

**MINUTES**  
**WEDNESDAY, MARCH 4, 2015**  
**SARATOGA CITY COUNCIL SPECIAL MEETING**

At 4:30 p.m., the City Council conducted Planning Commission interviews in the Administrative Conference Room at Saratoga City Hall at 13777 Fruitvale Avenue. At 6:00 p.m., the City Council held a Joint Meeting with the Traffic Safety Commission. The Special Meeting was continued until after the Regular Meeting.

**SARATOGA CITY COUNCIL REGULAR MEETING**

Mayor Howard Miller called the regular meeting to order at 7:01 p.m. and led the Pledge of Allegiance.

**ROLL CALL**

PRESENT Mayor Howard Miller, Vice Mayor Manny Cappello, Council Members Emily Lo, Mary-Lynne Bernald, Rishi Kumar

ABSENT: None

ALSO PRESENT: James Lindsay, City Manager  
Richard Taylor, City Attorney  
Crystal Bothelio, City Clerk  
John Cherbone, Public Works Director  
Mary Furey, Finance & Administrative Services Director  
Erwin Ordoñez, Community Development Director  
Michael Taylor, Recreation & Facilities Director  
Brian Babcock, Administrative Analyst I  
Debbie Bretschneider, Deputy City Clerk  
Mainini Cabute, Management Analyst II

**REPORT OF CITY CLERK ON POSTING OF AGENDA**

City Clerk Crystal Bothelio reported that the agenda for this meeting was properly posted on February 26, 2015.

**COMMUNICATIONS FROM COMMISSIONS & PUBLIC**

**Oral Communications on Non-Agendized Items**

Jill Hunter shared that the America in Bloom judges will be arriving in Saratoga on May 3, 2015. During their stay, the judges will tour Saratoga.

Council Member Lo asked Jill Hunter to share information about the St. Paddy's Day Party.

Jill Hunter announced that the St. Paddy's Day Party will be on March 14 from 2:00 p.m. to 4:30 p.m. in Saratoga Village. The event is free and open to the public and will feature a variety of activities for children.

## **Oral Communications - Council Direction to Staff**

None

## **Communications from Boards and Commissions**

Mitch Kane, Chair of the Traffic Safety Commission, provided an overview of the Commission's Joint Meeting with the City Council.

## **Council Direction to Staff**

None

## **ANNOUNCEMENTS**

Council Member Kumar shared that there will be a number of activities on March 6, 2015 to celebrate Saratoga High School's participation in the 2016 Rose Parade. Representatives of the Pasadena Tournament of Roses will be present for some of the activities. Additionally, the 3<sup>rd</sup> Annual Hindu New Year Celebration will take place on March 7, 2015. Tickets and information are online at <http://www.saratogatemple.org/>.

Council Member Bernald shared that the Blossom Festival will be held on March 21, 2015 from 10:00 a.m. to 4:00 p.m. in the Heritage Orchard/Civic Center area. The event is free and free parking will be available at West Valley College. More information is available online at <http://www.saratogahistory.com/blossomfestival/>.

Council Member Lo thanked everyone who attended the Lunar New Year event at Hakone Gardens on March 1.

Vice Mayor Cappello shared that there will be orientation sessions this March, April, and May for linkAges TimeBank. This program was established by the Palo Alto Medical Foundation to encourage an intergenerational exchange of volunteer services. Information is online at <https://timebank.linkages.org/>.

Mayor Miller announced that the Recreation Activity Guide was recently mailed to Saratoga residents. The guide includes a variety of classes for all ages and interests, including an Ikebana flower arranging class. Additionally, this Saturday there will be a guided tour of the Saratoga Quarry Park at 10:00 a.m. as part of the Parks and Recreation Commission's Let's Walk program. Lastly, the City is conducting a recruitment for the Youth Commission. The applications are due May 13, 2015.

## **CEREMONIAL ITEMS**

1. Commendation for Grace Chung

**Recommended action:**

Present the commendation recognizing Grace Chung.

Mayor Miller and members of the City Council presented the commendation to Grace Chung.

2. Commendation for Saratoga Federated Church

**Recommended action:**

Present the commendation recognizing Saratoga Federated Church.

Mayor Miller and members of the City Council presented the commendation to representatives of the Saratoga Federated Church.

### **SPECIAL PRESENTATIONS**

3. Special Presentation from the League of California Cities

**Recommended action:**

Receive presentation from the League of California Cities.

Jessica Stanfill Mullin, Regional Public Affairs Manager for the League of California Cities Peninsula Division delivered a presentation on the League of California Cities.

### **CONSENT CALENDAR**

4. City Council Meeting Minutes

**Recommended action:**

Approve the City Council minutes for the Special and Regular City Council Meeting on February 18, 2015.

CAPPELLO/LO MOVED TO **APPROVE THE CITY COUNCIL MINUTES FOR THE SPECIAL AND REGULAR CITY COUNCIL MEETING ON FEBRUARY 18, 2015.**

MOTION PASSED. AYES: MILLER, CAPPELLO, LO, BERNALD, KUMAR. NOES: NONE. ABSTAIN: NONE. ABSENT: NONE.

5. Review of Accounts Payable Check Registers

**Recommended action:**

Review and accept check registers for the following accounts payable payment cycles:

2/17/2015 Period 8

2/24/2015 Period 8

CAPPELLO/LO MOVED TO **ACCEPT CHECK REGISTERS FOR THE FOLLOWING ACCOUNTS PAYABLE PAYMENT CYCLES: 2/17/2015 PERIOD 8; AND 2/24/2015 PERIOD 8.**

MOTION PASSED. AYES: MILLER, CAPPELLO, LO, BERNALD, KUMAR. NOES: NONE. ABSTAIN: NONE. ABSENT: NONE.

### **PUBLIC HEARINGS**

6. Ordinance Amending Chapter 11 of the City Code (Electronic Smoking Devices & Flavored Tobacco)

**Recommended action:**

Conduct public hearing; introduce and waive the first reading of the attached ordinance updating Chapter 11 of the City Code; and direct staff to place the ordinance on the Consent Calendar for adoption at the next regular City Council meeting.

City Clerk Crystal Bothelio presented the staff report.

Mayor Miller invited public comment on the item.

No one requested to speak.

**KUMAR/BERNALD MOVED TO INTRODUCE AND WAIVE THE FIRST READING OF THE ATTACHED ORDINANCE UPDATING CHAPTER 11 OF THE CITY CODE AND DIRECT STAFF TO PLACE THE ORDINANCE ON THE CONSENT CALENDAR FOR ADOPTION AT THE NEXT REGULAR CITY COUNCIL MEETING.** MOTION PASSED. AYES: MILLER, CAPPELLO, LO, BERNALD, KUMAR. NOES: NONE. ABSTAIN: NONE. ABSENT: NONE.

## **OLD BUSINESS**

None

## **NEW BUSINESS**

7. Summer 2015 Issue of The Saratogan

**Recommended action:**

Accept report and direct staff accordingly.

Brian Babcock, Administrative Analyst I in the City Manager's Office, presented the staff report.

Mayor Miller invited public comment.

No one requested to speak.

Council Member Bernald asked if it would be possible to simplify the link to Saratogan online.

Council Member Kumar asked about the cost of printing the newsletter. He suggested use of a site like <https://www.scribd.com/> or social media sites to make the newsletter more accessible to search engines. He also spoke about his own work with high school interns and suggested that the City could do something similar.

Council Member Lo asked that the crime prevention forum scheduled for May 19 be included in the list of events in the newsletter.

Vice Mayor Cappello asked that the feature of City parks include information about park locations, amenities, and photos. He also suggested including information about some of the sports user groups.

Council Member Lo added that the newsletter could highlight some of the summer camps offered by the Recreation Department.

Mayor Miller noted that there will be some upcoming Let's Walk events at the Quarry Park and he proposed that the dates and times of those events be included in the newsletter.

Council Member Bernald suggested that Hakone be included in the article on City parks.

Council Member Kumar raised questions about feedback on the newsletter, including whether the City tracks how many people are requesting articles, if the City solicits feedback from the public, and the estimated readership of the newsletter.

8. City Council and Commission Expense Policy

**Recommended action:**

Adopt the attached resolution to update the expense policy for City Council Members and City Commissioners.

Deputy City Clerk Debbie Bretschneider presented the staff report.

Mayor Miller invited public comment on the item.

No one requested to speak.

**RESOLUTION NO. 15-008**

CAPPELLO/BERNALD MOVED TO **ADOPT THE ATTACHED RESOLUTION TO UPDATE THE EXPENSE POLICY FOR CITY COUNCIL MEMBERS AND CITY COMMISSIONERS.** MOTION PASSED. AYES: MILLER, CAPPELLO, LO, BERNALD, KUMAR. NOES: NONE. ABSTAIN: NONE. ABSENT: NONE.

9. Village Façade Improvement Program Amendment

**Recommended action:**

Approve an amendment to the Village Façade Improvement Grant Program authorizing the City Council Finance Committee to approve applications for Village Façade Improvement Grants.

Community Development Director Erwin Ordoñez presented the staff report.

Mayor Miller requested public comment on the item.

No one requested to speak.

**RESOLUTION NO. 15-009**

KUMAR/BERNALD MOVED TO **ADOPT THE RESOLUTION APPROVING THE AMENDMENT TO THE VILLAGE FAÇADE IMPROVEMENT GRANT PROGRAM AUTHORIZING THE CITY COUNCIL FINANCE COMMITTEE TO APPROVE APPLICATIONS FOR VILLAGE FAÇADE IMPROVEMENT GRANTS.** MOTION PASSED. AYES: MILLER, CAPPELLO, LO, BERNALD, KUMAR. NOES: NONE. ABSTAIN: NONE. ABSENT: NONE.

Council Member Lo raised questions about businesses eligible for the program.

Mayor Miller suggested that Council Member Lo review the program requirements with Community Development Director Erwin Ordoñez and if changes may be warranted then the item can return to the City Council for further discussion.

## CITY COUNCIL ASSIGNMENT REPORTS

### Mayor Howard Miller

*Council Finance Committee* – a meeting is scheduled for March 6, 2015.

*Valley Transportation Authority (VTA) Policy Advisory Committee* – there was a meeting for new Committee Chairs and Board Members that Mayor Miller was invited to attend and speak at. Following the meeting, Mayor Miller met with General Manager Nuria Fernandez. She shared information about priorities for the year, including finishing phase 1 of the Bart to San Jose project and Envision Silicon Valley to determine projects to be included in a transit ballot measure for 2016. She is also very interested in engaging the public.

*West Valley Solid Waste Management Joint Powers Authority* – during the February meeting, the group discussed its work plan for the year and issues that might be of interest to the member cities.

### Vice Mayor Manny Cappello

*Santa Clara County Housing and Community Development (HCD) Council Committee* – there was a meeting on March 2, 2015 and the Committee established CDBG funding recommendations for the Board of Supervisors to consider and take action on. There were a total of 24 applications for public service funds and the Committee is recommending about \$12,000 per eligible applicant.

*Saratoga Area Senior Coordinating Council (SASCC)* – the Board met last week and is in the middle of a strategic planning effort. A letter was sent to the City Manager outlining discussions with Live Oak and efforts to establish a partnership between the two organizations. Additionally, renovation planning is currently underway.

*West Valley Sanitation District* – there is a meeting next week.

### Council Member Emily Lo

*Hakone Foundation Board & Executive Committee* – there were over 400 attendees at the Lunar New Year event. Overall, the event went smoothly. The centennial kick off took place on February 28, 2015 and a video on the history of Hakone was released. The Board is close to hiring an Executive Director. As soon as the agreement is signed and approved by the Board then the Foundation plans to make an announcement about the new Executive Director.

Council Member Lo reported that she attended the League of California Cities Peninsula Division Dinner with Council Members Bernald and Kumar, as well as City Manager James Lindsay. During the dinner, Liz Kniss was selected to serve as the Vice President of the Peninsula Division.

### Council Member Mary-Lynne Bernald

*Architecture 101 Ad Hoc Committee* – a meeting is scheduled for March 10.

*Saratoga Historical Foundation* – the Blossom Festival is coming up on March 21. The event is free and open to the public.

*Saratoga Sister City Organization* – the Sister City Organization is moving forward with the new website. Additionally, Muko was recognized as an Outstanding City of Culture by the Japanese government. Muko has started planning for its 1,300 year anniversary, which will take place 70 years from now. The Taiko drummers will be performing at the Blossom Festival, as well as other upcoming events, such as Wharf to Wharf and the Rotary Art Show.

On March 3, 2015, Council Member Bernald toured the West Valley Community Services facility. She commented that it is a tremendous asset to the community and she appreciated their willingness to offer tours to the Council.

Council Member Rishi Kumar

*Santa Clara County Expressway Plan 2040 Policy Advisory Board* – an orientation for new members was held and an overview of the proposed projects was presented. The list of projects includes changes to the intersection of Lawrence Expressway and Saratoga Avenue.

*Saratoga Ministerial Association* – the Ministerial Association received a touching presentation from the Breakout Shelter Network (BOSN) to get members engaged in helping with homelessness.

Council Member Kumar shared an update about a meeting he had with City staff regarding community engagement.

**CITY COUNCIL ITEMS**

None

**CITY MANAGER'S REPORT**

None

**ADJOURNMENT**

Mayor Miller explained that following adjournment of the Regular Meeting, the City Council will be returning to the Administrative Conference Room for the continuation of the special meeting to select two Planning Commissioners.

CAPPELLO/BERNALD MOVED TO **ADJOURN THE REGULAR MEETING AT 8:51 P.M.** MOTION PASSED. AYES: MILLER, CAPPELLO, LO, BERNALD, KUMAR. NOES: NONE. ABSTAIN: NONE. ABSENT: NONE.

Minutes respectfully submitted:

Crystal Bothelio, City Clerk  
City of Saratoga