

City of Calistoga Staff Report

TO: Honorable Mayor and City Council
FROM: Gloria Leon, Administrative Services Director
 Dylan Feik, City Manager
DATE: July 17, 2018
SUBJECT: Consideration of a text amendment to the Calistoga Municipal Code, amending Title 2 (Council, Administration and Personnel) by adding Section 2.10.080 Director of Parks & Recreation

APPROVAL FOR FORWARDING:

Dylan Feik, City Manager

1 **ISSUE:** Consideration of text amendments to the Calistoga Municipal Code, amending
 2 Title 2 (Council, Administration and Personnel) by adding a new section, Section
 3 2.10.080 Director of Parks and Recreation
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5 **RECOMMENDATION:** Introduce Ordinance and Waive First Reading.
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7 **BACKGROUND/DISCUSSION:** The Calistoga Municipal Code Chapter 2.10 Other
 8 Officers defines certain positions and duties of officers within the City. Currently, Other
 9 Officers includes the following –

- 10
- 11 • 2.10.020 City Attorney
- 12 • 2.10.030 Chief of Police
- 13 • 2.10.040 Director of Public Works
- 14 • 2.10.050 Administrative Services Director
- 15 • 2.10.060 Director of Planning & Building
- 16 • 2.10.070 City Clerk
- 17

18 Presently, the municipal code does not include the position of “Director of Parks &
 19 Recreation.” Following Council deliberations and budget approval over the past several
 20 months, staff is presenting an ordinance amendment to create the position of “Director
 21 of Parks & Recreation” by municipal ordinance amendment. City staff will also update
 22 related City policies, procedures, and applicable documents accordingly to show the
 23 addition of a Director of Parks & Recreation.

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The following shows the amendment that is recommended to the existing code:

- A. Office. There is established the position of Director of Parks & Recreation, who shall be appointed by and report to the City Manager.
- B. Additional Duties. The Director of Parks & Recreation shall plan, organize and direct the programs and activities of the City's parks and recreation programs pursuant to the overall policies of the City Council and administer related programs, support and activities.

FISCAL IMPACT: As presented to City Council on June 19th when the FY 2018-19 Budget was adopted, the additional cost to reclassify this position is approximately \$38,613. Funds have been appropriated under the salary and benefit account numbers 01-4152, 01-4153, 01-4154, 01-4155 and 01-4156.

ATTACHMENTS:

- 1. Draft Ordinance
- 2. Job Description
- 3. Employment Agreement – Rachel Melick

ORDINANCE NO. _____

**AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF CALISTOGA,
COUNTY OF NAPA, STATE OF CALIFORNIA, ADDING CALISTOGA
MUNICIPAL CODE SECTION 2.10.080 CREATING THE POSITION OF
DIRECTOR OF PARKS & RECREATION**

The City Council of the City of Calistoga does hereby ordain as follows:

SECTION ONE:

WHEREAS, the City desires to improve and enhance the quality of life for Calistoga residents by providing quality, abundant and excellent recreation and parks programs for residents; and

WHEREAS, the City Council desires to achieve enhanced planning, organizational and administrative activities related to parks and recreation programs; and

WHEREAS, the Calistoga Municipal Code Section 2.10.080 establishes the position of Director of Parks & Recreation, who is appointed by and reports to the City Manager; and

WHEREAS, this action has been determined to not be subject to the California Environmental Quality Act (CEQA) under Sections 15061(b)(3), 15301, 15303, 15305 and 15332 of the CEQA Guidelines; and

WHEREAS, the City Council held a public hearing on July 17, 2018 to consider and deliberate this municipal code amendment and the staff recommendation.

SECTION TWO:

Title 2 (Council, Administration and Personnel) Section 2.10 (Other Officers) of the Calistoga Municipal Code is hereby revised to add Section 2.10.080, which reads as follows:

A. Office. There is established the position of Director of Parks & Recreation, who shall be appointed by and report to the City Manager.

B. Additional Duties. The Director of Parks & Recreation shall plan, organize and direct the programs and activities of the City's parks and recreation programs pursuant to the overall policies of the City Council and administer related programs, support and activities.

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SECTION THREE.

Severability. If any section, subsection, sentence, clause, phrase or word of this Ordinance is for any reason held to be invalid by a court of competent jurisdiction, such decision shall not affect the validity of the remaining portions of this Ordinance. The City Council of the City of Calistoga hereby declares it would have passed and adopted this Ordinance and each and all provisions hereof irrespective of the fact that any one or more of said provisions be declared invalid.

SECTION FOUR.

Effective Date. This Ordinance shall be effective thirty (30) days from and after the date of its passage.

SECTION FIVE.

Publication The foregoing Ordinance was introduced and read at a regular meeting of the City Council of the City of Calistoga, County of Napa, State of California, held on the **17th day of July 2018**, and passed at a regular meeting of the City of Council of the City of Calistoga, County of Napa, State of California, held on the ____ **day of July 2018**, by the following vote:

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

CHRIS CANNING, Mayor

ATTEST:

KATHY FLAMSON, City Clerk