



OJAI VALLEY SANITARY DISTRICT

A Public Agency

1072 Tico Road, Ojai, California 93023

(805) 646-5548 • FAX (805) 640-0842

www.ojaisan.org

MEETING OF THE BOARD OF DIRECTORS' PERSONNEL COMMITTEE

Date & Time:

April 28, 2016

Thursday, 5:30 p.m.

Location:

OVSD Board Room

1072 Tico Road, Ojai

Members

William M. Stone

Peter M. Kaiser

Stan Greene

A G E N D A

1. **Select Chairman For The Committee**
2. **Public Comment - (Items not on the agenda - 3 minute limit)**

FOR DISCUSSION & RECOMMENDATION

3. **Cost-of-Living Salary Adjustment – Resolution No. 2016-04**

FOR DISCUSSION & REVIEW

4. **General Discussion**
 - a. Audience
 - b. Committee Members
 - c. General Manager

A staff report providing more detailed information is available for most agenda items, and may be reviewed in the District office during regular business hours. Copies of individual reports may be requested from Brenda Krout (646-5548).

ATTEST TO POSTING:

Brenda Krout, Clerk of The Board

April 21, 2016 @ 12:30 p.m.


Date & Time Posted At District Office

ITEM #3

Memorandum

Ojai Valley Sanitary District

April 21, 2016

To: Personnel Committee – Bill Stone, Pete Kaiser & Stan Greene
From: Jeff Palmer – General Manager 
Subject: COST-OF-LIVING SALARY ADJUSTMENT – RESOLUTION NO. 2016-04

Attached is a **DRAFT letter** to the Board for the May 23, 2016 regular Board Meeting, requesting a 2.4 percent cost-of-living salary adjustment (COLA) effective with the first pay period in July beginning July 3, 2016.

The draft letter explains the computation of the CPI using the 12-month period ending February 2016. We have been utilizing the 12-month period ending in February for several years; last year the CPI for the 12-month period ending in February 2015 was 0.1 percent. Consequently, there was no cost-of-living salary adjustment.

If you have any questions or need additional information please call me at 646-5548.



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May 16, 2016

DRAFT

Board of Directors
Ojai Valley Sanitary District
Ojai, CA 93023

COST OF LIVING SALARY ADJUSTMENT - RESOLUTION NO. 2016-04

District Staff annually reviews the Consumer Price Index (CPI) to determine the annual change in the cost of living. To be consistent, year to year the change in the CPI for the 12-month period ending February is used to determine the percentage, if any, of a cost of living salary adjustment that staff will recommend for all District employees, excluding the General Manager. The CPI change between February 2014 and February 2015 was 0.1 percent, consequently, for fiscal year 2015-2016 there was not a cost of living salary adjustment.

The CPI used for reference is prepared by the United States Department of Labor Bureau of Labor Statistics nationally and for 28 local areas. The Los Angeles Area CPI, included in this report, covers Los Angeles, Orange, San Bernardino, Riverside and Ventura Counties. A copy of the February 2015 to February 2016 report is enclosed.

This year the Bureau reports a 2.4 percent increase in the Area CPI for all urban consumers for the 12-month period ending February 2016. The percent change in the CPI is computed as follows:

CPI February 2016	247.113
CPI February 2015	<u>241.297</u>
	1.306
<u>5.816</u>	= 0.024103 = 2.4% (rounded)
241.297	

DRAFT

The cost to the District for a cost-of-living adjustment of 2.4 percent is estimated at \$42,354 for direct wages and related benefits, excluding the General Manager. Direct wages is all employees' regular wages excluding any amounts included in the budget for extra help, standby wages, etc.

DRAFT

The approved Fiscal Year 2016-17 Budget did not include funds for a cost of living increase. Consequently, it would be appropriate to transfer funds from the Contingency & Stabilization Reserve to provide the funding for this cost of living adjustment.

Management recommends that a cost-of-living adjustment in an amount equal to the February 2015 to February 2016 CPI (2.4 percent) be granted.

Budget Adjustment No. 2017-01 transferring funds from the Contingency & Stabilization Reserve to provide funding for the cost-of-living adjustment is presented for your adoption.

A cost of living adjustment was discussed with the Board's Personnel Committee at their April 28, 2016 meeting. **The Personnel Committee ??????????????????????**

If the Board chooses not to grant a cost-of-living adjustment no further action is necessary; the current salary schedule, adopted June 22, 2015 will remain in effect.

RECOMMENDATION:

It is recommended the Board:

- a. Approve a 2.4 percent cost-of-living adjustment of salary ranges for all District employees, excluding the General Manager;
- b. Adopt Resolution No. 2016-04, Adoption of the Ojai Valley Sanitary District Salary reflecting the 2.4 percent cost-of-living adjustment, Effective July 3, 2016.
- c. Adopt Budget Adjustment No. 2017-01 transferring \$42,354 From the Contingency & Stabilization Reserve to provide funding the cost-of-living adjustment.

Jeff Palmer
General Manager

DRAFT

Enc.

CONSUMER PRICE INDEXES PACIFIC CITIES AND U. S. CITY AVERAGE

February 2016

ALL ITEMS INDEXES

(1982-84=100 unless otherwise noted)

MONTHLY DATA	All Urban Consumers (CPI-U)						Urban Wage Earners and Clerical Workers (CPI-W)					
	Indexes			Percent Change			Indexes			Percent Change		
				Year ending	1 Month ending					Year ending	1 Month ending	
	Feb 2015	Jan 2016	Feb 2016	Jan 2016	Feb 2016	Feb 2016	Feb 2015	Jan 2016	Feb 2016	Jan 2016	Feb 2016	Feb 2016
U. S. City Average.....	234.722	236.916	237.111	1.4	1.0	0.1	229.421	231.061	230.972	1.2	0.7	0.0
(1967=100).....	703.122	709.695	710.278	-	-	-	683.374	688.259	687.995	-	-	-
Los Angeles-Riverside-Orange Co.....	241.297	247.155	247.113	3.1	2.4	0.0	232.975	238.609	238.262	3.3	2.3	-0.1
(1967=100).....	712.900	730.207	730.081	-	-	-	688.513	705.162	704.136	-	-	-
West	239.748	244.600	244.821	2.6	2.1	0.1	232.364	236.888	236.747	2.6	1.9	-0.1
(Dec. 1977 = 100)	387.539	395.382	395.739	-	-	-	373.860	381.140	380.913	-	-	-
West - A*	245.027	250.984	251.196	3.0	2.5	0.1	235.938	241.686	241.486	3.1	2.4	-0.1
(Dec. 1977 = 100)	399.551	409.264	409.609	-	-	-	381.938	391.243	390.918	-	-	-
West - B/C**(Dec. 1996=100).....	143.005	143.932	144.128	1.3	0.8	0.1	142.301	143.277	143.283	1.3	0.7	0.0

BI-MONTHLY DATA	All Urban Consumers (CPI-U)						Urban Wage Earners and Clerical Workers (CPI-W)					
	Indexes			Percent Change			Indexes			Percent Change		
				Year ending	2 Months ending					Year ending	2 Months ending	
	Feb 2015	Dec 2015	Feb 2016	Dec 2015	Feb 2016	Feb 2016	Feb 2015	Dec 2015	Feb 2016	Dec 2015	Feb 2016	Feb 2016
San Francisco-Oakland-San Jose.....	254.910	260.289	262.600	3.2	3.0	0.9	249.809	255.492	257.141	3.2	2.9	0.6
(1967=100).....	783.663	800.202	807.306	-	-	-	760.691	777.996	783.017	-	-	-
Seattle-Tacoma-Bremerton.....	245.496	250.385	250.942	2.2	2.2	0.2	240.735	246.146	246.464	2.3	2.4	0.1
(1967=100).....	748.368	763.271	764.970	-	-	-	714.020	730.068	731.011	-	-	-

* A = 1,500,000 population and over

** B/C = less than 1,500,000 population

Dash (-) = Not Available.

Release date Mar. 16, 2016. The next monthly releases are scheduled for Apr. 14, 2016. The next bi-monthly releases are scheduled for May 17, 2016.

Please note: Customers can receive hotline information by calling the BLS West Region Information Office: (415) 625-2270.

This card is available on the day of release by electronic distribution. Just go to www.bls.gov/bls/list.htm and sign up for the free on-line delivery service. For questions, please contact us at BLSinfoSF@BLS.GOV or (415) 625-2270.