

**SPECIAL MEETING  
CALISTOGA CITY COUNCIL  
STRATEGIC PLANNING AND GOAL SETTING MEETING  
TUESDAY, APRIL 13, 2010  
SILVER ROSE INN, 351 ROSEDALE LANE  
CALISTOGA, CA**

1 **CALL TO ORDER**

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3 **Mayor Gingles called the Regular Session to order at 3:30 p.m.**

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

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9 Also present were Planning and Building Director Charlene Gallina, Public  
10 Works Director/City Engineer Dan Takasugi, Administrative Services Director  
11 Bill Mushallo, Police Chief Jonathan Mills, Firefighter Kris Breiner, Aquatic &  
12 Recreation Manager Olivia Lemen, City Manager James McCann, City Clerk  
13 Susan Sneddon, and Planning Commissioner Chair Jeff Manfredi.

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15 **ADOPTION OF MEETING AGENDA**

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17 It was **MOVED** by **Vice Mayor Dunsford** and **SECONDED** by  
18 **Councilmember Kraus** to approve the Special Council Meeting Agenda.  
19 The Motion was carried unanimously.

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21 **Mayor Gingles** stated that Community Resources Commission Chair Karen  
22 Chang was unable to attend; she provided a **Communication** to the Council  
23 with her comments for today's meeting.

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25 **Mayor Gingles** commented on the April 9<sup>th</sup> burglary at the Public Works  
26 yard.

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28 **GENERAL GOVERNMENT**

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30 **Introduction and meeting expectations; Overview of 2009 strategic**  
31 **planning efforts and outcomes; status of Fiscal Year 2009/2010 key priority**  
32 **projects; Fiscal Year 09/10 budget/economic overview and Fiscal Year**  
33 **2010/2011 forecast:**

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35 **Mayor Gingles** introduced this item and requested that the Councilmembers  
36 report their expectations and provide comments regarding the City's strategic  
37 planning efforts.

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39 **Councilmember Kraus** suggested increasing communication between staff  
40 and Council to facilitate a better understanding of why certain identified goals  
41 have not been reached.

42  
43 **Councilmember Garcia** stated there is a need for open communication  
44 between staff, Council, and the community.

45  
46 **Councilmember Slusser** stated that she is aware that staff is strongly  
47 affected by their workload, and suggested that Council have more dialogue  
48 with staff and the Planning Commission.

49  
50 **Vice Mayor Dunsford** suggested reviewing the Council's adopted priority  
51 projects and Council's objectives from last year. He asked to hear from staff  
52 about how to deal with the current budget issues the City is facing.

53  
54 **Mayor Gingles** suggested that no new projects of significance be added to  
55 the priority list due to budget cuts and staff workloads.

56  
57 **City Manager McCann** thanked the Council, Department Heads, Firefighter  
58 Breiner, Aquatic & Recreation Manager Lemen, and City Clerk Sneddon for  
59 taking the opportunity to get together to discuss the City's strategic planning  
60 efforts. He recapped last year's strategic planning initiatives and key priority  
61 projects. He suggested that Council revisit the City's mission and vision  
62 statements to ensure that they are consistent with the City's current direction  
63 and future expectations. He asked the Department Heads, Firefighter Breiner,  
64 Aquatic & Recreation Manager Lemen and City Clerk Sneddon to provide a  
65 brief summary of their activities and challenges. He suggested adding long-  
66 term financial and capital project planning, and labor negotiations to the list of  
67 key projects.

68  
69 **Presentation by Department Heads of current activities, opportunities &**  
70 **challenges:**

71  
72 **Police Chief Mills** gave a brief report of the Police Department's challenges  
73 and activities. He stated the City has realized a 14% reduction in serious  
74 offenses this past year. He stated that in October 2009 the police officers  
75 switched from a 10 hour/day to a 12 hour schedule; this modification has  
76 provided better patrol coverage, and has reduced overtime. . He stated that  
77 ongoing officer training mandated by the State needs to be continually  
78 addressed. He briefly reviewed the benefits of the City's participation in the  
79 Juvenile Offender Diversion Program. He stated that he is working with his  
80 colleagues and County staff to develop a comprehensive Social Host

81 Ordinance. He stated that later in April the City will host a community  
82 meeting focused on domestic violence.

83  
84 **Councilmember Kraus** stated that he is pleased the Police Department's  
85 12-hour shift is working well. He requested that Council receive an update  
86 regarding the proposed Ordinance relating to requirements for permits for  
87 elder and/or dependent adult caregivers. He asked how the transition has  
88 worked with the new school superintendent.

89  
90 **City Manager McCann** stated that the City has a very positive relationship  
91 with Dr. Mondragon, Calistoga Joint Unified School District Superintendent.  
92 He stated that staff has been looking into partnering with other agencies as a  
93 cost saving measure; one idea is to consider merging the City's Police  
94 Department's dispatch services with the City of St. Helena.

95  
96 **Councilmember Garcia** commended the Police Department's good  
97 communications with the Latino community.

98  
99 **Kris Breiner, City Firefighter**, stated that Fire Chief Campbell requested  
100 that he attend today's meeting in his absence. He provided a brief update on  
101 the Fire Department's current activities, opportunities & challenges. He briefly  
102 reviewed the volume of responses and nature of the department calls. He  
103 stated that in order to reduce over-time in the department they have created  
104 flexible schedules.

105  
106 **City Manager McCann** stated that negotiations for the Napa County  
107 Ambulance Service will be initiated by January 2011.

108  
109 **Pubic Works Director/City Engineer Takasugi** provided a brief summary of  
110 current activities, challenges and opportunities in the Public Works  
111 Department. He stated that a considerable amount of staff time has gone into  
112 the Reynolds lawsuit, as well as ensuring that the City is in compliance with  
113 the State's stormwater regulations. He reviewed staffing challenges due to  
114 seven unfilled vacancies resulting in the deferral of some of the City's  
115 maintenance.

116  
117 **Mayor Gingles** stated concerns regarding Caltrans paving work planned on  
118 Foothill Blvd.

119  
120 **Councilmember Kraus** asked about the Highway 29/Silverado Trail  
121 improvement project and the status of the Mt. Washington water tank project.

122  
123 **City Manager McCann** provided an update on staffs' involvement with the  
124 Water and Wastewater Revenue Advisory Committee, Highway 29/Silverado  
125 Trail improvements, and Mt. Washington Water Tank project.

126

127 **Planning Commission Chair Manfredi** provided an update regarding items  
128 that the Planning Commission has been addressing. He stated that it is  
129 critical to get some of the Urban Design Plan recommendations implemented  
130 so the public is aware that it is being put into action. Other items being  
131 addressed by the Commission include amending the Bed and Breakfast  
132 Zoning Ordinance, the proposed Bounsall project, City's vacation rentals,  
133 and the County's Winery Definition Ordinance

134  
135 **City Manager McCann** briefly reviewed the Planning Department and  
136 Planning Commission's work in addressing plans after the adoption of the  
137 Urban Design Plan.

138  
139 **Aquatic & Recreation Manager Lemen** provided an overview of Community  
140 Resources Division's challenges. She briefly reviewed the recreational  
141 programs and marketing plan for the upcoming fiscal year including regular  
142 updates to the City's website. She reviewed some of the department's key  
143 annual events such as Earth Day, Halloween event, and the holiday dinner.  
144 She reviewed the results of the recent aquatic and recreation community  
145 survey.

146  
147 **City Manager McCann** stated that Ms. Lemen is the key staff person  
148 involved with the Community Resources Commission (CRC). He  
149 complimented Ms. Lemen for her professionalism and for approximately  
150 \$60,000 reduction in costs. He stated she has collaborated with organization  
151 such as the fairgrounds, the school district, the Calistoga Family Center to  
152 enhance community programs.

153  
154 **Council discussion ensued about extending the pool hours**

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156 **(The Council took a recess at 5:50 PM)**

157  
158 **Mayor Gingles** reconvened the meeting at 6:10 PM to the evening session.

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160 **GENERAL GOVERNMENT**

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162 **City Clerk Sneddon** provided a brief review of duties done in the Clerk  
163 Clerks office.

164  
165 **Administrative Services Director Mushallo** stated that the City's Transient  
166 Occupancy Tax receipts for the month of February were essentially flat as  
167 compared to the previous February; March was up approximately 7%. He  
168 provided an updated regarding the progress of the Water and Wastewater  
169 Revenue Advisory Committee and a brief summary of the department  
170 activities and challenges. He stated that there has been good participation  
171 from staff regarding the City's budgetary cutbacks.

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**Mayor Gingles** provided an update on recent discussions at the Napa County Transportation and Planning Agency regarding Senate Bill 83 (Vehicle License Fee Surcharge for local transportation improvements).

**Planning and Building Director Gallina** provided a brief report of the Planning and Building Department's accomplishments during Fiscal Year 2009/2010 such as the Urban Design Plan and the Down Payment Assistance Program. She provided to Council the department's proposed work program for Fiscal Year 2010/2011. She stated that the Housing Element Update Committee is in the final stages of drafting the General Plan Housing Element and it will go to the Planning Commission then to the Council for adoption. She stated that the Logvy Park Master Plan has been finalized. She provided an update regarding the City's Climate Action Program.

## **PUBLIC COMMENT**

**Jeannie Forni, 3243 Highway 128**, thanked the staff and the City Council for assisting Calistoga Art Center in finding a temporary location. She stated her concern regarding the delay in the construction of the proposed Art/Teen Center.

**City Manager McCann** stated that the Council remains committed to building the proposed Art/Teen Center at Logvy Park, however the City's revenue being down is preventing the project from moving forward.

**Margaret Castleman, Calistoga Art Center President**, requested a meeting with City Manager McCann to discuss the proposed Art Center.

**Councilmember Kraus** noted that all Council members support the project, and want to proceed as soon as possible. He requested a peer review estimate and stated that costs to operate the buildings are another issue.

**Dieter Deiss, 3000 Palisades Road**, promoted the relocation of Highway 29 around the City. He encouraged the City to do a traffic circulation feasibility study.

**George Caloyannidis, 2202 Diamond Mountain Road**, stated that business opportunities are being lost and suggested that a task force be formed to look at the feasibility of an event center with either a public or private partnership. He stated concerns regarding the County's proposed changes to the Winery Definition Ordinance.

216 **Doug Hitt, 1322 Pine Street**, stated that he's been in the convention center  
217 business in Las Vegas and wants to volunteer his time to do a feasibility  
218 study for an event center.

219  
220 **Shelby Valentine, City's representative on the City-County Library**  
221 **Commission**, stated concerns regarding the library not be one of the  
222 County's identified "green" funding projects. She stated that she would like to  
223 see the City press the County for exterior repairs and energy efficiency  
224 upgrades to the County Library.

225  
226 **Vice Mayor Dunsford** requested that more be done regarding recreational  
227 facilities and suggested that a feasibility study be completed. He suggested  
228 further thought be given to complete the Art/Teen Center now when  
229 construction costs are low.

230  
231 **Councilmember Kraus** asked that the library be added to the City's key  
232 priority projects.

233  
234 **Councilmember Slusser** stated her concern in integrating portions of the  
235 City's General Plan into the Municipal Code. She stated her concerns  
236 regarding the City's current Bed and Breakfast Ordinance in allowing  
237 commercial development that results in a reduction in the number of  
238 residential bedrooms.

239  
240 **City Manager McCann** noted that since implementation of the 2003 General  
241 Plan staff's work effort has consisted of a focus on several major  
242 cornerstones of the General Plan such as adoption of commercial zoning  
243 regulations for the Downtown and other commercial areas in the City, the  
244 development and implementation of the Growth Management System  
245 Ordinance, accelerated work on the Urban Design Plan, and work on  
246 updating the Housing Element. He disagreed that staff hasn't addressed  
247 important aspects of the General Plan. He further indicated that the next  
248 step for the Planning staff is to start work on implementing the ideas and  
249 suggestions that came up from the UDP, as well as finishing up in the  
250 development of a work program for the implementation of various actions  
251 identified in the General Plan to address any inconsistencies. Furthermore,  
252 the City Manager directed Council members to the objective regarding the  
253 General Plan Policy Implementation Work Plan provided in the third bullet  
254 under "Maintain the small-town rural character of Calistoga" on page 9 of his  
255 staff report, and recommended that the Council consider adding this  
256 objective as a Key Priority Project.

257  
258 **City Council discussion ensued regarding the delay in the construction**  
259 **of the Art/Teen Center at Logvy Park due to the City's limited cash flow.**  
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261 **Councilmember Kraus** requested that the departments define their levels of  
262 service so that the City can show the community the impact of budget cuts.

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264 **Vice Mayor Dunsford** stated that the City can benefit from projects that help  
265 to bring in revenue.  
266

267 **CITY COUNCIL ADJOURNMENT**

268 **Mayor Gingles** adjourned the meeting at 8:00 PM to the next scheduled  
269 regular meeting of the Calistoga City Council, on Tuesday, April 20, 2010,  
270 Calistoga Community Center, 1307 Washington Street, 7:00 p.m.

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273 **Respectfully submitted:**

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276 **Prepared by: Susan Sneddon, City Clerk**

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280 **Approved by: Jack Gingles, Mayor**

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