

Agenda Date: June 21, 2012
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Continued Item: Yes

Board Agenda Item

TO: Air Pollution Control District Board

FROM: Dave Van Mullem, Air Pollution Control Officer

CONTACT: Bob Van Beveren, Business Manager (961-8863)

SUBJECT: Adoption of the Fiscal Year 2012-13 Budget

RECOMMENDATION:

1. Hold a public hearing to consider and adopt the budget for Fiscal Year 2012-13, as presented in the *Fiscal Year 2012-13 Proposed Budget: June Revised* document (Attachment A).
2. Adopt the
 - A.) Budget Resolution (Attachment B) approving the Fiscal Year 2012-13 APCD Budget;
 - B.) Salary Resolution (Attachment C) reclassifying one Office Technician-Confidential to a Human Resources Technician I/II and reclassifying one Data Process Supervisor to an Information Technologies and Air Monitoring Supervisor;
 - C.) Revised Job Class Specifications (Attachment D) entitled Human Resources Technician I/II and Information Technologies and Air Monitoring Supervisor; and
 - D.) 401(h) Retiree Medical Account Fiscal Year 2012-13 Contribution Resolution (Attachment E) setting forth the contributions for the fiscal year.

DISCUSSION:

We recommend that your Board, as part of holding a public hearing, adopt the Budget resolution (Attachment B), Salary Resolution (Attachment C), Revised Job Class Specifications (Attachment D), and the 401(h) Retiree Medical Account Fiscal Year 2012-13 (Attachment E).

Attachment A - Adopted Budget for Fiscal Year 2012-13

On May 17, 2012, your Board held the first of two required public hearings on the APCD's budget for Fiscal Year (FY) 2012-13. The purpose of that hearing was to solicit additional public comment and receive direction from your Board. Prior to that hearing, staff held a public workshop on April 17, 2012.

Changes to the proposed budget presented in May include:

- use of Operational Activities designation of \$50,000 as a replacement for imposing a 3 day furlough, to create one time savings,
- update of the explanation for a decrease in salaries and benefits under the Administration Division section,
- update of the job class table for a typographical error in the Monthly Equivalent Salary Range of the Air Pollution Control Officer, to \$12,501 based on the contract between the APCO and the APCD, and
- update of all other related expenditure, revenue, and designation charts, graphs, tables, and narrative for the above changes.

The proposed budget, as adjusted since the May hearing, is \$9,158,240. There is no change in total from the original proposal of \$9,158,240. You may adopt this budget as presented in the *Fiscal Year 2012-13 Proposed Budget: June Revised* document, or as modified for any changes you may like to make to it.

Attachment B – Budget Resolution

The attached budget resolution formalizes the adoption of the Fiscal Year 2012-13 budget, incorporating by reference the budget documents presented, hearing proceedings, and decisions by the Board in making any final budget adjustments. It also authorizes the Air Pollution Control Officer and Auditor Controller to make adjustments to the adopted budget during the fiscal year for ministerial items, such as items required by financial reporting pronouncements and administrative efficiencies.

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 recognizes the Job Class Table on page 9 of the *Fiscal Year 2012-13 Proposed Budget: June Revised* document (Attachment A) as superseding all previous modifications to Sections 5 & 9 of the original Salary Resolution No. 97-05. In addition to previous amendments adopted by your Board during fiscal year 2011-12, the Job Class Table reclassifies one (1) *Office Technician-Confidential* to a *Human Resources Technician I/II* and reclassifies one (1) *Data Process Supervisor* to an *Information Technologies and Air Monitoring Supervisor*.

Attachment D – Revised Job Class Specifications

The Human Resources Officer is a single position classification responsible for all Human Resource (HR) related matters affecting the APCD's 48 budgeted positions. Additionally, the position continues to be challenged by the need to comply with an increasing number of Federal and State compliance mandates on an annual basis. As such, as part of the salary resolution, we are proposing a classification change to the *Office Technician-Confidential* position as a programmatic change for FY 12/13 in order to improve services and increase efficiency in responding to requests for HR services. Reclassifying the current position to a *Human Resources Technician I/II* will allow delegation of the more ministerial duties to the position. This will enable a more timely response from the HR Officer to more pressing and immediate HR matters of the management team. The revised job class specification is presented for your adoption.

As part of the salary resolution, one (1) *Data Process Supervisor* will be reclassified to an *Information Technologies and Air Monitoring Supervisor* as part of a reorganization of work assignments and priorities in order to continue to achieve mandated goals. In addition to performing typical Information Technologies duties such as supervision of the day to day computer network operations and database applications, the *Information Technologies and Air Monitoring Supervisor* will also handle the supervision, administration, and oversight of the District's ambient air monitoring program. The revised job class specification is presented for your adoption.

Attachment E – 401(h) Retiree Medical Account Fiscal Year 2012-13 Contribution Resolution

The attached contribution resolution provides for the making of contributions to the District's 401(h) Retiree Medical Account for fiscal year 2012-13 in accordance with Internal Revenue Code and Retirement System staff guidance. As part of the budget adoption process, a resolution, such as this, will be provided for the fiscal year in which we plan on making contributions.