

MINUTES

SPECIAL MEETING CALISTOGA CITY COUNCIL GOAL SETTING UPDATE STUDY SESSION

THURSDAY, MARCH 21, 2013 – 2:00 P.M.

CALISTOGA COMMUNITY CENTER

A. CALL TO ORDER

Mayor Canning called the Special Session to order at 2:04 p.m.

In attendance were the following: Councilmember Barnes, Councilmember Irais Lopez-Ortega, Councilmember Gary Kraus, Vice Mayor Michael Dunsford, and Mayor Chris Canning.

Also present were Interim Public Works Director Mark Akaba, Senior Civil Engineer Derek Rayner, Administrative Services Director Gloria Leon, Planning & Building Director Lynn Goldberg, Police Chief Mitch Celaya, Fire Chief Steve Campbell, Recreation Services Manager Olivia Lemen, City Manager Richard Spitler, and Deputy City Clerk Amanda Davis.

B. ORAL COMMUNICATIONS

C. ADOPTION OF MEETING AGENDA

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

D. GENERAL GOVERNMENT (2:05 p.m.)

- 1) **Council discussion, deliberations and direction regarding possible Fiscal Year 2013/2014 Council goals, objectives, and key priority projects.**

City Manager Spitler introduced the item. He stated that at the March 18, 2013 Special Study Session Council and staff reviewed each of the Department's activities and accomplishments during

Fiscal Year 2012/2013. They also reviewed current activities, opportunities, challenges, and ideas for projects, programs and goals for FY 2013/2014.

City Manager Spitler reviewed and discussed the City Council Goals & Objectives, as amended to include the suggested revisions that were discussed at the March 18, 2013 special Goal Setting Meeting.

Council and staff discussion ensued regarding the suggested revisions to the FY 2013/2014 City Council Goals & Objectives and Priority Projects. Council added, deleted and revised the objectives under each of the FY 2013/2014 City Council Goals. *(See Exhibit A attached hereto regarding the FY 2013/2014 Goals & Objectives)*

Public speaking to the item: Carlene Moore, Dieter Deiss, Larry Kromann (2:37 p.m.)

City Manager Spitler stated that the next step is to formally adopt the FY 2013/2014 City Council Goals & Objectives and priority projects at the April 2, 2013 regular City Council meeting.

2) Public comment.

There was no further public comment.

E. CITY COUNCIL ADJOURNMENT

Mayor Canning adjourned the meeting at 3:50 p.m. to the next scheduled regular City Council meeting, on Tuesday, April 2, 2013, Calistoga Community Center, 1307 Washington Street, 7:00 p.m.

Respectfully submitted:



Prepared by: Amanda Davis, Deputy City Clerk



Approved by: Chris Canning, Mayor

City of Calistoga



**Goal-Setting Workshop
Fiscal Year 2013/2014**

**City Council Goals
and Objectives**

**FY 2013 / 2014
Suggested Revisions**

Deletions / Additions

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

Objectives:

- **Continue to encourage, manage and advance key private development and renovation projects to stimulate economic vitality and to avoid stagnation.**
- **Evaluate and revise as necessary development impact fees.**

- **Promote the qualities of Calistoga that are attractive to visitors.**
- **Evaluate and revise as necessary development impact and in-lieu fees so that they are defensible and more responsive to economic realities and commensurate with the impact of new development on the community.**
- **Develop and adopt a long-term General Fund revenue, expenditure and capital improvement projects forecast.**

- **Enhance Increase the General Fund Reserves to 25% and by Fiscal Year 2014-15 to 30% in three years and maintain them at adequate levels.**
- **Enhance the Water and Wastewater Fund Reserves to 20% within three years and enhance the CIP and Equipment Replacement Fund reserves to meet anticipated needs over the next three fiscal years.**

- **Adopt a fiscal year budget with conservative assumptions and with the enhancement of adequate reserve funds.**
- **Continue to reduce Maintain City operating costs at the lowest feasible level.**
- **Capitalize on potential projects to stimulate economic vitality and to avoid stagnation**

Priority Projects:

- Increase contributions to the 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. \$1.6 million).
- Update development impact and in-lieu fees.
- Explore establishing a program to encourage façade and other aesthetic improvements to Lincoln Avenue businesses.

- Consider extending the economic development measures that expire in February 2014, including time extensions for project entitlements, waiver of required parking and the deferment of development impact fees payment.
- Continue to review opportunities to refinance major city debt to lower interest rates.
- Revise Water and Wastewater rates to bring these enterprise funds into balance and to achieve a 20% fund reserve.

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.
- Continue to 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.
- Address the animal control services provided by the City and explore formalized outside service provision.

Priority Projects:

- 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 to additional employees.
- Adopt a City file archive 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 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.

- Ensure the long-term reliability of the city's water supply.
- ~~Develop program for~~ Continue the long term maintenance and repair of City sidewalks.
- Support local efforts to design and construct a new gazebo and other improvements at Pioneer Park.

- Support efforts to fund street maintenance and repair, and to educate Calistoga citizens about the condition and cost of maintaining and repairing city streets and bridges.
- Work with Caltrans to improve the safety and functioning of the intersections at Silverado Trail/ Highway 29, Foothill Boulevard/Lincoln Avenue and Foothill Boulevard/Petrified Forest Road.

- Priority Projects:**
- ~~Prepare and initiate a Sidewalk Repair and Maintenance Mitigation Program. This is to result in an annual sidewalk inspections, minor trip hazard repair, and major trip hazard cost share program for specific areas of town. Estimated cost is \$60,000 per year.~~
 - 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.

- 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.
- Initiate preparation of conceptual plans for the Foothill Boulevard/Lincoln Avenue and Foothill Boulevard/Petrified Forest Road intersections.

- 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 could not be repaired. Offer to share replacement costs.
- Provide City non-financial support to local efforts to design a new ~~replace~~ gazebo at Pioneer Park and make other improvements to the park.

- Commence construction of the Mt. Washington 1.5 million gallon water storage tank.
- 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.
 - Complete the water master study and begin data collection for a citywide sewer model.

- Replace the Grant Street storm drain culvert.
- Continue to provide routine maintenance and cleaning of downtown sidewalks from May to the end of October.
- 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.

- 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 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 of installing a solar array at the community pool.

- Work on the design, environmental documentation and construction of the Calistoga segment of the Napa Valley Vine Trail to expand the non-vehicular transportation network.
- Submit a Bicycle Friendly Community application to the League of American Bicyclists (a recognition attracts cyclists to the community from around the world)

- 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.
 - Promote Calistoga as a walking and bicycle friendly city.

- Educate our youth on crime prevention and substance abuse awareness.
- Seek to enhance the City's code enforcement program to address neighborhood property maintenance and vehicle parking in front lawns.
- Enhance community disaster preparation committee to bring local businesses and service providers into the City's emergency response program.

Priority Projects:

- Prepare for adoption general plan amendments to incorporate important elements of the Urban Design Plan and resolve inconsistencies with Municipal Code.
- Resurrect a community disaster preparation committee 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 an emergency event.

- Continue to have the police and fire departments work with the local schools on youth gang and substance abuse issues and support the crime intervention activities of the Boys and Girls club.
- Review the City's bicycle plan and other documents for projects that will promote bicycle and walkway use that will have minimal financial impact.

Expand and improve recreational facilities.

Objectives:

- Continue to provide a diverse and affordable recreational program, including senior fitness.
- Work with the County to improve the Calistoga Library.
- Support local efforts to improve Pioneer and Logvy Parks.

Priority Projects:

- Support efforts to establish a new Boys and Girls Club facility in Calistoga.
- Update the Logvy Park Master Plan to reflect current and project needs.
- Work with citizen efforts to install a community dog park and bocce ball courts at Logvy Park.

- 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.

Address the community's housing needs.

Objectives:

- Maintain existing housing stock in good condition.
- Maintain and expand affordable housing.
- Protect and promote special needs housing.

Priority Projects:

- Study the viability of mobile home parks as an affordable housing option for seniors (CDBG Grant already received by City).
- 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 programs needed.

- Identify feasible sites and funding that could be used to land bank properties for affordable housing development.
- Support the "Rebuilding Calistoga" housing rehabilitation efforts by Calistoga Affordable Housing.