



July 19, 2017  
NVTA Agenda Item 11.2  
Continued From: New  
Action Requested: **APPROVE**

## NAPA VALLEY TRANSPORTATION AUTHORITY Board Agenda Letter

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**TO:** Board of Directors  
**FROM:** Kate Miller, Executive Director  
**REPORT BY:** Karrie Sanderlin, Program Manager-Administration and Human Resources  
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**SUBJECT:** Resolution No. 17-11 Approving the Fiscal Year (FY) 2017-18 Salary Ranges for Napa Valley Transportation Authority (NVTA) Job Classifications

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### **RECOMMENDATION**

That the Napa Valley Transportation Authority (NVTA) Board approve Resolution No. 17-11 (Attachment 1) approving the FY 2017-18 Salary Ranges for NVTA Job Classifications based upon the Bay Area Consumer Price Index (CPI) ending December 2016 of 3% (Attachment 2).

### **COMMITTEE RECOMMENDATION**

None

### **EXECUTIVE SUMMARY**

At the February 19, 2014, meeting, the Board approved a revision to Section 2.10 Performance Evaluation of the NVTA Policies, Practices, and Procedures Personnel Policies which established that pay grades will be adjusted annually and indexed to the average of County of Napa, Sonoma County Transportation Authority, and Solano Transportation Authority increases for a given year or Bay Area Consumer Price Index (CPI) for all labor within Napa County, whichever is greater. For year ending 2016, the average increase for the County of Napa (2.75%), Sonoma County Transportation Authority (0%) and Solano Transportation Authority (1.9%) equaled 1.55% whereas the CPI was 3%.

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## **PROCEDURAL REQUIREMENTS**

1. Staff Report
2. Public Comment
3. Motion, Second, Discussion and Vote

## **FISCAL IMPACT**

Is there a Fiscal Impact? No, only the salary ranges are to be adjusted, not employee salaries. Individual employee salary increases are based on employee performance.

## **CEQA REQUIREMENTS**

**ENVIRONMENTAL DETERMINATION:** The proposed action is not a project as defined by 14 California Code of Regulations 15378 (State CEQA Guidelines) and therefore CEQA is not applicable.

## **BACKGROUND AND DISCUSSION**

In October 2011, the Board approved Resolution No. 11-25 creating a classification structure and establishing compensation ranges for NVTA job classifications based upon the Agency's compensation and classification study.

At the February 19, 2014, meeting, the Board approved a revision to Section 2.10 Performance Evaluation of the NVTA Policies, Practices, and Procedures Personnel Policies which established that pay grades will be adjusted annually and indexed to the average of County of Napa, Sonoma County Transportation Authority, and Solano Transportation Authority increases for a given year or Bay Area Consumer Price Index (CPI) for all labor within Napa County, whichever is greater. For year ending 2016, the average increase for the County of Napa (2.75%), Sonoma County Transportation Authority (0%) and Solano Transportation Authority (1.9%) equaled 1.55% whereas the CPI was 3%.

The CPI adjustment applies to the salary range only and does not imply that employees will receive a raise. The salary range is adjusted to the CPI to adjust the salary ceiling. Actual employee salary adjustments are based on each individual employee's performance and awarded at the time of their annual performance evaluation.

It is important to note that the salary range for the two Director positions have not been adjusted by the 3% CPI as it is anticipated that they will be approved in Item 11.3 Organizational Restructure of NVTA.

## **SUPPORTING DOCUMENTS**

Attachments: (1) Resolution No. 17-11  
(2) Bay Area Consumer Price Index

**RESOLUTION No 17-11**

**A RESOLUTION OF THE  
NAPA VALLEY TRANSPORTATION AUTHORITY (NVTA)  
APPROVING FISCAL YEAR (FY) 2017-18 SALARY RANGES FOR  
NVTA JOB CLASSIFICATIONS**

**WHEREAS**, the NVTA policy is to establish and maintain a general compensation and classification structure for NVTA employees that is externally competitive and internally aligned; and

**WHEREAS**, the compensation plan, including salary ranges, should be reviewed and updated as necessary based on marketplace survey data, internal relationships, and NVTA financial constraints; and

**WHEREAS**, on October 19, 2011, the Board approved Resolution No. 11-25 establishing compensation ranges for NVTA job classifications; and

**WHEREAS**, on February 19, 2014, the Board revised Section 2.10 Performance Evaluation of the NVTA Policies, Practices, and Procedures Personnel policies which established that pay grade ranges will be adjusted annually and indexed to the average of County of Napa, Sonoma County Transportation Authority, and Solano Transportation Authority increases for a given year or Bay Area Consumer Price Index (CPI) for all labor within Napa County, whichever is greater; and

**WHEREAS**, the average increase in the 2016 indexes for the County of Napa (2.75%), Sonoma County Transportation Authority (0%) and Solano Transportation Authority (1.9%) equals 1.55%, and the Bay Area CPI Index ending December 2016 is 3%.

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**NOW, THEREFORE, BE IT RESOLVED** by the Board of Directors of the Napa Valley Transportation Authority that the FY 2017-18 Salary Ranges for NVTA Job Classifications, which reflect the rise in the Bay Area CPI ending December 2016 by 3%, are hereby adopted as set forth in Exhibit "A".

**THE FOREGOING RESOLUTION WAS DULY AND REGULARLY ADOPTED** by the Board of Directors of the Napa Valley Transportation Authority, at a regular meeting held on July 19, 2017, by the following vote:

\_\_\_\_\_  
Peter White, NVTA Chair

Ayes:

Nays:

Absent:

ATTEST:

\_\_\_\_\_  
Karalyn E. Sanderlin, NVTA Board Secretary

APPROVED:

\_\_\_\_\_  
Jennifer Gore, NVTA Legal Counsel

**EXHIBIT "A"**

FY 2017-18 Job Title	Monthly Salary Range	
	Minimum	Maximum
Executive Director	Separate Contract	
Director - Administration, Finance & Policy	\$10,761	\$11,837
Director - Programs, Projects & Planning	\$10,761	\$11,837
Program Manager - Administration & Human Resources	\$8,953	\$10,761
Program Manager - Engineer	\$8,953	\$10,761
Program Manager - Public Transit	\$8,953	\$10,761
Senior Program Planner/Administrator	\$7,429	\$8,933
Associate Program Planner/Administrator	\$6,495	\$7,791
Assistant Program Planner/Administrator	\$5,617	\$6,736
Transportation Program Planner & Policy Analyst	\$5,617	\$7,791
Public Information Officer	\$6,495	\$7,791
Senior Financial/Policy Analyst	\$6,495	\$7,791
Senior Administrative Technician	\$5,362	\$6,640
Administration Technician (Office Coordinator)	\$4,663	\$5,773
Accounting Technician (Part-Time)	\$2,909	\$3,520

Year	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	July 19, 2017 Nov	Dec	Annual Avg
1986	---	111.0	113.7	110.4	---	111.9	---	112.4	---	113.1	---	111.8	111.6
1985	---	106.9	---	107.5	---	108.4	---	109.2	---	109.5	---	109.4	108.4
1984	---	101.4	---	102.9	---	103.7	---	105.2	---	106.5	---	106.0	104.0
1983	---	96.7	---	97.4	---	98.6	---	99.5	---	99.4	---	100.0	98.4
1982	---	96.2	---	97.2	---	99.1	---	99.0	---	98.4	---	95.6	97.6
1981	---	84.7	---	87.9	---	89.1	---	93.6	---	96.6	---	95.6	90.8
1980	---	78.3	---	79.2	---	80.7	---	81.6	---	81.9	---	82.9	80.4
1979	---	66.3	---	67.9	---	69.1	---	71.0	---	72.0	---	74.9	69.8
1978	---	61.5	---	62.7	---	64.8	---	66.6	---	66.1	---	65.3	64.3
1977	---	---	57.2	---	---	58.8	---	---	59.9	---	---	60.9	58.8
1976	---	---	53.8	---	---	54.3	---	---	55.3	---	---	56.0	54.6
1975	---	---	50.7	---	---	51.6	---	---	52.5	---	---	53.4	51.8
1974	---	---	45.3	---	---	46.8	---	---	48.2	---	---	49.5	47.0
1973	---	---	41.9	---	---	42.5	---	---	43.8	---	---	44.0	42.8
1972	---	---	39.9	---	---	40.4	---	---	40.9	---	---	41.1	40.4
1971	---	---	38.7	---	---	39.0	---	---	39.3	---	---	39.6	39.1
1970	---	---	37.2	---	---	37.6	---	---	38.0	---	---	38.5	37.7
Year	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Annual Avg

YEAR	RAW BLS INDEX 1982-84=100.0		Dec-Dec Percentage Change	Annual Avg Percentage Change
	December	Annual Avg		
2016	269.5	266.3	3.5%	3.0%
2015	260.3	258.6	3.2%	2.6%
2014	252.3	252.0	2.7%	2.8%
2013	245.7	245.0	2.6%	2.2%
2012	239.5	239.7	2.2%	2.7%