

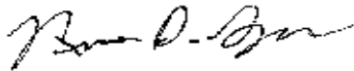
# City of Calistoga

## Staff Report

**TO:** Honorable Mayor and City Council  
**FROM:** Richard Spitler, City Manager  
**DATE:** April 21, 2015  
**SUBJECT:** To Consider a Resolution Authorizing the City Manager to execute a Memorandum of Understanding between the City of Calistoga and the Calistoga Public Employees' Association (CPEA)

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APPROVAL FOR FORWARDING:




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Richard Spitler, City Manager

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2 **ISSUE:** To consider a Resolution authorizing the City Manager to execute a Memorandum  
3 of Understanding between the City of Calistoga and Calistoga Public Employees'  
4 Association.

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6 **RECOMMENDATION:** Adopt Resolution approving a one-year Memorandum of  
7 Understanding for the period of January 1, 2015 through December 31, 2015 between the  
8 City of Calistoga and the Calistoga Public Employees' Association and authorize the City  
9 Manager to execute the Memorandum of Understanding.

10  
11 **DISCUSSION:** The City's negotiating team and Calistoga Public Employees' Association  
12 (CPEA) conducted three negotiating sessions before completing negotiations and signing  
13 a tentative agreement on March 12, 2015. This tentative agreement provides for a one-  
14 year Memorandum of Understanding (MOU). The bargaining unit is made up of 17  
15 employees. The proposed MOU contains the following changes from the prior agreement  
16 terms:

- 17  
18 1. Article 13: Cost of Living Adjustment: Effective January 1, 2015, the unit will receive  
19 a wage adjustment of 3%.  
20  
21 2. Article 38 Meals. The City agrees to amend The City of Calistoga Personnel Rules  
22 and Regulations Manual (revised 1995) Section 9.05 A. to increase the meal

23 allowance to coincide with the Meal Allowance of the United States Government  
24 Administration (GSA) rates for reimbursement for meal within Napa County. At present the  
25 meal allowance is limited to \$6 per meal.

26 3. Article 31 A Uniforms and Equipment is amended to read:

27  
28 A. All full-time maintenance and plant personnel shall be issued, at CITY's  
29 expense, the following items per fiscal year:

- 30
- 31 4 shirts and nametags (\*\*)
- 32 4 trousers (\*\*\*)
- 33 1 safety helmet (hat)
- 34 2 pair safety boots or shoes with 1 additional pair for plant operators
- 35 1 seasonal jacket with removable liner
- 36 1 set rain gear (tops and
- 37 bottoms)
- 38 1 pair rain boots and/or hip boots
- 39 1 coverall
- 40 1 pair work gloves

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42  
43 \*\* In place of 4 button-down shirts, 8 T-shirts (not to exceed \$175) may be  
44 purchased.

45 \*\*\*To allow flexibility, instead of 4 trousers and one pair of coveralls, the  
46 employee may choose to have 5 trousers and no coveralls. Treatment  
47 plant operators may have two additional trousers.

48  
49 The changes give some flexibility to receive the uniform and equipment  
50 appropriate to the job and to increase the number of safety boots from one to two  
51 a year.

52  
53 4. Classification and Compensation Study: The parties agree to meet and confer within  
54 thirty (30) days of the City Council’s acceptance of the final results of the Koff and  
55 Associates Classification and Compensation study of 2015. The purpose of this  
56 meet and confer is to discuss the findings of the study and shall not bind the City  
57 and/or guarantee the employee any specific outcome.

58  
59 5. Article 30: Term: The term of this agreement shall be in effect from January 1, 2015  
60 and shall remain in full force and effect from that date through December 31, 2015.  
61

- 62 6. All other items and conditions of employment not addressed in this staff report that  
63 are included in the parties’ Memorandum of Understanding (MOU) in effect from  
64 January 1, 2013 through December 31, 2014 shall continue to remain in effect and  
65 unchanged during the term of the MOU. These items have been included in the  
66 proposed MOU.

67  
68 **FISCAL IMPACT:** The fiscal impact of the Memorandum of Understanding changes is as  
69 follows:

- 70 1. Employee Compensation:
  - 71 a. Fiscal Year 2014/15 Anticipated Fiscal Impact: \$20,518
  - 72 b. Fiscal Year 2015/16 Anticipated Fiscal Impact: \$20,518
- 73
- 74 2. Article 38 Meals:
  - 75 a. Fiscal Year 2014/15 is minimal; does not occur very often.
  - 76 b. Fiscal Year 2015/16 is minimal; does not occur very often.
- 77
- 78 3. Article 31 Uniforms and Equipment
  - 79 a. Fiscal Year 2014/15 Anticipated Fiscal Impact \$1,300
  - 80 b. Fiscal Year 2015/16 Anticipated Fiscal Impact \$1,300
- 81
- 82 4. Classification and Compensation Survey:
  - 83 a. Staff will be bringing this item back to council for consideration and approval  
84 for any additional adjustments.

85  
86 Employee compensation for FY 2014/15 will be expensed in FY 2014/15. The Fiscal Year  
87 2015/16 additional anticipated expense is for the time period of July 2015 through  
88 December 2015 and will be included in the Fiscal Year 2015/16 Budget.

89  
90 The fiscal impact for FY 2014/15 has appropriated \$13,679 in the FY 2014/15 budget  
91 which was adopted on June 17, 2014. The remaining \$8,139 (\$6,839 for salaries and  
92 benefits and \$1,300 for uniforms and equipment) will come from health insurance savings  
93 due to lower Kaiser premiums than anticipated and vacancies.

94  
95 **ATTACHMENTS**

- 96
- 97 1. Draft Resolution
- 98 2. Draft Memorandum of Understanding with Calistoga Public Employees’ Association

**RESOLUTION NO. 2015-XXX**

**RESOLUTION OF THE CITY COUNCIL, OF THE CITY OF CALISTOGA, COUNTY OF NAPA, STATE OF CALIFORNIA, APPROVING A MEMORANDUM OF UNDERSTANDING WITH THE CALISTOGA PUBLIC EMPLOYEES' ASSOCIATION FROM JANUARY 1, 2015 THROUGH DECEMBER 31, 2015 AND AUTHORIZING THE CITY MANAGER TO EXECUTE A MEMORANDUM OF UNDERSTANDING**

**WHEREAS**, pursuant to provisions of the California State Government Code certain employees in specific positions of the City of Calistoga have organized themselves into a bargaining unit; and

**WHEREAS**, the employees in specified positions are recognized as the Calistoga Public Employees' Association (CPEA); and

**WHEREAS**, the City of Calistoga has negotiated with the CPEA in the past to establish a Memorandum of Understanding agreement (MOU) to outline benefits and compensation for positions that are part of CPEA; and

**WHEREAS**, the MOU executed between the City of Calistoga and the CPEA expired on December 31, 2014; and

**WHEREAS**, the City of Calistoga and representatives of the CPEA have negotiated in good faith for a new MOU as set forth in the attached MOU; and

**WHEREAS**, the City staff and representatives of the CPFA have agreed in principle to the terms of the new MOU and signed tentative agreements on March 12, 2015 to this effect.

**NOW THEREFORE, BE IT RESOLVED** that the City Council of the City of Calistoga hereby approves the Memorandum of Understanding between the City of Calistoga and Calistoga Public Employees' Association for a period from January 1, 2015 through December 31, 2015 shown as Exhibit A to this resolution and authorizes the City Manager to execute the Memorandum of Understanding agreement.

**PASSED, APPROVED, AND ADOPTED** by the City Council of the City of Calistoga at a regular meeting held this **21<sup>TH</sup> day of April, 2015** by the following vote:

- AYES:**
- NOES:**
- ABSTAIN:**
- ABSENT:**

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**CHRIS CANNING, Mayor**

**ATTEST:**

\_\_\_\_\_  
**KATHY FLAMSON, City Clerk**