

Status Report on City Council Goals and Objectives FY 2010/2011

March 22, 2011

Introduction: The following is a list of the adopted FY 2010/11 City Council Goals and Objectives with comments (in blue) on the anticipated progress made on each through June 30, 2011.

A. Maintain and enhance the economic vitality of the community.

Objectives:

- Manage and advance key private development and renovation proposals.
 1. Enchanted Resorts
Completed EIR consultant selection and actively coordinating EIR preparation efforts with EIR consultant.
 2. Bounsall Development
Processed amendment to MOU. Continuing consultation on project related matters.
 3. Indian Springs Resort Expansion
Completed conceptual design review process. Processed MOU. Continuing consultation on project related matters.
 4. Roman Spa Expansion
Processed modification to MOU. Continuing consultation on project related matters.
 5. *Worked closely and cooperatively with Vallarta Market, Highlands Church, T-Vine Winery, and several other smaller developments in an effort to expedite review and minimize costs. Allowed and facilitated process shortcuts where reasonable.*
- Adopt updated water and wastewater user rates with the most reasonable adjustments possible.

1. *Fair and reasonable utility rates were updated by the City Council after months of utility rate advisory committee meetings and public hearings.*
- Evaluate and revise as necessary development impact fees.
 1. *Water and Wastewater development connection fees were adjusted by the City Council through the utility rate study and hearings.*
 2. *The City Council authorized expenditure of \$16,000 to update the building and planning fees, but a consultant was not hired due to reorganization of the Planning and Building Department.*
 - Develop and adopt a long-term general fund revenue, expenditure and capital improvement projects forecast.
 1. *Water and sewer capital improvement projects were forecasted through the utility rate study for the next five years.*
 - Adopt a fiscal year budget with conservative assumptions and with the protection of reserve funds.
 1. *The FY 2010/11 operating budget was adopted with the objective to reduce expenditures to match a conservative revenue estimate. By mid-year revenues had exceeded expenditures by \$159,000. It is anticipated, even with unexpected costs, that the budget will balance by fiscal year's end.*
 - Continue to reduce City operating costs.
 1. *Reduced hours of contract Building Official to minimum necessary to cover current and anticipated work load for the remainder of the year.*
 2. *Prioritized "flex time" work scheduling to minimize accrual of compensatory time.*
 3. *As of June 1, 2010, the Fire Department moved to a more traditional fire department schedule. The full-time firefighters are paired with part-time firefighters working 48-hour shifts. The Fire Chief works a 40+ hour week and is on call for any emergency that may occur.*
 4. *Vacated the Planning Director position and delegated responsibilities to upgraded Planning and Building Manager and Senior Planner positions.*
 5. *Performed a grant-funded lighting retrofit project in City facilities to reduced future electrical costs by up to \$20,000 per year.*

5. *Negotiated a better waste disposal cost rate for wastewater treatment plant sludge to save tens of thousands each year.*
6. *Backfilled two very experienced and retiring Treatment Plant Operators with junior plant operators in a manner that should keep the treatment plants reliable through the transition to build up experience.*

B. Offer excellent professional services to all customers.

Objectives:

- Continue to provide a high standard in the delivery of emergency and general municipal services.
 1. Web Page
Initiated re-design of web site for Planning and Building and Fire Departments to simplify navigation and content and provide additional informational resources.
 2. *As of June 1, 2010, the Fire Department moved to a more traditional fire department schedule. The full-time firefighters are paired with part-time firefighters working 48-hour shifts. The Fire Chief works a 40+ hour week and is on call for any emergency that may occur.*

This schedule change has provided a higher level of service twenty-four hours a day, while at the same time reducing the department's overtime budget by approximately \$23,000.
 3. *Obtained NPDES discharge permit renewal for Wastewater Treatment Plant after years of discharge studies and negotiations with the Regional Water Quality Control Board.*
 4. *Effected the timely replacement of an obsolete street sweeper to stay in compliance with stormwater and air quality rules.*
- Improve the delivery of private development related services.
 1. Permit Guide
Developed and published Permit Guide to help new businesses understand requirements for locating in vacant commercial spaces within the City.
- Streamline and simplify processes.

1. *The approval and introduction of the new special events process and fees will dramatically improve and simplify the process event planners have to go through to host any type of event in the City. We have taken a process which had upwards of five different forms to complete down to one single form and one main point of contact.*
- **Expand and improve communication and transparency.**
 1. *The City Council adopted an ordinance containing economic incentives providing temporary relief from regulatory barriers to the start up of new businesses.*
 2. *Collaborated with Police and Recreation and Parks departments to develop a streamlined special event permit process.*
 - **Maintain focus on existing key assignments and priorities. Evaluate available time and resource demands before committing to or assigning new tasks. Evaluate and adjust staffing levels as necessary to reflect increased demands.**

1. *Vacated the Planning Director position and used temporary staff at reduced hourly cost to meet special needs of finance and building inspection functions.*

C. Establish, improve and maintain City infrastructure.

Objectives:

- **Continue to maintain the high level of service and reliability available to the community through our infrastructure systems and facilities.**
 1. *Flushed over 250 hydrants to maintain water quality and test operational reliability.*
 2. *Updated Water, Sewer, and Stormwater maps with available institutional knowledge on a GIS system to improve system maintenance and reliability.*
 3. *Worked closely with Caltrans to obtain emergency drainage and patching repairs on Lincoln Ave. and near-term planned pavement overlay projects to Foothill Blvd.*
 4. *Improved water, sewer, and pavement infrastructure as part of the Diamond Hills off-site improvements.*
 5. *Completed a Pavement Management System update to assess the condition of City-owned streets and Identify problem areas.*

6. *Will improve pedestrian safety near the Community Pool by creating a 3-way stop intersection and crosswalk at Washington St. and North Oak St.*
- Complete and approve plans and specifications for the 1.5 million gallon water storage tank at Mt. Washington, secure funding and seek construction bids and commence construction.
 1. *Secured funding through USDA and Measure A. Plans and specifications completed. Seeking construction bids in April 2010.*
 - Complete renovation of the Fire Station.
 1. *Completed the renovation of the Fire Station.*

D. Create an environmentally sustainable community.

Objectives:

- Implement “green” environmental sustainability policies and initiatives.
 1. *Provided staff assistance to Green Sub-Committee in developing a list of priority actions.*
- Continue to pursue funding opportunities for geothermal and photovoltaic system improvements at the Community Pool.
 1. *Started process to determine the feasibility of installing a major photovoltaic energy project at the pool facility. Obtained a PG&E rebate grant.*

E. Maintain the small-town rural character of Calistoga.

Objectives:

- Adopt a comprehensive update of the Housing Element of the General Plan.
 1. *City Council adopted an update of the Housing Element on March 15, 2011*
- Develop and implement a work plan to address General Plan and Municipal Code conflicts, inconsistencies and needed policy direction.
 1. *Prepared work program identifying remaining General Plan program actions to be implemented. No progress to date on implementation.*

2. *Prepared work program for implementation of Urban Design Plan. No progress to date on implementation.*

3. *Adopted Mills Act program to encourage preservation of historic properties per directive of General Plan.*

F. Expand and improve recreational facilities.

Objectives:

- Complete the construction drawings for the Teen Center/Art Center improvements at Logvy Community Park. Re-evaluate and explore project construction and operating costs and available funding and options.
 1. *Construction drawings for the Teen/Art Center remain at permit stage due to lack of funding for construction and pending litigation on the pool project.*
- Work with the County to improve the Calistoga Library.
 1. *Discussed options with the County to include the library in our lighting retrofit project, however, the project budget was insufficient to include the library. Worked with the County to help identify odor problems.*

City Council Key Priority Projects FY 2010/2011

- **Water Tank:** Commencement of the construction of the Mt. Washington 1.5 million gallon Water Storage Tank.
 1. *The trees have been removed and the financing for the project is being determined. A bid package will be released in April.*

- **Fire Station:** Completion of the Fire Station Renovation project.
 1. *The renovation of the fire station has been completed.*

- **General Plan Policy Implementation:** Develop and implement a work plan to address General Plan and Municipal Code conflicts, inconsistencies and needed policy direction.
 1. *Prepared work program identifying remaining General Plan program actions to be implemented. No progress to date on implementation.*

- **Green Policies:** Adoption and implementation of Environmental Sustainability policies and the Climate Action Plan Framework.
 1. *Public Works installed a new Class 2 bike path on North Oak St., performed a lighting retrofit on City facilities, and installed solar lighting on new bus shelters.*

- **Housing Element:** Completion and adoption of the Housing Element Update.
 1. *City Council adopted the update to the Housing Element on March 15, 2011.*

- **Fee Updates:** Completion and adoption of Fee Updates (Water & Wastewater Utility and the Development Fees).
 1. *The water and wastewater fees were updated by the City Council.*

- **Recreation Facilities:** Complete the construction drawings for the Teen Center/Art Center improvements at Logvy Community Park. Re-evaluate and explore project construction and operating costs and available funding and options.

1. *Construction drawings for the Teen/Art Center remain at permit stage due to lack of funding for construction and pending litigation on the pool project.*
- **Traffic Circulation Improvements:** Completion of the planning efforts for the Silverado Trail/Hwy 29 Intersection Improvements and commencement of study efforts for the Petrified Forest/ Hwy 128 Intersection Improvements.
1. *The project needs a Project Study Report performed in order to get into the funding que. Funding for the project is possible from Caltrans, NCTPA and possible federal appropriation (from a former Rutherford project).*
- **Long-term Financial Planning:** Develop and adopt a long-term General Fund revenue, expenditure and capital improvement projects forecast.
1. *This is being accomplished during the Fiscal Year 2011/12 budget preparation process.*
- **Labor Negotiations:** Conclude negotiations with Police and Fire units in a constructive, responsible and proactive manner.
1. *This was completed by September 2010.*