

# SANTA BARBARA COUNTY BOARD AGENDA LETTER



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

**Agenda Number:**  
**Prepared on:** 03/23/2006  
**Department Name:** Planning and Development  
**Department No.:** 053  
**Agenda Date:** 04/04/2006  
**Placement:** Administrative  
**Estimate Time:**  
**Continued Item:** YES  
**If Yes, date from:** 06/28/2005

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**TO:** Board of Supervisors

**FROM:** Dianne Meester, Assistant Director  
Planning & Development Department

**STAFF** Doug Anthony, Interim Deputy Director  
**CONTACT:** Energy Division, 568-2046

**SUBJECT:** Employment Agreement Amendment

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**Recommendation(s):** That the Board of Supervisors: Execute the attached Revision to the current Employment Agreement between the County of Santa Barbara and Nancy L. Minick, increasing the amount of compensation allowable in Fiscal Year 2005-06 from \$50,000 to \$75,000.

**Alignment with Board Strategic Plan:** The recommendation is primarily aligned with Goal #1, "An efficient government able to anticipate and respond effectively to the needs of the community" and Goal #3, "A strong, professionally managed County organization."

**Executive Summary and Discussion:** Ms. Minick is working the Planning and Development Department (P&D) as a contractor-on-payroll. This fiscal year, she has been working in the Energy Division, backfilling an Energy Specialist position, temporarily vacated by Doug Anthony while he serves as the division's Interim Deputy Director. She works on, supervises planners working on, several assignments, including the processing applications for the proposed Tranquillon Ridge project, and the proposed Lompoc Wind Energy Project; processing updates of the County's Consolidation Policies; and overseeing inspections and permit compliance for several oil and gas operations.

Her workload has increased over previously estimated levels, causing her to work more hours weekly than originally anticipated in order to keep current with the workload. Therefore, we request a \$25,000 increase in total compensation for the fiscal year. Her hourly rate of compensation remains the same -- \$65 per hour while she serves as an Energy Specialist.

### **Mandates and Service Levels:**

No change in county programs. As a contract planner, Ms. Minick helps P&D maintain a sufficient level of service when permanent staffing levels are temporarily less than demand for services.

**Fiscal and Facilities Impacts:**

FY 2005-2006 approved budget includes salary and revenue for this contract (budget page D-304). Expenditures are not funded by the General Fund, but rather external revenue sources including case processing fees and policy grants. All compensation paid to Ms. Minick under the terms of this employment agreement is categorized as salaries; there is no payment of benefits or any requirements to pay such benefits.

**Special Instructions:** Clerk of the Board will send a certified copy of the executed amendment to Doug Anthony.

**Concurrence:**

Auditor-Controller  
County Counsel

## EMPLOYMENT AGREEMENT AMENDMENT

between

COUNTY OF SANTA BARBARA

and

Nancy L. Minick

This Amended Employment Agreement is entered into this \_\_\_ day of April, 2006, between the County of Santa Barbara (“COUNTY”) and Nancy L. Minick (“CONTRACTOR”) (collectively referred to as the “parties”), and amends the Agreement between the parties dated June 28, 2005.

### RECITALS

WHEREAS, COUNTY entered into an Employment Agreement with CONTRACTOR, DATED June 28, 2005, to provide planning and supervising services on various projects throughout the Planning and Development Department, for a period commencing July 1, 2005, and terminating June 30, 2006, and a total amount of compensation not to exceed \$50,000.

WHEREAS, CONTRACTOR has provided supervising services to the Planning and Development Department’s Energy Division during this period, supervising planners on policy and development projects.

WHEREAS, the Energy Division has scheduled CONTRACTOR services for more hours per week than originally anticipated, due to an influx to new project applications.

### NOW, THEREFORE, IT IS MUTUALLY AGREED AS FOLLOWS:

Paragraph 3 of the Employment Agreement between COUNTY and CONTRACTOR, dated June 28, 2005, is hereby amended as set forth below.

“3. **COMPENSATION:** COUNTY shall pay CONTRACTOR for professional services performed pursuant to this Agreement, payable bi-weekly upon submission of a signed time card. Payment shall be subject to deductions and withholdings of State and Federal taxes as required by law. The base compensation under this Agreement shall not exceed ~~\$50,000~~ **\$75,000**. Compensation shall be paid at the hourly rates of \$55 per hour for planning services and \$65 per hour for supervising services; subject to adjustment as hereinafter set forth.”

Except as modified herein, the Agreement between parties dated June 28, 2005, shall remain in full force and effect.

**IN WITNESS WHEREOF**, COUNTY and CONTRACTOR have executed this Amendment to parties' Employment Agreement, dated June 28, 2005, by the respective authorized officers as set forth below.

"COUNTY"  
COUNTY OF SANTA BARBARA

ATTEST:  
MICHAEL F. BROWN  
CLERK OF THE BOARD

By \_\_\_\_\_  
Joni L. Gray, Chair  
Board of Supervisors

By: \_\_\_\_\_  
Deputy Clerk

Date: \_\_\_\_\_

"CONTRACTOR"  
Nancy L. Minick

By: \_\_\_\_\_

APPROVED AS TO FORM:  
STEPHEN SHANE STARK  
COUNTY COUNSEL

APPROVED AS TO ACCOUNTING FORM:  
ROBERT W. GEIS, C.P.A.  
AUDITOR-CONTROLLER

By: \_\_\_\_\_

By: \_\_\_\_\_