

## RESOLUTION NO. 2019-015

### RESOLUTION OF THE CITY COUNCIL, OF THE CITY OF CALISTOGA, COUNTY OF NAPA, STATE OF CALIFORNIA, RESCINDING CITY COUNCIL RESOLUTION 2016-004 AND AUTHORIZING CERTAIN SALARY AND LABOR BENEFITS FOR UNREPRESENTED EMPLOYEES

**WHEREAS**, the full-time employees of the City of Calistoga are organized in three formally recognized bargaining organizations and an unrecognized group encompassing the unrepresented employees; and

**WHEREAS**, the City Council previously adopted Resolution No. 2016-004 to set forth the salary and labor benefits for the unrepresented employees; and

**WHEREAS**, there is need for the City Council to clarify and update the salary and labor benefits for unrepresented employees to address the City's budget needs.

**NOW, THEREFORE, BE IT RESOLVED** that the City Council of the City of Calistoga hereby rescinds City Council Resolution No. 2016-004 in its entirety; and

**NOW, BE IT FURTHER RESOLVED** that the City Council of the City of Calistoga hereby adopts and modifies the unrepresented employee salary and labor benefits and directs the City Manager to administer these changes as follows:

#### 1. Compensation:

For all unrepresented employees (unless employee is Y-rated), excluding Department Directors:

- Effective January 1, 2019, wage adjustment of 3%
- Effective January 1, 2020, wage adjustment of 3%
- Effective January 1, 2021, wage adjustment of 3%

#### Y-Rated Unrepresented Employees:

- Effective January 1, 2019, one-time bonus of 4% of their base annual salary. Is reportable to CalPERS for Classic Members only.
  - The following classification is Y-Rated:
    - Administrative Services Director
- Effective January 1, 2020, wage adjustment of 3%
- Effective January 1, 2021, wage adjustment of 3%

Department Directors:

- Effective January 1, 2019, wage adjustment of 0%
- Effective January 1, 2020, wage adjustment of 3%

- Effective January 1, 2021, wage adjustment of 3%

Compensation Salary and Pay Range Schedule for Unrepresented Positions effective January 1, 2019 is attached as Exhibit A.

2. It is acknowledged that the City of Calistoga may have limited financial ability to pay future salary increases, and such ability is entirely dependent upon the economic conditions that prevail in the community, financial impacts related to critical emergency responses, and legislative actions of the State of California.

Recognizing that approximately two-thirds of all General Fund revenue received by the City is a result of Transient Occupancy Tax Collections, and that these tax revenues are critically influenced by emergency situations including wildfire, flood or other major disaster, the following is applied:

During the term of this Resolution, in the event there is a 10% decline in City Transient Occupancy Tax Revenue, or should the City be required to exceed 10% of the General Fund Expenditure Budget excl. CIP expenditures on emergency responses related to a major disaster, any remaining subsequent salary increase may be suspended or cancelled following a City Council-declared emergency.

3. The Koff & Associates salary structure consists of five steps that are five percent apart from each other with a 2.5% differential between each range. Further, all current full-time unrepresented employees, except those on probation or Y-rated and department directors, will be placed one step above the step that is closest to their current compensation, if recommended by the Koff Study. Department Directors who are below the median will be placed at the top step of the Koff study recommended pay range.
4. All employees are required to pay 100% of the employee CalPERS contribution. Employer CalPERS contributions will be paid 100% by the employer, during the term of this agreement.
5. Uniform Allowance: The City shall report the value of uniform cleaning and replacement to CalPERS for the Chief of Police, Fire Chief and Police Lieutenant.
6. Bilingual Pay: Employees who qualify shall receive five per cent (5%) of base salary as bilingual differential at the discretion of the City Manager. An employee shall be deemed qualified who is determined by the City to be fluent in an appropriate language as determined by the City Manager.
7. Education Reimbursement: Employees shall be eligible to receive up to \$1,000.00 per fiscal year for reimbursement of expenditures on tuition, books, travel and any other costs associated with their successful completion of any professional or educational program approved by the City Manager. This benefit shall be funded

at the maximum "pooled" total of \$5,000 per year and is available to any unrepresented employee on a first come, first served basis. Once the total annual benefit amount of \$5,000 is reached, the benefit is no longer available to any member until the next fiscal year.

8. Service Longevity Pay: Unrepresented Employees shall receive a one-time compensation, notwithstanding any other salary adjustment based upon their length of service to the City according to the following schedule:

a. Completion of 5 years of service base salary	1.5% of employees' annual
b. Completion of 10 years of service base salary	2.0% of employee's annual
c. Completion of 15 years of service base salary	2.0% of employee's annual
d. Completion of 20 years of service base salary	2.5% of employee's annual
e. Completion of 25 years of service base salary	2.5% of employee's annual
f. Completion of 30 years of service base salary	2.5% of employee's annual

For those employees who are currently receiving a flat dollar amount per month for service longevity, this will continue until they reach the next five-year milestone. At that time the flat dollar amount per month will go away and be replaced with the percentage method noted above. Flat dollar amount per month:

a. Completion of 5 years of service	\$ 25 per month
b. Completion of 10 years of service	\$ 50 per month
c. Completion of 15 years of service	\$ 75 per month
d. Completion of 20 years of service	\$100 per month
e. Completion of 25 years of service	\$125 per month
f. Completion of 30 years of service	\$150 per month

The computation of Service Longevity Pay is reported to CalPERS but shall not be cumulative.

9. Employees may have twenty-four (24) work hours paid leave of absence for each death in their immediate family for the purpose of bereavement and for the arranging of, and attendance at the funeral. Immediate family means spouses, domestic partners, parents, grandparents, step-parents, children, step –children, brothers or sisters, in-laws and legal guardian.

If an Employee must attend a funeral more than five hundred (500) miles from the City, or if the death is to a member of the Employees extended family, then the

employee has the option to use up to three (3) days of sick leave from his/her current sick leave balance in addition to any leave provided available.

The employee may be required to submit proof of the relative's death before the final approval of leave with pay is granted.

10. Floating Holidays: Employees shall be granted two (2) floating holidays per calendar year, which may be taken at a time mutually agreeable to the employee and supervisor. Unused holiday time may not be carried over into the following year. Employees hired between May 1 and August 31 will be credited with 12 hours of holiday time for that year and employees hired between September 1 and December 31 will be credited with 8 hours of holiday time. Employees leaving CITY service between January 1 and April 30 will be required to repay the CITY for 12 hours and those leaving CITY service between May 1 and August 31 will be required to repay the CITY for 8 hours.
11. Annual Leave: Unrepresented employees shall be granted annual leave and sick leave in accordance with the City's Personnel Rules and Regulations Manual, or in the case of department directors in accordance with their employee contracts.
12. Administrative Leave: Non-department director Unrepresented Employees shall be granted forty (40) hours of administrative leave on January 1 and July 1 of each calendar year with the exception of the City Clerk and the Executive Assistant. The City Clerk shall be granted twenty (20) hours of administrative leave on January 1 and July 1 of each calendar year and the Executive Assistant shall be granted zero hours. Department directors shall be granted administrative leave in accordance with their employee contracts
13. All non-classic employees hired prior to January 1, 2013 who do not qualify for pension reciprocity shall be subject to the Tier II contract changes with CalPERS as follows: New non-safety employees would be subject to a 2% @ 60 PERS formula, three-year salary average; new safety employees would be subject to a 2% @ 55 PERS formula, three year salary average. All new employees hired on or after January 1, 2013 shall be subject to the Public Employees' Pension Reform Act (PEPRA) as required by California Public Employees' Retirement System (CalPERS) effective January 1, 2013.
14. The retirement CalPERS PEMHCA supplemental health benefits program will remain in effect for existing employees (not eligible until ten years of continuous employment and after retirement until age 65) at the rate of 3% per service year to a rate of 3.5% per services after twenty years of continuous service. The City Manager is authorized to prepare policies and procedures to implement this program. As of the adoption of this resolution this benefit will no longer be available to any new employees hired after April 21, 2015.

15. Personal Use Vehicle Compensation: The City Manager may approve \$150 per month for employees who are not assigned a City Vehicle for use of their personal vehicle to conduct City business. Employees who are so compensated shall not be otherwise eligible for reimbursement of vehicle expenses, except for work-related trips exceeding 100 miles round trip. An exception to this is for existing employees which have a vehicle allowance at a higher rate established by employment agreement.
16. Technology Allowance: Department Directors shall be entitled to a \$200 per month technology allowance for use of their personal Internet, laptop and cell phone services to conduct City business.
17. Vacation Sell Back: At the City Manager's discretion, employees may be compensated for a portion of their accrued unused vacation annually, in lieu of taking vacation time. Such compensation shall occur annually during the month of June based on years of service. The maximum hours allowed for compensation is as follows:
- |                                     |           |
|-------------------------------------|-----------|
| a. Year 1 through Year 3            | 40 hours  |
| b. Beginning Year 4 through Year 6  | 60 hours  |
| c. Beginning Year 7 through Year 10 | 80 hours  |
| d. Year 11 and thereafter           | 100 hours |
18. Employees pay 10% of medical and dental premiums that are otherwise paid for by the City.
19. The Share the Savings program will be available at \$300 per month with decline of city health benefit and proof of other health insurance.
20. An Unrepresented confidential and mid manager employee working in an out-of-class assignment for more than three consecutive days shall receive the salary of the higher classification on the first work day. The employee shall receive a one-step increase not to exceed 5% within the Employee's current salary range or be placed on a new salary range that provides for a one-step adjustment. Benefits of the higher classification are not available, and the employee will continue to receive the benefits of the Employee's regular position. Out of Class pay is not PERSable.
21. An Unrepresented department director employee working in an out-of-class assignment for more than three consecutive days shall receive an increase of 10% within the Employee's current salary range or be placed on a new salary range that provides for a 10% adjustment on the first work day. Benefits of the higher classification are not available, and the employee will continue to receive the benefits of the Employee's regular position. Out of Class pay is not PERSable.

Pursuant to the Koff & Associates Study dated April 2015 and as implemented by Resolution 2016-004 the former Executive Secretary to the City Manager will remain classified as the Executive Assistant and the former Water Systems Superintendent will remain classified as the Utility Systems Superintendent.

- 22. Department Directors Employment Agreements: The recommended Resolution authorizes the City Manager to execute employment agreements with the department directors. As an "at will employee" it is industry standard for department directors to have severance packages consisting of four or six months of severance pay if the Agency terminates the agreement for reason other than cause. The recommended Resolution maintains the current provision of four months' severance pay in the event the City terminates an employment agreement for reason other than cause.
- 23. Compensation Survey: The City of Calistoga on or around June 2021, will conduct a salary study for all Unrepresented Employees. The findings of this study shall not bind the City and/or guarantee the employee any specific outcome.
- 24. Term – the term of this Salary and Labor Benefits Package shall be in effect from January 1, 2019 through December 31, 2021.

**PASSED, APPROVED, AND ADOPTED** by the City Council of the City of Calistoga at a regular meeting held this **5<sup>th</sup> day of March, 2019** by the following vote:

**AYES:** Councilmembers Kraus, Lopez-Ortega and Williams, Vice Mayor Dunsford, and Mayor Canning  
**NOES:** NONE  
**ABSTAIN:** NONE  
**ABSENT:** NONE

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

**ATTEST:**

  
\_\_\_\_\_  
**IRENE CAMACHO-WERBY, City Clerk**

Attachment:  
Exhibit A – Salary Schedule FY 18-19  
(Executive Management Plan)



## City of Calistoga Salary Schedule - FY 18-19 (Effective 01/01/19)

### Executive Management Plan

Applicable Group

Effective Date(s) and Changes

01/1/2019 to 12/31/2019

Dates What	7/1/2006	7/1/2007	7/1/2008	7/1/2009	11/1/2011	1/1/2013	1/1/2014	1/1/2015	1/1/2016	1/1/2017	1/1/2018	1/1/2019
Per Resolution 2006-088 June to Apr Median CPI	Per Resolution 2006-088 June to Apr Median CPI	Per Resolution 2006-088 June to Apr Median CPI	Per Resolution 2006-088 June to Apr Median CPI	Per Resolution 2006-088 June to Apr Median CPI	Per Resolution	Per Resolution 2013-065	Per Resolution 2013-065	Per Resolution 2015-039	Per Resolution 2016-004 Koff Implementatio	Per Resolution 2016-004 Koff Implementatio	Per Resolution 2016-004 Koff Implementatio	Per Resolution
Percentage	2.40%	3.00%	3.50%	2.40%	-5.00%	2.00%	1.00%	3.00%	3.00%	3.00%	3.00%	3.00%

#### Positions Covered

Position Title	Type	FLSA	Range	Comments
Administrative Services Director	Mgmt	Exempt	52	
Associate Civil Engineer	Mid-Mgmt	Non-Exempt	33	
Building Official	Mid-Mgmt	Exempt	43	
City Clerk	Mid-Mgmt	Exempt	40	
Code Enforcement	Mid-Mgmt	Non-Exempt	25	
Deputy City Clerk	Mid-Mgmt	Exempt	31	
Deputy Public Works Director	Mgmt	Exempt	47	
Executive Assistant to City Manager	Mid-Mgmt	Non-Exempt	20	
Fire Chief	Mgmt	Exempt	58	
Maintenance Superintendent	Mid-Mgmt	Exempt	38	
Planning and Building Director	Mgmt	Exempt	56	
Police Chief	Mgmt	Exempt	59	
Public Works Director/City Engineer	Mgmt	Exempt	57	
Recreation Manager	Mid-Mgmt	Exempt	33	
Recreation Director	Mgmt	Exempt	50	
Senior Civil Engineer	Mid-Mgmt	Exempt	41	
Senior Planner	Mid-Mgmt	Exempt	39	
Senior Planner/Assistant to City Manager	Mid-Mgmt	Exempt	43	
Utility Systems Superintendent	Mid-Mgmt	Exempt	40	

Range #	Monthly Adopted (1)					Annual Calculation (2)				
	Step 1	Step 2	Step 3	Step 4	Step 5	Step 1	Step 2	Step 3	Step 4	Step 5
20	4,845	5,088	5,342	5,609	5,890	58,144	61,051	64,104	67,309	70,674
21	4,964	5,212	5,472	5,746	6,033	59,562	62,540	65,668	68,951	72,398
22	5,088	5,342	5,609	5,890	6,184	61,051	64,104	67,309	70,675	74,208
23	5,212	5,472	5,746	6,033	6,335	62,540	65,667	68,950	72,398	76,018
24	5,342	5,609	5,890	6,184	6,493	64,104	67,309	70,674	74,208	77,918
25	5,472	5,746	6,033	6,335	6,652	65,668	68,951	72,399	76,019	79,819
26	5,609	5,890	6,184	6,493	6,818	67,309	70,675	74,209	77,919	81,815
27	5,746	6,033	6,335	6,651	6,984	68,950	72,397	76,017	79,818	83,809
28	5,889	6,184	6,493	6,818	7,159	70,673	74,207	77,917	81,813	85,904
29	6,033	6,335	6,651	6,984	7,333	72,397	76,017	79,818	83,809	87,999
30	6,184	6,493	6,818	7,159	7,517	74,207	77,917	81,813	85,904	90,199
31	6,335	6,651	6,984	7,333	7,700	76,017	79,818	83,809	87,999	92,399
32	6,493	6,818	7,159	7,517	7,892	77,917	81,813	85,904	90,199	94,709
33	6,651	6,984	7,333	7,700	8,085	79,818	83,809	87,999	92,399	97,019
34	6,818	7,159	7,517	7,892	8,287	81,813	85,904	90,199	94,709	99,445
35	6,984	7,333	7,700	8,085	8,489	83,810	88,000	92,400	97,020	101,871
36	7,159	7,517	7,892	8,287	8,701	85,905	90,200	94,710	99,445	104,418
37	7,333	7,700	8,085	8,489	8,914	88,001	92,401	97,021	101,872	106,966
38	7,517	7,893	8,287	8,702	9,137	90,201	94,711	99,446	104,419	109,640
39	7,700	8,085	8,489	8,914	9,359	92,400	97,020	101,871	106,964	112,313
40	7,892	8,287	8,701	9,137	9,593	94,710	99,445	104,418	109,639	115,121
41	8,085	8,489	8,914	9,359	9,827	97,020	101,871	106,964	112,313	117,928
42	8,287	8,701	9,137	9,593	10,073	99,445	104,418	109,639	115,121	120,877
43	8,489	8,914	9,359	9,827	10,319	101,871	106,964	112,313	117,928	123,825
44	8,701	9,137	9,593	10,073	10,577	104,418	109,639	115,120	120,877	126,920
45	8,914	9,359	9,827	10,319	10,835	106,964	112,313	117,928	123,825	130,016
46	9,137	9,593	10,073	10,577	11,106	109,639	115,120	120,876	126,920	133,266
47	9,359	9,827	10,319	10,835	11,376	112,313	117,928	123,825	130,016	136,517
48	9,593	10,073	10,577	11,106	11,661	115,120	120,876	126,920	133,266	139,930
49	9,827	10,319	10,835	11,376	11,945	117,928	123,825	130,016	136,517	143,342
50	10,073	10,577	11,106	11,661	12,244	120,876	126,920	133,266	139,930	146,926
51	10,319	10,835	11,376	11,945	12,542	123,825	130,016	136,517	143,342	150,510
52	10,577	11,106	11,661	12,244	12,856	126,920	133,266	139,930	146,926	154,272
53	10,835	11,376	11,945	12,542	13,170	130,016	136,517	143,342	150,510	158,035
54	11,106	11,661	12,244	12,856	13,499	133,266	139,930	146,926	154,272	161,986
55	11,376	11,945	12,542	13,170	13,828	136,517	143,342	150,510	158,035	165,937
56	11,661	12,244	12,856	13,499	14,174	139,929	146,926	154,272	161,986	170,085
57	11,945	12,542	13,170	13,828	14,519	143,342	150,509	158,035	165,937	174,234
58	12,244	12,856	13,499	14,174	14,882	146,926	154,272	161,986	170,085	178,589
59	12,550	13,177	13,836	14,528	15,255	150,599	158,129	166,035	174,337	183,054
60	12,864	13,507	14,182	14,891	15,636	154,364	162,082	170,186	178,696	187,630

(1) Monthly Rate adopted by resolution. Annual COLA, from other group MOUs or CPI, results are rounded to whole dollar, except for CM Position.	(2) Annual Rate - Monthly multiplied by 12. Entered into Payroll for Calculation of Payroll Rates.
(3) Hourly Payroll Rate - Annual Rate divided by 2080 hours rounded to nearest cent. (Daily rates calculated at 8 hours, Payperiod rates calculated at Annual rate divided by 24)	

