate via the Zoom platform using the process described below. The meeting is being conducted in compliance with the Governor's Executive Order N-29-20 suspending certain teleconference rules required by the Ralph M. Brown Act. The purpose of this order was to provide the safest environment for the public, elected officials, and staff while allowing for continued operation of the government and public participation during the COVID-19 pandemic.

Members of the public can comment on **Closed Session** items by:

1. Using the Zoom website <https://us02web.zoom.us/j/82122700079> or App (Webinar ID 821 2270 0079) and using the tool to raise their hand in the Zoom platform when directed by the Mayor to speak on an agenda item; **OR**
2. Calling 1.408.638.0968 or 1.669.900.6833, entering the Webinar ID (821 2270 0079), and pressing *9 to raise their hand to speak when directed by the Mayor.

After the public comment period is closed, the Council will enter a confidential closed session as authorized by the Ralph M Brown Act and public will be unable to listen. Members of the public may hear a report out from Closed Session during the Regular Session, which begins at 7:00 p.m. Access information for the Regular Session is below.

Members of the public can view and participate in the **Joint Meeting** by:

1. Using the Zoom website <https://us02web.zoom.us/j/87073035756> or App (Webinar ID 870 7303 5756) and using the tool to raise their hand in the Zoom platform when directed by the Mayor to speak on an agenda item; **OR**
2. Calling 1.408.638.0968 or 1.669.900.6833, entering the Webinar ID (870 7303 5756), and pressing *9 to raise their hand to speak on an agenda item when directed by the Mayor.

Members of the public can view and participate in the **Regular Session** of the meeting by:

1. Using the Zoom website <https://us02web.zoom.us/j/85466878577> or App (Webinar ID 854 6687 8577) and raising their hand when directed by the Mayor to speak on an agenda item; **OR**
2. Calling 1.408.638.0968 or 1.669.900.6833, entering the Webinar ID (854 6687 8577), and pressing *9 to raise their hand to speak on an agenda item when directed by the Mayor; **OR**
3. Viewing the meeting on Saratoga Community Access Television Channel 15 (Comcast Channel 15, AT&T UVerse Channel 99) and calling 1.669.900.6833 or 1.408.638.0968,

entering the Webinar ID (854 6687 8577), and pressing *9 to raise their hand to speak on an agenda item when directed by the Mayor; **OR**

4. Viewing online at http://saratoga.granicus.com/MediaPlayer.php?publish_id=2 and calling 1.408.638.0968 or 1.669.900.6833, entering the Webinar ID (854 6687 8577), and pressing *9 to raise their hand to speak on an agenda item when directed by the Mayor. Please mute your computer or television before giving public comment.

The public will not be able to participate in the meeting in person.

As always, members of the public can send written comments to the Council prior to the meeting by commenting online at www.saratoga.ca.us/comment prior to the start of the meeting. These emails will be provided to the members of the Council and will become part of the official record of the meeting.

During the meeting the Mayor will explain the process for members of the public to be recognized to offer public comment.

In accordance with the Americans with Disabilities Act and the Governor's Executive Order, if you need assistance to participate in this meeting due to a disability, please contact the City Clerk at debbieb@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.

4:00 P.M. CLOSED SESSION

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CONFERENCE WITH LEGAL COUNSEL—ANTICIPATED LITIGATION (Gov't Code Section 54956.9(d)(4))

Initiation of litigation pursuant to Government Code (1 potential case)

PUBLIC EMPLOYEE PERFORMANCE EVALUATION (Gov't Code Section 54957)

Title: City Manager

6:00 P.M. JOINT MEETING

Members of the public can view and participate in the **Joint Meeting** by:

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2. Calling 1.408.638.0968 or 1.669.900.6833, entering the Webinar ID (870 7303 5756), and pressing *9 to raise their hand to speak on an agenda item when directed by the Mayor.

Joint Meeting with Hakone Board

[Discussion Topics](#)

[Presentation](#)

7:00 P.M. REGULAR SESSION

Members of the public can view and participate in the **Regular Session** of the meeting by:

1. Using the Zoom website <https://us02web.zoom.us/j/85466878577> or App (Webinar ID 854 6687 8577) and raising their hand when directed by the Mayor to speak on an agenda item; **OR**
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ROLL CALL

REPORT ON POSTING OF THE AGENDA

The agenda for this meeting was properly posted on July 16, 2021

REPORT FROM CLOSED SESSION

REPORT FROM JOINT MEETING

ORAL COMMUNICATIONS ON NON-AGENDIZED ITEMS

Any member of the public may address the City Council for up to three (3) minutes 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

SPECIAL PRESENTATIONS

Presentation by Silicon Valley Leadership Group CEO Ahmad Thomas

Recommended Action:

Receive presentation by Silicon Valley Leadership Group CEO Ahmad Thomas.

[Staff Report](#)

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. Public Speakers are limited to three (3) minutes.

1.1. City Council Meeting Minutes

Recommended Action:

Approve the City Council minutes for the Regular City Council Meeting on July 7, 2021.

[Staff Report](#)

[Attachment A – Minutes for the Regular City Council Meeting on July 7, 2021](#)

1.2. Review of Accounts Payable Check Registers

Recommended Action:

Review of Accounts Payable Check Registers

[Staff Report](#)

[Check Register -07-08-21 P13](#)

[Check Register-07-08-21 P1](#)

[Check Register -07-13-21 P13](#)

[Check Register -07-13-21 P1](#)

1.3. City Council and Commissions Electronic Communications Policy Update

Recommended Action:

Adopt the attached resolution amending the 2010 City Council and Commissions Electronic Communications Policy.

[Staff Report](#)

[Attachment A – Resolution Amending the City Council and Commissions Electronic Communications Policy](#)

[Attachment B – Proposed Revisions to the City Council and Commissions Electronic Communications Policy](#)

1.4. Award of Contract in the amount of \$59,970 to Fehr and Peers Transportation Consultants to develop a Local Roadway Safety Plan

Recommended Action:

1. Approve contract with Fehr and Peers Transportation Consultants for the Local Roadway Safety Plan development, in the amount of \$59,970, and authorize the City Manager to execute the same.

2. Authorize staff to execute change orders to the contract up to \$5,997.

[Staff Report](#)

[Attachment A – Fehr and Peers Transportation Consultants Contract](#)

1.5. Resolution of Local Support for the Funding of the Blue Hills Elementary Pedestrian Crossing at UPRR

Recommended Action:

Adopt the Resolution supporting the Funding Application for the Blue Hills Elementary Pedestrian Crossing at Union Pacific Railroad.

[Staff Report](#)

[Attachment A-Resolution of Local Support MTC Safe and Seamless Grant 2021](#)

1.6. Three Year Contract for Microsoft Enterprise Agreement in the amount not to exceed \$25,669 per fiscal year

Recommended Action:

Authorize the City Manager to enter into a three-year Microsoft Enterprise Agreement through SoftwareONE for Office 365 and Windows Server licenses in the amount not to exceed \$25,669 per fiscal year.

[Staff Report](#)

[Attachment A – Microsoft Enterprise Enrollment Contract](#)

1.7. Sales Tax Consultant Amendment and Novation Agreement

Recommended Action:

City Council to review and approve the Amendment and Novation Agreement and the Resolution for Sales Tax Consultant services to substitute the legal entity name of MuniServices LLC for Municipal Resources

[Staff Report](#)

[Attachment A - Novation Agreement](#)

[Attachment B - Resolution](#)

1.8. Contract with Riverview Systems Group, Inc. for installing video conferencing improvements in the Linda Callon Conference Room in the amount of \$35,100

Recommended Action:

Authorize the City Manager to enter into a contract with Riverview Systems Group, Inc. for the installation of video conferencing improvements in the Linda Callon Conference Room in the amount of \$35,100.

[Staff Report](#)

[Attachment B - \(Updated\) Proposed Contract](#)

1.9. Budget Adjustment and Contract for Geographic Information System Consultant - Lynx Technologies, Inc. for \$32,500

Recommended Action:

1. Adopt the attached resolution approving an adjustment to the FY 2021/2022 Operating & Capital Improvement Budget for geographic information system (GIS) consulting services; AND

2. Authorize the City Manager to execute a contract amendment for GIS consulting services with Lynx Technologies, Inc. in the amount of \$32,500.

[Staff Report](#)

[Attachment A - Budget Adjustment Resolution](#)

[Attachment B - Proposed Contract](#)

1.10. ZOA21-0001 / Amendment to the City's Tree Regulations

Recommended Action:

Waive the second reading of the attached ordinance adopting and modifying Article 15-50 (Tree Regulations) to define problematic tree species and eliminate the tree removal permit fee for these trees.

[Staff Report](#)

[Attachment A - Ordinance](#)

1.11. 4Leaf, Inc. Building Inspection Services Contract for the Amount of \$40,000

Recommended Action:

Authorize the City Manager to execute a contract with 4Leaf, Inc. for as-needed professional building inspection services in the amount of \$40,000.00 for FY 2021-22.

[Staff Report](#)

[Attachment A - Proposed Contract](#)

1.12. Youth Commission Administration, Responsibilities, and Duties Policy Amendment

Recommended Action:

Adopt the resolution amending the City of Saratoga's Youth Commission Administration, Responsibilities, and Duties Policy to authorize the Commission to set its regular meeting time and to revise the attendance policy.

[Staff Report](#)

[Attachment A - Resolution Amending the Youth Commission Administration, Responsibilities, and Duties](#)

[Attachment B – Current Youth Commission Administration, Responsibilities, and Duties](#)

2. PUBLIC HEARING

None

3. GENERAL BUSINESS

3.1. Accept the Final Text and Location of Five Point of Interest Markers

Recommended Action:

Adopt the attached resolutions (Attachments A-E) accepting the final text, marker design and location of five Point of Interest markers and authorizing and directing the Director of Community Development and the Director of Public Works to proceed with contracting for the manufacturing and installation of the markers.

[Staff Report](#)

[Attachment A - Resolution for El Quito Olive Farm \(Quito Road at Paseo Olivos\)](#)

[Attachment B - Resolution for Glen Una Ranch \(Saratoga-Los Gatos Road.Austin Way\)](#)

[Attachment C- Resolution for Immigrating to California \(14470 Big Basin Way\)](#)

[Attachment D - Resolution for McCartysville \(14460 Big Basin Way\)](#)

[Attachment E- Resolution for Saratoga Vitaphone \(14486 Big Basin Way\)](#)

[Attachment F- POI Language FINAL](#)

[Attachment G- Significance Statements](#)

[Attachment H- POI proposed Locations](#)

[Supplemental Memo](#)

[Presentation](#)

3.2. Authorize Contract for FY21/22 for Pavement Management Program Project in the Amount Not to Exceed \$1,167,959

Recommended Action:

1. Move to declare O’Grady Paving Inc. to be the lowest responsible bidder on the project.
2. Move to award a Construction Contract to O’Grady Paving Inc. in the amount of \$1,008,959.15 and authorize the City Manager to execute the same.
3. Move to authorize staff to execute change orders to the contract up to \$159,000 (15%).

[Staff Report](#)

[Attachment A - Bid Summary](#)

[Attachment B - Construction Contract Presentation](#)

3.3. Road Conditions Public Engagement Program

Recommended Action:

Provide direction on the proposed road conditions public engagement program and authorize use of City Council Discretionary Funds for the engagement program.

[Staff Report](#)

3.4. City Water Conservation Efforts

Recommended Action:

1. Receive report.
2. Approve locations for conversion of grass to native landscaping.

[Staff Report](#)

[Attachment A - SCVWD Resolution No. 21-68](#)

[Attachment B - Conversion Locations Supplemental Memo](#)

3.5. City Infrastructure Projects - Update

Recommended Action:

Receive report.

[Staff Report](#)

3.6. Annual Code Update for 2021

Recommended Action:

Review the proposed cleanup amendments to the City Code and direct staff to prepare an ordinance implementing the amendments for consideration by the City Council.

[Staff Report](#)

3.7. Resolution Amending the City’s Records Retention Schedule

Recommended Action:

Adopt the resolution amending the City’s Records Retention Schedule.

[Staff Report](#)

[Attachment A – 2021 Draft Red-Lined Amended Records Retention Schedule](#)

[Attachment B – Resolution](#)

COUNCIL ASSIGNMENTS

Mayor Yan Zhao

Association of Bay Area Governments
Cities Association of Santa Clara County-City Selection Committee
Cities Association of Santa Clara County-Legislative Action Committee
Cities Association of Santa Clara County
Council Finance Committee
Valley Transportation Authority (VTA) Policy Advisory Committee
VTA State Route 85 Corridor Policy Advisory Board
West Valley Mayors & Managers
West Valley Sanitation District

Vice Mayor Tina Walia

Council Finance Committee
KSAR Community Access TV Board
Saratoga Area Senior Coordinating Council (SASCC)
Silicon Valley Clean Energy Authority Board of Directors
Saratoga Ministerial Association

Council Member Rishi Kumar

Santa Clara County Library Joint Powers Authority
Santa Clara Valley Water District Commission
West Valley Clean Water Program Authority
West Valley Solid Waste Management Joint Powers Authority

Council Member Kookie Fitzsimmons

Chamber of Commerce
Hakone Foundation Board
Santa Clara County Housing and Community Development (HCD) Council Committee
Sister City Organization

Council Member Mary-Lynne Bernald

Hakone Foundation Board & Executive Committee
Santa Clara/Santa Cruz Airport/Community Roundtable
Saratoga Historical Foundation

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, Debbie Bretschneider, CMC, 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 July 16, 2021

at the City of Saratoga, 13777 Fruitvale Avenue, Saratoga, California and on the City's website at www.saratoga.ca.us.

Signed this 16th day of July 2021 at Saratoga, California.

Debbie Bretschneider, CMC, 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. Following removal of State and local shelter in place orders these materials will be available for review in the office of the City Clerk at 13777 Fruitvale Avenue, Saratoga, California.

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**CITY OF SARATOGA
CITY COUNCIL MEETING CALENDAR 2021**

- 07/21 4:00 p.m. Closed Session | 6:00 p.m. Joint Meeting with Hakone Board | 7:00 p.m. Regular Session
- 08/04 No Meeting - Recess
- 08/18 No Meeting -Recess
- 08/31 5:00 p.m. **Study Session** with Planning Commission on Housing Element
- 09/01 5:00 p.m. Commission Interviews – Library& Community Engagement Commission, Parks & Recreation Commission, Public Art Commission, and Traffic Safety Commission
| 6:00 p.m. **Study Session** on Rules of Parliamentary Procedure | 7:00 p.m. Regular Session
- 09/15 6:00 p.m. Joint Meeting with Youth Commission | 7:00 p.m. Regular Session
- 10/06 5:00 p.m. Joint Meeting with Mountain Winery | 6:00 p.m. Joint Meeting with Sheriff's Office | 7:00 p.m. Regular Session
- 10/20 6:00 p.m. Joint Meeting with Historical Foundation | | 7:00 p.m. Regular Session
- 11/03 5:30 p.m. Joint Meeting with Saratoga Schools | 7:00 p.m. Regular Session
- 11/17 6:00 p.m. Joint Meeting with Los Gatos Saratoga Recreation | 7:00 p.m. Regular Session
- 12/01 5:00 p.m. Commission Interviews – Heritage Preservation Commission & Traffic Safety Commission | 6:00 p.m. Joint Meeting with West Valley – Mission Community College District Board of Trustees | 7:00 p.m. City Council Reorganization | Regular Session
- 12/15 6:00 p.m. **Study Session** on City Council Norms | 7:00 p.m. Regular Session