

**SPECIAL MEETING
CALISTOGA CITY COUNCIL
GOAL SETTING UPDATE STUDY SESSION
THURSDAY, MARCH 24, 2011 – 9:00 AM
CALISTOGA COMMUNITY CENTER**

1 **CALL TO ORDER**

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3 **Mayor Gingles called the Regular Session to order at 9:00 a.m.**

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5 In attendance were the following: Councilmember Chris Canning,
6 Councilmember Gary Kraus, Vice Mayor Michael Dunsford, and Mayor Jack
7 Gingles. Councilmember Karen Slusser was absent

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9 Also present were Planning and Building Manager Ken MacNab, Public Works
10 Director/City Engineer Dan Takasugi, Administrative Services Director Bill
11 Mushallo, Police Chief Jonathan Mills, Fire Chief Steve Campbell, Aquatic &
12 Recreation Manager Olivia Lemen, City Manager Richard Spitler, City Clerk
13 Susan Sneddon.

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15 **ORAL COMMUNICATION**

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17 None provided.

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19 **ADOPTION OF MEETING AGENDA**

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21 It was **MOVED** by **Councilmember Kraus** and **SECONDED** by **Vice Mayor**
22 **Dunsford** to approve the Special Council Meeting Agenda. The Motion was
23 carried unanimously.

24
25 **GENERAL GOVERNMENT**

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27 **City Manager Spitler** stated that the purpose of this study session is to
28 continue Council discussions regarding the following items:

- 29
30 **1. Introduction and study session expectations.**
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32 **2. Overview of accomplishments during Fiscal Year 2010/2011 on Council**
33 **goals, objectives and key priority projects.**
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- 35 **3. Administrative Services Director oral status report on Fiscal Year**
36 **2010/11 Budget, and City finances and financial forecast for Fiscal Year**
37 **2011/2012.**
38
- 39 **4. Review of Departments' current activities, opportunities and challenges;**
40 **and ideas for projects and programs for Fiscal Year 2011/2012.**
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- 42 **5. Council discussion, deliberations and direction regarding possible**
43 **Fiscal Year 2011/2012 Council goals, objectives, and key priority**
44 **projects.**
45
- 46 Council discussion ensued regarding the review of Fiscal Year
47 2010/2011 Council goals, and setting Council goals for Fiscal Year
48 2011/2012. A tentative list (Attachment 1) of Fiscal Year 2011/2012
49 Council goals, objectives and key priority projects were prepared for
50 formal consideration at a future Council meeting.
51

52 **CITY COUNCIL ADJOURNMENT**

53 **Mayor Gingles** adjourned the meeting at 10:20 AM to the regular meeting
54 session of the Calistoga City Council, on Tuesday, April 5, 2011, Calistoga
55 Community Center, 1307 Washington Street, 7:00 p.m.
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58 **Respectfully submitted:**
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61 _____
62 **Prepared by: Susan Sneddon, City Clerk**
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64 _____
65 **Approved by: Jack Gingles, Mayor**

DRAFT
City Council Goals and Objectives
Fiscal Year 2011/2012

Maintain and enhance the economic vitality of the community.

Objectives:

- Encourage, manage and advance key private development and renovation projects.
- Evaluate and revise as necessary development impact fees.
- Develop and adopt a long-term General Fund revenue, expenditure and capital improvement projects forecast.
- Enhance the General Fund Reserves to 25% in three years.
- Adopt a fiscal year budget with conservative assumptions and with the enhancement of reserve funds.
- Continue to reduce City operating costs.
- Capitalize on potential projects to stimulate economic vitality and to avoid stagnation.

Priority Projects:

- Increase contributions to General Fund reserve each year by approximately \$284,000 for a three year time period so that it is back up to 25% of total operating funds (approx. \$1.75 million).
- Update development impact fees so that they are defensible and more responsive to economic realities and commensurate with the impact of new development on the community. Estimated one time cost is \$100,000.

Offer excellent professional services to all customers.

Objectives:

- Continue to provide a high standard in the delivery of emergency and general municipal services.
- Improve the delivery of private development related services.
- Streamline and simplify processes.
- Expand and improve communication and transparency.
- 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.

Priority Projects:

- Consider elimination of the Community Resources Commission while keeping the Community Pool Advisory Commission and the Green Subcommittee intact.

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.
- 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.
- Develop program for long term maintenance and repair of City sidewalks.
- Support local efforts to design and construct a new gazebo at Pioneer Park.
- Provide routine maintenance and cleaning of downtown sidewalks from May to the end of October.
- Support efforts to fund street maintenance and repair and to educate Calistoga citizens about the condition and cost of maintaining and repairing city streets.

Priority Projects:

- Prepare and initiate a Sidewalk Repair and Maintenance Mitigation Program. This is to result in an annual sidewalk inspection, minor trip hazard repair, and major trip hazard cost-share program for specific areas of town. Estimated cost is \$60,000 per year.
- Provide City non-financial support to local efforts to design a new gazebo at Pioneer Park.
- Commence construction of the Mt. Washington 1.5 million gallon water storage tank.
- Implement an annual street maintenance and repair program. Estimated cost is \$500,000 per year.

Create an environmentally sustainable community.

Objectives:

- Implement "green" environmental sustainability policies and initiatives.
- Continue to pursue funding opportunities for geothermal and photovoltaic system improvements.
- Adopt a local Climate Protection Plan.
- Improve and enhance pedestrian walkways and bicycle trails.

Priority Projects:

- Adopt a local Climate Protection Plan after Napa County has approved a countywide plan.
- Continue to seek a means to install a solar array at the community pool.

Maintain the small-town rural character of Calistoga.

Objectives:

- Develop and implement a work plan to address General Plan, Urban Design Plan and Municipal Code conflicts, inconsistencies and needed policy direction.

Priority Projects:

- Prepare for adoption general plan amendments to incorporate important elements of the Urban Design Plan and resolve inconsistencies with Municipal Code.

Expand and improve recreational facilities.

Objectives:

- Re-evaluate and explore Community Resources Division programs and operating costs and available funding and options.
- Work with the County to improve the Calistoga Library.

Priority Projects:

- Evaluate the Community Resources Division programs, budget and revenue generation and present a recommendation to the City Council.