



**COUNTY OF SAN MATEO**  
Inter-Departmental Correspondence  
Human Resources



**Date:** January 20, 2015  
**Board Meeting Date:** February 24, 2015  
**Special Notice / Hearing:** None  
**Vote Required:** Majority

**To:** Honorable Board of Supervisors

**From:** Donna Vaillancourt, Human Resources Director

**Subject:** Ordinance repealing Ordinance No. 04709 and allowing for the number of positions, compensation and benefits to be set by resolution

**RECOMMENDATION:**

Adoption of an ordinance repealing the County's current Salary Ordinance, providing that the number of all appointed County officers and employees and their compensation and benefits shall henceforth be set forth by resolution, previously introduced on February 10, 2015, and waive the reading of the ordinance in its entirety.

**BACKGROUND:**

In the past, the Board has adopted an annual salary ordinance and subsequent amendments setting the number of positions in the County service and establishing the compensation and benefits, other than base pay, for each position. Base pay and other compensation is established by resolution for each employee group and is listed in the annual ordinance as the amount paid for each bi-weekly pay period for information only. Throughout each fiscal year, the salary ordinance must be amended when necessary, for instance when adding a new position. Amendments to the salary ordinance require two readings and are not effective until 30 days following the second reading.

**DISCUSSION:**

The County's Charter states that Board of Supervisors shall provide for the number, power and duties of all appointed officers and employees and is authorized to establish either by ordinance or resolution, the compensation of all officers and employees except the members of the Board of Supervisors. Utilization of salary resolutions, as opposed to salary ordinance amendments, will streamline these processes ultimately benefitting county departments, employees, and the public. Such resolutions would read and function in a nearly identical manner to the prior ordinances but could be enacted more quickly than ordinance amendments. In order to transition to the use of salary

resolutions, as opposed to the current salary ordinance, it is necessary for the Board to enact an ordinance repealing the existing Salary Ordinance.

This Ordinance has been reviewed and approved by the County Counsel's Office.

The adoption of this ordinance contributes to the Shared Vision 2025 outcome of a Collaborative Community by ensuring that departments have staff with the skills necessary to perform the work and allow departments to provide exceptional service to the community in as efficient and flexible a manner as possible.

**FISCAL IMPACT:**

This action has no fiscal impact.