

**CLOSED SESSION AGENDA**  
**CITY COUNCIL – REGULAR MEETING**  
**TUESDAY, MAY 17, 2011 - 6:00 P.M.**  
**CALISTOGA COMMUNITY CENTER**

**CALL TO ORDER**

**Mayor Gingles called the Closed Session to order at 6:00 p.m.** In attendance were the following: Councilmember Chris Canning, Councilmember Gary Kraus, Councilmember Karen Slusser, Vice Mayor Dunsford, and Mayor Jack Gingles.

Also present were City Manager Richard Spidler, Administrative Services Director Bill Mushallo, and Chief Labor Negotiator Deborah Glasser Kolly

**ORAL COMMUNICATIONS:**

**ADJOURN TO CLOSED SESSION ON THE FOLLOWING MATTERS:**

1. Conference with Labor Negotiators (Government Code Section 54957.6)

Agency negotiation: City Manager Richard Spidler and  
Administrative Services Director Bill Mushallo, and  
Chief Labor Negotiator Deborah Glasser Kolly

Employee Organization: Calistoga Public Employees Association  
Calistoga Police Officers Association  
Calistoga Professional Firefighters Association  
Calistoga Unrepresented Employees

**ADJOURN CLOSED SESSION**

**RECONVENE TO OPEN SESSION IN THE COMMUNITY CENTER**

**ACTION OUT OF CLOSED SESSION**

**Mayor Gingles** announced that there was no reportable action out of tonight's Closed Session.

**ADJOURNMENT**

**Mayor Gingles** adjourned the Closed Session at 7:05 p.m. to the regular meeting of the Calistoga City Council, on Tuesday, May 17, 2011 Calistoga Community Center, 1307 Washington Street, 7:00 p.m.

---

**Prepared by: Amanda Davis, Deputy City Clerk**

---

**Approved by: Jack Gingles, Mayor**

**MINUTES**  
**REGULAR SESSION**  
**CITY COUNCIL – REGULAR MEETING**  
**TUESDAY, MAY 17, 2011 - 7:00 P.M.**  
**CALISTOGA COMMUNITY CENTER**

1 **CALL TO ORDER**

2 **Mayor Gingles called the Regular Session to order at 7:11 p.m.**

3  
4 In attendance were the following: Councilmember Chris Canning, Councilmember  
5 Gary Kraus, Councilmember Karen Slusser, Vice Mayor Michael Dunsford, and  
6 Mayor Jack Gingles.

7  
8 Also present were Public Works Director/City Engineer Dan Takasugi, Administrative  
9 Services Director Mushallo, City Manager Richard Spitler, and Deputy City Clerk  
10 Amanda Davis.  
11

12 **ACTION OUT OF CLOSED SESSION**

13 **Mayor Gingles** announced that there was no action out of Closed Session held this  
14 evening.  
15

16 **ORAL COMMUNICATION**

17  
18 **ADOPTION OF MEETING AGENDA**

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

23 **PROCLAMATIONS**

24  
25 **PRESENTATION**

26 **1. Presentation by Kerry Eddy, President, Calistoga Community Pool Project**  
27 **(CCPP).**

28 **Kerry Eddy, President of the Calistoga Community Pool Project** presented the  
29 item. Ms. Eddy discussed the opening of the pool and the commencement of the  
30 pool season. Members of the CCPP assisted Ms. Eddy with presenting a newly  
31 donated banner to the City. Three dates have already been scheduled for the  
32 banner to be erected across Lincoln Avenue. The CCPP also donated a wooden  
33 hanging pool sign that will be hung under the Logvy Park sign.

34 **Councilmember Slusser** suggested that the pool banner be put on display across  
35 Lincoln Avenue when others are not promoting their event banners.  
36

37 **Councilmember Dunsford** suggested and encouraged that the businesses and  
38 B&B's in town post a link on their websites to the pool's webpage to help better  
39 promote the pool to visitors.  
40

#### 41 **COUNCIL REQUESTS AND IDEAS FOR DISCUSSION**

42 **Councilmember Slusser** reported that she attended the Upper Valley Waste  
43 Management Board meeting on May 16, 2011. She reported that a grant for  
44 household hazardous waste pickup has been submitted and the board should know  
45 by June if they will be receiving the grant. She stated that there are several  
46 proposals at the State level to have manufacturers be responsible for creating  
47 products that are recyclable and also to have a program in place where the  
48 manufacturers pay a certain amount of money to the State to help recycle these  
49 items that currently are not recyclable. She would like this item to be agendized and  
50 the Upper Valley Waste Management Board would like the City Council to support  
51 and vote on this.

52 **Councilmember Slusser** stated that the City receives a grant annually in the  
53 amount of \$5,000 that goes towards recycling efforts. She inquired on why the City  
54 has not put more recycling bins on Lincoln Avenue. She suggested that the City hire  
55 a part-time employee to service the bins.  
56

57 **Public Works Director Takasugi** responded that currently the City does not have  
58 the necessary amount of staff to service the bins should they be installed.  
59

60 **City Manager Spitler** stated that this item will be agendized for a future meeting.  
61

62 **Councilmember Slusser** inquired on the road work being done on Silverado Trail.  
63

64 **Public Works Director Takasugi** responded that there is going to be overlay work  
65 completed. The road work extends from Silverado Trail at Lincoln and Lake Streets  
66 all the way to the Napa County line on Mount St. Helena.  
67

68 **Mayor Gingles** reported that he will be attending the Napa County Transportation  
69 and Planning Agency (NCTPA) meeting on May 18<sup>th</sup>, 2011. The U.S. Secretary of  
70 Transportation and Congressman Mike Thompson will also be attending. They will  
71 be discussing the Napa County Bicycle Trail.  
72

73 **Mayor Gingles** reported that the road construction on Highway 128 from Tubbs  
74 Lane to High Street was originally supposed to be completed last spring. Cal Trans  
75 will begin this construction in September 2011.  
76

77

78

79 **CONSENT CALENDAR**

80

81

2. **Minutes of the March 15, 2011 City Council meeting.**

82

83

3. **Consideration of an Ordinance, initiated by the City of Calistoga pertaining to Code Enforcement – repealing and amending Chapter 1.08 (General Penalty), and Chapter 1.12 (Code Enforcement).**

84

85

86

4. **Consideration of a Resolution accepting as complete the Calistoga Buildings Lighting Retrofit Project constructed by Reyff Electric, Inc.**

87

88

89

It was **MOVED** by Councilmember Kraus and **SECONDED** by Councilmember Slusser to approve *Items No. 2,3,4* on the Consent Calendar.

90

91

92

**PUBLIC HEARING**

93

94

5. **Consideration of a Resolution authorizing the Public Works Department to submit a Fiscal Year 2010-11 Community Development Block Grant Program application, and the execution of technical grant agreements.**

95

96

97

98

**Public Works Director Takasugi** presented the item. He gave an overview of the Community Development Block Grant Program. He stated that this grant is for planning and technical assistance. The City is putting in for two projects, each \$35,000. One project is a Transportation Traffic Model. This would relieve developers from having to do a more complete traffic analysis with each development proposal. The second project is to get a jump-start on the City's Water Master Plan, by getting certain portions of it completed. Each of these grants comes with 14% cash match that will need to be budgeted for. There are some requirements that the City will need to fulfill in order to become qualified, which include having our housing element certified.

99

100

101

102

103

104

105

106

107

108

**City Manger Spitler** stated that the housing element was certified this week.

109

110

**Mayor Gingles** opened the public hearing.

111

112

There was no public comment.

113

114

**Mayor Gingles** closed the public hearing.

115

116

117

**Councilmember Canning** inquired on the traffic study and whether this study will be the official working model, and as new projects come on or potentially new developments they will add these items to the model rather than starting from scratch.

118

119

120

121

122  
123  
124  
125  
126  
127  
128  
129  
130  
131  
132  
133  
134  
135  
136  
137  
138  
139  
140  
141  
142  
143  
144  
145  
146  
147  
148  
149  
150  
151  
152  
153  
154  
155  
156  
157  
158  
159  
160  
161  
162  
163  
164  
165

**Public Works Director Takasugi** responded that this model will do just that for various traffic segments and intersections. He stated that it does not mean that it will not result in a decision that no traffic study is needed, as it relates to ingress/egress and on-site circulation.

**Councilmember Kraus** stated that this is a great opportunity for the City to address the Water Master Plan because it will keep costs down for the rate payers.

**Councilmember Slusser** inquired on whether the Water Master Plan will include information about water availability.

**Public Works Director Takasugi** responded that the City does a water and wastewater availability analysis annually and this will be completed in the next couple months. He stated that the bigger question is water supply issues and this will need to be analyzed in the larger Water Master Plan.

It was **MOVED** by **Mayor Gingles** and **SECONDED** by **Councilmember Kraus** to adopt **Resolution No 2011-049** authorizing the Public Works Department to submit a Fiscal Year 2010-11 Community Development Block Grant Program application, and the execution of technical grant agreements.

**AYES: Mayor Gingles, Councilmembers Kraus, Canning, Slusser, and Vice Mayor Dunsford**

**NOES: None**

**ABSTAIN/ABSENT: None**

## **GENERAL GOVERNMENT**

### **6. Discussion regarding Fiscal Year 2010/11 budget along with a report on year-to-date transient occupancy tax revenues.**

**Administrative Services Director Mushallo** presented the item. He reviewed and discussed the Fiscal Year 2010/11 budget and year-to-date transient occupancy tax (TOT) revenues. He gave an overview of staff's spring financial update. Staff has looked at nine months worth of revenues and expenditures for the budget. Next fiscal year's budget will be determined by these actual numbers. He stated that the TOT generates about half of the general fund revenues. He stated that when comparing Calistoga with other comparable tourism-based cities, Calistoga is essentially in-line with the others. This year's TOT should be approximately \$3.3 million. He discussed the City's other large revenue source, sales tax. The City's website will soon make available a spreadsheet showing the actual revenues year-to-date, our projected budget for TOT and a multi-year history for comparisons.

166  
167 **Councilmember Dunsford** suggested that staff meet with the Chamber of  
168 Commerce prior to producing the spreadsheet showing year-to-date revenues  
169 and projected budget for TOT with a multi-year history of comparisons, to  
170 determine and identify if there are anomalies with regard to the TOT numbers  
171 due to new lodging facilities coming online.

172  
173 **Administrative Services Director Mushallo** agreed that staff could expand  
174 the charts to show some of the aberrations and also expand the sales tax  
175 analysis.

176  
177 **7. Consideration of setting Special City Council Study Sessions and a**  
178 **Public Hearing dates for the Fiscal Year 2011/ 2012 Budget.**  
179

180 **City Manager Spitler** presented the item. He stated that the budget  
181 preparation process has begun. Two study sessions have been planned for  
182 May 31<sup>st</sup>, and June 9<sup>th</sup>. The general fund budget will be reviewed and  
183 discussed on May 31<sup>st</sup>, and the enterprise and special fund budgets will be  
184 reviewed and discussed on June 9<sup>th</sup>. A public hearing is set for June 15<sup>th</sup>.  
185 These meetings will be open to the public and will be held at the Community  
186 Center. The adoption of the budget will occur on June 21<sup>st</sup>, 2011.  
187

188 **CITY MANAGER REPORTS**

189 **City Manager Spitler** reported on the following:

- 190
- 191 • The Mt. Washington Water Tank bid opening is scheduled for May 24<sup>th</sup> at  
2:00 p.m. at the Community Center.
  - 192 • The Rancho de Calistoga Mobile Home Park RSO arbitration was held on  
193 May 16<sup>th</sup>. The Judge will conclude the hearing in mid July.
  - 194 • The Fast-and-Easy Gas Station located at 1106 Lincoln Street is under code  
195 enforcement to remove their illegal signage.
  - 196 • May 12<sup>th</sup> was ride your bike to work day. The City had a booth outside of the  
197 Police Department with free snacks, beverages and small gifts.

198 **ADJOURN/RECONVENE IN CLOSED SESSION**

199  
200 **Mayor Gingles** adjourned the *Regular Session* at 7:55 p.m. to the *Closed*  
201 *Session* of the regular meeting of the Calistoga City Council, Tuesday, May 17,  
202 2010, Calistoga Community Center, 1307 Washington Street.  
203

204 **CALL TO ORDER**

205  
206 **Mayor Jack Gingles** called the Closed Session to order at 8:00 p.m. In attendance  
207 were the following: Councilmember Chris Canning, Councilmember Gary Kraus,

208 Councilmember Karen Slusser, Vice Mayor Michael Dunsford, and Mayor Jack  
209 Gingles.

210 Also present were City Manager Richard Spitler and Administrative Services Director  
211 Bill Mushallo.  
212

213 1. Conference with Labor Negotiators (Government Code Section 54957.6)

214 Agency negotiation: City Manager Richard Spitler and  
215 Administrative Services Director Bill Mushallo

216 Employee Organization: Calistoga Public Employees Association  
217 Calistoga Police Officers Association  
218 Calistoga Professional Firefighters Association  
219 Calistoga Unrepresented Employees

220  
221

222 **ADJOURN/RECONVENE IN OPEN SESSION**

223

224 **Mayor Gingles** adjourned the Closed Session at 8:30 p.m. and reconvened to the  
225 Regular Session held earlier this evening. He stated that there was no reportable  
226 action out of the Closed Session.

227

228 **CITY COUNCIL ADJOURNMENT**

229

230 **Mayor Gingles** adjourned the meeting at 8:35 p.m. to the next scheduled Special  
231 Meeting of the Calistoga City Council, on Tuesday, May 31, 2011, Calistoga  
232 Community Center, 1307 Washington Street, 7:00 p.m.  
233

233

234 **Respectfully submitted:**

235

236

237 

---

**Prepared by: Amanda Davis, Deputy City Clerk**

238

239

240

241 

---

**Approved by: Jack Gingles, Mayor**

242