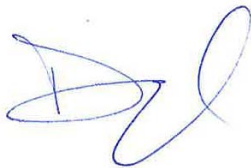


# City of Calistoga

## Staff Report

**TO:** Honorable Mayor and City Council  
**FROM:** Dylan Feik, City Manager  
**DATE:** May 16, 2017  
**SUBJECT:** Consideration of a Resolution Establishing One New Full -Time Position of Recreation Coordinator in the Parks and Recreation Department, A Salary Schedule and Approving a Fiscal Year 2016-17 Operating Budget Adjustment in the amount of \$2,417

APPROVAL FOR FORWARDING:



DYLAN FEIK, CITY MANAGER

1 **ISSUE:** Consideration of a Resolution establishing one new full-time position of  
 2 Recreation Coordinator in the Parks and Recreation Department, a salary schedule and  
 3 approving a fiscal year 2016-17 operating budget adjustment in the amount of \$2,417.  
 4

5 **RECOMMENDATION:** Adopt the Resolution.  
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7 **BACKGROUND/DISCUSSION:** For the past six years the City has been working with  
 8 two (2) part-time recreation coordinators in the Parks and Recreation Department. Due  
 9 to increased activity in the department and meeting the needs of the public having two  
 10 part-time recreation coordinators has not been feasible.  
 11

12 Upon review by the Recreation Manager and the City Manager, it has been determined  
 13 that there is a need to establish a full-time Recreation Coordinator (see Attachment 2 of  
 14 the job description) to augment staffing levels in this division. Funding for this position  
 15 also needs to be included for the remainder of this year's budget.  
 16

17 Staff is recommending a restructuring of the department by adding one full-time  
18 Recreation Coordinator and keeping one part-time recreation coordinator as follows:

- 19
- 20 • Add Recreation Coordinator job description to current job descriptions.
  - 21
  - 22 • Place the Recreation Coordinator under the Calistoga Public Employees  
23 Association under Salary Range 12 with an annual salary range of \$45,089 to  
24 \$54,806
  - 25

26 **FISCAL IMPACT:** The Recreation Coordinator position is proposed to be funded at  
27 Salary Schedule 12. This range is from \$45,089 to \$54,806 per year. The full  
28 compensation of this position at Step 2 is approximately \$68,100. The labor cost would  
29 be distributed 20% to each of the recreation programs; 01-4152, 01-4153, 01-4154, 01-  
30 4155, and 01-4156. The part time Recreation Coordinator position is already funded at  
31 \$39,000 per year. The fiscal impact for Fiscal Year 2016-17 if the position were filled as  
32 of June 1, 2017 would be approximately \$2,417.

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34 **ATTACHMENTS:**

- 35 1. Resolution
- 36 2. Recreation Coordinator Job Description
- 37 3. Salary Schedule

**RESOLUTION NO. 2017- XXX**  
**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CALISTOGA,**  
**COUNTY OF NAPA, STATE OF CALIFORNIA ESTABLISHING A FULL TIME**  
**RECREATION COORDINATOR POSITION, A SALARY SCHEDULE AND**  
**APPROVING A FISCAL YEAR 2016-17 OPERATING BUDGET ADJUSTMENT IN**  
**THE AMOUNT OF \$2,417**

**WHEREAS**, the city Council has reviewed and considered the recommendations of the City Manager for establishing a full-time Recreation Coordinator position within the Parks and Recreation Department at its May 16<sup>th</sup> meeting; and

**WHEREAS**, due to increased activity in the department and meeting the needs of the public having two (2) part-time recreation coordinators has not been feasible; and

**WHEREAS**, staff is recommending a restructuring of the department by adding one (1) full-time Recreation Coordinator and keeping one (1) part-time recreation coordinator; and

**NOW, THEREFORE, BE IT RESOLVED** that the City Council of the City of Calistoga hereby establishes the full-time Recreation Coordinator position within the Parks and Recreation Department, as set forth as Exhibit A to this resolution.

**NOW, THEREFORE, BE IT FURTHER RESOLVED** that the City Council of the City of Calistoga hereby establishes this position at Range 12 within the Salary Schedule for the Calistoga Public Employees Association with the following monthly and annual salary with five steps:

Monthly Salary

Step 1	Step 2	Step 3	Step 4	Step 5
3757	3945	4143	4350	4567

Annual Salary

Step 1	Step 2	Step 3	Step 4	Step 5
45089	47344	49711	52196	54806

**NOW, THEREFORE, BE IT FURTHER RESOLVED** that the City Council of the City of Calistoga hereby approves a Fiscal Year 2016-17 Operating budget adjustment in the amount of \$2,417 from the unappropriated General Fund Reserve to the Recreation budget. This position's labor distribution is as follows:

20% 01-4152  
 20% 01-4153  
 20% 01-4154  
 20% 01-4155  
 20% 01-4156

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**PASSED, APPROVED, AND ADOPTED** by the City Council of the City of Calistoga at a regular meeting held this **16<sup>th</sup> day of May, 2017** by the following vote:

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

**ATTEST:**

\_\_\_\_\_  
**CHRIS CANNING, Mayor**

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