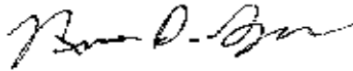


City of Calistoga

Staff Report

TO: Honorable Mayor and City Council
FROM: Richard Spitler, City Manager
DATE: April 21, 2015
SUBJECT: Amendments to the City of Calistoga Rules & Regulations Manual

APPROVAL FOR FORWARDING:



Richard D. Spitler, City Manager

1
2 **ISSUE:** To consider a Resolution to Repeal Resolution No. 96-65 and to Adopt Revisions
3 to the Calistoga Personnel Rules & Regulations Manual
4

5 **RECOMMENDATION:** Adopt Resolution.
6

7 **BACKGROUND:** On February 16, 1993 the City Council of the City of Calistoga adopted
8 Resolution No. 93-14 approving a City of Calistoga Personnel Rules & Regulations Manual
9 (Personnel Manual). This applies to City employees other than the Police Department.
10 Subsequently, on October 15, 1996 the City Council adopted resolution No. 96-65 adding
11 a Section 6.09 which identifies "At Will" employees that serve at the pleasure of the City
12 Manager. This included all department heads and the secretary to the City Manager.
13

14 Recently the City completed negotiations with the employees in the CPEA and CPFA labor
15 bargaining units as well as unrepresented employees. In the tentative agreements with the
16 CPEA it was agreed that there was a need for an update to the meal allowances provided
17 for in Section 9.05 A of the Personal Manual.
18

19 **DISCUSSION:** Section 6.09 (At-Will Employees): It is recommended that the Secretary to
20 the City Manager be removed as an "At -Will" employee. The present and past City
21 Manager's did not hire the "city manager secretary" as an at-will employee. There is no
22 need for this position to be designated as such and it may make it harder to recruit for the
23 position with this provision.
24

25 Section 9.05 (Meal Allowance): Presently, this section allows employees who are required
26 to work overtime to be compensated six dollars per meal. This figure was determined in
27 1993. Inflation has increased the cost of a meal substantially. It is recommended that
28 Section 9.05 A be amended to use the federal Government Administration rates (GSA) for
29 meals in Napa Valley. Presently this allows reimbursement as follows: breakfast: \$11.00;
30 lunch: \$16.00 and dinner: \$34.00. If meals are procured outside of Napa Valley, the rate

31 would be used for that location under GSA rules. All employees are required to submit
32 receipts to demonstrate what was paid for a meal and what was purchased. Alcohol
33 purchases are not allowed or compensated.

34
35 **FISCAL IMPACT:** The fiscal Impact is minimal as few employees are able to use the meal
36 reimbursement provisions. The elimination of the City Manager Secretary as an at-will
37 employee has no fiscal impact.

38
39 **ATTACHMENTS:**

- 40 1. Draft Resolution
- 41 2. Resolution No. 96-65 and Existing Personnel Manual Section 9.05 (Meal Allowance)

RESOLUTION NO. 2015-XXX**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CALISTOGA,
COUNTY OF NAPA, STATE OF CALIFORNIA, REPEALING RESOLUTION
NO. 96-65 AND ADOPTING REVISIONS TO THE “PERSONNEL RULES &
REGULATIONS MANUAL” FOR GENERAL EMPLOYEES OF THE CITY OF
CALISTOGA**

WHEREAS, on February 16, 1993 the City Council of the City of Calistoga adopted a City of Calistoga Personnel Rules & Regulations Manual (Personnel Manual) by Resolution No. 93-14 to apply to employees other than the Police Department; and

WHEREAS, on October 15, 1996 the City Council adopted resolution No. 96-65 adding a section 6.09 which addresses “At Will” employees; and

WHEREAS, the City of Calistoga has completed negotiations with the employees in the labor bargaining units as well as unrepresented employees which calls for an update to the meal allowances provided for in Section 9.05 A of the Personal Manual; and

WHEREAS, it is in the best interest of the City of Calistoga and its employees to revise the meal allowance provisions of the Personnel Manual as well as Section 6.09 which addresses “At-Will” Employees; and

WHEREAS, on April 7, 2015 the City Council reviewed the recommendation of staff on this matter at public meeting and considered public testimony on this matter.

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Calistoga hereby rescinds Resolution No. 96-65 in its entirety; and

NOW, THEREFORE, BE IT FURTHER RESOLVED that the City Council of the City of Calistoga hereby approves the following revisions to the Calistoga Personnel Rules & Regulations Manual:

A. Section 6.09 (At-Will Employees) is added to read: “At-Will Employees. The provision of this article shall not apply to Department Heads. Persons serving in a Department Head position shall be at will and serve at the pleasure of the City Manager.”

B. Section 9.05 (Meal Allowance) is amended to read: “If an employee is unexpectedly officially ordered to work at least two (2) hours immediately following his/her normal workday, under conditions that do not allow the employee to go home for a meal, the City shall either provide a meal, or the

47 Employee may claim reimbursement for a meal allowance in accordance with the
48 United States Government Administration (GSA) rates for reimbursement for
49 meal within Napa County. Current GSA Rates: Breakfast \$11.00; Lunch \$16.00;
50 Dinner \$34.00. Should the Employee travel outside of Napa County the meal
51 reimbursement shall be paid at the Per Diem rate according to the GSA for the
52 location”.

53

54 **PASSED, APPROVED AND ADOPTED** by the City Council of the City of
55 Calistoga at a regular meeting held this **21st day of April, 2015**, by the following
56 vote:

57

58

AYES:

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NOES:

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ABSTAIN:

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ABSENT:

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CHRIS CANNING, Mayor

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ATTEST:

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KATHY FLAMSON, City Clerk