



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:** 7/18/2023  
**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 Maria Elena De Guevara, Human Resources Director  
Director(s) 805-568-2800  
Contact Info: Erin Jeffery, Employment & Workforce Planning Division Chief  
805-568-2808

**SUBJECT:** Performance Based Salary Adjustment for the County Executive Officer

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**County Counsel Concurrence**

As to form: Yes

Other Concurrence: N/A

As to form: Select\_Concurrence

**Auditor-Controller Concurrence**

As to form:

**Recommended Actions:**

That the Board of Supervisors:

- a) Approve a 2.5% performance-based salary adjustment effective July 24, 2023 as allowed under Section 4 of the Agreement for Services as County Executive Officer (CEO) approved by the Board of Supervisors on August 24, 2021; and
- b) Determine that the above action is exempt from the California Environmental Quality Act (CEQA) pursuant to CEQA Guidelines Section 15378(b)(4), because it consists of government funding mechanisms and/or other government fiscal activities, which do not involve any commitment to any specific project which may result in a potentially significant physical impact on the environment.

**Summary Text:**

Upon adopting these recommendations, the Board of Supervisors will approve a performance-based annual salary increase of 2.5% effective July 24, 2023 (start of pay period 17-2023) based on the CEO's performance in the past year. This will result in an annual salary increase of approximately \$8,255, for a total salary of approximately \$339,626.

**Background:**

County Code Section 2-70 states that the CEO is appointed by the Board of Supervisors on the basis of knowledge and skills in public administration and finance, knowledge of organizational principles and relationships, demonstrated executive leadership and management skills, and ability to motivate people to work together cooperatively. The position is exempt from the civil service and the person appointed shall serve at the pleasure of the board.

In December 2013, the Board of Supervisors appointed CEO Miyasato. On September 19, 2017 the Board of Supervisors renewed the Agreement for Services with CEO Miyasato from September 25, 2017 through September 25, 2021; this agreement was renewed again from August 25, 2021 through August 25, 2025.

**Discussion**

Section 4, Compensation, of CEO Miyasato’s Agreement for Services allows that salary adjustments shall be made by the Board of Supervisors based upon the performance of the CEO. Section 8, Performance Evaluations, requires that the Board of Supervisors shall complete a written evaluation of the CEO’s performance on at least an annual basis. On July 11, 2023 the Board of Supervisors reviewed the performance of the CEO for the past year and determined that the CEO is eligible for a performance-based salary adjustment. This performance-based salary increase recognizes CEO Miyasato’s performance for accomplishments over the past year, including leadership in overseeing County operations and programs; developing and managing the County’s FY 2023-24 budget which included no service level reductions; continuing efforts to coordinate major improvements in the criminal justice system; leading the continued COVID recovery and implementing the Health and Human Services Recovery Plan; increasing homeless transitional housing units; completing three changes to the cannabis licensing ordinance; and ensuring accountability and compliance through department management reviews and launching a compliance and accountability unit within the CEO’s office.

In July 2023, Appointed Department Directors and managers received a 2.5% general wage increase to assist with cost-of-living, which has already been provided to the CEO pursuant to the Agreement for Services.

**Performance Measure:**

N/A

**Contract Renewals and Performance Outcomes:**

N/A

**Fiscal and Facilities Impacts:**

Budgeted: Yes

**Fiscal Analysis:**

<b><u>Funding Sources</u></b>	<b><u>Current FY Cost:</u></b>	<b><u>Annualized On-going Cost:</u></b>	<b><u>Total One-Time Project Cost</u></b>
General Fund	\$ 10,945	\$ 11,857	
State			
Federal			
Fees			
Other:			
Total	\$ 10,945	\$ 11,857	\$ -

Narrative: The total fully loaded cost of implementing the recommended action for the remainder of in Fiscal Year 2023-2024 is approximately \$10,945, with an ongoing cost of approximately \$11,857.

**Key Contract Risks:**

N/A

**Staffing Impacts:**

N/A

**Special Instructions:**

Please provide a copy of the signed minute order to County Human Resources, County Counsel, Auditor-Controller and the County Executive Officer.

**Attachments:**

Attachment A – Agreement for Services as County Executive Officer approved on August 24, 2021

**Authored by:**

S. Brewer, Workforce Planning Manager

**cc:**

Mona Miyasato – County Executive Officer

Rachel Van Mullem – County Counsel

Betsy Schaffer – Auditor Controller