

# City of Calistoga

## Staff Report

**TO:** Honorable Mayor and City Council  
**FROM:** Raquel Cantillon, Deputy City Clerk  
**DATE:** March 18, 2008  
**SUBJECT:** City Council Minutes

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**APPROVAL FOR FORWARDING:**



James C. McCann, City Manager

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**DISCUSSION:** The Minutes of the regular City Council Meeting on March 4, 2008 are provided for consideration and approval.

**RECOMMENDATION:** Approve Minutes.

**ATTACHMENTS:** Aforementioned Minutes.

**MINUTES**  
**CITY COUNCIL – REGULAR MEETING**  
**TUESDAY, MARCH 4, 2008 - 7:00 P.M.**  
**CALISTOGA COMMUNITY CENTER**

1 **CALL TO ORDER**

2  
3 **Mayor Gingles called the Regular Session to order at 7:00 P.M.**

4  
5 In attendance were the following: Councilmember Placido Garcia,  
6 Councilmember Gary Kraus, Councilmember Karen Slusser, Vice Mayor  
7 Michael Dunsford and Mayor Jack Gingles.

8  
9 Also present were, City Manager James McCann, Administrative Services  
10 Director David Spilman, Public Works Director Dan Takasugi, and City Clerk  
11 Susan Sneddon.

12  
13 **ACTION OUT OF CLOSED SESSION**

14  
15 **Mayor Gingles** announced that there was no Closed Session held this  
16 evening.

17  
18 **ORAL COMMUNICATION**

19  
20 None given.

21  
22 **ADOPTION OF MEETING AGENDA**

23  
24 It was **MOVED** by Councilmember Slusser and **SECONDED** by  
25 Councilmember Kraus to approve the Council Meeting Agenda as  
26 presented. The Motion was carried unanimously.

27  
28 **PROCLAMATION**

29 **Proclamation for California Arbor Day Celebration Week (March 7-14)**

30  
31 **Mayor Gingles** postponed the presentation as a representative was not  
32 present to receive the Proclamation.

33  
34 **CONSENT CALENDAR**

- 35  
36 1) Accounts payable for the period ending Thursday, February 28, 2008  
37 (Total amount of \$497,459.91).

38

- 39 2) Minutes of the regular City Council Meeting on February 19, 2008.  
40  
41 3) Adoption of Resolution No. 2008-014 Approving Addendum No. 1,  
42 (Authorizing Agreement No. 288) to the Professional Services  
43 Agreement with Larry Walker Associates for ongoing permit assistance  
44 services related to the City's current Wastewater Treatment Plant  
45 NPDES Permit and the State's General Water Reuse Permit.  
46  
47 4) Adoption of Resolution No. 2008-015 authorizing the purchase of a  
48 vehicle for the Police Department from Downtown Ford of Sacramento  
49 not to exceed \$29,200.  
50  
51 5) Adoption of Resolution No. 2008-016 authorizing the Public Works  
52 Department to accept a donation in the amount of \$1,611.75 from Janet  
53 Gentile Herrero, Sharon Gentile Granovsky, and Edythe Cordellos for a  
54 Memorial Bench in Memory of Lyle Rollinette Gentile.  
55

56 It was MOVED by Vice Mayor Dunsford and SECONDED by  
57 Councilmember Garcia to approve Items No. 1, 2, 3, 4, and 5 on the  
58 Consent Agenda. The Motion was carried unanimously.  
59

#### 60 PUBLIC HEARING

- 61  
62 6) Consideration of a Resolution approving the City's Americans with  
63 Disabilities Act Self-Evaluation and Transition Plan.  
64

65 Public Works Director Takasugi introduced this item. The Plan is required by  
66 the Americans with Disabilities Act and the City has been working on it for the  
67 past seven months. The issue for the night is to approve the Plan through Public  
68 Hearing. He then introduced John Wanger from Coastland Civil Engineering  
69 whom was present to provide some information on the process and on the plan  
70 itself.  
71

72 John Wanger, Coastland Civil Engineering summarized the Plan and noted  
73 that of about \$4.5 million in improvements have been identified to make public  
74 facilities compliant with the law. The vast majority are improvements needed for  
75 sidewalks and curb ramps. The Transition Plan identifies the improvements  
76 based on First, Second and Third priorities. First priority is site access from  
77 existing sidewalks, public transportation, and on site parking areas to get in to  
78 public buildings. The Second priority is facility access which includes building  
79 entrances, interior paths, travels and access to features available for public use.  
80 Third priority is sanitary facilities such as bathrooms.  
81

82 He acknowledged that it is hard to find funding for the improvements. He noted  
83 the approach that most Cities' take is a little bit at a time: if they are doing a  
84 street project to fix the sidewalk or replaces a ramp, when they are rejuvenating a

85 building they'll improve the entranceways, etc. He stated that all that is  
86 presented tonight is the complete Plan with the Self Evaluation and the Transition  
87 Plan. He then restated that by prioritizing things it gives the City a chance to put  
88 it in to Capital Improvement Plan and chip away as money becomes available.  
89

90 **Mayor Gingles** questioned why Pioneer Cemetery is listed at \$480.  
91

92 **John Wanger, Coastland Civil Engineering** stated that in the evaluation, it said  
93 it may be feasible to install one access parking space just inside the entrance but  
94 it appears this undertaking would entail the removal of existing trees, grading and  
95 resurfacing, developing the walking paths for disabled access, and they  
96 suggested perhaps City consider possibility of developing a main path for  
97 accessible use. What they suggested for the \$480 is actually to just meet the  
98 ADA requirements for signage letting people know that this is not for disable  
99 access.

100  
101 **Councilmember Kraus** questioned if these standards are a 'moving target', or if  
102 they are fairly well set.  
103

104 **John Wanger, Coastland Civil Engineering** stated that over the past several  
105 years the standards have been pretty consistent with respect to access.  
106 However, they have seen changes with respect to curb ramp standards.  
107

108 **Councilmember Garcia** questioned that if the City adopted the Resolution now,  
109 and it will take years to do, is there a mandated timeframe.  
110

111 **John Wanger, Coastland Civil Engineering** stated that as these are unfunded  
112 mandates. They suggest the City chips away when they can, or when they are  
113 doing other projects. However, there is no federal mandate that says the City  
114 has to accomplish this by a certain date  
115

116 **Councilmember Garcia** questioned that in between now and finishing the plan,  
117 does the City have protection against being sued.  
118

119 **John Wanger, Coastland Civil Engineering** stated that this shows the City  
120 taking their first step, and it certainly sets up a framework for the City to defend  
121 themselves by showing a diligent effort to show that the City is trying to correct  
122 these issues.  
123

124 **It was MOVED by Councilmember Kraus and SECONDED by**  
125 **Councilmember Garcia to adopt Resolution No. 2008-017 approving the**  
126 **City's Americans with Disabilities Act Self-Evaluation and Transition**  
127 **Plan.**

128 **The Motion was carried as follows:**

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

131 **NOES: None.**  
132 **ABSTAIN/ABSENT: None.**

133  
134 **GENERAL GOVERNMENT**

135  
136 **7) Consideration of a Resolution authorizing the City Manager to execute**  
137 **an agreement with Craig Metzner & Associates for the Solage Resort**  
138 **Workforce Housing HOME Grant administrative and labor compliance**  
139 **reporting services not to exceed \$40,000.**

140  
141 **City Manager McCann** stated that this item relates to Solage Workforce Housing  
142 and the HOME Grant that we have been awarded by the Department of Housing.  
143 He stated that he would like to compliment Administrative Services Director  
144 David Spilman, Calistoga Affordable Housing, and Planning and Building Director  
145 Charlene Gallina. He stated that the HOME Grant is quite an accomplishment  
146 and the \$3.2 million is going to make all the difference in the world for this  
147 Workforce Housing Project. There is a tremendous amount of work going in to  
148 all of this and Administrative Services Director Spilman, Planning and Building  
149 Director Gallina and Erica Sklar of Calistoga Affordable Housing have done a  
150 tremendous job pulling this all together.

151  
152 **Administrative Services Director Spilman** introduced this item. The HOME  
153 Grant program is a federal program that the funds flow through the State so  
154 essentially there are two very complex, large bureaucracies applying forms and  
155 regulations that have to be met by the grant recipients. He then stated that the  
156 HOME Grant is very unique and they understand and has a process for  
157 recipients, such as the City, hire an administrative subcontractor (a grant  
158 management person) to manage the grant itself and doing the extensive labor  
159 compliance and the monitoring. He recommended that Craig Metzner &  
160 Associates be the City's subcontractor. They are very experienced, local, and  
161 come very highly recommended by other agencies and have worked with  
162 Calistoga Affordable Housing in assisting to review the HOME Grant Application  
163 back in August. Additionally, he stated the funding will come from an  
164 Administrative allocation from the HOME Grant of \$50,000 to pay for services  
165 such as this, labor compliance and administrative subcontracting, as well as  
166 paying for some additional staff time that is involved.

167  
168 **Councilmember Garcia** stated that he is pleased that the money won't come  
169 from City funds, that there is no fiscal impact.

170  
171 **Councilmember Kraus** questioned if a third party administrator is a requirement  
172 of the Grant, or if it is just recommended.

173  
174 **Administrative Services Director Spilman** stated that it is recommended, not  
175 required and it is especially recommended for small to mid size cities. The

176 workload is extensive enough and complex enough that it doesn't make sense to  
177 internalize the workload.

178  
179 **Councilmember Kraus** recognized the burden that some of the administrative  
180 duties place on staff and he does support the use of a third party.

181  
182 **Mayor Gingles** questioned the discrepancy in the Staff Report stating 'not to  
183 exceed \$40,000' and staff indicated there is \$50,000.

184  
185 **Administrative Services Director Spilman** stated that \$40,000 will be used for  
186 this contract and the remaining \$10,000 will be used for City staff time.

187  
188 **It was MOVED by Vice Mayor Dunsford and SECONDED by**  
189 **Councilmember Slusser to adopt Resolution No. 2008-018 authorizing**  
190 **the City Manager to execute an (Authorizing Agreement No. 286) with**  
191 **Craig Metzner & Associates for the Solage Resort Workforce Housing**  
192 **HOME Grant administrative and labor compliance reporting services not**  
193 **to exceed \$40,000.**

194 **The Motion was carried as follows:**

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

197 **NOES: None**

198 **ABSTAIN/ABSENT: None**

199

200 **8) Consideration of a Resolution approving the Professional Services**  
201 **Agreement with Whitlock & Weinberger Transportation, Inc (W-Trans) in**  
202 **the amount of \$42,500 for design services associated with the**  
203 **intersection of Silverado Trail and Highway 29, and approving an**  
204 **adjustment to the adopted Fiscal Year 2007/2008 Budget.**

205

206 **City Manager McCann** gave credit to Public Works Director Takasugi for  
207 outlining the history in the Staff Report. He stated that Public Works Director  
208 Takasugi, Vice Mayor Dunsford, and Mayor Gingles have been very involved in  
209 the discussions related to the intersection and the he very much recommends  
210 that the Council authorize the City to go forward.

211

212 **Councilmember Garcia** questioned if there was any money spent prior to this  
213 \$42,500.

214

215 **Public Works Director Takasugi** stated that there was money spent prior to  
216 this, that the City performed a feasibility study, and the Council may recall that  
217 Zack Matley made a presentation to public regarding roundabouts in general,  
218 and those services cost approximately \$4,000. He then pointed out that \$26,600  
219 is the cost of the first phase and if the City then decided the If the cost was too  
220 high then we would cancel the contract at that point.

221

222 **Councilmember Kraus** stated that he recalled the preliminary data the City  
223 received from W-Trans was that the cost of roundabout was approximately what  
224 the cost of the realignment was, approximately \$2 million.  
225

226 **City Manager McCann** stated that this work is to identify the cost and to take the  
227 study from the feasibility level into a much higher engineering level so Caltrans  
228 can agree to the scope, the parameters, and the Engineers can develop a unit  
229 cost.  
230

231 **Councilmember Kraus** stated that when Caltrans comes up with a number  
232 considerably higher than us, he starts believing them. He thinks it is worth  
233 putting \$26,000 to see what we come up with however he doesn't want to gift  
234 Caltrans the Cities money.  
235

236 **City Manager McCann** stated that as Public Works Director Takasugi pointed  
237 out in the Staff Report that if the City gets to an answer that looks good then  
238 there are a whole series of other steps. One is what is referred to as a  
239 Cooperative Agreement which lays out understandings, expectations, dollars, a  
240 whole variety of things where we would be in the driver seat and it would be our  
241 project, in which we govern pace, cost for design, run and manage construction  
242 so that gets removed from Caltrans.  
243

244 **Mayor Gingles** asked Mr. Spilman, since this is not budgeted, where would the  
245 funding come from.  
246

247 **Administrative Services Director Spilman** stated that the money would come  
248 from the General Fund Reserves. However, he anticipates that he and Public  
249 Works Director Takasugi will have discussions on possibly utilizing some  
250 gas/street related funds more closely related to road work and will come back to  
251 the Council with updated 07/08 budget and the establishment of the new budget  
252 for 08/09 in a couple months.  
253

254 **City Manager McCann** stated that the report notes that in conversation with staff  
255 at Napa County Transportation and Planning Agency (NCTPA) the agency is  
256 willing to participate in this funding. They have indicated their interest and  
257 support. So as the City moves forward they have willing partners in Caltrans and  
258 NCTPA to provide funds. Staff is hopeful this will end up in a positive spot as far  
259 as costs and ability to move forward. They City is anticipating to tap in to these  
260 two pools of money, the \$2 million that Caltrans already has for the intersection  
261 and funds that NCTPA has access to. He is hopeful that this will include paying  
262 us back for this upfront cost of \$26,000. He also noted that the upfront cost is a  
263 modest amount if it moves the City forward to a project that makes sense.  
264

265 **Mayor Gingles** stated that Caltrans indicating to the City that if we come up with  
266 some figures that make sense they may be in a position to re-evaluate and they  
267 gave us until April 1<sup>st</sup>, which we wont meet that deadline, but they are trying to

268 proceed with this in 2009, and if we come up with interesting figures from W-  
269 Trans we would need to come up with the money to see if we could meet the  
270 standards.

271  
272 **Public Works Director Takasugi** stated that staff does intend to bring the  
273 decision back to Council at the April 1<sup>st</sup> meeting. At that time, staff will have a  
274 cost estimate and will present that to Council with at least a decision as to  
275 whether the City intends on to pursue a Cooperative Agreement. The details  
276 would be worked out in the following months.

277  
278 **Councilmember Kraus** suggested that the Council hold a Special Meeting on  
279 March 28<sup>th</sup> so that the City can have their decision in to Caltrans by April 1<sup>st</sup>.

280  
281 **City Manager McCann** stated that if necessary Council could have a Special  
282 Meeting however in discussions with Caltrans they are comfortable with the  
283 City's timing. He added that they have a meeting with Caltrans on the 18<sup>th</sup>, and  
284 if there is a problem, and a Special Meeting is needed, one will be held.

285  
286 **Councilmember Slusser** questioned whether NCTPA has cash in hand for this  
287 project.

288  
289 **Public Works Director Takasugi** stated that they do not.  
290

291 **It was MOVED by Mayor Gingles and SECONDED by Councilmember**  
292 **Garcia to adopt Resolution No. 2008-019 approving the Professional**  
293 **Services (Authroizing Agreement No. 287) with Whitlock & Weinberger**  
294 **Transportation, Inc (W-Trans) in the amount of \$26,600 for design**  
295 **services associated with the intersection of Silverado Trail and Highway**  
296 **29, and approving an adjustment to the adopted Fiscal Year 2007/2008**  
297 **Budget.**

298 **The Motion was carried as follows:**

299 **AYES: Mayor Gingles, Councilmembers Garcia, Kraus, Slusser and**  
300 **Vice Mayor Dunsford.**

301 **NOES: None**

302 **ABSTAIN/ABSENT: None**

303

304 **9) Presentation of the City's new website.**

305

306 **City Manager McCann** stated that he would like to thank the previous Deputy  
307 City Clerk Dorothy Roadman for beginning this process, Su Sneddon for taking  
308 on the project, David Spilman for helping with the City's information technology.  
309 Additionally, he complimented and thanked Doug O'Neil who created the City's  
310 original website. He stated that he thinks the new website will be a great tool, it  
311 is attractive, user friendly, and he is looking forward to getting feedback.

312



313 **City Clerk Sneddon** introduced this item. She stated that the City is very  
314 excited about the website which was launched today. She noted that the website  
315 is extremely important as it is the first impression that people get about Calistoga.  
316 The information is very accessible and it also saves time and cost of staff time as  
317 the website offers information, including forms which are easily accessible.  
318 Additionally, for emergency situations the website has the capability to post the  
319 information on the homepage so that people can see the situation and we can  
320 provide them more information on how to handle emergencies.

321  
322 She then stated her thanks to the previous Deputy City Clerk Dorothy Roadman,  
323 the interview teams, Public Works Director Takasugi, Administrative Services  
324 Director Spilman, Chamber of Commerce, the City staff Web Team. She also  
325 thanked Lynn Denley-Bussard who has spent much time with the Web Team and  
326 who has been very instrumental in collaborating with Vision Internet.

327  
328 She stated that as the City has grown, and websites have gotten more  
329 progressive, with the new website each department staff that has gone through  
330 the training will be able to update the website which will expedite the process of  
331 updating the site.

332  
333 She then walked the Council through a PowerPoint presentation highlighting that  
334 News & Notices, Meetings & Events are on the home page.

335  
336 **Mayor Gingles** question if people would be able to fill out forms online, if people  
337 could pay bills, fees, obtain business licenses online, or if this would come later.

338  
339 **City Clerk Sneddon** stated that we currently are not set up for that, but it is  
340 something the City is looking in to for the future.

341  
342 **Lynn Denley-Bussard, Bussard Technology** stated that the website is set up  
343 to fill out forms online and people can print forms and the send them in.  
344 Currently we do have form capability, such as E-Notify, and we will be setting up  
345 more forms online depending on the requests and the priority.

346  
347 **Mayor Gingles** questioned if our server is sufficient, or if the City is looking into  
348 getting new equipment.

349  
350 **Lynn Denley-Bussard, Bussard Technology** stated that the intranet is still  
351 hosted in Calistoga, on the server; it has all been shifted to internal server.  
352 However, Administrative Services Director Spilman contracted with Vision  
353 Internet to have them host the website so it is actually hosted in Los Angeles and  
354 the reason is because of the need for very high speed server. Vision Internet  
355 also has disaster recovery where they have 24 hours to put information back  
356 online.

357

358 **Vice Mayor Dunsford** stated that he thinks this is a great tool, but he noted that  
359 out of all the images there aren't any images showing Calistoga as a spa town,  
360 which is a big part of the City's history, and would like it to be represented in a  
361 picture format.

362  
363 **Lynn Denley-Bussard, Bussard Technology** stated that pictures can be added  
364 at anytime. And if there is anything else that Council wants to be added, to let  
365 the Web Team know.

366  
367 **Councilmember Slusser** stated that she likes the Home Page visual.

368  
369 **Mayor Gingles** thanked staff, and Doug O'Neil for getting the City set up with its  
370 initial website.

371  
372 **Mayor Gingles presented and read the Proclamation for California Arbor**  
373 **Day Celebration Week (March 7-14)**

374  
375 **CITY MANAGER REPORTS**

376  
377 • Urban Design Plan Oversight Committee continues their work, they have  
378 been meeting weekly, and in between the subcommittees are making a  
379 tremendous amount of progress on all of the elements of the plan and they  
380 are moving forward very promptly.

381  
382 • Community Pool is underway and making progress, and he would have  
383 Public Works Director Dan Takasugi speak on the topic.

384  
385 • Congratulations to Sterk family. Ian Sterk has reached the Eagle Scout  
386 level and there will be a ceremony this week.

387  
388 **Public Works Director Takasugi** gave an update on the Community Pool.  
389 He stated that activity is picking up. Both deep and shallow pools have been  
390 excavated and they are making progress on the building foundation. They  
391 are a bit behind schedule but staff expects to have a schedule brought to  
392 them this week showing them how they will catch up and get back on  
393 schedule.

394  
395 **Mayor Gingles** stated that he appreciates Public Works Director Takasugi  
396 getting a new schedule. He then questioned if the new schedule would show  
397 how they will make up the time they are behind.

398  
399 **Public Works Director Takasugi** stated that the schedule shows them about  
400 a month behind and today they promised a new schedule which will show  
401 how they intend to catch up on their schedule.

402  
403 **Mayor Gingles** questioned if there are financial incentives to finish on time,  
404 or penalties if they done.

405

