

City Council Strategic Planning Action Plan FY 2009/2010

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

Objective 1: Complete and adopt the Urban Design Plan.

#	Action Step:	Cost/Budget Status	Performance Measures:	Start Date:	Completion Date:	Assignments, Outcomes & Updates
1.	Planning Commission Hearing	\$200 B	Hold public hearing	8/26/09	8/26/09	Recommendation Manager: C. Gallina
2.	City Council Hearing	\$300 B	Hold public hearing	9/5/09	9/5/09	Final Plan Adoption Manager: C. Gallina.
3.	Revise/Finalize Document & Distribute	\$5,000 B	Edit, finalize, publish & distribute adopted UDP	9/6/09	10/15/09	UDP editing first draft completed 10/1/09. Manager: C. Gallina
4.	UDP Implementation Plan – Planning Commission Review	\$100 B	Hold public meeting	11/12/09	11/12/09	Recommendation Manager: C. Gallina
5.	UDP Implementation Plan – City Council Action	\$100 B	Hold public meeting	12/1/09	12/1/09	Final action Manager: C. Gallina

Objective 2: Manage and advance key private development and renovation proposals

#	Action Step:	Cost/Budget Status	Performance Measures:	Start Date:	Completion Date:	Assignments, Outcomes & Updates
1.	Roman Spa & Resort Renovation & Expansion Project	DDA	Complete draft Development Agreement negotiations; Commence work on CEQA document	In Progress	12/09	Complete DA negotiations (J. McCann); Prepare CEQA document Manager: E. Lundquist
2.	Calistoga Village Inn Renovation & Expansion Project	DDA	Develop & execute Development Agreement	6/25/09	11/09	Commence work on processing a DA Manager: E. Lundquist
3.	Terrano Napa Valley Project (Silver Rose Inn & Cellars)	DDA	Project Status Update - hold Council public meeting	8/4/09	8/4/09	Provide a Council update on Development Agreement Manager: C. Gallina
4.	Francis House Inn -Extension of Design Review Approval	DDA	Process Extension of Design Review Approval	7/14/09	9/23/09	Obtain letter of extension & process Manager: K. MacNab

Objective 3: Adopt updated water and wastewater user rates with the most reasonable adjustments possible.

#	Action Step:	Cost/Budget Status	Performance Measures:	Start Date:	Completion Date:	Assignments, Outcomes & Updates
1.	Develop updated water and wastewater rates	\$16,676 B	Complete rates	6/15/09	8/31/09	Manager: B. Mushallo
2.	Hold public meetings with oversight committee	“	Complete meetings	8/15/09	9/30/09	Manager: B. Mushallo
3.	Review preliminary rate recommendation with City Council	“	Hold meeting with City Council		10/6/09	Recommendation for final rates. Manager: B. Mushallo
4.	Hold public hearing and bring forward rates to City Council for adoption	“	Hold meeting with City Council		12/1/09	
5.	Implement new water and wastewater rates	“	Rates implemented		2/1/10	

Objective 4: Evaluate and revise as necessary development impact fees.

#	Action Step:	Cost/Budget Status	Performance Measures:	Start Date:	Completion Date:	Assignments, Outcomes & Updates
1.	Hold public meeting – Work Program Review	\$32,500	Hold public meeting	7/09	9/09	Develop work program Manager: C. Gallina
2.	Public release of preliminary rates	“	Release preliminary rates	9/09	1/10	Prepare preliminary rates Manager: C. Gallina
3.	Hold public hearings with City Council	“	Hold public hearings	1/10	2/10	Council public hearings Manager: C. Gallina
4.	Implement new rates	“	Rates implemented		4/10	Rates Effective Manager: C. Gallina

Goal 2: Offer excellent professional services to all customers

Objective 1: Continue to provide a high standard in the delivery of emergency and general municipal services.

#	Action Step:	Cost/Budget Status	Performance Measures:	Start Date:	Completion Date:	Assignments, Outcomes & Updates
1.	Conduct recurrent training on policies and procedures	0	Conduct training			Ongoing. Manager: S. Campbell
2.	EOC Drills					
3.	First aide training for all appropriate staff					
4.						

Objective 2: Improve the delivery of private development related services.

#	Action Step:	Cost/Budget Status	Performance Measures:	Start Date:	Completion Date:	Assignments, Outcomes & Updates
1.						
2.						
3.						

Objective 3: Streamline and simplify processes.

#	Action Step:	Cost/Budget Status	Performance Measures:	Start Date:	Completion Date:	Assignments, Outcomes & Updates
1.	Conduct code enforcement investigations				10/09	Updated manual adopted by Council
2.						
3.						
4.						

Objective 4: Expand and improve communication and transparency.

#	Action Step:	Cost/Budget Status	Performance Measures:	Start Date:	Completion Date:	Assignments, Outcomes & Updates
1.						
2.						
3.						
4.						

Objective 5: 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.

#	Action Step:	Cost/Budget Status	Performance Measures:	Start Date:	Completion Date:	Assignments, Outcomes & Updates
1.						
2.						
3.						
4.						

Goal 3: Establish, improve and maintain City infrastructure.

Objective 1: Continue to maintain the high level of service and reliability available to the community through our infrastructure systems and facilities.

#	Action Step:	Cost/Budget Status	Performance Measures:	Start Date:	Completion Date:	Assignments, Outcomes & Updates
1.						
2.						
3.						
4.						

Objective 2: 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.

#	Action Step:	Cost/Budget Status	Performance Measures:	Start Date:	Completion Date:	Assignments, Outcomes & Updates
1.	Solicit Bids for Construction	\$5.5M B	Attain Milestone Date	08/2009	12/2009	Prepare Bid Documents and Advertise for Bids Manager: Jim Smith
2.	Award Construction Contract and Start Construction	“	Attain Milestone Date	12/2009	03/2010	Evaluate Bids, Council Approval, PreCon Issues Manager: Jim Smith
3.	Complete Construction	“	Attain Milestone Date	03/2010	06/2011	Manage Construction and Acceptance Manager: Jim Smith

Objective 3: Complete design and commence construction of the renovation of the Fire Station.

#	Action Step:	Cost/Budget Status	Performance Measures:	Start Date:	Completion Date:	Assignments, Outcomes & Updates
1.	Obtain Building Permit	\$1.9M B	Attain Milestone Date	05/2009	07/2009	Building Plan Check with Plan Revisions Manager: Dan Takasugi
2.	Solicit Bids for Construction and Award Contract	“	Attain Milestone Date	08/2009	10/2009	Prepare Bid Documents, Advertise and Evaluate Bids and Award Contract Manager: Dan Takasugi
3.	Complete Construction	“	Attain Milestone Date	10/2009	10/2010	Manage Construction and Acceptance Manager: Dan Takasugi

Goal 4: Create an environmentally sustainable community.

Objective 1: Explore and adopt “green” environmental sustainability polices and initiatives.

#	Action Step:	Cost/Budget Status	Performance Measures:	Start Date:	Completion Date:	Assignments, Outcomes & Updates
1.	Public review of Preliminary Climate Action Plan Framework & Targets	\$20,500	Hold public meetings – CRC, PC, CC	7/09	8/18	Recommendations to NCTPA Manager: E. Lundquist
2.	Public release of Draft Climate Action Plan	“	Draft plan release	10/09	12/09	Public release of draft plan Manager: E. Lundquist
3.	Hold public hearings on Draft Climate Action Plan	“	Hold public hearings – CRC, PC, CC	10/09	12/09	Public hearings Manager: E. Lundquist
4.	Commence development of Plan programs – Green Building Codes, Solar Energy Program Initiatives, etc.	“	Draft programs for CRC, PC and/or CC review & action	8/09	2/10	Develop implementation programs Manager: B. Cannon

Objective 2: Complete and adopt the Urban Design Plan.

#	Action Step:	Cost/Budget Status	Performance Measures:	Start Date:	Completion Date:	Assignments, Outcomes & Updates
1.	Planning Commission Hearing	\$200 B	Hold public hearing	8/26/09	8/26/09	Recommendation Manager: C. Gallina
2.	City Council Hearing	\$300 B	Hold public hearing	9/5/09	9/5/09	Final Plan Adoption Manager: C. Gallina.
3.	Revise/Finalize Document & Distribute	\$5,000 B	Edit, finalize, publish & distribute adopted UDP	9/6/09	10/15/09	UDP editing first draft completed 10/1/09. Manager: C. Gallina
4.	UDP Implementation Plan – Planning Commission Review	\$100 B	Hold public meeting	11/12/09	11/12/09	Recommendation Manager: C. Gallina
5.	UDP Implementation Plan – City Council Action	\$100 B	Hold public meeting	12/1/09	12/1/09	Final action Manager: C. Gallina

Objective 3: Pursue funding opportunities for geothermal and photovoltaic system improvements at the Community Pool.

#	Action Step:	Cost/Budget Status	Performance Measures:	Start Date:	Completion Date:	Assignments, Outcomes & Updates
1.	Apply for Stewardship Council Grant		Attain Milestone	06/2009	07/16/09	Assemble and Submit Grant Application Manager: Dan Takasugi
2.	Apply for Energy Efficiency Conservation Block Grant		Attain Milestone	08/2009	10/2009	Assemble and Submit Grant Application Manager: Dan Takasugi

3.	Apply for Geothermal Resources Development Account		Attain Milestone	Unknown	Unknown	Assemble and Submit Grant Application Manager: Dan Takasugi
4.	Approve Financing Plan for Geothermal Pool Heating		Attain Milestone	Unknown	Unknown	Council Approval of Financing Plan if Grant Funding is adequate Manager: Dan Takasugi

Goal 5: Maintain the character of Calistoga.

Objective 1: Complete and adopt the Urban Design Plan.

#	Action Step:	Cost/Budget Status	Performance Measures:	Start Date:	Completion Date:	Assignments, Outcomes & Updates
1.	Planning Commission Hearing	\$200 B	Hold public hearing	8/26	8/26	Recommendation Manager: C. Gallina
2.	City Council Hearing	\$300 B	Hold public hearing	9/5	9/5	Final Plan Adoption Manager: C. Gallina.
3.	Revise/Finalize Document & Distribute	\$5,000 B	Edit, finalize, publish & distribute adopted UDP	9/6	10/15	UDP editing first draft completed 10/1/09. Manager: C. Gallina
4.	UDP Implementation Plan – Planning Commission Review	\$100 B	Hold public meeting	11/12	11/12	Recommendation Manager: C. Gallina
5.	UDP Implementation Plan – City Council Action	\$100 B	Hold public meeting	12/1	12/1	Final action Manager: C. Gallina

Objective 2: Develop and adopt a comprehensive update of the Housing Element of the General Plan.

#	Action Step:	Cost/Budget Status	Performance Measures:	Start Date:	Completion Date:	Assignments, Outcomes & Updates
1.	Conduct Advisory Committee Meetings	\$14,000	Conduct meetings		8/09	Conduct meetings Manager: K. MacNab
2.	Hold public meeting #1	“	Hold public meeting #1	8/09	8/09	Hold public meeting Manager: K. MacNab
3.	Public release of Preliminary Review of Draft Element Update – Public Meeting #2; Public Hearings PC/CC	“	Public release of Preliminary Draft & hold public meetings	9/09	10/09	Release & hold public hearings Manager: K. MacNab
4.	Transmittal of Preliminary Draft to HCD	“	Transmittal to HCD	10/09	12/09	Transmittal for HCD review Manager: K. MacNab
5.	Public release of Final Draft	“	Public release of Final Draft	1/10	2/10	Release Final Draft Manager: K. MacNab

6.	Hold public hearings – PC/CC	“	Hold public meetings	1/10	2/10	Hold public hearings Manager: K. MacNab
7.	Transmittal of adopted updated Housing Element to HCD	“	Transmittal to HCD	2/10		Transmittal to HCD Manager: K. MacNab

Goal 6: Expand and improve recreational services and facilities.

Objective 1: Complete construction plans for Recreation Facilities at Logvy Community Park, identify funding sources, and commence construction of Phase 1 recreation facility improvements at Logvy Park.

#	Action Step:	Cost/Budget Status	Performance Measures:	Start Date:	Completion Date:	Assignments, Outcomes & Updates
1.	Logvy Master Plan approval		Attain Milestone	03/2008	09/2009	Release and Hold Public Hearings for CC Approval Manager: Dan Takasugi
2.	Teen/Art Center DR/CUP		Attain Milestone	07/2009	11/2009	Release and Hold Public Hearings for PC Approval Manager: Dan Takasugi
3.	Obtain Building Permit and Solicit Bids for Construction	\$2.0M B	Attain Milestone	08/2009	11/2009	Finalize Plans for Plan Check and Solicit Bids Manager: Dan Takasugi
4.	Award Contract and Start Construction	“	Attain Milestone	01/2010	04/2010	Evaluate Bids, Council Approval, PreCon Issues Manager: Dan Takasugi
5.	Complete Construction	“	Attain Milestone	04/2010	11/2010	Manage Construction and Acceptance Manager: Dan Takasugi

Objective 2: Complete exterior renovation of the Monhoff Recreation Center.

#	Action Step:	Cost/Budget Status	Performance Measures:	Start Date:	Completion Date:	Assignments, Outcomes & Updates
1.	Award Construction Contract and Start Construction	\$75K B	Attain Milestone	06/2009	07/2009	Evaluate Bids, Council Approval, PreCon Issues Manager: Dan Takasugi
2.	Complete Construction	“	Attain Milestone	07/2009	09/2009	Manage Construction and Acceptance Manager: Dan Takasugi