



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:** August 20, 2024  
**Placement:** Administrative  
**Estimated Time:** N/A  
**Continued Item:** No  
**If Yes, date from:**  
**Vote Required:** Majority

---

**TO:** Board of Supervisors

**FROM:** Department Kristine Schmidt, Human Resources Director  
Director(s) 805-568-2800  
Contact Info: Yvonne Torres, Assistant Human Resources Director  
805-568-3075

**SUBJECT:** FY 2024-2025 General Salary Increase for Local Agency Executives

---

**County Counsel Concurrence**

As to form: Yes

Other Concurrence: N/A

As to form: Select\_Concurrence

**Auditor-Controller Concurrence**

As to form: Yes

**Recommended Actions:**

That the Board of Supervisors:

- a) Approve, authorize, and ratify the application of the 4.5% general management salary increase to local agency executives including the county executive officer, county counsel, assistant county executive officers, deputy county executive officer, and the appointed department heads of County departments, and clarify an effective date for these increases of August 19, 2024; and
- b) Determine pursuant to California Environmental Quality Act (CEQA) Guidelines Section 15378(b)(4) that the above actions are governmental fiscal activities which do not involve any commitment to any specific project which may result in a potentially significant physical impact on the environment, and are therefore not a project subject to environmental review.

**Summary Text:**

Approval of the recommended actions approves the 4.5% management General Salary Increase for “local agency executives” as defined in Government Code § 3511.1(d) and clarifies the effective date of these increases is August 19, 2024.

**Background:**

On July 30, 2024, the Board of Supervisors approved a 4.5% General Salary Increase (GSI) for certain managers and confidential unrepresented employees and today’s action will formally apply the 4.5% to

“local agency executives” including the county executive officer, county counsel, assistant county executive officers, deputy county executive officer, and the department heads of County departments (Gov. Code § 3511.1) effective August 19, 2024. Final action on such increases must be taken at a regular meeting of the Board of Supervisors.

**Fiscal and Facilities Impacts:**

Budgeted: Partially

**Fiscal Analysis:**

The estimated cost for the remainder of Fiscal Year 2024-2025 for this group is approximately \$303,200, of which an estimated \$166,800 (55%) would impact the General Fund. The ongoing cost is approximately \$358,300, of which an estimated \$197,100 (55%) would impact the General Fund. This cost was included in the estimates disclosed in the July 30, 2024 action related to management compensation. The FY 2024-25 Adopted Budget included a 3% cost of living adjustment for compensation increases for these employees, as well as funds set-aside anticipated for this purpose. If approved, staff will work with the County Executive Office to monitor departmental budgets and will return to the Board with adjustment requests during the fiscal year, if necessary.

**Special Instructions:**

Please send one copy of the minute order to Erin Jeffery, Fiscal & Workforce Planning Division Chief, at [emjeffery@countyofsb.org](mailto:emjeffery@countyofsb.org)

**Attachments:**

None

**Authored by:**

Erin Jeffery, Fiscal & Workforce Planning Division Chief

**cc:**

Mona Miyasato, County Executive Officer  
Rachel Van Mullem, County Counsel  
Betsy Schaffer, Auditor Controller  
County Department Heads