



● **Board of Directors**  
***Ethics, Organization, and Personnel Committee***

10/10/2023 Board Meeting

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7-5

**Subject**

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Authorize Cost-of-Living Adjustment for the General Auditor; the General Manager has determined that the proposed action is exempt or otherwise not subject to CEQA

**Executive Summary**

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Pursuant to Administrative Code Section 6208(b), Pay rates for Department Heads shall be individually fixed by the Board.

**Details**

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**Background**

Pursuant to Administrative Code Section 6208(b), Pay rates for Department Heads shall be individually fixed by the Board. The General Auditor was in his probationary period when the Board was conducting the annual evaluation of the Department Heads and, therefore, was not included as part of the annual salary discussion and determination. All represented and unrepresented employees received a 3 percent Cost-of-Living Adjustment effective June 25, 2023. This Cost-of-Living Adjustment applies to employees even if they are serving a probationary period when the Cost-of-Living Adjustment takes effect.

**Policy**

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Metropolitan Water District Administrative Code Section 6208: Pay Rate Administration

Metropolitan Water District Administrative Code Section 11104: Delegation of Responsibilities

**California Environmental Quality Act (CEQA)**

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**CEQA determination for Option #1:**

The proposed action is not defined as a project under CEQA because it involves organizational, maintenance, or administrative activities; personnel-related actions; and/or general policy and procedure making that will not result in direct or indirect physical changes in the environment. (Public Resources Code Section 21065; State CEQA Guidelines Section 15378(b)(2) and (5)).

**CEQA determination for Option #2:**

None required

**Board Options**

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**Option #1**

Authorize a 3 percent Cost-of-Living Adjustment for the General Auditor effective June 25, 2023.

**Fiscal Impact:** \$8,403.20

**Business Analysis:** If authorized, the General Auditor will receive a 3 percent Cost-of-Living Adjustment pursuant to Administrative Code Section 6208.

**Option #2**

Do not authorize a 3 percent Cost-of-Living Adjustment for the General Auditor.



**Fiscal Impact:** None

**Business Analysis:** If not approved, the General Auditor will not receive a Cost-of-Living Adjustment.

**Staff Recommendation**

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Option #1

 _____ Katano Kasaine Assistant General Manager/ Chief Financial Officer	10/3/2023 Date
 _____ Adél Hagekhalil General Manager	10/4/2023 Date

Ref # hr12694622