

RESOLUTION NO. 2021-076

RESOLUTION OF THE CITY COUNCIL, OF THE CITY OF CALISTOGA, COUNTY OF NAPA, STATE OF CALIFORNIA, ACCEPTING THE TOTAL COMPENSATION STUDY PREPARED BY KOFF AND ASSOCIATES DATED SEPTEMBER 2021

WHEREAS, on July 15, 2021, the City Council adopted Resolution 2021-048 to conduct a total compensation study through the firm of Koff & Associates recognizing the changes in business, organizational and employment conditions; and

WHEREAS, Koff & Associates updated all class descriptions in order to ensure the format was consistent and the duties and responsibilities are current and properly reflect the required knowledge, skills, and abilities; and

WHEREAS, the study included fifty-five (55) classifications and of those, thirty-one (31) full-time and seven (7) part-time classifications were selected in order to collect compensation data within the labor market. Survey classes that had the most consistent and useful survey data were used as “benchmarks” in building the compensation plan; and

WHEREAS, on November 18, 2014, the City Council adopted Resolution 2014-104 approving a list of comparator cities for the classification and compensation study. The cities selected and approved by Council were Healdsburg, St. Helena, Sebastopol, Yountville, Petaluma, Windsor, Cloverdale, Sonoma, American Canyon, Napa, and Rohnert Park;

WHEREAS, the study determined the median salaries of and total compensation for select classifications using comparator cities; and

WHEREAS, Koff & Associates report is meant to be a tool for the City to create and implement an equitable compensation plan and is not binding on the City. The collected data gives the City an instrument to make future compensation decisions; and

WHEREAS, on October 5, 2021, the City Council reviewed the Koff & Associates Total Compensation Study Final Report at a public meeting and considered the content and recommendation as well as the staff report and all public comments on said report; and

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Calistoga hereby accepts the Koff & Associates report dated September 2021 shown as Exhibit A to this resolution

PASSED, APPROVED AND ADOPTED this 5th day of October 2021. I, **MARNI RITTBURG, CITY CLERK OF THE CITY OF CALISTOGA, HEREBY CERTIFY** the foregoing resolution was introduced and passed at a regular meeting of the Calistoga City Council by the following roll call vote:

AYES: Councilmembers Gift, Kraus, and Williams, Vice Mayor Lopez-Ortega, and Mayor Canning
NOES: None
ABSENT: None
ABSTAIN: None

ATTEST:



Marni Rittburg, CMC, City Clerk

APPROVED:



Chris Canning, Mayor