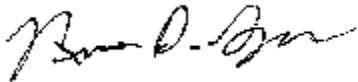


City of Calistoga

Staff Report

TO: Honorable Mayor and City Council
FROM: Richard Spitler, City Manager
DATE: April 3, 2012
SUBJECT: Consideration of a Resolution adopting City Council Goals, Objectives and Priority Projects for Fiscal Year 2012/ 2013

APPROVAL FOR FORWARDING:



Richard D. Spitler, City Manager

- 1
2 **ISSUE:** Consideration of a Resolution adopting City Council Goals, Objectives and
3 Priority Projects for Fiscal Year 2012/ 2013.
4
5 **RECOMMENDATION:** Adopt the Resolution.
6
7 **BACKGROUND:** The City Council held its annual study session on March 27th and 29th to
8 discuss setting new goals and policies for Fiscal Year 2012/2013. Staff presented
9 background information to the City Council and the general public. This consisted of a
10 status report on accomplishments this fiscal year relative the 2011/2012 Goals and
11 Objectives, the financial condition of the City, and a summary of each department's work
12 status. The Council discussed this information, provided their comments and received
13 public input.
14
15 **DISCUSSION:** The purpose of this goal setting is to have the City Council provide overall
16 direction to staff relative to its work priorities. It also provides the policy direction for
17 preparation of the Fiscal Year 2012/2013 budget. This is communicated to the community
18 through a formal City Council goals and objectives document.
19
20 The main emphasis in this year's goals and objectives is to address the City's financial
21 condition. While the City has keep spending under control, the lack of new development
22 projects has not made it possible to pay down various bond debts without using general

23 fund reserves. Accordingly, a priority project in the attached draft goals and objectives
24 continues to be to replenish the City's General Fund reserve over for the next three
25 years, to reach an objective of having the reserves back up to 25% of the general fund
26 operating budget.

27

28 **FISCAL IMPACT:** The fiscal impact will be addressed during budget preparation.

29

30 **ATTACHMENTS**

31

32 1. Resolution with draft City Council Goals and Objectives FY 2012/2013

33

34

RESOLUTION NO. 2012- XXX

RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CALISTOGA, COUNTY OF NAPA, STATE OF CALIFORNIA, ADOPTING CITY COUNCIL GOALS, OBJECTIVES AND PRIORITY PROJECTS FOR FISCAL YEAR 2012/ 2013.

WHEREAS, the City of Calistoga City Council annually sets its goals and objectives to provide overall policy direction to City staff and to communicate its intent to the community; and

WHEREAS, the goals and objectives document is also the policy document to direct the preparation of the annual operating and capital budget of the City of Calistoga; and

WHEREAS, on March 27 and 29, 2012 the City Council held study sessions to review information about the progress on the Fiscal Year 2011/ 2012 goals and objectives, the financial condition of the City, the status of all departments, and received public comment; and

WHEREAS, at the conclusion of the study sessions the City Council prepared draft goals, objectives and priority projects for public review; and

WHEREAS, on April 3, 2012 at a regular City Council meeting, the draft goals, objectives and priority projects was presented for public comment and possible adoption by the City Council; and

WHEREAS, it is in the best interest of the City of Calistoga that goals and objectives be adopted to provide overall policy direction for City staff and preparation of the 2012/2013 budget.

NOW, THEREFORE, BE IT RESOLVED THAT the City Council of the City of Calistoga hereby adopts the attached City Council Goals, Objectives and Priority Projects for Fiscal Year 2012/ 2013 as shown as Exhibit A to this resolution.

PASSED, APPROVED AND ADOPTED by the City Council of the City of Calistoga at a regular meeting held this 3rd day of April, 2012, by the following vote:

AYES:

NOES:

ABSTAIN/ABSENT:

JACK GINGLES, Mayor

ATTEST:

AMANDA DAVIS, Deputy City Clerk

City Council Goals And Objectives

FY 2012/2013

April 3, 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% of total operating expenses within 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 for a three year time period to bring it back up to 25% of total operating expenses (approx. \$1.6 million). For Fiscal Year 2012/13 the contribution will be at least \$183,000.
- 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 \$50,000.

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 Project:

- Adopt a City file achieve system, prepare a schedule for each department and implement system.

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 construction of the 1.5 million gallon water storage tank at Mt. Washington.
- Continue 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:

- Continue the Sidewalk Repair and Maintenance Mitigation Program. This is 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.
- Complete construction of the Mt. Washington 1.5 million gallon water storage tank.

Create an environmentally sustainable community.

Objectives:

- Implement “green” environmental sustainability polices 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 Project:

- Adopt a local Climate Protection Plan after Napa County has approved a countywide plan.

Maintain the small-town rural character and economy of Calistoga.

Objectives:

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

Priority Project:

- Prepare a work plan that addresses potential conflicts and inconsistencies between General Plan policies and Municipal Code. Present to City Council with a schedule to accomplish needed changes.

Expand and improve recreational facilities.

Objectives:

- Work with the County to improve the Calistoga Library.
- Work with citizen efforts to install a community dog park and bocce ball courts at Logvy Park.

Priority Projects:

- Assist community members in their efforts to install a community dog park and bocce ball courts at Logvy Park.