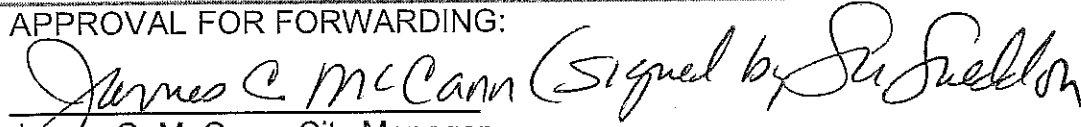


City of Calistoga

Staff Report

TO: Honorable Mayor and City Council
FROM: Olivia Lemen, Aquatic & Recreation Manager
DATE: March 2, 2010
SUBJECT: Identification of topics for discussion during a Special Joint Meeting of the City Council and Community Resources Commission scheduled for March 11, 2010.

APPROVAL FOR FORWARDING:


James C. McCann, City Manager

1
2 **ISSUE:** Identification of topics for discussion during a Special Joint Meeting of the
3 City Council and Community Resources Commission scheduled for March 11, 2010.

4
5 **RECOMMENDATION:** Discuss and provide direction.

6
7 **BACKGROUND/DISCUSSION:** In 2004 Council adopted an Ordinance establishing
8 the Community Resources Commission (CRC) as an advisory board to provide a
9 forum for the discussion/consideration of matters related to recreation, senior and
10 youth issues, community beautification, park development, etc. The CRC has
11 continued to meet monthly since early in 2005.

12
13 It is wise for the City Council to meet with its appointed boards and commissions
14 periodically in order to discuss areas and issues of mutual concern, procedures, and
15 expectations. In January 2010 the City Council requested that a Joint Session be
16 conducted with the Community Resources Commission to receive input and discuss
17 various topics. Staff has scheduled such a meeting for Thursday, March 11, 2010 at
18 5:30 PM in the Community Center.

20 In September 2009 the Council adopted a Resolution approving the CRC Work Plan
21 for Fiscal Year 2009/2010. The CRC has been working through this work plan
22 through the year and progress is highlighted below:
23

24 • **Green/Sustainable Practices:** Over the past several months the Green
25 Subcommittee, the CRC and Staff have been actively pursuing the
26 completion of the Climate Action Plan through the Napa County
27 Transportation and Planning Agency (NCTPA) as directed by the Council
28 during their August 18, 2009 meeting. The Green Sub-Committee has been
29 meeting the first Friday of every month in addition to the regularly scheduled
30 meetings of the CRC.

31
32 The current work effort includes implementing certain reasonable/achievable
33 actions contained in the Preliminary Draft Napa Countywide Community
34 Climate Action Plan. The primary focus has been on community education
35 and outreach. A Workshop schedule has been created and presentations
36 have been given monthly since January. Guest speakers have been brought
37 in from various regulatory agencies and organizations. One presentation was
38 offered entirely in Spanish.
39

40 • **Recreation Facilities at Logvy Park:** In November, 2009, the CRC received
41 a presentation regarding the proposed plans and development of the Teen/Art
42 Center on the Logvy Community Park property. Feedback was given on the
43 project and was recommended to the Planning Commission for review and
44 comment.
45

46 • **Aquatics Programs:** The CRC continues to monitor the pool programming
47 through the Community Pool Advisory Committee (CPAC). In December of
48 2009, CPAC began a long term strategic planning discussion regarding the
49 direction the pool would take in future years. In addition to that discussion the
50 committee has reviewed the community survey results from November 2009,
51 to recommend programming for the 2010 swimming season. The CRC
52 approved the 2010 Pool Season in February 2010.
53

54 • **City Recreation Programming and Educational Opportunities:** The CRC
55 assisted staff in a community survey in November 2009 to identify community
56 needs and desires within the pool and recreation programming. With the
57 survey results, the CRC directed staff to move forward on new programming
58 options. Staff went through an annual programming process to develop a
59 plan for the 2010 year which incorporates CRC recommendations, survey
60 results and budget capabilities. From this, new computer classes, Spanish
61 classes and specialty clubs have been created.
62

- 63 • **Senior Services:** The CRC continues to monitor and will provide
64 recommendations for action on community comments regarding the Mobile
65 Home Rent Stabilization Ordinance when they are presented.
66

67 Based on the accomplishments so far this year, the CRC and staff have come up
68 with a list of possible discussion topics for this upcoming joint meeting. Potential
69 topics for discussion:
70

- 71 1. Overview of City Council's Key Priority Projects for FY 2009/2010;
72 2. Thoughts regarding the FY 2010/2011 CRC's work program;
73 3. CRC's long-term strategic planning;
74 4. Community outreach;
75 5. Expand CRC's membership;
76 6. Recognize significant CRC accomplishments;
77 7. Other City Council and CRC requests and ideas for discussion.

78
79 The CRC and the Green and Pool Sub-Committees are working hard to accomplish
80 the approved Fiscal Year 2009/2010 work plan. By the end of this fiscal year, the
81 goal is to have a new work plan for the upcoming fiscal year and also begin a long-
82 term strategic plan process. This meeting with the City Council will provide direction
83 as that process begins to ensure that the CRC is heading in the right direction.
84


85 **ATTACHMENTS:**

86 To assist the City Council and the Community Resources Commission in this
87 discussion, staff has attached the following:
88

- 89 A. July 21, 2009 Council Staff Report
90 B. Resolution No. 2009-062
91 C. September 15, 2009 Council Staff Report
92 D. Resolution No. 2009-086

City of Calistoga

Staff Report

TO: Honorable Mayor and City Council
FROM: James C. McCann, City Manager 
DATE: July 21, 2009
SUBJECT: City Council Strategic Planning

1
2 **ISSUE:** To discuss and adopt the outcomes from the City Council's Strategic
3 Planning efforts including: City Vision and Mission Statements, City Council
4 Goals and Objectives for FY 2009/2010, Key Priority Projects, and a Strategic
5 Planning Action Plan tracking matrix.

6
7 **RECOMMENDATION:** Discuss, provide further direction and adopt the
8 Resolution.

9
10 **BACKGROUND:** The Council met in the third special Strategic Planning Retreat
11 on July 17th to review the outcomes from the two previous meetings held in June
12 (see attached July 17th staff report) and directed staff to bring the matter forward
13 to this regular meeting for formal presentation and adoption of products from the
14 effort.

15
16 **DISCUSSION:** Staff has attached the materials the Council reviewed at the July
17 17th meeting. The Council direction for amendment during the meeting of the
18 17th is reflected in the revised versions of the materials; these are now available
19 for Council adoption.

20
21 Staff recommends that the Council adopt the attached Resolution approving the
22 City's Vision Statement, a new Mission Statement, the City Council's Goals and
23 Objectives for Fiscal Year 2009/2010, and the City Council's Key Priority
24 Projects. It is also recommended that the attached Strategic Planning Action
25 Plan tracking matrix be endorsed.

26
27 As noted in the July 17th report and during the meeting of the 17th, it is staff's
28 expectation to regularly (quarterly) provide updates to the Action Plan and to
29 develop, distribute and regularly update a streamlined timeline/milestone graphic.

30
31 This has been a very worthwhile exercise. The products reviewed by the Council
32 will be helpful tools to guide current and future efforts, to track progress, to

33 establish accountability, and to better keep the public informed of the City's
34 projects and progress.

35

36 **FISCAL IMPACT:** The Council budgeted \$25,000 for this Strategic Planning
37 effort in FY 2008/2009. We have spent approximately \$6,000 to date on
38 consultant services and expenses.

39

40 **ATTACHMENTS:**

41

42

1. Draft Resolution

43

2. July 17, 2009 staff report

44

3. Draft Strategic Planning Action tracking matrix

RESOLUTION 2009-062

RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CALISTOGA,
COUNTY OF NAPA, STATE OF CALIFORNIA, ADOPTING OUTCOMES
FROM THE CITY COUNCIL'S STRATEGIC PLANNING EFFORTS

WHEREAS, the City Council has determined that undertaking a strategic planning effort would be beneficial to the efficient operation of the City; and

WHEREAS, the City Council has included this undertaking as one of its priority projects for Fiscal Year 2008/2009; and

WHEREAS, on January 22, 2009, the City Council directed staff to proceed with the selection of a consultant to assist in this effort; and

WHEREAS, the City Council authorized a professional services agreement with TBEEnterprises for strategic planning facilitation services at the May 5, 2009 meeting; and

WHEREAS, the City Council held three separate special meetings to undertake strategic planning efforts.

NOW, THEREFORE BE IT RESOLVED that the City Council of the City of Calistoga hereby adopts the following products from the Council's Strategic Planning effort attached hereto: City Vision Statement, City Mission Statement, City Council Goals and Objectives for Fiscal Year 2009/2010, Key Priority Projects for Fiscal Year 2009/2010.


BE IT FURTHER RESOLVED that the City Council endorses the Strategic Planning Action Plan tracking matrix and directs staff to complete it and provide the City Council with regular updates of assignment status.

PASSED, APPROVED AND ADOPTED by the City Council of the City of Calistoga at a regular meeting held this 21st day of July, 2009, by the following vote:

AYES: Vice Mayor Dunsford, Councilmembers Slusser, Kraus, Garcia and Mayor Gingles

NOES: None
ABSENT/ABSTAIN: None

ATTEST: 
SU SNEDDON, City Clerk


JACK GINGLES, Mayor

City Council Goals And Objectives FY **2009/2010**

Maintain and enhance the economic vitality of the community.

Objectives:

- Complete and adopt the Urban Design Plan.
- Manage and advance key private development and renovation proposals.
- Adopt updated water and wastewater user rates with the most reasonable adjustments possible.
- Evaluate and revise as necessary development impact fees.

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.
- 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.

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.
- Complete design and commence construction of the renovation of the Fire Station.

Create an environmentally sustainable community.

Objectives:

- Explore and adopt "green" environmental sustainability polices and initiatives.
- Complete and adopt the Urban Design Plan.
- Pursue funding opportunities for geothermal and photovoltaic system improvements at the Community Pool.

Maintain the small-town rural character of Calistoga.

Objectives:

- Complete and adopt the Urban Design Plan.
- Develop and adopt a comprehensive update of the Housing Element of the General Plan.
- Develop and implement a work plan to address General Plan and Municipal Code conflicts, inconsistencies and needed policy direction.

Expand and improve recreational services and facilities.

Objectives:

- 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.
- Complete exterior renovation of the Monhoff Recreation Center.

City Council Key Priority Projects FY 2009/2010

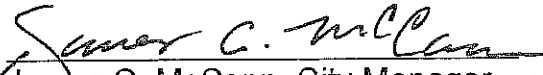
- Water Tank: Commencement of the construction of the Mt. Washington 1.5 million gallon Water Storage Tank;
- Fire Station: Commencement and completion of the Fire Station Renovation project;
- Recreation Facilities: Completion of the Recreation Facilities Master planning and commencement of the Phase 1 construction;
- Urban Design Plan: Adoption of the Urban Design Plan and Implementation Strategy;
- Green Policies: Adoption of Environmental Sustainability policies and the Climate Protection Plan;
- Housing Element: Completion and adoption of the Housing Element Update;
- Fee Updates: Completion and Adoption of Fee Updates (Water and Waste Water Utility and the Development Fees); and
- Traffic Circulation Improvements: Completion of the planning efforts for the Silverado Trail/Hwy 29 Intersection Improvements and commencement of study efforts for the Petrified Forest/ Hwy 128 Intersection Improvements.

City of Calistoga

Staff Report

TO: Honorable Mayor and City Council
FROM: Olivia Lemen, Aquatics and Recreation Manager
DATE: September 15, 2009
SUBJECT: COMMUNITY RESOURCES COMMISSION FISCAL YEAR 2009-2010 WORK PROGRAM

APPROVAL FOR FORWARDING:


James C. McCann, City Manager

1 **ISSUE:** Consideration of a Resolution approving the Community Resources
2 Commission (CRC) 2009/2010 Fiscal Year work plan.

3
4 **RECOMMENDATION:** Receive presentation, discuss and adopt Resolution
5 establishing the 2009/2010 Fiscal Year work plan for the Community Resources
6 Commission.

7
8 **BACKGROUND/DISCUSSION:** The CRC made great progress on their work
9 plan for this past fiscal year. The summary below reflects the Commission's
10 accomplishments with the 2008/2009 work plan:

11
12 FY 2008/2009 Projects and Status:

- 13 • **Green/Sustainable Practices:** On-Going. Working with City staff and the
14 Napa County Transportation and Planning Agency, a draft of the Climate
15 Action Plan was completed. The CRC sub-committee worked at great
16 length to ensure that realistic and obtainable goals for Calistoga were
17 incorporated in each element of the plan. It went before a joint meeting of
18 the CRC and the Planning Commission in early August for public
19 comment and was accepted by the City Council on August 18th. Formal
20 adoption of the plan will occur later this year.
- 21 • **Senior Services:** Received presentation and overview of amended Mobile
22 Home Rent Stabilization Ordinance. As needed or requested staff will
23 provide update.
- 24 • **Aquatic Programs:** On-Going. The CRC has been involved in aquatics
25 programming through the assignment of two members to the Calistoga

26 Pool Advisory Committee (CPAC). The CRC will continue to advise City
27 staff on the pool opportunities through the CPAC.

- 28 • **Activity Guide:** On April 15th, 2009, the CRC reviewed and discussed the
29 future of the Activity Guide and improvements in its content and method of
30 delivery.
- 31 • **Recreation Facilities at Logvy Park:** Commissioner More sat on the
32 planning sub-committee for this project and provided input in master plan
33 and facility needs. Final Park Master Plan going to CRC for review and
34 public comment in August and then to Planning Commission and City
35 Council for approval.

36
37
38 Within the adopted 2009/2010 Goals and Objectives of the City of Calistoga,
39 emphasis has been placed on creating an environmentally sustainable
40 community and expanding and improving recreational services. To obtain these
41 goals key projects such as the completion of the Recreation Facilities Master
42 Plan for Logvy Community Park and the adoption of Environmental Sustainability
43 policies and the Climate Action Plan will remain a primary focus of the CRC. As
44 such, the following projects and tasks are recommended to be included in the
45 Community Resource Commission work plan for the 2009/2010 fiscal year:

46
47 **Proposed 2009/2010 CRC Work Plan:**

- 48 • **Green/Sustainable Practices:** Continue to work with City staff to finalize
49 and put into action the City's Climate Action Plan. Assume a lead role in
50 the promotion and community outreach and education for green and
51 sustainable practices aligned with the Climate Action Plan.
- 52 • **Recreation Facilities at Logvy Park:** Monitor progress and status and
53 provide input, suggestions and direction as necessary as the phase I (the
54 Teen and Arts building) moves into construction. Explore the
55 opportunities to implement other less costly elements of the Park Master
56 plan.
- 57 • **Aquatics Programs:** Continue to actively participate in the review of the
58 first year's activities and experiences and offer input to CPAC for
59 improvements and expansion of programs and services for the 2010
60 season.
- 61 • **City Recreation Programming and Educational Opportunities:** Assist
62 in a comprehensive review of the City's recreation services and programs
63 and offer recommendation for improvement.
- 64 • **Senior Services:** Continue to monitor and provide recommendations for
65 action on community comments regarding the Mobile Home Rent
66 Stabilization Ordinance.

67
68
69 **FISCAL IMPACT:** None.

70
71 **ATTACHMENTS:** Resolution.

72

RESOLUTION NO. 2009-086

RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CALISTOGA, COUNTY OF NAPA, STATE OF CALIFORNIA, APPROVING THE FISCAL YEAR 2009-2010 COMMUNITY RESOURCES COMMISSION WORK PLAN

WHEREAS, the City Council has adopted Ordinance 602 creating a Community Resources Commission in and for the City; and

WHEREAS, the Community Resources Commission (Commission) was established to act in an advisory capacity to the Planning Commission and the City Council and City staff in matters pertaining to development/rehabilitation of parks and recreation facilities, recreation and youth services, senior citizen and human services, cultural arts services, neighborhood improvement, grants or other funding, and other matters as may be referred to the Commission by the City Council; and

WHEREAS, the City Council receives an annual progress report regarding the Commission's Work Plan; and


WHEREAS, the Commission has made a recommendation to the City Council with a 2009/2010 Fiscal Year Work Plan which includes the following topics as outlined in the September 15, 2009 staff report:

- Green/Sustainable Practices
- Recreation Facilities at Logvy Park
- Aquatic Programs
- City Recreation Programming and Educational Opportunities
- Senior Services

NOW, THEREFORE BE IT RESOLVED that the City Council of the City of Calistoga hereby approves the 2009/2010 Fiscal Year Community Resources Work Plan.

PASSED, APPROVED, AND ADOPTED by the City Council of the City of Calistoga at a regular meeting held this 15th day of September 2009, by the following vote:

AYES: Councilmembers Slusser, Kraus, and Garcia and Vice Mayor Dunsford
NOES: None
ABSTAIN/ABSENT: Mayor Gingles



MICHAEL DUNSFORD, Vice Mayor

ATTEST:



SUSAN SNEDDON, City Clerk