

Agenda Date: June 20, 2013
Agenda Placement: Regular
Estimated Time: 15 Minutes
Continued Item: Yes

Board Agenda Item

TO: Air Pollution Control District Board

FROM: Dave Van Mullem, Air Pollution Control Officer

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

SUBJECT: Adoption of the Fiscal Year 2013-14 Budget

RECOMMENDATION:

1. Hold a public hearing to consider and adopt the budget for Fiscal Year 2013-14, as presented in the *Fiscal Year 2013-14 Proposed Budget: June Revised* document (Attachment A).
2. Adopt the
 - A.) Budget Resolution (Attachment B) approving the Fiscal Year 2013-14 APCD Budget;
 - B.) Salary Resolution (Attachment C) deleting one Principle Inspection Specialist, one EDP System & Program Analyst I/II, and unfunding one Accounting Technician I/II; and
 - C.) 401(h) Retiree Medical Account Fiscal Year 2013-14 Contribution Resolution (Attachment D) setting forth the contributions for the fiscal year.

DISCUSSION:

We recommend that your Board, as part of holding a public hearing, adopt the attached Budget resolution, Salary Resolution, and the 401(h) Retiree Medical Account Fiscal Year 2013-14.

Attachment A - Adopted Budget for Fiscal Year 2013-14

On May 16, 2013, your Board held the first of two required public hearings on the APCD's budget for Fiscal Year (FY) 2013-14. 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 16, 2013.

Changes to the proposed budget presented in May include:

- Update of the job class table to show that the District is proposing to unfund one (1) position (Accounting Technician I/II) and delete two (2) positions (Principle Inspection Specialist and EDP System & Program Analyst I/II).

The proposed budget of \$8,953,402, presented at the May hearing, remains unchanged. You may adopt this budget as presented in the *Fiscal Year 2013-14 Proposed Budget: June Revised* document, or as modified by your Board.

Attachment B – Budget Resolution

The attached budget resolution formalizes the adoption of the Fiscal Year 2013-14 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 8 of the *Fiscal Year 2013-14 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 2012-13, the Job Class Table unfunds one (1) *Accounting Technician I/II*, deletes one (1) *Principle Inspection Specialist*, deletes one (1) *EDP System & Program Analyst I/II* and increases the *Administrative Manager* salary range to range 6950 (\$7,759 - \$9,432). This increase is being recommended following a compensation study conducted in order to establish salary rates that incorporate the new duties assigned to the *Administrative Manager* position (as approved by your Board in January, 2013). The study came in 20% below the mean of similar positions of comparison agencies. However we are limiting our recommendation to a 7.8% increase, which is consistent with other District managers.

Attachment D – 401(h) Retiree Medical Account Fiscal Year 2013-14 Contribution Resolution

The attached contribution resolution provides for the making of contributions to the District's 401(h) Retiree Medical Account for fiscal year 2013-14 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.