

**MINUTE EXCERPT**  
**COMMUNITY RESOURCES COMMISSION**  
**REGULAR MEETING**  
**June 18, 2008 – COMMUNITY CENTER**

**GENERAL GOVERNMENT**

- 3) Mary Cahill gave a review of Community Resources Department goals for 08/09 and 09/10. Also, a review of City Council Priority Projects for 2008/09 and a request for Commissioners input.

Mary presented her written review of the next two years' projects. The Commissioners had some questions about their possible input in the Pioneer Park Stage and the Dog Park issues. Mary said that while those projects were now on the agenda with other departments that they would be notified of progress with all projects.

# City of Calistoga

## Staff Report

**TO:** Community Resources Commission  
**FROM:** Mary Cahill, Community Resources Director  
**DATE:** June 18, 2008  
**SUBJECT:** CRC and City Council Fiscal year priorities

1 **ISSUE:**

2 Review of CRC proposed goals for Fiscal Year 2008/09 and City Council Priority Projects for  
3 2008/09.  
4

5 **RECOMMENDATION:**

6 Review and discuss and CRC goals for 08/09 and City Council Priority Projects for 2008/09 and  
7 provide input to the Community Resources Director.  
8

9 **BACKGROUND:**

10 The City Council engages in an annual review of priorities for upcoming fiscal years. This  
11 process is typically aligned to the fiscal year budget process and/or review. Staff presents its  
12 draft priorities and the City Council review, solicits information and determines the Council  
13 priority projects for the upcoming year. The Community Resources Department and the  
14 Community Resources Commission did an extensive review of departmental priorities for  
15 presentation to council.  
16

17 **DISCUSSION**

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19 At its meeting of May 21, 2008, the Community Resources Commission reviewed and  
20 discussed its priority projects for 2008/09.

21 At its meeting of June 3, 2008, the City Council received presentations by departmental staff.

22 The Community Resources staff provided a report based on CRC discussions as an outline for  
23 projecting into the next two year fiscal year budget cycle. The report identifies the programs and  
24 goals as well as estimated project timelines and outcomes.

25 At a follow up meeting on May 27, the City Council reviewed departmental goals and discussed  
26 council priorities. At the meeting of June 3, 2008, the City Council adopted a resolution and a  
27 project list for fiscal year 2008/09.  
28

29 **FISCAL IMPACT:** To be reflected in the fiscal year 2008/09, 2009/10 budget documents  
30

31 **ATTACHMENTS:**

- 32 1. May 23, 2008 Community Resources Department Programs and Goals Report  
33 2. June 3, 2008 City Council draft resolution and Priority Project List FY 08/09

## COMMUNITY RESOURCES DEPARTMENT PROGRAMS & GOALS

*As reviewed by the Community Resources Commission on May 21, 2008*

<u>FY 2008/2009</u>	<u>FY 2009/2010</u>
<b><u>DEPARTMENTAL ANALYSIS</u></b>	<b><u>DEPARTMENTAL ANALYSIS</u></b>
<ul style="list-style-type: none"> <li>• Internal policies</li> <li>• Update policies and procedures</li> <li>• Research community interest</li> <li>• Review program participation</li> <li>• Create new programs</li> <li>• Review facility needs for new programs/recommend changes</li> <li>• Online Registration</li> <li>• Fee Structures/cost recovery and subsidies</li> </ul>	<ul style="list-style-type: none"> <li>• Evaluate effectiveness</li> <li>• Review and refine</li> <li>• Review and respond</li> <li>• Validate through attendance</li> <li>• Evaluate</li> <li>• Usage/cost analysis/relationship to other recreation amenities</li> <li>• Review use patterns/staff efficiency</li> <li>• Analysis/adjust</li> </ul>
<b><u>PARKS AND FACILITIES</u></b>	<b><u>PARKS AND FACILITIES</u></b>
<b><u>Aquatics Facility</u></b>	<b><u>Aquatics Facility</u></b>
<ul style="list-style-type: none"> <li>• Budget, staff recruitment &amp; retention, training, evaluation etc.</li> </ul>	<ul style="list-style-type: none"> <li>• Early season evaluation/ budget refinement, program adjustments</li> </ul>
<b><u>Dog Park</u></b>	<b><u>Dog Park</u></b>
<ul style="list-style-type: none"> <li>• When location is identified, review plans &amp; assist with implementation</li> </ul>	<ul style="list-style-type: none"> <li>• Completed</li> </ul>
<b><u>Gazebo</u></b>	<b><u>Gazebo</u></b>
<ul style="list-style-type: none"> <li>• Budget for completion of project</li> </ul>	<ul style="list-style-type: none"> <li>• Completed</li> </ul>
<b><u>Logvy Park</u></b>	<b><u>Logvy Park</u></b>
<ul style="list-style-type: none"> <li>• Support flexible program space planning efforts</li> <li>• Continue support for the Community Pool Complex, storage, revenue generation, new programs, etc.</li> </ul>	<ul style="list-style-type: none"> <li>• Construction of community buildings – completed</li> <li>• Goal – summer camp and programs on site</li> <li>• New programs implemented</li> <li>• Coordination of programs with art center and Boys and Girls Club</li> </ul>

<b><u>GREEN PRACTICES AND POLICIES</u></b>	<b><u>GREEN PRACTICES AND POLICIES</u></b>
<ul style="list-style-type: none"> <li>• Participate in special events (i.e. Earth Day)</li> <li>• Review internal policies such as recycling for best practices</li> <li>• Encourage use of City recycled paper for program supplies</li> <li>• Utilize program opportunities to educate on alternative transportation, healthy eating and exercise program/events</li> </ul>	<ul style="list-style-type: none"> <li>• Growth of green event support</li> <li>• Growth of policies based on new information and research</li> <li>• Continue usage</li> <li>• Growth of cooperative ventures</li> </ul>
<b><u>COMMUNITY PROGRAMS</u></b>	<b><u>COMMUNITY PROGRAMS</u></b>
<ul style="list-style-type: none"> <li>• Age, cultural and gender appropriate</li> <li>• Report to Commission 2 times per year, coordinated with the activity guide</li> <li>• Evaluate and address needs for programming</li> </ul>	<ul style="list-style-type: none"> <li>• Program Evaluations</li> <li>• Growth of broad based programming</li> <li>• Activity Guide – enhanced</li> <li>• Increased participation in programs</li> </ul>
<b><u>Youth</u></b>	<b><u>Youth</u></b>
<ul style="list-style-type: none"> <li>• New program development Summer/Spring Camp</li> <li>• Youth Counselor in Training (training, certificates etc.)</li> </ul>	<ul style="list-style-type: none"> <li>• Growth of programs and coordination with community organizations/Chamber for visitor participation</li> <li>• Improved Counselor in Training program</li> </ul>
<b><u>Teens</u></b>	<b><u>Teens</u></b>
<ul style="list-style-type: none"> <li>• Work in partnership with schools and community groups to address Teen needs, i.e. skateboard areas/programs</li> <li>• 6 new teen events for 2008/09 – school year</li> <li>• Youth Employment Program (training, certificates etc.)</li> </ul>	<ul style="list-style-type: none"> <li>• Increased Teen Programs</li> <li>• 8 new Teen Events Annually</li> <li>• Improved Youth Employment Program</li> </ul>
<b><u>Adults</u></b>	<b><u>Adults</u></b>
<ul style="list-style-type: none"> <li>• Solicit new adult programs and new instructors (i.e. Tai Chi etc.)</li> <li>• Possible lecture series</li> </ul>	<ul style="list-style-type: none"> <li>• New classes and instructors</li> <li>• Increase special interest classes</li> </ul>
<b><u>Seniors</u></b>	<b><u>Seniors</u></b>
<ul style="list-style-type: none"> <li>• Identify interests/needs</li> <li>• Work in collaboration to establish coordinated information</li> </ul>	<ul style="list-style-type: none"> <li>• Stronger response to program needs</li> <li>• Coordination with senior service organizations for transportation, better awareness of services, in home care, and county-wide related</li> </ul>

	services
<b><u>Families</u></b>	<b><u>Families</u></b>
<ul style="list-style-type: none"> <li>Enhance existing and create new venues to connect families(i.e. community campout, family events)</li> </ul>	<ul style="list-style-type: none"> <li>Increased venues for connecting families to other families and community</li> </ul>
<ul style="list-style-type: none"> <li>New community campout program</li> </ul>	<ul style="list-style-type: none"> <li>Increased participation in the community campout</li> </ul>
<ul style="list-style-type: none"> <li>New Pioneer Park family events</li> </ul>	<ul style="list-style-type: none"> <li>Increased participation in family events</li> </ul>
<b><u>CULTURAL OUTREACH</u></b>	<b><u>CULTURAL OUTREACH</u></b>
<ul style="list-style-type: none"> <li>Engage diverse cultural interests through relevant programming and access</li> </ul>	<ul style="list-style-type: none"> <li>Increased participation of multicultural families in community events</li> </ul>
<b><u>PARTNERSHIPS</u></b>	<b><u>PARTNERSHIPS</u></b>
<ul style="list-style-type: none"> <li>Continue collaboration with the schools, Chamber, civic groups, faith organizations, business, environmental groups, other park and recreation agencies, funding agencies and more!</li> </ul>	<ul style="list-style-type: none"> <li>Increased community, regional and statewide partnerships</li> </ul>
<b><u>MARKETING</u></b>	<b><u>MARKETING</u></b>
<ul style="list-style-type: none"> <li>New Activity Guide</li> </ul>	<ul style="list-style-type: none"> <li>Increased Marketing venues</li> </ul>
<ul style="list-style-type: none"> <li>New Flyers/Improve outreach communication</li> </ul>	<ul style="list-style-type: none"> <li>Increased participation as a result of marketing efforts</li> </ul>
<ul style="list-style-type: none"> <li>Work with Chamber to bridge local and visitor interests</li> </ul>	<ul style="list-style-type: none"> <li>Evaluation of local/visitor participation – source of information</li> </ul>
<ul style="list-style-type: none"> <li>Cooperative efforts with the Private Sector</li> </ul>	<ul style="list-style-type: none"> <li>Increased revenue sources and cooperative marketing</li> </ul>
<ul style="list-style-type: none"> <li>Research and encourage new revenue sources</li> </ul>	<ul style="list-style-type: none"> <li>Continue</li> </ul>
<ul style="list-style-type: none"> <li>Translation of pertinent material</li> </ul>	<ul style="list-style-type: none"> <li>Evaluation of translated material and participation</li> </ul>
<b><u>TRAINING AND EDUCATION</u></b>	<b><u>TRAINING AND EDUCATION</u></b>
<ul style="list-style-type: none"> <li>Identify and budget relevant staff/Commission memberships and training</li> </ul>	<ul style="list-style-type: none"> <li>Continued staff/Commission memberships and training</li> </ul>

<b>UPDATES</b>	<b>UPDATES</b>
<ul style="list-style-type: none"> <li>• Commission to receive updates from other Departments for information and input:               <ul style="list-style-type: none"> <li>- Logvy Park Master Plan</li> <li>- Urban Design Plan</li> <li>- Trail Plan and Projects</li> <li>- Outdoor dining – follow progress</li> <li>- Downtown Beautification – from Chamber</li> <li>- Relevant information pertaining to street trees or park</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Projects and efforts pertaining to Community Resources efforts and/or input</li> </ul>
<b>REMOVE FROM COMMISSION LIST: (REQUEST)</b>	
<ul style="list-style-type: none"> <li>• Street Trees</li> </ul>	
<ul style="list-style-type: none"> <li>• Downtown Beautification</li> </ul>	