

Agenda Date: June 19, 2008
Agenda Placement: Regular
Estimated Time: 30 Minutes
Continued Item: Yes

Board Agenda Item

TO: Air Pollution Control District Board

FROM: Terry Dressler, Air Pollution Control Officer

CONTACT: Donald Kendig, CPA, Business Manager (961-8854)

SUBJECT: Adoption of the Fiscal Year 2008-09 Budget

RECOMMENDATION:

1. Hold the second of two public hearings to consider and adopt the budget for Fiscal Year 2008-09 and accept a revised Job Class Table (Attachment A).
2. Adopt the:
 - A.) Budget Resolution (Attachment B) approving the Fiscal Year 2008-09 APCD Budget; and
 - B.) Salary Resolution (Attachment C) implementing a 2.5% APCO merit increase as approved by the APCD Board on August 16, 2007 and a 3.0% cost of living adjustment to the unrepresented employee units, unfunding one Air Quality Engineering Supervisor position, and funding one Air Quality Engineer III position.

DISCUSSION:

Attachment A - Revised Job Class Table

On May 15, 2008, your Board held the first of two required public hearings on the APCD's proposed budget for Fiscal Year (FY) 2008-09. The purpose of that hearing was to solicit additional public comment and receive direction from your Board. Prior to that hearing, staff held two public workshops, one at each APCD office location.

The reported April to April CPI of 3.0% came in matching our estimate of 3.0% and there has been no change to the proposed financial schedules presented during the May 15, 2008 hearing.

Attached you will find an updated job class table for a 3.0% COLA for only unrepresented employee units. Represented employee units are still negotiating at this time. In addition, since last meeting, the Engineering and Compliance Division (ECD) is proposing to unfund one Air

Quality Engineering Supervisor position and fund one Air Quality Engineer III position as part of reorganizing workload. There is no proposed change to the budget for this reorganization.

After the proposed budget is adopted, a final *Comprehensive Program Summary and Adopted Budget* document for FY 2008-09 will be prepared, published, and distributed to the Board.

Attachment B – Budget Resolution

The attached budget resolution formalizes the adoption of the Fiscal Year 2008-09 budget.

Attachment C – Salary Resolution

The attached salary resolution amends the original Salary Resolution No. 97-05. This is an incremental process as personnel actions are brought before your Board. This resolution implements a 3.0% cost of living adjustment for unrepresented employee units. Represented employee units are still negotiating at this time. An amended salary resolution will be brought back to the Board once negotiations have concluded. In addition, the salary resolution unfunds one Air Quality Engineering Supervisor position and funds one Air Quality Engineer III position as part of reorganization of the workload in ECD.

ATTACHMENT A

Job Class Table (Effective June 30, 2008)

| Position Number | Classification Title | Adopted FY 2007-08 | Additions / Deletions | Proposed FY 2008-09 | Range Number | Monthly Equivalent Salary Range (A-E) | Representation Unit |
|---|---|-----------------------|--------------------------|------------------------|-----------------|--|------------------------|
| Funded Positions | | | | | | | |
| 157 | ACCOUNTING TECHNICIAN I/II | 2.00 | | 2.00 | 4872/5172 | 2756-3907 | 24 |
| 159 | ACCOUNTING TECHNICIAN III | 0.00 | | 0.00 | 5472 | 3717-4537 | 24 |
| 390 | AIR POLLUTION CONTROL OFFICER | 1.00 | | 1.00 | n/a | 11,573 | 41 |
| 425 | AIR POLLUTION INSPECTOR SUPV. | 1.00 | | 1.00 | 6288 | 5583-6816 | 29 |
| 435/436 | AIR QUALITY ENGINEER I/II | 5.50 | | 5.50 | 5888/6088 | 4574-6169 | 28 |
| 437 | AIR QUALITY ENGINEER III | 3.00 | 1.00 | 4.00 | 6288 | 5583-6816 | 28 |
| 438 | AIR QUALITY ENGINEERING SUPV. | 3.00 | -1.00 | 2.00 | 6588 | 6485-7916 | 29 |
| 444 | AIR QUALITY INFORMATION SPECIALIST | 1.00 | | 1.00 | 5908 | 4619-5639 | 28 |
| 442 | AIR QUALITY SPECIALIST III | 2.00 | | 2.00 | 6138 | 5181-6325 | 28 |
| 1362 | BUSINESS MANAGER | 1.00 | | 1.00 | 6788 | 7165-8747 | 43 |
| 2149 | DATA PROCESS SUPERVISOR | 1.00 | | 1.00 | 6688 | 6816-8321 | 32 |
| 2174 | DEPT. DP SPECIALIST SR. | 1.75 | | 1.75 | 6090 | 5058-6175 | 24 |
| 490 | DIVISION MANAGER | 2.00 | | 2.00 | 6938 | 7721-9426 | 43 |
| 2553 | EDP SYS. & PROG. ANALYST I/II | 1.00 | | 1.00 | 6162/6312 | 5243-6898 | 24 |
| 2555 | EDP SYS. & PROG. ANALYST III | 1.00 | | 1.00 | 6462 | 6090-7434 | 24 |
| 442 | EMISSIONS INVENTORY/PLANNING SPECIALIST III | 2.00 | | 2.00 | 6138 | 5181-6325 | 28 |
| 3421 | EXECUTIVE SECRETARY/BOARD CLERK | 1.00 | | 1.00 | 5908 | 4619-5639 | 32 |
| 5740 | HUMAN RESOURCES OFFICER | 1.00 | | 1.00 | 6328 | 5696-6954 | 43 |
| 417/418 | INSPECTION SPECIALIST I/II | 2.00 | | 2.00 | 5578/5778 | 3918-5285 | 28 |
| 419 | INSPECTION SPECIALIST III | 5.00 | | 5.00 | 5978 | 4784-5840 | 28 |
| 440/441 | MONITORING SPECIALIST I/II | 1.00 | | 1.00 | 5708/5888 | 4181-5583 | 28 |
| 442 | MONITORING SPECIALIST III | 2.00 | | 2.00 | 6138 | 5181-6325 | 28 |
| 1702 | OFFICE TECHNICIAN | 4.00 | | 4.00 | 4976 | 2902-3543 | 23 |
| 155 | PAYROLL TECHNICIAN I/II | 1.00 | | 1.00 | 4798/5098 | 2656-3765 | 24 |
| 439 | PERMIT TECHNICIAN I/II | 1.00 | | 1.00 | 5252/5452 | 3330-4492 | 23 |
| 431 | PLANNING & TECHNOLOGY SUPERVISOR | 1.00 | | 1.00 | 6598 | 6517-7956 | 29 |
| 421 | PRINCIPAL INSPECTION SPECIALIST | 1.00 | | 1.00 | 6238 | 5446-6648 | 28 |
| 445 | PRINCIPAL MONITORING SPECIALIST | 1.00 | | 1.00 | 6238 | 5446-6648 | 28 |
| 443 | PUBLIC INFORMATION AND COMMUNITY PROGRAMS SUPV. | 1.00 | | 1.00 | 6428 | 5987-7309 | 29 |
| 16 | SUPERVISING ACCOUNTANT | 1.00 | | 1.00 | 6276 | 5550-6776 | 32 |
| TOTAL NUMBER OF FUNDED POSITIONS | | 51.25 | 0.00 | 51.25 | | | |
| Position Number | Classification Title | Adopted FY 2007-08 | Additions / Deletions | Proposed FY 2008-09 | Range Number | Monthly Equivalent Salary Range | Representation Unit |
| Unfunded Positions | | | | | | | |
| 438 | AIR QUALITY ENGINEERING SUPERVISOR | 0.00 | 1.00 | 1.00 | 6588 | 6485-7916 | 29 |
| 437 | AIR QUALITY ENGINEER III | 1.00 | -1.00 | 0.00 | 6288 | 5583-6816 | 28 |
| 435/436 | AIR QUALITY ENGINEER I/II | 2.00 | | 2.00 | 5888/6088 | 4574-6169 | 28 |
| 417/418 | INSPECTION SPECIALIST I/II | 1.00 | | 1.00 | 5578/5778 | 3918-5285 | 28 |
| TOTAL NUMBER OF UNFUNDED POSITIONS | | 4.00 | | 4.00 | | | |
| TOTAL NUMBER OF POSITIONS | | 55.25 | 0.00 | 55.25 | | | |

ATTACHMENT B

**Resolution of the Air Pollution Control District Board of Directors of
the County of Santa Barbara, State of California**

In the Matter of Adopting the Budget)
for Fiscal Year 2008-09)

APCD Resolution No. _____

WHEREAS, the Air Pollution Control District of the County of Santa Barbara, State of California (“District”), is obligated by law to adopt a budget as set forth in Section 40130 et. seq. of the Health and Safety Code; and

WHEREAS, on April 11, 2008, said District made copies of the proposed budget available to the general public and gave notice by mail to persons subject to District fees of the availability of said proposed budget; and

WHEREAS, on May 15, 2008, the District Board held a properly noticed hearing to receive testimony from the general public and from officers and employees of the District with regard to the District’s proposed budget; and

WHEREAS, on June 19, 2008, the District Board held a properly noticed hearing on the final budget and during its deliberations the District Board has settled all revisions or deductions from and increases or additions to the proposed budget, which it deems advisable; and

WHEREAS, the public hearing on the final budget has now been closed.

NOW THEREFORE, BE IT RESOLVED that said budget as increased, modified, revised and finally settled by this Board shall be and the same hereby is adopted as the budget for the 2008-09 fiscal year for the District, and that that said budget document consists of the fiscal year 2008-09 Comprehensive Program Summary and Proposed Budget and related designations, budget revisions, the record for the Budget Hearings, and the summaries and decisions of the District Board in making final budget adjustments which are incorporated herein and made a part of this resolution as though set forth in full.

BE IT FURTHER RESOLVED that said budget will be prepared in final form by the Control Officer and the Auditor-Controller in accordance with the requirements, determinations and actions of the District Board and the requirements of the State Controller's Office.

BE IT FURTHER RESOLVED that the Control Officer and Auditor-Controller are authorized to make final budget adjustments that transfer 2007-08 appropriations for fixed assets and other material purchases that have been ordered but not received, by June 30, 2008 to the 2008-09 budget.

BE IT FURTHER RESOLVED that the Control Officer is authorized to approve revisions to the 2008-09 budget that increase appropriations for approved fixed assets because of price changes subsequent to the adoption of the budget in amounts up to ten percent (10%) of the approved budget for the item.

BE IT FURTHER RESOLVED that the Control Officer is authorized to approve revisions to the 2008-09 budget to allow purchase of equipment approved in the budget as "Services and Supplies," which are subject to reclassification as fixed assets due to price changes which occur after the preparation of the budget, causing the item to meet the capitalization threshold of \$5,000 for equipment.

BE IT FURTHER RESOLVED that the Control Officer and Auditor-Controller in compiling the final budget are authorized to make adjustments where the fiscal year 2007-08 actual year-end closing figures for the General Fund differ from the budget estimates and to make any final budget changes required to balance the budget by adjusting the applicable Designation accounts.

BE IT FURTHER RESOLVED that the Control Officer and Auditor-Controller are hereby authorized to make adjustments to the final budget for fiscal year 2008-09 to reflect the transfer of any fiscal year 2007-08 undesignated General Fund balance to the applicable Designation accounts, such that the beginning undesignated General Fund balance for fiscal year 2008-09 will be zero.

BE IT FURTHER RESOLVED that the fees and charges for services listed in the proposed budget and as increased, modified and revised and finally settled are hereby incorporated into the financing of the final budget.

BE IT FURTHER RESOLVED that, as appropriate during the fiscal year, and upon receipt of proper documentation by the Auditor-Controller's office, the Auditor-Controller is authorized to adjust appropriations and revenue estimates.

BE IT FURTHER RESOLVED that the Control Officer is hereby delegated the authority to transfer appropriations between object levels within the District budget units, as provided in Government Code section 29125.

BE IT FURTHER RESOLVED that the Control Officer and Auditor-Controller, in compiling the final budget, are authorized to make ministerial budget changes and to transfer appropriations to or from designated fund balances and contingencies to balance the budget for the various funds governed by the District.

BE IT FURTHER RESOLVED that the Control Officer and Auditor-Controller are authorized to make adjustments to the final budget throughout fiscal year 2008-09 for line item accounts 3381 Unrealized Gain/Loss on Investments and 9797 Designated-Unrealized Gains to properly record changes in the fair value of investments.

BE IT FURTHER RESOLVED that the Control Officer and Auditor-Controller are authorized to make adjustments to the final budget throughout fiscal year 2008-09 for line item account 3380 Interest Income and various designation accounts in order to properly record designation increases in operating funds due to interest income in the underlying agency fund.

BE IT FURTHER RESOLVED that the Control Officer and Auditor-Controller are authorized to make any adjustments to the final budget for fiscal year 2008-09 in order to comply with any Governmental Accounting Standards Board Pronouncements or to conform the budget to Generally Accepted Accounting Principles.

BE IT FURTHER RESOLVED that the Control Officer and Auditor-Controller are authorized to release Operational Activities designation in an amount not to exceed \$125,000, in the case that one or more of the District's project revenue sources is not received at the projected level.

BE IT FURTHER RESOLVED that a copy of said final budget will remain on file with the Clerk of the District Board.

PASSED, APPROVED, AND ADOPTED by the Santa Barbara County Air Pollution Control

District Board, County of Santa Barbara, State of California, this 19th day of June 2008, by the following

vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

ATTEST:

Clerk of the Board

Chair, Santa Barbara County
Air Pollution Control District Board

BY: _____

APPROVED AS TO FORM:

Daniel J. Wallace
County Counsel

APPROVED AS TO
ACCOUNTING FORM
Robert W. Geis, CPA
Auditor-Controller

BY: _____
Deputy County Counsel

BY: _____
Auditor-Controller

ATTACHMENT C

**Resolution of the Air Pollution Control District Board of Directors of
the County of Santa Barbara, State of California**

| | | |
|---|---|---------------------------|
| In The Matter of the Classification and |) | APCD Resolution No. _____ |
| Salary Resolution of the Santa Barbara |) | |
| County Air Pollution Control District |) | |

Recitals

Whereas, Salary Resolution No. 97-05 established a Classification and Salary Plan and authorized position allocations effective June 19, 1997; and

Whereas, this Air Pollution Control District Board finds that there is good cause for amending said Resolution No. 97-05, as amended, in the manner provided in this resolution.

Now, Therefore, It Is Hereby Resolved, as follows:

1. Resolution No. 97-05, adopted on June 19, 1997, and as subsequently amended, is hereby amended by amending Section 9 (Position Allocation) effective on June 30, 2008 as contained in Attachment A – Revised Job Class Table;

2. Resolution No. 97-05, adopted on June 19, 1997, is hereby amended by amending Section 5 (Salary Schedule) on June 30, 2008 as contained in Attachment A – Revised Job Class Table; and

3. Except as amended by this resolution, Resolution No. 97-05, as amended, continues unchanged and in full force and effect.

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Passed and Adopted by the Air Pollution Control District Board of the County of Santa Barbara, State of California, this 19th day of June, 2008, by the following vote:

Ayes:

Noes:

Abstain:

Absent:

ATTEST:

Clerk of the Board

Chair, Santa Barbara County
Air Pollution Control District Board

BY: _____

APPROVED AS TO FORM:
Daniel J. Wallace
County Counsel

APPROVED AS TO
ACCOUNTING FORM
Robert W. Geis, CPA
Auditor-Controller

BY: _____
Deputy County Counsel

BY: _____
Auditor-Controller