

## **MINUTES**

### **SPECIAL MEETING CALISTOGA CITY COUNCIL GOAL SETTING UPDATE STUDY SESSION**

**MONDAY, MARCH 17 2014– 9:00 A.M.**

**CALISTOGA COMMUNITY CENTER**

#### **A. CALL TO ORDER**

**Mayor Canning** called the Special Session to order at 9:09 a.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 Public Works Director Michael Kirn, 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 Kathy Flamson.

#### **B. ORAL COMMUNICATIONS**

**Mayor Canning** opened public comment. With no public comment, **Mayor Canning** closed public comment. (9:10 a.m.)

#### **C. ADOPTION OF MEETING AGENDA**

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

#### **D. GENERAL GOVERNMENT (9:17 a.m.)**

##### **1) Introduction and study session expectations.**

**City Manager Spitler** discussed the purpose of the scheduled study sessions. He stated that department status reports have been provided and requested that Council provide direction regarding setting the goals and objectives for the 2014/2015 Fiscal Year (FY). He stated that at the April 1, 2014 City Council meeting, the City Council goals and objectives for FY 2014/2015 will be formally adopted.

**2) Overview of accomplishments during Fiscal Year 2012/2013 on Council goals, objectives and key priority projects. (9:25 a.m.)**

**City Manager Spitler** presented a Power Point presentation and discussed the FY 2013/2014 City Council goals and objectives. **Mr. Spitler** discussed the goals outlining the objectives and priority projects.

Council discussion ensued.

**3) Administrative Services Director Gloria Leon gave an oral report on the status of the City finances relative to preparation of the Fiscal Year 2014/2015 budget. (9:31 a.m.)**

Council and staff discussion ensued.

**4) Review of Departments' current activities, opportunities and challenges; and ideas for projects and programs for Fiscal Year 2014/2015.**

**City Manager Spitler** discussed ideas for Priority Projects for the FY 2014/2015 Budget for Council's consideration. Status reports for the following departments were provided: Administration, Administrative Services; Recreation Services; Fire; Police; Planning and Building and Public Works Departments. (10:09 a.m.)

**• Administration Services**

**City Manager Spitler** gave a Power Point presentation reviewing and discussing the Administration Department's activities and challenges for FY 2013/2014. He also discussed the activities, opportunities and goals for FY 2014/2015.

Council discussion ensued.

**• Finance**

**Administrative Services Director Leon** gave a Power Point presentation discussing the FY 2013/2014 activities and accomplishments. **Ms. Leon** discussed the current activities, opportunities and challenges for the Finance Department. **Ms. Leon** discussed ideas for activities, opportunities and goals for FY 2014/2015.

Council discussion ensued.

**• Recreation**

**Recreation Services Manager Olivia Lemen** gave a Power Point presentation discussing the FY 2013/2014 activities and accomplishments. **Ms. Lemen** discussed the current activities, opportunities and challenges for the Recreation Department. **Ms. Lemen** discussed ideas for activities, opportunities and goals for FY 2014/2015.

Councilmember discussion ensued.

- **Fire**

**Fire Chief Campbell** gave a Power Point presentation discussing the FY 2013/2014 activities and accomplishments. **Mr. Campbell** discussed the current activities, opportunities and challenges for the Fire Department. **Mr. Campbell** discussed ideas for activities, opportunities and goals for FY 2014/2015.

Council discussion ensued.

- **Police**

**Police Chief Celaya** gave a Power Point presentation discussing the FY 2013/2014 activities and accomplishments. **Mr. Celaya** discussed the current activities, achievements and challenges for the Police Department. **Mr. Celaya** discussed the Police Department's activities, opportunities and strategies for FY 2014/2015.

Councilmember discussion ensued.

**Mayor Canning** called for a 45 minute recess for lunch at 11:58 a.m.

**Mayor Canning** reconvened the meeting at 12:45 p.m.

- **Planning & Building**

**Planning & Building Director Goldberg** gave a Power Point presentation discussing the FY 2013/2014 activities and accomplishments. **Ms. Goldberg** discussed current activities, opportunities and challenges for the Planning & Building Department. **Ms. Goldberg** discussed ideas for activities, opportunities and goals for FY 2014/2015.

Council discussion ensued.

- **Public Works**

**Public Works Director Michael Kirn** gave a Power Point presentation discussing the FY 2013/2014 activities and achievements. **Mr. Kirn** discussed current activities, opportunities and challenges for the Public

Works Department. **Mr. Kirn** discussed ideas for activities, opportunities and goals for FY 2014/2015.

Council discussion ensued.

**5) Council discussion, deliberations and direction regarding possible Fiscal Year 2014/2015 Council goals, objectives, and key priority projects.**

**City Manager Spitler** stated that he would like the Council to review the FY 2013/2014 adopted goals and go through and add, eliminate or change the goals for FY 2014/2015. He stated that the next steps are to incorporate all of the suggested revisions and reconvene on Thursday, March 20, 2014, to further discuss and formalize. The final document will then be brought forth for adoption at Council's next regularly scheduled Meeting on April 1, 2014.

Council discussion ensued regarding a review of the Fiscal Year 2013/2014 Council goals, and setting Council goals for Fiscal Year 2014/2015.

**6) Public comment.**

**Mayor Canning** opened public comment. With no public comment, **Mayor Canning** closed public comment.

**E. CITY COUNCIL ADJOURNMENT**

**Mayor Canning** adjourned the meeting at 2:34 p.m. to the next scheduled regular meeting of the Calistoga City Council on Tuesday, March 18, 2014, Calistoga Community Center, 1307 Washington Street, 7:00 p.m.

**Respectfully submitted:**

  
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**Prepared by: Kathy Flamson, Deputy City Clerk**

  
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**Approved by: Chris Canning, Mayor**