



Agenda Date: October 19, 2006
Agenda Placement: Administrative
Estimated Time: N/A
Continued Item: No

Board Agenda Item

TO: Board of Directors,
Air Pollution Control District

FROM: William M. Dillon
Senior Deputy County Counsel
568-2950

SUBJECT: Adoption of Resolution for Establishing Procedure for Reviewing and
Determining Salary of Control Officer

RECOMMENDATION:

That the Board of Directors adopts a resolution establishing an annual procedure for the Board's evaluation of the control officer's job performance and, as warranted, merit increases to the control officer's salary.

DISCUSSION:

On August 17, 2006, the Executive Committee of this Board held a committee meeting to consider procedural options for the Board's annual performance evaluation of the control officer and, as warranted, to implement merit increases to the control officer's salary. The meeting was in response to this Board's referral of this issue to the Executive Committee for a recommendation to the full Board.

Pursuant to the control officer's employment contract, the control officer's salary is a fixed salary, which is subject to the same cost of living adjustments given to District management staff. The control officer's base salary is subject to performance and equity adjustments at the Board's discretion. The Executive Committee sought to develop a review procedure that coordinated the merit increases to the control officer's salary with the District's annual budget adoption procedure. To achieve this goal, the Executive Committee has proposed the following.

1. May: In early May of each year, the Executive Committee will meet to review the control officer's job performance and determine if a performance or equity salary increase is warranted. The Executive Committee will make appropriate recommendations to the full Board.
2. June: At the June regular meeting, the Board will consider in closed session any recommendation from the Executive Committee for a performance or equity salary increase for the control officer. If the Board concurs that a performance or equity raise is warranted, then the Board will direct the control officer to return at the next regularly scheduled Board hearing with a resolution enacting the salary adjustment.
3. August: As necessary, at the next regularly scheduled Board hearing, an agenda item will be set for public hearing for the purpose of increasing the control officer's salary as recommended by the full Board. The Board will exercise its full discretion to make a final decision in a public meeting on whether to approve the salary increase. If approved, the standard procedure will be, absent direction from the Board to the contrary, to have the salary increase take effect for July of that year, which is the beginning of the fiscal year.

FISCAL IMPACTS:

None. The procedure itself has no fiscal impacts. Any particular proposed raise in salary for the control officer will be analyzed for fiscal impacts at the time the proposal is made.

RESOLUTION OF THE
AIR POLLUTION CONTROL DISTRICT BOARD,
COUNTY OF SANTA BARBARA, STATE OF CALIFORNIA

In the Matter of) Resolution No. _____
)
Establishing a Procedure for the Annual)
Review and Adjustment of the Salary)
of the Air Pollution Control Officer)
)
)
_____)

RECITALS

1. The Board of the Santa Barbara County Air Pollution Control District contracts for services with the control officer and, as part of that agreement, the Board annually reviews the control officer's job performance and determines if the control officer's salary should be increased.

2. Pursuant to the control officer's employment contract, the control officer's salary is a fixed salary, which is subject to the same cost of living adjustments given to District management staff. The control officer's base salary is subject to performance and equity adjustments at the Board's discretion.

3. The Board wishes to standardize the procedure for evaluating the control officer's job performance and implementing salary increases where such increases have been found by the Board to be warranted.

4. The Board wishes to integrate the setting of the control officer's salary with the Board's adoption of the District's annual budget.

NOW, THEREFORE, IT IS HEREBY RESOLVED THAT:

4. May: In early May of each year, the Executive Committee will meet to review the control officer's job performance and determine if a performance or equity salary increase is warranted. The Executive Committee will make appropriate recommendations to the full Board.

5. June: At the June regular meeting, the Board will consider in closed session any recommendation from the Executive Committee for a performance or equity salary increase for the control officer. If the Board concludes that a performance or equity raise is warranted, then the Board will direct the control officer to return at the next regularly scheduled Board hearing with a resolution enacting the salary adjustment.

6. August: As necessary, at the next regularly scheduled Board hearing, an agenda item will be set for public hearing for the purpose of increasing the control officer's salary as recommended by the full Board. The Board will exercise its full discretion to make a final decision in a public meeting on whether to approve the salary increase. If approved, the standard procedure will be, absent

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direction from the Board to the contrary, to have the salary increase take effect for July of that year, which is the beginning of the fiscal year.

PASSED AND ADOPTED by the Santa Barbara County Air Pollution Control District Board, County of Santa Barbara, State of California, this 19th day of October, 2006, by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

ATTEST:

Clerk of the Board

By _____
Deputy

Chair, Air Pollution Control
District Board of the County
of Santa Barbara

APPROVED AS TO FORM

STEPHEN SHANE STARK
SANTA BARBARA COUNTY COUNSEL

By: _____
Deputy
Attorneys for the Santa Barbara County
Air Pollution Control District