

**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 Spitler, 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 Spitler 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 7:00 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.

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

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**Approved by: Jack Gingles, Mayor**

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

**CALL TO ORDER**

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

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

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

**ACTION OUT OF CLOSED SESSION**

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

**ORAL COMMUNICATION**

**ADOPTION OF MEETING AGENDA**

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

**PROCLAMATIONS**

**PRESENTATION**

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

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

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

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

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

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

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

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

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

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

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

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

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

## CONSENT CALENDAR

2. **Minutes of the March 15, 2011 City Council meeting.**
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).**
4. **Consideration of a Resolution accepting as complete the Calistoga Buildings Lighting Retrofit Project constructed by Reyff Electric, Inc.**

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

## PUBLIC HEARING

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.**

**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.

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

**Mayor Gingles** opened the public hearing.

There was no public comment.

**Mayor Gingles** closed the public hearing.

**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.

**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.

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

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

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

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

## **CITY MANAGER REPORTS**

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

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

## **ADJOURN/RECONVENE IN CLOSED SESSION**

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

## **CALL TO ORDER**

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

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

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

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

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**ADJOURN/RECONVENE IN OPEN SESSION**

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

**CITY COUNCIL ADJOURNMENT**

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

**Respectfully submitted:**

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

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**Approved by: Jack Gingles, Mayor**