

MINUTES

FRIDAY, FEBRUARY 7, 2014

SARATOGA CITY COUNCIL SPECIAL MEETING – CITY COUNCIL RETREAT

Mayor Emily Lo called the meeting to order at 9:14 a.m. in the Grace Building at the Saratoga Prospect Center at 19848 Prospect Road in Saratoga.

ROLL CALL

PRESENT Mayor Emily Lo, Vice Mayor Howard Miller, Council Members
Manny Cappello, Chuck Page, Jill Hunter

ABSENT: None

ALSO PRESENT: Dave Anderson, City Manager
Richard Taylor, City Attorney
Crystal Bothelio, City Clerk
John Cherbone, Public Works Director
Mary Furey, Finance and Administrative Services Director
James Lindsay, Community Development Director
Michael Taylor, Recreation and Facilities Director
Captain Ken Binder, Santa Clara County Sheriff's Office
Monica LaBossiere, Human Resources Manager
Christopher Riordan, Senior Planner
Tony McFarlane, Accounting Manager
Mainini Cabute, Management Analyst II
Brian Babcock, Administrative Analyst I
Franziska Church, Traffic Engineer

REPORT OF CITY CLERK ON POSTING OF THE AGENDA

City Clerk Crystal Bothelio reported that pursuant to Government Code 54954.2, the agenda for this meeting was properly posted on February 4, 2014.

COMMUNICATIONS FROM COMMISSIONS & PUBLIC

Oral Communications on Non-Agendized Items

Council Member Jill Hunter shared that the Village Ad Hoc allocated \$3,500 for a façade improvement project in the Village.

AGENDA TOPICS

1. SPEED LIMIT ENFORCEMENT & TRAFFIC CALMING

Mainini Cabute, Management Analyst II in the Public Works Department, introduced the item.

Captain Ken Binder with the Santa Clara County Sheriff's Office provided information about historical data on citations in Saratoga. He explained that the number of traffic tickets issued naturally ebbs and flows. He provided an overview of revenues from citations, explaining that very little money generated from tickets go to cities. Captain Binder then provided information about the number of traffic officers used in neighboring cities, including Los Altos and Los Gatos. In the speed survey, Captain Binder noted, there was a rise in speeding on 31 streets in Saratoga. Available data does not show that an increase in citations results in a decrease in speeding or collisions. However, the City Council could experiment by increasing the number of traffic officer hours in Saratoga to see if it changes driver behavior. Additionally, increased collaboration with schools to improve traffic flow during pick up and drop off hours may help improve traffic conditions in the City.

Vice Mayor Miller commented that it might be helpful to conduct outreach to schools at Parent Teacher Associations (PTA) at the beginning of the year.

Captain Binder responded that the Sheriff's Office does attend PTA meetings at the beginning of the school year to review traffic regulations.

Vice Mayor Miller and Council Member Hunter commented upon changes in the ways schools have approached drop off and pick up traffic issues.

Mayor Lo observed that while it is useful to do outreach to PTA groups, many parents are unable to attend PTA meetings. While all outreach is useful, a broader approach may be necessary to reach a wider audience.

Public Works Director John Cherbone shared that in September, staff sent letters to all the schools in Saratoga and offered the service of the Traffic Engineer to evaluate flow of traffic during drop off and pick up hours and then provide recommendations on how to improve traffic flow. Only one school accepted the offer.

City Manager Dave Anderson recalled that when he became City Manager, there were significant concerns about school-related traffic. At that time, the Council established a task force to review traffic issues and worked with a traffic engineer to develop school site plans intended to address problems. The effort resulted in improvements for several years, but problems began to resurface after the task force was disbanded. He suggested that if the City Council would like to deal with drop off and pick up hour traffic issues then the Council may want to consider forming a consortium of representatives of the schools and City to meet regularly to address school-related traffic concerns.

Council Member Hunter said that when she was on the Saratoga Union School Board, parents were invited to coffee meetings after dropping off their children to receive information from the Sheriff's Office. She thought the meetings were effective in educating parents.

Mayor Lo suggested that the City find a way to tap into the existing communication systems

that the schools have in place.

City Manager Dave Anderson commented that it is usually helpful to have a presence on campus during drop off and pick up hours to direct drivers.

Vice Mayor Miller agreed, but shared an example of how poorly focused or trained volunteers overseeing drop off and pick up do little to improve traffic flow.

Mayor Lo asked if the City School Ad Hoc could oversee discussions with schools to improve traffic flow or if a special task force should be established.

City Manager Dave Anderson suggested a task force would be a more effective method to engage schools.

Traffic Engineer Franziska Church then proceeded to share information about speed related collisions in the City. She showed the City Council a slide showing where speed collisions happen in the City. She then explained that 60 roadway segments are selected for speed survey. These segments are selected based on criteria set forth in State Code. The Traffic Engineer then presented options for increasing traffic enforcement. The Traffic Safety Commission reviewed the options and recommended increasing the number of traffic enforcement officers in Saratoga by 1 full-time equivalent (FTE). The Traffic Engineer suggested that if traffic enforcement hours are increased, the City might want to consider establishing goals for reduction of speeding and collisions. She also suggested that if traffic enforcement hours are increased that they be increased for a period of 2-years to provide sufficient time to change driver behavior.

Vice Mayor Miller asked if staff or the Traffic Safety Commission considered physical changes to roadways as a means to deter speeding and prevent accidents.

Traffic Engineer Franziska Church acknowledged that physical improvements could change driver behavior. However, many of the roads that present the highest concern for speeding are windy, narrow hillside roads where there are limited opportunities for physical implementations.

Public Works Director John Cherbone added that staff and the Traffic Safety Commission have considered physical improvements intended to calm traffic on many of these roadways, but found that residents are generally opposed having the traffic calming devices installed in front of their home.

Captain Binder then provided the Council with information on the impact of speed surveys on radar speed enforcement. Speed limits are commonly 8 to 12 miles per hour below the 85th percentile of vehicle speed. If driver speeding causes the 85th percentile on a road to increase and the speed limit is not increased to reflect the change in driver speed, it affects the ability of law enforcement to issue tickets by radar. This limitation does not apply if the driver is traveling at 65 miles per hour or more.

Mayor Lo raised concerns about increasing speed limits.

Council Member Page commented that in the past the City has worked with the Sheriff's Office to adjust shifts to focus enforcement during high traffic hours.

Captain Binder noted that options for adjusting shifts are limited when there is only 1 traffic enforcement officer.

Council Member Hunter inquired about standards for and process for installation of physical traffic calming measures in other communities.

Mayor Lo commented upon speeding problems she has observed on Beaumont Avenue.

City Manager Dave Anderson shared his thoughts on the challenges associated with changing driver behavior, especially on streets that drivers use frequently.

Vice Mayor Miller noted that data on accidents appears to show that accidents have declined.

Mayor Lo acknowledged that the number of accidents may have declined, but this information does not indicate whether accident severity has also declined. Therefore, the City should continue to make efforts to reduce accidents as even a single accident may have very serious consequences.

Council Member Page raised concerns that there may be an overabundance of signage in the City. He added that he would like to further investigate the option of adding another traffic enforcement officer to the City and increasing speed limits where appropriate.

Council Member Hunter stated she felt changes to enforcement levels or speed limit are not necessary.

Vice Mayor Miller noted that it might not be appropriate to raise the speed limit on certain streets, such as streets in residential areas.

Council Member Hunter proposed driver education to reduce speeding.

Council Member Page requested that staff return to City Council with a list of streets where a change of speed limit is proposed, including the proposed change to the speed limit.

Vice Mayor Miller added that he would like to see this information as well.

Vice Mayor Miller and Council Member Page also suggested reaching out to schools to cooperatively work to address circulation issues once further analysis of traffic issues is performed.

Council Member Page added that he would like to discuss formation of a task force after

additional information about speed and traffic issues is brought back to the City Council, in case particular stakeholders need to be targeted for the task force.

Vice Mayor Miller stated that he would like the report to include information about physical improvements or changes that can be made on problematic streets to further calm traffic.

Mayor Love invited public comment on the item.

The following person requested to speak:

Trish Cypher raised concerns about the need to calm traffic. She suggested improving dialogue and understanding between motorists and bicyclists.

No one else requested to speak.

Council Member Hunter voiced concerns about the meeting schedule of the Traffic Safety Commission and suggested that the group meet more often.

COUNCIL DIRECTION:

Council directed staff to return to the City Council with a report that:

- 1) Reviews a combination of options for calming traffic through modifications to speed limits, increasing the amount of traffic enforcement hours provided by the Sheriff's Office in Saratoga, and physical improvements;
- 2) Provides the Council with options for formation of a task force to assist with traffic calming in the City; and
- 3) Includes a recommendation from the Traffic Safety Commission on traffic calming and task force options.

2. EVENT FUNDING & COMMUNITY EVENT GRANT PROGRAM

Brian Babcock, Administrative Analyst I in the City Manager's Office, introduced the item. He provided background on the Community Event Grant Program, including history of event funding allocations, then provided the Council with some options for amending program criteria and priorities.

Mayor Lo invited public comment on the item.

The following person requested to speak:

Trish Cypher

No one else requested to speak.

Mayor Lo suggested that the criteria include the requirement that events are free for the public to attend.

Council Member Page questioned creation of a requirement that events be free to the public.

Council Member Hunter supported the suggestion to require events be free to qualify for grant funding.

City Manager Dave Anderson suggested that the Council could prioritize free events, instead of requiring that events be free to the public.

Council Member Hunter stated she was in favor of that proposal.

Vice Mayor Miller commented upon some of the things that he disliked about the Community Event Grant Program and stated he felt that the Council keep criteria for the program minimal so that the City Council can collectively review a broad range of events then select the ones that the Council feels are in the best interest of the community.

Council Member Cappello commented that he has no preference between free events and events that charge for admission. He stated that he would like to add criteria to the program that requires events build a sense of community.

Council Member Hunter noted that assessing whether an event builds a sense of community is very subjective.

Council Member Page added that it would be difficult for staff to apply such a subjective criteria.

City Manager Dave Anderson added that there are different ways to interpret how an event builds a sense of community. For example, would a small event that builds a strong sense of community among a small segment of residents meet the criteria to build community?

Council Member Cappello stated he didn't feel that the criteria needed to be strictly defined. He added he thought it might help pair down the number of applications if applicants understand upfront that events funded through the grant program must build community.

Council Member Page stated that he preferred to keep the criteria limited as it allows event organizers the freedom to propose unique and unexpected events. He also said he prefers that criteria be limited to objective matters that staff can easily assess.

Council Member Cappello argued that at a minimum applicants need to be able to articulate why their proposed event builds community.

Mayor Lo suggested that building a sense of community be included in the priorities for the program.

Council Member Hunter added that the grant application could include a question asking applicants to explain how the proposed event builds community.

Council Member Cappello said he would accept building a sense of community as a priority and preferred that it be the first priority.

Council Member Hunter stated she thought simply adding a question about building community would be sufficient.

Mayor Lo asked how the Council would assess an events ability to build community.

Council Members Cappello and Page said that they did not think it was necessary to define the meaning of a community building event.

Mayor Lo said that she would like to include free events in the funding priorities for the program.

Mayor Lo invited public comment on the item again.

The following people requested to speak:

Joyce Hlava, Chair of the Planning Commission, spoke about her experiences submitting grant applications on behalf of the Saratoga Foothill Club. She appreciated grant programs with very explicit criteria that are upfront about minimum qualifications for grant funding.

Trish Cypher expressed concerns with giving taxpayer money (mandatory support for government) to non-profits (voluntary support to community organizations).

Pragati Grover, Planning Commissioner, proposed that the City Council consider the number of people who benefit from an event and encourage different groups to propose new events.

No one else requested to speak.

Mayor Lo summarized Council consensus thus far, stating that Council has no desire to change the criteria. She asked again if there was any interest in making free events a priority.

Council Member Cappello stated he did not want to include free events as a priority for the program.

Council Member Page said that he did not think free events should be a priority.

COUNCIL DIRECTION:

The City Council directed staff to keep the existing Community Event Grant Program criteria and priorities and add a question to the application that asks applicants to explain how the proposed event builds community. No change was made to the total amount of funding for the program.

3. COMMUNITY DEVELOPMENT WORK PLAN

Annexation of 207 Acres around Glen Una Drive:

Community Development Director James Lindsay introduced the item and provided a report. He explained that first item on the proposed Community Development Department work plan is the LAFCO requested annexation of the Glen Una area. He reviewed requirements and the public process for annexation. He also explained that it would cost approximately \$15,000 to further study the annexation.

Council Member Hunter shared that residents in the Glen Una area have expressed to her an interest in being annexed by the City of Saratoga.

Council Member Cappello raised concerns about the risks associated with taking over responsibility for roadways in the area.

Council Member Hunter also voiced concerns about flooding in the area.

Community Development Director James Lindsay said that these concerns could be evaluated in the study of the annexation.

Mayor Lo invited public comment on this item.

The following person requested to speak:

Trish Cypher raised concerns about the impact of the annexation on the Santa Clara County Registrar of Voters.

No one else requested to speak.

Council Member Hunter said she would support spending \$15,000 to study the annexation.

Vice Mayor Miller noted that it would be beneficial to survey residents prior to entering into annexation proceedings. He also wondered if the timeline for study could be advanced.

Community Development Director James Lindsay said that prior to initiating the annexation, the City would survey residents for their interest in becoming part of the City of Saratoga. Additionally, the study could be done this Fiscal Year through a mid-year budget adjustment.

Vice Mayor Miller asked that the report on the condition of the roads in the proposed annexation area be brought before the City Council for consideration before outreach to the neighbors is conducted.

Council Member Cappello requested that the report include other potential risks, in addition to the roads.

COUNCIL DIRECTION:

Council directed staff to include \$15,000 for the annexation study in the Mid-Year Budget Adjustments and return with to Council in May with an assessment of roadway conditions and risks.

Housing Element Update:

Community Development Director James Lindsay then proceeded to a discussion on the Housing Element update. He provided an overview of outreach efforts for the Housing Element Update, including public meetings scheduled for February 25, 2014 and March 11, 2014. The draft Housing Element is expected to be available to the public in June and the Planning Commission is tentatively scheduled to make a recommendation on the Housing Element to the City Council in July 2014. He then explained some of the strategies that could be used to reach the Regional Housing Needs Assessment (RHNA) allocation for the City of Saratoga.

Mayor Lo invited public comment on the item.

The following people requested to speak:

Trish Cypher discussed concerns about RHNA allocations and urged the Council to reach out to legislators in the State to change rules associated with RHNA allocations.

Joyce Hlava, Chair of the Planning Commission, spoke on behalf of the Planning Commission and described the approach that the Planning Commission is planning to take with the Housing Element. She explained that the Commission wants to take an open approach and will be considering a wide array of possibilities with the goal of completing the Housing Element by November 2014.

No one else requested to speak.

COUNCIL DIRECTION:

Council directed staff to proceed with the Housing Element as planned.

Annual City Code Updates:

The City Council then opened discussion on the Annual Code Updates.

Community Development Director James Lindsay explained that staff is proposing to bring forward updates to three sections of the City Code through the Annual Code Updates, in addition to the various clarifications and minor changes typically addressed through the Annual Code Updates. The three areas that staff is proposing to update as part of the Annual Code Updates include Article 7-20 Animals and Fowl, Chapter 4 Business Regulations, and Article 6-10 Alarm Systems.

Council Member Page inquired about the rotation of General Plan element updates.

City Attorney Richard Taylor noted that the next element in line for an update would be the Land Use Element, which will be the oldest element after adoption of the Housing Element is complete.

COUNCIL DIRECTION:

Council directed staff to proceed with the Annual Code Updates as presented.

Planning Commission Work Plan Recommendations:

Community Development Director James Lindsay then explained that there are other items that the Planning Commission requested to include in the work plan.

Planning Commission Chair Joyce Hlava addressed the City Council, providing an overview of the items that the Planning Commission would like included in the work plan. This included revisiting C-V and C-N setbacks and height regulations. She explained that it might be best to add this to the work plan after 2014.

Council Member Miller commented upon the opposition some residents expressed to the Planning Commission's proposed changes to height and setback regulations in the C-V and C-N zones, adding he felt that the current regulations have worked thus far and could remain for another few years.

Council Member Cappello agreed that the C-V and C-N setbacks and height regulations might be an issue to revisit in a year or two.

Planning Commissioner Mary-Lynne Bernald asked if it might be appropriate to review landscape buffer requirements this year.

City Manager Dave Anderson stated that setbacks, including landscape buffers, should be discussed alongside height regulations.

The City Council concurred to keep the Community Development Work Plan as presented and defer revisiting C-V and C-N setbacks and height regulations.

4. MID-YEAR BUDGET & 5-YEAR FORECAST

Finance and Administrative Services Director Mary Furey introduced the item, providing a year-end review for Fiscal Year 2012/13. She then provided a status update on the Fiscal Year 2013/14 budget. She explained that property tax revenues are increasing. Construction tax fees appear to be increasing somewhat. Sales tax revenues remain about the same as last year, as are business license tax fees and development fees. Revenues from Franchise Fees are unclear at this point. Transient occupancy taxes have been projected conservatively, but showed improvement in the last fiscal year budget. Recreation fees appear to be consistent, while interest income remains very low. In terms of expenditures, salary and benefits are about the same as last year. Operating expenditures are projected to increase due primarily

to increases in material expenses and contractor and consultant services. There are some increases in public safety, grants, and internal service funds as well.

Finance and Administrative Services Director Mary Furey then presented the proposed mid-year budget adjustments. The adjustments will go to City Council on March 5, 2014 for approval. The proposed adjustments included increasing general fund revenues for secured property tax, property tax-in-lieu, building permit fees, building plan check fees, and Sheriff's Office reimbursements. Additionally, proposed revenue adjustments included increasing the Workers Compensation Fund for a Wellness Grant and Risk Management Fund for a claim reimbursement. Proposed expenditures adjustments included increases to records management/document scanning, Glen Una annexation study funding, park repairs, and an increase to Saratoga Village Sidewalk Rehabilitation in the capital budget.

Finance and Administrative Services Director Mary Furey presented the 5-year forecast. She explained the assumptions used to formulate the forecast and some of the projections. One of the impacts on the City budget will be funding for CalPERS. The forecast is not a prediction of future conditions, but rather a best guess based on current conditions.

Mayor Lo invited public comment on the item.

The following person requested to speak:

Trish Cypher

No one else requested to speak.

COUNCIL DIRECTION:

Council directed staff to present the mid-year budget adjustments at the March 5, 2014 City Council Meeting for review and approval.

5. CAPITAL IMPROVEMENT PLAN

Capital Improvement Plan Process Policy & Unfunded Capital Projects:

Finance and Administrative Services Director Mary Furey provided an overview of the Capital Improvement Plan Process Policy. This policy was first used in preparation of the Capital Budget last year. The policy guides how the City Council and staff initiate development of a capital project, how a project is added to the capital improvement plan, and how projects are funded. She then reviewed available capital funding for Fiscal Year 2014/15, then provided an update on the current Fiscal Year 2013/14 capital projects and answered Council questions about capital projects.

Finance and Administrative Services Director Mary Furey presented proposed changes to currently funded capital improvement plan projects. This included changes in project scope or funding. These projects included the El Quito Curb and Gutter project (increase by \$150,000), Annual Park and Trail Repairs (increase by \$25,000), Hakone Master Plan

(change in scope), Electronic Door & Lock System (increase by \$45,000), and Document Imaging (change in scope).

Finance and Administrative Services Director Mary Furey showed the City Council the list of unfunded capital improvement plan projects. Council has approved adding these projects to the capital improvement plan, but has not allocated funds to these projects.

Vice Mayor Miller stated that he is in favor of funding the Saratoga Creek Trail project at \$50,000 from park-in-lieu fees, fund the Cool Roofs project, remove the Heritage Orchard Monument Sign from the capital improvement plan, and leave the remaining items on the unfunded list.

Council Member Cappello said that he is in favor of funding the Saratoga Creek Trail project at \$50,000 from park-in-lieu fees and the Cool Roofs project.

Council Member Hunter shared that she would like the Big Basin Way Turn Around and Heritage Orchard Monument Sign removed from the unfunded list.

Council Member Page agreed with the consensus to remove the Heritage Orchard Monument Sign from the unfunded list, but suggested that the Council fund a study at \$50,000 to assess the feasibility of adding a turnaround at the end of the Village on Big Basin Way. He also said that he supported funding the Saratoga Creek Trail project at \$50,000 from park-in-lieu fees and the Cool Roofs project.

Mayor Lo proposed funding the Quito Road Sidewalk Improvements, the Saratoga Creek Trail project at \$50,000 from park-in-lieu fees, and the Cool Roofs project. She suggested that the other items remain on the unfunded list.

Council Member Hunter suggested that the study of the turnaround also include analysis on the feasibility of adding parking in the end of Big Basin Way where the turnaround is proposed to be located.

Mayor Lo invited public comment on the item.

The following person requested to speak:

Trish Cypher

No one else requested to speak.

COUNCIL DIRECTION:

Council directed staff to remove the Heritage Orchard Monument Sign from the unfunded capital improvement list, fund a feasibility study in the amount of \$50,000 of a turnaround and parking at the end of Big Basin Way in the Village, fund the Saratoga Creek Trail project at \$50,000 from park-in-lieu fees, the Cool Roofs project, and keep the remaining unfunded projects on the unfunded list.

Candidate Capital Improvement Projects:

Finance and Administrative Services Director Mary Furey then introduced the candidate capital improvement plan projects.

Vice Mayor Miller clarified that the Quarry Park Right-of-Way/Property Acquisition Project, which he nominated, is for acquisition of easements and real property.

The City Council discussed options for reducing the scale of the Theater Improvements project.

Council Member Page stated that he felt it is very important to improve safety of accessing the control booths.

Staff addressed Council questions regarding the candidate projects.

Vice Mayor Miller commented that staff should consider requiring property owners to install driveways, curbs, and gutters that conform to the street in areas where streets have been built without a proper drainage system.

Community Development Director James Lindsay said that staff could look into this option when identifying changes for the Annual Code Updates.

Vice Mayor Miller suggested that staff pursue grant opportunities for the Long Term Trash Plan Storm Drain Full Capture Devices, if grant opportunities become available.

Council Member Chuck Page suggested that if a gatehouse is constructed at the Quarry Park that it be constructed in a style similar to that of Warren Heid's old office.

Vice Mayor Miller suggested that if the Landscaping and Lighting District Initial Funding Program is approved to be included in the capital improvement plan that it becomes a rotating fund.

Vice Mayor Miller stated that he would like to include all of the candidate projects in the capital improvement plan and recommended that the following projects be funded:

- Quarry Park Right-of-Way and Property Acquisition
- Fund the Theater Improvements at \$250,000 (combination of capital reserves, Community Development Block Grant funds, and PEG fees)
- Residential Street Construction
- Saratoga Hills Storm Drain Improvement
- Long Term Trash Plan Storm Drain Full Capture Devices
- Pre-School Playground
- Quarry Park Master Plan Implementation – Phase 1, if the project meets Midpeninsula Regional Open Space District timeframe for opening of the park
- Parking Improvements at Historical Park
- Landscape and Lighting District Initial Funding, with a preference that the program

becomes a matching program similar to the Village Façade Improvement Program and the fund becomes a revolving fund

- Turf Reduction Renovation Program
- Master Switch Gear – Electrical Board
- Windows at Public Works

Mayor Lo invited public comment on the item.

The following person requested to speak:

Trish Cypher spoke about Council expectations for public participation in decision-making.

No one else requested to speak.

Council Member Chuck Page recommended that the following projects be funded:

- Quarry Park Right-of-Way and Property Acquisition
- Fund the Theater Improvements at \$250,000 (combination of capital reserves, Community Development Block Grant funds, and PEG fees)
- El Camino Grande Storm Drain Pump
- Residential Street Construction
- Saratoga Hills Storm Drain Improvement
- Long Term Trash Plan Storm Drain Full Capture Devices
- Pre-School Playground
- Quarry Park Master Plan Implementation – Phase 1
- Lighting and Landscaping District Initial Funding Program at \$30,000 if it is a matching program
- Turf Reduction Renovation Program
- Master Switch Gear – Electrical Board

Council Member Page added that the remaining projects could be added to the unfunded capital improvement project list.

Mayor Lo recommended that the following projects be funded and the remaining projects be added to the unfunded capital improvement list:

- Residential Street Construction
- Saratoga Hills Storm Drain Improvement
- Long Term Trash Plan Storm Drain Full Capture Devices
- Pre-School Playground
- Quarry Park Master Plan Implementation – Phase 1
- Parking Improvements at Historical Park
- Landscape and Lighting District Initial Funding
- Turf Reduction Renovation Program
- Master Switch Gear – Electrical Board

Council Member Hunter stated that she would like to see the following projects funded:

- Quarry Park Right-of-Way and Property Acquisition

- Fund the Theater Improvements without funding from the City
- El Camino Grande Storm Drain Pump
- Residential Street Construction
- Saratoga Hills Storm Drain Improvement
- Long Term Trash Plan Storm Drain Full Capture Devices
- Pre-School Playground
- Quarry Park Master Plan Implementation – Phase 1
- Landscape and Lighting District Initial Funding
- Turf Reduction Renovation Program
- Master Switch Gear – Electrical Board

Council Member Cappello suggested the following projects be funded and the remaining candidate projects be added to the unfunded capital improvement list:

- Quarry Park Right-of-Way and Property Acquisition
- Fund the Theater Improvements at \$250,000 (combination of capital reserves, Community Development Block Grant funds, and PEG fees)
- El Camino Grande Storm Drain Pump
- Residential Street Construction
- Saratoga Hills Storm Drain Improvement
- Long Term Trash Plan Storm Drain Full Capture Devices
- Pre-School Playground
- Quarry Park Master Plan Implementation – Phase 1
- Landscape and Lighting District Initial Funding
- Turf Reduction Renovation Program
- Master Switch Gear – Electrical Board
- Corporation Yard Gate

COUNCIL DIRECTION:

Council directed staff to return to the City Council at a budget study session on April 16, 2014 with a list of the capital projects that received support for funding from a Council majority. During the study session, the City Council will finalize the list of capital improvement projects to be funded through the Fiscal Year 2014/15 budget. Items on the candidate list not supported for funding should be added to the unfunded capital improvement project list.

6. ENVIRONMENTAL POLICY IDEAS

Council Member Chuck Page explained that he asked the Mayor to place this item on the Retreat Agenda to open discussion on things that the City Council may want to consider doing or promoting to improve environmental sustainability.

Vice Mayor Miller suggested that the Council consider policies that promote water conservation.

Council Member Cappello concurred, suggesting incentives that the City can implement to encourage water conservation. He added that he thought that there were opportunities to

incentivize water conservation through landscaping regulations in the City Code.

COUNCIL DIRECTION:

Council directed staff to return to the City Council with options to promote water conservation, including incentives and adjustments to the City Code.

7. RETREAT WRAP UP

Mayor Lo and City Manager Dave Anderson summarized the Council direction on each of the agenda items.

Speed Limit Enforcement & Traffic Calming Council Direction:

Council directed staff to return to the City Council with a report that:

- 1) Reviews a combination of options for calming traffic through modifications to speed limits, increasing the amount of traffic enforcement hours provided by the Sheriff's Office in Saratoga, and physical improvements;
- 2) Provides the Council with options for formation of a task force to assist with traffic calming in the City; and
- 3) Includes a recommendation from the Traffic Safety Commission on traffic calming and task force options.

Event Funding & Community Event Grant Program Council Direction:

The City Council directed staff to keep the existing Community Event Grant Program criteria and priorities and add a question to the application that asks applicants to explain how the proposed event builds community. No change was made to the total amount of funding for the program.

Community Development Work Plan Council Direction:

Council directed staff to include \$15,000 for the Glen Una area annexation study in the Mid-Year Budget Adjustments and return to Council in May 2014 with an assessment of roadway conditions and risks.

Council directed staff to proceed with the Housing Element as planned.

Council directed staff to proceed with the Annual Code Updates as presented, which including addressing updates in Article 7-20 Animals and Fowl, Chapter 4 Business Regulations, and Article 6-10 Alarm Systems. Additionally, Council directed staff to include requirement for property owners who are rebuilding or remodeling to repair gutters and align driveways to the road.

Mid-Year Budget & 5-Year Forecast Council Direction:

Council directed staff to present the mid-year budget adjustments discussed at the Council Retreat at the March 5, 2014 City Council Meeting for review and approval.

Capital Improvement Plan Council Direction:

Council directed staff to remove the Heritage Orchard Monument Sign from the unfunded capital improvement list, fund a feasibility study in the amount of \$50,000 of a turnaround and parking at the end of Big Basin Way in the Village, fund the Saratoga Creek Trail project at \$50,000 from park-in-lieu fees, the Cool Roofs project, and keep the remaining unfunded projects on the unfunded list.

Council directed staff to return to the City Council at a budget study session on April 16, 2014 with a list of the capital projects that received support from a Council majority for funding. During the study session, the City Council will finalize the list of capital improvement projects to be funded through the Fiscal Year 2014/15 budget.

Projects that received support from a majority of the City Council for funding included:

- Big Basin Way Turnaround/Parking Feasibility Study at \$50,000
- Saratoga Creek Trail at \$50,000 from park-in-lieu to meet matching grant requirements
- Cool Roofs Project
- Quarry Park Right-of-Way and Property Acquisition
- Theater Improvements at \$250,000 (combination of capital reserves, Community Development Block Grant funds, and PEG fees)
- El Camino Grande Storm Drain Pump
- Residential Street Construction
- Saratoga Hills Storm Drain Improvements
- Long Term Trash Plan Storm Drain Full Capture Devices
- Pre-School Playground
- Quarry Park Master Plan Implementation- Phase I
- Landscape and Lighting District Initial Funding
- Turf Reduction Renovation Program
- Master Switch Gear – Electrical Board

Environmental Policy Ideas Council Direction:

Council directed staff to return to the City Council with options to promote water conservation, including incentives and adjustments to the City Code.

ADJOURNMENT

CAPPELLO/PAGE MOVED TO **ADJOURN THE CITY COUNCIL RETREAT AT 4:47 P.M.** MOTION PASSED. AYES: LO, MILLER, CAPPELLO, PAGE, HUNTER. NOES: NONE. ABSTAIN: NONE. ABSENT: NONE.

Minutes respectfully submitted:

Crystal Bothelio, City Clerk