



BOARD OF SUPERVISORS  
AGENDA LETTER

Agenda Number:

Clerk of the Board of Supervisors  
105 E. Anapamu Street, Suite 407  
Santa Barbara, CA 93101  
(805) 568-2240

**Department Name:** Human Resources  
**Department No.:** 064  
**For Agenda Of:** 7/3/2018  
**Placement:** Administrative  
**Estimated Time:** N/A  
**Continued Item:** No  
**If Yes, date from:**  
**Vote Required:** Majority

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**TO:** Board of Supervisors

**FROM:** Department Director(s)      Lori Gentles, Human Resources Director, 568-2816  
Contact Info:      Don Nguyen, Business Manager, 568-2823

**SUBJECT:** **Modifying Salary Increases of Elected Department Heads**

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**County Counsel Concurrence**

As to form: Yes

Other Concurrence: N/A

As to form:

**Auditor-Controller Concurrence**

As to form: Yes

**Recommended Actions:**

That the Board of Supervisors:

- a) Adopt the resolution in Attachment A to modify Board Resolution 16-282, which granted Elected Department Heads a 3% salary increase effective Pay Period 15, 2018 (July 2, 2018), by removing the reference to specific bi-weekly pay rates that were made obsolete when the Board approved the incorporation of a unit cash allowance into base salaries on March 20, 2018, effective April 23, 2018, and adopting corrected bi-weekly pay rates as outlined, and
- b) Determines pursuant to California Environmental Quality Act (CEQA) Guidelines Section 15378(b)(4) that the above action is a government fiscal activity which does not involve any commitment to any specific project which may result in a potentially significant physical impact on the environment, and therefore is not a project subject to environmental review.

**Summary Text:**

The recommended actions will modify Board Resolution 16-282 adopted on December 6, 2016, which authorized a 3% salary increase for Elected Department Heads effective July 2, 2018 by adopting corrected bi-weekly pay rates for each Elected Department Head. This modification is necessary because incorporating a unit cash allowance previously paid to Elected Department Heads into base salaries as approved by the Board on March 20, 2018, effective April 23, 2018, made the dollar amounts included in the original resolution obsolete.

**Background:**

On December 6, 2016 the Board adopted significant changes to the existing leadership compensation plan that had been in place for several years. One change to the plan at that time provided that the percentage increase the Board granted to Appointed Department Heads as a compensation pool would apply to Elected Department Heads as a flat percentage increase.

The December 6, 2016 resolution included reference to specific biweekly pay rates for increases that were projected out to July 2, 2018. The projections were correct at the time the resolution was adopted, but have since become obsolete because a unit cash allowance previously paid to Elected Department Heads was incorporated into base salaries by subsequent Board action. On March 20, 2018 the Board approved a staff recommendation to incorporate that unit cash allowance into base salaries, effective on April 23, 2018. Once that action was implemented, the specific projected biweekly pay rates in the December 6, 2016 resolution were no longer correct. Therefore, the amendment to that resolution in Attachment A is being submitted to remove the inconsistency caused when the reference to specific biweekly rates became obsolete by adopting corrected pay rates reflecting the incorporation of the unit cash allowance into base pay and the flat percentage increase as applied to that corrected amount.

**Fiscal and Facilities Impacts:**

Budgeted: Yes

**Fiscal Analysis:**

While there is no fiscal impact as a result of the recommended action, the Board's previous approval of the unit cash incorporation does create a small increase in comparison to the cost originally estimated in Board Resolution 16-282. The estimated total cost increase is approximately \$1,645 annually.

**Special Instructions:**

**Attachments:**

**Attachment A – Resolution:** Modifying Board Resolution 16-282 establishing salary increases for Elected Department Heads

**Authored by:** Don Nguyen, 568-2823

**cc:**