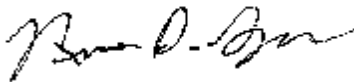


City of Calistoga

Staff Report

TO: Honorable Mayor and City Council
FROM: Richard Spitler, City Manager
DATE: April 2, 2013
SUBJECT: Consideration of a Resolution adopting City Council Goals, Objectives and Priority Projects for Fiscal Year 2013/ 2014

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 2013/ 2014.

4
5 **RECOMMENDATION:** Adopt the Resolution.

6
7 **BACKGROUND:** The City Council held its annual study sessions on March 18th and 21st
8 to discuss setting new goals and policies for Fiscal Year 2013/2014. 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 2012/2013 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. The Council did prepare a draft set of Goals, Objectives and Priority Projects
14 which is attached.

15
16 **DISCUSSION:** The purpose of this goal setting is to have the City Council provide overall
17 direction to staff relative to its work priorities. It also provides the policy direction for
18 preparation of the Fiscal Year 2013/2014 budget. This is communicated to the community
19 through a formal City Council goals and objectives document.

20
21 The main emphasis in this year's goals and objectives continues to be the City's financial
22 condition, with particular emphasis on the Water and Wastewater Enterprise Funds.
23 However, with approval of three resort projects this past year, it is anticipated that
24 development impact fees will be received. This will provide funds to address some of the

25 capital improvement needs of the community and the various City departments. This is
26 reflected in some of the proposed priority projects.

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 2013/2014

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34

RESOLUTION NO. 2013- 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 2013/ 2014.

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 18 and 21, 2013 the City Council held study sessions to review information about the progress on the Fiscal Year 2012/ 2013 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 2, 2013 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 2013/2014 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 2013/ 2014 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 2nd day of April, 2013, by the following vote:

AYES:

NOES:

ABSTAIN/ABSENT:

CHRIS CANNING, Mayor

ATTEST:

AMANDA DAVIS, Deputy City Clerk

City Council Goals, Objectives & Priority Projects

Fiscal Year 2013/2014

April 2, 2013

Goal 1: Maintain and enhance the economic vitality of the community and the financial stability of the City.

Objectives

1. Encourage, manage and advance key private development and renovation projects to stimulate economic vitality and avoid stagnation.
2. Promote the qualities of Calistoga that are attractive to residents and visitors.
3. Ensure that development impact and in-lieu fees are defensible and responsive to economic realities, and are commensurate with the impact of new development on the community.
4. Develop and adopt a long-term General Fund revenue, expenditure and capital improvement projects forecast.
5. Adopt a fiscal year budget with conservative assumptions that increases General Fund reserves to 25% and by Fiscal Year 2014-15 to 30% and maintain them at adequate levels.
6. Increase the Water and Wastewater Fund reserves to a minimum of 20% within three fiscal years and increase the CIP and Equipment Replacement Fund reserves to meet anticipated needs over the next three fiscal years.
7. Maintain City operating costs at the lowest feasible level.

Priority Projects

1. Increase the General Fund reserve to a minimum of 25% of total operating funds (approximately \$1.6 million) and to 30% by Fiscal Year 2014-15.
2. Update development impact and in-lieu fees.
3. Explore establishing a program to encourage façade and other aesthetic improvements to Lincoln Avenue businesses.
4. Consider extending the economic development measures provided by CMC Chapter 17.12 that expire in February 2014.
5. Review opportunities to refinance major city debt to lower interest rates.
6. Revise water and wastewater rates to bring the Water and Wastewater Funds into balance and achieve a 20% fund reserve within three fiscal years.

Goal 2: Offer excellent professional services to all customers.

Objectives

1. Provide a high standard in the delivery of emergency and general municipal services.
2. Streamline and simplify processes.
3. Promote communication and transparency.
4. 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 to reflect increased demands.
5. Address the animal control services provided by the City and explore formalized outside service provision.
6. Enhance community disaster preparation.

Priority Projects

1. Research and implement various opportunities for outside service agencies or private companies to provide routine city functions in order to free City staff for higher-level activities and special projects, and reduce the need for additional employees.
2. Adopt a City file archive system, prepare a schedule for each department and implement system.
3. Resurrect a Calistoga Disaster Council to bring local businesses and service providers into the City's emergency response program and continue to train key City staff on their duties and responsibilities during emergencies.

Goal 3: Establish, improve and maintain City infrastructure.

Objectives

1. Maintain the high level of service and reliability of the city's infrastructure systems and facilities.
2. Upgrade and maintain the long-term reliability of the city's water supply.
3. Provide for long term maintenance and repair of City sidewalks.
4. Support efforts to fund bridge and street maintenance and repair.
5. Educate Calistoga citizens about the condition and cost of maintaining and repairing city streets and bridges.
6. Improve the safety and functioning of the city's primary intersections.
7. Improve all forms of transportation, including active transportation, such as walking and cycling.

Priority Projects

1. Coordinate with Caltrans on replacing the Lincoln Avenue and Berry Street bridges in a manner that minimizes disruption to the community and is aesthetically-pleasing.
2. Work with Caltrans and NCPTA on a roundabout design that improves safety at the Silverado Trail/Lincoln Avenue intersection, while meeting the access needs of nearby residents and businesses.
3. Initiate the preparation of conceptual plans for the Foothill Boulevard/Lincoln Avenue and Foothill Boulevard/Petrified Forest Road intersections.
4. Continue the sidewalk trip hazard repair program, including the notification of utility companies and property owners of trip hazards that require sidewalk replacement where they cannot be repaired. Offer to share replacement costs.
5. Complete design work for improvements to Kimball Reservoir that are necessary to meet state standards and maintain its functionality, including replacement of the intake tower and drain valves, and the installation of required gauges as necessary to implement the Interim Bypass Plan.
6. Complete the water master study.
7. Begin data collection for a citywide sewer model.
8. Replace the Grant Street storm drain culvert.
9. Provide routine maintenance and cleaning of downtown sidewalks from May through October.
10. As part of the development impact fee study, expand the traffic signal mitigation fee to a citywide transportation fee to include all transportation facilities and improvements.
11. Facilitate replacement of the lower Washington Street sewer trunk line.

Goal 4: Create an environmentally-sustainable community.

Objectives

1. Implement “green” environmental sustainability policies and initiatives.
2. Reduce greenhouse gas emissions.
3. Improve and enhance walkways and bicycle trails.

Priority Projects

1. Adopt a local climate protection plan.
2. Work on the design, environmental documentation and construction of the Calistoga segment of the Napa Valley Vine Trail to expand the active transportation network.

3. Submit a Bicycle Friendly Community application to the League of American Bicyclists.

Goal 5: Maintain the small-town rural character of Calistoga.

Objectives

1. Promote Calistoga as a walking- and cycling-friendly city.
2. Educate our youth on crime prevention and substance abuse awareness.
3. Seek to enhance the City's code enforcement program to address neighborhood property maintenance.

Priority Projects

1. Review the Calistoga Bicycle Plan and other documents for projects that will promote bicycling and walking at minimal cost to the City.
2. Work with local schools on youth gang and substance abuse issues and support the crime intervention activities of the Boys and Girls Club.
3. Review the City's code enforcement regulations and enforcement policies to address neighborhood property maintenance.

Goal 6: Expand and improve recreational facilities.

Objectives

1. Provide diverse and affordable recreational programs, including senior fitness. Collaborate with other agencies and groups to achieve this objective.
2. Work with the County to improve the Calistoga Library.
3. Support local efforts to improve Pioneer and Logvy Parks.
4. Identify additional areas for the development of recreational facilities, including picnicking facilities.

Priority Projects

1. Support efforts to establish a new Boys and Girls Club facility in Calistoga.
2. Update the Logvy Park Master Plan to reflect current and projected needs. Collaborate with other agencies and groups to achieve this objective.
3. Work with citizen efforts to install bocce courts at Logvy Park and improve the gazebo at Pioneer Park.
4. Work with Napa Valley Vine Trail and Napa County Regional Park and Open Space District to provide facilities at or near the Oat Hill Mine Trail trailhead, particularly public parking and restrooms for trail users.

Goal 7: Address the community's housing needs.

Objectives

1. Maintain the existing housing stock in good condition.
2. Expand housing opportunities, including workforce housing.
3. Protect and promote special needs housing for such groups as seniors, the disabled and farmworkers.

Priority Projects

1. Study the viability of mobile home parks as an affordable housing option and develop means to keep them affordable to residents.
2. Update the Housing Element of the General Plan to incorporate the city's regional fair share of housing need for the next planning cycle, update demographic and housing data, and identify additional housing programs.
3. Identify feasible sites and funding that could be used to land bank properties for needed housing development, including workforce housing.
4. Support the "Rebuilding Calistoga" housing rehabilitation efforts by Calistoga Affordable Housing.