

**MINUTES**  
**WEDNESDAY, MARCH 9, 2020**  
**SARATOGA CITY COUNCIL SPECIAL MEETING**

Mayor Miller called the meeting to order at 6:20 p.m. in the Saratoga Senior Center at 19655 Allendale Avenue.

**ROLL CALL**

**PRESENT:** Mayor Howard A. Miller, Vice Mayor Mary-Lynne Bernald,  
Council Members Yan Zhao, Manny Cappello

**ABSENT:** Council Members Rishi Kumar.

**ALSO PRESENT:** James Lindsay, City Manager  
Richard Taylor, City Attorney  
Debbie Bretschneider, City Clerk  
John Cherbone, Public Works Director  
Debbie Pedro, Community Development Director  
Mainini Cabute, Environmental Program Administrator  
Kristin Borel, Administrative Analyst

**ORAL COMMUNICATIONS ON NON-AGENDIZED ITEMS**

None

**AGENDA ITEMS:**

**Library Commission Work Plan**

Recommended Action:

Discuss Commission Work Plan, rules of procedures, and Commission relationships.

Mayor Miller led a discussion on rules of procedures and Commission relationships.

Library Commissioners presented their proposed 2020 work plan, which included:

1. Support library events and programs.
2. Promote library events and programs; engage in information sharing with library and public.
3. Identify continuing opportunities to partner with other local events and organizations, including West Valley College.
4. Help increase the number of residents with library cards and e-cards.

Mayor Miller spoke about expanding the charter of the Library Commission to have more public engagement, possibly in Public Art and/or Community Grants.

The Saratoga Community Librarian reported that the County Library's goal is to have more Community Engagement. The Saratoga Library is considering adding the Senior Center lunch

event for showing videos. The Saratoga Library is also expanding their participation in the Blossom Festival.

**City Council Consensus:**

The City Council accepted the list of the proposed Library Commission work plan items. City Council asked for the Commission to explore expanding the purview of the Commission as Community Engagement and Library, which might include helping with Public Art in reaching out to Community.

**Parks and Recreation Commission Work Plan**

Recommended Action:

Discuss Commission Work Plan, rules of procedures, and Commission relationships.

Mayor Miller led a discussion on rules of procedures and Commission relationships.

Parks and Recreation Commissioners presented their proposed 2020 work plan, which included:

1. To build stronger community relations and gathering all Saratoga residents by hosting events at City parks.
2. To build stronger community relations by engaging community members in hosted events, dialogues, and activities by the city.
3. To continue promoting a healthy lifestyle by informing residents about park and trail locations and amenities.

Proposed Projects:

1. Movie Night
2. Age Friendly Communities walks
3. Let's Work! Volunteer Program
4. Historic Plaque Program for City Parks
5. Ongoing Park Survey
6. Working with Youth Commission on their Park project

The Parks & Recreation Commission would like to request an additional budget allocation for the Fiscal Year 2020/21 of \$1,500 to cover the cost of two bronze plaques for the Historic Plaques Program. The Commission anticipates that it can research and design two plaques a year.

**City Council Consensus:**

The City Council accepted the list of ongoing work plan and proposed project items from the Parks and Recreation Commission. The City Council would be interested in the Park Survey to include questions about each park. The City Council also asked the Commission to consider changing the name from Parks & Recreation Commission to Parks Commission.

**Traffic Safety Commission Work Plan**

Recommended Action:

Discuss Commission Work Plan, rules of procedures, and Commission relationships.

Mayor Miller led a discussion on rules of procedures and Commission relationships.

Traffic Safety Commissioners presented their proposed 2020 work plan, which included:

1. Establish and Implement a Safe Routes to School Plan
2. Continue Refinement of Traffic Safety Commission Process and Governance, Establish Guidelines for Traffic Calming as needed
3. Continue to Investigate, Review and Analyze Traffic Safety Issues Raised by the Community
4. Provide a respectful space where community members are able to seek solutions for traffic safety concerns.
5. Promote Education to the Community and Schools Regarding Traffic, Bicycle and Pedestrian Safety, through Public Meetings
6. Review Projects on the Capital Improvement Project List and Prioritize for Funding

The Traffic Safety Commission reported that the new on-line form for submitting requests to the Commission was improving the quality of community submittals. They also reported on their community engagement with several projects including the Speed Survey and Safe Routes to Schools.

Mayor Miller asked the Traffic Safety Commission if they would rather have five Commissioners rather than the current seven. The Commission replied that they preferred having seven Commissioners.

#### **City Council Consensus:**

The City Council accepted the list of proposed Traffic Safety Commission work plan items. Mayor Miller suggested that the Commission apply for grants through VTA after it has a work plan for Safe Routes to School.

#### **Heritage Preservation Commission Work Plan**

##### Recommended Action:

Discuss Commission Work Plan, rules of procedures, and Commission relationships.

The meeting with the Heritage Preservation Commission was postponed to another date.

#### **Planning Commission Work Plan**

##### Recommended Action:

Discuss Commission Work Plan, rules of procedures, and Commission relationships.

Mayor Miller led a discussion on rules of procedures and Commission relationships.

Planning Commissioners presented their proposed 2020 work plan, which included:

1. Tree Regulations Ordinance
2. General Plan Update
3. Accessory Dwelling Units Ordinance
4. SB35 Objective Standards Code Review

The Planning Commission requested that a Land-use Attorney be present at their meetings.

**BERNALD/CAPPELLO MOVED TO GIVE STAFF DIRECTION FOR MAYOR AND CITY MANAGER TO WORK ON PARAMETERS FOR HAVING A LAND-USE ATTORNEY ATTEND SOME OF THE PLANNING COMMISSION MEETINGS.**  
MOTION PASSED. AYES: MILLER, BERNALD, ZHAO, CAPPELLO. NOES: NONE.  
ABSTAIN: NONE. ABSENT: KUMAR.

**City Council Consensus:**

The City Council accepted the list of proposed Planning Commission work plan items. The City Council did not prioritize the order of the items.

**ADJOURNMENT**

Mayor Miller adjourned the meeting at 10:07 p.m.

Minutes respectfully submitted:

Debbie Bretschneider, City Clerk  
City of Saratoga