



Agenda Date: 2/5/2008  
Agenda Placement: 9C

## NAPA COUNTY BOARD OF SUPERVISORS Board Agenda Letter

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**TO:** Board of Supervisors  
**FROM:** Gitelman, Hillary - Director  
Conservation, Development & Planning  
**REPORT BY:** Hillary Gitelman, Director - 253-4805  
**SUBJECT:** Planning Commissioners Stipends

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### **RECOMMENDATION**

County Executive Officer and Director of Conservation Development and Planning will discuss compensation for members of the Conservation Development and Planning Commission currently established at a per diem rate of \$150 per meeting and Airport Land Use Commission currently at a per diem rate of \$100 per meeting and, if the Board wishes, adoption of a resolution rescinding Resolution No. 00-61 and increasing the per diem.

### **EXECUTIVE SUMMARY**

Within the last six months, several Supervisors have asked to reconsider and possibly increase the amount of compensation paid to Conservation Development and Planning Commission (CDPC) and Airport Land Use Commission (ALUC) members in light of the time and effort involved in preparing and attending commission meetings. Today's action will include a discussion regarding the development of criteria for future increases for CDPC and ALUC specifically, as well as more general confirmation of the Board's current practice which views membership on committees and commissions as voluntary with members serving without compensation.

Based upon this discussion, specific actions could then be taken regarding CDPC and ALUC compensation. Pursuant to Resolution No. 00-61, CDPC members are provided a \$150 payment for each meeting attended with ALUC members compensated at \$100 for each meeting attended effective May 23, 2000. A resolution rescinding Resolution No. 00-61 and providing a new per diem rate and a new effective date is included for adoption if the Board desires to approve an increase.

### **PROCEDURAL REQUIREMENTS:**

1. Chair announces the agenda item.
2. Staff reports on the item.
3. Questions by the Board.
4. Chair invites public comments.
5. Member makes a motion.

6. Different member seconds the motion.
7. Board discussion and debate on the motion.
8. Chair calls for the vote.
9. If roll call vote requested by member, Clerk calls the roll.
10. Chair announces the result of the vote.

### **FISCAL IMPACT**

Is there a Fiscal Impact?	Yes
Is it currently budgeted?	No
What is the revenue source?	Compensation for various committees and commissions are a generally considered a General Fund expense. For example the Conservation Development and Planning Department has budgeted \$25,000 for Commissioner per diem payments in FY2007-2008. This amount will be sufficient to cover the current per diem of \$150 per meeting for five planning commissioners and two airport land use commissioners, since the CDPC generally meets twice per month, and the Airport Land Use Commission generally meets quarterly. Increased payments to Commissioners would either require additional general fund support or reductions in other general fund spending and transfer of funds between accounts.
Is it Mandatory or Discretionary?	Discretionary
Discretionary Justification:	Development of a compensation policy would recognize members for the time and effort involved in preparing for and conducting meetings and for their commitment. If the Board chooses to adopt a compensation policy and increase the per diem paid to members of CDPC and ALUC members, it would be to recognize the time and effort involved in preparing for and conducting meetings.
Is the general fund affected?	Yes
Future fiscal impact:	The impact in future fiscal years would depend on future increases. There is also the potential that this compensation policy may impact other commissions appointed by the Board and funded through the General Fund.
Consequences if not approved:	None.
Additional Information:	

### **ENVIRONMENTAL IMPACT**

ENVIRONMENTAL DETERMINATION: The proposed action is not a project as defined by 14 California Code of Regulations 15378 (State CEQA Guidelines) and therefore CEQA is not applicable.

### **BACKGROUND AND DISCUSSION**

Within the last six months, several members of the Board of Supervisors have asked to reconsider, and

possibly increase, the meeting stipend paid to Conservation, Development and Planning Commission and Airport Land Use Commission members, in light of the time and effort involved in preparing for, and attending, commission meetings.

### The Policy Context

To assist the Board in addressing this issue, staff first reviewed the available records to identify any Board policy related to the compensation of the CDPC and Airport Land Use Commission or advisory boards and commissions generally. In the past, commissioners' compensation was periodically reviewed by the Department to ensure it remained in line with other agencies. However, it is not clear which "other agencies" were used as comparators. Staff could not find any formal policy that establishes the principles governing when advisory board members should receive a stipend and how much that stipend should be. It is clear, though, that the Board's practice has been to provide stipends to members of only a very limited number of advisory boards, with the implicit policy being that most advisory board members should be volunteers. Of the 37 County advisory committees or boards, only a few provide stipends to their members – including the CDPC, the Airport Land Use Commission, the First Five (CFFC), the Independent Hearing Panel for Solid Waste, and the In Home Supportive Services Advisory Committee. It is not clear from the available records why some advisory committees were provided meeting stipends and others were not or what the basis was for the stipend provided.

The following chart provides information on the compensation provided members of some of the County advisory boards or commissions.

COMMISSION	AVG NO. OF MEETINGS PER YEAR	FREQUENCY	PER DIEM	EXPENSES REIMBURSED	ADDL INFORMATION
Planning	24	Twice/Mo	\$150	Yes	Meetings 3-4 hrs; require preparation
Airport Land Use	4	Quarterly	\$100	Yes	Meetings 1 hr; some preparation
First Five (CFFC)	12	Monthly	\$100	Yes	Meetings 1-2 hrs; some preparation
Hearing Panel Solid Waste	Varies	Varies	\$25	Yes	Varies
In Home Supportive Services Advisory	12	Monthly	\$100	Yes	Meetings 1-2 hrs; some preparation
City-County Library	12	Monthly	\$0	Yes	Meetings 2 hrs; require preparation
Watershed Information Conservancy	12	Monthly	\$0	Yes	Meetings 2 hrs; some preparation

In addition to the foregoing information regarding County commissions, the governing bodies of these independent agencies receive the following: Napa Sanitation Board members are paid \$174 per meeting and

members of LAFCO receive \$100 per month.

Given the lack of formal policy direction regarding compensation of advisory board members, staff felt that the Board may want to consider establishing such a policy, both because it will provide a framework for setting the appropriate compensation level for CDPC and Airport Land Use Commission members, and because it will establish a mechanism to treat other advisory commissions consistently in this regard (the Board should be aware that the Housing Advisory Committee is currently considering the issue of whether to recommend that its members receive a stipend). At your direction, staff could return at a future date with a more detailed discussion and development of a policy regarding compensation for advisory committees and commission which could address items such as: should advisory boards be compensated or comprised of citizen volunteers; what factors warrant providing compensation; what is the basis for establishing the level of compensation and; what is the mechanism for adjusting the compensation.

### The CDPC and Airport Land Use Committee

With regard to the CDPC, it is clear that that committee meets more frequently than other County advisory committees, generally meets for a longer duration and requires a significant commitment of preparation time (most likely more than most other County advisory boards). As the above table shows, the CDPC generally meets twice each month, its meetings typically take from 2 to 3 hours. It is also the case that all of the County's "comparable" jurisdictions for salary setting purposes provide a stipend to planning commission members.

With regard to the compensation methodology, one option would be to set the stipend based on what the County's comparable jurisdictions pay. Alternatively, the Board could simply increase the existing stipend based on the percentage used to calculate Board of Supervisors' compensation, the current CPI, adjustment afforded to County employees, or an arbitrary flat dollar amount (see attached).

Counties used as comparators for salary purposes were queried and provided the attached data, which demonstrates that one County -- Monterey -- pays more per meeting than \$150 with a monthly stipend of \$400 (or \$200 per meeting). Other counties pay less, and the average is approximately \$100 per meeting. Of those on the attached all meet twice per month, most have similar meeting times (generally 2 to 3 hours) - with Marin being the exception at 4-6 hours, all have members who make site visits and are reimbursed, and most have day-time meetings with the exception of Santa Cruz, Solano and City of Napa who hold evening meetings. Marin County recently completed a general plan update and held weekly meetings however staff noted that was unusual.

Based on the foregoing, staff is seeking direction on whether the Board would like to increase the compensation for the CDPC and ALUC and if so, based upon which of suggested methodologies - percentage provided Board of Supervisors, percentage provided County employees or some other alternative and effective date. Given that direction, staff will complete the attached resolution adjusting the compensation for the Board's approval and adoption.

### **SUPPORTING DOCUMENTS**

- A . Comparator County Data
- B . Resolution

CEO Recommendation: Policy Issue

Reviewed By: Helene Franchi