

BOARD OF DIRECTORS  
MEETING

Board of Supervisors Chambers  
700 H Street - Suite 1450  
Sacramento, California



**AGENDA**

**Thursday**

**May 25, 2017**

**9:00 AM**

**DIRECTORS**

**Chair**  
Donald Terry

**Vice-Chair**  
Eric Guerra

Larry Carr  
Mark Crews  
Bret Daniels  
Sue Frost

Roger Gaylord  
Steve Hansen  
Jeff Harris  
Patrick Kennedy

Steve Ly  
Don Nottoli  
Susan Peters  
Phil Serna

**CALL TO ORDER/ROLL CALL**

**PLEDGE OF ALLEGIANCE**

**AIR POLLUTION CONTROL OFFICER'S REPORT**

- A. Update on District Employee Statistics
- B. Electric School Bus Event
- C. Electric Car Share Event
- D. Introduction of New District Employees

**CONSENT CALENDAR**

1. Environmental Engineering and Planning Support Contract

Recommendation: Pass a motion authorizing the Executive Director/Air Pollution Control Officer, in consultation with District Counsel, to 1) execute a two-year contract between the Sacramento Metropolitan Air Quality Management District and Ramboll Environ for environmental engineering and planning support services with a total funding amount not to exceed \$400,000 for the two-year contract term, with an option for two separate one-year extensions in an amount not to exceed \$200,000 for each additional year, and 2) make minor revisions to the contract consistent with the District's mission that are within the funding limits of the contract.

2. Appointment of Executive Director/Air Pollution Control Officer

Recommendation: Pass a Resolution 1) appointing an Executive Director/Air Pollution Control Officer 2) authorizing the Chair of the Board to execute the Executive Director/Air Pollution Control Officer Employment Agreement, and 3) approving a one-month extension to Larry Greene's employment agreement, setting a new termination date of August 31, 2017.

3. District Classification Plan

Recommendation: Pass a motion 1) approving the District's Classification Plan dated May 28, 2017, and 2) authorizing the Executive Director / Air Pollution Control Officer to make minor changes or adjustments to the Classification Plan to correct omissions and errors or for needed

clarifications.

4. Agreements with the Sacramento Air District Employees Association

Recommendation: Pass two resolutions as follows:

Pass a Resolution 1) authorizing the Executive Director / Air Pollution Control Officer (APCO) to execute agreements with the Sacramento Air District Employees Association for both the General and Supervisory Units, 2) approving the District Pay Schedule for all employees, represented and unrepresented, and 3) authorizing the Executive Director / APCO to make minor changes or adjustments to the exhibits to the resolution to correct omissions and errors or for needed clarifications.

Pass a Resolution authorizing the District to modify its Employer Paid Member Contribution election for retirement on behalf of eligible employees from 1% to 0%.

5. Unrepresented Employees Personnel Resolution

Recommendation: Pass a resolution establishing terms and conditions of employment for Sacramento Metropolitan Air Quality Management District's unrepresented employees.

6. Cancellation of June 22, 2017 Board of Directors Meeting

Recommendation: Cancel the June 22, 2017 Board of Directors Meeting.

7. January 12, 2017 Board of Directors Special Meeting Minutes

Recommendation: Pass a motion approving the January 12, 2017 Board of Directors Special Meeting Minutes.

8. February 23, 2017 Board of Directors Meeting Minutes

Recommendation: Pass a motion approving the February 23, 2017 Board of Directors Meeting Minutes.

9. April 27, 2017 Board of Directors Meeting Minutes

Recommendation: Pass a motion approving the April 27, 2017 Board of Directors Meeting Minutes.

10. May 10, 2017 Board of Directors Special Meeting Minutes

Recommendation: Pass a motion approving the May 10, 2017 Board of Directors Special Meeting Minutes.

## **PUBLIC HEARINGS**

11. FY 2017/18 Proposed Budget and Fee Schedule

Recommendation: Conduct a public hearing on the FY17/18 Proposed Budget and Proposed Fee Schedule and, upon closing the hearing, adopt a resolution 1) approving the FY17/18 Sacramento Metropolitan Air Quality Management District Budget, and 2) authorizing a Consumer Price Index adjustment of 2.2% for Rule 304 (Plan Fees for Naturally Occurring Asbestos), Rule 205 (Community Bank and Priority Reserve Bank renewal fees for emission reduction credit loans), Rule 306 (State Toxics Emissions Fees), and Rule 350 (Greenhouse Gas Program Fees).

## **PUBLIC COMMENT**

## **BOARD IDEAS AND COMMENTS**

## **ANNOUNCEMENTS**

## ADJOURN

**Agenda Revision:** This agenda may be revised. A final agenda will be posted on the website ([www.airquality.org](http://www.airquality.org)) and at the meeting site 72 hours in advance of the meeting. Materials submitted within 72 hours of the meeting and after distribution of the agenda packets will be made available on the SMAQMD website subject to staff's ability to post the documents prior to the meeting. The order of the agenda items are listed for reference and may be taken in any order deemed appropriate by the Board of Directors. The agenda provides a general description and staff recommendation; however, the Board of Directors may take action other than what is recommended.

**Testimony:** The Board of Directors welcomes and encourages participation in Board meetings. When it appears there are several members of the public wishing to address the Board on a specific item, at the outset of the item the Chair of the Board will announce the maximum amount of time that will be allowed for presentation of the testimony. Matters under the jurisdiction of the Board and not on the posted agenda may be addressed by the general public immediately prior to the close of the meeting. The Board limits testimony on matters not on the agenda to five minutes per person and not more than 15 minutes for a particular subject.

**Meeting Broadcast:** The meeting is videotaped in its entirety and will be cablecast without interruption on Metro Cable 14, the Government Affairs Channel and will be webcast at [www.sacmetrochannel14.com](http://www.sacmetrochannel14.com). This morning's meeting is being cablecast live and will be rebroadcast on May 27, 2017 at noon on Channel 14.

**Closed Captioning:** Metro Cable now provides closed captioning of the SMAQMD Board meetings for the deaf and hard of hearing community. The captioning will be available on both the live and playback broadcasts on the Metro Cable television channel (Channel 14).

**Assisted Listening:** Assisted listening devices are available for use by the public. Please see the Clerk of the Board for further information.

**Board Action:** The Board of Directors may take action on any of the items listed on this agenda.

**Information:** Full staff reports are available for public review on the District's website ([www.airquality.org](http://www.airquality.org)), including all attachments and exhibits, or for public inspection at the District's office at 777 12th Street, Suite 300, Sacramento, CA. Copies of items prepared by staff and distributed for the first time at the meeting will be available at the back of the meeting room or may be obtained from the Board Clerk. Copies of items that were not prepared by staff may be obtained after the meeting from the Clerk. Materials related to an item on this Agenda submitted to SMAQMD after distribution of the agenda packet are available for public inspection in the Clerk of the Board's office during normal business hours. For information regarding this agenda, please contact Clerk of the SMAQMD Board of Directors, at 916-874-4800.

**Title:** Environmental Engineering and Planning Support Contract

**Recommendation:**

Pass a motion authorizing the Executive Director/Air Pollution Control Officer, in consultation with District Counsel, to 1) execute a two-year contract between the Sacramento Metropolitan Air Quality Management District and Ramboll Environ for environmental engineering and planning support services with a total funding amount not to exceed \$400,000 for the two-year contract term, with an option for two separate one-year extensions in an amount not to exceed \$200,000 for each additional year, and 2) make minor revisions to the contract consistent with the District's mission that are within the funding limits of the contract.

**Rationale for Recommendation:**

The current environmental engineering and planning support contract will expire June 30, 2017, and cannot be renewed per District Purchasing Policies. District staff request to have continuous access to an environmental engineering and planning support contractor to assist the Communications, Land Use and Mobile Sources Division (COLUMS) in further development of emission reduction programs.

**Contact:** Karen Huss, Associate Air Quality Planner/Analyst, 916-874-4881

**Presentation:** No

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**Approvals/Acknowledgements**

Executive Director or Designee: Larry Greene, Report Approved 5/18/2017

District Counsel or Designee: Kathrine Pittard, Approved as to Form 5/18/2017

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**Discussion / Justification:**

Health and Safety Code Section 40961 designates the District as the local agency within the boundaries of Sacramento County with the primary responsibility for the development, implementation, monitoring and enforcement of air pollution control strategies, clean fuels programs, and motor vehicle use reduction measures. Health and Safety Code Sections 41062 and 41082 authorize the District to implement programs to reduce transportation emissions, including programs to encourage the use of alternative fuel and low-emission vehicles.

In 1989 the District initiated a mobile source emission reduction program. Since that time, the COLUMS Division has continued to develop and maintain state-of-the-art emission reduction programs. Because District staff does not always possess the necessary expertise, access to an environmental engineering and planning support contractor has enabled the District to obtain the most current data available and to develop innovative strategies in the areas of mobile source technology, land use planning and development, and emissions reductions. It is in the best interest of the District and the health of the residents within its jurisdiction to continue to aggressively pursue mobile source, land use, and greenhouse gas emission reductions with the assistance of a contractor.

The District participated in a formal, competitive request for proposal process to select Ramboll Environ for this contract. Two proposals were received, and Ramboll was ranked highest by the selection committee.

**Financial Considerations:**

The amount of the two-year contract, beginning July 1, 2017, is \$400,000 (\$200,000 for FY 17/18 and \$200,000 for FY 18/19). Funds are included in the FY 17/18 budget and will be allocated in the District's budget for FY 18/19.

Each one-year extension beyond the initial two-year term will include an additional \$200,000 in funding. Expenditures against the contract will require that sufficient funds are available in the District budget for the applicable fiscal year.

**Environmental Review:**

This contract for environmental engineering and planning support services is not considered a project under the California Environmental Quality Act (CA Code of Regulations, Title 14, Division 6, Chapter 3, Section 15378).

**Meeting Date:** 5/25/2017  
**Report Type:** CONSENT CALENDAR  
**Report ID:** 2017-0525-2.



2.

**Title:** Appointment of Executive Director/Air Pollution Control Officer

**Recommendation:**

Pass a Resolution 1) appointing an Executive Director/Air Pollution Control Officer 2) authorizing the Chair of the Board to execute the Executive Director/Air Pollution Control Officer Employment Agreement, and 3) approving a one-month extension to Larry Greene's employment agreement, setting a new termination date of August 31, 2017.

**Rationale for Recommendation:**

Last year, Executive Director / Air Pollution Control Officer (APCO) Larry Greene informed the Board that he would be retiring from the District and not seeking renewal of his employment agreement which ends on July 31, 2017. A national search was conducted and a final candidate has been selected to succeed Mr. Greene. Section 40750 of the California Health & Safety Code states that the District Board shall appoint an APCO for the District. Therefore, staff recommends the Board appoint and execute the employment agreement with the selected candidate.

As there is a desire to provide a brief overlap of Mr. Greene with his successor, it is also recommended that the Board approve a one-month extension to Mr. Greene's employment agreement setting a new termination date of August 31, 2017.

**Contact:** Jamille Moens, Administrative Services Division Manager, 916-874-4820

**Presentation:** No

**ATTACHMENTS:**

APCO Appointment Resolution  
APCO Employment Agreement - Exhibit A

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**Approvals/Acknowledgements**

Executive Director or Designee: Larry Greene, Report Approved 5/18/2017

District Counsel or Designee: Kathrine Pittard, Approved as to Form 5/18/2017

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**Discussion / Justification:**

Last year, Executive Director / Air Pollution Control Officer (APCO) Larry Greene informed the Board of his intention to retire on or around July 31, 2017. Given Mr. Greene's impending retirement, an ad-hoc Executive Search committee of the Board of Directors was established at the September 22, 2016 Board meeting with authority to select an executive recruitment firm to oversee the recruitment; interview the initial applicants recommended by the recruitment firm; forward a short list of candidates to the Board for final interviews by the Board; and negotiate a contract with the successful candidate.

Ralph Andersen and Associates was selected as the executive recruiting firm and, working closely with the Executive Search committee of the Board, facilitated the recruitment of the APCO position. At a Special Meeting of the Board on May 9, 2017 during Closed Session, the Board directed Ralph Andersen & Associates

to work with the Chair of the Executive Search Committee to conduct final negotiations for the APCO position in accordance with the guidance provided by the Board. As a result of successful negotiations, a candidate for appointment has been selected and an employment agreement has been developed specifying the terms and conditions of employment. In accordance with Section 40750 of the California Health & Safety, the Board is required to appoint the APCO for the District.

It is also desired that there be a brief overlap of Mr. Greene and his successor. The term of Mr. Greene's current agreement ends July 31, 2017, unless extended by mutual consent of the parties. Mr. Greene has agreed to postpone his retirement and extend his agreement by one month, with a new termination date of August 31, 2017.

**Financial Considerations:** The Executive Director / Air Pollution Control Officer (APCO) position is an existing budgeted full-time equivalent position and funding for the position is included in the FY17/18 budget.

## **RESOLUTION NO. 2017 – XXXX**

Adopted by the Sacramento Metropolitan Air Quality Management District  
Board of Directors

### **APPOINTMENT OF EXECUTIVE DIRECTOR / AIR POLLUTION CONTROL OFFICER**

#### **BACKGROUND:**

- A. Larry Greene, Executive Director / Air Pollution Control (APCO) for the Sacramento Metropolitan Air Quality Management District, is retiring and the Board desires to appoint a new Executive Director / APCO.
- B. California Health & Safety Code Section 40750 states that the District Board shall appoint an Air Pollution Control Officer for the District.
- C. Ralph Andersen and Associates was selected as the Executive Recruiter and conducted a national search for the Executive Director / APCO position for the District.
- D. The Board of Directors desires to appoint the Executive Director / APCO effective July 17, 2017 through June 30, 2020.
- E. The Board of Directors and the Executive Director / Air Pollution Control (APCO) wish to memorialize certain benefits, terms and conditions of employment in a written Agreement.
- F. There is a desire to extend Mr. Greene's employment agreement for one-month to provide a brief overlap of Mr. Greene with his successor.

#### **BASED ON THE FACTS SET FORTH IN THE BACKGROUND, THE BOARD OF DIRECTORS RESOLVES AS FOLLOWS:**

- Section 1. Appoints \_\_\_\_\_ as the Executive Director / Air Pollution Control Officer.
- Section 2. The Employment Agreement with the Executive Director / Air Pollution Control Officer attached to this Resolution as Exhibit A is hereby approved and authorizes the Chair of the Board of Directors to execute this Agreement.
- Section 3. Approves a one-month extension to Larry Greene's employment agreement, setting a new termination date of August 31, 2017.
- Section 4. Exhibit A is attached to and incorporated into this Resolution.

#### **TABLE OF CONTENTS:**

Exhibit A – Executive Director / Air Pollution Control Officer Employment Agreement



ON A MOTION by Director \_\_\_\_\_, seconded by Director \_\_\_\_\_,  
the foregoing resolution was passed and adopted by the Board of Directors of the Sacramento  
Metropolitan Air Quality Management District on May 25, 2017, by the following vote:

Ayes:

Noes:

Abstain:

Absent:

ATTEST:

Clerk, Board of Directors  
Sacramento Metropolitan Air Quality Management District

**SACRAMENTO METROPOLITAN AIR QUALITY MANAGEMENT DISTRICT  
EMPLOYMENT AGREEMENT FOR THE  
EXECUTIVE DIRECTOR / AIR POLLUTION CONTROL OFFICER**

This Agreement (Agreement) is by and between the Sacramento Metropolitan Air Quality District (District) and \_\_\_\_\_ (Employee).

**1.0 Recitals**

- 1.1. The District was created under Health and Safety Code section 40950 et seq.
- 1.2. Section 40750 of the Health and Safety Code requires the District to appoint an Executive Director / Air Pollution Control Officer (APCO). The Executive Director / APCO reports directly to the District Board of Directors (Board), and is responsible for planning, organizing, coordinating, directing, and evaluating the activities of the District.
- 1.3. The Board has determined Employee is trained, experienced and competent to perform the duties of Executive Director / APCO.
- 1.4. The Board and Employee desire to enter into this Agreement to establish the terms and conditions of the appointment and employment of Employee as Executive Director / APCO, the duties and services required of Employee, and the authority delegated to Employee by the Board for the performance of the duties of the Executive Director / APCO.

**2.0 Terms and Conditions**

- 2.1. Appointment and Employment – The Board appoints and employs Employee as the District Executive Director / APCO.
- 2.2. Term of Agreement – The term of this agreement will commence on July 17, 2017 and terminate June 30, 2020, unless extended by mutual consent of the parties. At the end of this period, the contract will convert to a month-to-month agreement until a new contract is executed.
- 2.3. Duties – Employee must plan, develop, organize and direct programs of the District and perform related work as required, consistent with the District's budget, and may delegate the performance of specific duties to district staff. The Employee is also responsible for the enforcement of all air quality laws and regulations in the District including the collection of fines and approval of enforcement-related settlements. The Employee's general duties include those assigned, delegated, or permitted under federal, state, and local law, rule, statute, regulation, or ordinance. These include, but are not limited to, the oversight and supervision of:
  - i. Communications between the District and the Federal Environmental Protection Agency and the California Air Resources Board relating to the implementation of the District's air pollution control activities required or authorized pursuant to Federal or State law, rule, statute, or delegation.

- ii. Personnel matters, including the hiring, promotion, disciplining and termination of District staff, consistent with Board adopted personnel policies and procedures and related labor agreements.
- iii. Labor negotiations and related activities concerning Board-recognized employee unions.
- iv. Contracts and related issues under the Board-approved purchasing policies.
- v. Any other duties and responsibilities as may be assigned or delegated by the Board.

## 2.4. Tenure and Termination

2.4.1. Prior to holding a closed session to determine whether to terminate this agreement, the Board must give the Employee at least 24-hours written notice that the Employee may demand that the meeting be conducted in an open session.

2.4.2. After giving the notice required under paragraph 2.4.1, the Board may terminate this Agreement at any time for neglect of duty, malfeasance or misconduct in office or other good cause. The Board may act on its own initiative, or in response to a written accusation filed with the Board.

2.4.2.1. If the Board receives a written accusation against the Employee that requests termination, and the Board intends to consider termination or other disciplinary action, the Board must personally serve the accusation on the Employee, and give the Employee not less than ten business days to file a written answer to the accusation.

2.4.2.2. If the Board determines by an eight-fourteenths vote to terminate the Employee, it must notify the Employee of this determination in writing.

2.4.3. The Board may terminate this Agreement for any other reason by an eight-fourteenths (8/14<sup>th</sup>) vote of the Board. If the Board terminates Employee under this section, it will pay Employee a lump sum cash payment equal to accrued vacation balances. Consistent with Government Code § 53260, the Board will also pay one month salary for each month remaining on the contract, up to six months.

2.4.4. The Agreement may be terminated by Employee at any time upon the provision of not less than thirty (30) calendar days' advance written notice to the Chairperson of the Board. If Employee terminates under this section, Employee agrees to continue to render his services to the effective date of the termination and will be paid regular compensation as set forth in this Agreement.

## 2.5. Performance Evaluation

2.5.1. The Board will use its best efforts to conduct a Performance Evaluation on Employee at least once annually in advance of the adoption of the annual operating budget.

2.5.2. As part of the Performance Evaluation, the Board and the Employee will create written goals and performance objectives for the Employee, and will establish a

relative priority and time line for achieving the various goals and objectives. Only goals and objectives that are adequately funded in the Board's annual budget should be included.

2.6. Compensation and Fringe Benefits – For the services performed pursuant to this Agreement, Employee will receive the following compensation and fringe benefits:

2.6.1. Salary: Effective July 17, 2017, the Employee will receive a minimum annual salary of \$200,500. The Board may grant salary increases at their discretion. The Board may use performance, the District's financial condition or any other relevant criteria to establish future salary increases for the Employee.

2.6.2. Vacation: Vacation leave is accrued at a rate of 14 days per year of this Agreement. Employee may accumulate up to 400 hours of vacation time in total, and may cash-out 80 hours of vacation leave per fiscal year.

2.6.3. Sick Leave: Sick leave is accrued at the rate of 15 days per year, which will have unlimited accumulation and be convertible to PERS retirement service credits. Employee may cash-out one-half of accrued sick leave upon retirement.

2.6.4. Administrative Leave: Employee will receive 10 days of administrative leave annually, which may be used for any purpose desired by the employee and may be taken at any time during the fiscal year. Employee will be credited with the full administrative leave the first day of the first full pay period in the fiscal year. Upon employment with the District, Employee will be credited with a pro-rated amount of administrative leave for each full pay period remaining in the fiscal year. Administrative leave not taken by the end of the fiscal year may not be rolled forward into the subsequent year. Administrative leave has no monetary value, therefore, any unused hours will be canceled upon termination.

2.6.5. Holidays: Employee is entitled to the same paid holidays as all other District employees.

2.6.6. Auto Allowance: At Employee's option, District will make a District vehicle available to Employee or pay Employee an auto allowance of \$400 per month. He may use the allowance for the purchase, lease, operation and maintenance of a vehicle for his use in conducting District business. If Employee purchases a vehicle, he will be responsible for paying liability, property damage, and comprehensive insurance coverage for the vehicle and will further be responsible for all expenses attendant to the purchase, operation, maintenance, repair, and regular replacement of the vehicle. Notwithstanding the foregoing, Employee will be entitled to the same mileage reimbursement for out-of-county travel that District Management employees receive.

2.6.7. Commute Allowance: The District encourages alternative commute methods to reduce emissions. As such, District will pay Employee an allowance equal to one-twentieth (1/20<sup>th</sup>) of the current cost of a monthly RT pass for each day Employee walks, or uses a carpool, vanpool, bicycle, electric vehicle, daily transit, or other zero-emission means of transportation as the principal method of commuting to work, not to exceed the cost of a monthly RT pass each month.

- 2.6.8. Expense Allowance: The District will reimburse Employee for District expenses after submission of receipts substantiating the expense. Business expenses include costs incurred in the furtherance of the District's mission and the Executive Officer's responsibilities in administering the district business.
- 2.6.9. Insurance: The District will provide \$50,000 in Life Insurance for Employee, and Long Term Disability Insurance of 50% of Employee's base pay up to \$2,000 per month.
- 2.6.10. Deferred Compensation: District will contribute an employer match up to \$30.00 per pay period for Employee in the District's deferred compensation program.
- 2.6.11. Health Benefit Allowance: District will contribute \$150 per month plus the legislated minimum employer health premium to Employee during his active employment, and upon retirement from the District as an annuitant, as prescribed by Government Code Section 22892 of the Public Employees Medical and Hospital Care Act (PEMHCA).
- 2.6.12. Cafeteria Plan Allowance: The Employee will receive a monthly cafeteria plan allowance up to 80% of the Kaiser Family Premium for Employee's respective CalPERS region, less the health benefit allowance above. Employee may only use the cafeteria plan allowance to purchase the plan benefits listed below. Employee is not eligible for cash back payments for any unused portion of the allowance. The premiums, or portions thereof, are paid directly by the District where indicated. Premiums not paid directly by the District may be covered with the cafeteria plan allowance. Remaining "out of pocket" premiums are paid by Employee through payroll deductions using pre-tax income, except additional Life and additional Long Term Disability, which are paid with post-tax income.
- i. Health – Optional, may be purchased by Employee. Proof of continuing equivalent coverage is required if this benefit is not selected.
  - ii. Dental – Participation in the District sponsored dental plan is mandatory at the employee-only level. Family coverage is optional. The District will pay 100% of the cost for all dental coverage for Employee and family.
  - iii. Vision – Optional, may be purchased by Employee.
  - iv. AFLAC Insurance – Optional, may be purchased by Employee (specifically cancer, intensive care and specified health event).
  - v. Life Insurance – Employee may, if eligibility requirements are met, purchase additional life insurance for themselves or their dependents above the District provided \$50,000 insurance benefit for Employee.
  - vi. Long Term Disability (LTD) Insurance – Employee may purchase additional long term disability coverage above the LTD benefits provided to Employee.
- 2.6.13. Retirement: The District provides "2% at 55" retirement benefits for "classic" employees through the California Public Employee Retirement System (CalPERS). Employee is a classic employee. The District agrees to pay the employer's share of CalPERS retirement costs. Employee must pay the 7% employee contribution to CalPERS.

2.6.14. Employee Assistance Program: The Employee will have access to the District's Employee Assistance Program.

2.6.15. Flexible Spending Accounts: The District offers a flexible spending account (FSA) program that allows Employee to set aside pre-tax income to cover out of pocket health and child care expenses. The annual Employee contribution limits for health and child care flexible spending accounts are \$2,550 and \$5,000 respectively. Employee may enroll in either or both plans.

2.6.16. Dues and Subscriptions: District will pay professional dues and subscriptions that are necessary for continuation and full participation in national, regional State and local associations and organizations necessary and desirable for continuous professional growth, participation and knowledge enhancement. The monetary limit on these costs will be set forth in the annual budget as adopted by the Board.

2.7. Work Product – Employee agrees that all files, notes, documents, data, correspondence, drawings, reports and other materials prepared by or furnished to Employee in connection with the work as Employee are the sole and exclusive property of the District.

2.8. Compliance with Laws – Employee agrees to comply with all applicable federal, State and local laws, rules and regulations and ordinances.

2.9. Sole Agreement – This Agreement contains the entire agreement of the parties relating to the rights herein granted and the obligations herein assumed. Any oral representations or modifications concerning this Agreement will be of no force or effect unless put in writing and executed by the parties to this Agreement.

IN WITNESS WHEREOF, Agreement is executed by the signatures of the parties hereto.

\_\_\_\_\_, Employee

\_\_\_\_\_  
Date

\_\_\_\_\_  
Donald Terry, Chair of the Board

\_\_\_\_\_  
Date

Approved as to Form:

\_\_\_\_\_  
Kathrine Pittard, District Counsel

\_\_\_\_\_  
Date

**Meeting Date:** 5/25/2017  
**Report Type:** CONSENT CALENDAR  
**Report ID:** 2017-0525-3.



3.

**Title:** District Classification Plan

**Recommendation:**

Pass a motion 1) approving the District's Classification Plan dated May 28, 2017, and 2) authorizing the Executive Director / Air Pollution Control Officer to make minor changes or adjustments to the Classification Plan to correct omissions and errors or for needed clarifications.

**Rationale for Recommendation:**

The District has a Board approved Classification Plan (Plan). The Plan consists of a series of class specifications that describe proposed or authorized positions within the District. The Executive Director / Air Pollution Control Officer may make revisions as necessary, and all revisions require Board approval.

The District recently completed a Classification and Compensation Study consistent with the District's strategic goal of recruiting, developing and retaining excellent staff. As a result of the Study, a handful of classifications and pay ranges are recommended to be updated to ensure 1) the District remains competitive in the marketplace, and 2) the classifications reflect the duties and responsibilities of the position. The Study was provided to the Sacramento Air District Employee Association (SADEA) for review and comment. An iterative discussion process between Management and SADEA followed leading to a consensus to update the District's Classification Plan (Attachment 1) and to present the Plan to the Board for approval.

**Contact:** Jamille Moens, Administrative Services Division Manager, 916-874-4820

**Presentation:** Yes

**ATTACHMENTS:**

District Classification Plan - Attachment 1  
Classification & Compensation Study - Attachment 2  
Memorandum on Salary Range Adjustment Methodology - Attachment 3

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**Approvals/Acknowledgements**

Executive Director or Designee: Larry Greene, Report Approved 5/18/2017

District Counsel or Designee: Kathrine Pittard, Approved as to Form 5/18/2017

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**Discussion / Justification:**

The District periodically conducts classification and compensation studies to evaluate District classifications and salary ranges relative to like positions of comparable surveyed agencies to ensure the District remains competitive in the labor market and that classifications accurately reflect the duties and responsibilities of the position. Ralph Andersen and Associates (Consultant) was selected through a competitive bid process to conduct the Classification and Compensation Study. The key elements of the study were the following:

- Review selected positions to determine the appropriate job title and/or classification to reflect the current duties and responsibilities of the position;
- Conduct a market survey, analyzing base salary data from comparable agencies;

- Present salary recommendations based on the market survey and internal relationship analysis;
- Evaluate the District's designation of certain unrepresented confidential employees; and
- Evaluate the District's Fair Labor Standards Act (FLSA) designation (exempt/non-exempt) for District positions.

The Classification and Compensation Study completed by the Consultant is attached (Attachment 2). The Study was provided to the Sacramento Air District Employee Association (SADEA), the exclusive bargaining unit for the District's represented employees, for review and comment. Management and SADEA engaged in iterative and productive discussions resulting in several recommendations for Board approval. The classification and compensation recommendations will be effective the first day of the pay period following Board approval (District HR Policy Section 3.01 "Classification Studies"). A summary of the recommendations is below.

#### FLSA Exempt and Non-Exempt

It is recommended that the FLSA status applied to the District classifications/positions be consistent with the District's over-time pay practices. Consequently, positions that receive over-time currently are proposed to be classified as non-exempt, regardless of whether they otherwise qualify for the exempt status. Here is a summary of the specific recommendation:

- The management classifications of APCO, District Counsel and Division Manager continue to be designated Exempt;
- Current classifications designated as Non-Exempt continue to be designated as Non-Exempt;
- All other non-management classifications/positions currently designated as Exempt are to be designated Non-Exempt; and
- One classification, Accountant I/II, is currently designated as Non-Exempt but meets the FLSA criteria to be Exempt. This classification is to be designated Non-Exempt consistent with the other Exempt classifications.

#### Classification Analysis

The classification analysis is recommending the following changes:

- Human Resources Assistant I/II be reclassified as Human Resources Technician I/II. The job description and salary ranges have been revised to reflect the reclassification;
- Program Coordinator class be retitled to Program Supervisor, and the Program Supervisor class be retitled to Program Manager. There are no changes to the job descriptions or salary ranges as a result of this action;
- Administrative Assistant I/II be retitled to Administrative Specialist I/II. There are no changes to the job descriptions or salary ranges as a result of this action;
- New classification of Assistant to the APCO be created;
- Classification of Executive Assistant / Clerk of the Board be eliminated; and
- The position of Clerical Services Supervisor be changed to Administrative Supervisor/Clerk of the Board.

Maximum ranges for the new classifications have been recommended as follows:

- Human Resources Technician II, Max range \$ 5,731;
- Human Resources Technician I, Max range \$ 4,983 (no employees currently in class);
- Administrative Supervisor/Clerk of the Board, Max range: \$ 8,563; and
- Assistant to the APCO, Max range: \$ 9,079 (no employees currently in class).

Implementation: Per District policy, upon reclassification to a higher class (maximum salary at least 5% higher than the maximum of the current class), the employee will be placed at the step within the new range that provides an approximate 5% increase in pay or the lowest step in the range whichever is higher. The employee will be assigned a new salary anniversary date commensurate with the reclassification.

#### Salary Survey and Adjustments

An evaluation of the survey data, using the market median, is recommending that existing classification ranges



be adjusted as follows:

- Air Quality Instrument Specialist II increased 2.6%
- Air Quality Instrument Specialist I increased 0.1% (no employees currently in class)
- Legal Assistant I increased 4.6% (no employees currently in class)
- Financial Analyst increased 7.0%
- Senior Accountant increased 7.0%
- Fiscal Assistant II increased 6.9%
- Fiscal Assistant I increased 6.8% (no employees currently in class)
- Information Systems Analyst (Associate) increased 12.4%
- Information Systems Analyst (Assistant) increased 15.2% (no employees currently in class)

While market means have historically been used in past salary surveys at the District, the Consultant recommended using the market median given the sample sizes in this survey, stating that the median is the more stable statistical measure. It was agreed that the market median would be used for this survey and that the policy issue of using the market median or mean would be discussed prior to the next salary survey.

Implementation: The objective is to make sure each employee affected by a reclassification or salary study is placed within the adjusted range. The Study recommended method for implementing the salary range changes is the “nearest dollar” placement. An alternative method that is acceptable and has been a past practice at the District is the Step-to-Step method. For further explanation, the Consultant has provided the attached Memorandum on Salary Range Adjustment Methodology (Attachment 3).

#### Salary Range Assignments

For the District’s management and supervisory classifications, the District uses open pay ranges referred to as “L” ranges. This range structure provides variable range progression increases based on employee performance. A review of the District’s job classifications identified two classes that are recommended to use open pay ranges consistent with their supervisory responsibilities and other duties: Human Resources Officer and the new class of Administrative Supervisor/Clerk of the Board.

#### Confidential Bargaining Unit

It was initially recommended that certain District classifications be redesignated from the confidential bargaining unit to non-confidential bargaining units. The District sought clarification from its labor counsel and subsequently, the District withdrew its request.

The new Assistant to the APCO classification will be represented in the General Unit and the Administrative Supervisor/Clerk of the Board will be designated as confidential. This is a neutral impact to the number of positions represented by SADEA.

#### Future Studies

Management has agreed to conduct another classification and compensation study in FY2019/20 for incorporation into the FY2020/21 budget development process. In preparation for the study, Management and SADEA have agreed to discuss the following methodologies and their potential application:

- Using median versus mean to identify market deviations;
- Using Nearest Dollar versus Step-to-Step for implementing pay range adjustments;
- Internal leadership pay structure; and
- Designation of comparable agencies and classifications for use in establishing applicable market data.

**Financial Considerations:** The total annual cost to implement the recommended changes resulting from the classification analysis and salary survey is approximately \$122,000.

# Classification Plan



May 28, 2017



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## INTRODUCTION

Classification is a process by which jobs of a common nature with similar duties and responsibilities are grouped together for the purposes of assignment to an appropriate pay range. A class specification contains a formalized summary of the duties and responsibilities of a position in the class followed by examples of work performed and an enumeration of the desirable education and experience requirements. The District's Classification Plan includes a detailed job description (class specification) for each classification including job title, purpose, typical duties, minimum qualifications (MQs) and working conditions.

The Classification Plan serves as a basis for organized and equitable salary administration. It provides information to management and to job applicants as to minimum qualifications for each class and helps management determine what should be included in selection processes. The plan also enables current employees to identify jobs and career ladders available to them and provides a basis for analyzing training needs, developing training programs, and fostering career development within the District.

Also included in each job description are the Fair Labor Standards Act status (Exempt/Non-Exempt) and designated bargaining unit. The Sacramento Air District Employees Association is recognized as the exclusive representative for regular full-time and regular part-time employees of the District in the General and Supervisory Units. Unrepresented employees are all those not represented in the General and Supervisory Unit; with the exception of student interns, volunteers, emergency and other non-regular appointments, Unrepresented employees are in the Management or Confidential Units.

The District's pay policies are based on the Classification Plan. Positions substantially similar with respect to duties, responsibilities and MQs are included in the same class, and the same pay ranges apply to all positions in the same classification. The pay ranges in this Classification Plan reflect the recommended salaries based on the salary study conducted in the Spring of 2017 and will be effective the first day of the pay period following Board approval. These salaries are subject to changes in accordance with Board approved labor agreements, unrepresented personnel resolutions, and/or any other Board approved pay adjustments. Pay schedules are maintained and updated to reflect current approved ranges and adopted by the Board annually or more frequently if required.

Several positions are also indicated as Flex positions. Positions in these classes are flexibly staffed and are normally filled by advancement from the lower class, or when filled from the outside, require prior experience related to the class. There does not need to be a vacancy to advance to the higher level; positions are budgeted as flexible positions, meaning they can be occupied by a I or II. It is generally expected that employees in level I will advance to level II within approximately two years.

Here is an example using Administrative Specialist I-II: Appointment to the higher class of Administrative Specialist II requires that the employee be performing the full range of duties for the class and meet the qualification standards for the higher class. An Administrative Specialist II works under general supervision and, within a framework of established procedures, is expected to perform a variety of administrative duties with only occasional instruction or assistance. For the Administrative Specialist I, immediate supervision is generally provided by professional administrative staff.



## **Administrative/Legal Analyst**

**Monthly range: \$6,789.76 - \$8,253.00**

**Division:** Administration

**FLSA Status:** Non-Exempt

**Flex:** No

**Bargaining Unit:** Represented General

**Class Code:** 5003

### **Purpose**

Under general performs legal and administrative research, analysis and review; reports findings and makes recommendations to District Counsel, Administrative Services and/or District Management; supports District Counsel in case preparation; supports District Counsel and Administration in updating, developing and implementing District policies and procedures; and performs other related duties as required.

### **Typical Duties**

Employees of this class may be required to perform varying combinations of the duties listed depending upon the needs of the district at the time, and assigned duties may change as the needs of the District change. Balance of workload between legal and administration may fluctuate depending on the needs of the District.

1. Research and analyze statutes, ordinances, court decisions, legal documents and articles for use by District Counsel in preparing legal documents such as briefs, pleadings, contracts, grants and opinions.
2. Analyze and summarize pending legislation and current court decisions that may have an impact on or be applicable to District operations.
3. Investigate and prepare preliminary reports regarding claims by and against the District and make recommendations to District Counsel on action to be taken.
4. Gather and compile data and perform basic legal research to assist District Counsel in determining appropriate legal action.
5. Review and analyze District administrative policies, practices and procedures; make policy and procedural recommendations in the areas of finance, budgeting, contracts, grants, procurement and records management among others; aid in the modification of existing or development of new policies and procedures; develop project plans and complete special projects as assigned,
6. Assist District Counsel in research and drafting of motions, memoranda of points and authorities, interrogatories and answers, complaints and answers, cross-claims, affidavits and declarations.
7. Review and prepare draft rules, regulations, contracts, grants legal documents, reports and forms for legal and administrative sufficiency, accuracy, and completeness and recommend modifications as necessary.
8. Develop spreadsheets and databases as necessary for use in analytical review
9. Prepare case files for trial including summarizing witness testimony from source documents; organize documentary exhibits for introduction into evidence.
10. Track fine payment schedules and follow-up on delinquent payments.



**Minimum Qualifications****Education and Experience**

Completion of a Bachelor's degree from an accredited college or university with major coursework in law, business or public administration, accounting or a closely related field and two to three years of experience performing administrative, legal or accounting research and analysis and/or working with the court system; or any combination of training and/or experience that provides the desired knowledge and abilities. Experience within or for a public agency or environmental law a plus.

**Knowledge of:**

Research techniques, methods and procedures both legal and administrative; types and functions of legal pleadings associated with governmental process and lawsuits; principles and practices of public administration, municipal finance, budgeting and accounting; policy and procedure development; report writing; legal, governmental, accounting and business terminology.

**Ability to:**

Analyze and interpret statutes, court decisions, legal documents, administrative policies and procedures and similar material; analyze complex legal, accounting or administrative problems and make sound policy and procedural recommendations, present ideas effectively orally and in writing;; work independently; plan and organize own work; establish and maintain effective working relationships with staff and the public.

**Special Requirements**

None

**Physical Demands**

This is essentially a desk job. Physical demands include occasional lifting up to 25 lbs., some bending, stooping and squatting.

**Working Conditions**

Generally clean work environment with limited exposure to conditions such as dust, fumes, odors, or noise. Computer monitor used on a daily basis. Travel in the local area may be required.

## Administrative Specialist I-II

**Specialist I Monthly range: \$5,274.49 - \$6,411.18**

**Specialist II Monthly range: \$5,713.98- \$6,945.38**

**FLSA Status:** Non-Exempt

**Flex:** Yes

**Bargaining Unit:** Represented General

**Class Code:** Specialist I – 5004; Specialist II - 5005

### **Purpose**

Under general supervision, provides administrative and technical support to staff; provides assistance in office management duties and special projects; and performs other related duties as required.

### **Distinguishing Characteristics**

Positions in this class are flexibly staffed and are normally filled by advancement from the lower grade of Administrative Specialist I, or when filled from the outside, require prior administrative specialist experience.

### **Typical Duties**

*The duties listed below are examples of the work typically performed by employees in this class. An employee may not be assigned all duties listed and may be assigned duties which are not listed below.*

1. Develops requests for proposals and qualifications; meets with staff to determine needs and parameter of contract; develops and drafts contract language specific to cost-share demonstration, personnel services and incentive programs; identifies specific classes to be included and necessary insurance requirements; drafts resolutions and assists in preparation of Board letters.
2. Administers approved contracts; ensures compliance with condition of contracts; reviews and authorizes invoices for payment; tracks expenditures and incentive participants.
3. Acts as District fleet administrator; coordinates maintenance and repair of pool vehicles; works with state agencies and vendors regarding fleet administration; ensures vehicle policies are followed including maintenance of travel logs.
4. Coordinates building maintenance; acts as liaison with County or other agencies regarding risk management; coordinates activities regarding insurance coverage for the District.
5. Performs special administrative studies that involve collection and analysis of data; creates procedures and databases to track District activities; assists in developing and implementing office procedures and work methods; assists with the preparation for board meetings; special workshops, and District-wide meetings.

### **Minimum Qualifications**

#### Education and Experience:

Four years of increasing responsible specialized clerical experience preferably in a technical environment or any combination of training and/or experience that provides the desired knowledge and abilities. College level course work in business or related field may substitute for a maximum of two years' experience.

Knowledge of:

Contract writing procedures; regulations and practices governing public contract law; liability and disclosure requirements; basis state regulations pertaining to District operations and funding; record keeping methods; office administration procedures; basic research methods and procedures; District policies, rules and procedures; English grammar, spelling and punctuation

Ability to:

Work independently; plan and organize work; analyze administrative and office management problems and recommend solutions; write and prepare contracts and reports; interpret and apply District rules and regulations; establish and maintain working relationships with staff, contractors, vendors and the public; use computer software applications.

Physical Demands:

This is essentially a desk job. Physical demands include occasional lifting up to 10 lbs., some bending, stooping and squatting.

**Working Conditions**

Generally clean work environment with limited exposure to conditions such as dust, fumes, odors, or noise. Computer monitor used on a daily basis.

## **Administrative Supervisor/Clerk of the Board**

**Monthly range: \$6,401.00 - \$8,563.00**

**FLSA Status:** Non-Exempt

**Flex:** No

**Bargaining Unit:** Confidential

**Class Code:** 4001

### **Purpose**

Under general direction, supervises, oversees and manages the activities and personnel of the Clerical Services section within the Administrative Services division; performs highly responsible administrative duties as the clerk of the Board of Directors; performs complex and confidential administrative duties involving the management of the District's records; and performs other related duties as required.

### **Typical Duties**

*The duties listed below are examples of the work typically performed by the employee of this class. Not all assigned duties may be listed.*

1. Assigns, reviews, evaluates, oversees, and participates in the work of the clerical support staff in support of the operating divisions; trains employees in District administrative operations and procedures, and provides professional and technical guidance; participates in the selection and discipline of employees; writes or directs writing of segments of the office procedural manuals, as well as a variety of policy and procedure handbooks; approves outgoing correspondence and bulletins prepared by subordinates.
2. Plans and prepares board agenda and notices; coordinates and assists District staff with preparation and submittal of agenda material; reviews materials for completeness; distributes agenda packets to various interested parties and media; prepares notices of board meetings; acts as Clerk to the Hearing Board in the absence of the Hearing Board Clerk.
3. Attends board meetings as recorder and archivist of board action; arranges video recording of meetings; coordinates speakers wishing to address the board; tracks agenda items and actions taken; processes final paperwork following Board action and affixes Board Clerk signature; attends to administrative detail required by board.
4. Communicates with operating divisions to coordinate implementation of Districtwide administrative plans, policies, and procedures; assists operating divisions, elected officials, local agencies and the public with the interpretation of District administrative policies and procedures; responds to public inquiries and/or complaints that cannot be resolved at a lower staff level.
5. Oversees the management and storage of District records; assesses current records management protocol and prepares and implements recommendations regarding the storage of original permanent documents, space management, and retention time limits; reviews, researches, tracks, locates and retrieves files and records; updates and corrects database information and manual logs; compiles statistics.
6. Manages access to public records per the Public Records Act and the Statement of Economic Interest filings, and related activities, for the District.

7. Assists customers and staff with questions and concerns regarding billing, air quality, and District activities and functions.
8. Administers the permit intake process including receipt and processing of permit applications, collection of payments by credit card, wire transfer, check, and cash, preparation and review of deposits and journal vouchers, reconciliation of returned payments and processing of refund requests and overpayments.
9. Oversees the preparation, duplication and mailing/distribution of memos and documents as well as the preparation of mass mailings including annual permit renewal invoices, permit expiration notices, public notices of permit actions, and budget notices.
10. Directs travel planning activities including arrangement of hotel, airline, and rental car reservations through travel agent; completion of necessary paperwork for reservations and conference/workshop attendance and completion of forms for reimbursement; prepares reports.
11. Coordinates the scheduling of various meetings, oversees the tracking and reconciliation of petty cash and ordering of office supplies including creating purchase orders and obtaining bids if necessary.
12. Performs related duties as required.

## **Minimum Qualifications**

### **Education and Experience**

A Bachelor's degree in the areas of public administration, business administration, or related fields and three years of experience in increasingly responsible office work, including considerable supervisory work, or any combination of training and/or experience that provides the desired knowledge and abilities. Course work in records management and computer technology and/or Clerk of the Board certification is desirable.

### **Knowledge of:**

English usage, spelling, grammar, and punctuation; telephone procedures; principles, practices, and modern methods of records and archival management; District policies, procedures, and functions; principles of business letter writing and report preparation; basic research techniques, methods, and procedures; principles, practices, and procedures of modern office organization. and equipment including computers and word processing and database applications; processes and protocols of board meetings; pertinent federal, state, and local laws, codes, and regulations including Brown Act, Political Reform Act (Statement of Economic Interest – Form 700), and Public Records Act; Special District form of government; basic budgeting techniques; principles of supervision, training, and performance evaluation; and methods and techniques of customer service and public relations.

### **Ability to:**

Supervise, plan, organize, direct, and review the work of assigned staff; select, train, and evaluate staff; perform calculations; operate office equipment including computers and supporting applications; establish and maintain effective working relationships with those contacted in the course of work; communicate clearly and concisely, both orally and in writing; prepare clear and concise reports; understand, explain, and apply procedural and personnel manuals, software manuals and policy guidelines; read and comprehend complex laws, regulations, and legal documents; analyze administrative problems and make appropriate recommendations; work cooperatively with elected officials, the Executive Director, other District staff and the general public; plan and organize work to meet changing priorities and deadlines; work independently.

Special Requirements: None

Physical Demands:

Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; to travel to other locations using various modes of private and commercial transportation; and to verbally communicate to exchange information.

**Working Conditions**

Generally clean work environment with limited exposure to conditions such as dust, fumes, odors, or noise. Computer monitor used on a daily basis.

## **Air Pollution Control Officer**

**Monthly range:** Determined by contract

**FLSA Status:** Exempt

**Flex:** No

**Bargaining Unit:** Unrepresented Management

**Class Code:** 1001

Duties and responsibilities for this executive position are outlined in their employment contract.

## **Air Quality Engineer, Assistant/Associate**

**Assistant Monthly range: \$6,064.74 - \$7,371.73**

**Associate Monthly range: \$7,043.88 - \$8,561.88**

**FLSA Status:** Non-Exempt

**Flex:** Yes

**Bargaining Unit:** Represented General

**Class Code:** Assistant – 5006; Associate - 5007

### **Purpose**

Performs a variety of professional engineering work in connection with evaluation, control, monitoring, and assessment of air quality standards, conditions, plans and strategies to ensure public and private compliance with applicable laws, rules and regulations; and performs other related duties as required.

### **Distinguishing Characteristics**

Assistant Air Quality Engineer – The entry level class in the professional air quality engineering series. Incumbents are responsible for office and/or field projects of average difficulty and complexity and are required to perform them to completion. Assistant Air Quality Engineers have no supervisory responsibility but do provide technical direction to others. Incumbents are expected to demonstrate increased proficiency and knowledge and work under less supervision during the training period. Incumbents are gradually given more difficult and responsible assignments and may assist experienced staff on more difficult projects.

Associate Air Quality Engineer – The fully experienced, journey level professional engineering class in the series that performs difficult and complex engineering work under general supervision. Incumbents provide technical guidance or training to other staff or may act as a project leader.

Positions in this class are flexibly staffed and are normally filled by advancement from the lower grade of Engineer Specialist, or when filled from the outside, require prior engineering experience.

### **Typical Duties**

*The duties listed below are examples of the work typically performed by employees in this class. An employee may not be assigned all duties and may be assigned duties which are not listed below.*

1. Reviews and evaluates engineering plans and permit applications for equipment that emits or controls air pollution to determine if equipment meets all applicable rules and regulations; researches and determines best available control technology; performs economic analysis on technology determinations; drafts permit conditions; determines fees, issues permits.
2. Calculates and analyzes pollution emissions; determines appropriate emission standards for proposed rules; performs air dispersion modeling and health risk assessments.
3. Performs initial inspection of equipment to determine that conditions are in compliance and equipment is constructed and operated as required; conducts periodic inspections of



- vehicle fleets to maintain continuing compliance; performs engineering evaluations related to engine efficiency and mechanical/electrical/structural aspects of vehicles.
4. Reviews source test protocols; observes source tests; reviews and analyzes test results.
  5. Consults with management and technical staff of industrial and commercial establishments on solutions to engineering problems arising rule compliance or from stationary source, mobile source or toxic air contamination; makes recommendations on how to comply with federal, state, and local legislation, ordinances, regulations, and policies.
  6. Researches local air quality; performs necessary studies and analysis of technological feasibility, economic and other impacts of proposed practices and rule changes.
  7. Reviews, evaluates, writes, and analyzes new/revised rules and advisories; reviews and comments on legislation and regulations; writes rationale and background for rule changes.
  8. Represents the District on committees and at public activities, meetings, and before official bodies.
  9. Develops, maintains, reviews, and analyzes emissions inventories; develops, plans and implements emissions inventory procedures and program.
  10. Drafts programs to introduce clean fuels and low emission vehicles; directs and manages demonstration projects of light, medium and heavy-duty vehicles and off-road vehicles.

### **Minimum Qualifications**

#### Education and Experience:

*Assistant Air Quality Engineer* – Completion of a Bachelor's Degree from an accredited college or university in civil, chemical, environmental, automotive, or mechanical engineering or a closely related field or any combination of training and experience that provides the desired knowledge and abilities.

*Associate Air Quality Engineer* – Completion of a Bachelor's Degree from an accredited college or university in civil, chemical, environmental, automotive, or mechanical engineering or a closely related field and two years of experience as an Assistant Air Quality Engineer or two years of full-time experience performing responsible engineering work in air quality management or any combination of training and experience that provides the desired knowledge and abilities.

#### Knowledge of:

*Both Classes* – Principles of mathematics necessary to evaluate, monitor, and control air quality; basic computer principles and applications; statistical techniques; engineering principles used in the various types of industrial processes; major Federal, State, and local laws, rules, and regulations related to air quality and vehicle emission standards; internal combustion engine cycles; thermodynamic and heat transfer principles; the effects of vehicle emissions on air quality and human health.

*Associate Air Quality Engineer* -- Engineering principles, methods, practices, and equipment used in determining, evaluating, monitoring, and controlling air quality; various types of industrial processes and control equipment; current Federal, State, and local laws, rules, and regulations related to air quality management; methods of collecting and analyzing air and stack gas samples; design and use of atmosphere pollution control devices; relationship of Federal and State air quality programs to local government programs; air quality plan components and methods of calculating impacts of air pollution control measures; light, medium, heavy-duty, and

off-road powertrain and emission control systems; environmental and safety aspects of conventional and alternative fuels; State vehicle emission standards; Federal, State, and local laws, rules and regulations related to vehicle air quality management.

Ability to:

*Both Classes* – Review, interpret, and evaluate air pollution control engineering plans and test data; conduct research and special studies of air quality; analyze engineering problems and propose solutions; prepare technical reports; interpret, apply and explain Federal, State and local policies, procedures, and laws; deal with a variety of different personalities and situations; evaluate and review permit applications, plans, assessments, tests, rules and proposals; speak and write clearly and concisely; communicate in public and private meetings with people of varying technical skills, including representatives of government, industry and the public.

Special Requirements:

Possession of a valid Class C California driver's license is required for positions performing inspections or air monitoring activities.

Physical Demands:

Positions within these classes that perform inspections or air monitoring activities will require the ability to bend, stoop, climb ladders and stairs, crouch, and lift weights up to approximately 25 pounds (weights include briefcase, manuals, testing equipment, etc.)

**Working Conditions**

Generally clean work environment with occasional exposure to chemicals, dust, fumes, odors, and noise. Computer monitor used in a daily basis. Travel throughout the District may be required.

## Air Quality Instrument Specialist I-II

**Specialist I Monthly range: \$5,022.60 - \$6,105.00**

**Specialist II Monthly range: \$5,776.19 - \$7,021.00**

**FLSA Status:** Non-Exempt

**Flex:** Yes

**Bargaining Unit:** Represented General

**Class Code:** Specialist I – 5008; Specialist II - 5009

### **Purpose**

Installs, calibrates, maintains, and operates chemical, digital/analog electronic, microprocessor controlled, pneumatic, hydraulic, mechanical and other recording and control instrumentation devices; evaluates performance of instrumentation; and performs other related duties as required.

### **Distinguishing Characteristics**

*Air Quality Instrument Specialist I* – The entry and training level class of the series. Incumbents work under immediate supervision and learn air monitoring/ weather instrument operation, installation and repair.

*Air Quality Instrument Specialist II* – The fully experienced, journey level class of the series. Incumbents are responsible for repair and installation of instruments. Assists in training Instrument Specialist I's in use, installation, and repair of equipment.

Positions in this class are flexibly staffed and are normally filled by advancement from the lower grade of Instrument Specialist, or when filled from the outside, require prior instrument specialist experience.

### **Typical Duties**

*The duties listed below are examples of the work typically performed by employees in this class. An employee may not be assigned all duties listed and may be assigned duties which are not listed below.*

1. Installs, maintains, modifies, repairs, and operates automatic recording and telemetry devices and other sampling equipment for the detection and measurement of atmospheric pollutants and weather conditions.
2. Calibrates instrumentation and telemetry components in accordance with Federal, State and local guidelines; maintains equipment used such as flow meters, samplers, voltmeters, and compressed gas cylinders.
3. Recommends modifications to air monitoring stations, equipment, and procedures; designs and develops quality control procedures, aids, and systems.
4. Reviews, evaluates, and corrects gaseous/particulate/meteorological datasets, and ensures its validity and compliance with regulatory guidelines; reviews and analyzes performance audit test reports; develops and maintains air monitoring computer databases.
5. Researches new equipment orders instrumentation, parts, and supplies; maintains inventory of parts and supplies; acts as liaison with equipment vendors and repair facilities.

6. Maintains records of work performed and supplies used.
7. Assists in training new instrument specialists.
8. Participates in special air monitoring studies.
9. Represents the District during Federal/State performance audits.

### **Minimum Qualifications**

#### Education and Experience:

*Air Quality Instrument Specialist I* – Completion of all major course work required for an Associate or higher degree from an accredited college or university in electronics or a related field or any combination of training and experience that provides the desired knowledge and abilities.

*Air Quality Instrument Specialist II* – Completion of all major course work required for an Associate or higher degree from an accredited college or university in electronics or a related field and two years of experience as an Instrument Specialist I or three years of experience in the operation, maintenance, and repair of digital/analog electronic instrumentation, control mechanisms, or similar industrial devices or any combination of training and experience that provides the desired knowledge and abilities.

#### Knowledge of:

*Both Classes* – Principles underlying the construction and use of scientific instruments; principles of chemistry and physics; high and low voltage circuits; safety practices necessary for the work; basic computer principles and applications; statistical analysis and math.

*Air Quality Instrument Specialist II* – Microprocessor controlled devices; electrical and electronic (digital/analog) instrumentation; methods, practices, and tools used in maintaining, repairing, testing, and adjusting electro-mechanical, pressure, electronic, and other types of recording and measuring devices; Federal/State rules, regulations, and policies regarding ambient air monitoring; principles, methods, and equipment used in ambient air sampling and meteorological monitoring.

#### Ability to:

Evaluate, edit and correct gaseous, particulate and meteorological data; interpret and apply regulations, rules and policies related to air monitoring; read plans, blueprints, and schematics and make rough drawings and sketches; read and interpret recording charts, gauges, and other instruments, operate scientific measuring devices involving the application of physical, chemical, and/or electrical principles; trouble shoot and resolve instrumentation problems; analyze technical problems and propose solutions; maintain written records; work with others as a member of a technical team.

#### Special Requirements:

Possession of a valid Class C California drivers' license.

#### Physical Demands:

Active physical work, but not prolonged exertion. Ability to climb ladders and stairs, stoop, bend, squat, lift and carry equipment weighing in excess of 40 pounds is required of all positions in this class. Positions must install and remove equipment from air monitoring facilities. Finger dexterity is required to use and to calibrate equipment.

### **Working Conditions**

Computer monitor used on a daily basis. Daily exposure to dust, noise and outside weather conditions. Travel throughout the District on a daily basis is required.

## **Air Quality Planner/Analyst, Assistant/Associate**

**Assistant Monthly range: \$6,064.74 - \$7,371.73**

**Associate Monthly range: \$7,043.88 - \$8,561.88**

**FLSA Status:** Non-Exempt

**Flex:** Yes

**Bargaining Unit:** Represented General

**Class Code:** Assistant – 5010; Associate - 5011

### **Purpose**

Performs a variety of professional, administrative and technical work in connection with development, implementation, evaluation, and assessment of air quality standards, conditions, plans, and strategies to ensure public and private compliance with applicable laws, rules and regulations; and performs other related duties as required.

### **Distinguishing Characteristics**

*Assistant Air Quality Planner Analyst* – Entry level class in the air quality planner/ analyst series. Incumbents perform field and office assignments of a less complex nature in connection with the development, implementation and evaluation of air quality plans, standards and strategies to restore and maintain air quality that meets applicable State and Federal standards. Incumbents are expected to demonstrate increased proficiency and knowledge. Incumbents are gradually given more difficult and responsible assignments, less supervision and may assist experienced staff on more difficult projects.

Positions in this class are flexibly staffed and are normally filled by advancement from the lower grade of Instrument Specialist, or when filled from the outside, require prior instrument specialist experience.

*Associate Air Quality Planner Analyst* – The fully experienced, journey level class in the air quality planner/analyst series. Incumbents are responsible for office and field assignments of substantial difficulty and complexity and are required to perform them to completion. Associate Air Quality Planner/Analysts have no supervisory responsibility but do provide technical direction to others, train entry personnel and may act as project leaders.

### **Typical Duties**

The duties listed below are examples of the work typically performed by employees in this class. An employee may not be assigned all duties listed and may be assigned duties which are not listed below.

1. Researches, analyzes, and assesses information necessary to develop, coordinate, administer, implement, or evaluate air quality management plans, strategies, rules, legislation, programs and policies.
2. Monitors, analyzes, and prepares reports, rules, regulations, and other documents.
3. Reviews, prepares, and presents reports, rules, regulations, and other documents.
4. Consults with other agencies and interest groups on the plans and strategies for implementing air district programs and on the impact of their proposals and programs on the air district.
5. Implements, administers, and coordinates specific programs to reduce emissions.

6. Represents the department, makes presentations, and provides information on assigned work at meetings, public hearings, and to the public.
7. Interprets data and analyzes findings from a variety of sources including complex computer models, air emission inventories, reports, documents, and statistics.
8. Develops, maintains, and uses computer databases, tracking systems, modeling programs, maps, inventories, surveys, and other means of gathering, analyzing, and displaying information.
9. Reviews and evaluates applications for emission reduction credits to determine compliance with all applicable rules and regulations; recommends whether emission reduction credits should be granted; develops and maintains registries of emission reduction credits.

## **Minimum Qualifications**

### Education and Experience:

*Assistant Air Quality Planner* – Completion of a Bachelor's Degree from an accredited college or university in an environmentally related field or any combination of training and experience that provides the desired knowledge and abilities.

*Associate Air Quality Planner* – Completion of a Bachelor's Degree from an accredited college or university in an environmentally related field and two years of full-time experience as an Assistant Air /Quality Planner/Analyst in the Sacramento Metropolitan Air Quality Management District, or two years of full-time experience performing duties related to planning, developing and evaluating strategies and programs to reduce existing and potential sources of air contaminants or any combination of training and experience that provides the desired knowledge and abilities.

### Knowledge of:

*Both Classes* – Principles and methods of measuring atmospheric conditions and air quality; statistical analysis; purposes and procedures of various public and private agencies involved in air quality; basic computer principles and applications; techniques of graphic presentation.

*Associate Air Quality Planner/Analyst* – Principles and practices of governmental planning; trends and statistics affecting air quality planning and program development; major types and sources of air pollution; the relationship of State and Federal air quality laws and guidelines.

### Ability to:

*Both Classes* – Analyze, interpret, and apply legislation, laws, regulations, and technical publications related to air quality management; develop, implement and evaluate air quality management plans, strategies, rules, and programs; conduct research and special studies of air quality; analyze complex, technical documents, reports, statistics, and computer models; evaluate and review complex and difficult plans, assessment inventories, rules, and proposals; prepare technical reports; interpret and explain Federal, State and local policies, procedures, and laws; make written, graphic, and verbal presentations to professional and civic groups; deal with a variety of different personalities and situations.

### Special Requirements:

Possession of a valid Class C California Driver's license.

### Physical Demands:

This is primarily a desk job. The job requires occasional travel by car. Physical demands include occasional lifting up to 25 pounds, walking, sitting, both near and distance vision, hearing, speaking, some bending, stopping, and squatting.

**Working Conditions**

Generally clean work environment with limited exposure to conditions such as dust, fumes, odors, or noise. Computer monitor used on a daily basis. Travel throughout the District may be required.

## **Air Quality Specialist, Assistant/Associate**

**Assistant Monthly range: \$6,064.74 - \$7,371.73**

**Associate Monthly range: \$7,043.88 - \$8,561.88**

**FLSA Status:** Non-Exempt

**Flex:** Yes

**Bargaining Unit:** Represented General

**Class Code:** Assistant – 5012; Associate - 5013

### **Purpose**

Performs a variety of professional and technical work in connection with inspection, investigation, evaluation, control, and assessment of air quality standards, conditions, plans, and strategies to ensure compliance with applicable laws, rules and regulations; and performs other related duties as required.

### **Distinguishing Characteristics**

*Assistant Air Quality Specialist* – The entry level class in the air quality specialist series. Incumbents perform field and office assignments of a less complex nature in connection with the inspection, investigation and evaluation of air quality standards and conditions. Incumbents are expected to demonstrate increased proficiency and knowledge during the training period. Incumbents are gradually given less supervision and more difficult and responsible assignments. Incumbents assist experienced staff on more difficult projects.

*Associate Air Quality Specialist* – The fully experienced, journey level class in the air quality specialist series. Incumbents work under general supervision and are responsible for office and/or field assignments of substantial difficulty/complexity and are required to direct them to completion. Associate Air Quality Specialists have no supervisory responsibility but do provide training and technical guidance to others.

Positions in this class are flexibly staffed and are normally filled by advancement from the lower grade of Air Quality Specialist, or when filled from the outside, require prior Air Quality Specialist experience.

### **Typical Duties**

*The duties listed below are examples of the work typically performed by employees in this class. An employee may not be assigned all duties listed and may be assigned duties which are not listed below.*

1. Evaluates and audits various complex industrial and commercial facilities with atmospheric emissions to determine compliance with all permit conditions, applicable laws, rules and regulations; investigates problems or concerns to determine if violations exist or if problems need further engineering assessment or source testing.
2. Collects, organizes, analyzes, evaluates, and validates an assortment of data, air and soil samples, and other material to determine compliance with air quality standards.
3. Issues legal notices for violations of law which have occurred; participates in negotiations with violators for voluntary compliance to laws, rules, policies and regulations; recommends enforcement action.
4. Reviews and analyzes air monitoring data; ensures compliance with air monitoring regulations regarding test scheduling, reporting and record maintenance; may act as project leader.



5. Reviews and evaluates air quality control permit applications; performs initial and annual inspections; reviews source test protocols; observes source tests; reviews and analyzes test results.
6. Consults with management and technical staff of industrial and commercial establishments on solutions to problems arising from mobile source, stationary source and toxic air contamination.
7. Participates in specific program activities such as landfill testing, asbestos removal, and soil aeration, including evaluation and review of plans and permits, field-testing and observation, data analysis, and report preparation.
8. Researches local air quality; performs necessary studies and analysis of technological feasibility, economic and other impacts of proposed practices and rule changes; writes, analyzes and justifies rule changes and advisories; reviews and comments on legislation and regulations.
9. Assists with the application intake process; screens packets for completeness; determines if expedited permitting is applicable; determines fees.
10. Represents the District on committees and at public activities, meetings, and before official bodies.
11. Maintains records and prepares reports regarding violations, complaints, sources of air pollution and other related information; maintains data base information for a variety of air quality management programs.
12. Assists with special projects performed by other work units or divisions.

### **Minimum Qualifications**

#### Education and Experience:

*Assistant Air Quality Specialist* – Completion of a Bachelor's Degree from an accredited college or university in life or physical science with major coursework in chemistry, biology, engineering, environmental science, industrial technology or a field related to the specific program or any combination of training and experience that provides the desired knowledge and abilities.

*Associate Air Quality Specialist* – Completion of a Bachelor's degree from an accredited college or university in life or physical science with major coursework in chemistry, biology, engineering, environmental science, industrial technology or a field related to the specific program and two years of full time experience as an Assistant Air Quality Specialist or two years of full time experience performing duties in the areas of inspection, investigation, evaluation, monitoring, or rule development for stationary or mobile sources of air contaminants or clean fuels; or any combination of training and experience that provides the desired knowledge and abilities.

#### Knowledge of:

*Both Classes* – Principles of physics, chemistry, mathematics, and natural science related to determining, evaluating, monitoring, and controlling air quality; principles and methods of measuring atmospheric conditions and air quality; statistical analysis; basic computer principles and applications.

*Associate Air Quality Specialist* -- The design and use of air quality control devices, instruments, equipment and various types of industrial processes; major types and sources of air pollution; purposes and procedures of various public and private agencies involved in air quality; criteria and procedures for siting air monitoring stations, air monitoring telemetry system operation, and quality assurance procedures for air monitoring and meteorological data; concepts, methods, and practices of vehicle fleet operation; manufacturing techniques and

design concepts of vehicle technology; clean fuels technology and associated products; model concepts of emission inventory.

Ability to:

*Both Classes* – Analyze, interpret, and apply legislation, laws, regulations, and technical publications related to air quality management; apply scientific methods and principles to recognize and investigate air pollution problems; analyze technical problems and propose effective solutions; prepare technical reports; interpret and explain Federal, State, and local policies, procedures, and laws; make written and verbal presentations to professional and civic groups; deal with a variety of different personalities and situations; communicate in public and in private meetings, group discussions and interviews with people of varying technical skills and personalities.

Special Requirements:

Possession of a valid Class C California driver's license is required for air monitoring positions and positions performing inspections.

Possession of California Air Resources Board visible emissions evaluation certification within the first six months of appointment for positions performing inspections.

Physical Demands:

Positions within these classes that perform inspections of air monitoring activities will require the ability to bend, stoop, climb ladders and stairs, crouch, and lift weights up to approximately 25 pounds (weights include briefcase, manuals, testing equipment, etc.). Other positions are essentially desk jobs.

**Working Conditions**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

## **Assistant to the Air Pollution Control Officer**

**Monthly range: \$7,469.32 - \$9,079.00**

**FLSA Status:** Non-Exempt

**Flex:** No

**Bargaining Unit:** Represented General

**Class Code:** 5014

### **Purpose**

Under limited direction, performs a variety of complex, responsible, and varied professional level tasks in support of the Air Pollution Control Officer; assumes responsibility for diverse and responsible projects or programs as assigned by the Air Pollution Control Officer; provides sound, professional recommendations for action and assistance in policies and procedures as assigned; performs high level administrative tasks in support of the Air Pollution Control Officer and other related duties as required.

### **Typical Duties**

*The duties listed below are examples of the work typically performed by the employee of this class. Not all assigned duties may be listed.*

1. Plans, organizes, coordinates, and conducts studies and investigations for the APCO's Office; and conducts complex surveys, research, and analysis on administrative, fiscal, and operational issues and prepares reports of study conclusions.
2. Generates and compiles backgrounders, briefing memos and other materials as needed to support the APCO with Board members and other stakeholder meetings.
3. Monitors and analyzes key federal and state legislation and elections affecting the District in coordination with the District's contract lobbyist, Division managers and appropriate District staff; coordinates activities and provides information and reports in support of the APCO's legislative responsibilities; and drafts letters and communications related to legislation and/or election results.
4. Researches, negotiates and monitors contracts and agreements assigned by the APCO or their designee and ensures work is performed in compliance with contracts and agreements.
5. Arranges and schedules appointments and meetings with public officials, industry representatives, other public agencies and staff; manages APCO's calendar; attends meetings on behalf of self, and represents Air Pollution Control Officer; acts as liaison between APCO, partner agencies and District staff; directs correspondence and inquiries to appropriate parties.
6. Ensures that assigned program activities and services comply with pertinent federal, state, and local laws, codes, and regulations.
7. Develops correspondence and reports; drafts correspondence from rough notes; researches issues and activities; maintains confidential and administrative files for the APCO.

8. Performs related duties as required.

**Minimum Qualifications****Education and Experience**

Possession of a Bachelor's degree from an accredited college or university with major course work in public or business administration, environmental science, engineering, or another field related to the duties of the position. Three years of increasingly responsible professional level administrative and management analysis experience or any combination of training and/or experience that provides the desired knowledge and abilities.

**Knowledge of:**

Principles and practices of program development and administration; principles and practices of organization, public administration, statistical analysis, and reporting; principles of business letter writing; principles and knowledge of contract administration; Board relations processes and protocols; pertinent federal, state, and local laws, codes, and regulations; English grammar, spelling and punctuation; and office equipment and word processing software.

**Ability to:**

Plan, direct, organize, and evaluate assigned programs and projects; collect, evaluate, and interpret information and data; analyze complex problems, identify solutions, project consequences of proposed actions, and implement recommendations in support of goals; prepare clear and concise administrative and financial reports related to the office of the APCO; work independently; plan and organize work; establish and maintain effective working relationships with those contacted in the course of work; deal with sensitive and political issues; operate office equipment including computers and supporting applications; develop and prepare presentations; and communicate clearly and concisely, both orally and in writing.

**Special Requirements:**

Possession of a valid Class C California driver's license.

**Physical Demands:**

Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; to travel to other locations using various modes of private and commercial transportation; and to verbally communicate to exchange information.

**Working Conditions**

Generally clean work environment with limited exposure to conditions such as dust, fumes, odors, or noise. Computer monitor used on a daily basis.

## Communications & Marketing Specialist, Assistant/Associate

**Assistant Monthly range: \$6,064.74 - \$7,371.73**

**Associate Monthly range: \$7,043.88 - \$8,561.88**

**FLSA Status:** Non-Exempt

**Flex:** Yes

**Bargaining Unit:** Represented General

**Class Code:** Assistant – 5015; Associate - 5016

### **Purpose**

Develops, administers, and participates in the dissemination of information to promote understanding of District environmental programs, activities, regulations, and administrative proceedings to non-technical audiences, news media representatives, community and civic groups, public agencies, and private organizations; and encourages and promotes public and small business participation in such programs, activities and proceedings; and performs other related duties as required.

### **Distinguishing Characteristics**

*Assistant Communications & Marketing Specialist* – The entry level class of the series. Incumbents assist with the planning, designing, and executing of programs, projects, studies, or other work involving the preparation and dissemination of administrative and technical information in support of the District's policies, functions, activities, demonstrations, programs, and regulations. Incumbents are expected to demonstrate increased understanding and knowledge of District programs during the training period. Incumbents are gradually given less supervision and more difficult and responsible assignments.

*Associate Communications & Marketing Specialist* – The fully experienced, journey level class of the series. Incumbents work under general supervision and are responsible for assignments of substantial difficulty/complexity/sensitivity requiring an in-depth knowledge of District programs, rules, and operations.

Positions in this class are flexibly staffed and are normally filled by advancement from the lower grade of Communications & Marketing Specialist, or when filled from the outside, require prior communications and marketing experience.

### **Typical Duties**

*The duties listed below are examples of the work typically performed by employees in this class. An employee may not be assigned all duties listed and may be assigned duties which are not listed below.*

1. Coordinates the District's public education/outreach programs; coordinates activities with District representatives and other management staff; discusses current developments and on-going programs, and provides and obtains information from District staff and other air quality management agency representatives; promotes alternative fuel and low-emission technology to business, elected officials and the general public.
2. Implements programs, policies and procedures; provides on-going support for special projects and programs through interagency relations, marketing, advertising, and outreach; participates in District rule development and planning efforts to integrate public education program components.

3. Researches, writes, edits, and oversees production and distribution of quarterly District newsletter, rule advisory notices, brochures, pamphlets, fact sheets, posters, and annual reports.
4. Responds to news media and public inquiries about the District and air quality issues; acts as spokesperson for the District and represents the District before the news media, and public and private sector officials on a variety of issues; assists with planning, coordination and execution of news conferences and media availabilities; prepares correspondence in reply to inquiries, general complaints, and suggestions relative to the District's programs, activities, and procedures; researches and prepares issue summaries.
5. Assists with Board of Directors communications through the research, writing, and production of rule fact sheets and other information critical to Board understanding of air quality issues.
6. Writes and produces special television features; writes copy for radio and television commercials and public service announcements; designs and creates exhibits and displays; develops copy, graphics, layout, and arranges for placement of District print and broadcast advertising.
7. Plans, arranges for, and coordinates public workshops, special conferences, promotional events, and public hearings on rules, issues, and actions; assists with the planning and coordination of a bi-annual air quality conference sponsored by the District; speaks at workshops, conferences, commission and board meetings.
8. Acts as project manager for various demonstration programs; monitors project resources, coordinates public education efforts, and responds to on-going needs of demonstration participants.

### **Minimum Qualifications**

#### Education and Experience:

*Assistant Communications & Marketing Specialist* – Completion of major course work from an accredited four-year college or university in communications, public relations, environmental science, public or business administration, or journalism and two years of full-time experience disseminating public information, including speaking before groups, civic organizations and public gatherings or any combination of training and experience that provides the desired knowledge and abilities.

*Associate Communications & Marketing Specialist* – Completion of major course work from an accredited four-year college or university in communications, public relations, environmental science, public or business administration, or journalism and one year of experience as an Assistant Communications and Marketing Specialist or three years of full-time experience engaged in an informational service program that included liaison responsibilities with individuals and representatives from community and civic groups, public agencies, and private organizations or any combination of training and experience that provides the desired knowledge and abilities.

#### Knowledge of:

*Both Classes* – Principles, techniques, and methods to develop and conduct public information and community liaison programs; techniques of preparing, producing and disseminating information to the general public, news media, schools, and the community, utilizing all major media communications; preparation and dissemination of information to the press through a variety of communications media, including photography, graphic arts, copy layout, and radio and television programming; methods used to evaluate program objectives and goals; principles and techniques of establishing and maintaining relations with news media and other public

groups; principles, techniques, and practices of journalism, expository prose, and editing; English usage, grammar, spelling, punctuation and vocabulary.

*Associate Communications & Marketing Specialist* – Basic Federal, State, and local environmental pollution laws, rules, and regulations; District rules, programs and operations; statutory requirements for low-emission vehicles related to alternative fuels; automobile industry/rental car industry and basic fleet management; State, Federal and local government organizations and functions.

Ability to:

*Both Classes* – Read, understanding, apply and communicate District rules, regulations and procedures, and Federal and State environmental regulations; establish and maintain relations with media, community leaders, District management staff, and representatives of a wide range of public agencies and private organizations; compose, coordinate, and edit a variety of educational, informational, and promotional materials; prepare written analyses, evaluation, summaries, recommendations, correspondence and reports; prepare illustrations, charts, graphs, and other visual aids for presentations; speak in public.

Special Requirements:

Possession of a valid Class C California driver's license.

Physical Demands:

On an occasional to frequent basis, performs tasks such as transporting promotional materials, setting up display booths and participating in outdoor events requiring active movement, walking, standing, and lifting bulky items. When working within the office, physical demands include occasional lifting up to 25 lbs., bending, stooping, squatting and moving about the office.

Requires frequent travel by car.

**Working Conditions**

Generally clean work environment with limited exposure to conditions such as dust, fumes, odors, or noise. Computer monitor used on a daily basis. Requires occasional work outdoors with exposure to summer heat when staffing display booths at fairs. Travel throughout the District is required.

## Controller

**Monthly range: \$7,656.48 - \$10,260.03**

**FLSA Status:** Non-Exempt

**Flex:** No

**Bargaining Unit:** Confidential

**Class Code:** 4002

### **Purpose**

Under general direction, performs professional level accounting work in the maintenance of District finance and accounting records; establishes accounting policy and procedures for efficient process and control; prepares the budget and budget forecasts; develops regulatory and financial reports; supervises staff; and performs other related duties as required.

### **Typical Duties**

*The duties below are examples of the work typically performed by the employee of this class. All assigned duties may not be listed.*

1. Manages and complies with local, state, and federal government reporting requirements; prepares for and participates in annual audits; calculates and submits year-end revenue and expenditure accruals.
2. Compiles data for the preparation of financial reports, compliance reports, and grant billings; prepares fiscal documents in support of grant administration; monitors grant budgets and expenditures to ensure targets are met.
3. Develops and documents business processes and accounting policies to maintain and strengthen internal controls; ensures quality control over financial transactions and financial reporting.
4. Manage all accounting operations including Billing, A/R, A/P, GL, cost accounting, inventory accounting and revenue recognition.
5. Review contracts for compliance with State/Federal laws; reviews claims for accuracy and appropriate budget changes.
6. Oversees payroll processing and preparation of claims to fund payroll, retirement, benefits, and deferred compensation, and preparation of journal vouchers to distribute labor costs; acts as liaison to payroll and benefits vendors.
7. Develops the District budget; prepares monthly budget reports for Board approval and monitors expenditures; prepares mid-year and end-of-year budget transfers.
8. Completes operational requirements by scheduling and assigning employees and following up on work results; maintains staff performance by coaching, counseling, and disciplining; evaluates the performance of subordinates; interviews and makes hiring recommendations.
9. Performs special administrative studies that involve collection and analysis of data; acts as technical liaison for District with consultants and other governmental agencies regarding budget and accounting procedures, reports and activities.



**Minimum Qualifications****Education and Experience:**

Completion of a Bachelor's Degree from an accredited college or university in business administration or accounting, and four years of experience in accounting and finance, preferably in a public agency; or any combination of education, training and/or experience that provides the desired knowledge and abilities. CPA, CMA and/or MBA preferred as well as two years of grant financial management experience.

**Knowledge of:**

Generally accepted accounting principles; governmental auditing standards; enterprise financial systems; grant administration; policies and procedures involved in the preparation and processing of fiscal records, accounting systems, and budget documents; office administration procedures; research methods and procedures; principles and practices of supervision and training; spreadsheet/database software.

**Ability to:**

Analyze administrative and fiscal problems and recommend solutions; communicate effectively, orally and in writing, with all levels of the organization, including making presentations and writing reports; exercise good judgment in planning and budgeting decisions; work without technical supervision; reconcile accounts; interpret and apply State, Federal, and District policies and regulations; interpret and apply contract language; establish and maintain working relationships with staff, vendors, subordinates and the public.

**Special Requirements:**

Possession of a valid Class C California Driver's license.

**Physical Demands:**

This is primarily a desk job. The job requires occasional travel by car. Physical demands include occasional lifting up to 10 lbs., walking, some bending, stooping, and squatting.

**Working Conditions**

Generally clean work environment with limited exposure to conditions such as dust, fumes, odors, or noise. Computer monitor used on a daily basis. Travel throughout the District and attending conferences may be required.

## **District Counsel**

**Monthly Range:** Determined by contract

**FLSA Status:** Exempt

**Flex:** No

**Bargaining Unit:** Unrepresented Management

Class Code: 1002

A Job description is not available for this Executive position. Duties and responsibilities for the position are outlined in their employment contract.

## Division Manager

**Monthly range: \$9,721.96- \$13,027.96**

**FLSA Status:** Exempt

**Flex:** No

**Bargaining Unit:** Unrepresented Management

**Class Code:** 2001

### **Purpose**

Under administrative direction, plans, organizes, coordinates, directs, and manages an operational or administrative division; coordinates program activities with other District programs, public agencies and business representatives; serves as a member of the District's management team; and performs other related duties as required.

### **Typical Duties**

*The duties listed below are examples of the work typically performed by employees in this class. An employee may not be assigned all duties listed and may be assigned duties which are not listed below.*

1. Advises, confers with and reports to the Air Pollution Control Officer and the Board of Directors regarding program activities, strategies, goals and objectives; formulates division rules, procedures and policies.
2. Develops and manages technical, administrative and research projects and studies; monitors progress of District programs, identifies District system problems and facilitates resolution; oversees development of District budget and grant administration; directs District-wide administrative activities; develops long-term strategies for District.
3. Ensures the coordination of work and communication among subordinate work units; selects, assigns, directs, and evaluates the work of subordinate supervisory personnel and other staff; reviews progress reports and confers with staff to define and resolve problems; ensures appropriate interaction with other District programs.
4. Negotiates and consults on technical/administrative issues and policy with Federal, State, and public agencies, business associations, environmental groups and industry representatives; works with District Counsel on actual and potential litigation.
5. Represents the District in hearings, in court proceedings, to the media, and before other public and private groups; participates in Board of Directors briefings and responds to Board requests; participates as a member of public and private committees, boards, and organizations concerned with air quality; responds to difficult inquiries and complaints.
6. Develops and coordinates the annual division budget; authorizes and monitors expenditures to ensure compliance with fiscal policies.

### **Minimum Qualifications**

#### Education and Experience:

Graduation from an accredited college with a Bachelor's degree in a field related to the work of the division and three years of experience as a supervisor of a major air quality program or any combination of training and experience that provides the desired knowledge and abilities.

Knowledge of: (As it relates to the specific position)

Principles and practices of management and organization, personnel management and supervision, fiscal management and budget administration; program development and coordination; team building techniques; relationship of Federal and State air quality management programs to local government programs; principles, methods, practices, and equipment used to determine, analyze, evaluate and control stationary sources of air contamination; current Federal, State, and local air quality laws, rules and regulations; techniques for reporting and evaluating research; various types of industrial processes and control equipment and technology; processes and procedures used in permitting, enforcement, and rule development; concepts, methods and practices of vehicle fleet operation; manufacturing techniques and design concepts of vehicle technology; clean fuels technology and associated products; model concepts of emission inventory.

Ability to:

Plan, organize, direct, and evaluate a comprehensive air quality management program; evaluate program effectiveness; develop, implement, and monitor policies, procedures, and standards for the District; establish and maintain working relationships with other District programs, Federal and State agency representatives, board members, community and business representatives, and staff; prioritize and develop program goals and objectives; determine staffing needs of the division; develop and administer budgets and grants; select, train, and evaluate professional and technical staff; represent the District before various groups; understand, interpret, apply, and enforce Federal, State, and local laws, rules, and regulations pertinent to air quality management; analyze and evaluate complex technical data; prepare, review and present complex and comprehensive reports and recommendations orally and in writing to specialists and non-specialists.

Special Requirements:

Possession of a valid Class C California driver's license.

Physical Demands:

This is essentially a desk job. The job requires occasional travel by car. Physical demands include occasional lifting up to 25 pounds, walking, some bending, stooping and squatting.

**Working Conditions**

Environment is generally clean with limited exposure to conditions such as dust, fumes, odors, or noise. Computer terminal is used on a daily basis. Travel throughout the District and attending conferences may be required.

# Financial Analyst

Monthly range: \$6,172.74 - \$7,503.00

**FLSA Status:** Non-Exempt

**Flex:** No

**Bargaining Unit:** Confidential

**Class Code:** 4003

## Purpose

Under direction, perform highly responsible and complex professional duties involved in the financial reporting, analyzing, and auditing of financial transactions for the District and perform other related work as required.

## Distinguishing Characteristics

The Financial Analyst is distinguished from those in the lower Accountant I/II classification by the degree of independence with which they perform their duties of handling the most difficult and complex work.

## Typical Duties

*The duties below are examples of the work typically performed by the employee of this class. Not all assigned duties may be listed.*

1. Assist in preparation of the annual independent audits of the District  
Perform internal audits.
2. Consult with divisions regarding a variety of issues including the status of financial accounts and transactions.
3. Assist in the District's cost accounting and fee analysis
4. Researches, establishes, reviews and utilizes allocation rates for staff time costs, indirect and overhead costs
5. Evaluate allocation of staff time, indirect and overhead costs to efficiently and appropriately use specialized grant funding  
Coordinate, review and prepare periodic financial statements and budget status reports including applicable statistical reporting, identify and analyze budget issues
6. Prepare account reconciliations monthly and quarterly.
7. Maintain fiscal records and reporting information in accordance with District policies, procedures, and the law.
8. Assist in preparation of the District's budget
9. Prepare analyses and projections for mid-year, and year end reports and the District's five-year financial plan.
10. Assist in the documentation of all fiscal policies and procedures.
11. Perform related duties as assigned.

## Minimum Qualifications

### Education and Experience:

Completion of a Bachelor's Degree from an accredited college or university in accounting, business, finance or a closely related field and two years of experience working as an

Accountant or Auditor preferably in a public agency; or any combination of training and/or experience that provides the desired knowledge and abilities.

Knowledge of:

Various professional accounting standards such as generally accepted accounting principles (GAAP) and generally accepted governmental auditing standards (GAGAS), and standards set by the governmental accounting standards board (GASB); financial statement preparation; cost allocation methods; accounting systems and spreadsheet software; project planning and scheduling; governmental budget preparation.

Ability to:

Prepare and analyze financial data; analyze and make effective recommendation regarding financial and accounting procedures and work flow; acquire subject-matter expertise in the area of work assignment; make accurate mathematic and statistical calculations; establish and maintain effective working relationships with those contacted in the course of work; communicate effectively, both orally and in writing.

Special Requirements:

Possession of a valid Class C California driver's license may be required for some positions in this class.

Physical Demands:

This is primarily a desk job. The job may require occasional travel by car. Physical demands include occasional lifting up to 10 lbs., walking, some bending, stooping, and squatting; reaching equipment surrounding desk; performing simple grasping and fine manipulation. See and hear with sufficient acuity to successfully perform all aspects of the job; use telephone and write or use a keyboard to communicate through written means.

**Working Conditions**

Environment is generally clean with limited exposure to conditions such as dust, fumes, odors, or noise. Computer terminal is used on a daily basis. Travel throughout the District may be required.

## **Fiscal Assistant I-II**

**Fiscal Assistant I Monthly range: \$3,438.07 - \$4,179.00**

**Fiscal Assistant II Monthly range: \$3,781.96- \$4,597.00**

**FLSA Status:** Non-Exempt

**Flex:** Yes

**Bargaining Unit:** Represented General

**Class Code:** Assistant I – 5017; Assistant II - 5018

### **Purpose**

Performs routine and difficult clerical work involved in preparing, maintaining and processing financial records and transactions; and performs other related duties as required.

### **Distinguishing Characteristics**

*Fiscal Assistant I* – The entry-level class of the series is characterized by the performance of tasks of limited scope, involving a practical application of established procedures and policies. Incumbents work under immediate supervision and process items that are typically in the same form, require the same kind of examination, and deal with substantially the same types of supporting documents.

*Fiscal Assistant II* – The journey level class in the series. Incumbents perform more difficult tasks requiring working knowledge of fiscal and financial record keeping practices. Incumbents work under general supervision and perform the full range of accounting clerical duties including purchasing, accounts payable, and accounts receivable.

Positions in this class are flexibly staffed and are normally filled by advancement from the lower grade of Fiscal Assistant I, or when filled from the outside, require prior fiscal assistant and/or accounting experience.

### **Typical Duties**

*The duties listed below are examples of the work typically performed by employees in this class. An employee may not be assigned all duties listed and may be assigned duties which are not listed below.*

1. Processes purchasing requests; provides purchase orders or reference numbers for purchases; contacts vendors to obtain quotes for supplies or services; prepares applications to vendors to obtain accounts for purchases; prepares purchase orders.
2. Maintains files for accounts payable; confirms receipts of services and supplies; reviews invoices for accuracy; reviews budget to ensure approval of expenditures; prepares claim form for payment; submits claim for and supporting documents to County Auditor for payment.
3. Prepares and maintains files for all contracts; encumbers contract amounts in County accounting system; processes invoices for contract payments; tracks amounts of charges to ensure they do not exceed contract limits; verifies that services are provided.
4. Responds to requests for payment information from vendors and staff; researches financial records in the County accounting reporting systems; communicates with the County Auditor Controller to resolve errors.

5. Prepares invoices for program billing; responds to correspondence regarding billing; reconciles payments received; records revenue accruals; prepares receipt of deposits for delivery to County Treasurer; confirms weekly deposits for all monies received.
6. Provides back-up support for payroll processing.

### **Minimum Qualifications**

#### Education and Experience:

*Fiscal Assistant I* – Two years of clerical experience that involved customer relations and financial recordkeeping or any combination of training and experience that provides the desired knowledge and abilities.

*Fiscal Assistant II* – One year of experience as a Fiscal Assistant I or two years of accounts payable and customer relations experience or any combination of training and experience that provides the desired knowledge and abilities.

#### Knowledge of:

*Both Classes* – Office practices; recordkeeping methods and procedures; filing methods; telephone procedures; customer service techniques.

*Fiscal Assistant II* – Basic accounting procedures and terminology; accounts payable and basic purchasing procedures; payroll system.

#### Ability to:

Perform mathematical computations; organize work independently; type; meet deadlines; create forms and procedures; interpret and apply rules, regulations, policies, and procedures; operate computer software and office equipment; establish and maintain working relationships with District staff and vendors; communicate orally and in writing.

#### Special Requirements:

None.

#### Physical Demands:

This is essentially a desk job. Physical demands include occasional lifting up to 25 lbs., some bending, stopping and squatting.

### **Working Conditions**

Generally clean work environment with limited exposure to conditions such as dust, fumes, odors, or noise. Computer monitor used on a daily basis.



## Human Resources Officer

Monthly range: \$6,401.00 - \$8,563.00

**FLSA Status:** Non-Exempt

**Flex:** No

**Bargaining Unit:** Confidential

**Class Code:** 4004

### Purpose

Performs a variety of professional level work in the areas of recruitment and selection, benefits, employee relations, and training; supervises clerical staff; assists in the administration and management of the personnel programs; and performs other related duties as required.

### Typical Duties

*The duties listed below are examples of the work typically performed by the employee of this class. Not all assigned duties may be listed.*

1. Plans, organizes, supervises and conducts recruitment and selection activities; plans recruitment strategy; screens applications; arranges for and participates in interview panels; administers examinations; prepares and maintains eligibility lists; makes job offers and coordinates hiring process; manages contracts of temporary personnel services.
2. Assists in the development, maintenance, and administration of personnel policies, practices and procedures; interprets and explains memoranda of understanding, salary ordinances and personnel rules and regulations to managers and employees.
3. Advises managers and supervisors on disciplinary matters; conducts harassment, discrimination and discipline investigations.
4. Provides on-site administration of employee benefits; provides information materials and enrolls employees; acts as liaison with benefit vendors; creates necessary forms and procedures; oversees processing of workers compensation claims. Participates in meet and confer sessions; provides information and statistical analyses and assistance for employee negotiations; analyzes and prepares annual salary projections; prepares fiscal analysis of salary and benefit proposals.
5. Identifies and coordinates training programs and career development opportunities.

### Minimum Qualifications

#### Education and Experience:

Completion of a Bachelor's Degree from an accredited college or university in public administration, human resources, business administration, or related field and two years of personnel experience in three of the following areas: classification, compensation, employee relations, selection, benefits, or training or any combination of training and experience that provides the desired knowledge and abilities.

#### Knowledge of:

Basic principles, functions and practices of public personnel administration including organization staffing, classification, compensation and selection; basic job analysis methods and techniques; statistical and research methods.

Principles, functions and practices of public personnel administration; local, state and federal laws pertaining to employment law, worker's compensation, state unemployment insurance and labor relations; principles, methods and techniques of position classification, compensation, selection procedure development, interviewing and training; budget techniques and practices; salary administration; grievance procedures; supervision principles and practices.

Ability to:

Perform job analysis, position audits and other research; interpret and explain personnel procedures to employees at all levels and personnel of other organizations; prepare written and oral presentations; maintain the confidence and cooperation of District officials, employees, and the public; interpret and apply employee labor agreements and state and federal laws pertaining to employment; use a variety of computer office applications.

Special Requirements:

Possession of a valid Class C California driver's license.

Physical Demands:

This is essentially a desk job. Physical demands include occasional lifting up to 25 lbs., some bending, stooping and squatting.

Requires occasional travel by car.

**Working Conditions**

Generally clean work environment with limited exposure to conditions such as dust, fumes, odors, or noise. Computer monitor used on a daily basis. Travel throughout the District may be required.

## Human Resources Technician I-II

**Tech I Monthly range: \$4,099.53 - \$4,983.00**

**Tech II Monthly range: \$4,714.91 - \$5,731.00**

**FLSA Status:** Non-Exempt

**Flex:** Yes

**Bargaining Unit:** Confidential

**Class Code:** HR Tech I – 4005; HR Tech II - 4006

### **Purpose**

Under general supervision performs clerical and technical work in support of the human resource function; initiates, verifies, and processes a variety of personnel and payroll transactions; maintains payroll and personnel records; and performs other related duties as required.

### **Distinguishing Characteristics**

*Human Resources Technician I* – This is the entry and training level class. Incumbents work under immediate supervision and perform repetitive or closely-related duties according to established procedures.

*Human Resources Technician II* – This is the experienced working level class. Incumbents work under general supervision and perform a wide variety of difficult and complex clerical personnel work.

Positions in this class are flexibly staffed and are normally filled by advancement from the lower grade of Human Resource Technician I, or when filled from the outside, require prior human resource experience.

### **Typical Duties**

*The duties listed below are examples of the work typically performed by employees in this class. An employee may not be assigned all duties listed and may be assigned duties which are not listed below.*

1. Reviews employee timesheets for accuracy and completeness; checks computations and use of codes; enters payroll data into system; distributes warrants; sorts and files payroll records.
2. Processes employee status changes including promotion, demotion, transfer, termination, leave information, disability leave information, and work schedule modifications; tracks employee hours for leave and jury duty; maintains employee files and payroll reports; maintains records of workers' compensation incidents.
3. Provides information to employees and supervisors regarding paychecks, leave balances, benefits, salary, disability, and basic payroll/personnel policies and procedures; provides employees with various forms; maintains employee performance evaluation records and coordinates process with managers; notifies employees/supervisors of various deadlines and expirations such as end of probation, zero leave balances, etc.
4. Processes new hires; schedules pre-employment physicals; ensures various forms are completed; enrolls new employees in benefit programs;

5. Assists with recruitment and selection processes as needed; responds to requests for employment verification; processes conflict of interest forms; provides employee/payroll information as needed.

### **Minimum Qualifications**

#### Education and Experience:

*Human Resources Technician I* – Two years of clerical experience that involves customer relations and financial recordkeeping or any combination of training and experience that provides the desired knowledge and abilities.

*Human Resources Technician II* – One year of experience as a Human Resources Technician I or two years of payroll and customer relations experience or any combination of training and that provides the desired knowledge and abilities.

#### Knowledge of:

*Both Classes* – Office practices; recordkeeping methods and procedures; filing methods; telephone procedures; customer service techniques.

*Human Resources Technician II* – Basic accounting procedures and terminology; payroll and basic personnel procedures.

#### Ability to:

Perform mathematical computations; organize work independently; type; meet deadlines; create forms and procedures; interpret and apply rules, regulations, policies, and procedures; operate computer software and office equipment; establish and maintain working relationships with District staff and vendors; communicate orally and in writing.

#### Special Requirements:

None.

Physical Demands: This is essentially a desk job. Physical demands include occasional lifting up to 25 lbs., some bending, stooping and squatting.

### **Working Conditions**

Generally clean work environment with limited exposure to conditions such as dust, fumes, odors or noise. Computer monitor used on a daily basis.

## Information Systems Analyst, Assistant/Associate

**Assistant Monthly range: \$5,667.60 - \$6,889.00**

**Associate Monthly range: \$6,517.45 - \$7,922.00**

**FLSA Status:** Non-Exempt

**Flex:** No

**Bargaining Unit:** Confidential

**Class Code:** Assistant 4008, Associate 4009

### **Purpose**

Under supervision, performs a variety of professional, technical, and analytical duties in the operation of desktop computer systems/software packages; develops, supports, and maintains database administration; performs other related work as assigned.

### **Distinguishing Characteristics**

*Assistant Level* - This is the full journey level classification. Incumbents are proficient in providing a variety of specialized technical support and serve as a resource in the use of personal computer systems and software. They apply specific knowledge to resolution of the more day-to-day user's software and hardware problems. Incumbents may be required to work irregular hours and be on-call.

*Associate Level* - This is the advanced journey level class of the series. Incumbents perform more difficult tasks including more advanced troubleshooting, network wide support and maintenance, remote access and database systems support, with greater independence and more general supervision. May provide training to Assistant Systems Analyst. Incumbents may be required to work irregular hours and be on-call.

### **Typical Duties**

*The duties listed below are examples of the work typically performed by the employee of this class. Not all assigned duties may be listed.*

1. Assists with troubleshooting user problems when accessing network and using applications; supports, maintains, and enhances existing computer applications; generates ad-hoc database reports; provides technical assistance and training to users; uses diagnostic software as necessary; analyzes, detects; identifies and corrects minor technical problems and deficiencies.
2. Assists with liaison function with software vendors regarding upgrades, reconfiguration, and installation of new systems and troubleshooting problems; assists in determining proper installation parameters for software and hardware.
3. Sets up and controls accounts for access users and groups; sets-up, installs and configures a variety of computer systems and software.
4. Assists in system development projects including analysis, development, testing and implementation; assists in the development of the Local Area Network (LAN).
5. Participates in and assists with the analysis and development of computer programs; provides a variety of consultation and support in the selection, purchase, installation, and use of personal computer hardware and software.

## **Minimum Qualifications**

### Experience and Education:

*Assistant Level* - Completion of major course work from an accredited four-year college or university in computer science, information systems or a closely related field or completion of a certificate program in Databases, Operating Systems, or Networking may substitute for the required college course work in computer science or information systems, and one year of work experience in the field of systems analysis, database administration, operating systems network analysis, client/server and desktop computer operating systems any combination of training and experience that provides the desired knowledge and abilities.

*Associate Level* - Completion of major course work from an accredited four-year college or university in computer science, information systems or a closely related field or completion of a certificate program in Databases, Operating Systems, or Networking may substitute for the required college course work in computer science or information systems, and two years as an Assistant Information Systems Analyst or three years of work experience in the field of systems analysis, database administration, operating systems network analysis, client/server and desktop computer operating systems any combination of training and experience that provides the desired knowledge and abilities.

### Knowledge of:

Principles of computer data processing; principles and techniques of software and systems quality assurance and control; principles and techniques of technical problem solving; diagnosis and identification of software and hardware problems; principles, practices, and techniques of providing customer service; design, installation and maintenance of client; server and desktop computer systems; computer systems configuration, operating system structure, operations, and utilities; data communication concepts and principles, network hardware and software products; network operating systems; personal computer applications, database tools, and operating systems.

### Ability to:

Recognize problems, develop recommendations and solutions; analyze and correct user computer equipment, software, and operating problems; work effectively with clients and users to resolve user problems; train and assist users with the utilization of computers and software packages; read, interpret and apply complex technical assistance environments; communicate orally and in writing; establish and maintain effective working relationships with staff and vendors; train users in new desktop applications.

### Desirable Qualification:

Knowledge of database design principles; experience with development and implementation of database applications.

### Special Requirements:

Possession of a valid Class C California driver's license.

### Physical Demands:

Frequently sits, stands and walks for extended periods; stoops to pick up or move objects; physical ability to lift and carry objects weighing up to 50 pounds without assistance; normal manual dexterity and eye-hand coordination; corrected hearing and vision to normal range; verbal communication; use of computers, office equipment and copiers.

## **Working Conditions**

Work is normally performed in an office environment; regular contact with staff and the public.

## Information Systems Manager

**Monthly range: \$8,457.96 - \$11,334.12**

**FLSA Status:** Non-Exempt

**Flex:** No

**Bargaining Unit:** Confidential

**Class Code:** 4007

### **Purpose**

Under general direction, supervises, oversees and manages the activities and personnel of the Information Systems (IS) section within the Administrative Services division; provides technical assistance to the division manager; and performs other related duties as required.

### **Typical Duties**

*The duties listed below are examples of the work typically performed by the employee of this class. The employee may not be assigned all duties listed and may be assigned duties which are not listed below.*

1. Provides vision and leadership in all aspects of IS management and operations; develops and directs the District's overall IS strategy; works closely with other managers to coordinate IS policies and procedures.
2. Hires, trains, supervises, and evaluates assigned staff; oversees assignment of duties.
3. Oversees the assessment, selection, procurement, implementation, and support of infrastructure technology, unified/voice communication systems, hardware, mobile solutions, enterprise systems, and other technological systems.
4. Ensures the security and integrity of all District data and technology assets in compliance with application laws and regulations.
5. Manages upgrades, reconfigurations, and new information systems projects (including planning, scheduling, analysis, development, testing, and debugging) and monitors their effectiveness in meeting business needs.
6. Researches and informs District managers/staff of available information systems to support and enhance District operations; prepares the annual section budget and monitors expenditures; recommends and directs acquisition of equipment, services and supplies for the section and justifies expenditures for section; and administers contracts.
7. Establish guidelines for, direct, and occasionally perform (hands-on) server, systems and user administration including, but not limited to, network servers, applications, network connectivity and security equipment, physical and virtual infrastructure, high availability, backup and disaster recovery services, directory services such as user access controls and user group configuration, user hardware/software provisioning, and maintenance of network documentation to ensure the systems are updated and optimized in performance.
8. Oversee internal system support operations 24x7, ensuring staffing, escalation and resolution objectives are defined and achieved; maintain and regularly test District Disaster Recovery and Business Continuity plans for operating systems, databases, networks, servers, and software applications.

9. Troubleshoot, identify, and resolve computer hardware, operating system, and application problems and provide user-level applications support and training when necessary.
10. Generates ad-hoc database reports; develops and prepares a variety of position papers, articles, reports, memos, correspondence and other documents; proactively monitors operational statistics, reports trends, variances and issues, and takes appropriate action by implementing effective strategic solution.

### **Minimum Qualifications**

#### Education and Experience

A bachelor's degree from an accredited college or university in an Information Systems related specialty, five years of progressively responsible full-time experience in the Information Systems field, and two years of full-time paid supervisory experience, or any combination of training and experience that provides the desired knowledge and abilities. A graduate degree in an Information Systems related field or a Master of Business Administration, and project management experience is desired. Industry Standard Certifications such as MCSE, VCP, PMP or related certifications is also preferred.

#### Knowledge of:

Principles and practices of personnel management and supervision; practices of fiscal management and budget administration; current federal, state, and local information systems laws, rules and regulations; principles and practices of project management; principles of computer systems, procedures, analysis and design; Microsoft Office suite, Windows, LAN/WAN, VMware, Storage (SAN/NAS), SQL Server database technologies, IIS, Directory Services; principles and techniques of programming and programming documentation; database design and structure; use, capability, characteristics and limitations of personal computers and related equipment; personal computer applications, database tools, and operating systems; network operating systems.

#### Ability to:

Plan, organize, and evaluate information system services, programs and operations; develop, implement and monitor policies, procedures and standards for the section; select, train, supervise and evaluate professional and technical staff; manage projects, demonstrate organizational skills and follow through; coordinate section functions with industry, government, the media, and the public; develop, coordinate and enforce District rules, regulations, plans, policies, and strategies; understand, interpret, apply, and enforce federal, state, and local laws, rules, and regulations pertinent to information systems management; analyze complex business problems and assess how automated systems can be implemented to solve them; develop and revise computer programs; read, interpret and apply complex technical publications, manuals, and other documents in performance of assigned tasks; administer program budgets, contracts, and grants; represent the District before various groups; prepare, review and present complex and comprehensive reports and recommendations orally and in writing to specialists and non-specialists; train users; establish and maintain cooperative and positive working relationships with District staff and vendors; respond to system issues outside of standard office hours as needed.

#### Special Requirements:

Possession of a valid Class C California driver's license.

#### Physical Demands:

This is essentially a desk job. Physical demands include occasional lifting up to 25 lbs., some bending, stooping and squatting. Requires occasional travel by car.



**Working Conditions**

Generally clean work environment with limited exposure to conditions such as dust, fumes, odors, or noise. Computer monitor used on a daily basis. Travel throughout the District is required.

## **Legal Assistant I-II**

**Assistant I Monthly range: \$4,275.58 - \$5,197.00**

**Assistant II Monthly range: \$4,702.73 - \$5,716.20**

**FLSA Status:** Non-Exempt

**Flex:** Yes

**Bargaining Unit:** Confidential

**Class Code:** Assistant I – 4010; Assistant II - 4011

### **Purpose**

Under general supervision, performs a variety of paralegal; legal secretarial and general clerical work in support of the district counsel; and performs other related duties as required.

### **Distinguishing Characteristics**

Legal Assistant I—Incumbents work under supervision and perform duties that are typical of the journey level class but Incumbents are gradually given less supervision and gradually perform more difficult and responsible assignments. This class, the entry into this series, is differentiated from other clerical classes by specialization in and knowledge of legal clerical work.

Legal Assistant. II— Fully experienced, journey level class of the series. Incumbents perform a wide variety of difficult and complex legal assistant duties requiring independent judgment and discretion, and are subject to minimal work direction and instruction. Positions in this class are flexibly staffed and are normally filled by advancement from the lower grade of Legal Assistant I, or when filled from the outside, require prior legal assistant experience.

### **Typical Duties**

*The duties listed below are examples of the work typically performed by the employee of this class. Not all assigned duties may be listed.*

1. Drafts and prepares complaints, contracts, agreements, resolutions, rules, ordinances, and other legal documents using language from previous documents; prepares documents in final form including applicable exhibits for court filing upon review and approval of District Counsel.
2. Establishes and maintains a variety of files including case files for lawsuits and/ or settlements, other legal document files and correspondence; reviews files for completeness, accuracy and correct format; maintains records of all open and closed files; maintains law reference library.
3. Performs simple legal research such as locating statutes and other legislation; compiles and organizes data from investigative reports, depositions, other discovery documents, correspondence and other sources; locates and completes judicial counsel forms.
4. Composes and drafts correspondence to sources and opposing counsel; types letters, forms and reports using word processing and other computer applications; proofreads documents for form, factual accuracy, completeness, correct spelling, grammar, punctuation, and legal citation; prepares documents based on data obtained from records and other sources.

5. Schedules meetings and appointments; calendars court dates and deadlines for legal documents; may schedule witnesses to testify at trials.
6. Receives callers and screens calls; place calls to sources and opposing counsel; provides general or program information involving facts and interpretation or makes appropriate referral; may interview clients and potential witnesses.
7. Prepares case files for trial including summarizing witness testimony from source documents; organizes documentary exhibits for introduction into evidence.
8. Prepares forms and arranges for service of process; drafts, prepares, files and serves notices of deposition, subpoenas, at issue memoranda and other simple legal documents.
9. Collects and delivers correspondence, records and packages; stamps, sorts and distributes incoming mail and faxes; prepares mass mailings; processes outgoing mail; copies a variety of documents on photocopy machine.

### **Minimum Qualifications**

Legal Assistant I - One year of clerical experience involving the preparation and processing of legal documents.

Legal Assistant II - Two years of experience as SMAQMD Legal Assistant I or three years of legal assistant experience, or any combination of training and experience that provides the desire knowledge and abilities. Paralegal course work is desirable.

### **Knowledge of:**

Legal Assistant I - Basic practices and procedures of legal offices management principles, English usage, grammar, spelling and punctuation, alpha numeric filing and retrieval systems; legal terminology, documents, and citations, and office methods.

Legal Assistant II - Basic practices and procedures of legal research; types and functions of basic pleadings associated with governmental process and lawsuits; use of legal reference material; legal office management principles; English usage, grammar, spelling and punctuation; alpha numeric filing and retrieval systems; legal terminology, documents, and citations; office methods; District organization, procedures and operating details.

### **Ability to:**

Understand statutes, court decisions, legal documents and similar material; compose correspondence; organize and summarize factual material; learn fundamental legal practices applicable to District business; use legal research software; compile and maintain records and reports; type at a sufficient speed to perform the work of the unit; operate work processing and database applications; edit and proofread; work independently; plan and organize own work; establish and maintain working relationships with attorneys, staff, sources and public.

### **Physical Demands:**

This is essentially a desk job. Physical demands include occasional lifting up to 25 lbs., some bending, stooping and squatting.

**Working Conditions**

Generally clean work environment with limited exposure to conditions such as dust, fumes, odors, or noise. Computer monitor used on a daily basis. Travel in the local area may be required.

## Office Assistant I-II

**Assistant I Monthly range: \$2,842.46 - \$3,455.03**

**Assistant II Monthly range: \$3,187.56 - \$3,874.50**

**FLSA Status:** Non-Exempt

**Flex:** Yes

**Bargaining Unit:** Represented General

**Class Code:** Assistant I – 5019; Assistant II - 5020

### **Purpose**

Under general supervision, performs a variety of clerical support tasks including receptionist duties, mail processing, filing and typing; and performs other related duties as required.

### **Distinguishing Characteristics**

*Office Assistant I* – This is the entry and training level class. Incumbents work under immediate supervision and perform repetitive or closely-related duties according to established procedures.

*Office Assistant II* – This is the experienced working level class. Incumbents work under general supervision and perform a wide variety of difficult and complex clerical work which requires the use of word processing software applications. Positions in this class are flexibly staffed and are normally filled by advancement from the lower grade of Office Assistant I, or when filled from the outside, require prior office assistant experience.

### **Typical Duties**

*The duties listed below are examples of the work typically performed by employees in this class. An employee may not be assigned all duties listed and may be assigned duties which are not listed below.*

1. Acts as receptionist; takes and transmits messages; takes and refers complaints from the public, receives and transfers calls to appropriate extension; provides general agency information and alternative telephone numbers to public callers; greets and routes office callers.
2. Types lists, memos, letters, forms, permits, reports and other documents; makes routine checks of clerical work for compliance with specific requirements of form and content; searches records and files for data.
3. Performs all types of filing (alphabetical, numerical, chronological and code); tracks and updates information, mailed documents, and manuals using computer or manual system.
4. Makes travel arrangements; works with travel agency to arrange hotel, airline, and rental car reservations; completes necessary paperwork for reservations and conference/workshop attendance; completes forms for reimbursement.
5. Schedules meetings and appointments; makes room arrangements.
6. Processes petty cash reimbursements.
7. Collects and delivers correspondence, records and packages; stamps, sorts and distributes incoming mail and faxes; assists with or prepares mass mailings; processes outgoing mail; copies a variety of documents on photocopy machine.

**Minimum Qualifications****Education and Experience:**

*Office Assistant I* – One year of general clerical experience or any combination of training and/or experience that provides the desired knowledge and abilities.

*Office Assistant II* – One year of experience as an Office Assistant I or two years of typing and general clerical experience or any combination of training and/or experience that provides the desired knowledge and abilities.

**Knowledge of:**

*Both Classes* – Telephone and office receptionist etiquette; basic elements of English grammar, spelling, usage and punctuation; alpha numeric filing and retrieval systems; office methods and clerical record keeping procedures.

*Office Assistant II* – District procedures and operations.

**Ability to:**

Type at a sufficient speed to perform the work of the unit; speak clearly; perform routine clerical work; establish and maintain working relationships with staff and public; work independently; attend to detail.

**Special Requirements:**

None.

**Physical Demands:**

This is essentially a desk job. Physical demands include occasional lifting up to 25 lbs., some bending, stooping, and squatting.

**Working Conditions**

Generally clean work environment with limited exposure to conditions such as dust, fumes, odors, or noise. Computer monitor used on a daily basis.

## Program Manager

**Monthly range: \$8,457.96 - \$11,334.12**

**FLSA Status:** Non-Exempt

**Flex:** No

**Bargaining Unit:** Represented Supervisory

**Class Code:** 3001

### **Purpose**

Under general direction, supervises, oversees, and manages the activities and personnel of a section within a division; provides technical assistance to the division manager; and performs other related duties as required.

### **Typical Duties**

*The duties listed below are examples of the work typically performed by employees in this class. An employee may not be assigned all duties listed and may be assigned duties which are not listed below.*

1. Plans, supervises, and participates in the development, implementation and evaluation of multiple program activities, strategies, goals and objectives of a District work section. Programs supervised may include emission reduction credit, emission inventory; technical services including air monitoring, stationary source permitting, toxic hot spots, Title V federal operating permits; Title III federal toxics; stationary source field operations and asbestos.
2. Hires, trains, supervises, and evaluates assigned staff; oversees assignment of duties.
3. Coordinates section's technical activities to ensure consistency with state, federal and local requirements, and with other programs.
4. Plans, recommends and implements policies and procedures related to section's programs and activities; develops new procedures and practices to increase operational efficiency such as expedited permitting and application in-take.
5. Represents the District in hearings, in court proceedings, to the media, and before other public and private groups; responds to difficult inquiries and complaints.
6. Prepares the annual section budget and monitors expenditures; develops, prepares, monitors, and administers grants, contracts, and sources of revenue. Directs acquisition of equipment and supplies for section; recommends and justifies expenditures.
7. Develops and prepares a variety of position papers, articles, reports, memos, correspondence and other documents.
8. Participates as a member of, or technical advisor to, various public and private committees, boards, industries and organizations concerned with air quality management.

### **Minimum Qualifications**

#### Education and Experience:

Completion of a Bachelor's degree from an accredited college or university in a related engineering specialty, and environmental science, industrial technology or a field related to the work of the section and five years of full-time experience in a major air quality program including at least one year of supervisory experience.

Knowledge of (as it relates to the specific position):

Principles and practices of personnel management and supervision; practices of fiscal management and budget administration; current federal, state, and local air quality laws, rules and regulations; relationship of federal and state air quality management programs to local government programs; principles and methods of engineering; principles, methods, practices, and equipment used to determine, analyze, evaluate, and control sources of air contamination; recent developments and sources of information on air quality engineering and monitoring; principles and methods of industrial processes related to air quality management; principles, methods, practices and equipment used to determine, analyze, evaluate, and control sources of air contamination; principles and techniques of enforcement and rule development practices related to air quality management.

Ability to:

Plan, organize, and evaluate air quality services, programs and operations; develop, implement and monitor policies, procedures and standards for the section; select, train, supervise and evaluate professional and technical staff; coordinate section functions with industry, government, the media, and the public; develop, coordinate and enforce District rules, regulations, plans, policies, and strategies; analyze and make recommendations on difficult air quality management problems; establish and maintain working relationships with federal and state agency representatives, and staff; administer program budgets, contracts, and grants; represent the District before various groups; understand, interpret, apply, and enforce federal, state, and local laws, rules, and regulations pertinent to air quality management; analyze and evaluate complex engineering, scientific and technical data; prepare, review and present complex and comprehensive reports and recommendations orally and in writing to specialists and non-specialists.

Special Requirements:

Possession of a valid Class C California Driver's license.

Physical Demands:

This is primarily a desk job. The job requires occasional travel by car. Physical demands include occasional lifting up to 25 pounds, walking, some bending, stooping, and squatting.

**Working Conditions**

Generally clean work environment with limited exposure to conditions such as dust, fumes, odors, or noise. Computer terminal used on a daily basis. Travel throughout the District is required.



## **Program Manager, Administrative**

**Monthly range: \$8,457.96 - \$11,334.12**

**FLSA Status:** Non-Exempt

**Flex:** No

**Bargaining Unit:** Confidential\*

**Class Code:** 4012

\*This is a single position in the Program Manager classification that is Unrepresented and Confidential. See Program Manager, Class Code 3001, for job description.

## Program Supervisor

Monthly range: \$7,357.33 - \$9,859.80

**FLSA Status:** Non-Exempt

**Flex:** No

**Bargaining Unit:** Represented Supervisory

**Class Code:** 3002

### Purpose

Under direction, plans, coordinates and supervises a District operational program area; performs the most complex and difficult work of the unit; may supervise a small group of professionals and/or contractors; and performs other related duties as required.

### Typical Duties

*The duties listed below are examples of the work typically performed by employees in this class. An employee may not be assigned all duties listed and may be assigned duties which are not listed below.*

1. Supervises and performs the most difficult and complex of the work unit in areas such as inspections, rule development, emission inventory, emission reduction credits, air monitoring, planning, mobile source low emission technology, toxics, modeling and new source analysis.
2. Supervises case development for violations of air quality rules and regulations; recommends resolutions for cases; determines monetary settlements for violations; conducts hearings with regulated businesses and industries for the purpose of negotiating settlements for emission violations.
3. Reviews evaluations performed by staff including calculations, assumptions, staff reports, rule interpretation, control technology, determines enforceability of permit conditions, and consistency with departmental practices and policies; reviews and approves issuance of Authority to Construct, initial inspection reports, fee determinations and assessments, Permits to Operate, health risk assessments, source test results, and other related reports, permits or documents.
4. Assists staff and the public with issues related to stationary source, mobile source or air toxics enforcement, permitting, rule compliance, emission inventory, modeling and other related programs; interprets and explains rules, policies, and procedures to others; interacts with equipment manufacturers regarding low emission technology.
5. Develops policies and procedures for program operation and staff activities; assists in preparation, presentation, and monitoring of annual budget, grants, and subvention funding.
6. Coordinates transportation and land use planning programs; coordinates preparation of District's Transportation Conformity Rule; supervises the implementation and maintenance of transportation demand management strategies and related ordinances.
7. Trains, supervises, and evaluates staff; assists with the selection of new employees.
8. Coordinates scheduling and planning of assigned program activities with federal, state, county and other local governmental agencies; acts as liaison with regulatory agencies for specific programs.

9. Reviews, comments and assists with the development of proposed rules or regulations; consults with regulatory agencies regarding reduction strategies; evaluates state and federal mandates and policies and determines impacts on regulated sources; determines methods to research local air quality; designs, coordinates, and directs necessary studies and analysis of technological feasibility, economic and other impacts of proposed practices and rule changes.
10. Meets with key decision makers from industry to discuss applicability and effects of existing, new and proposed regulations on their facilities; represents the District on committees, workshops, conferences and at public activities, and board meetings; plans, arranges for, and coordinates public workshops, special conferences, and public hearings on rules, issues and actions.
11. Prepares reports, letters, memos, and other documents regarding violations, complaints, air pollution or toxic substance sources, program progress, and other relevant topics; develops low emission demonstration projects.
12. May coordinate other programs of the division on a temporary or intermittent basis.

### **Minimum Qualifications**

#### Education and Experience:

Completion of a Bachelor's degree from an accredited college or university in a related engineering specialty, related environmental science, environmental planning, industrial technology or a field related to the specific program and four years of full-time experience performing duties that included increasingly difficult engineering, scientific planning or inspection work in air quality management.

#### Knowledge of (as it relates to the specific position):

Air quality plan components and methods of calculating impacts of air quality control measures; principles and techniques of enforcement practices related to air quality management; scientific, engineering and environmental principles, methods, practices, and equipment used in determining, evaluating, monitoring, and controlling air quality; air quality plan components and methods of calculating impacts of air pollution control measures including modeling; principles and practices of transportation and land use planning; internal combustion engine cycles; thermodynamic and heat transfer principles; statistics; various types of industrial processes and control equipment; current federal, state and local laws, rules, and regulations related to air quality management; principles and techniques of personnel management and supervision; relationship of federal and state air quality programs to local government programs; basic computer applications; concepts, methods, and practices of vehicle fleet operation; manufacturing techniques and design concepts of vehicle technology; light, medium, heavy-duty, and off-road powertrain and emission control systems; clean fuels technology and associated products; model concepts of emission inventory; environmental and safety aspects of conventional and alternative fuels; the effects of vehicle emissions on air quality and human health; state vehicle emission standards; federal state and local laws, rules and regulations related to vehicle air quality management.

#### Ability to:

Coordinate, supervise, and train professional and technical staff; organize and coordinate staff activities and programs to meet program requirements and goals; analyze engineering, technical and managerial problems and propose effective solutions; develop, analyze, interpret, explain and apply legislation, laws, regulations, and technical material related to air quality management; make written and verbal presentations to professional and civic groups; communicate in public and in private meetings, group discussions and interviews with people of varying technical skills and personalities; write clear, concise, and comprehensive reports, letters and other documents.

Special Requirements:

Possession of a valid Class C California Driver's license.

Physical Demands:

This is primarily a desk job. The job requires occasional travel by car. Physical demands include occasional lifting up to 25 pounds, walking, some bending, stooping, and squatting.

**Working Conditions**

Generally clean work environment with limited exposure to conditions such as dust, fumes, odors, or noise. Computer monitor used on a daily basis. Travel throughout the District may be required.

## Senior Accountant

Monthly range: \$6,172.74 - \$7,503.00

**FLSA Status:** Non-Exempt

**Flex:** No

**Bargaining Unit:** Represented General

**Class Code:** 5021

### Purpose

Under direction, performs professional accounting work related to the maintenance of District finance and accounting records; prepares financial report statements and special financial analyses; and performs other related work as required.

### Distinguishing Characteristics

This is the full journey level classification within the professional Accountant series. Incumbents perform a variety of tasks and functions with minimal instruction or orientation on the technical specifics of the program or work unit for which the accounting is being performed. Incumbents report to a higher level accountant and may lead or direct a clerical or technical staff engaged primarily in accounting work.

### Typical Duties

*The duties below are examples of the work typically performed by the employee of this class. Not all assigned duties may be listed.*

1. Assists in and prepares public and non-public annual and periodic financial statements and reports including assembling, adjusting and classifying financial data and ensuring appropriate format as required by statute, contracts, accounting standards and internal needs.
2. Researches, establishes, reviews and utilizes allocation rates for staff time costs, indirect and overhead costs; conducts or participates in analysis of new and existing accounting systems and procedures to increase efficiency, maximizes the district's financial position, consults with and coordinates these activities with the District Accountant and other staff.
3. Obtains, reads, interprets and understands master grant agreements and grant contracts; monitors and prepares accounting and financial documents related to specialized grant funding.
4. Performs professional accounting work in accordance with Generally Accepted Accounting and Auditing Principles, procedures and controls.
5. Performs on-going review of budgeted revenues and expenditures and reviews requests for changes in budget allocations throughout the fiscal year to determine or project fiscal impact and status.
6. Maintains and reviews tables, indexes and codes to facilitate accurate reporting systems; assists in the preparation of various fiscal and management reports; reviews and verifies documents to ensure accuracy and legal compliance.

**Minimum Qualifications****Education and Experience:**

Completion of a Bachelor's Degree from an accredited college or university in accounting, business, finance or a closely related field and two years of experience working as an Accountant or Auditor preferably in a public agency; or any combination of training and/or experience that provides the desired knowledge and abilities.

**Knowledge of:**

Various professional accounting standards such as generally accepted accounting principles (GAAP) and generally accepted governmental auditing standards (GAGAS), and standards set by the governmental accounting standards board (GASB); financial statement preparation; cost allocation methods; accounting systems and spreadsheet software; project planning and scheduling; governmental budget preparation.

**Ability to:**

Prepare and analyze financial data; analyze and make effective recommendation regarding financial and accounting procedures and work flow; acquire subject-matter expertise in the area of work assignment; provide lead direction on accounting projects and activities; make accurate mathematic and statistical calculations; establish and maintain effective working relationships with those contacted in the course of work; communicate effectively, both orally and in writing.

**Special Requirements:**

Possession of a valid Class C California driver's license may be required for some positions in this class.

**Physical Demands:**

This is primarily a desk job. The job requires occasional travel by car. Physical demands include occasional lifting up to 10 lbs., walking, some bending, stooping, and squatting; reaching equipment surrounding desk; performing simple grasping and fine manipulation. See and hear with sufficient acuity to successfully perform all aspects of the job; use telephone and write or use a keyboard to communicate through written means.

**Working Conditions**

Environment is generally clean with limited exposure to conditions such as dust, fumes, odors, or noise. Computer terminal is used on a daily basis. Travel throughout the District may be required.

## Statistician

**Monthly range: \$7,043.88 - \$8,561.88**

**FLSA Status:** Non-Exempt

**Flex:** No

**Bargaining Unit:** Represented General

**Class Code:** 5022

### **Purpose**

Under direction, analyzes Photochemical Assessment Monitoring Station (PAMS) data using advanced statistical applications and modeling techniques; and performs other related duties as required.

### **Typical Duties**

*The duties listed below are examples of the work typically performed by the employee of this class. Not all assigned duties may be listed.*

1. Analyzes air quality data including criteria pollutant, meteorological and VOC data using advanced statistical methods and modeling techniques; evaluates the distribution, transport, and relationships of the measured concentrations.
2. Develops historical trends of pollutant concentration levels; evaluates and interprets air quality data to reconcile emission inventories.
3. Develops technical reports and participates in technical meetings on PAMS, assists with review of air quality data including upper air wind/temperature data.

### **Minimum Qualifications**

#### Education and Experience:

Completion of a Bachelor's Degree from an accredited college or university in life or physical science with major coursework in statistics, chemistry, chemical engineering or a related field, and two years of experience in air pollution control and evaluation, or any combination of training and experience that provides the desired knowledge and abilities. Advanced related degrees may substitute for experience.

#### Knowledge of:

Methods used in statistical data analysis and atmospheric sampling; principles of atmospheric chemistry, organic chemistry and statistics; ambient air sampling (gaseous, meteorological, volatile organic compounds); photochemical control strategy and evaluation.

#### Ability to:

Understand and apply federal, state and local environmental pollution laws, rules and regulations; plan, collect, organize, synthesize, and evaluate air quality/meteorological data; prepare technical written analysis, evaluation, summaries, and reports; maintain computer databases on aerometric data.

#### Special Requirements:

Possession of a valid Class C California driver's license.

Physical Demands:

This is essentially a desk job. Physical demands include occasional lifting up to 25 lbs., some bending, stooping, and squatting.

Requires occasional travel by car.

**Working Conditions**

Generally clean work environment with limited exposure to conditions such as dust, fumes, odors, or noise. Computer monitor used on a daily basis. Travel throughout the District is required.



## Fair Labor Standards Act Designation Table - Exempt/Non-Exempt

Class Title	Current FLSA	Recommended FLSA
Administrative / Legal Analyst	Exempt	Exempt *
Administrative Specialist I	Non-Exempt	Non-Exempt
Administrative Specialist II	Non-Exempt	Non-Exempt
Administrative Supervisor/Clerk of the Board	Non-Exempt	Exempt*
Air Pollution Control Officer	Exempt	Exempt
Air Quality Engineer (Assistant)	Exempt	Exempt *
Air Quality Engineer (Associate)	Exempt	Exempt *
Air Quality Instrument Specialist I	Exempt	Exempt *
Air Quality Instrument Specialist II	Exempt	Exempt *
Air Quality Planner / Analyst (Assistant)	Exempt	Exempt *
Air Quality Planner / Analyst (Associate)	Exempt	Exempt *
Air Quality Specialist (Assistant)	Exempt	Exempt *
Air Quality Specialist (Associate)	Exempt	Exempt *
Assistant to the APCO	New	Exempt*
Communications & Marketing Specialist (Assistant)	Exempt	Exempt *
Communications & Marketing Specialist (Associate)	Exempt	Exempt *
Controller	Exempt	Exempt *
District Counsel	Exempt	Exempt
Division Manager	Exempt	Exempt
Financial Analyst	Exempt	Exempt *
Fiscal Assistant I	Non-Exempt	Exempt *
Fiscal Assistant II	Non-Exempt	Exempt *
Human Resources Officer	Exempt	Exempt *
Human Resources Technician I	Non-Exempt	Exempt *
Human Resources Technician II	Non-Exempt	Exempt *
Information Systems Analyst (Assistant)	Exempt	Exempt *
Information Systems Analyst (Associate)	Exempt	Exempt *
Information Systems Manager	Exempt	Exempt *
Legal Assistant I	Non-Exempt	Non-Exempt
Legal Assistant II	Non-Exempt	Non-Exempt
Office Assistant I	Non-Exempt	Non-Exempt
Office Assistant II	Non-Exempt	Non-Exempt
Program Manager	Exempt	Exempt *
Program Supervisor	Exempt	Exempt *
Senior Accountant	Exempt	Exempt *
Statistician	Exempt	Exempt *

\*These classes appear to meet the FLSA standard for Exempt, but will continue to be treated as Non-Exempt for purposes of providing overtime compensation.



# 2017 Classification & Compensation Report

Sacramento Metro Air Quality Management District

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## SECTION I PROJECT OVERVIEW

*Ralph Andersen & Associates* was retained by the Sacramento Metropolitan Air Quality Management District to conduct a Limited Classification and Compensation Study involving all of the District's classifications. This report presents the results of the study through the following sections:

- Section I – Project Overview
- Section II – Methodologies
- Section III – Classification and Compensation Findings/Recommendations

The methodologies described in this report are similar to those used for any public or private employer, with a customized approach to fit the location and nature of services of the Sacramento Metropolitan Air Quality Management District.

### EFFECTIVE COMPENSATION PLANS

The District's compensation plan is one of the most important elements in its personnel system. Combining a sound compensation system with an effective classification system contributes to the overall effectiveness of an organization. In broad terms, the District's compensation plan should:

- Ensure that the District has the ability to attract and retain well-qualified employees
- Provide a defensible and rational basis for compensating employees
- Allow flexibility for making agency-wide compensation decisions based on changing market conditions
- Recognize the District's responsibility as a public agency in establishing a pay plan that is consistent with public practices
- Ensure that the District's compensation practices are competitive and consistent with those of comparable employers.

Policy decisions resulting from the compensation study will ultimately balance the above goals with the District's ability to pay and other budget priorities.

### STUDY OBJECTIVES

Based on the identified needs of The District, this study was designed to achieve the following overall objectives:

- Conduct a review of selected job classifications to determine the appropriate job title
- Collect and analyze base salary data from similar employers
- Document comparisons with the District compensation plan and identify any issues with the data, comparable jobs, or market agencies
- Conduct an internal relationship analysis and develop internal relationship guidelines
- Present specific salary recommendations based on the results of the market survey and internal relationship analysis.

The primary objective of the compensation survey and subsequent analysis is to provide a picture of wage practices in the labor market for comparable jobs. The results of the compensation survey provide a basis for compensating employees in a consistent, equitable, defensible, and competitive manner. The methodologies used to accomplish these objectives are presented in Section II.

## SECTION II

# METHODOLOGIES

This section provides an overview of the methodologies that have been used to conduct the compensation analyses and develop specific recommendations. Specific methods and systems presented include:

- Why Market Surveys
- Labor Market Survey Agencies
- Labor Market Position
- Market Data Collection Process
- Point of Comparison.

All methodologies used by *Ralph Andersen & Associates* are consistent with established professional standards of compensation.

### WHY COMPENSATION SURVEYS?

Compensation surveys are an effective tool for compensation professionals to utilize in assessing an employer's competitiveness with market practices. Survey data is necessary because labor markets are constantly changing in response to the availability of skill sets and fluctuations in economic conditions. These changes can vary among regions and across industries and employer types. Thus, an effective survey will provide data that closely reflects market conditions that the employer is competing against. Survey data is important for the following reasons:

- Detailed data allows an employer to anticipate changing market conditions and understand what peer employers are doing with respect to compensation and benefits.
- Market data allows an employer to be deliberate in making compensation related decisions by reducing guesses or reliance on indexes that may not reflect compensation practices.
- Survey data can provide defensibility and transparency for employees and other stakeholders.

At a minimum, survey data can help an employer reduce undesired employee turnover and optimize the ability to hire employees when filling vacant positions. The use of market data is a common practice in both public and private employers, however, it is more critical for public employers who may need to meet the requirements of labor bargaining and related laws.

### LABOR MARKET SURVEY AGENCIES

The District has an established list of survey agencies that includes other air quality management districts and additional local public agencies. The survey agencies used in this project are listed below.

Bay Area AQMD	Santa Barbara AQMD
Mojave Desert AQMD	California Air Resources Board
Monterey Bay AQMD	Sacramento County
San Joaquin Valley APCD	City of Galt
San Luis Obispo APCD	City of Folsom
Ventura County APCD	City of Sacramento
Yolo-Solano AQMD	

## LABOR MARKET POSITION

Most public and private employers will establish their compensation plans somewhere between the 50th and 75th percentile of the market, depending on how competitive they need to be. Establishing a labor market position is a policy decision that often considers the following:

- Recruitment and retention (turnover) issues
- The affordability of the desired market position
- The priority of compensation versus other expenditures
- Comparability of the survey agencies (size, cost of living differences, etc.)
- The mix of salary and benefits in providing a total compensation package for employees.

As a starting point, our analysis has focused on comparisons with the market median (50<sup>th</sup> percentile), which represents the middle of the survey market.

## MARKET DATA COLLECTION PROCESS

To ensure reliability and completeness, survey data was collected according to a structured methodology. In conducting the compensation survey, the following specific steps were taken:

- Survey employers were contacted to confirm participation and to request background information including current salary schedules, job descriptions, benefits information, position control documents, and organizational charts
- Source documents were analyzed for each survey agency in order to determine comparability issues and obtain salary/benefit data
- Follow-up reviews were conducted by e-mail and telephone to verify and clarify the data to ensure accuracy and comparability.

Throughout the data collection process, careful efforts were made to document the full range of duties and requirements of all job classes as compared to the District's corresponding survey classes.

When conducting labor market surveys, one of the most important objectives is to ensure that the labor market data is sufficiently comparable to the District jobs while also serving as a strong indicator of market trends. Since the purpose of the labor market analysis is to identify general wage trends with other agencies, broad comparability guidelines are used when collecting data. If the comparability guidelines are too narrow, then insufficient data will be found.

Common comparability criteria typically include similar core functional duties, education/skill requirements, level of duties, and scope of supervisory and management duties. It is not as critical for all job duties to be the same or for the number of employees supervised to be the same. Furthermore, it is not essential that comparable market jobs use the same equipment, have the same workload, or work in an identical facility. While *Ralph Andersen & Associates* has been careful not to include outlier job comparisons, there will be some variability in the job matches. In some instances, a comparable market job may exceed the responsibilities and duties of the District's job and in other cases, the market job may perform duties at a slightly lower level. Overall, the market comparabilities are intended to provide a balanced indication of market trends.

The data sheets presented in Appendix A contain job matches that are sufficiently comparable based on the professional judgment of *Ralph Andersen & Associates*. Wherever possible, job matches are supported by documentation received from the survey agencies. While job descriptions served as a starting point for all comparability analysis, they were not the sole source of information used to establish job matches. Job

descriptions can be unreliable (particularly if they are not up to date), not every agency has the same level of detail in their job descriptions, and many agencies may not have the same philosophy in establishing minimum qualifications.

The term “No Comparable Position” has been used in the data sheets in Appendix A to indicate instances where the job does not exist within the survey agency, the level of responsibilities/duties are not sufficiently comparable, or the comparable job duties are spread among several job classifications.

#### STATISTICS USED IN ANALYZING THE MARKET DATA

The salary survey data has been analyzed using a variety of statistical measures that are standards in compensation analysis. The purpose of the statistics is to describe the data and identify data trends that can be used to describe the labor market. The three most common statistics used in analyzing compensation data include:

- **Mean (average)** – This is a common statistical measure in which the market data is summed and divided by the number of agencies in which data is reported.
- **Median (50th percentile)** – This statistic is based on the ranking of the data and represents the “middle” of the data set; as such, half of the data is above the median and half is below.
- **75th Percentile (3rd quartile)** – This is also a rank based statistic in which one quarter of the data is above the 75th percentile and three quarters of the data are below this point. This statistic effectively captures the high end of the data set, however, it is not as stable a measure as the median. Since the relationship between the median and the 75th percentile is based both on the ranking and on variability of the data, no consistent percentage relationship exists between these statistics.

Our analysis has focused on the market median.

#### POINT OF COMPARISON

When comparing the District salaries with market agencies, it is important to establish a consistent point of comparison. Since all the survey agencies used in the market study utilize pay range structures, a critical review was needed to find the salary range “control point”. This is the point in the salary range that:

- Is used to “anchor” the pay range to the labor market
- Employees will attain through step increases or other increases based on satisfactory performance (range progression beyond the control point is usually based on superior job performance)
- The majority of employee salaries cluster around as measured by calculating a compa-ratio (employee salary divided by the range maximum).

For the vast majority of agencies, the salary range maximum (top step) is the reference control point. Longevity steps, one-time lump sum bonus payments, and incentive pays are not included in this comparison.

## SECTION III

### CLASSIFICATION & COMPENSATION FINDINGS

This section of the report documents the key findings and observations resulting from the consultant's compensation analyses. The focus of the compensation analysis is to identify significant differences in the pay practices of the District as compared to the other labor market agencies. Ideally, the District should be consistent with any pay or benefit item that is a common practice in the market (half or more of the survey agencies).

#### CLASSIFICATION ANALYSIS

The classification analysis included several positions and classification identified by the District. The classification portion of the study was conducted using common analytical tools and processes including:

- The completion and review of Job Analysis Questionnaires by incumbent employees. These questionnaires were also reviewed by District management staff for content accuracy.
- A thorough review of background documents including organization charts, existing job descriptions, and salary schedules.
- Interviews with all incumbents and their supervisor/manager.

Based on this analysis, the following provides specific recommendations for each classification and position analyzed.

#### **Human Resources Assistant I/II (Michelle Cook/Olga Aleman)**

Job classes in the Human Resources field typically fall within three classification levels: Analyst, Technician, and Assistant. Within the District, most of the professional duties are performed by the Human Resources Officer which serves as the highest HR professional working under a Program Supervisor. The duties performed by the two Human Resource Assistant positions are a combination of paraprofessional and technical human resources and payroll duties. Our assessment of these positions indicates that they perform duties that are a hybrid of assistant and technical with a few functions that may be performed by analysts in other agencies. While these positions are not professional level HR positions (and the positions do not require a four year degree), they do perform a range of paraprofessional duties. Recognizing the level of work, it is recommended that the classification be changed to Human Resources Technician I/II. This classification title covers the full range of technical and paraprofessional duties performed by the positions. To maintain flexibility, it is recommended that the payroll functions performed by Olga Aleman remain in the broad classification of HR Technician I/II. While some agencies will utilize a Payroll Technician title for payroll functions, maintaining a broad classification provides better opportunities for cross-training and coverages due to absences.

#### **Program Coordinator, Program Supervisor**

Our review of these classifications indicates that the titles used by the District do not reflect the level, role, and responsibilities of the positions. Those positions with the Program Coordinator title perform duties of a unit or section supervisor. Positions with the Program Supervisor title are performing duties of a program manager. Based on our review of these titles, it is recommended that the Program Coordinator class be retitled to Program Supervisor and the Program Supervisor class be retitled to Program Manager. This titling change will also be more consistent with market titling practices.



### **Clerical Supervisor (Salina Martinez)**

The duties performed by this position are beyond a typical clerical supervisor and include overseeing functions such as front desk reception, petty cash, customer referrals, travel arrangements, accounts receivable, permit application intake, records management, budget preparation, and other administrative functions. In addition, this position will be assuming the additional duties of Board Clerk (the result of a reorganization of the Executive Director/APCO office). Based on these changes in duties, it is recommended, that this position be allocated to the new class of Administrative Supervisor/Clerk of the Board. While the position could remain in a broad classification, most agencies denote the position that performs Board Clerk duties.

### **Administrative Assistant I/II, (Sandy Rosemont/Veronica Ruvalaacaba)**

The duties of these positions include a variety of technical, financial, and analytical duties involving grant administration, contracts/MOUs, RFPs, payables, budget administration, and special projects. While the Administrative Assistant I/II job description does not require analyst level qualifications (such as a four year degree), the duties performed by the incumbents represent a hybrid of technical and analytical duties. The predominant usage of the Administrative Assistant title in other agencies describes clerical and administrative duties. In order to better recognize the nature of duties, it is recommended that the job title for this classification be changed to Administrative Specialist I/II.

### **Air Quality Instrument Specialist I/II (Rudy Paez, John Furtado, Jaspreet Gosal)**

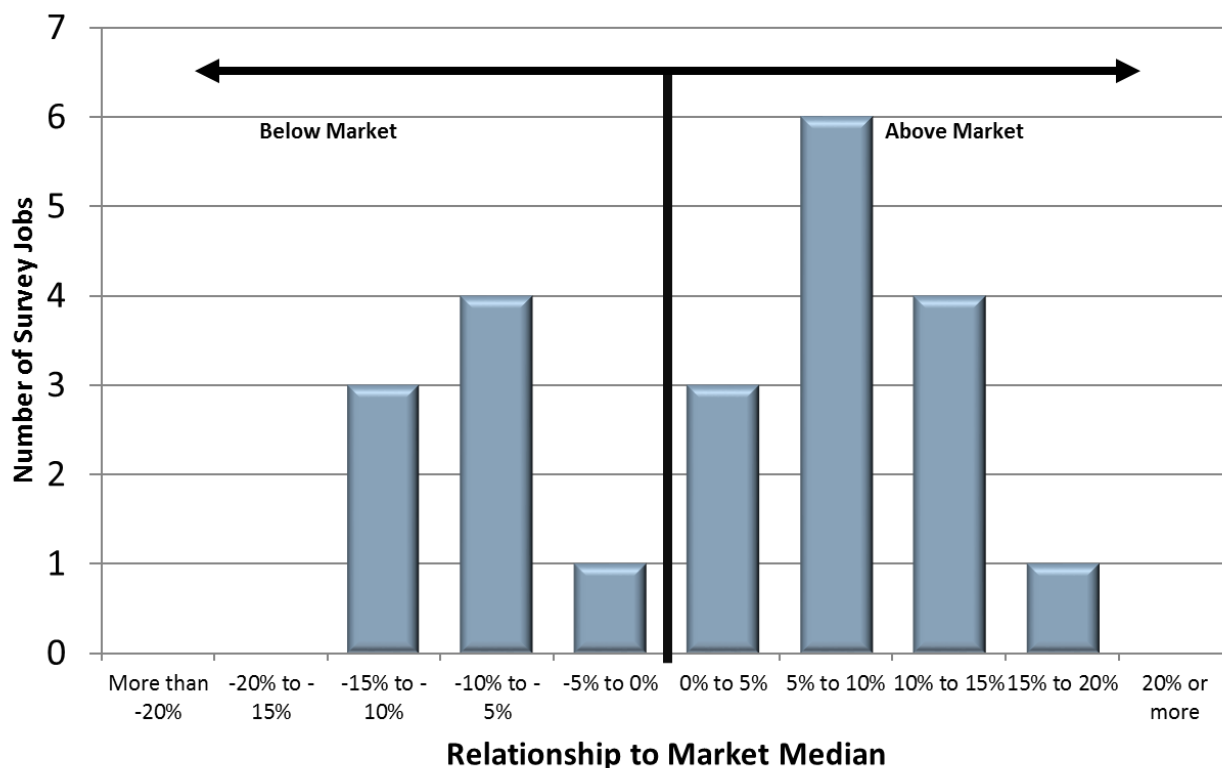
Our review of this classification indicates that the primary duties described in the current classification are generally accurate. While the classification historically emphasized instrumentation maintenance, these positions also perform some duties performed by Air Quality Specialists including conducting special studies, preparing RFPs, data validation, and research. Our review of the positions indicates that while there is some overlap, the Air Quality Specialist positions perform higher level analysis, second level data validation, and other professional duties. The Air Quality Specialist classification also requires a four year degree compared to a two year technical education requirement for the Air Quality Instrument Specialist. It appears that the primary issue identified is the difference in salary between the Air Quality Instrument Specialist and the Air Quality Specialist classifications. This is addressed in a later section of this report.

As needed, modified job descriptions can be provided based on the above recommended changes. The salary impacts of the above recommendations are provided later in Appendix B.

## **SALARY SURVEY RESULTS**

Based on an evaluation of the survey data, general salary trends in the marketplace have been identified. A summary of the salary survey using the labor market employers and the market median is provided in the following graph. The median is used as a central measure of market trends because it is less susceptible to data anomalies or an unusually high or low pay practice of a survey agencies (statisticians prefer the median for smaller sample sizes). As indicated in the graph, the majority of the survey jobs are above the market median. The market survey results indicate that those jobs above the market median are at a competitive market position and do not require any adjustment.

As shown in the graph, there are ten job titles that are below the market median, nine of which are significantly below. These jobs may require a salary range adjustment in order to be competitive with the labor market, unless internal salary relationships have a greater priority in how the salary range is established. On average, the District's salaries are 2.9% above the market median and 1.6% above the market mean. Overall, the District's pay plan is at the 57<sup>th</sup> percentile when all survey jobs are considered (on average).



The following table provides a detailed summary of the market survey. This summary table includes:

- The job title surveyed
- The District's current salary range maximum
- The number of observations (matches), not including District data
- The market median using monthly maximum salaries in the labor market
- The percentage relationship of the median to the District's current salary maximum
- The percentile relationship with 0 being at the bottom of the market, 50 being at the middle of the market, and 100 being at the top of the market.

The following summary table that shows the survey results for all jobs.

Class Title	Range Max	# of Obs.	Market Median	% +/- Median	Percentile
Accountant II	Drift	6	6,821	--	--
Administrative / Legal Analyst	8,187	6	7,391	9.7%	83
Administrative Secretary (Drift)	Drift	11	5,027	--	--
Air Pollution Control Officer	16,930	8	15,417	8.9%	72
Air Quality Engineer (Associate)	8,563	9	7,930	7.4%	71
Air Quality Instrument Specialist II	6,841	9	6,175	9.7%	57
Air Quality Planner / Analyst (Associate)	8,563	6	7,462	12.9%	77
Air Quality Specialist (Associate)	8,563	9	7,370	13.9%	85
Clerical Services Supervisor	4,659	5	4,928	-5.8%	4
Communications & Marketing Specialist (Associate)	8,563	6	7,299	14.8%	96
Controller	10,260	8	9,892	3.6%	68
District Counsel	16,930	4	14,845	12.3%	75
Division Manager	13,028	12	12,487	4.2%	52

Class Title	Range Max	# of Obs.	Market Median	% +/- Median	Percentile
Executive Assistant/Clerk of the Board	6,099	12	6,432	-5.5%	46
Financial Analyst	7,014	3	7,479	-6.6%	34
Fiscal Assistant II	4,302	10	4,597	-6.9%	33
HR Analyst	Drift	5	7,319	--	--
Human Resources Technician II	5,047	9	5,731	-13.6%	39
Human Resources Manager	Drift	6	9,541	--	--
Information Systems Analyst (Associate)	7,049	7	7,972	-13.1%	23
Information Systems Manager	11,334	5	10,609	6.4%	82
Legal Assistant II	5,717	5	5,749	-0.6%	49
Office Assistant II	3,874	10	3,816	1.5%	55
Program Supervisor	9,860	5	8,310	15.7%	87
Program Manager	11,334	4	10,762	5.0%	57
Senior Accountant	7,014	4	7,737	-10.3%	7
Statistician	8,563	1	I.D.	--	--
<b>Average</b>		<b>7</b>		<b>2.9%</b>	<b>57</b>

Insufficient market data was found for the class of Statistician (noted as I.D.). Drift data is provided as potential comparisons points, but are for jobs that don't exist in the District. Detailed datasheets for each survey class are provided in Appendix A.

It should also be noted that the District has a historical practice of maintaining equity with the California Air Resources Board (CARB) for the Air Quality Engineer (Associate) classification. As indicated in Appendix A, the District's current salary range is within 5% of the CARB salary range. Any future COLA increases will likely close this gap. Should future surveys indicate the Air Quality Engineer (Associate) has fallen more than 5% below the comparable CARB class, the District should consider an appropriate salary range adjustment. For most organizations, maintaining a salary range within 5% of the target objective is an appropriate practice and allows for natural variability in market pay practices over time.

#### SALARY RECOMMENDATIONS

In addition to market data, it is equally important to consider internal salary relationships both across similar jobs and between supervisory and subordinate jobs. Recognizing the importance of market and internal equity, Appendix B provides salary range recommendations for all District classification and includes adjustments based on the classification study analysis.

The objective of a market-based compensation study is to identify wage differences for selected "benchmark" classes. Benchmark classes are jobs that are easily compared with the pay practices of other agencies and are directly comparable to the District jobs. In order to establish market equity, benchmark classes are placed into a salary range based on the labor market data. Since the benchmark classes serve as the basis for any internal relationship guidelines, the entire pay plan is anchored to the labor market data. Benchmark jobs that were found to be above market median have remained in their current salary range. Benchmark jobs below market median have been adjusted based on the market median deviation.

For non-benchmark classifications, salary levels are established using internal relationship guidelines among related job classes. This process not only maximizes the use of available market data but also preserves important salary relationships. For General Counsel, we have not used the market data due to the limited number of comparables. Instead, we have established a salary level based on an internal relationship tie to the APCO job class.

## SALARY RANGE ASSIGNMENTS

As part of our analysis of the compensation system, we have reviewed the salary range structures used by the District. There are two primary salary structures. For most employees, the salary range is a common five step salary range where progression occurs from Step A to Step E based on the time in the job. This is a common salary range structure for non-management job classifications.

For the District's management and supervisory jobs, the District uses an open pay range referred to as the "L" range. This range structure provides variable range progression increases based on employee performance. Our review of the District's job classifications identified two classes that should be allocated to the "L" range: Human Resources Officer and the new class of Administrative Supervisor/Clerk of the Board. Placement of these jobs in the "L" range establishes equity with Program Supervisor and Program Manager job classifications.

## CONFIDENTIAL STATUS

Public sector employers generally will have two primary groups of employees: represented and unrepresented. Unrepresented employees will typically include management classifications that have responsibility for managing a major division or work unit in the organization (EO/APCO, General Counsel, Division Manager). For those jobs that are represented by a labor union or employee association, there may be a need to designate some positions as "confidential" which can remove them from bargaining unit representation. These are jobs that otherwise would be represented but can be exempted due to the confidential status. The meaning of the word "confidential" is a local rule and subject to meet and confer in special districts, however the preferred definition under PERB is:

"Confidential employee" means any employee who is required to develop or present management positions with respect to employer-employee relations or whose duties normally require access to confidential information contributing significantly to the development of management positions.

We have reviewed the District's confidential positions and based on the application of the definition described above, we have determined that the following positions meet the requirements of confidential status:

- Program Supervisor, Administrative Services (Pat Smith)
- Human Resources Officer (Betty Becker)
- Controller (Emily Goldhahn)
- Financial Analyst (Agnes Trinhly)

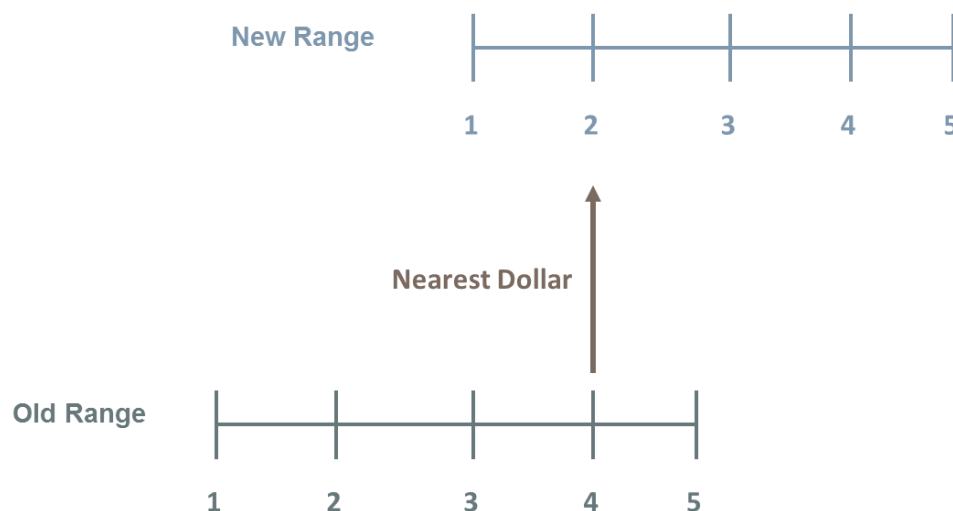
Based on our review, the following positions that are currently designated as confidential should be changed to non-confidential status and treated as represented bargaining unit positions.

- Executive Assistant/Clerk to the Board (Salina Martinez)
- Information Systems Manager (Charles Wilmoth)
- Information Systems Analysts (Sheng/Valentin)
- Legal Assistant/Hearing Board Clerk (Virginia Muller)
- Human Resources Assistants (Michelle Cook/Olga Aleman))

Our review of these positions indicates that they do not currently develop or present management bargaining positions nor do they perform work that contributes significantly to the development of management bargaining positions.

## IMPLEMENTATION

The objective of a compensation study is to establish a salary range that is competitive with the labor market and equitable internally where equity and vertical salary relationships need to be considered. When implementing the salary range changes that are documented in Appendix B, the objective is to make sure each employee is placed



within the new range. For most positions, this means making sure that the employee's current salary is at the new range minimum. With a step based range, the appropriate method for implementing salary range changes is called "nearest dollar" placement.

As shown in the exhibit above, nearest dollar placement moves the employee's salary over to the new range at the nearest higher step. If the employee is in an open range, then the employee would simply maintain their current salary if it is above the range minimum. Implementing the salary range in this manner provides future range progression increases that otherwise would not be available if the new range was not implemented. At minimum, an employee with more than a year of experience should be move to either Step 2 (Step B) or at a point 5% above the minimum in an open range. This placement provides a buffer to employees that may be hired into the range.

## APPENDIX A BASE SALARY DATASHEETS

**SACRAMENTO METRO AQMD  
LABOR MARKET SALARY SURVEY**

Statistics computed using range Control Point/Max

**Accountant II**

Agency	Comparable Class Title	Minimum	C.P./Max	Spread
City of Folsom	Financial Analyst	\$ 5,773	\$ 7,930	37.4%
Bay Area AQMD	Accountant II	\$ 5,505	\$ 7,377	34.0%
City of Sacramento	Accountant Auditor	\$ 5,605	\$ 7,355	31.2%
San Joaquin Valley APCD	Accountant II	\$ 4,465	\$ 6,287	40.8%
Sacramento County	Accountant	\$ 5,009	\$ 6,090	21.6%
Mojave Desert AQMD	Fiscal Specialist	\$ 4,810	\$ 5,861	21.9%
<b>Sacramento Metro AQMD</b>	<b>Accountant II - Drift</b>			
<b>Sacramento Metro Aqmd Rank</b>		--		
<b>Coefficient of Variance</b>		12%		
<b>Number of Observations</b>		6		
<b>Variability</b>		Moderate		
<b>Labor Market Mean</b>			\$ 6,817	--
<b>Labor Market Median</b>			\$ 6,821	--
<b>25th Percentile</b>			\$ 6,139	--
<b>75th Percentile</b>			\$ 7,372	--
<b>Percentile Rank</b>			--	

**SACRAMENTO METRO AQMD  
LABOR MARKET SALARY SURVEY**

Statistics computed using range Control Point/Max

**Administrative / Legal Analyst**

Agency	Comparable Class Title	Minimum	C.P./Max	Spread
Bay Area AQMD	Legislative Analyst	\$ 7,937	\$ 9,648	21.6%
<b>Sacramento Metro AQMD</b>	<b>Administrative / Legal Analyst</b>	<b>\$ 6,735</b>	<b>\$ 8,187</b>	<b>21.6%</b>
City of Folsom	Management Analyst	\$ 5,773	\$ 7,930	37.4%
City of Sacramento	Administrative Analyst	\$ 5,700	\$ 7,479	31.2%
Sacramento County	Associate Administrative Analyst II	\$ 6,008	\$ 7,303	21.6%
City of Galt	Administrative Analyst II	\$ 4,966	\$ 6,037	21.6%
California Air Resources Board	Associate Governmental Program Analyst	\$ 4,600	\$ 5,758	25.2%
<b>Sacramento Metro Aqmd Rank</b>		<b>2/7</b>	<b>Market Value</b>	<b>Percent +/-</b>
<b>Coefficient of Variance</b>		<b>19%</b>		
<b>Number of Observations</b>		<b>6</b>		
<b>Variability</b>		<b>High</b>		
<b>Labor Market Mean</b>			<b>\$ 7,359</b>	<b>10.11%</b>
<b>Labor Market Median</b>			<b>\$ 7,391</b>	<b>9.72%</b>
<b>25th Percentile</b>			<b>\$ 6,354</b>	<b>22.40%</b>
<b>75th Percentile</b>			<b>\$ 7,817</b>	<b>4.52%</b>
<b>Percentile Rank</b>			<b>83</b>	



**SACRAMENTO METRO AQMD  
LABOR MARKET SALARY SURVEY**

Statistics computed using range Control Point/Max

**Administrative Secretary (Drift)**

Agency	Comparable Class Title	Minimum	C.P./Max	Spread
Bay Area AQMD	Administrative Secretary	\$ 4,873	\$ 5,923	21.5%
City of Sacramento	Administrative Assistant	\$ 4,383	\$ 5,749	31.2%
Monterey Bay AQMD	Senior Administrative Assistant	\$ 4,113	\$ 5,500	33.7%
City of Folsom	Administrative Assistant	\$ 3,933	\$ 5,402	37.4%
Mojave Desert AQMD	Administrative Secretary	\$ 4,251	\$ 5,180	21.9%
Sacramento County	Executive Secretary	\$ 4,134	\$ 5,027	21.6%
City of Galt	Administrative Assistant	\$ 3,603	\$ 4,380	21.6%
Ventura County APCD	Management Assistant	\$ 3,020	\$ 4,230	40.1%
Yolo-Solano AQMD	Administrative Assistant	\$ 3,265	\$ 3,969	21.6%
San Joaquin Valley APCD	Air Quality Assistant	\$ 3,171	\$ 3,857	21.6%
San Luis Obispo APCD	Administrative Assistant III	\$ 3,118	\$ 3,789	21.5%
<b>Sacramento Metro AQMD</b>	<b>Administrative Secretary (Drift)</b>			
	<b>Sacramento Metro Aqmd Rank</b>	--		
	<b>Coefficient of Variance</b>	<b>16%</b>		
	<b>Number of Observations</b>	<b>11</b>	<b>Market</b>	<b>Percent</b>
	<b>Variability</b>	<b>High</b>	<b>Value</b>	<b>+/-</b>
	<b>Labor Market Mean</b>		<b>\$ 4,819</b>	<b>--</b>
	<b>Labor Market Median</b>		<b>\$ 5,027</b>	<b>--</b>
	<b>25th Percentile</b>		<b>\$ 4,100</b>	<b>--</b>
	<b>75th Percentile</b>		<b>\$ 5,451</b>	<b>--</b>
	<b>Percentile Rank</b>		<b>--</b>	

**SACRAMENTO METRO AQMD  
LABOR MARKET SALARY SURVEY**

Statistics computed using range Control Point/Max

**Air Pollution Control Officer**

Agency	Comparable Class Title	Minimum	C.P./Max	Spread
Bay Area AQMD	Executive Officer/APCO		\$ 22,480	
San Joaquin Valley APCD	Executive Director/APCO		\$ 20,822	
<b>Sacramento Metro AQMD</b>	<b>Air Pollution Control Officer</b>		<b>\$ 16,930</b>	
Ventura County APCD	Executive Officer/APCO	\$ 11,300	\$ 16,690	47.7%
Mojave Desert AQMD	Executive Director/APCO		\$ 15,915	
Monterey Bay AQMD	Air Pollution Control Officer		\$ 14,919	
Yolo-Solano AQMD	Executive Director/APCO		\$ 13,202	
San Luis Obispo APCD	Air Pollution Control Officer		\$ 13,077	
Santa Barbara AQMD	Air Pollution Control Officer		\$ 12,084	
<b>Sacramento Metro Aqmd Rank</b>		<b>3/9</b>	<b>Market Value</b>	<b>Percent +/-</b>
<b>Coefficient of Variance</b>		<b>23%</b>		
<b>Number of Observations</b>		<b>8</b>		
<b>Variability</b>		<b>High</b>		
<b>Labor Market Mean</b>			<b>\$ 16,149</b>	<b>4.62%</b>
<b>Labor Market Median</b>			<b>\$ 15,417</b>	<b>8.94%</b>
<b>25th Percentile</b>			<b>\$ 13,171</b>	<b>22.20%</b>
<b>75th Percentile</b>			<b>\$ 17,723</b>	<b>-4.68%</b>
<b>Percentile Rank</b>			<b>72</b>	

**SACRAMENTO METRO AQMD  
LABOR MARKET SALARY SURVEY**

Statistics computed using range Control Point/Max

**Air Quality Engineer (Associate)**

Agency	Comparable Class Title	Minimum	C.P./Max	Spread
Monterey Bay AQMD	Air Quality Engineer II	\$ 7,183	\$ 9,603	33.7%
Bay Area AQMD	Air Quality Engineer II	\$ 6,857	\$ 9,189	34.0%
California Air Resources Board	Air Resources Engineer (Range C)	\$ 7,055	\$ 8,824	25.1%
<b>Sacramento Metro AQMD</b>	<b>Air Quality Engineer (Associate)</b>	<b>\$ 7,044</b>	<b>\$ 8,563</b>	<b>21.6%</b>
San Luis Obispo APCD	Air Pollution Control Engineer III	\$ 6,647	\$ 8,079	21.5%
Ventura County APCD	Air Quality Engineer II	\$ 4,840	\$ 7,930	63.8%
Mojave Desert AQMD	Air Quality Engineer	\$ 6,311	\$ 7,690	21.9%
Yolo-Solano AQMD	Associate Air Quality Engineer	\$ 6,297	\$ 7,654	21.5%
San Joaquin Valley APCD	Air Quality Engineer II	\$ 5,047	\$ 7,460	47.8%
Santa Barbara AQMD	Air Quality Engineer II	\$ 5,080	\$ 6,824	34.3%
<b>Sacramento Metro Aqmd Rank</b>		<b>4/10</b>	<b>Market Value</b>	<b>Percent +/-</b>
<b>Coefficient of Variance</b>		<b>11%</b>		
<b>Number of Observations</b>		<b>9</b>		
<b>Variability</b>		<b>Moderate</b>		
<b>Labor Market Mean</b>			<b>\$ 8,139</b>	<b>4.95%</b>
<b>Labor Market Median</b>			<b>\$ 7,930</b>	<b>7.39%</b>
<b>25th Percentile</b>			<b>\$ 7,654</b>	<b>10.62%</b>
<b>75th Percentile</b>			<b>\$ 8,824</b>	<b>-3.05%</b>
<b>Percentile Rank</b>			<b>71</b>	
<b>Percent below CARB Salary</b>			<b>3.0%</b>	

**SACRAMENTO METRO AQMD  
LABOR MARKET SALARY SURVEY**

Statistics computed using range Control Point/Max

**Air Quality Instrument Specialist II**

Agency	Comparable Class Title	Minimum	C.P./Max	Spread
Bay Area AQMD	Air Quality Instrument Specialist II	\$ 5,641	\$ 7,559	34.0%
San Luis Obispo APCD	Air Quality Specialist III	\$ 6,214	\$ 7,554	21.6%
Monterey Bay AQMD	Air Monitoring Specialist II	\$ 5,600	\$ 7,488	33.7%
Ventura County APCD	Air Quality Instrument Technician III	\$ 5,250	\$ 7,370	40.4%
<b>Sacramento Metro AQMD</b>	<b>Air Quality Instrument Specialist II</b>	<b>\$ 5,628</b>	<b>\$ 6,841</b>	<b>21.6%</b>
Santa Barbara AQMD	Monitoring Specialist II	\$ 4,643	\$ 6,175	33.0%
Yolo-Solano AQMD	Air Monitoring Technician II	\$ 4,910	\$ 5,968	21.5%
Mojave Desert AQMD	Air Quality Instrument Technician	\$ 4,810	\$ 5,861	21.9%
San Joaquin Valley APCD	Air Quality Instrument Technician II	\$ 4,050	\$ 5,700	40.7%
California Air Resources Board	Instrument Technician (Range C)	\$ 4,290	\$ 5,370	25.2%
<b>Sacramento Metro Aqmd Rank</b>		<b>5/10</b>	<b>Market Value</b>	<b>Percent +/-</b>
<b>Coefficient of Variance</b>		<b>14%</b>		
<b>Number of Observations</b>		<b>9</b>		
<b>Variability</b>		<b>Moderate</b>		
<b>Labor Market Mean</b>			<b>\$ 6,561</b>	<b>4.10%</b>
<b>Labor Market Median</b>			<b>\$ 6,175</b>	<b>9.74%</b>
<b>25th Percentile</b>			<b>\$ 5,861</b>	<b>14.33%</b>
<b>75th Percentile</b>			<b>\$ 7,488</b>	<b>-9.46%</b>
<b>Percentile Rank</b>			<b>57</b>	

**SACRAMENTO METRO AQMD  
LABOR MARKET SALARY SURVEY**

Statistics computed using range Control Point/Max

**Air Quality Planner / Analyst (Associate)**

Agency	Comparable Class Title	Minimum	C.P./Max	Spread
Monterey Bay AQMD	Air Quality Planner III	\$ 7,699	\$ 10,296	33.7%
Bay Area AQMD	Environmental Planner II	\$ 6,530	\$ 8,751	34.0%
<b>Sacramento Metro AQMD</b>	<b>Air Quality Planner / Analyst (Associate)</b>	<b>\$ 7,044</b>	<b>\$ 8,563</b>	<b>21.6%</b>
San Luis Obispo APCD	Air Quality Specialist III	\$ 6,214	\$ 7,554	21.6%
Ventura County APCD	Air Quality Specialist II	\$ 5,250	\$ 7,370	40.4%
Yolo-Solano AQMD	Associate Air Quality Planner	\$ 5,757	\$ 6,998	21.6%
Santa Barbara AQMD	Air Quality Specialist III	\$ 5,756	\$ 6,996	21.5%
<b>Sacramento Metro Aqmd Rank</b>		<b>3/7</b>	<b>Market Value</b>	<b>Percent +/-</b>
<b>Coefficient of Variance</b>		<b>16%</b>		
<b>Number of Observations</b>		<b>6</b>		
<b>Variability</b>		<b>Moderate</b>		
<b>Labor Market Mean</b>			<b>\$ 7,994</b>	<b>6.64%</b>
<b>Labor Market Median</b>			<b>\$ 7,462</b>	<b>12.86%</b>
<b>25th Percentile</b>			<b>\$ 7,091</b>	<b>17.19%</b>
<b>75th Percentile</b>			<b>\$ 8,452</b>	<b>1.30%</b>
<b>Percentile Rank</b>			<b>77</b>	

**SACRAMENTO METRO AQMD  
LABOR MARKET SALARY SURVEY**

Statistics computed using range Control Point/Max

**Air Quality Specialist (Associate)**

Agency	Comparable Class Title	Minimum	C.P./Max	Spread
California Air Resources Board	Air Pollution Specialist (Range C)	\$ 7,055	\$ 8,824	25.1%
Bay Area AQMD	Air Quality Specialist II	\$ 6,530	\$ 8,751	34.0%
<b>Sacramento Metro AQMD</b>	<b>Air Quality Specialist (Associate)</b>	<b>\$ 7,044</b>	<b>\$ 8,563</b>	<b>21.6%</b>
Monterey Bay AQMD	Air Quality Compliance Inspector II	\$ 5,945	\$ 7,951	33.7%
San Luis Obispo APCD	Air Quality Specialist III	\$ 6,214	\$ 7,554	21.6%
Ventura County APCD	Air Quality Specialist II	\$ 5,250	\$ 7,370	40.4%
Yolo-Solano AQMD	Associate Air Quality Specialist	\$ 5,588	\$ 6,792	21.5%
Santa Barbara AQMD	Inspection Specialist III	\$ 5,314	\$ 6,459	21.5%
San Joaquin Valley APCD	Air Quality Specialist/Inspector	\$ 4,465	\$ 6,287	40.8%
Mojave Desert AQMD	Air Quality Specialist	\$ 4,810	\$ 5,861	21.9%
<b>Sacramento Metro Aqmd Rank</b>		<b>3/10</b>	<b>Market Value</b>	<b>Percent +/-</b>
<b>Coefficient of Variance</b>		<b>14%</b>		
<b>Number of Observations</b>		<b>9</b>		
<b>Variability</b>		<b>Moderate</b>		
<b>Labor Market Mean</b>			<b>\$ 7,317</b>	<b>14.56%</b>
<b>Labor Market Median</b>			<b>\$ 7,370</b>	<b>13.93%</b>
<b>25th Percentile</b>			<b>\$ 6,459</b>	<b>24.57%</b>
<b>75th Percentile</b>			<b>\$ 7,951</b>	<b>7.15%</b>
<b>Percentile Rank</b>			<b>85</b>	

**SACRAMENTO METRO AQMD  
LABOR MARKET SALARY SURVEY**

Statistics computed using range Control Point/Max

**Clerical Services Supervisor**

Agency	Comparable Class Title	Minimum	C.P./Max	Spread
Bay Area AQMD	Office Services Supervisor	\$ 4,641	\$ 5,641	21.5%
Sacramento County	Clerical Supervisor II	\$ 4,152	\$ 5,046	21.5%
City of Sacramento	Office Supervisor	\$ 3,487	\$ 4,928	41.3%
San Joaquin Valley APCD	Operations Support Supervisor	\$ 4,050	\$ 4,923	21.6%
<b>Sacramento Metro AQMD</b>	<b>Clerical Services Supervisor</b>	<b>\$ 3,834</b>	<b>\$ 4,659</b>	<b>21.5%</b>
City of Galt	Supervising Administrative Assistant	\$ 3,787	\$ 4,603	21.5%
<b>Sacramento Metro Aqmd Rank</b>		<b>5/6</b>	<b>Market Value</b>	<b>Percent +/-</b>
<b>Coefficient of Variance</b>		<b>8%</b>		
<b>Number of Observations</b>		<b>5</b>		
<b>Variability</b>		<b>Low</b>		
<b>Labor Market Mean</b>			<b>\$ 5,028</b>	<b>-7.92%</b>
<b>Labor Market Median</b>			<b>\$ 4,928</b>	<b>-5.77%</b>
<b>25th Percentile</b>			<b>\$ 4,923</b>	<b>-5.67%</b>
<b>75th Percentile</b>			<b>\$ 5,046</b>	<b>-8.31%</b>
<b>Percentile Rank</b>			<b>4</b>	

**SACRAMENTO METRO AQMD  
LABOR MARKET SALARY SURVEY**

Statistics computed using range Control Point/Max

**Communications & Marketing Specialist (Associate)**

Agency	Comparable Class Title	Minimum	C.P./Max	Spread
Bay Area AQMD	Staff Specialist II	\$ 6,530	\$ 8,751	34.0%
<b>Sacramento Metro AQMD</b>	<b>Communications &amp; Marketing Specialist (Associate)</b>	<b>\$ 7,044</b>	<b>\$ 8,563</b>	<b>21.6%</b>
City of Sacramento	Media and Communications Specialist	\$ 5,986	\$ 7,852	31.2%
Sacramento County	Communication and Media Officer II	\$ 6,254	\$ 7,602	21.6%
Santa Barbara AQMD	Air Quality Specialist III	\$ 5,756	\$ 6,996	21.5%
Yolo-Solano AQMD	Public Information Officer	\$ 5,478	\$ 6,658	21.5%
San Joaquin Valley APCD	Air Quality Education Representative II	\$ 4,465	\$ 6,287	40.8%
<b>Sacramento Metro Aqmd Rank</b>		<b>2/7</b>	<b>Market Value</b>	<b>Percent +/-</b>
<b>Coefficient of Variance</b>		<b>12%</b>		
<b>Number of Observations</b>		<b>6</b>		
<b>Variability</b>		<b>Moderate</b>		
<b>Labor Market Mean</b>			<b>\$ 7,358</b>	<b>14.08%</b>
<b>Labor Market Median</b>			<b>\$ 7,299</b>	<b>14.76%</b>
<b>25th Percentile</b>			<b>\$ 6,743</b>	<b>21.26%</b>
<b>75th Percentile</b>			<b>\$ 7,790</b>	<b>9.03%</b>
<b>Percentile Rank</b>			<b>96</b>	



**SACRAMENTO METRO AQMD  
LABOR MARKET SALARY SURVEY**

Statistics computed using range Control Point/Max

**Controller**

Agency	Comparable Class Title	Minimum	C.P./Max	Spread
Bay Area AQMD	Finance Manager	\$ 10,434	\$ 12,683	21.6%
California Air Resources Board	Air Resources Supervisor II (Branch Chief)	\$ 9,676	\$ 12,114	25.2%
City of Folsom	Financial Services Manager	\$ 7,551	\$ 10,374	37.4%
<b>Sacramento Metro AQMD</b>	<b>Controller</b>	<b>\$ 7,657</b>	<b>\$ 10,260</b>	<b>34.0%</b>
City of Sacramento	Accounting Manager	\$ 7,576	\$ 9,939	31.2%
Mojave Desert AQMD	Finance Manager	\$ 8,079	\$ 9,844	21.8%
San Joaquin Valley APCD	Controller	\$ 7,716	\$ 9,380	21.6%
City of Galt	Deputy Finance Director	\$ 7,555	\$ 9,183	21.5%
Sacramento County	Accounting Manager	\$ 8,227	\$ 9,069	10.2%
<b>Sacramento Metro Aqmd Rank</b>		<b>4/9</b>	<b>Market Value</b>	<b>Percent +/-</b>
<b>Coefficient of Variance</b>		<b>13%</b>		
<b>Number of Observations</b>		<b>8</b>		
<b>Variability</b>		<b>Moderate</b>		
<b>Labor Market Mean</b>			<b>\$ 10,323</b>	<b>-0.62%</b>
<b>Labor Market Median</b>			<b>\$ 9,892</b>	<b>3.59%</b>
<b>25th Percentile</b>			<b>\$ 9,331</b>	<b>9.06%</b>
<b>75th Percentile</b>			<b>\$ 10,809</b>	<b>-5.35%</b>
<b>Percentile Rank</b>			<b>68</b>	

**SACRAMENTO METRO AQMD  
LABOR MARKET SALARY SURVEY**

Statistics computed using range Control Point/Max

**District Counsel**

Agency	Comparable Class Title	Minimum	C.P./Max	Spread
Bay Area AQMD	Counsel		\$ 22,093	
<b>Sacramento Metro AQMD</b>	<b>District Counsel</b>		<b>\$ 16,930</b>	
California Air Resources Board	C.E.A. (Chief Counsel)	\$ 11,670	\$ 15,129	29.6%
San Joaquin Valley APCD	District Counsel		\$ 14,561	
Mojave Desert AQMD	District Counsel	\$ 11,701	\$ 14,256	21.8%
<b>Sacramento Metro Aqmd Rank</b>		<b>2/5</b>	<b>Market Value</b>	<b>Percent +/-</b>
<b>Coefficient of Variance</b>		<b>23%</b>		
<b>Number of Observations</b>		<b>4</b>		
<b>Variability</b>		<b>High</b>		
<b>Labor Market Mean</b>			<b>\$ 16,510</b>	<b>2.48%</b>
<b>Labor Market Median</b>			<b>\$ 14,845</b>	<b>12.32%</b>
<b>25th Percentile</b>			<b>\$ 14,485</b>	<b>14.44%</b>
<b>75th Percentile</b>			<b>\$ 16,870</b>	<b>0.35%</b>
<b>Percentile Rank</b>			<b>75</b>	

**SACRAMENTO METRO AQMD  
LABOR MARKET SALARY SURVEY**

Statistics computed using range Control Point/Max

**Division Manager**

<b>Agency</b>	<b>Comparable Class Title</b>	<b>Minimum</b>	<b>C.P./Max</b>	<b>Spread</b>
City of Sacramento	Director of Finance	\$ 11,653	\$ 17,479	50.0%
Sacramento County	Director of Finance	\$ 14,169	\$ 15,622	10.3%
Bay Area AQMD	Director	\$ 12,599	\$ 15,314	21.5%
California Air Resources Board	C.E.A. (Division Chief)	\$ 11,670	\$ 15,129	29.6%
City of Folsom	Chief Financial Officer	\$ 11,667	\$ 14,948	28.1%
Mojave Desert AQMD	Deputy Director Administration	\$ 11,137	\$ 13,569	21.8%
<b>Sacramento Metro AQMD</b>	<b>Division Manager</b>	<b>\$ 9,722</b>	<b>\$ 13,028</b>	<b>34.0%</b>
San Joaquin Valley APCD	Director	\$ 9,380	\$ 11,404	21.6%
Yolo-Solano AQMD	Deputy APCO	\$ 9,116	\$ 11,395	25.0%
City of Galt	Finance Director	\$ 9,284	\$ 11,285	21.6%
Santa Barbara AQMD	Division Manager	\$ 8,323	\$ 10,117	21.6%
Ventura County APCD	Manager	\$ 6,790	\$ 9,690	42.7%
San Luis Obispo APCD	Division Manager	\$ 7,571	\$ 9,202	21.5%
<b>Sacramento Metro Aqmd Rank</b>		<b>7/13</b>	<b>Market Value</b>	<b>Percent +/-</b>
<b>Coefficient of Variance</b>		<b>21%</b>		
<b>Number of Observations</b>		<b>12</b>		
<b>Variability</b>		<b>High</b>		
<b>Labor Market Mean</b>			<b>\$ 12,930</b>	<b>0.76%</b>
<b>Labor Market Median</b>			<b>\$ 12,487</b>	<b>4.16%</b>
<b>25th Percentile</b>			<b>\$ 10,993</b>	<b>15.62%</b>
<b>75th Percentile</b>			<b>\$ 15,175</b>	<b>-16.48%</b>
<b>Percentile Rank</b>			<b>52</b>	

**SACRAMENTO METRO AQMD  
LABOR MARKET SALARY SURVEY**

Statistics computed using range Control Point/Max

**Executive Assistant/Clerk of the Board**

Agency	Comparable Class Title	Minimum	C.P./Max	Spread
Bay Area AQMD	Executive Secretary II/Clerk of the Board	\$ 6,219	\$ 8,334	34.0%
Monterey Bay AQMD	Executive Assistant		\$ 7,076	
Mojave Desert AQMD	Clerk of the Boards	\$ 5,718	\$ 6,967	21.8%
Santa Barbara AQMD	Executive Assistant/Board Clerk	\$ 5,727	\$ 6,961	21.5%
City of Folsom	Administrative Support Specialist	\$ 4,583	\$ 6,833	49.1%
San Joaquin Valley APCD	Deputy Clerk of the Board	\$ 5,646	\$ 6,826	20.9%
<b>Sacramento Metro AQMD</b>	<b>Executive Assistant/Clerk of the Board</b>	<b>\$ 5,018</b>	<b>\$ 6,099</b>	<b>21.5%</b>
City of Sacramento	Executive Assistant	\$ 4,025	\$ 6,037	50.0%
Yolo-Solano AQMD	Administrative Operations Coordinator/Board Clerk	\$ 4,672	\$ 5,678	21.5%
Sacramento County	Administrative Assistant to the County Exec	\$ 4,550	\$ 5,530	21.5%
Ventura County APCD	Management Assistant IV	\$ 3,430	\$ 5,520	60.9%
San Luis Obispo APCD	Admin Supervisor/Board Clerk	\$ 4,531	\$ 5,507	21.5%
City of Galt	Executive Assistant to the City Manager	\$ 4,177	\$ 5,077	21.5%
<b>Sacramento Metro Aqmd Rank</b>		<b>7/13</b>	<b>Market Value</b>	<b>Percent +/-</b>
<b>Coefficient of Variance</b>		<b>15%</b>		
<b>Number of Observations</b>		<b>12</b>		
<b>Variability</b>		<b>High</b>		
<b>Labor Market Mean</b>			<b>\$ 6,362</b>	<b>-4.31%</b>
<b>Labor Market Median</b>			<b>\$ 6,432</b>	<b>-5.45%</b>
<b>25th Percentile</b>			<b>\$ 5,528</b>	<b>9.37%</b>
<b>75th Percentile</b>			<b>\$ 6,963</b>	<b>-14.16%</b>
<b>Percentile Rank</b>			<b>46</b>	

**SACRAMENTO METRO AQMD  
LABOR MARKET SALARY SURVEY**

Statistics computed using range Control Point/Max

**Financial Analyst**

Agency	Comparable Class Title	Minimum	C.P./Max	Spread
City of Folsom	Financial Analyst	\$ 5,773	\$ 7,930	37.4%
City of Sacramento	Budget Analyst	\$ 5,700	\$ 7,479	31.2%
<b>Sacramento Metro AQMD</b>	<b>Financial Analyst</b>	<b>\$ 5,770</b>	<b>\$ 7,014</b>	<b>21.6%</b>
City of Galt	Administrative Analyst II	\$ 4,966	\$ 6,037	21.6%
<b>Sacramento Metro Aqmd Rank</b>		<b>3/4</b>	<b>Market Value</b>	<b>Percent +/-</b>
<b>Coefficient of Variance</b>		<b>14%</b>		
<b>Number of Observations</b>		<b>3</b>		
<b>Variability</b>		<b>Moderate</b>		
<b>Labor Market Mean</b>			<b>\$ 7,149</b>	<b>-1.92%</b>
<b>Labor Market Median</b>			<b>\$ 7,479</b>	<b>-6.63%</b>
<b>25th Percentile</b>			<b>\$ 6,758</b>	<b>3.65%</b>
<b>75th Percentile</b>			<b>\$ 7,705</b>	<b>-9.84%</b>
<b>Percentile Rank</b>			<b>34</b>	

**SACRAMENTO METRO AQMD  
LABOR MARKET SALARY SURVEY**

Statistics computed using range Control Point/Max

**Fiscal Assistant II**

<b>Agency</b>	<b>Comparable Class Title</b>	<b>Minimum</b>	<b>C.P./Max</b>	<b>Spread</b>
Monterey Bay AQMD	Senior Fiscal Assistant	\$ 4,281	\$ 5,723	33.7%
City of Folsom	Revenue Technician II	\$ 3,567	\$ 4,901	37.4%
Bay Area AQMD	Accounting Assistant II	\$ 3,636	\$ 4,873	34.0%
Mojave Desert AQMD	Fiscal Technician	\$ 3,948	\$ 4,810	21.8%
Sacramento County	Accounting Technician	\$ 3,866	\$ 4,700	21.6%
City of Sacramento	Accounting Technician	\$ 3,181	\$ 4,494	41.3%
Santa Barbara AQMD	Accounting Technician II	\$ 3,057	\$ 4,317	41.2%
<b>Sacramento Metro AQMD</b>	<b>Fiscal Assistant II</b>	<b>\$ 3,539</b>	<b>\$ 4,302</b>	<b>21.6%</b>
Ventura County APCD	Fiscal Assistant IV or Office Assistant IV	\$ 2,740	\$ 3,830	39.8%
San Joaquin Valley APCD	Accounting Assistant II	\$ 2,603	\$ 3,671	41.0%
City of Galt	Accounting Assistant II	\$ 2,958	\$ 3,595	21.5%
<b>Sacramento Metro Aqmd Rank</b>		<b>8/11</b>	<b>Market Value</b>	<b>Percent +/-</b>
<b>Coefficient of Variance</b>		<b>15%</b>		
<b>Number of Observations</b>		<b>10</b>		
<b>Variability</b>		<b>High</b>		
<b>Labor Market Mean</b>			<b>\$ 4,491</b>	<b>-4.40%</b>
<b>Labor Market Median</b>			<b>\$ 4,597</b>	<b>-6.86%</b>
<b>25th Percentile</b>			<b>\$ 3,952</b>	<b>8.14%</b>
<b>75th Percentile</b>			<b>\$ 4,857</b>	<b>-12.91%</b>
<b>Percentile Rank</b>			<b>33</b>	

**SACRAMENTO METRO AQMD  
LABOR MARKET SALARY SURVEY**

Statistics computed using range Control Point/Max

**HR Analyst**

Agency	Comparable Class Title	Minimum	C.P./Max	Spread
Bay Area AQMD	Human Resources Analyst II	\$ 6,530	\$ 8,751	34.0%
City of Folsom	Management Analyst	\$ 5,773	\$ 7,930	37.4%
City of Sacramento	Personnel Analyst	\$ 5,578	\$ 7,319	31.2%
Sacramento County	Personnel Analyst	\$ 5,692	\$ 6,918	21.5%
San Joaquin Valley APCD	Personnel Analyst II	\$ 4,618	\$ 6,502	40.8%
<b>Sacramento Metro AQMD</b>	<b>HR Analyst - Drift</b>			
<b>Sacramento Metro Aqmd Rank</b>		--		
<b>Coefficient of Variance</b>		12%		
<b>Number of Observations</b>		5		
<b>Variability</b>		Moderate		
<b>Labor Market Mean</b>			\$ 7,484	--
<b>Labor Market Median</b>			\$ 7,319	--
<b>25th Percentile</b>			\$ 6,918	--
<b>75th Percentile</b>			\$ 7,930	--
<b>Percentile Rank</b>			--	

**SACRAMENTO METRO AQMD  
LABOR MARKET SALARY SURVEY**

Statistics computed using range Control Point/Max

**Human Resources Technician II**

Agency	Comparable Class Title	Minimum	C.P./Max	Spread
City of Folsom	Personnel Technician II	\$ 4,898	\$ 6,728	37.4%
Bay Area AQMD	Human Resources Technician II	\$ 4,641	\$ 6,219	34.0%
Sacramento County	Personnel Technician	\$ 4,846	\$ 5,888	21.5%
Mojave Desert AQMD	Human Resources Specialist	\$ 4,810	\$ 5,861	21.9%
City of Sacramento	Personnel Technician	\$ 4,368	\$ 5,731	31.2%
<b>Sacramento Metro AQMD</b>	<b>Human Resources Assistant II</b>	<b>\$ 4,151</b>	<b>\$ 5,047</b>	<b>21.6%</b>
Santa Barbara AQMD	Human Resources Technician II	\$ 3,700	\$ 4,971	34.4%
San Joaquin Valley APCD	Personnel Technician II	\$ 3,329	\$ 4,687	40.8%
City of Galt	Human Resources Specialist	\$ 3,603	\$ 4,380	21.6%
San Luis Obispo APCD	Administrative Assistant III	\$ 3,118	\$ 3,789	21.5%
<b>Sacramento Metro Aqmd Rank</b>		<b>6/10</b>	<b>Market Value</b>	<b>Percent +/-</b>
<b>Coefficient of Variance</b>		<b>18%</b>		
<b>Number of Observations</b>		<b>9</b>		
<b>Variability</b>		<b>High</b>		
<b>Labor Market Mean</b>			<b>\$ 5,362</b>	<b>-6.23%</b>
<b>Labor Market Median</b>			<b>\$ 5,731</b>	<b>-13.55%</b>
<b>25th Percentile</b>			<b>\$ 4,687</b>	<b>7.13%</b>
<b>75th Percentile</b>			<b>\$ 5,888</b>	<b>-16.66%</b>
<b>Percentile Rank</b>			<b>39</b>	



**SACRAMENTO METRO AQMD  
LABOR MARKET SALARY SURVEY**

Statistics computed using range Control Point/Max

**Human Resources Manager**

Agency	Comparable Class Title	Minimum	C.P./Max	Spread
Bay Area AQMD	Human Resources Manager	\$ 10,434	\$ 12,683	21.6%
City of Sacramento	Human Resources Manager	\$ 8,728	\$ 11,451	31.2%
Sacramento County	Human Resources Manager II	\$ 9,050	\$ 9,977	10.2%
City of Galt	Human Resources Administrator	\$ 7,490	\$ 9,104	21.5%
Santa Barbara AQMD	Human Resources Officer	\$ 7,346	\$ 8,929	21.5%
San Joaquin Valley APCD	Personnel Administrator	\$ 6,826	\$ 8,301	21.6%
<b>Sacramento Metro AQMD</b>	<b>Human Resources Manager - Drift</b>			
<b>Sacramento Metro Aqmd Rank</b>		--		
<b>Coefficient of Variance</b>		17%		
<b>Number of Observations</b>		6		
<b>Variability</b>		High		
<b>Labor Market Mean</b>			<b>\$ 10,074</b>	--
<b>Labor Market Median</b>			<b>\$ 9,541</b>	--
<b>25th Percentile</b>			<b>\$ 8,973</b>	--
<b>75th Percentile</b>			<b>\$ 11,083</b>	--
<b>Percentile Rank</b>			--	

**SACRAMENTO METRO AQMD  
LABOR MARKET SALARY SURVEY**

Statistics computed using range Control Point/Max

**Information Systems Analyst (Associate)**

Agency	Comparable Class Title	Minimum	C.P./Max	Spread
Santa Barbara AQMD	EDP Sys & Programming Analyst	\$ 6,767	\$ 8,226	21.6%
Bay Area AQMD	Programmer Analyst II	\$ 6,069	\$ 8,133	34.0%
City of Sacramento	Systems Engineer	\$ 6,093	\$ 7,994	31.2%
San Luis Obispo APCD	Systems Administrator III	\$ 6,557	\$ 7,972	21.6%
Sacramento County	Information Technology Analyst II	\$ 6,170	\$ 7,872	27.6%
Ventura County APCD	Office Systems Coordinator III	\$ 5,127	\$ 7,191	40.3%
<b>Sacramento Metro AQMD</b>	<b>Information Systems Analyst (Associate)</b>	<b>\$ 5,799</b>	<b>\$ 7,049</b>	<b>21.6%</b>
San Joaquin Valley APCD	Network Systems Analyst II	\$ 4,465	\$ 6,601	47.8%
Mojave Desert AQMD	Information Systems Specialist	\$ 4,810	\$ 5,861	21.9%
<b>Sacramento Metro Aqmd Rank</b>		<b>7/9</b>	<b>Market Value</b>	<b>Percent +/-</b>
<b>Coefficient of Variance</b>		<b>11%</b>		
<b>Number of Observations</b>		<b>8</b>		
<b>Variability</b>		<b>Moderate</b>		
<b>Labor Market Mean</b>			<b>\$ 7,481</b>	<b>-6.13%</b>
<b>Labor Market Median</b>			<b>\$ 7,922</b>	<b>-12.38%</b>
<b>25th Percentile</b>			<b>\$ 7,044</b>	<b>0.08%</b>
<b>75th Percentile</b>			<b>\$ 8,029</b>	<b>-13.90%</b>
<b>Percentile Rank</b>			<b>25</b>	

**SACRAMENTO METRO AQMD  
LABOR MARKET SALARY SURVEY**

Statistics computed using range Control Point/Max

**Information Systems Manager**

Agency	Comparable Class Title	Minimum	C.P./Max	Spread
Bay Area AQMD	Information Systems Manager	\$ 10,434	\$ 12,683	21.6%
<b>Sacramento Metro AQMD</b>	<b>Information Systems Manager</b>	<b>\$ 8,458</b>	<b>\$ 11,334</b>	<b>34.0%</b>
Sacramento County	Information Technology Manager	\$ 9,782	\$ 10,785	10.3%
City of Sacramento	Information Technology Manager	\$ 8,085	\$ 10,609	31.2%
San Joaquin Valley APCD	Information Systems Manager	\$ 7,716	\$ 9,380	21.6%
City of Galt	Information Technology Manager	\$ 6,516	\$ 7,921	21.6%
<b>Sacramento Metro Aqmd Rank</b>		<b>2/6</b>	<b>Market Value</b>	<b>Percent +/-</b>
<b>Coefficient of Variance</b>		<b>17%</b>		
<b>Number of Observations</b>		<b>5</b>		
<b>Variability</b>		<b>High</b>		
<b>Labor Market Mean</b>			<b>\$ 10,276</b>	<b>9.34%</b>
<b>Labor Market Median</b>			<b>\$ 10,609</b>	<b>6.40%</b>
<b>25th Percentile</b>			<b>\$ 9,380</b>	<b>17.24%</b>
<b>75th Percentile</b>			<b>\$ 10,785</b>	<b>4.84%</b>
<b>Percentile Rank</b>			<b>82</b>	

**SACRAMENTO METRO AQMD  
LABOR MARKET SALARY SURVEY**

Statistics computed using range Control Point/Max

**Legal Assistant II**

Agency	Comparable Class Title	Minimum	C.P./Max	Spread
City of Folsom	Legal Secretary	\$ 4,583	\$ 6,833	49.1%
Bay Area AQMD	Legal Secretary II	\$ 4,641	\$ 6,219	34.0%
City of Sacramento	Legal Secretary	\$ 4,383	\$ 5,749	31.2%
<b>Sacramento Metro AQMD</b>	<b>Legal Assistant II</b>	<b>\$ 4,703</b>	<b>\$ 5,717</b>	<b>21.6%</b>
Sacramento County	Legal Executive Secretary	\$ 4,134	\$ 5,027	21.6%
San Joaquin Valley APCD	Legal Technician	\$ 3,857	\$ 4,687	21.5%
<b>Sacramento Metro Aqmd Rank</b>		<b>4/6</b>	<b>Market Value</b>	<b>Percent +/-</b>
<b>Coefficient of Variance</b>		<b>15%</b>		
<b>Number of Observations</b>		<b>5</b>		
<b>Variability</b>		<b>Moderate</b>		
<b>Labor Market Mean</b>			<b>\$ 5,703</b>	<b>0.24%</b>
<b>Labor Market Median</b>			<b>\$ 5,749</b>	<b>-0.56%</b>
<b>25th Percentile</b>			<b>\$ 5,027</b>	<b>12.07%</b>
<b>75th Percentile</b>			<b>\$ 6,219</b>	<b>-8.78%</b>
<b>Percentile Rank</b>			<b>49</b>	

**SACRAMENTO METRO AQMD  
LABOR MARKET SALARY SURVEY**

Statistics computed using range Control Point/Max

**Office Assistant II**

Agency	Comparable Class Title	Minimum	C.P./Max	Spread
City of Folsom	Senior Office Assistant	\$ 3,396	\$ 4,667	37.4%
Bay Area AQMD	Office Assistant II	\$ 3,463	\$ 4,641	34.0%
Monterey Bay AQMD	Office Assistant	\$ 2,938	\$ 4,553	55.0%
Santa Barbara AQMD	Office Technician	\$ 3,224	\$ 3,918	21.5%
Sacramento County	Office Specialist II	\$ 3,195	\$ 3,882	21.5%
<b>Sacramento Metro AQMD</b>	<b>Office Assistant II</b>	<b>\$ 3,188</b>	<b>\$ 3,874</b>	<b>21.5%</b>
Ventura County APCD	Office Assistant III	\$ 2,680	\$ 3,750	39.9%
City of Sacramento	Clerk II	\$ 2,597	\$ 3,669	41.3%
Mojave Desert AQMD	Office Assistant II	\$ 3,009	\$ 3,666	21.8%
San Joaquin Valley APCD	Office Assistant II	\$ 2,479	\$ 3,496	41.0%
City of Galt	Office Assistant II	\$ 2,615	\$ 3,178	21.5%
<b>Sacramento Metro Aqmd Rank</b>		<b>6/11</b>	<b>Market Value</b>	<b>Percent +/-</b>
<b>Coefficient of Variance</b>		<b>13%</b>		
<b>Number of Observations</b>		<b>10</b>		
<b>Variability</b>		<b>Moderate</b>		
<b>Labor Market Mean</b>			<b>\$ 3,942</b>	<b>-1.76%</b>
<b>Labor Market Median</b>			<b>\$ 3,816</b>	<b>1.50%</b>
<b>25th Percentile</b>			<b>\$ 3,667</b>	<b>5.35%</b>
<b>75th Percentile</b>			<b>\$ 4,395</b>	<b>-13.44%</b>
<b>Percentile Rank</b>			<b>55</b>	

**SACRAMENTO METRO AQMD  
LABOR MARKET SALARY SURVEY**

Statistics computed using range Control Point/Max

**Program Supervisor**

Agency	Comparable Class Title	Minimum	C.P./Max	Spread
California Air Resources Board	Air Resources Supervisor I	\$ 8,810	\$ 11,026	25.2%
Bay Area AQMD	Supervising Air Quality Specialist	\$ 8,751	\$ 10,637	21.6%
<b>Sacramento Metro AQMD</b>	<b>Program Coordinator</b>	<b>\$ 7,358</b>	<b>\$ 9,860</b>	<b>34.0%</b>
Monterey Bay AQMD	Compliance Program Coordinator	\$ 6,835	\$ 9,140	33.7%
San Luis Obispo APCD	Supervising Air Quality Specialist	\$ 6,838	\$ 8,310	21.5%
Ventura County APCD	Supervising Air Quality Specialist	\$ 5,640	\$ 7,920	40.4%
San Joaquin Valley APCD	Supervising Air Quality Specialist	\$ 6,439	\$ 7,833	21.6%
<b>Sacramento Metro Aqmd Rank</b>		<b>3/7</b>	<b>Market Value</b>	<b>Percent +/-</b>
<b>Coefficient of Variance</b>		<b>15%</b>		
<b>Number of Observations</b>		<b>6</b>		
<b>Variability</b>		<b>Moderate</b>		
<b>Labor Market Mean</b>			<b>\$ 9,144</b>	<b>7.26%</b>
<b>Labor Market Median</b>			<b>\$ 8,725</b>	<b>11.51%</b>
<b>25th Percentile</b>			<b>\$ 8,018</b>	<b>18.69%</b>
<b>75th Percentile</b>			<b>\$ 10,263</b>	<b>-4.08%</b>
<b>Percentile Rank</b>			<b>70</b>	

**SACRAMENTO METRO AQMD  
LABOR MARKET SALARY SURVEY**

Statistics computed using range Control Point/Max

**Program Manager**

Agency	Comparable Class Title	Minimum	C.P./Max	Spread
Bay Area AQMD	Air Monitoring Manager	\$ 10,434	\$ 12,683	21.6%
California Air Resources Board	Supervising Air Quality Engineer/Supv II	\$ 9,676	\$ 12,144	25.5%
<b>Sacramento Metro AQMD</b>	<b>Program Supervisor</b>	<b>\$ 8,458</b>	<b>\$ 11,334</b>	<b>34.0%</b>
San Joaquin Valley APCD	Program Manager	\$ 7,716	\$ 9,380	21.6%
Santa Barbara AQMD	Air Quality Engineering Supervisor	\$ 7,207	\$ 8,761	21.6%
<b>Sacramento Metro Aqmd Rank</b>		<b>3/5</b>	<b>Market Value</b>	<b>Percent +/-</b>
<b>Coefficient of Variance</b>		<b>18%</b>		
<b>Number of Observations</b>		<b>4</b>		
<b>Variability</b>		<b>Moderate</b>		
<b>Labor Market Mean</b>			<b>\$ 10,742</b>	<b>5.22%</b>
<b>Labor Market Median</b>			<b>\$ 10,762</b>	<b>5.05%</b>
<b>25th Percentile</b>			<b>\$ 9,225</b>	<b>18.61%</b>
<b>75th Percentile</b>			<b>\$ 12,279</b>	<b>-8.34%</b>
<b>Percentile Rank</b>			<b>57</b>	

**SACRAMENTO METRO AQMD  
LABOR MARKET SALARY SURVEY**

Statistics computed using range Control Point/Max

**Senior Accountant**

Agency	Comparable Class Title	Minimum	C.P./Max	Spread
City of Folsom	Senior Financial Analyst	\$ 6,521	\$ 8,960	37.4%
City of Sacramento	Senior Accountant Auditor	\$ 6,228	\$ 8,171	31.2%
California Air Resources Board	Accounting Administrator II	\$ 6,005	\$ 7,462	24.3%
Sacramento County	Senior Accountant	\$ 6,008	\$ 7,303	21.6%
<b>Sacramento Metro AQMD</b>	<b>Senior Accountant</b>	<b>\$ 5,770</b>	<b>\$ 7,014</b>	<b>21.6%</b>
San Joaquin Valley APCD	Senior Accountant	\$ 5,700	\$ 6,931	21.6%
<b>Sacramento Metro Aqmd Rank</b>		<b>5/6</b>	<b>Market Value</b>	<b>Percent +/-</b>
<b>Coefficient of Variance</b>		<b>10%</b>		
<b>Number of Observations</b>		<b>5</b>		
<b>Variability</b>		<b>Moderate</b>		
<b>Labor Market Mean</b>			<b>\$ 7,765</b>	<b>-10.71%</b>
<b>Labor Market Median</b>			<b>\$ 7,462</b>	<b>-6.39%</b>
<b>25th Percentile</b>			<b>\$ 7,303</b>	<b>-4.12%</b>
<b>75th Percentile</b>			<b>\$ 8,171</b>	<b>-16.50%</b>
<b>Percentile Rank</b>			<b>6</b>	



**SACRAMENTO METRO AQMD  
LABOR MARKET SALARY SURVEY**

Statistics computed using range Control Point/Max

**Statistician**

Agency	Comparable Class Title	Minimum	C.P./Max	Spread
Bay Area AQMD	Statistician	\$ 7,746	\$ 9,416	21.6%
<b>Sacramento Metro AQMD</b>	<b>Statistician</b>	<b>\$ 7,044</b>	<b>\$ 8,563</b>	<b>21.6%</b>
	Sacramento Metro Aqmd Rank	--		
	Coefficient of Variance	I.D.		
	Number of Observations	1		
	Variability		Market Value	Percent +/-
	Labor Market Mean		I.D.	--
	Labor Market Median		I.D.	--
	25th Percentile		I.D.	--
	75th Percentile		I.D.	--
	Percentile Rank		--	

## APPENDIX B SALARY RANGE RECOMMENDATIONS

**Sacramento Metro Air Quality Management District**  
**Salary Recommendations**  
**Benchmark Classes set to Market Median (50th Percentile)**

Line	Recommended Job Title	Current Job Title	Range Max	Market Deviation	Recomm. Range Max	Percent Change	Internal Alignment/Salary Setting Rationale
1	Air Pollution Control Officer	Air Pollution Control Officer	\$16,930	8.9%	\$ 16,930	0.0%	Benchmark; set to market; SCS*
2	District Counsel	District Counsel	\$16,930		\$ 16,930	0.0%	Same as Air Pollution Control Officer
3							
4	Division Manager	Division Manager	\$13,028	4.2%	\$ 13,028	0.0%	Benchmark; set to market; SCS*
5	Program Manager	Program Supervisor	\$11,334		\$ 11,329	0.0%	Approx. 15% below Division Manager
6	Program Supervisor	Program Coordinator	\$9,860		\$ 9,860	0.0%	Approx. 15% below Program Manager; SCS*
7							
8	Assistant to the APCO	New Class	--		\$ 9,079	--	Approx. 10% above Administrative / Legal Analyst
9	Administrative / Legal Analyst	Administrative / Legal Analyst	\$8,187		\$ 8,253	0.8%	Approx. 10% above Financial Analyst
10	Administrative Specialist II	Administrative Assistant II	\$6,944		\$ 6,944	0.0%	Approx. 10% below Financial Analyst; SCS*
11	Administrative Specialist I	Administrative Assistant I	\$6,412		\$ 6,412	0.0%	Approx. 10% below Administrative Specialist II; SCS*
12							
13	Administrative Supervisor/Clerk of the Board	Clerical Services Supervisor	\$4,659		\$ 8,563	83.8%	Same as Human Resources Officer
14	Office Assistant II	Office Assistant II	\$3,874	1.5%	\$ 3,874	0.0%	Benchmark; set to market; SCS*
15	Office Assistant I	Office Assistant I	\$3,454		\$ 3,454	0.0%	Approx. 10% below Office Assistant II; SCS*
16							
17	Legal Assistant II	Legal Assistant II	\$5,717	-0.6%	\$ 5,717	0.0%	Benchmark; set to market; SCS*
18	Legal Assistant I	Legal Assistant I	\$4,971		\$ 5,197	4.6%	Approx. 10% below Legal Assistant II
19							
20	Air Quality Engineer (Associate)	Air Quality Engineer (Associate)	\$8,563	7.4%	\$ 8,563	0.0%	Benchmark; set to market; SCS*
21	Air Quality Engineer (Assistant)	Air Quality Engineer (Assistant)	\$7,372		\$ 7,372	0.0%	Approx. 15% below Air Quality Engineer (Associate); SCS*
22							
23	Air Quality Specialist (Associate)	Air Quality Specialist (Associate)	\$8,563	13.9%	\$ 8,563	0.0%	Benchmark; set to market; SCS*
24	Air Quality Specialist (Assistant)	Air Quality Specialist (Assistant)	\$7,372		\$ 7,372	0.0%	Approx. 15% below Air Quality Specialist (Associate); SCS*
25							
26	Air Quality Instrument Specialist II	Air Quality Instrument Specialist II	\$6,841		\$ 7,021	2.6%	Approx. 5% below Air Quality Specialist (Assistant)
27	Air Quality Instrument Specialist I	Air Quality Instrument Specialist I	\$6,099		\$ 6,105	0.1%	Approx. 15% below Air Quality Instrument Specialist II
28							
29	Air Quality Planner / Analyst (Associate)	Air Quality Planner / Analyst (Associate)	\$8,563	12.9%	\$ 8,563	0.0%	Benchmark; set to market; SCS*
30	Air Quality Planner / Analyst (Assistant)	Air Quality Planner / Analyst (Assistant)	\$7,372		\$ 7,372	0.0%	Approx. 15% below Air Quality Planner / Analyst (Associate); SCS*
31							
32	Communications & Marketing Specialist (Associate)	Communications & Marketing Specialist (Associate)	\$8,563		\$ 8,563	0.0%	Same as Air Quality Planner / Analyst (Associate)
33	Communications & Marketing Specialist (Assistant)	Communications & Marketing Specialist (Assistant)	\$7,372		\$ 7,372	0.0%	Approx. 15% below Communications & Marketing Specialist (Associate); SCS*
34							
35	Controller	Controller	\$10,260	3.6%	\$ 10,260	0.0%	Benchmark; set to market; SCS*
36	Financial Analyst	Financial Analyst	\$7,014		\$ 7,503	7.0%	Same as Senior Accountant
37	Senior Accountant	Senior Accountant	\$7,014		\$ 7,503	7.0%	Approx. 10% above Accountant II

Sacramento Metro Air Quality Management District  
Salary Recommendations  
Benchmark Classes set to Market Median (50th Percentile)

Line	Recommended Job Title	Current Job Title	Range Max	Market Deviation	Recomm. Range Max	Percent Change	Internal Alignment/Salary Setting Rationale
37	Accountant II	Accountant II	--		\$ 6,821	--	Benchmark; set to market
38							
39	Fiscal Assistant II	Fiscal Assistant II	\$4,302	-6.9%	\$ 4,597	6.9%	Benchmark; set to market
40	Fiscal Assistant I	Fiscal Assistant I	\$3,913		\$ 4,179	6.8%	Approx. 10% below Fiscal Assistant II
41							
42	Human Resources Officer	Human Resources Officer	\$8,563		\$ 8,563	0.0%	Benchmark; set to market; 15% above HR Analyst Data; SCS*
43	Human Resources Technician II	Human Resources Assistant II	\$5,047	-13.6%	\$ 5,731	13.6%	Benchmark; set to market
44	Human Resources Technician I	Human Resources Assistant I	\$4,522		\$ 4,983	10.2%	Approx. 15% below Human Resources Technician II
45							
46	Information Systems Manager	Information Systems Manager	\$11,334	6.4%	\$ 11,334	0.0%	Benchmark; set to market; SCS*
48	Information Systems Analyst (Associate)	Information Systems Analyst (Associate)	\$7,049	-12.4%	\$ 7,922	12.4%	Benchmark; set to market
49	Information Systems Analyst (Assistant)	Information Systems Analyst (Assistant)	\$5,979		\$ 6,889	15.2%	Approx. 15% below Information Systems Analyst (Associate)
50							
51	Statistician	Statistician	\$8,563		\$ 8,563	0.0%	Same as Air Quality Specialist (Associate)

May 12, 2017

**To:** Patrick Smith, Program Supervisor, Administrative Services  
Sacramento Metro Air Quality Management District

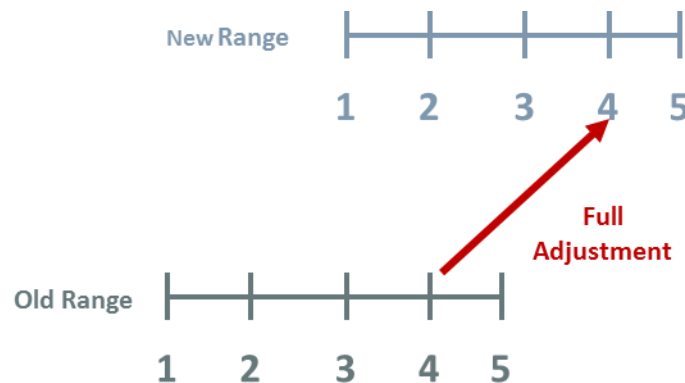
**From:** Doug Johnson, Vice President  
Ralph Andersen & Associates

**Subject:** Step-to-Step Implementation Option

---

The Compensation Report prepared by Ralph Andersen & Associates describes the most common method for implementing new salary ranges resulting from the compensation analysis, the Nearest Dollar method. This implementation method achieves implementation with the least initial cost and spreads increases over futures years through step increases. It is the most common implementation method because it is the most cost effective.

An alternative implementation method is the “step-to-step” option. With the step-to-step method, employees move into the new range at the same step in as the old range, maintaining their current relative range position. The figure below demonstrates the step-to-step implementation option.



For employees in an open pay range, step-to-step implementation can be achieved by using the same percentage of range maximum placement. If the employee is currently at 86% of the current range maximum, they would be placed at 86% of the maximum in the new range. This maintains the same relative placement in the salary range.

Both implementation methods are acceptable with the main difference being that the step-to-step method incurs all implementation costs immediately while the nearest dollar method spreads the costs over several future years.

*A Tradition of Excellence Since 1972*

5800 Stanford Ranch Road, Suite 410, Rocklin, California 95765 Phone: 916/630-4900 Fax: 916/630-4911 Website: [www.ralphandersen.com](http://www.ralphandersen.com)

**Meeting Date:** 5/25/2017  
**Report Type:** CONSENT CALENDAR  
**Report ID:** 2017-0525-4.



4.

**Title:** Agreements with the Sacramento Air District Employees Association

**Recommendation:**

Pass two resolutions as follows:

Pass a Resolution 1) authorizing the Executive Director / Air Pollution Control Officer (APCO) to execute agreements with the Sacramento Air District Employees Association for both the General and Supervisory Units, 2) approving the District Pay Schedule for all employees, represented and unrepresented, and 3) authorizing the Executive Director / APCO to make minor changes or adjustments to the exhibits to the resolution to correct omissions and errors or for needed clarifications.

Pass a Resolution authorizing the District to modify its Employer Paid Member Contribution election for retirement on behalf of eligible employees from 1% to 0%.

**Rationale for Recommendation:**

The existing labor agreements between the District and the Sacramento Air District Employees Association (SADEA) expire on June 30, 2017. Therefore, new agreements have been negotiated based on direction from the Board and require Board approval.

In addition, negotiations resulted in an agreement to eliminate the 1% Employer Paid Member Contribution provided on behalf of "classic members", those employees who became members of CalPERS prior to January 1, 2013. Government Code Section 20691(2) permits employers to periodically increase, reduce, or eliminate the payment by the contracting agency of all or a portion of the normal contributions required to be paid by members. To modify the EPMC, CalPERS requires a specific resolution be passed by the Board.

Lastly, the California Code of Regulations requires that the Board adopt the District's pay schedule at a public meeting.

**Contact:** Jamille Moens, Administrative Services Division Manager, 916-874-4820

**Presentation:** No

**ATTACHMENTS:**

SADEA Agreement Resolution  
Exhibit A - Cover  
General Unit Agreement - Exhibit A  
Exhibit B - Cover  
Supervisory Unit Agreement - Exhibit B  
Exhibit C - Cover  
District Pay Schedule - Exhibit C  
CalPERS EPMC Resolution

---

**Approvals/Acknowledgements**

Executive Director or Designee: Larry Greene, Report Approved 5/18/2017

**Discussion / Justification:**

The existing labor agreements between the District and SADEA, the exclusively recognized employee organization representing District employees, expire on June 30, 2017. Management's negotiating team met with the Board in Closed Session during the March 23, 2017 Board meeting to seek direction given the impending negotiations. Management subsequently began the negotiation process with SADEA. The management negotiation team met again with the Board in Closed Session during the April 27, 2017 Board meeting to provide a status update on negotiations and to seek final direction from the Board. The parties have each tentatively agreed to a proposal, pending approval of the Board.

The provisions of the contracts remain status quo except as described below. This includes retaining the existing annual Cost of Living Adjustment limits, a minimum adjustment of 2% and a maximum adjustment of 4%, based on the Western Urban Consumer Price Index when comparing February to February. The following is a summary of the changes to the proposed agreements (Exhibits A and B to the Resolution). All recommended changes will become effective July 1, 2017, if adopted by the Board:

- New Contract Term – July 1, 2017 through June 30, 2022. The expiring contract term was for three years. The new contract term is for five years.
- Health FSA Modification – Increase the Health Flexible Spending annual employee contribution maximum from \$2,500 to \$2,550, which is within the Internal Revenue Service limit.
- Dental – District will cover the full family dental premium. Currently the District covers 100% of the employee only portion of dental premiums and 50% of the family portion. Additionally, the District will add Guardian's "Preventive Advantage" option to the existing dental plan, which will allow employees and their dependents to access preventive care without having the benefit deducted from their annual maximum, preserving the entire annual maximum benefit for other dental needs. The impact on premiums is a modest 1.66%, while the benefit can be significant as preventive care can absorb as much as half of the annual benefit. (The Preventive Advantage coverage was only identified recently and so was not previously discussed with the Board or Budget Committee.)
- Employer Paid Member Contributions (EPMC) – Eliminate the 1% EPMC and offset with a 1% increase to base pay for all employees. The District currently pays 1% of the required "classic member" contribution of 7% toward CalPERS retirement as authorized by resolution AQMD 2005-048, adopted by the Board on July 28, 2005 with an effective date of July 1, 2005. There is no EPMC for "PEPRA members", those employees whose membership in CalPERS began after January 1, 2013.
- Paid Holidays – Increase paid holidays from 10.5 days to 11.0 days. Employees currently have the option to take 1/2 day of paid holiday on either Christmas Eve or New Year's Eve. The additional 1/2 day holiday will result in all employees being off for the latter half of the day on both Christmas Eve and New Year's Eve.
- Deferred Compensation (457 plan) Match – Increase the bi-weekly match of employee 457 plan contributions to \$30.00 and set the eligibility to receive the match to the date of hire. Currently, the bi-weekly match is \$20.00 and employees must have one year of service with the District to be eligible to receive the match.
- Automatic Changes – Approval of a "status quo" contract will automatically update the cafeteria plan payment schedule, which is keyed annually to 80% of the Kaiser family rate for that year.

In addition to negotiating in good faith on the terms of the agreement, Management and SADEA have worked together, through an iterative process, to make several general language improvements to the agreements.

The California Code of Regulations requires that the Board adopt the District's pay schedules at a public meeting (2 CCR § 570.5). This obligation arises whenever pay ranges are changed to ensure that pay rates are transparent and publicly available. These publicly adopted rates are used by CalPERS to determine the appropriate compensation earnable for each District employee when calculating their pension benefit. The

District's pay schedule is Exhibit C to the Resolution.

**Financial Considerations:**

The estimated FY2017/18 cost associated with the adoption of the proposed revisions to the SADEA agreements is approximately \$92,000 to \$106,000 as follows:

Dental: \$32,000 to \$43,000

EPMC: \$14,000

457 Plan: \$21,000 to \$24,000

Paid Holiday: \$25,000 as a potential productivity cost



## **RESOLUTION NO. 2017 – XXXX**

Adopted by the Sacramento Metropolitan Air Quality Management District  
Board of Directors

### **AGREEMENTS WITH THE SACRAMENTO AIR DISTRICT EMPLOYEES ASSOCIATION FOR THE GENERAL AND SUPERVISORY UNITS**

#### **BACKGROUND:**

- A. The existing labor agreements between the District and the Sacramento Air District Employees Association (SADEA) expires on June 30, 2017.
- B. With direction from the Board, the Management team met and negotiated in good faith with SADEA and new agreements were developed for both the General and Supervisory units.
- C. The SADEA membership of the General and Supervisory units approved the proposed agreements on May 3, 2017.
- D. The new agreements are proposed to be for five year terms, retain the existing annual cost of living adjustment range, and include some changes to benefits.
- E. The California Code of Regulations requires that the Board adopt the District's pay schedule at a public meeting.

#### **BASED ON THE FACTS SET FORTH IN THE BACKGROUND, THE BOARD OF DIRECTORS RESOLVES AS FOLLOWS:**

- Section 1. The General and Supervisory Agreements with five year terms beginning July 1, 2017 with the Sacramento Air District Employees Association attached to this Resolution as Exhibit A and B are hereby approved, and the Executive Director / Air Pollution Control Officer, in consultation with District Counsel, is authorized to execute these agreements.
- Section 2. The District Pay Schedule attached to this Resolution as Exhibit C is hereby approved and effective July 1, 2017.
- Section 3. The Executive Director/Air Pollution Control Officer, in consultation with District Counsel, is authorized to make minor changes or adjustments to the exhibits to the resolution in order to correct omissions and errors or for needed clarifications.
- Section 4. Exhibits A, B and C are attached to and incorporated into this Resolution.

#### **TABLE OF CONTENTS:**

Exhibit A – Sacramento Air District Employees Association - General Unit

Exhibit B – Sacramento Air District Employees Association - Supervisory Unit

Exhibit C – District Pay Schedule Effective July 1, 2017

ON A MOTION by Director \_\_\_\_\_, seconded by Director \_\_\_\_\_,  
the foregoing resolution was passed and adopted by the Board of Directors of the Sacramento  
Metropolitan Air Quality Management District on May 25, 2017, by the following vote:

Ayes:

Noes:

Abstain:

Absent:

ATTEST:

Clerk, Board of Directors  
Sacramento Metropolitan Air Quality Management District

# **EXHIBIT A**

## **GENERAL UNIT AGREEMENT**

AGREEMENT BETWEEN  
SACRAMENTO METROPOLITAN AIR QUALITY  
MANAGEMENT DISTRICT  
and the  
SACRAMENTO AIR DISTRICT EMPLOYEES' ASSOCIATION  
(GENERAL UNIT)  
July 1, 2017 - June 30, 2022

Updated 07/01/2017

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## ARTICLE 1 - PARTIES

### A. Designation

This Agreement is between the Sacramento Metropolitan Air Quality Management District (hereinafter referred to as "SMAQMD," "District," or "Employer") and the Sacramento Air District Employees' Association (hereinafter referred to as "SADEA" or the "Association"). This document is referred to herein as either "Agreement" or the "MOU"

### B. Notification

Official notification for purposes of this Agreement will be by U.S. mail or personal service to:

For the District	For the Association
Air Pollution Control Officer Sacramento Metropolitan AQMD 777 12 <sup>th</sup> Street, Third Floor Sacramento, CA 95814	President Sacramento Air District Employees' Association P.O. Box 3021 Sacramento, CA 95812

### C. Recognition

1. Under the process established in BOD resolution AQM 96-0008, the District recognized SADEA as the exclusive representative for regular full-time and regular part time (0.5 FTE or more) employees of the District in the General Unit. SADEA was established through an election held by the General Unit bargaining members on April 23, 1996, which was supervised and certified by the California State Department Mediation and Conciliation Service.
2. SADEA recognizes the Air Pollution Control officer (APCO) or their designee as the negotiating representative for the District and agrees to negotiate exclusively with the APCO or their designee, except as otherwise specifically stated in this Agreement.
3. Should SADEA no longer exist or function as an autonomous employee organization under the District's Employee/Employer Relations Resolution, this labor agreement will become null and void immediately. This section is not subject to the Grievance Procedure in Article 10.
4. The classifications covered by this MOU are listed in Appendix A. The District agrees to furnish the Association at the time of acceptance of this Agreement, a list by name, class, and work unit of employees covered by this Agreement. Updates may be requested as often as quarterly, if needed.

### D. Definitions

Days	Means calendar days, unless otherwise noted
Regular Employee	A person who has been appointed to a regular position, including persons who are serving a probation in a regular position.
BOD	Board of Directors
Employee Handbook	Means the Employee Handbook approved by the Board of Directors under resolution 2014-017, and Board-approved amendments to the policy made after any required meet and confer obligations have been satisfied.
Must/Will/Agrees	All three terms mean a mandatory duty, obligation or event

## ARTICLE 2 - MERIT EMPLOYMENT

### A. Merit Principle

The District is dedicated to the merit principle of employment in which the most highly qualified and available persons are selected to be employed or promoted in District positions consistent with the terms and conditions of employment it offers. The selection process will consider all aspects of a candidate's education, knowledge, skills and abilities. The District agrees to post and advertise vacancies, other than



lateral transfers, for a period of not less than seven (7) days to attract a sufficient number of qualified candidates to assure selection according to the merit principle. An employee who meets the minimum qualifications for a vacant position may be appointed on a temporary basis until the recruitment and selection process for that position is completed and appointment of the successful candidate is completed.

## **B. Probationary Period**

1. Full-time employees must serve the equivalent of one-year of full-time satisfactory service with the District in a probationary status upon initial hire or placement into a position for which the employee has not successfully completed a probationary period. Part-time employees must serve one year in the approved part-time schedule. During any probation period, an employee may be dismissed from District employment without reason or right of appeal.
2. Generally, the probationary period for a lateral transfer or a promotion, is reduced to six months. If the promotion is to a supervisory or management position the employee must serve the standard one-year probationary period. The employee may be rejected during probation without reason or right of appeal. If the employee is rejected, they must be returned to the position from which they were promoted or transferred. If that position is not vacant, the employee may request bumping rights pursuant to Article 16.D.
3. Other than paid vacation time, absences of more than 80 hours extend the probationary period by the number of hours absent over 80 hours. The 80-hour calculation is pro-rated for part-time employees.
4. No probationary period applies to reclassification or advancement within a classification from Assistant to Associate or Level I to II.

## **ARTICLE 3 - DISTRICT RIGHTS**

District retains, solely and exclusively, all its rights, powers and authority, except as expressly limited by a specific provision of this Agreement. Without limiting the generality of the foregoing, the District's rights, powers, and authorities include, but are not limited to, the following:

- A. To manage and direct its business and personnel
- B. To manage, control, and determine the mission of its departments, building facilities, and operations
- C. To create, change, combine or abolish jobs, departments and facilities in whole or in part
- D. To direct the work force
- E. To increase or decrease the work force and determine the number of employees needed
- F. To hire, transfer, promote, and layoff and maintain the discipline and efficiency of its employees
- G. To establish work standards, schedules of operation and reasonable work load; to specify or assign work requirements and require overtime
- H. To schedule work, working hours, and shifts
- I. To furlough employees for limited duration
- J. To adopt rules of conduct
- K. To determine the type and scope of work to be performed by District employees and the services to be provided
- L. To classify positions and determine the content and title of such classifications
- M. To establish initial salaries of new classifications
- N. To determine the methods, processes, means, and places of providing services and to take whatever action necessary to prepare for and operate in an emergency

This Article is not subject to the Grievance Procedure of this Agreement. The provisions of this Article do not waive any applicable requirements to meet and confer on revisions that could affect employee wages, hours or working conditions, to the extent required by the MMBA.

## **ARTICLE 4 - HOURS AND OVERTIME**

### **A. Work Hours**

The normal work week of full-time employees will consist of five (5) days of eight (8) hours each, exclusive of meal breaks as established by the District. Except in an emergency, each employee will be assigned regular starting and quitting times, and any changes require five (5) working days prior notice. Modified work schedules containing no more than eighty (80) hours in a biweekly pay period may be established and revoked by the APCO at their sole option with prior notice. Decisions as to the application or structure of modified work schedules will not be grievable. The designation of the work week for Fair Labor Standards Act (FLSA) purposes will be made by the District.

### **B. Rest Periods**

Rest periods will be as established by the District. When practical, employees must be granted a fifteen (15) minute rest period during each half work shift of four hours or longer. The breaks may not be taken within one (1) hour of the employee's starting time, quitting time, or meal break and may not be accumulated or used to supplement meal breaks, arrive at work late or leave work early. Rest periods are taken without loss of pay and the employee is not required to make up the time.

### **C. Flex Time**

Employees may be allowed to work a flexible work schedule that provides for starting and quitting times other than the standard 8:00 a.m. to 5:00 p.m. Prior approval of the employee's supervisor and Division Manager is required. Core hours of 9:00 a.m. to 3:00 p.m. must be included within the daily schedule of the employee.

### **D. Overtime**

Employees who work authorized overtime will be compensated at the rate of one and one-half (1-1/2) times their base hourly rate of pay for all time worked over forty (40) hours in a work week. Payment for overtime may be offered by the District using either Compensatory Time Off (CTO) or cash payment. Employees who agree to be compensated with CTO are limited to a bank of no more than forty (40) hours and may be required to utilize the hours in the bank prior to utilizing any other paid time off (except sick leave), unless doing so would cause the employee to meet or exceed the maximum vacation accrual limit.

### **E. 9/80 or 4/10 Work Schedules**

1. Regular work schedules are five (5) days and forty (40) hours per work week. The APCO or their designee may approve requests by employees to work a 9/80 or 4/10 alternate work schedule.
2. The 9/80 alternate work schedule is a schedule in which, during each re-designated work week, the employee works four (4) nine-hour work shifts and one (1) four-hour shift each work week. The four-hour work shifts are worked consecutively to constitute an eight-hour work period. The 4/10 alternate work schedule is a schedule in which, during each re-designated work week, the employee works four (4) ten-hour work shifts.
3. The 9/80 or 4/10 alternate work schedule and the re-designated work week must be established in writing and approved by the employee's direct supervisor, Division Manager, and the APCO or their designee. The authorization must specifically state the starting and quitting times for each workday, the days off, and the day of the week and time of day that the re-designated work week commences and ends. Changes in work schedules and the re-designation of the work week must occur at a point in time that avoids overtime.
4. Holiday compensation for employees on a 9/80 or 4/10 alternate work schedule is based on an eight (8) hour shift. If a holiday falls on an employee's scheduled day off, the employee accrues eight (8) hours of holiday-in-lieu (HIL). Employees cannot accrue HIL time in excess of forty (40) hours.
5. If a holiday falls on a scheduled nine (9/80 schedule) or ten (4/10 schedule) hour work day, scheduled hours in excess of eight (8) will be paid from the employees accrued compensatory time

off, holiday-in-lieu or vacation at the employee's option. If there are no leave balances available, then the excess hour(s) will be leave without pay.

6. The use of vacation, sick leave, compensatory time off or holiday-in-lieu is based on the established work schedule for the day. A full shift absence results in a deduction of the scheduled number of hours, e.g. 8, 9 or 10, from accrued leave balances.
7. Permanent changes to work schedules require one (1) pay period advance written notice. The notice requirement will not apply to temporary or emergency assignments. An Employee wishing to transition back to 5/40 must complete a new authorization form, indicating the change back to 8-hour days. The request to transition back to 5/40 work schedule must be approved by the Division Manager.
8. The APCO or their designee may cancel an employee's approved alternate work schedule if there is any misrepresentation of hours worked, a demonstrated reduction in service delivery, or if the nature of the work changes so that the employee is needed to work a five day week, or for the needs of the District as determined by the APCO or their designee. Eligibility may be deferred or canceled for employees who are habitually tardy or exhibit a poor attendance pattern.

## **ARTICLE 5 - COMPENSATION**

### **A. Wages**

The wages for classifications covered under this agreement are listed for the period beginning July 1, 2017 in Appendix A. The wages must be updated pursuant to the requirements of this MOU.

### **B. Cost of Living Adjustment (COLA)**

Each year during the term of this agreement a COLA must be added to the base pay of each employee in a class covered by this agreement. The increase is effective July 1 of each fiscal year beginning with July 1, 2017. The COLA is the percent increase (rounded to the nearest one-tenth of 1%) in the Western Urban Consumer Price Index (CPI) for all urban consumers from February of the prior year to February of the current year, but notwithstanding the CPI, the minimum pay increase is two percent (2%) and the maximum pay increase is four percent (4%).

### **C. Y-Rating and Wage Compensation adjustment due to the Classification or Compensation Study**

1. A Y-rate means a pay rate for an individual employee that is greater than the established pay range for an employee in a given class. Any class of employee whose base pay is reduced as a result of the District's classification or compensation study must be Y-rated so as not to incur a reduction in their wage compensation. When the individual's pay rate falls within their assigned pay range again, the employee must receive future negotiated increases so long as the employee's pay rate does not exceed their pay range.
2. During the term of this Agreement, the District has the right, without further negotiations, to increase wages for positions within the unit as a result of a compensation study.

### **D. Pay Plan Administration**

1. Step Assignment and Progression

Each employee enters service with the District at the initial step of the pay range for their classification. However, the APCO or their designee may authorize initial placement in a higher step if the employee has education, experience or skills superior to that commonly required and expected for the beginning step of the position. Thereafter, progression from step to step for all employees is dependent upon completion of one year of overall satisfactory full-time service in the prior step. All step changes and pay range modifications will take effect at the beginning of a pay period. The progression time periods are the same for full-time and part-time employees.

## 2. Promotion

Advancement from a position in one class to a position in a higher class, defined as one having a pay rate at least five percent (5%) higher when comparing the maximum pay of both classes, will cause the employee to be placed at the step in the higher class that most closely approximates a five percent (5%) increase in pay, but at no time will the promotion rate increase be lower than four percent (4%). Upon promotion, the employee's anniversary date is the effective date of promotion.

## 3. Transfer

An employee who transfers from one position to another within the same class or another class with a maximum pay that is within five percent (5%) of maximum pay for the class from which the transfer occurred, retains the same anniversary date and step assignment in the new range as they had in the previous range.

## 4. Demotion

An employee who demotes from one class to another, defined as one having a pay rate at least five percent (5%) lower when comparing the maximum pay of both classes, retains the same anniversary date and step in the lower class as they had in the previous range.

### **E. Payoff on Separation**

Vacation, HIL and CTO leave balances must be paid off at separation from District service at the employee's then current rate of pay. Payment will be made on the normal pay day cycle. No other leave balances will be paid out upon separation except as authorized under the CalPERS contract.

## **ARTICLE 6 - HEALTH AND WELFARE BENEFITS**

### **A. Health Benefit Allowance**

The District agrees to contribute \$150 per month plus the legislated minimum employer health premium for participating active employees and annuitants as prescribed by Government Code Section 22892 of the Public Employees Medical and Hospital Care Act (PEMHCA). PEMHCA provides public employees and annuitants access to group health benefits. Participation in the health benefit plan is subject to PEMHCA eligibility requirements.

### **B. Cafeteria Plan Allowance**

For full time employees, the District agrees to contribute a monthly cafeteria plan allowance up to 80% of the Kaiser Family Premium for the employee's respective CalPERS region, less the health benefit allowance above. Employees may only use the cafeteria plan allowance to purchase the plan benefits listed below. The cafeteria plan allowance:

1. Is prorated for part-time employees based on their budgeted and assigned hours, except that Hao Quinn is eligible for the full cafeteria plan allowance.
2. Is only available during pay periods in which the employee is paid for at least one-half of their regularly assigned hours and as otherwise required by law.
3. May be received as cash back to the employee, for amounts not utilized for the purchase of benefits through the cafeteria plan. Cash back is taxed as ordinary income and is less any amounts used for the purchase of cafeteria plan benefits with the following eligibility limitations:
  - a. Employees hired before July 1, 2005, \$490 per month.
  - b. Employees hired from July 1, 2005 through June 30, 2008, \$150 per month.
  - c. Employees hired after June 30, 2008 are not eligible for cash back payments.

### **C. Cafeteria Plan Benefits**

The District has established a Cafeteria Plan that includes the benefits listed below. The premiums, or portions thereof, are paid directly by the District where indicated. Premiums not paid directly by the District may be covered by the cafeteria plan allowance described above. Remaining “out of pocket” premiums are paid by the employee through payroll deduction using pre-tax income, except additional Life and additional LTD, which are paid with post-tax income.

- a. Health – Proof of continuing equivalent coverage is required if this benefit is not selected.
- b. Dental – Participation in the District sponsored dental plan is mandatory at the employee-only level. Family coverage is optional. The District agrees to pay 100% of the cost for all dental coverage for employee and family.
- c. Vision Coverage – Optional, may be purchased by the employee
- d. AFLAC Insurance – Optional, may be purchased by the employee (specifically cancer, intensive care and specified health event)
- e. Life Insurance - The District agrees to provide \$50,000 in life insurance benefits for employees. Employees may, if eligibility requirements are met, purchase additional life insurance for themselves or their dependents.
- f. Long Term Disability (LTD) Insurance – The District agrees to provide LTD benefits of 50% of the employee's base pay up to \$2,000 per month. Employees may purchase additional long term disability coverage.

### **D. Flexible Spending Accounts**

The District agrees to offer a flexible spending account (FSA) program that allows employees to set aside pre-tax income to cover out of pocket health and child care expenses. The annual employee contribution limits for health and child care flexible spending accounts are \$2,550 and \$5,000 respectively. An employee may enroll in either or both plans. Contributions to each plan by an employee must be tracked separately and cannot be comingled. Contributions to the health plan cannot be used for child care expenses and vice versa. The Health FSA includes a carryover option that allows participants to carry over up to \$500 of unused contributions to be used any time during the immediately following plan year.

### **E. Retirement**

The District agrees to provide retirement compensation benefits through California Public Employee Retirement System (CalPERS) for eligible employees. In 2013, the State of California passed the Public Employees' Pension Reform Act of 2013 (PEPRA). PEPRA modifies the retirement benefits for "new members". The retirement benefit formula remains 2% at age 55 for classic members and is 2% at age 62 for new members. As defined by PEPRA, a new member includes:

- A member who first established CalPERS membership prior to January 1, 2013, and who is rehired by a different CalPERS employer after a break in service of greater than six months.
- A new hire who is brought into CalPERS membership for the first time on or after January 1, 2013, and who has no prior membership in any California public retirement system.
- A new hire who is brought into CalPERS membership for the first time on or after January 1, 2013, and who is not eligible for reciprocity with another California public retirement system.

All members that don't fall into the definitions above are considered classic members.

The District agrees to pay the employer's share of CalPERS retirement costs. Classic member employees must pay the 7% employee contribution to CalPERS.

Employees defined as new members must pay one-half the total normal cost for the retirement plan as determined annually by CalPERS.

All employees must participate in the federal Social Security System, unless the employee opted out of participation within the first six months of the District's existence as an independent agency. All employees must participate in the Medicare program.

#### **F. Deferred Compensation Match**

District agrees to contribute an employer match up to \$30.00 per pay period for participants in the District's deferred compensation program.

#### **G. Employee Assistance Program**

The District agrees to make an Employee Assistance Program available to each unit employee. The program must provide personal counseling for employees and members of their immediate families, on a no cost or reduced cost basis, that are experiencing personal problems such as family or marital problems, emotional problems, substance abuse problems, and work-related problems.

#### **H. Professional Education Reimbursement Plan**

The District agrees to reimburse each employee for expenses related to professional certification, and completion of college level courses in accordance with the policies and procedures of the tuition reimbursement program up to a maximum of \$2,400 per fiscal year.

- The funds may be used to pay for work-related licenses, certifications, and renewal fees.
- Up to \$300 of the \$2,400 per fiscal year may be used for association membership fees or for classes taken outside of a degree or certification program.
- All fees paid under this provision must be pre-approved by the Division Manager and must be for certifications, memberships, courses or classes that are relevant to the work of the District.

#### **I. Safety Shoes**

If the District determines that an employee must wear safety shoes, the District agrees to reimburse up to \$180 every two years for the purchase and maintenance of the safety shoes.

#### **J. Joint Communications Team**

The parties agree to maintain the Joint Communications Team to encourage open communications, promote harmonious labor relations, and resolve matters of mutual concern. Team membership is limited to the parties to this agreement. The team is governed by the following principles:

1. The team agrees to meet quarterly or more often as mutually agreed to by the parties.
2. The agenda for each meeting is decided five working days in advance of the meeting, unless otherwise mutually agreed to by the teams. These meetings are not negotiating sessions and will not substitute for negotiations.
3. The District will be represented at the meetings by the APCO or their designee, District Counsel, Human Resource Officer, and Administration Program Manager.
4. The District authorizes SADEA Executive Officers to attend team meetings during regular business hours with no loss of pay.
5. Additional participants may be authorized to attend depending on the subject matter of the agenda item and prior agreement by the team. The added participants may attend during regular business hours with no loss of pay.

#### **K. Employee Recognition Program**

The District agrees to fund an employee recognition program to recognize the efforts and performance of employees. The program must be funded with no less than \$3,000 per fiscal year for events that recognize all District staff.

#### **L. Incentive Pay Qualifications**

The District agrees to provide incentive pay for the following: Professional Engineer licenses, Certified Public Accountant certificates and job relevant doctorate degrees. However, the District only agrees to provide incentive pay if it determines the license or certificate is relevant to the employee's classification

and significantly enhances the employee's ability to perform in multiple skill areas within the classification and the license, certificate or degree is not a minimum qualification for the position. The employee must apply to receive incentive pay and the application must state how the certification will enhance the employee's performance.

Incentive pay is equal to five percent (5.0%) of base pay. "Base pay" means a qualifying employee's straight-time hourly rate of pay, and does not include overtime or other special pay. Five percent (5.0%) is the maximum incentive available to an individual, regardless of the number of licenses or certificates. The employee is responsible for maintaining an active certification or license, which must be in effect to be eligible for incentive pay. Employees must notify the District if their license or certificate expires, is revoked or is no longer valid.

## **ARTICLE 7 - MILEAGE AND TRANSPORTATION ALLOWANCES**

### **A. Mileage**

The District agrees to reimburse employees who travel on District business according to the District's Travel Policy. Reimbursement for employees who use their personal vehicle on District business will be paid at the Internal Revenue Service rate in effect at the time of travel.

### **B. Transportation Allowance**

#### **1. Monthly Transit Allowance**

The District agrees to provide regular and limited term employees with a monthly pass or allowance equal to the cost of a Sacramento Regional Transit (RT) monthly pass for regular RT riders. Upon submission of receipts verifying the expense, long distance transit commuters (riders outside the RT service area) may be reimbursed for actual expenses up to the amount defined by the Internal Revenue Service as non-taxable for employees.

#### **2. Other Commuting Allowance**

The District agrees to provide each regular or limited term employee who uses a carpool, vanpool, bicycle, walk, electric vehicle, daily transit, or other zero-emission means of transportation as the principal method of commuting to work with an allowance for each day equal to one-twentieth (1/20<sup>th</sup>) of the current cost of a monthly RT pass for each day of such commuting, not to exceed the cost of a monthly RT pass.

#### **3. Changes in the price of monthly RT pass**

The District will adjust allowance payments to reflect the price of a monthly RT pass. Adjustments are effective the first pay period following the effective date of the change.

#### **4. Transportation Allowance Payments**

The District agrees to include the allowances in employee's paychecks.

## **ARTICLE 8 - HOLIDAYS**

### **A. Holidays**

The District observes only the holidays listed below. Employees must be in paid status both the day before and the day after the holiday to be eligible for holiday pay. Credit for a paid holiday will not exceed eight (8) hours.

1	January 1 <sup>st</sup>	New Year's Day
2	Third Monday in January	Birthday of M.L. King, Jr.
3	Third Monday in February	Presidents' Day
4	Last Monday in May	Memorial Day
5	July 4 <sup>th</sup>	Independence Day
6	First Monday in September	Labor Day
7	November 11 <sup>th</sup>	Veterans' Day

8	Fourth Thursday in November	Thanksgiving Day
9	Day after Thanksgiving	Day after Thanksgiving Day
10	December 25 <sup>th</sup>	Christmas
11	December 24 <sup>th</sup> (1/2 day, office closed in the afternoon)	Christmas Eve
12	December 31 <sup>st</sup> (1/2 day, office closed in the afternoon)	New Year's Eve

## **B. Weekend Holidays**

Any holiday falling on a Saturday or Sunday will be observed on the proceeding Friday or following Monday, respectively.

## **C. Modified Work Week Schedule**

Employees who are on a modified work week other than the 9/80 or 4/10 must arrange their schedule for any work week during which a holiday falls so as to not exceed the hours in their normal work week including the eight holiday hours.

## **D. Holidays Worked**

The District agrees to pay employees required to work on a holiday for hours worked. In addition, the employee is entitled to be paid for the holiday hours or to receive one day's Holiday in Lieu (HIL).

# **ARTICLE 9 - LEAVES**

## **A. Vacation**

### **1. Accrual Rate**

Vacation with pay will be earned by employees based on the equivalent of full-time continuous service from date of original appointment to a regular position with the District. The hourly accrual rates, based on straight-time hours paid, is:

Years of Service	Biweekly Accrual	Hourly Accrual	8 hour days annually
During first 3 years	3.7	0.04625	12
After completion of 3 years	6.2	0.07750	20
After completion of 9 years	6.5	0.08125	21
After completion of 10 years	6.8	0.08500	22
After completion of 11 years	7.1	0.08875	23
After completion of 12 years	7.4	0.09250	24
After completion of 13 years	7.7	0.09625	25
After completion of 14 years	8.0	0.10000	26
After completion of 15 years	8.3	0.10375	27

Vacation leave accrues each biweekly pay period based on the above hourly accrual rates for each straight-time hour paid by the District. Any vacation leave taken by an employee during a biweekly pay period is deducted before accrued vacation leave is contributed to the leave balance.

### **2. Maximum Accrual**

Employees can accumulate vacation leave up to 350 hours. Hours over 350 will not accrue.

### **3. Usage**

Employees may use vacation leave on the basis of a request approved by the employee's supervisor. Competing requests for the same time period are decided by the supervisor on the basis of earliest request and, if received on the same day, by District continuous seniority. Certain restrictions may be placed upon the availability of vacation periods by the APCO.

## **B. Sick Leave**

### **1. Accrual Rate**



Sick leave accrues each biweekly pay period on the basis of 0.0575 hour of sick leave per straight-time hour paid by the District.

## **2. Usage**

An employee may use sick leave for:

- a. personal illness or injury;
- b. medical quarantine;
- c. attending the employee's medical or dental appointment;
- d. pregnancy-related incapacitation;
- e. donating blood (maximum of 4 hours); or
- f. attendance to an eligible family member's medical or dental needs when personal presence of the employee is absolutely required.

Eligible family members as used in this section are the employee's spouse/registered domestic partner, child, stepchild, parent, stepparent, grandparent, or other close relative permanently residing in the employee's household.

## **3. Verification**

The District may require reasonable verification for the use of sick leave, which may include documentation from a medical professional. The District may require a fitness for duty verification from a medical professional prior to the return to work of an employee who has been on sick leave.

## **4. Retirement Credit**

Unused sick leave may be credited toward retirement in accordance with the retirement contract between CalPERS and the District.

## **5. Sick Leave While On Vacation**

An employee on vacation who is incapacitated for one or more days due to personal illness or injury may charge those days to accrued sick leave. The employee must promptly notify their immediate supervisor, and must comply with the District's sick leave policy.

## **C. Leave of Absence**

A regular employee may be authorized to take a leave of absence without pay, entitling the employee to be absent from duty for a specified period of time and for a specified purpose, with the right to return as provided in the approved leave. A request for a leave of absence without pay must be made in writing and is subject to approval in accordance with the Employee Handbook.

## **D. Jury Duty**

The District agrees to excuse employees selected for jury duty from work with pay for the hours required by the obligation. The employee must refuse any jury fees offered and must return to work whenever released during working hours if travel time allows.

## **E. Military Leave**

The District agrees to comply with all applicable laws requiring the release and payment for duty in the U.S. Military or California National Guard. Notice must be given by the employee to their supervisor as soon as the obligation to attend military duty is known.

## **F. Family Death Leave**

The District agrees to provide employees who suffer the death of any person who resided with the employee or a member of the employee's family as defined in the Employee Handbook up to five (5) days of paid leave for each death for attending the funeral or handling the personal affairs of the deceased. Employees required to use leave must give prior notice to their immediate supervisor.

## **G. Parental Leave**

Regular employees with one year and limited term employees with two years of District service are eligible for a maximum of 160 hours of paid parental leave in accordance with the Employee Handbook. Parental

leave for part time employees will be prorated. Limited term employees who convert to regular status accumulate their time for purposes of eligibility.

#### **H. Assignment of Leave For Catastrophic Illness and other Purposes**

Employees are eligible to participate in the District's Assignment of Leave for Catastrophic Illness Program as described in the Employee Handbook.

### **ARTICLE 10 - GRIEVANCE PROCEDURE**

#### **A. Definitions**

##### **1. Grievance**

A grievance is a claim by an employee in the unit that they are adversely affected by the violation, misinterpretation or misapplication of a specific provision of this Agreement. Complaints concerning specific working conditions that do not fit the above definition of a grievance may only be processed through Formal Level 2 of this procedure. Performance evaluations, exercise or lack of exercise of District Rights under Article 3, or any issue subject to its own appeals procedure are not grievable and cannot be the subject of a complaint.

##### **2. Grievant**

A grievant is an employee in the unit who files a grievance as defined above. Individual grievances, which affect more than one employee in a substantially similar manner, may also name the other employees. Multiple grievances that are substantially similar may be consolidated at the discretion of management into a group grievance. If grievances are consolidated, the grievants must select a single representative to act as the grievant.

#### **B. Process**

The grievance process includes informal and formal resolution steps as outlined below.

##### **1. Informal Resolution**

Within seven (7) days from the event giving rise to a grievance, or from the date the employee could reasonably have been expected to have had knowledge of such event, the grievant must verbally discuss the grievance with their Division Manager. The Division Manager will have seven (7) days to provide a written decision to the employee. If the grievant is not satisfied with proposed resolution at the informal level, the grievant may initiate the formal resolution proceedings.

##### **2. Formal Resolution**

Level 1: The grievant has ten (10) days from receipt of the informal answer to file a formal written grievance with their Division Manager. The written grievance must be on a form containing a statement describing the grievance, the article of this agreement allegedly violated, and the remedy requested. The Division Manager (or designee) must have a meeting with the grievant. Within fourteen (14) days of receipt of the written grievance, the Division Manager must provide a written answer to the grievant on the form provided.

Level 2: If the grievant is not satisfied with the written answer from their Division Manager, the grievant has seven (7) days from the receipt of the answer to file a written appeal to the Administrative Services Division Manager. Within fourteen (14) days of receipt of the written appeal, the Administrative Services Division Manager (or designee), must investigate the grievance, which may include a meeting with the concerned parties, and give written answer to the grievant. If the Administrative Services Division Manager is party to the level 1 procedure, the grievant may proceed directly to Level 3.

Level 3: If the grievant is not satisfied with the written answer from the Administrative Services Division Manager, the grievant has seven (7) days from the receipt of the previous decision to file a written appeal to the APCO. Within fourteen (14) days of receipt of the written appeal, the APCO (or designee) must investigate the grievance, which will include a meeting with the concerned parties, and give a written decision to the grievant.

Level 4: The Association, on behalf of the grievant, has fourteen (14) days of receipt of the APCO decision to file a Notice of Intent to Arbitrate with the District's Human Resources Officer.

### **C. General Provisions**

1. All decisions are final and binding, and the grievance considered settled, unless the grievant appeals the decision to the next level of review within the time periods provided.
2. If a manager fails to respond with an answer within the given time period, the grievant may appeal to the next higher level.
3. Time limits and formal levels must be strictly observed unless expressly waived by mutual consent of the parties.
4. The grievant may be represented by a person of their choice through Level 3 of this procedure and may present the grievance while on duty.
5. Witnesses testifying in grievance hearings may testify with no loss of compensation for time spent. The Association agrees that the number of witnesses requested to attend and their scheduling of those witnesses must be reasonable.
6. All decisions rendered in the formal resolution process must be delivered by certified mail or personal service.
7. By mutual written agreement of the parties after any formal step of the grievance procedure, the parties may submit the grievance to grievance mediation under the auspices of the State Mediation and Conciliation Service.
8. If the grievant is not represented by a representative of the Association, the Association must be notified of the intended settlement of any formal level grievance, prior to the settlement being finalized, for the purpose of allowing Association input into its terms. If the Association does not provide a written response within seven (7) days after notification, such opportunity to respond will be considered waived and the proposed settlement will be implemented and the matter closed. If a timely response is made, the employer's representative will give full consideration to the Association's input prior to settlement of the grievance. If on the basis of the Association's input, the grievant desires to exercise further remaining avenues of appeal, such appeal will be considered timely if filed within seven (7) days after the meeting between the employer, Association and the grievant during which the Association's reservations regarding the settlement were fully stated.

## **ARTICLE 11 - DISCIPLINARY PROCEDURE**

### **A. Basis for Disciplinary Action**

The tenure and status of every unit employee is conditioned on reasonable standards of personal conduct and job performance. Failure to meet these standards is grounds for appropriate disciplinary action. Disciplinary action must be based on fact(s) that establish unacceptable conduct. Disciplinary action may also be taken when an employee engages in one or more of the following:

1. Failure to fully perform required duties
2. Violation of employer policies or rules
3. Misuse or abuse of employer property or equipment
4. Substandard job performance
5. Fraud in securing appointment
6. Incompetency
7. Inefficiency
8. Inexcusable neglect of duty
9. Insubordination
10. Dishonesty

11. Being under the influence of alcohol, marijuana or illicit drugs while on duty
12. Unexcused absence
13. Commission of a felony, or other crime involving moral turpitude
14. Conviction of a felony or conviction of a misdemeanor which is of such a nature as to adversely affect the employee's ability to perform the duties and responsibilities of the employee's position.  
(Note: A plea of guilty, or a conviction following a plea of nolo contendere, is deemed to be a conviction within the meaning of this section)
15. Discourteous treatment of the public or other employees
16. Political activity prohibited by state or federal law
17. Engaging in unlawful harassment or bullying of another employee or member of the public
18. Refusal to take and sign any oath or affirmation which is a federal, state or county requirement
19. Any failure of good behavior either during or outside of duty hours which is of such nature that it causes discredit to the District or their employment
20. Failure to possess or keep in effect any license, certificate or other similar requirement specified in the employee's position specification

## **B. Types of Disciplinary Action**

Disciplinary actions includes one or more of the following: written reprimand, performance improvement plan (PIP), demotion, suspension without pay, and discharge. Disciplinary action normally progresses from the least to the most severe. Progression is not required in cases where more severe disciplinary action is appropriate.

## **C. Performance Improvement Plan Defined**

An employee may be given a written performance improvement plan (PIP) in an effort to resolve performance or disciplinary problems prior to implementing more severe disciplinary action. A PIP is a written course of action as defined by the supervisor, with approval of the Division and Administrative Managers, intended to improve a specific area(s) of an employee's performance or actions. A PIP will be for a specific time period, not to exceed six (6) months, with periodic monitoring by the supervisor. At the end of the specified time period, a statement documenting the results will be filed in the employee's personnel file. Further disciplinary action may be imposed if the elements of the PIP have not been met.

## **D. Response to Written Reprimand or Performance Improvement Plan**

An employee who receives a written reprimand or performance improvement plan has the right to have their written response attached to the reprimand or PIP and placed in their personnel file. The response must be completed during the employee's non-work time and must be submitted before 5:00 p.m. of the fourteenth (14th) day following receipt of the reprimand or PIP. The time allocated to respond does not delay the effective time for implementing the PIP. There is no appeal for a written reprimand or PIP.

## **E. Notice of Proposed Disciplinary Action for Demotions, Suspensions and Discharges**

The employee must be advised in writing of the intent to impose discipline. A management representative must be designated by the Administrative Services Division Manager. The written statement must contain the following:

1. The charge, the proposed disciplinary action and the date of the proposed action will be implemented;
2. A description of the events that support the proposed discipline and notice that the employee may review or make copies of available materials supporting the proposed discipline;
3. Notice that: (i) the employee has the right to submit a written response or meet with the management representative, (ii) the written response must be received no later than the fourteenth (14) day following the date on the proof of service for the discipline letter, and (iii) the 14 day time limit may be extended under extenuating circumstances and by mutual written agreement;

4. The name and contact information of the management representative, the date and time for a meeting with the representative, and that the employee may be accompanied and represented by a person of their choice, excluding managers or direct supervisors;
5. That the management representative may request the presence of a Human Resource representative at the hearing to listen, respond to procedural questions and/or take notes; and
6. Notice that if no response is received by the management representative from the employee or their representative within the time period allowed, the District may impose the discipline as proposed and the employee waives all rights to appeal.
7. Notice that the employee has a right to be represented by a person of their choice.

#### **F. Employer Action**

If the employee does not respond pursuant to section E(3) above, the discipline will be imposed. If the employee responds, the management representative must review the information submitted and make a written recommendation to the APCO on whether the disciplinary action should be sustained, modified, or revoked. Management retains the authority to initiate further investigation if the employee's version of the facts raises doubts as to the accuracy of the District's information leading to the proposed discipline. The APCO or their designee must review the recommendation and issue a final written decision. The written decision must include:

1. The specific charges, the disciplinary action to be imposed, and the date the action will be imposed;
2. The management representative's recommendation;
3. Notice that the employee has the right to request an appeal hearing, in writing, by 5 p.m. on the fourteenth (14) day following the date of the final written decision proof of service. If faxed or emailed, the appeal must be received before 5:00 p.m. on the final day; and
4. Notice that if no written appeal is received by the APCO from the employee within the time period allowed, the discipline will be imposed and there is no further right of appeal.

The APCO's final written decision must be sent by certified mail or be personally delivered to the employee no later than fourteen (14) days after the meeting with the management representative (if requested) or receipt of the employee's written response, whichever is later.

#### **G. Appeal Procedure**

The appeal procedure described herein applies to cases of demotion, discharge, and suspension without pay. If an appeal is filed with the APCO (with copy to the Administrative Manager) within the fourteen (14) day period, the matter must be referred to arbitration in accordance with Article 13. Otherwise, the discipline will be imposed and the action will be considered conclusive.

### **ARTICLE 12 - CAUSES FOR PERSONNEL ACTION DUE TO PHYSICAL OR MENTAL DISABILITY**

To the extent permitted by law, if an employee's medical condition, physical disability, or mental disability precludes the employee from performing the essential duties of their job with or without a reasonable accommodation, District may take appropriate action to terminate employment or place the employee in another job position that can be reasonably accommodated. Any such involuntary action by the District is subject to the provisions of Article 11, Disciplinary Procedure.

### **ARTICLE 13 - ARBITRATION PROCEDURE**

#### **A. Designation**

The parties will mutually select an arbitrator. If the parties are unable to mutually agree on an arbitrator, the arbitrator is selected from a list of seven (7) names of qualified neutrals from the American Arbitration Association (AAA) or the State Mediation and Conciliation Service (SMCS). The Human Resources Officer requests the list upon receipt by the Human Resources Officer of the employee's valid Notice to Arbitrate. If unable to mutually agree on one of the names submitted, the parties will alternatively strike names from the list until only one name remains. A coin toss will be used to determine which party has the first strike.

The first strike must be made within five (5) business days and each subsequent strike must be made within two (2) business days of the preceding strike, unless otherwise mutually agreed upon by the parties. The resulting selection is the arbitrator. If the selected arbitrator declines to serve, the process will be repeated until an arbitrator is found.

#### **B. Costs**

The fees and expenses of obtaining and employing the arbitrator, and a court reporter if used, are shared equally by the Association and the employer. Each party bears the cost of its own representation including preparation and post-hearing briefs, if any.

#### **C. Timely Hearings and Decisions**

It is the intent of the parties that the hearings be held and the final decision rendered in a timely manner. Where feasible, the arbitrator's decision should be rendered within thirty (30) calendar days from the conclusion of the hearing. The decision should include the arbitrator's findings of facts on the issue(s) submitted. The subject matter of the hearings must be treated confidentially to protect the employee's interests.

#### **D. Effect of Decision**

Decisions of the arbitrator on any matter properly before them will be final and binding on all parties.

#### **E. Authority of Arbitrator**

No arbitrator may entertain, hear, decide, or make recommendations on any disciplinary action unless the dispute involves an eligible employee of the District who has successfully completed probation, and who has availed themselves of the response and appeals procedures of the Disciplinary Procedure Article. Likewise, no arbitrator may entertain, hear, decide, or make recommendations on any grievance unless it meets the definition of a grievance, has been processed in accordance with the Grievance Procedure Article, and originated within the stated term of this Agreement.

#### **F. Rules of Evidence**

Strict rules of evidence do not apply. Rules for admissibility of evidence and procedures for conduct of hearings must be guided by the standards in the American Arbitration Association's voluntary arbitration rules.

### **ARTICLE 14 - SENIORITY**

Seniority includes continuous employment with Sacramento County, Sacramento County APCD and Sacramento Metropolitan Air Quality Management District.

#### **A. Accrual**

A regular or probationary employee of Sacramento Metropolitan Air Quality Management District earns one pay period of seniority for each full pay period worked or paid (vacation and sick leave included). Seniority is earned on a pro-rata basis for regular part-time employees. For example, one-pay period's seniority of a full-time employee is equal to two-pay period's seniority of a half-time employee.

#### **B. Service Prior to Creation of District**

The following employees' seniority includes all continuous employment with Sacramento County or the Sacramento County Air Pollution Control District immediately prior to employment with the District on July 1, 1996: Ken Lashbrook, Jose Lerma, Ali Mohamad, and Hao Quinn

#### **C. Seniority Lost**

Seniority is lost when an employee has permanently separated from employment (excluding a layoff of less than one year). No seniority is earned during periods of layoff, leave without pay, or other periods in a non-pay status.

## **ARTICLE 15 – RETIREMENT, VOLUNTARY & CONSTRUCTIVE RESIGNATION, AND REINSTATEMENT**

### **A. Retirement and Reinstatement**

Persons eligible to retire and desiring to do so should give at least sixty (60) days written notice prior to entering retired status to ensure timely commencement of retirement benefits. Persons seeking reinstatement after they retire will be eligible for reinstatement under the same terms and conditions applicable to voluntary resignations.

### **B. Voluntary Resignation and Reinstatement**

1. Employees will give at least two weeks notice prior to resigning.
2. At the discretion of the APCO or their designee, an employee may be reinstated to a previously held position or return to a different position with the District, if the employee requests permission to reinstate within twelve (12) months after the last date the employee worked for the District.  
Reinstated employees:
  - a. are subject to the same probationary requirements applicable to new employees.
  - b. will return to the District with the amount of seniority, and vacation and sick leave accrual rates held at the time of separation.
  - c. are entitled to the same pay rate and, except as specified in subsection d below, the same fringe benefits that the employee would have been entitled to receive as of the day the employee separated from the District (except as set forth in Article 15, Paragraph B.2.e).
  - d. If the employment contract is revised during separation, the employee is entitled to receive the same benefits under this paragraph accorded to any other employee with the same level of seniority as the reinstated employee.
  - e. The employee will no longer be eligible to opt out of participating in the federal social security program, and will therefore be required to participate in that program.

### **C. Constructive Resignation and Reinstatement**

An unexcused absence of three consecutive working days will be considered a resignation subject to the District's Constructive Resignation and Reinstatement policy.

## **ARTICLE 16 - REDUCTION IN FORCE**

### **A. Procedure**

If it is necessary to reduce the District's workforce because of lack of funds, lack of work, to enhance efficiency or to curtail operations, District management will determine the classes and number of bargaining unit positions to be reduced. Layoffs within a class must be determined by seniority, providing the remaining employees possess the necessary skills and abilities to perform the work. All non-regular employees in bargaining unit positions within a class must be terminated before regular employees in that class are laid off.

Seniority notwithstanding, employees currently under Performance Improvement Plans may be laid off prior to other employees in the same class. Though the decision to layoff is not subject to arbitration, should an employee be scheduled for layoff solely because they have been placed on a PIP, the Association or employee may request expedited arbitration on the limited issue of whether the PIP was generated for the purpose of affecting layoff status. Expedited arbitration allows the employee to bypass all informal and formal grievance steps and proceed directly to arbitration. Upon moving to an expedited arbitration, the employee must post a bond with the District to cover one-half of the expected fees for that process.

When there is more than one employee with the same seniority next in line for layoff, the order of layoff must be determined by lot with District representative, affected employees, and Association representation present.

## **B. Notice**

Except in an emergency, all regular employees scheduled for layoff must be given written notice of such layoff at least thirty (30) calendar days prior to the effective date. Staff being laid off on an emergency basis must be given at least fourteen (14) calendar days notice.

## **C. Consultation**

Concurrent with sending notice to the affected employee(s), if not sooner, the District agrees to offer to consult with the Association to determine if feasible alternatives to layoff exist.

## **D. Bumping**

In lieu of being laid off, an employee who is not on a Performance Improvement Plan may:

1. Elect demotion to a vacant position in a class with a lower maximum rate of pay within the same class series. Management will determine which positions are considered vacant for this article.
2. Bump (displace) another employee with less seniority in a class in which the bumper has previously served a successful probationary period with the District.
3. Bump another employee with less seniority in a lower class within their own class series. Identification of class series will be made by the District.

Senior employees may only bump to classes for which they possess the minimum qualifications. Employees displaced by this process must be treated as laid off for the purposes of this article. Persons on a Performance Improvement Plan may be allowed to exercise bumping rights with written approval of the Air Pollution Control Officer.

## **E. Reemployment**

The names of regular employees laid off will be placed on the reemployment list for twelve (12) months. Employees will be called back for the class or position involved by reverse order of layoff. Employees will be called back by certified mail when other means are unsuccessful. If an employee does not respond within three (3) working days from the date of documented contact or receipt of recall notice, or if the notice is returned undelivered, or if the employee refuses a recall opportunity to their former classification, then their name will be removed from the reemployment list.

## **F. Restoration of Benefits**

Employees who are re-employed within twelve (12) months after they are laid off will be entitled to reinstatement of accrued and unused sick leave remaining to their credit at the time of their layoff. Such employees will resume the accumulation of continuous service credit, losing only the time they were in the laid off status. Upon reemployment, the employee will be placed on the pay schedule at the same step as when they were laid off. An employee returning from a layoff of fewer than six (6) months may buy back vacation time for which they were paid at the time of layoff. The "pay off" rate and the "buy back" rate will be the same hourly rate in order to make the employer whole for costs incurred. Status in Social Security is governed by the requirements of that system.

# **ARTICLE 17 - ASSOCIATION SECURITY AND PAYROLL DEDUCTIONS**

## **A. Agency Shop**

Any employee who was a member of SADEA on the effective date of this Agreement, and any employee who is hired after the effective date of this agreement, and is covered by this Agreement, must, as a condition of continued employment, within thirty (30) days of first employment at the District, either (1) become and remain a member in good standing of the Association, or (2) commence and continue to make payment(s) of an amount based on a percentage of the Association's periodic dues to the Association as a service fee for Association representation, except such amount may not exceed that amount as outlined by or required by case law having to do with the subject of non-member fees paid to unions for representation.



## **B. Maintenance of Membership**

The District agrees to deduct the periodic Association dues for any employee who is not a member of SADEA on the effective date of this Agreement, but who later becomes a member of SADEA, as provided in Article 17, Section D, for the term of this Agreement. Employees that wish to withdraw from Association membership may do so effective on the expiration date of this Agreement by filing a written notice with the District on or after the thirtieth (30th) calendar day prior to the expiration date of this Agreement.

Withdrawal notices received by the District after the effective date of this Agreement and before thirty (30) days prior to the expiration of the Agreement will be returned to the employee by the District with reference to this Section. The District agrees to provide copies of all withdrawal notice correspondence to the Association.

## **C. Religious Exemption**

Notwithstanding the above, any employee who is a member of and adheres to established and traditional tenets or teachings of a bona fide religious body or sect, which has historically held conscientious objections to joining or financially supporting labor organizations, are not required to join or financially support the Association as condition of employment. Such employee is, however, required to pay sums equal to the Association's periodic dues to a non-labor, non-religious charitable fund exempt from taxation under Section 501(c) (3) of Title 36 of the Internal Revenue Code.

## **D. Payroll Deductions**

The parties agree that the District will provide payroll deductions to the Association on the following terms:

### **1. Authorization**

The District agrees to deduct dues and initiation fees (or agency fees or charitable contributions in lieu of Association dues and initiation fees) from the pay of unit members and remit the total deductions to the designated Association officer on a monthly basis, together with a written statement of the names and amounts deducted; provided, however, no deductions will be made except in accordance with a deduction authorization form individually and voluntarily executed by the employee for whom the deduction is made.

### **2. Amount of Dues**

The Association must certify to the District in writing the current rate of membership dues and agency fees. The Association must notify the District of any change in the rate of membership dues at least sixty (60) calendar days prior to the effective date of such change. The District will periodically set a "per deduction rate" fee sufficient to cover the costs of payroll deductions contemplated in this Article, and the Association's net proceeds may reflect a deduction of this amount times the number of deductions made.

### **3. Indemnification**

The Association agrees to indemnify and hold the District harmless against any and all claims, demands, suits and all other forms of liability that arise out of or by reason of action taken or not taken by the District at the request of the Association under the provisions of this Article or through the proper execution of this Article.

## **ARTICLE 18 - PEACEFUL PERFORMANCE**

The parties to this Agreement recognize and acknowledge that the services performed by the District employees covered by this Agreement are essential to the public health, safety, and general welfare of the residents of the District. Association agrees that under no circumstances will the Association recommend, encourage, cause or permit its members to initiate, participate in, nor will any member of the bargaining unit take part in, any strike, sit-down, stay-in, sick-out, slow-down or picketing in connection with a labor dispute (hereinafter collectively referred to a work-stoppage), in any office or department of the District, nor to curtail any work or restrict any production, or interfere with any operation of the District. In the event of any such work-stoppage by any member of the bargaining unit, the District is not required to negotiate

on the merits of any disputes which may have given rise to such work-stoppage until said work-stoppage has ceased.

In the event of any work-stoppage during the term of this Agreement, whether by the Association or by any member of the bargaining unit, the Association by its officers, must immediately declare in writing and publicize that such work-stoppage is in violation of this Agreement and unauthorized, and further direct its members in writing to cease the said conduct and resume work. Copies of such written notice must be served upon the District. In the event of any work-stoppage if the Association promptly and in good faith performs the obligations of this paragraph, and providing the Association had not otherwise authorized, permitted or encouraged such work-stoppage, the Association will not be liable for any damages caused by the violation of this provision. However, the District will have the right to discipline, to include discharge, any employee who instigates, participates in, or gives leadership to, any work-stoppage activity herein prohibited, and the District will have the right to seek full legal redress, including damages, as against any such employee.

## **ARTICLE 19 - FULL UNDERSTANDING, MODIFICATION AND WAIVER**

### **A. Full Understanding**

It is intended that this Agreement set forth the complete understanding of the parties regarding the matters included herein and all other topics subject to bargaining, and therefore any other prior or existing understanding or agreement by the parties whether formal or informal, written or unwritten, regarding such matters are hereby superseded or terminated in their entirety.

### **B. Interim Bargaining**

It is agreed and understood that during the negotiations which culminated in this Agreement each party exercised without restraint, except as provided by law, the right and opportunity to make demands and proposals or counter-proposals with respect to any matter subject to bargaining and that the understandings and agreements arrived at after the exercise of that right are set forth in this Agreement.

### **C. Modification Requirements**

Any agreement, alteration, understanding, waiver or modification of any of the terms or provisions contained in this Agreement is not binding on the parties unless made and signed in writing by all of the parties to this Agreement, and if required, approved and implemented by the District Board of Directors.

### **D. Waiver**

Waiver by either party of any default, breach or condition precedent will not be construed as waiver of any other default, breach or condition precedent or right under this agreement.

### **E. Compliance with the Americans with Disabilities Act**

The parties recognize that the employer may be required to make certain accommodations to carry out its obligations under the Americans with Disabilities Act (ADA). Some of these accommodations may require actions that are contrary to the language or intent of existing provisions of this Agreement. The parties agree that the accommodation does not constitute a past practice or waiver by either party to its right to fully enforce such provisions in the future with regard to persons not subject to the protection of the ADA.

Recognizing that circumstances surrounding ADA compliance in individual cases necessarily involve matters that are personal and require the utmost confidentiality, the specifics of an individual case must not be divulged by the employer. This section is not grievable or arbitrable.

## **ARTICLE 20 - SAVINGS PROVISION**

Should any provision of this Agreement be found to be in contravention of any federal or state law, or by a court of competent jurisdiction, such particular provision is null and void, but all other provisions of this Agreement will remain in full force and effect until otherwise canceled or amended. In the event that any provision is found to be unlawful and unenforceable by any court of competent jurisdiction, the parties

agree to meet forthwith for the purpose of renegotiating such provision in an attempt to reach a valid agreement.

#### **ARTICLE 21 – REOPENER CLAUSE**

The parties may reopen this Agreement if (i) the financial status of the District requires that layoffs or furloughs of employees, represented or not, may be required to maintain normal operations and reasonably necessary fund balances, and (ii) both parties agree in writing to reopen the Agreement. Upon the reopening of the Agreement, both parties agree to meet and confer, and to negotiate in good faith, in an effort to identify modifications to this agreement that will prevent or minimize the need to impose layoffs or furloughs.

#### **ARTICLE 22 - TERM OF AGREEMENT**

The District and the Association agree that the term of this Agreement will commence on the effective date of the signing of this Agreement expiring at midnight on June 30, 2022. Unless otherwise noted herein, any changes caused by the approval of this agreement must be prospective and implemented as of the first of the payroll period immediately succeeding its formal adoption by the Board.

**This Memorandum of Understanding is executed on July 1, 2017.**

The persons signing on behalf of the parties to this agreement warrant that they have the legal authority to execute the agreement.

For the District:

\_\_\_\_\_  
Larry Greene, Executive Director/APCO

Reviewed by:

\_\_\_\_\_  
Kathrine Pittard, District Counsel

For the Association:

\_\_\_\_\_  
Janice Lam, SADEA President

\_\_\_\_\_  
Jamie Arno, SADEA Vice President

Reviewed by:

\_\_\_\_\_  
Jerry Camous, Labor Consultant

## APPENDIX A

### JULY 1, 2017 ESTIMATED WAGE RANGES for classifications covered by this agreement

#### Sacramento Metropolitan Air Quality Management District FY2017/2018 Pay Schedule General Unit Classifications

Classification	Monthly	
	Minimum	Maximum
Administrative / Legal Analyst	7,063.39	8,585.59
Administrative Specialist I	5,487.05	6,669.54
Administrative Specialist II	5,944.25	7,225.27
Air Quality Engineer (Assistant)	6,309.15	7,668.81
Air Quality Engineer (Associate)	7,327.75	8,906.93
Air Quality Instrument Specialist I	5,225.00	6,351.02
Air Quality Instrument Specialist II	6,008.98	7,303.95
Air Quality Planner/Analyst (Assistant)	6,309.15	7,668.81
Air Quality Planner/Analyst (Associate)	7,327.75	8,906.93
Air Quality Specialist (Assistant)	6,309.15	7,668.81
Air Quality Specialist (Associate)	7,327.75	8,906.93
Assistant to the Air Pollution Control Officer	7,770.33	9,444.88
Communications & Marketing Specialist (Assistant)	6,309.15	7,668.81
Communications & Marketing Specialist (Associate)	7,327.75	8,906.93
Fiscal Assistant I	3,576.62	4,347.40
Fiscal Assistant II	3,934.37	4,782.25
Office Assistant I	2,957.01	3,594.26
Office Assistant II	3,316.02	4,030.64
Senior Accountant	6,421.49	7,805.36
Statistician	7,327.75	8,906.93

# **EXHIBIT B**

## **SUPERVISORY UNIT AGREEMENT**

AGREEMENT BETWEEN  
SACRAMENTO METROPOLITAN AIR QUALITY  
MANAGEMENT DISTRICT  
and the  
SACRAMENTO AIR DISTRICT EMPLOYEES' ASSOCIATION  
(SUPERVISORY UNIT)  
July 1, 2017 - June 30, 2022

Updated 07/01/2017

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## ARTICLE 1 - PARTIES

### A. Designation

This Agreement is between the Sacramento Metropolitan Air Quality Management District (hereinafter referred to as "SMAQMD," "District," or "Employer") and the Sacramento Air District Employees' Association (hereinafter referred to as "SADEA" or the "Association"). This document is referred to herein as either "Agreement" or the "MOU"

### B. Notification

Official notification for purposes of this Agreement will be by U.S. mail or personal service to:

For the District	For the Association
Air Pollution Control Officer Sacramento Metropolitan AQMD 777 12 <sup>th</sup> Street, Third Floor Sacramento, CA 95814	President Sacramento Air District Employees' Association P.O. Box 3021 Sacramento, CA 95812

### C. Recognition

1. Under the process established in BOD resolution AQM 96-0008, the District recognized SADEA as the exclusive representative for regular full-time and regular part time (0.5 FTE or more) employees of the District in the Supervisory Unit. SADEA was established through an election held by the Supervisory Unit bargaining members on April 23, 1996, which was supervised and certified by the California State Department Mediation and Conciliation Service.
2. SADEA recognizes the Air Pollution Control officer (APCO) or their designee as the negotiating representative for the District and agrees to negotiate exclusively with the APCO or their designee, except as otherwise specifically stated in this Agreement.
3. Should SADEA no longer exist or function as an autonomous employee organization under the District's Employee/Employer Relations Resolution, this labor agreement will become null and void immediately. This section is not subject to the Grievance Procedure in Article 10.
4. The classifications covered by this MOU are listed in Appendix A. The District agrees to furnish the Association at the time of acceptance of this Agreement, a list by name, class, and work unit of employees covered by this Agreement. Updates may be requested as often as quarterly, if needed.

### D. Definitions

Days	Means calendar days, unless otherwise noted
Regular Employee	A person who has been appointed to a regular position, including persons who are serving a probation in a regular position.
BOD	Board of Directors
Employee Handbook	Means the Employee Handbook approved by the Board of Directors under resolution 2014-017, and Board-approved amendments to the policy made after any required meet and confer obligations have been satisfied.
Must/Will/Agrees	All three terms mean a mandatory duty, obligation or event

## ARTICLE 2 - MERIT EMPLOYMENT

### A. Merit Principle

The District is dedicated to the merit principle of employment in which the most highly qualified and available persons are selected to be employed or promoted in District positions consistent with the terms and conditions of employment it offers. The selection process will consider all aspects of a candidate's education, knowledge, skills and abilities. The District agrees to post and advertise vacancies, other than

lateral transfers, for a period of not less than seven (7) days to attract a sufficient number of qualified candidates to assure selection according to the merit principle. An employee who meets the minimum qualifications for a vacant position may be appointed on a temporary basis until the recruitment and selection process for that position is completed and appointment of the successful candidate is completed.

## **B. Probationary Period**

1. Full-time employees must serve the equivalent of one-year of full-time satisfactory service with the District in a probationary status upon initial hire or placement into a position for which the employee has not successfully completed a probationary period. Part-time employees must serve one year in the approved part-time schedule. During any probation period, an employee may be dismissed from District employment without reason or right of appeal.
2. Generally, the probationary period for a lateral transfer or a promotion, is reduced to six months. If the promotion is to a supervisory or management position the employee must serve the standard one-year probationary period. The employee may be rejected during probation without reason or right of appeal. If the employee is rejected, they must be returned to the position from which they were promoted or transferred. If that position is not vacant, the employee may request bumping rights pursuant to Article 16.D.
3. Other than paid vacation time, absences of more than 80 hours extend the probationary period by the number of hours absent over 80 hours. The 80-hour calculation is pro-rated for part-time employees.
4. No probationary period applies to reclassification or advancement within a classification from Assistant to Associate or Level I to II.

## **ARTICLE 3 - DISTRICT RIGHTS**

District retains, solely and exclusively, all its rights, powers and authority, except as expressly limited by a specific provision of this Agreement. Without limiting the generality of the foregoing, the District's rights, powers, and authorities include, but are not limited to, the following:

- A. To manage and direct its business and personnel
- B. To manage, control, and determine the mission of its departments, building facilities, and operations
- C. To create, change, combine or abolish jobs, departments and facilities in whole or in part
- D. To direct the work force
- E. To increase or decrease the work force and determine the number of employees needed
- F. To hire, transfer, promote, and layoff and maintain the discipline and efficiency of its employees
- G. To establish work standards, schedules of operation and reasonable work load; to specify or assign work requirements and require overtime
- H. To schedule work, working hours, and shifts
- I. To furlough employees for limited duration
- J. To adopt rules of conduct
- K. To determine the type and scope of work to be performed by District employees and the services to be provided
- L. To classify positions and determine the content and title of such classifications
- M. To establish initial salaries of new classifications
- N. To determine the methods, processes, means, and places of providing services and to take whatever action necessary to prepare for and operate in an emergency

This Article is not subject to the Grievance Procedure of this Agreement. The provisions of this Article do not waive any applicable requirements to meet and confer on revisions that could affect employee wages, hours or working conditions, to the extent required by the MMBA.

## **ARTICLE 4 - HOURS AND OVERTIME**

### **A. Work Hours**

The normal work week of full-time employees will consist of five (5) days of eight (8) hours each, exclusive of meal breaks as established by the District. Except in an emergency, each employee will be assigned regular starting and quitting times, and any changes require five (5) working days prior notice. Modified work schedules containing no more than eighty (80) hours in a biweekly pay period may be established and revoked by the APCO at their sole option with prior notice. Decisions as to the application or structure of modified work schedules will not be grievable. The designation of the work week for Fair Labor Standards Act (FLSA) purposes will be made by the District.

### **B. Rest Periods**

Rest periods will be as established by the District. When practical, employees must be granted a fifteen (15) minute rest period during each half work shift of four hours or longer. The breaks may not be taken within one (1) hour of the employee's starting time, quitting time, or meal break and may not be accumulated or used to supplement meal breaks, arrive at work late or leave work early. Rest periods are taken without loss of pay and the employee is not required to make up the time.

### **C. Flex Time**

Employees may be allowed to work a flexible work schedule that provides for starting and quitting times other than the standard 8:00 a.m. to 5:00 p.m. Prior approval of the employee's supervisor and Division Manager is required. Core hours of 9:00 a.m. to 3:00 p.m. must be included within the daily schedule of the employee.

### **D. Overtime**

Employees who work authorized overtime will be compensated at the rate of one and one-half (1-1/2) times their base hourly rate of pay for all time worked over forty (40) hours in a work week. Payment for overtime may be offered by the District using either Compensatory Time Off (CTO) or cash payment. Employees who agree to be compensated with CTO are limited to a bank of no more than forty (40) hours and may be required to utilize the hours in the bank prior to utilizing any other paid time off (except sick leave), unless doing so would cause the employee to meet or exceed the maximum vacation accrual limit.

### **E. 9/80 or 4/10 Work Schedules**

1. Regular work schedules are five (5) days and forty (40) hours per work week. The APCO or their designee may approve requests by employees to work a 9/80 or 4/10 alternate work schedule.
2. The 9/80 alternate work schedule is a schedule in which, during each re-designated work week, the employee works four (4) nine-hour work shifts and one (1) four-hour shift each work week. The four-hour work shifts are worked consecutively to constitute an eight-hour work period. The 4/10 alternate work schedule is a schedule in which, during each re-designated work week, the employee works four (4) ten-hour work shifts.
3. The 9/80 or 4/10 alternate work schedule and the re-designated work week must be established in writing and approved by the employee's direct supervisor, Division Manager, and the APCO or their designee. The authorization must specifically state the starting and quitting times for each workday, the days off, and the day of the week and time of day that the re-designated work week commences and ends. Changes in work schedules and the re-designation of the work week must occur at a point in time that avoids overtime.
4. Holiday compensation for employees on a 9/80 or 4/10 alternate work schedule is based on an eight (8) hour shift. If a holiday falls on an employee's scheduled day off, the employee accrues eight (8) hours of holiday-in-lieu (HIL). Employees cannot accrue HIL time in excess of forty (40) hours.
5. If a holiday falls on a scheduled nine (9/80 schedule) or ten (4/10 schedule) hour work day, scheduled hours in excess of eight (8) will be paid from the employees accrued compensatory time

off, holiday-in-lieu or vacation at the employee's option. If there are no leave balances available, then the excess hour(s) will be leave without pay.

6. The use of vacation, sick leave, compensatory time off or holiday-in-lieu is based on the established work schedule for the day. A full shift absence results in a deduction of the scheduled number of hours, e.g. 8, 9 or 10, from accrued leave balances.
7. Permanent changes to work schedules require one (1) pay period advance written notice. The notice requirement will not apply to temporary or emergency assignments. An Employee wishing to transition back to 5/40 must complete a new authorization form, indicating the change back to 8-hour days. The request to transition back to 5/40 work schedule must be approved by the Division Manager.
8. The APCO or their designee may cancel an employee's approved alternate work schedule if there is any misrepresentation of hours worked, a demonstrated reduction in service delivery, or if the nature of the work changes so that the employee is needed to work a five day week, or for the needs of the District as determined by the APCO or their designee. Eligibility may be deferred or canceled for employees who are habitually tardy or exhibit a poor attendance pattern.

## **ARTICLE 5 - COMPENSATION**

### **A. Wages**

The wages for classifications covered under this agreement are listed for the period beginning July 1, 2017 in Appendix A. The wages must be updated pursuant to the requirements of this MOU.

### **B. Cost of Living Adjustment (COLA)**

Each year during the term of this agreement a COLA must be added to the base pay of each employee in a class covered by this agreement. The increase is effective July 1 of each fiscal year beginning with July 1, 2017. The COLA is the percent increase (rounded to the nearest one-tenth of 1%) in the Western Urban Consumer Price Index (CPI) for all urban consumers from February of the prior year to February of the current year, but notwithstanding the CPI, the minimum pay increase is two percent (2%) and the maximum pay increase is four percent (4%).

### **C. Y-Rating and Wage Compensation adjustment due to the Classification or Compensation Study**

1. A Y-rate means a pay rate for an individual employee that is greater than the established pay range for an employee in a given class. Any class of employee whose base pay is reduced as a result of the District's classification or compensation study must be Y-rated so as not to incur a reduction in their wage compensation. When the individual's pay rate falls within their assigned pay range again, the employee must receive future negotiated increases so long as the employee's pay rate does not exceed their pay range.
2. During the term of this Agreement, the District has the right, without further negotiations, to increase wages for positions within the unit as a result of a compensation study.

### **D. Pay Plan Administration**

1. Step Assignment and Progression

Each employee enters service with the District at the initial step of the pay range for their classification. However, the APCO or their designee may authorize initial placement in a higher step if the employee has education, experience or skills superior to that commonly required and expected for the beginning step of the position. Thereafter, progression from step to step for all employees is dependent upon completion of one year of overall satisfactory full-time service in the prior step. All step changes and pay range modifications will take effect at the beginning of a pay period. The progression time periods are the same for full-time and part-time employees.

## 2. Promotion

Advancement from a position in one class to a position in a higher class, defined as one having a pay rate at least five percent (5%) higher when comparing the maximum pay of both classes, will cause the employee to be placed at the step in the higher class that most closely approximates a five percent (5%) increase in pay, but at no time will the promotion rate increase be lower than four percent (4%). Upon promotion, the employee's anniversary date is the effective date of promotion.

## 3. Transfer

An employee who transfers from one position to another within the same class or another class with a maximum pay that is within five percent (5%) of maximum pay for the class from which the transfer occurred, retains the same anniversary date and step assignment in the new range as they had in the previous range.

## 4. Demotion

An employee who demotes from one class to another, defined as one having a pay rate at least five percent (5%) lower when comparing the maximum pay of both classes, retains the same anniversary date and step in the lower class as they had in the previous range.

### **E. Payoff on Separation**

Vacation, HIL and CTO leave balances must be paid off at separation from District service at the employee's then current rate of pay. Payment will be made on the normal pay day cycle. No other leave balances will be paid out upon separation except as authorized under the CalPERS contract.

## **ARTICLE 6 - HEALTH AND WELFARE BENEFITS**

### **A. Health Benefit Allowance**

The District agrees to contribute \$150 per month plus the legislated minimum employer health premium for participating active employees and annuitants as prescribed by Government Code Section 22892 of the Public Employees Medical and Hospital Care Act (PEMHCA). PEMHCA provides public employees and annuitants access to group health benefits. Participation in the health benefit plan is subject to PEMHCA eligibility requirements.

### **B. Cafeteria Plan Allowance**

For full time employees, the District agrees to contribute a monthly cafeteria plan allowance up to 80% of the Kaiser Family Premium for the employee's respective CalPERS region, less the health benefit allowance above. Employees may only use the cafeteria plan allowance to purchase the plan benefits listed below. The cafeteria plan allowance:

1. Is prorated for part-time employees based on their budgeted and assigned hours, except that Hao Quinn is eligible for the full cafeteria plan allowance.
2. Is only available during pay periods in which the employee is paid for at least one-half of their regularly assigned hours and as otherwise required by law.
3. May be received as cash back to the employee, for amounts not utilized for the purchase of benefits through the cafeteria plan. Cash back is taxed as ordinary income and is less any amounts used for the purchase of cafeteria plan benefits with the following eligibility limitations:
  - a. Employees hired before July 1, 2005, \$490 per month.
  - b. Employees hired from July 1, 2005 through June 30, 2008, \$150 per month.
  - c. Employees hired after June 30, 2008 are not eligible for cash back payments.

### **C. Cafeteria Plan Benefits**

The District has established a Cafeteria Plan that includes the benefits listed below. The premiums, or portions thereof, are paid directly by the District where indicated. Premiums not paid directly by the District may be covered by the cafeteria plan allowance described above. Remaining “out of pocket” premiums are paid by the employee through payroll deduction using pre-tax income, except additional Life and additional LTD, which are paid with post-tax income.

- a. Health – Proof of continuing equivalent coverage is required if this benefit is not selected.
- b. Dental – Participation in the District sponsored dental plan is mandatory at the employee-only level. Family coverage is optional. The District agrees to pay 100% of the cost for all dental coverage for employee and family.
- c. Vision Coverage – Optional, may be purchased by the employee
- d. AFLAC Insurance – Optional, may be purchased by the employee (specifically cancer, intensive care and specified health event)
- e. Life Insurance - The District agrees to provide \$50,000 in life insurance benefits for employees. Employees may, if eligibility requirements are met, purchase additional life insurance for themselves or their dependents.
- f. Long Term Disability (LTD) Insurance – The District agrees to provide LTD benefits of 50% of the employee's base pay up to \$2,000 per month. Employees may purchase additional long term disability coverage.

### **D. Flexible Spending Accounts**

The District agrees to offer a flexible spending account (FSA) program that allows employees to set aside pre-tax income to cover out of pocket health and child care expenses. The annual employee contribution limits for health and child care flexible spending accounts are \$2,550 and \$5,000 respectively. An employee may enroll in either or both plans. Contributions to each plan by an employee must be tracked separately and cannot be comingled. Contributions to the health plan cannot be used for child care expenses and vice versa. The Health FSA includes a carryover option that allows participants to carry over up to \$500 of unused contributions to be used any time during the immediately following plan year.

### **E. Retirement**

The District agrees to provide retirement compensation benefits through California Public Employee Retirement System (CalPERS) for eligible employees. In 2013, the State of California passed the Public Employees' Pension Reform Act of 2013 (PEPRA). PEPRA modifies the retirement benefits for "new members". The retirement benefit formula remains 2% at age 55 for classic members and is 2% at age 62 for new members. As defined by PEPRA, a new member includes:

- A member who first established CalPERS membership prior to January 1, 2013, and who is rehired by a different CalPERS employer after a break in service of greater than six months.
- A new hire who is brought into CalPERS membership for the first time on or after January 1, 2013, and who has no prior membership in any California public retirement system.
- A new hire who is brought into CalPERS membership for the first time on or after January 1, 2013, and who is not eligible for reciprocity with another California public retirement system.

All members that don't fall into the definitions above are considered classic members.

The District agrees to pay the employer's share of CalPERS retirement costs. Classic member employees must pay the 7% employee contribution to CalPERS.

Employees defined as new members must pay one-half the total normal cost for the retirement plan as determined annually by CalPERS.

All employees must participate in the federal Social Security System, unless the employee opted out of participation within the first six months of the District's existence as an independent agency. All employees must participate in the Medicare program.

#### **F. Deferred Compensation Match**

District agrees to contribute an employer match up to \$30.00 per pay period for participants in the District's deferred compensation program.

#### **G. Employee Assistance Program**

The District agrees to make an Employee Assistance Program available to each unit employee. The program must provide personal counseling for employees and members of their immediate families, on a no cost or reduced cost basis, that are experiencing personal problems such as family or marital problems, emotional problems, substance abuse problems, and work-related problems.

#### **H. Professional Education Reimbursement Plan**

The District agrees to reimburse each employee for expenses related to professional certification, and completion of college level courses in accordance with the policies and procedures of the tuition reimbursement program up to a maximum of \$2,400 per fiscal year.

- The funds may be used to pay for work-related licenses, certifications, and renewal fees.
- Up to \$300 of the \$2,400 per fiscal year may be used for association membership fees or for classes taken outside of a degree or certification program.
- All fees paid under this provision must be pre-approved by the Division Manager and must be for certifications, memberships, courses or classes that are relevant to the work of the District.

#### **I. Safety Shoes**

If the District determines that an employee must wear safety shoes, the District agrees to reimburse up to \$180 every two years for the purchase and maintenance of the safety shoes.

#### **J. Joint Communications Team**

The parties agree to maintain the Joint Communications Team to encourage open communications, promote harmonious labor relations, and resolve matters of mutual concern. Team membership is limited to the parties to this agreement. The team is governed by the following principles:

1. The team agrees to meet quarterly or more often as mutually agreed to by the parties.
2. The agenda for each meeting is decided five working days in advance of the meeting, unless otherwise mutually agreed to by the teams. These meetings are not negotiating sessions and will not substitute for negotiations.
3. The District will be represented at the meetings by the APCO or their designee, District Counsel, Human Resource Officer, and Administration Program Manager.
4. The District authorizes SADEA Executive Officers to attend team meetings during regular business hours with no loss of pay.
5. Additional participants may be authorized to attend depending on the subject matter of the agenda item and prior agreement by the team. The added participants may attend during regular business hours with no loss of pay.

#### **K. Employee Recognition Program**

The District agrees to fund an employee recognition program to recognize the efforts and performance of employees. The program must be funded with no less than \$3,000 per fiscal year for events that recognize all District staff.

#### **L. Incentive Pay Qualifications**

The District agrees to provide incentive pay for the following: Professional Engineer licenses, Certified Public Accountant certificates and job relevant doctorate degrees. However, the District only agrees to provide incentive pay if it determines the license or certificate is relevant to the employee's classification



and significantly enhances the employee's ability to perform in multiple skill areas within the classification and the license, certificate or degree is not a minimum qualification for the position. The employee must apply to receive incentive pay and the application must state how the certification will enhance the employee's performance.

Incentive pay is equal to five percent (5.0%) of base pay. "Base pay" means a qualifying employee's straight-time hourly rate of pay, and does not include overtime or other special pay. Five percent (5.0%) is the maximum incentive available to an individual, regardless of the number of licenses or certificates. The employee is responsible for maintaining an active certification or license, which must be in effect to be eligible for incentive pay. Employees must notify the District if their license or certificate expires, is revoked or is no longer valid.

## **ARTICLE 7 - MILEAGE AND TRANSPORTATION ALLOWANCES**

### **A. Mileage**

The District agrees to reimburse employees who travel on District business according to the District's Travel Policy. Reimbursement for employees who use their personal vehicle on District business will be paid at the Internal Revenue Service rate in effect at the time of travel.

### **B. Transportation Allowance**

#### **1. Monthly Transit Allowance**

The District agrees to provide regular and limited term employees with a monthly pass or allowance equal to the cost of a Sacramento Regional Transit (RT) monthly pass for regular RT riders. Upon submission of receipts verifying the expense, long distance transit commuters (riders outside the RT service area) may be reimbursed for actual expenses up to the amount defined by the Internal Revenue Service as non-taxable for employees.

#### **2. Other Commuting Allowance**

The District agrees to provide each regular or limited term employee who uses a carpool, vanpool, bicycle, walk, electric vehicle, daily transit, or other zero-emission means of transportation as the principal method of commuting to work with an allowance for each day equal to one-twentieth (1/20<sup>th</sup>) of the current cost of a monthly RT pass for each day of such commuting, not to exceed the cost of a monthly RT pass.

#### **3. Changes in the price of monthly RT pass**

The District will adjust allowance payments to reflect the price of a monthly RT pass. Adjustments are effective the first pay period following the effective date of the change.

#### **4. Transportation Allowance Payments**

The District agrees to include the allowances in employee's paychecks.

## **ARTICLE 8 - HOLIDAYS**

### **A. Holidays**

The District observes only the holidays listed below. Employees must be in paid status both the day before and the day after the holiday to be eligible for holiday pay. Credit for a paid holiday will not exceed eight (8) hours.

1	January 1 <sup>st</sup>	New Year's Day
2	Third Monday in January	Birthday of M.L. King, Jr.
3	Third Monday in February	Presidents' Day
4	Last Monday in May	Memorial Day
5	July 4 <sup>th</sup>	Independence Day
6	First Monday in September	Labor Day
7	November 11 <sup>th</sup>	Veterans' Day

8	Fourth Thursday in November	Thanksgiving Day
9	Day after Thanksgiving	Day after Thanksgiving Day
10	December 25 <sup>th</sup>	Christmas
11	December 24 <sup>th</sup> (1/2 day, office closed in the afternoon)	Christmas Eve
12	December 31 <sup>st</sup> (1/2 day, office closed in the afternoon)	New Year's Eve

## **B. Weekend Holidays**

Any holiday falling on a Saturday or Sunday will be observed on the proceeding Friday or following Monday, respectively.

## **C. Modified Work Week Schedule**

Employees who are on a modified work week other than the 9/80 or 4/10 must arrange their schedule for any work week during which a holiday falls so as to not exceed the hours in their normal work week including the eight holiday hours.

## **D. Holidays Worked**

The District agrees to pay employees required to work on a holiday for hours worked. In addition, the employee is entitled to be paid for the holiday hours or to receive one day's Holiday in Lieu (HIL).

# **ARTICLE 9 - LEAVES**

## **A. Vacation**

### **1. Accrual Rate**

Vacation with pay will be earned by employees based on the equivalent of full-time continuous service from date of original appointment to a regular position with the District. The hourly accrual rates, based on straight-time hours paid, is:

Years of Service	Biweekly Accrual	Hourly Accrual	8 hour days annually
During first 3 years	3.7	0.04625	12
After completion of 3 years	6.2	0.07750	20
After completion of 9 years	6.5	0.08125	21
After completion of 10 years	6.8	0.08500	22
After completion of 11 years	7.1	0.08875	23
After completion of 12 years	7.4	0.09250	24
After completion of 13 years	7.7	0.09625	25
After completion of 14 years	8.0	0.10000	26
After completion of 15 years	8.3	0.10375	27

Vacation leave accrues each biweekly pay period based on the above hourly accrual rates for each straight-time hour paid by the District. Any vacation leave taken by an employee during a biweekly pay period is deducted before accrued vacation leave is contributed to the leave balance.

### **2. Maximum Accrual**

Employees can accumulate vacation leave up to 350 hours. Hours over 350 will not accrue.

### **3. Usage**

Employees may use vacation leave on the basis of a request approved by the employee's supervisor. Competing requests for the same time period are decided by the supervisor on the basis of earliest request and, if received on the same day, by District continuous seniority. Certain restrictions may be placed upon the availability of vacation periods by the APCO.

## **B. Sick Leave**

### **1. Accrual Rate**

Sick leave accrues each biweekly pay period on the basis of 0.0575 hour of sick leave per straight-time hour paid by the District.

## **2. Usage**

An employee may use sick leave for:

- a. personal illness or injury;
- b. medical quarantine;
- c. attending the employee's medical or dental appointment;
- d. pregnancy-related incapacitation;
- e. donating blood (maximum of 4 hours); or
- f. attendance to an eligible family member's medical or dental needs when personal presence of the employee is absolutely required.

Eligible family members as used in this section are the employee's spouse/registered domestic partner, child, stepchild, parent, stepparent, grandparent, or other close relative permanently residing in the employee's household.

## **3. Verification**

The District may require reasonable verification for the use of sick leave, which may include documentation from a medical professional. The District may require a fitness for duty verification from a medical professional prior to the return to work of an employee who has been on sick leave.

## **4. Retirement Credit**

Unused sick leave may be credited toward retirement in accordance with the retirement contract between CalPERS and the District.

## **5. Sick Leave While On Vacation**

An employee on vacation who is incapacitated for one or more days due to personal illness or injury may charge those days to accrued sick leave. The employee must promptly notify their immediate supervisor, and must comply with the District's sick leave policy.

## **C. Leave of Absence**

A regular employee may be authorized to take a leave of absence without pay, entitling the employee to be absent from duty for a specified period of time and for a specified purpose, with the right to return as provided in the approved leave. A request for a leave of absence without pay must be made in writing and is subject to approval in accordance with the Employee Handbook.

## **D. Jury Duty**

The District agrees to excuse employees selected for jury duty from work with pay for the hours required by the obligation. The employee must refuse any jury fees offered and must return to work whenever released during working hours if travel time allows.

## **E. Military Leave**

The District agrees to comply with all applicable laws requiring the release and payment for duty in the U.S. Military or California National Guard. Notice must be given by the employee to their supervisor as soon as the obligation to attend military duty is known.

## **F. Family Death Leave**

The District agrees to provide employees who suffer the death of any person who resided with the employee or a member of the employee's family as defined in the Employee Handbook up to five (5) days of paid leave for each death for attending the funeral or handling the personal affairs of the deceased. Employees required to use leave must give prior notice to their immediate supervisor.

## **G. Parental Leave**

Regular employees with one year and limited term employees with two years of District service are eligible for a maximum of 160 hours of paid parental leave in accordance with the Employee Handbook. Parental

leave for part time employees will be prorated. Limited term employees who convert to regular status accumulate their time for purposes of eligibility.

#### **H. Assignment of Leave For Catastrophic Illness and other Purposes**

Employees are eligible to participate in the District's Assignment of Leave for Catastrophic Illness Program as described in the Employee Handbook.

### **ARTICLE 10 - GRIEVANCE PROCEDURE**

#### **A. Definitions**

##### **1. Grievance**

A grievance is a claim by an employee in the unit that they are adversely affected by the violation, misinterpretation or misapplication of a specific provision of this Agreement. Complaints concerning specific working conditions that do not fit the above definition of a grievance may only be processed through Formal Level 2 of this procedure. Performance evaluations, exercise or lack of exercise of District Rights under Article 3, or any issue subject to its own appeals procedure are not grievable and cannot be the subject of a complaint.

##### **2. Grievant**

A grievant is an employee in the unit who files a grievance as defined above. Individual grievances, which affect more than one employee in a substantially similar manner, may also name the other employees. Multiple grievances that are substantially similar may be consolidated at the discretion of management into a group grievance. If grievances are consolidated, the grievants must select a single representative to act as the grievant.

#### **B. Process**

The grievance process includes informal and formal resolution steps as outlined below.

##### **1. Informal Resolution**

Within seven (7) days from the event giving rise to a grievance, or from the date the employee could reasonably have been expected to have had knowledge of such event, the grievant must verbally discuss the grievance with their Division Manager. The Division Manager will have seven (7) days to provide a written decision to the employee. If the grievant is not satisfied with proposed resolution at the informal level, the grievant may initiate the formal resolution proceedings.

##### **2. Formal Resolution**

Level 1: The grievant has ten (10) days from receipt of the informal answer to file a formal written grievance with their Division Manager. The written grievance must be on a form containing a statement describing the grievance, the article of this agreement allegedly violated, and the remedy requested. The Division Manager (or designee) must have a meeting with the grievant. Within fourteen (14) days of receipt of the written grievance, the Division Manager must provide a written answer to the grievant on the form provided.

Level 2: If the grievant is not satisfied with the written answer from their Division Manager, the grievant has seven (7) days from the receipt of the answer to file a written appeal to the Administrative Services Division Manager. Within fourteen (14) days of receipt of the written appeal, the Administrative Services Division Manager (or designee), must investigate the grievance, which may include a meeting with the concerned parties, and give written answer to the grievant. If the Administrative Services Division Manager is party to the level 1 procedure, the grievant may proceed directly to Level 3.

Level 3: If the grievant is not satisfied with the written answer from the Administrative Services Division Manager, the grievant has seven (7) days from the receipt of the previous decision to file a written appeal to the APCO. Within fourteen (14) days of receipt of the written appeal, the APCO (or designee) must investigate the grievance, which will include a meeting with the concerned parties, and give a written decision to the grievant.

Level 4: The Association, on behalf of the grievant, has fourteen (14) days of receipt of the APCO decision to file a Notice of Intent to Arbitrate with the District's Human Resources Officer.

### **C. General Provisions**

1. All decisions are final and binding, and the grievance considered settled, unless the grievant appeals the decision to the next level of review within the time periods provided.
2. If a manager fails to respond with an answer within the given time period, the grievant may appeal to the next higher level.
3. Time limits and formal levels must be strictly observed unless expressly waived by mutual consent of the parties.
4. The grievant may be represented by a person of their choice through Level 3 of this procedure and may present the grievance while on duty.
5. Witnesses testifying in grievance hearings may testify with no loss of compensation for time spent. The Association agrees that the number of witnesses requested to attend and their scheduling of those witnesses must be reasonable.
6. All decisions rendered in the formal resolution process must be delivered by certified mail or personal service.
7. By mutual written agreement of the parties after any formal step of the grievance procedure, the parties may submit the grievance to grievance mediation under the auspices of the State Mediation and Conciliation Service.
8. If the grievant is not represented by a representative of the Association, the Association must be notified of the intended settlement of any formal level grievance, prior to the settlement being finalized, for the purpose of allowing Association input into its terms. If the Association does not provide a written response within seven (7) days after notification, such opportunity to respond will be considered waived and the proposed settlement will be implemented and the matter closed. If a timely response is made, the employer's representative will give full consideration to the Association's input prior to settlement of the grievance. If on the basis of the Association's input, the grievant desires to exercise further remaining avenues of appeal, such appeal will be considered timely if filed within seven (7) days after the meeting between the employer, Association and the grievant during which the Association's reservations regarding the settlement were fully stated.

## **ARTICLE 11 - DISCIPLINARY PROCEDURE**

### **A. Basis for Disciplinary Action**

The tenure and status of every unit employee is conditioned on reasonable standards of personal conduct and job performance. Failure to meet these standards is grounds for appropriate disciplinary action. Disciplinary action must be based on fact(s) that establish unacceptable conduct. Disciplinary action may also be taken when an employee engages in one or more of the following:

1. Failure to fully perform required duties
2. Violation of employer policies or rules
3. Misuse or abuse of employer property or equipment
4. Substandard job performance
5. Fraud in securing appointment
6. Incompetency
7. Inefficiency
8. Inexcusable neglect of duty
9. Insubordination
10. Dishonesty

11. Being under the influence of alcohol, marijuana or illicit drugs while on duty
12. Unexcused absence
13. Commission of a felony, or other crime involving moral turpitude
14. Conviction of a felony or conviction of a misdemeanor which is of such a nature as to adversely affect the employee's ability to perform the duties and responsibilities of the employee's position.  
(Note: A plea of guilty, or a conviction following a plea of nolo contendere, is deemed to be a conviction within the meaning of this section)
15. Discourteous treatment of the public or other employees
16. Political activity prohibited by state or federal law
17. Engaging in unlawful harassment or bullying of another employee or member of the public
18. Refusal to take and sign any oath or affirmation which is a federal, state or county requirement
19. Any failure of good behavior either during or outside of duty hours which is of such nature that it causes discredit to the District or their employment
20. Failure to possess or keep in effect any license, certificate or other similar requirement specified in the employee's position specification

## **B. Types of Disciplinary Action**

Disciplinary actions includes one or more of the following: written reprimand, performance improvement plan (PIP), demotion, suspension without pay, and discharge. Disciplinary action normally progresses from the least to the most severe. Progression is not required in cases where more severe disciplinary action is appropriate.

## **C. Performance Improvement Plan Defined**

An employee may be given a written performance improvement plan (PIP) in an effort to resolve performance or disciplinary problems prior to implementing more severe disciplinary action. A PIP is a written course of action as defined by the supervisor, with approval of the Division and Administrative Managers, intended to improve a specific area(s) of an employee's performance or actions. A PIP will be for a specific time period, not to exceed six (6) months, with periodic monitoring by the supervisor. At the end of the specified time period, a statement documenting the results will be filed in the employee's personnel file. Further disciplinary action may be imposed if the elements of the PIP have not been met.

## **D. Response to Written Reprimand or Performance Improvement Plan**

An employee who receives a written reprimand or performance improvement plan has the right to have their written response attached to the reprimand or PIP and placed in their personnel file. The response must be completed during the employee's non-work time and must be submitted before 5:00 p.m. of the fourteenth (14th) day following receipt of the reprimand or PIP. The time allocated to respond does not delay the effective time for implementing the PIP. There is no appeal for a written reprimand or PIP.

## **E. Notice of Proposed Disciplinary Action for Demotions, Suspensions and Discharges**

The employee must be advised in writing of the intent to impose discipline. A management representative must be designated by the Administrative Services Division Manager. The written statement must contain the following:

1. The charge, the proposed disciplinary action and the date of the proposed action will be implemented;
2. A description of the events that support the proposed discipline and notice that the employee may review or make copies of available materials supporting the proposed discipline;
3. Notice that: (i) the employee has the right to submit a written response or meet with the management representative, (ii) the written response must be received no later than the fourteenth (14) day following the date on the proof of service for the discipline letter, and (iii) the 14 day time limit may be extended under extenuating circumstances and by mutual written agreement;

4. The name and contact information of the management representative, the date and time for a meeting with the representative, and that the employee may be accompanied and represented by a person of their choice, excluding managers or direct supervisors;
5. That the management representative may request the presence of a Human Resource representative at the hearing to listen, respond to procedural questions and/or take notes; and
6. Notice that if no response is received by the management representative from the employee or their representative within the time period allowed, the District may impose the discipline as proposed and the employee waives all rights to appeal.
7. Notice that the employee has a right to be represented by a person of their choice.

#### **F. Employer Action**

If the employee does not respond pursuant to section E(3) above, the discipline will be imposed. If the employee responds, the management representative must review the information submitted and make a written recommendation to the APCO on whether the disciplinary action should be sustained, modified, or revoked. Management retains the authority to initiate further investigation if the employee's version of the facts raises doubts as to the accuracy of the District's information leading to the proposed discipline. The APCO or their designee must review the recommendation and issue a final written decision. The written decision must include:

1. The specific charges, the disciplinary action to be imposed, and the date the action will be imposed;
2. The management representative's recommendation;
3. Notice that the employee has the right to request an appeal hearing, in writing, by 5 p.m. on the fourteenth (14) day following the date of the final written decision proof of service. If faxed or emailed, the appeal must be received before 5:00 p.m. on the final day; and
4. Notice that if no written appeal is received by the APCO from the employee within the time period allowed, the discipline will be imposed and there is no further right of appeal.

The APCO's final written decision must be sent by certified mail or be personally delivered to the employee no later than fourteen (14) days after the meeting with the management representative (if requested) or receipt of the employee's written response, whichever is later.

#### **G. Appeal Procedure**

The appeal procedure described herein applies to cases of demotion, discharge, and suspension without pay. If an appeal is filed with the APCO (with copy to the Administrative Manager) within the fourteen (14) day period, the matter must be referred to arbitration in accordance with Article 13. Otherwise, the discipline will be imposed and the action will be considered conclusive.

### **ARTICLE 12 - CAUSES FOR PERSONNEL ACTION DUE TO PHYSICAL OR MENTAL DISABILITY**

To the extent permitted by law, if an employee's medical condition, physical disability, or mental disability precludes the employee from performing the essential duties of their job with or without a reasonable accommodation, District may take appropriate action to terminate employment or place the employee in another job position that can be reasonably accommodated. Any such involuntary action by the District is subject to the provisions of Article 11, Disciplinary Procedure.

### **ARTICLE 13 - ARBITRATION PROCEDURE**

#### **A. Designation**

The parties will mutually select an arbitrator. If the parties are unable to mutually agree on an arbitrator, the arbitrator is selected from a list of seven (7) names of qualified neutrals from the American Arbitration Association (AAA) or the State Mediation and Conciliation Service (SMCS). The Human Resources Officer requests the list upon receipt by the Human Resources Officer of the employee's valid Notice to Arbitrate. If unable to mutually agree on one of the names submitted, the parties will alternatively strike names from the list until only one name remains. A coin toss will be used to determine which party has the first strike.

The first strike must be made within five (5) business days and each subsequent strike must be made within two (2) business days of the preceding strike, unless otherwise mutually agreed upon by the parties. The resulting selection is the arbitrator. If the selected arbitrator declines to serve, the process will be repeated until an arbitrator is found.

#### **B. Costs**

The fees and expenses of obtaining and employing the arbitrator, and a court reporter if used, are shared equally by the Association and the employer. Each party bears the cost of its own representation including preparation and post-hearing briefs, if any.

#### **C. Timely Hearings and Decisions**

It is the intent of the parties that the hearings be held and the final decision rendered in a timely manner. Where feasible, the arbitrator's decision should be rendered within thirty (30) calendar days from the conclusion of the hearing. The decision should include the arbitrator's findings of facts on the issue(s) submitted. The subject matter of the hearings must be treated confidentially to protect the employee's interests.

#### **D. Effect of Decision**

Decisions of the arbitrator on any matter properly before them will be final and binding on all parties.

#### **E. Authority of Arbitrator**

No arbitrator may entertain, hear, decide, or make recommendations on any disciplinary action unless the dispute involves an eligible employee of the District who has successfully completed probation, and who has availed themselves of the response and appeals procedures of the Disciplinary Procedure Article. Likewise, no arbitrator may entertain, hear, decide, or make recommendations on any grievance unless it meets the definition of a grievance, has been processed in accordance with the Grievance Procedure Article, and originated within the stated term of this Agreement.

#### **F. Rules of Evidence**

Strict rules of evidence do not apply. Rules for admissibility of evidence and procedures for conduct of hearings must be guided by the standards in the American Arbitration Association's voluntary arbitration rules.

### **ARTICLE 14 - SENIORITY**

Seniority includes continuous employment with Sacramento County, Sacramento County APCD and Sacramento Metropolitan Air Quality Management District.

#### **A. Accrual**

A regular or probationary employee of Sacramento Metropolitan Air Quality Management District earns one pay period of seniority for each full pay period worked or paid (vacation and sick leave included). Seniority is earned on a pro-rata basis for regular part-time employees. For example, one-pay period's seniority of a full-time employee is equal to two-pay period's seniority of a half-time employee.

#### **B. Service Prior to Creation of District**

The following employees' seniority includes all continuous employment with Sacramento County or the Sacramento County Air Pollution Control District immediately prior to employment with the District on July 1, 1996: Jorge DeGuzman, Aleta Kennard, Brian Krebs and Ali Othman.

#### **C. Seniority Lost**

Seniority is lost when an employee has permanently separated from employment (excluding a layoff of less than one year). No seniority is earned during periods of layoff, leave without pay, or other periods in a non-pay status.



## **ARTICLE 15 – RETIREMENT, VOLUNTARY & CONSTRUCTIVE RESIGNATION, AND REINSTATEMENT**

### **A. Retirement and Reinstatement**

Persons eligible to retire and desiring to do so should give at least sixty (60) days written notice prior to entering retired status to ensure timely commencement of retirement benefits. Persons seeking reinstatement after they retire will be eligible for reinstatement under the same terms and conditions applicable to voluntary resignations.

### **B. Voluntary Resignation and Reinstatement**

1. Employees will give at least two weeks notice prior to resigning.
2. At the discretion of the APCO or their designee, an employee may be reinstated to a previously held position or return to a different position with the District, if the employee requests permission to reinstate within twelve (12) months after the last date the employee worked for the District.  
Reinstated employees:
  - a. are subject to the same probationary requirements applicable to new employees.
  - b. will return to the District with the amount of seniority, and vacation and sick leave accrual rates held at the time of separation.
  - c. are entitled to the same pay rate and, except as specified in subsection d below, the same fringe benefits that the employee would have been entitled to receive as of the day the employee separated from the District (except as set forth in Article 15, Paragraph B.2.e).
  - d. If the employment contract is revised during separation, the employee is entitled to receive the same benefits under this paragraph accorded to any other employee with the same level of seniority as the reinstated employee.
  - e. The employee will no longer be eligible to opt out of participating in the federal social security program, and will therefore be required to participate in that program.

### **C. Constructive Resignation and Reinstatement**

An unexcused absence of three consecutive working days will be considered a resignation subject to the District's Constructive Resignation and Reinstatement policy.

## **ARTICLE 16 - REDUCTION IN FORCE**

### **A. Procedure**

If it is necessary to reduce the District's workforce because of lack of funds, lack of work, to enhance efficiency or to curtail operations, District management will determine the classes and number of bargaining unit positions to be reduced. Layoffs within a class must be determined by seniority, providing the remaining employees possess the necessary skills and abilities to perform the work. All non-regular employees in bargaining unit positions within a class must be terminated before regular employees in that class are laid off.

Seniority notwithstanding, employees currently under Performance Improvement Plans may be laid off prior to other employees in the same class. Though the decision to layoff is not subject to arbitration, should an employee be scheduled for layoff solely because they have been placed on a PIP, the Association or employee may request expedited arbitration on the limited issue of whether the PIP was generated for the purpose of affecting layoff status. Expedited arbitration allows the employee to bypass all informal and formal grievance steps and proceed directly to arbitration. Upon moving to an expedited arbitration, the employee must post a bond with the District to cover one-half of the expected fees for that process.

When there is more than one employee with the same seniority next in line for layoff, the order of layoff must be determined by lot with District representative, affected employees, and Association representation present.

## **B. Notice**

Except in an emergency, all regular employees scheduled for layoff must be given written notice of such layoff at least thirty (30) calendar days prior to the effective date. Staff being laid off on an emergency basis must be given at least fourteen (14) calendar days notice.

## **C. Consultation**

Concurrent with sending notice to the affected employee(s), if not sooner, the District agrees to offer to consult with the Association to determine if feasible alternatives to layoff exist.

## **D. Bumping**

In lieu of being laid off, an employee who is not on a Performance Improvement Plan may:

1. Elect demotion to a vacant position in a class with a lower maximum rate of pay within the same class series. Management will determine which positions are considered vacant for this article.
2. Bump (displace) another employee with less seniority in a class in which the bumper has previously served a successful probationary period with the District.
3. Bump another employee with less seniority in a lower class within their own class series. Identification of class series will be made by the District.

Senior employees may only bump to classes for which they possess the minimum qualifications. Employees displaced by this process must be treated as laid off for the purposes of this article. Persons on a Performance Improvement Plan may be allowed to exercise bumping rights with written approval of the Air Pollution Control Officer.

## **E. Reemployment**

The names of regular employees laid off will be placed on the reemployment list for twelve (12) months. Employees will be called back for the class or position involved by reverse order of layoff. Employees will be called back by certified mail when other means are unsuccessful. If an employee does not respond within three (3) working days from the date of documented contact or receipt of recall notice, or if the notice is returned undelivered, or if the employee refuses a recall opportunity to their former classification, then their name will be removed from the reemployment list.

## **F. Restoration of Benefits**

Employees who are re-employed within twelve (12) months after they are laid off will be entitled to reinstatement of accrued and unused sick leave remaining to their credit at the time of their layoff. Such employees will resume the accumulation of continuous service credit, losing only the time they were in the laid off status. Upon reemployment, the employee will be placed on the pay schedule at the same step as when they were laid off. An employee returning from a layoff of fewer than six (6) months may buy back vacation time for which they were paid at the time of layoff. The "pay off" rate and the "buy back" rate will be the same hourly rate in order to make the employer whole for costs incurred. Status in Social Security is governed by the requirements of that system.

# **ARTICLE 17 - ASSOCIATION SECURITY AND PAYROLL DEDUCTIONS**

## **A. Agency Shop**

Any employee who was a member of SADEA on the effective date of this Agreement, and any employee who is hired after the effective date of this agreement, and is covered by this Agreement, must, as a condition of continued employment, within thirty (30) days of first employment at the District, either (1) become and remain a member in good standing of the Association, or (2) commence and continue to make payment(s) of an amount based on a percentage of the Association's periodic dues to the Association as a service fee for Association representation, except such amount may not exceed that amount as outlined by or required by case law having to do with the subject of non-member fees paid to unions for representation.

## **B. Maintenance of Membership**

The District agrees to deduct the periodic Association dues for any employee who is not a member of SADEA on the effective date of this Agreement, but who later becomes a member of SADEA, as provided in Article 17, Section D, for the term of this Agreement. Employees that wish to withdraw from Association membership may do so effective on the expiration date of this Agreement by filing a written notice with the District on or after the thirtieth (30th) calendar day prior to the expiration date of this Agreement.

Withdrawal notices received by the District after the effective date of this Agreement and before thirty (30) days prior to the expiration of the Agreement will be returned to the employee by the District with reference to this Section. The District agrees to provide copies of all withdrawal notice correspondence to the Association.

## **C. Religious Exemption**

Notwithstanding the above, any employee who is a member of and adheres to established and traditional tenets or teachings of a bona fide religious body or sect, which has historically held conscientious objections to joining or financially supporting labor organizations, are not required to join or financially support the Association as condition of employment. Such employee is, however, required to pay sums equal to the Association's periodic dues to a non-labor, non-religious charitable fund exempt from taxation under Section 501(c) (3) of Title 36 of the Internal Revenue Code.

## **D. Payroll Deductions**

The parties agree that the District will provide payroll deductions to the Association on the following terms:

### **1. Authorization**

The District agrees to deduct dues and initiation fees (or agency fees or charitable contributions in lieu of Association dues and initiation fees) from the pay of unit members and remit the total deductions to the designated Association officer on a monthly basis, together with a written statement of the names and amounts deducted; provided, however, no deductions will be made except in accordance with a deduction authorization form individually and voluntarily executed by the employee for whom the deduction is made.

### **2. Amount of Dues**

The Association must certify to the District in writing the current rate of membership dues and agency fees. The Association must notify the District of any change in the rate of membership dues at least sixty (60) calendar days prior to the effective date of such change. The District will periodically set a "per deduction rate" fee sufficient to cover the costs of payroll deductions contemplated in this Article, and the Association's net proceeds may reflect a deduction of this amount times the number of deductions made.

### **3. Indemnification**

The Association agrees to indemnify and hold the District harmless against any and all claims, demands, suits and all other forms of liability that arise out of or by reason of action taken or not taken by the District at the request of the Association under the provisions of this Article or through the proper execution of this Article.

## **ARTICLE 18 - PEACEFUL PERFORMANCE**

The parties to this Agreement recognize and acknowledge that the services performed by the District employees covered by this Agreement are essential to the public health, safety, and general welfare of the residents of the District. Association agrees that under no circumstances will the Association recommend, encourage, cause or permit its members to initiate, participate in, nor will any member of the bargaining unit take part in, any strike, sit-down, stay-in, sick-out, slow-down or picketing in connection with a labor dispute (hereinafter collectively referred to as a work-stoppage), in any office or department of the District, nor to curtail any work or restrict any production, or interfere with any operation of the District. In the event of any such work-stoppage by any member of the bargaining unit, the District is not required to negotiate

on the merits of any disputes which may have given rise to such work-stoppage until said work-stoppage has ceased.

In the event of any work-stoppage during the term of this Agreement, whether by the Association or by any member of the bargaining unit, the Association by its officers, must immediately declare in writing and publicize that such work-stoppage is in violation of this Agreement and unauthorized, and further direct its members in writing to cease the said conduct and resume work. Copies of such written notice must be served upon the District. In the event of any work-stoppage if the Association promptly and in good faith performs the obligations of this paragraph, and providing the Association had not otherwise authorized, permitted or encouraged such work-stoppage, the Association will not be liable for any damages caused by the violation of this provision. However, the District will have the right to discipline, to include discharge, any employee who instigates, participates in, or gives leadership to, any work-stoppage activity herein prohibited, and the District will have the right to seek full legal redress, including damages, as against any such employee.

## **ARTICLE 19 - FULL UNDERSTANDING, MODIFICATION AND WAIVER**

### **A. Full Understanding**

It is intended that this Agreement set forth the complete understanding of the parties regarding the matters included herein and all other topics subject to bargaining, and therefore any other prior or existing understanding or agreement by the parties whether formal or informal, written or unwritten, regarding such matters are hereby superseded or terminated in their entirety.

### **B. Interim Bargaining**

It is agreed and understood that during the negotiations which culminated in this Agreement each party exercised without restraint, except as provided by law, the right and opportunity to make demands and proposals or counter-proposals with respect to any matter subject to bargaining and that the understandings and agreements arrived at after the exercise of that right are set forth in this Agreement.

### **C. Modification Requirements**

Any agreement, alteration, understanding, waiver or modification of any of the terms or provisions contained in this Agreement is not binding on the parties unless made and signed in writing by all of the parties to this Agreement, and if required, approved and implemented by the District Board of Directors.

### **D. Waiver**

Waiver by either party of any default, breach or condition precedent will not be construed as waiver of any other default, breach or condition precedent or right under this agreement.

### **E. Compliance with the Americans with Disabilities Act**

The parties recognize that the employer may be required to make certain accommodations to carry out its obligations under the Americans with Disabilities Act (ADA). Some of these accommodations may require actions that are contrary to the language or intent of existing provisions of this Agreement. The parties agree that the accommodation does not constitute a past practice or waiver by either party to its right to fully enforce such provisions in the future with regard to persons not subject to the protection of the ADA.

Recognizing that circumstances surrounding ADA compliance in individual cases necessarily involve matters that are personal and require the utmost confidentiality, the specifics of an individual case must not be divulged by the employer. This section is not grievable or arbitrable.

## **ARTICLE 20 - SAVINGS PROVISION**

Should any provision of this Agreement be found to be in contravention of any federal or state law, or by a court of competent jurisdiction, such particular provision is null and void, but all other provisions of this Agreement will remain in full force and effect until otherwise canceled or amended. In the event that any provision is found to be unlawful and unenforceable by any court of competent jurisdiction, the parties

agree to meet forthwith for the purpose of renegotiating such provision in an attempt to reach a valid agreement.

#### **ARTICLE 21 – REOPENER CLAUSE**

The parties may reopen this Agreement if (i) the financial status of the District requires that layoffs or furloughs of employees, represented or not, may be required to maintain normal operations and reasonably necessary fund balances, and (ii) both parties agree in writing to reopen the Agreement. Upon the reopening of the Agreement, both parties agree to meet and confer, and to negotiate in good faith, in an effort to identify modifications to this agreement that will prevent or minimize the need to impose layoffs or furloughs.

#### **ARTICLE 22 - TERM OF AGREEMENT**

The District and the Association agree that the term of this Agreement will commence on the effective date of the signing of this Agreement expiring at midnight on June 30, 2022. Unless otherwise noted herein, any changes caused by the approval of this agreement must be prospective and implemented as of the first of the payroll period immediately succeeding its formal adoption by the Board.

**This Memorandum of Understanding is executed on July 1, 2017.**

The persons signing on behalf of the parties to this agreement warrant that they have the legal authority to execute the agreement.

For the District:

\_\_\_\_\_  
Larry Greene, Executive Director/APCO

Reviewed by:

\_\_\_\_\_  
Kathrine Pittard, District Counsel

For the Association:

\_\_\_\_\_  
Janice Lam, SADEA President

\_\_\_\_\_  
Jamie Arno, SADEA Vice President

Reviewed by:

\_\_\_\_\_  
Jerry Camous, Labor Consultant

## APPENDIX A

### JULY 1, 2017 ESTIMATED WAGE RANGES for classifications covered by this agreement

#### **Sacramento Metropolitan Air Quality Management District FY2017/2018 Pay Schedule Supervisory Unit Classifications**

Classification	Monthly	
	Minimum	Maximum
Program Manager <sup>1</sup>	8,798.82	11,790.89
Program Supervisor	7,653.83	10,257.15

<sup>1</sup> Program Manager is represented by Supervisory Unit except Administrative Program Manager is Confidential

# **EXHIBIT C**

## **DISTRICT PAY SCHEDULE**

**Sacramento Metropolitan Air Quality Management District  
FY2017/2018 Pay Schedule by Classification**

Classification	Monthly	
	Minimum	Maximum
Administrative / Legal Analyst	7,063.39	8,585.59
Administrative Specialist I	5,487.05	6,669.54
Administrative Specialist II	5,944.25	7,225.27
Administrative Supervisor/Clerk of the Board	6,658.96	8,908.09
Air Pollution Control Officer (contract by Board of Directors)	17,612.49	
Air Quality Engineer (Assistant)	6,309.15	7,668.81
Air Quality Engineer (Associate)	7,327.75	8,906.93
Air Quality Instrument Specialist I	5,225.00	6,351.02
Air Quality Instrument Specialist II	6,008.98	7,303.95
Air Quality Planner/Analyst (Assistant)	6,309.15	7,668.81
Air Quality Planner/Analyst (Associate)	7,327.75	8,906.93
Air Quality Specialist (Assistant)	6,309.15	7,668.81
Air Quality Specialist (Associate)	7,327.75	8,906.93
Assistant to the Air Pollution Control Officer	7,770.33	9,444.88
Communications & Marketing Specialist (Assistant)	6,309.15	7,668.81
Communications & Marketing Specialist (Associate)	7,327.75	8,906.93
Controller	7,965.04	10,673.51
District Counsel (contract by Board of Directors)	17,612.49	
Division Manager	10,113.75	13,552.99
Financial Analyst	6,421.49	7,805.36
Fiscal Assistant I	3,576.62	4,347.40
Fiscal Assistant II	3,934.37	4,782.25
Human Resources Officer	6,658.96	8,908.09
Human Resources Technician I	4,264.74	5,183.82
Human Resources Technician II	4,904.92	5,961.96
Information Systems Analyst (Assistant)	5,896.00	7,166.62
Information Systems Analyst (Associate)	6,780.10	8,241.25
Information Systems Manager	8,798.82	11,790.89
Legal Assistant I	4,447.89	5,406.44
Legal Assistant II	4,892.25	5,946.56
Office Assistant I	2,957.01	3,594.26
Office Assistant II	3,316.02	4,030.64
Program Manager	8,798.82	11,790.89
Program Supervisor	7,653.83	10,257.15
Senior Accountant	6,421.49	7,805.36
Statistician	7,327.75	8,906.93

<sup>1</sup> Program Manager is represented by Supervisory Unit except Administrative Program Manager is Confidential

*In addition to the salaries listed above, the District provides special compensation as follows:*

Division Managers receive a board approved 5% management pay differential. Employees may receive incentive pay equal to 5% of their base pay if they have earned professional certifications or licenses relevant to their job, such as Professional Engineer or Certified Public Accountant or job relevant doctorate degrees per board approved Memorandum of Understanding.

Effective July 1, 2017



## **RESOLUTION NO. 2017 – XXXX**

Adopted by the Sacramento Metropolitan Air Quality Management District  
Board of Directors

### **RESOLUTION FOR EMPLOYER PAID MEMBER CONTRIBUTIONS**

WHEREAS, the governing body of the Sacramento Metropolitan Air Quality Management District has the authority to alter its payments of retirement contributions under Government Code Section 20691;

WHEREAS, the governing body of the Sacramento Metropolitan Air Quality Management District previously adopted a Resolution stating the District would pay 1% of the employees share of the normal member contribution for all employees;

WHEREAS, the governing board of the District now wishes to discontinue payment of the 1% share of the employee contribution and reduce that payment to 0.0%;

WHEREAS, one of the steps in the procedures under Section 20691 is the adoption by the governing body of the Sacramento Metropolitan Air Quality Management District of a Resolution codifying its commitment to pay the Employer Paid Member Contributions (EPMC);

WHEREAS, the governing body of the Sacramento Metropolitan Air Quality Management District has made the following revision to its election to pay EPMC, which will apply to all employees of Sacramento Metropolitan Air Quality Management District:

- The District will reduce payment of the employee's share to 0.0% of the normal member contributions.
- The effective date of this Resolution shall be July 1, 2017.

NOW, THEREFORE, BE IT RESOLVED that the governing body of the Sacramento Metropolitan Air Quality Management District elects to reduce payment of the employee's share of member contributions to 0.0%, as set forth above.

ON A MOTION by Director \_\_\_\_\_, seconded by Director \_\_\_\_\_, the foregoing resolution was passed and adopted by the Board of Directors of the Sacramento Metropolitan Air Quality Management District on May 25, 2017, by the following vote:

Ayes:

Noes:

Abstain:

Absent:

ATTEST:

Clerk, Board of Directors  
Sacramento Metropolitan Air Quality Management District

**Title:** Unrepresented Employees Personnel Resolution

**Recommendation:**

Pass a resolution establishing terms and conditions of employment for Sacramento Metropolitan Air Quality Management District's unrepresented employees.

**Rationale for Recommendation:**

Management and confidential employees of the District are not represented by the Sacramento Air District Employees Association (SADEA), the exclusive representative for regular full-time and part-time employees of the District in the Supervisory and General units. As such, it is necessary to have a resolution establishing terms and conditions of employment for the unrepresented employees of the District.

Historically, the Board has extended the same rates of pay in the Board-approved Classification Plan and pay adjustment factors (including COLA) and benefits of employment to the unrepresented employees as those contained in its agreements (General and Supervisory units) with employees represented by SADEA, with certain exceptions that only apply to management (Division Managers). The SADEA agreements expire on June 30, 2017. With direction from the Board, the Management team met and negotiated in good faith with SADEA and new agreements, slated to be effective July 1, 2017, were developed for both the General and Supervisory units.

Approval of this resolution will 1) extend the same pay adjustment factors and benefits of employment in the executed agreements with SADEA to management and confidential employees, while all other terms and conditions of employment will continue to be governed by the District's Human Resources Policies, and 2) specifies certain benefits that apply to management employees.

**Contact:** Jamille Moens, Administrative Services Manager, 916-874-4820

**Presentation:** No

**ATTACHMENTS:**

Unrepresented Personnel Resolution

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**Approvals/Acknowledgements**

Executive Director or Designee: Larry Greene, Report Approved 5/19/2017

District Counsel or Designee: Kathrine Pittard, Approved as to Form 5/19/2017

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**Discussion / Justification:**

The provisions of the Unrepresented Personnel Resolution apply to management and confidential employees. Historically, the Board has granted the same pay adjustment factors and benefits of employment to the unrepresented employees as those contained in its agreements with employees represented by the SADEA, with certain exceptions that only apply to management (Division Managers). The benefits established for management that are in addition to those contained in the SADEA agreements include 1) vacation leave payout, 2) management pay differential, 3) sick leave payout, and 4) administrative leave.

No changes to the current management benefits are being proposed. However, it is recommended that the existing terms provided for in previous resolutions be consolidated in a single resolution, and that this resolution supersede all prior resolutions for unrepresented employees. This action will align the Unrepresented Personnel Resolution benefits with SADEA benefits and clearly identify the management exceptions. If adopted by the Board, the benefits will become effective July 1, 2017, concurrent with the effective date of the SADEA agreements.

**Financial Considerations:** The projected costs associated with the SADEA agreements affecting all District employees are contained in the report recommending adoption of the SADEA agreements. There are no costs associated with this action as no additional changes are being proposed for unrepresented employees.

## **RESOLUTION NO. 2017 – XXXX**

Adopted by the Sacramento Metropolitan Air Quality Management District  
Board of Directors

### **UNREPRESENTED PERSONNEL RESOLUTION**

#### **BACKGROUND:**

- A. Negotiated agreements with recognized employee bargaining units and unrepresented personnel resolutions for confidential and management have been adopted establishing terms and conditions of employment.
- B. Historically, the Board has granted the same pay adjustment factors and benefits of employment to the unrepresented employees as those contained in its agreements with employees represented by the Sacramento Air District Employees Association.
- C. The Board of Directors desires to continue to establish the same pay adjustment factors and benefits of employment for unrepresented employees as those established for represented employees; unrepresented employees include employees designated as management and confidential.
- D. The Board of Directors has established certain benefits that apply to management employees of the District including 1) vacation leave payout, 2) management pay differential, 3) sick leave payout, and 4) administrative leave.
- E. Management employees for the purposes of this resolution are Division Managers. Classifications designated as Confidential are included in the District's Classification Plan.

#### **BASED ON THE FACTS SET FORTH IN THE BACKGROUND, THE BOARD OF DIRECTORS RESOLVES AS FOLLOWS:**

Section 1. Effective July 1, 2017, the rates of pay as established in Board-approved Classification Plans and the same pay adjustment factors (including the cost-of-living adjustment) and benefits of employment in the executed agreements with the Sacramento Air District Employees Association are extended to management and confidential employees, while all other terms and conditions of employment will continue to be governed by the District's Human Resources Policies.

Section 2. The following benefits are approved for management (Division Managers) employees of the District:

Vacation Leave Payout - Upon completion of 4 (four) years of continuous service with the District, management employees may exchange accrued vacation leave for the equivalent cash compensation each fiscal year. Up to 40 hours of accumulated and unused vacation leave may be exchanged for cash each fiscal year. Management employees may only cash out the equivalent number of vacation hours used during the fiscal year. Management employees may receive cash compensation for no less than 8 hours per fiscal year. Requests for fractions of an hour are not acceptable. Continuous service with Sacramento

Metropolitan Air Quality Management District and the County of Sacramento shall count as years of service for purposes of determining eligibility to participate in the vacation leave cash out program.

Management Differential – A 5% salary differential is provided to management employees.

Sick Leave Payout – Sick leave may be accumulated without limitation and management employees will be paid one-half of accrued sick leave upon retirement unless such payment is waived. Sick leave is convertible to PERS retirement service credits.

Administrative Leave – Management employees will receive 10 days of administrative leave which is to be used for any purpose desired by the employee and may be taken at any time during the fiscal year. The first day of the first full pay period in the fiscal year each management employee shall be credited with administrative leave. Current employees will be pro-rated from the effective date of this resolution through the end of the fiscal year. Upon employment with the District, all new management employees will be credited with a pro-rated amount of administrative leave for each full pay period remaining in the fiscal year. Any administrative leave not taken by the end of the fiscal year will be lost. Administrative leave has no monetary value, therefore, any unused hours will be canceled upon termination. The Air Pollution Control Officer shall authorize the taking of administrative leave subject to the convenience of the District.

Section 3. This resolution shall supersede all prior resolutions specifying terms and conditions for management and confidential employees.

ON A MOTION by Director \_\_\_\_\_, seconded by Director \_\_\_\_\_, the foregoing resolution was passed and adopted by the Board of Directors of the Sacramento Metropolitan Air Quality Management District on May 25, 2017, by the following vote:

Ayes:

Noes:

Abstain:

Absent:

ATTEST:

Clerk, Board of Directors  
Sacramento Metropolitan Air Quality Management District

**Meeting Date:** 5/25/2017  
**Report Type:** CONSENT CALENDAR  
**Report ID:** 2017-0525-6.



6.

**Title:** Cancellation of June 22, 2017 Board of Directors Meeting

**Recommendation:** Cancel the June 22, 2017 Board of Directors Meeting.

**Rationale for Recommendation:**

On October 27, 2016, the Board approved the 2017 Sacramento Metropolitan Air Quality Management District Board of Directors Meeting schedule. As a general practice, unless there is a critical issue requiring Board action, District staff recommends cancelling the June Board meeting consistent with other Boards' and Councils' summer recess schedules. There are no time sensitive issues to be heard in June. Therefore, staff is recommending that the Board cancel the June 22, 2017 Board of Directors meeting.

**Contact:** Salina Martinez, Clerical Services Supervisor, (916) 874-4986

**Presentation:** No

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**Approvals/Acknowledgements**

Executive Director or Designee: Larry Greene, Report Approved 5/18/2017

District Counsel or Designee: Kathrine Pittard, Approved as to Form 5/18/2017

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**Meeting Date:** 5/25/2017  
**Report Type:** CONSENT CALENDAR  
**Report ID:** 2017-0525-7.



7.

**Title:** January 12, 2017 Board of Directors Special Meeting Minutes

**Recommendation:** Pass a motion approving the January 12, 2017 Board of Directors Special Meeting Minutes.

**Rationale for Recommendation:** Minutes serve as the official record of the actions that occurred at Board meetings. It is the Board's practice to approve the meeting minutes at a subsequent Board meeting.

**Contact:** Salina Martinez, Clerical Services Supervisor, (916) 874-4986

**Presentation:** No

**ATTACHMENTS:**

1/12/17 BOD Special Meeting Minutes

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**Approvals/Acknowledgements**

Executive Director or Designee: Larry Greene, Report Approved 5/18/2017

District Counsel or Designee: Kathrine Pittard, Approved as to Form 5/18/2017

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## MINUTES

BOARD OF DIRECTORS  
Sacramento Metropolitan Air Quality Management District  
777 12th Street, Suite 300  
Sacramento, California

Thursday

January 12, 2017

3:30 PM

### DIRECTORS

**Chair**  
Steve Hansen

**Vice-Chair**  
Donald Terry

Larry Carr  
Mark Crews  
Sue Frost  
Roger Gaylord

Eric Guerra  
Patrick Kennedy  
Steve Ly  
Jeff Harris

Don Nottoli  
Susan Peters  
Phil Serna  
Bret Daniels

### CALL TO ORDER/ROLL CALL

The meeting was called to order.

**Present:** Directors Carr, Crews, Frost, Hansen, Harris, Nottoli, Serna, Terry.

**Absent:** Guerra, Kennedy, Ly, Peters.

### PLEDGE OF ALLEGIANCE

### CLOSED SESSION

- A. Conference with Legal Counsel -- Existing Litigation (Government Code Section 54956.9(a)): SMAQMD v. Hardesty Sand & Gravel, Case No. 34-2011-00101272

**Proceed with recommendation.**

**ACTION:**

***Larry Carr Moved /Jeff Harris Seconded***

**Ayes:** Carr, Crews, Frost, Hansen, Harris, Nottoli, Serna, Terry

**Absent:** Guerra, Kennedy, Ly, Peters

- B. Conference with Legal Counsel -- Anticipated Litigation: Significant exposure to litigation pursuant to Government Code Section 54956.9(b)(3)(C): 1 case

**Proceed with recommendation.**

**ACTION:**

***Phil Serna Moved /Donald Terry Seconded***



**Ayes: Crews, Frost, Hansen, Harris, Serna, Terry**

***Nays: Carr, Nottoli***

**Absent: Guerra, Kennedy, Ly, Peters**

**PUBLIC COMMENT**

**ANNOUNCEMENTS**

**ADJOURN**

**Meeting Date:** 5/25/2017  
**Report Type:** CONSENT CALENDAR  
**Report ID:** 2017-0525-8.



8.

**Title:** February 23, 2017 Board of Directors Meeting Minutes

**Recommendation:** Pass a motion approving the February 23, 2017 Board of Directors Meeting Minutes.

**Rationale for Recommendation:** Minutes serve as the official record of the actions that occurred at Board meetings. It is the Board's practice to approve the meeting minutes at subsequent Board meetings.

**Contact:** Salina Martinez, Clerical Services Supervisor, (916) 874-4986

**Presentation:** No

**ATTACHMENTS:**

February 23, 2017 BOD Minutes

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**Approvals/Acknowledgements**

Executive Director or Designee: Larry Greene, Report Approved 5/18/2017

District Counsel or Designee: Kathrine Pittard, Approved as to Form 5/18/2017

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## MINUTES

BOARD OF DIRECTORS  
Quality Management District  
700 H Street, Suite 1450  
Sacramento, California

**Thursday**

**February 23, 2017**

**9:00 AM**

### DIRECTORS

**Chair**  
Donald Terry

**Vice-Chair**  
Eric Guerra

Larry Carr  
Mark Crews  
Bret Daniels  
Sue Frost

Roger Gaylord  
Steve Hansen  
Jeff Harris  
Patrick Kennedy

Steve Ly  
Don Nottoli  
Susan Peters  
Phil Serna

### ANNOUNCEMENTS

1. Cancellation of February 23, 2017 Board of Directors Meeting. The February 23, 2017 meeting is hereby cancelled. The next meeting is scheduled for March 23, 2017 at 9:00 am. This notice is provided pursuant to the Ralph M. Brown Act. (Government Code Section 54950 et. seq.)  
Recommendation: N/A

**Meeting was cancelled**

### ADJOURN

**Meeting Date:** 5/25/2017  
**Report Type:** CONSENT CALENDAR  
**Report ID:** 2017-0525-9.



9.

**Title:** April 27, 2017 Board of Directors Meeting Minutes

**Recommendation:** Pass a motion approving the April 27, 2017 Board of Directors Meeting Minutes.

**Rationale for Recommendation:** Minutes serve as the official record of the actions that occurred at Board meetings. It is the Board's practice to approve the meeting minutes at a subsequent Board meeting.

**Contact:** Salina Martinez, Clerical Services Supervisor, (916) 874-4986

**Presentation:** No

**ATTACHMENTS:**

April 27, 2017 BOD Minutes

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**Approvals/Acknowledgements**

Executive Director or Designee: Larry Greene, Report Approved 5/19/2017

District Counsel or Designee: Kathrine Pittard, Approved as to Form 5/19/2017

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## MINUTES

BOARD OF DIRECTORS  
Sacramento Metropolitan Air Quality Management District  
700 H Street, Suite 1450  
Sacramento, California

**Thursday**

**April 27, 2017**

**9:00 AM**

### DIRECTORS

**Chair**  
Donald Terry

**Vice-Chair**  
Eric Guerra

Larry Carr  
Mark Crews  
Bret Daniels  
Sue Frost

Roger Gaylord  
Steve Hansen  
Jeff Harris  
Patrick Kennedy

Steve Ly  
Don Nottoli  
Susan Peters  
Phil Serna

### CALL TO ORDER/ROLL CALL

**Meeting began at 9:03 am.**

**Present: Directors Daniels, Frost, Gaylord, Guerra, Hansen, Harris, Kennedy, and Ly.**

**Director Nottoli arrived at 9:13 am.**

**Absent: Directors Carr, Crews, Peters, Serna and Terry.**

### PLEDGE OF ALLEGIANCE

### SPECIAL PRESENTATIONS

A. Sierra Forever Families award presentation to the Sacramento Metropolitan AQMD  
Recommendation: Receive award.

**Award received**

### AIR POLLUTION CONTROL OFFICER'S REPORT

- A. Status update on relevant legislation
- B. Update on 47th Annual Capitol-to-Capitol Conference
- C. Letter of Support for VW Green Cities and EV Infrastructure
- D. Sacramento's First Electric School Bus Fleet Unveiling

- E. BREATHE Clean Air Awards
- F. Introduction of New District Employees

## CLOSED SESSION

- A. Conference Regarding Labor Negotiations (Government Code § 54957.6); SMAQMD Negotiators: Larry Greene and Jamille Moens; Employee Organization: Sacramento Air District Employees Association (SADEA)
- B. Update on the Recruitment for the Air Pollution Control Officer (Government Code § 54957(b))

## CONSENT CALENDAR

### **ACTION:**

***Steve Hansen Moved /Patrick Kennedy Seconded***

**Ayes: Daniels, Frost, Gaylord, Guerra, Hansen, Harris, Kennedy, Ly, Nottoli**

**Absent: Carr, Crews, Peters, Serna, Terry**

- 1. Contract with Valley Vision

Recommendation: Pass a motion authorizing the Executive Director/APCO, in consultation with District Counsel, to 1) execute a two-year contract with Valley Vision for regional coalition building, advocacy and education, and outreach, in an amount not to exceed \$350,000, with an option to extend this contract beyond the initial two-year term for two separate one-year extensions in an amount not to exceed \$175,000 for each additional year, and 2) make minor amendments to the contract that may be necessary to fully implement its intent.

**Motion Passed**

- 2. Land Use and Transportation Project Review Principles - 2017 Update

Recommendation: Pass a motion approving the 2017 Update of the Sacramento Metropolitan Air Quality Management District (District) Land Use and Transportation Project Review Principles.

**Motion Passed**

- 3. Quarterly Contracting Report (January 2017 - March 2017)

Recommendation: Receive and file a report on certain contracts executed by the Air Pollution Control Officer (APCO) under General Contracting Authority for the quarter January 2017 - March 2017.

**Received and filed**

- 4. March 23, 2017 Board Meeting Minutes

Recommendation: Pass a motion approving the March 23, 2017 Board Meeting Minutes.

**Motion Passed**

5. Hearing Board Appointment

Recommendation: Pass a motion reappointing Tim Olson as the General Public Member (No. 2) to the Hearing Board for a three-year term.

**Motion Passed**

6. Conflict of Interest Code Amendment

Recommendation: Adopt a resolution amending the District's Conflict of Interest Code to add required "incorporation language".

**Approved by AQMD Resolution No. 2017-006**

**PUBLIC HEARINGS**

7. FY 2017/2018 Proposed Budget and Fee Schedule

Recommendation: Conduct a public hearing on the attached FY 2017/18 Proposed Budget and proposed Consumer Price Index adjustments to fees for various rules in the FY 2017/18 Proposed Fee Schedule; provide direction to staff regarding development of the final budget, and; pass a motion to set the public hearing for the adoption of the FY 2017/18 Budget and Fee Schedule for May 25, 2017.

**Jamille Moens, Administrative Services Division Manager gave a presentation on FY 2017/2018 Budget and Fee Schedule.**

**Public hearing was opened and closed.**

**Director Nottoli requested a side by side comparison of the fee schedule to show what the increase is from prior years regarding Rule 301.**

**Motion passed.**

**ACTION:**

***Jeff Harris Moved /Roger Gaylord Seconded***

**Ayes: Daniels, Frost, Gaylord, Guerra, Harris, Kennedy, Ly, Nottoli**

**Absent: Carr, Crews, Hansen, Peters, Serna, Terry**

**DISCUSSION CALENDAR**

8. Update on Car Share Implementation

Recommendation: Receive an informational update on the *Our Community CarShare Sacramento* program.

**Update received**

**Steffani Charkiewicz, COLUMNS Division Air Quality Engineer and Jaime Lemus, COLUMNS Division Program Supervisor gave a presentation on Car Share Implementation.**

**PUBLIC COMMENT**

**BOARD IDEAS AND COMMENTS**

**ANNOUNCEMENTS**

**ADJOURN**



**Meeting Date:** 5/25/2017  
**Report Type:** CONSENT CALENDAR  
**Report ID:** 2017-0525-10.



10.

**Title:** May 10, 2017 Board of Directors Special Meeting Minutes

**Recommendation:** Pass a motion approving the May 10, 2017 Board of Directors Special Meeting Minutes.

**Rationale for Recommendation:** Minutes serve as the official record of the actions that occurred at Board meetings. It is the Board's practice to approve the meeting minutes at a subsequent Board Meeting.

**Contact:** Salina Martinez, Clerical Services Supervisor, (916) 874-4986

**Presentation:** No

**ATTACHMENTS:**

5/10/17 BOD Special Meeting Minutes

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**Approvals/Acknowledgements**

Executive Director or Designee: Larry Greene, Report Approved 5/18/2017

District Counsel or Designee: Kathrine Pittard, Approved as to Form 5/18/2017

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## MINUTES

BOARD OF DIRECTORS  
Sacramento City Hall  
915 I Street - Room #CH1104  
Sacramento, CA 95814

**Wednesday**

**May 10, 2017**

**7:00 AM**

### DIRECTORS

**Chair**  
Donald Terry

**Vice-Chair**  
Eric Guerra

Larry Carr  
Mark Crews  
Sue Frost  
Roger Gaylord

Steven Hansen  
Patrick Kennedy  
Steve Ly  
Jeff Harris

Don Nottoli  
Susan Peters  
Phil Serna  
Bret Daniels

### CALL TO ORDER/ROLL CALL

**The meeting was called to order.**

**Present: Directors Crews, Daniels, Frost, Guerra, Hansen, Harris, Kennedy, Ly, Nottoli, Serna, and Terry.**

**Absent: Directors Carr, Gaylord, and Peters.**

### PLEDGE OF ALLEGIANCE

### CLOSED SESSION

- A. Public Employment - Executive Director/ Air Pollution Control Officer. Authorize Ralph Andersen & Associates to conduct final negotiations for the position (Government Code Section 54957).

**The Board directed Ralph Andersen & Associates to work with the Chair of the Selection Committee to conduct final negotiations for the Executive Director/ Air Pollution Control Officer position in accordance with the guidance provided by the Board.**

### PUBLIC COMMENT

### ADJOURN

**Title:** FY 2017/18 Proposed Budget and Fee Schedule

**Recommendation:**

Conduct a public hearing on the FY17/18 Proposed Budget and Proposed Fee Schedule and, upon closing the hearing, adopt a resolution 1) approving the FY17/18 Sacramento Metropolitan Air Quality Management District Budget, and 2) authorizing a Consumer Price Index adjustment of 2.2% for Rule 304 (Plan Fees for Naturally Occurring Asbestos), Rule 205 (Community Bank and Priority Reserve Bank renewal fees for emission reduction credit loans), Rule 306 (State Toxics Emissions Fees), and Rule 350 (Greenhouse Gas Program Fees).

**Rationale for Recommendation:**

This report transmits the FY 2017/18 (FY17/18) Proposed Budget in accordance with California Health and Safety Code Section 40131, which requires that the District notice and hold a public hearing for the exclusive purposes of reviewing its budget and of providing the public with the opportunity to comment upon the District's Proposed Budget. This is the second of two public hearing required for this purpose; the first public hearing for the FY17/18 Proposed Budget and Fee Schedule was held on April 27, 2017. Board approval of the FY17/18 Proposed Budget, attached as Exhibit 1 to the Resolution, authorizes expenditures necessary to continue District operations as of July 1, 2017. A summary discussion of the FY17/18 Proposed Budget and Fee Schedule is in Attachment 1.

In addition, as allowed by adopted rules, staff is proposing a Consumer Price Index (CPI) increase of 2.2% to fees established for various rules. The FY17/18 Proposed Fee Schedule is Exhibit 2 to the Resolution. The Fee Schedule includes 1) fees previously approved by the Board, and 2) fees currently proposed to be increased by CPI. An attachment showing the changes in fees from FY16/17 to FY17/18 is included as Attachment 2.

**Contact:** Jammie Moens, Administrative Services Division Manager, 916.874.4820

**Presentation:** Yes

**ATTACHMENTS:**

Attachment 1 - Budget and Fee Schedule Summary  
Attachment 2 - FY16/17 to FY17/18 Comparative Fee Schedule  
FY17/18 Budget Resolution and Fee Schedule  
Exhibit 1 - FY17/18 Proposed Budget  
Exhibit 2 - FY17/18 Proposed Fee Schedule

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**Approvals/Acknowledgements**

Executive Director or Designee: Larry Greene, Report Approved 5/19/2017

District Counsel or Designee: Kathrine Pittard, Approved as to Form 5/19/2017

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**Discussion / Justification:** See Attachment 1 - FY17/18 Proposed Budget and Fee Schedule Summary

**Financial Considerations:** The FY17/18 Proposed Budget reflects the mission of the District, is balanced, fiscally sound, and provides resources that fund daily operations and key capital needs. The FY17/18 Proposed Budget totals \$48.9 million and includes 102 total authorized full-time equivalent (FTE) positions, with 97 funded and 5 unfunded. There are no requests for new positions.



## FY17/18 PROPOSED BUDGET AND FEE SCHEDULE SUMMARY

The Proposed Budget reflects the mission of the District, is balanced, fiscally sound, provides resources that fund daily operations and key capital needs, and enables the District to continue toward its mission of clean air for all. The FY17/18 Proposed Budget totals \$48.9 million and includes 102 total authorized full-time equivalent (FTE) positions, including 97 funded and 5 unfunded positions. There are no requests for new positions.

### Consolidated District Budget

The FY 2017/18 Proposed Consolidated District Budget Summary by Fund:

FUND	FY16/17 Approved Budget	FY16/17 Projected	FY17/18 Proposed Budget	Variance Proposed/ Approved
Operating	\$22,972,987	\$19,102,767	\$22,345,540	\$(627,447)
Covell Building	1,157,044	1,065,533	1,085,644	(71,400)
Emission Technology	25,297,448	19,661,751	25,477,198	179,750
<b>Total</b>	<b>\$49,427,479</b>	<b>\$39,830,051</b>	<b>\$48,908,382</b>	<b>\$(519,097)</b>

The following programs/projects are among the highest priorities for the District in the upcoming fiscal year:

- Continue work toward meeting attainment goals;
- Efficient, effective staff transitions as the baby-boomer generation prepares for retirement;
- Track and influence important state and federal programs and legislative matters affecting the District's air quality;
- Implement capital improvement projects for air monitoring stations;
- Continue to improve and integrate the technology and systems integrations projects in several areas; and
- Continue mission-driven Collaborations (previously referred to as Sponsorships by the District) with numerous regional, state and federal partners that assist the District in achieving its mission. Some notable projects include:
  - May is Bike Month
  - Organic Waste Recycling
  - Climate Adaptation
  - Valet Bike Parking Program
  - Farm to Fork to Fuel

- Earth Day Sacramento

### Changes from April Proposed Budget

Subsequent to the April 27, 2017 Board of Directors meeting, the FY17/18 Proposed Budget has been revised to incorporate the changes anticipated at that time in the Operating Fund (570A). There have been no changes to the budgets for the Building Fund (570B) or for the Emission Technology Fund (570C) since the budget presentation to the Board of Directors at the April Board meeting.

The table below reflects the changes from the April 2017 Budget presentation to the revised FY17/18 Proposed Budget (Exhibit 1 to the Resolution).

EXPENDITURE	FY17/18 Proposed Budget 04.27.17	Anticipated Revisions	FY17/18 Proposed Budget 05.25.17
Salaries & Benefits	\$14,589,234	\$14,969,997	\$14,969,997
Services & Supplies	5,668,348	5,688,348	5,687,170
Capital Expenditures	881,800	881,800	881,800
Interfund Charges	806,573	806,573	806,573
<b>Total Expenditures</b>	<b>\$21,945,955</b>	<b>\$22,346,718</b>	<b>\$22,345,540</b>

These anticipated changes were necessitated by the following factors and have decreased slightly (\$1,178) from the information presented in April:

- Financial adjustments reflecting agreements with District employees (July 1, 2017 – June 30, 2022);
- Class & Compensation Study;
- COLA 2% initial assumption – 3% actual (indexed to U.S. Bureau of Labor Statistics, Western CPI for all Urban Consumers, February 2016-February 2017 per agreement with the employee association);
- Increase of \$20,000 to Collaborations (formerly Sponsorships); and
- Minor edits to reflect fiscal changes and GFOA guidance.

The effects of these changes have been carried through the 570A Operating Fund's five-year projection to better reflect anticipated future conditions and fund balance. In addition to the changes noted above and the five-year forecast revisions, some information presented in the budget book has been reorganized to improve the readability of the document.

### 570A Operating Fund

The Operating Fund is used to conduct ongoing operations, including payments in support of salaries, recurring expenditures, professional services, purchases of operating capital assets, and rents. Below is a table of revenues and expenditures for Fund 570A showing summary information for the FY16/17 Board-Approved Budget, the FY16/17 End-of-Year Projection, the FY17/18 Proposed Budget, and the variance between the FY16/17 Approved Budget and the FY17/18 Proposed Budget.

### Operating Fund 570A (Proposed Revenues and Expenditures)

Description	FY16/17 Approved	FY16/17 Projected	FY17/18 Proposed	Variance Approved/ Proposed
New Revenues	\$18,730,644	\$18,313,173	\$18,672,104	\$(58,540)
Use of Fund Balance	4,242,343	789,594	3,673,436	(568,907)
<b>Total Revenues</b>	<b>22,972,987</b>	<b>19,102,767</b>	<b>22,345,540</b>	<b>(627,447)</b>
Salaries & Benefits	13,898,555	12,970,585	14,969,998	1,071,443
Services & Supplies	6,520,859	4,743,659	5,687,169	(833,689)
Capital Expenditures	1,747,000	581,950	881,800	(865,200)
Interfund Charges	806,573	806,573	806,573	-
<b>Total Expenditures</b>	<b>\$22,972,987</b>	<b>\$19,102,767</b>	<b>\$22,345,540</b>	<b>\$(627,447)</b>

The District is budgeting \$3.7 million use of fund balance in the upcoming fiscal year. This is approximately \$600,000 less than the amount approved in the prior year's budget. The District budgeted use of \$4.2 million in fund balance for FY16/17; the end of year projection is significantly under this amount. This is consistent with the District's historical fiscal performance as compared to budget due to the District practice of maintaining sufficient funds in contracts to address impacts of unexpected weather conditions and other operational uncertainties.

The table above presents a projected decrease of \$600,000 in new revenue during FY17/18 as compared to the prior year. The decrease in overall revenues consists primarily of a reduction in anticipated federal funding and in grant-related administration fees. Although the funds have different purposes, when considered at the overall District level this decrease is partially offset by an increase in stationary source renewal fees (although at a more refined level, the federal fees and permit fees fund different programs). The corresponding decrease in budgeted expenditures is due to small decreases in a number of line items, and a decrease in capital expenditures of \$865,000. The increased cost of salaries and benefits is predominantly attributable to the 3.0% COLA, and the CalPERS increase in discount rate for retirement funds that was announced in December 2016 and will affect the District for all future periods.

#### **570B Covell Building Fund**

The Covell Building Fund 570B, is used to track all activity directly associated with the District office building. The overall budget reflects a decrease of approximately \$71,000, or 6%, from the FY16/17 Approved Budget. Currently, a portion of the second floor is vacant. While the District will continue to seek tenants for the vacant space, no revenue associated with additional tenants is projected in the FY17/18 Proposed Budget. The search for a tenant(s) is complicated by conditions of the bond issued to finance the building; the vacant space is required to be leased to a government agency.

The District's rent, which is 81% of the Fund's revenue, remains at \$806,573 annually. Capital expenditures of \$297,000 are budgeted, and include \$142,000 for several building improvements and upgrades, \$25,000 for charging stations and garage upgrades, \$60,000 for window replacements, \$40,000 for ADA compliance upgrades, and \$30,000 for external repairs. The District continues to pay the periodic interest and principal payments required by the bond securing the building. The bond will be paid in full in FY26/27.

## **570C Emission Technology Fund**

The Emission Technology fund is used to provide incentive dollars to businesses aimed at reducing emissions from vehicular sources. The budget for the Emission Technology Fund includes new revenues of \$25.6 million, expenditures of \$25.4 million, resulting in a net \$200,000 budgeted increase to fund balance. The anticipated increase over the prior year in new revenues in the Emission Technology Fund \$8.1 million. The increase is due primarily to grants for the Sacramento Emergency Clean Air & Transportation, Zero-Emission School Bus, and Enhanced Fleet Modernization programs.

All expenditures in the Emission Technology Fund are for vehicle or equipment replacement incentive contracts. Some revenue received in the current year for these contracts is expended in the following year, conversely, there are several programs in which dollars are expended by the District and then reimbursed by the funding source. The net effect of the timing differences anticipated in the FY17/18 budget is a surplus of approximately \$200,000 of revenues received over incentives paid out.

## **FY17/18 Proposed Fee Schedule**

The FY17/18 Proposed Fee Schedule (Exhibit 2 to the Resolution) was noticed as required and presented to the Board of Directors in conjunction with the public hearing on April 27, 2017. The District has received no public comments or questions to date.

The FY17/18 Proposed Fee Schedule presented reflects all stationary source fees charged by the District by air contaminant. Only the fees associated with Rule 304 and 205 on the third page, Rule 306 on the fourth page, and Rule 350 on the seventh page of the attached schedule require Board approval. The remaining fees presented on the FY17/18 Proposed Fee Schedule are in the final year of an increase approved by the District's Board of Directors during FY12/13. The FY17/18 Proposed Budget reflects all District fee revenues anticipated to be generated by stationary sources including permit fee increases which were previously approved and the fee increases proposed.

Staff is proposing a CPI increase of 2.2% (California Division of Labor statistics and Research, All Urban Consumers, April 2015 - April 2016) to fees established for Rule 304 - Plan Fees for Naturally Occurring Asbestos, Rule 205 - Community Bank and Priority Reserve Bank, Rule 306 - State Toxics Emissions Fees, and Rule 350 - Greenhouse Gas Program Fees. This fee increase allows the District to generate sufficient revenues necessary to carry out District objectives and responsibilities related to stationary source emissions. These objectives and responsibilities include processing, evaluation, issuance, and renewal of permits and the related enforcement costs. Fee revenues are not intended for and are not used for other District programs or objectives.



# STATIONARY SOURCE PERMIT FEES (RULE 301)

## FOR FY 17/18\*

		16/17 Initial Fees	17/18 Initial Fees	Variance FY17 / FY18		16/17 Renewal Fees	17/18 Renewal Fees	Variance FY17 / FY18
<b>SCHEDULE 1 ELECTRIC MOTOR (HP)</b>								
Level 1	<5	\$870	\$932	\$62		\$434	\$466	\$32
Level 2	5 - <50	\$1,740	\$1,864	\$124		\$870	\$932	\$62
Level 3	50 - <200	\$3,480	\$3,728	\$248		\$1,740	\$1,864	\$124
Level 4	>200	\$6,961	\$7,456	\$495		\$3,480	\$3,728	\$248
<b>SCHEDULE 2 FUEL BURNING (MMBTU/HR)</b>								
Level 1	<1	\$434	\$466	\$32		\$217	\$233	\$16
Level 2	1 - <10	\$870	\$932	\$62		\$434	\$466	\$32
Level 3	10 - <50	\$1,740	\$1,864	\$124		\$870	\$932	\$62
Level 4	50 - <100	\$3,480	\$3,728	\$248		\$1,740	\$1,864	\$124
Level 5	>100	\$6,961	\$7,456	\$495		\$3,480	\$3,728	\$248
<b>SCHEDULE 3 ELECTRICAL ENERGY (KVA)</b>								
Level 1	<150	\$1,740	\$1,864	\$124		\$870	\$932	\$62
Level 2	>=150	\$6,961	\$7,456	\$495		\$3,480	\$3,728	\$248
<b>SCHEDULE 4 INCINERATOR (SQ FT)</b>								
Level 1	<10	\$1,740	\$1,864	\$124		\$870	\$932	\$62
Level 2	10 - <40	\$5,221	\$5,610	\$389		\$2,612	\$2,805	\$193
Level 3	40 - <100	\$6,961	\$7,456	\$495		\$3,480	\$3,728	\$248
Level 4	>100	\$8,703	\$9,346	\$643		\$4,351	\$4,673	\$322
<b>SCHEDULE 5 STORAGE CONTAINER (GALLONS)</b>								
Level 1	<40K	\$1,740	\$1,864	\$124		\$870	\$932	\$62
Level 2	40K - <400K	\$6,961	\$7,456	\$495		\$3,480	\$3,728	\$248
Level 3	>400K	\$8,703	\$9,346	\$643		\$6,961	\$7,456	\$495
<b>SCHEDULE 6.a GASOLINE DISPENSING (NOZZLES)</b>								
Level 1	Phase II exempt	-	-	-		\$419	\$450	\$31
Level 2	<7 nozzles	\$1,627	\$1,748	\$121		\$814	\$874	\$60
Level 3	8 nozzles	\$1,848	\$1,984	\$136		\$920	\$992	\$72
	10 nozzles	\$2,310	\$2,480	\$170		\$1,150	\$1,240	\$90
	12 nozzles	\$2,772	\$2,976	\$204		\$1,380	\$1,488	\$108
	14 nozzles	\$3,234	\$3,472	\$238		\$1,610	\$1,736	\$126
	16 nozzles	\$3,696	\$3,968	\$272		\$1,840	\$1,984	\$144
	18 nozzles	\$4,158	\$4,464	\$306		\$2,070	\$2,232	\$162
	20 nozzles	\$4,620	\$4,960	\$340		\$2,300	\$2,480	\$180
	24 nozzles	\$5,544	\$5,952	\$408		\$2,760	\$2,976	\$216
	30 nozzles	\$6,930	\$7,440	\$510		\$3,450	\$3,720	\$270
	36 nozzles	\$8,316	\$8,928	\$612		\$4,140	\$4,464	\$324
<b>SCHEDULE 6.b GASOLINE DISPENSING (TANK)</b>								
Phase I only		-	-	-		\$97	\$104	\$7
Underground tanks		-	-	-		\$290	\$312	\$22
Aboveground tanks		-	-	-		\$145	\$156	\$11

# STATIONARY SOURCE PERMIT FEES (RULE 301)

## FOR FY 17/18\*

		16/17 Initial Fees	17/18 Initial Fees	Variance FY17 / FY18		16/17 Renewal Fees	17/18 Renewal Fees	Variance FY17 / FY18
<b>SCHEDULE 7 IC ENGINES (HP)</b>								
Level 1	<50	\$434	\$466	\$32		\$217	\$233	\$16
Level 2	50 - <250	\$870	\$932	\$62		\$434	\$466	\$32
Level 3	250 - <500	\$1,740	\$1,864	\$124		\$870	\$932	\$62
Level 4	500 - <1000	\$3,480	\$3,728	\$248		\$1,740	\$1,864	\$124
Level 5	>1000	\$6,961	\$7,456	\$495		\$3,480	\$3,728	\$248
<b>SCHEDULE 9 MISC</b>								
Level 1	All	\$1,740	\$1,864	\$124		\$870	\$932	\$62
<b>SCHEDULE 10 TIME AND MATERIALS LABOR RATE</b>								
Hourly rate	All	\$191	\$206	\$15		-	-	-
<b>SCHEDULE 11 TIME AND MATERIAL LABOR RATE</b>								
Hourly rate	All	\$192	\$206	\$14		-	-	-
<b>ALTERNATIVE COMPLIANCE FEE</b>								
Hourly rate	All	\$160	\$184	\$24		-	-	-
<b>SOURCE TEST OBSERVATION AND EVALUATION REPORT</b>								
Source test (first 10 hours)		\$1,740	\$1,864	\$124		-	-	-
Additional time (per hour)		\$192	\$206	\$14		-	-	-
<b>REVISIONS OF CONDITIONS WITH NO INCREASE</b>								
		\$870	\$932	\$62		-	-	-
<b>DUPLICATE PERMITS</b>								
Duplicate permits		\$27	\$29	\$2		-	-	-
<b>CHANGE OF NAME</b>								
Name change on first permit		\$82	\$88	\$6		-	-	-
For each additional permit		\$34	\$37	\$3		-	-	-
<b>RENEWAL EMISSION FEE FOR CO, NOX, ROG, SOX or TSP</b>								
Any pollutant	Schedule 6 (per ton)	-	-	-		\$77	\$83	\$6
Any pollutant	All other (per ton)	-	-	-		\$79	\$85	\$6

\*Effective July 25, 2017

# FEES FOR FY 17/18

	16/17 Fees	17/18 Fees	Variance FY17 / FY18
<b>RULE 301 TITLE V FEES*</b>			
Application filing fee (per application)	\$1,383	\$1,423	\$40
Initial Title V operating permit (per Permit to Operate)	\$1,339	\$1,378	\$39
Title V operating permit renewal (per Permit to Operate)	\$583	\$600	\$17
Significant Title V permit modification (per Permit to Operate - modified or added)	\$3,666	\$3,772	\$106
Minor Title V permit modification (per Permit to Operate - modified or added)	\$1,965	\$2,022	\$57
<b>ADMINISTRATIVE TITLE V PERMIT AMENDMENT</b>			
Enhanced New Source Review (NSR) (per Permit to Operate - modified or added)	\$983	\$1,012	\$29
Other than enhanced NSR (per application)	\$392	\$403	\$11
<b>ANNUAL TITLE V FEE (PER PERMIT TO OPERATE)*</b>	\$295	\$304	\$9
<b>ASBESTOS DEMOLITION &amp; RENOVATION (RULE 304)</b>			
<b>UNITS OF ASBESTOS TO BE REMOVED/DISTURBED</b>			
LINEAR FEET	SQUARE FEET	CUBIC FEET	
0 - 259	0 - 159	0 - 34	\$435
260 - 499	160 - 499	35 - 109	\$435
500 - 999	500 - 999	110 - 218	\$635
1,000 - 2,499	1,000 - 2,499	219 - 547	\$935
2,500 - 4,999	2,500 - 4,999	548 - 1,094	\$1,335
5,000 - 9,999	5,000 - 9,999	1,095 - 2,188	\$1,835
10,000 or more	10,000 or more	2,189 or more	\$2,335
<b>HEARING BOARD FEES (RULE 302)</b>			
<b>SMALL BUSINESSES</b>			
Initial fees	\$765	\$765	-
Newspaper publication fees (if required)	\$60	\$60	-
Staff time above 7.5 hours	\$91	\$91	-
<b>OTHER BUSINESSES</b>			
Initial fees	\$1,024	\$1,024	-
Newspaper publication fees (if required)	\$60	\$60	-
Staff time above 7.5 hours	\$91	\$91	-
<b>EMERGENCY VARIANCE</b>			
Initial fees	\$495	\$495	-
Staff time above 3 hours	\$91	\$91	-
<b>AGRICULTURE BURNING PERMIT FEES (RULE 303)</b>			
Basic fee	\$50	\$50	-
Orchard or vineyard pruning waste	\$0.50 per acre	\$0.50 per acre	-
Orchard removal waste	\$3.50 per acre	\$3.50 per acre	-
All other burnable waste	\$1.75 per acre	\$1.75 per acre	-
<b>RULE BOOK SALES</b>			
Rulebook with binder & dividers	\$30	\$30	-
Rulebook with no binder or dividers	\$20	\$20	-
<b>ENVIRONMENTAL DOCUMENT PREPARATION AND PROCESSING FEES (RULE 305)</b>			
Hourly rate	\$63	\$63	-
Fee deposit: <i>Estimated fee will be based on the complexity of the proposed project and the time it will take to analyze potential environmental impacts, alternatives and mitigation, and may include estimated consultant fees, materials and other expenses.</i>	-	-	-
<b>CALIFORNIA DEPARTMENT OF FISH AND GAME FEES</b>			
Environmental impact report	\$850	\$850	-
Negative declaration	\$1,250	\$1,250	-

\*Effective July 25, 2017

# PROPOSED FEES FOR FY 17/18\*

(with 2.2% CPI Adjustment)

	16/17 Fees	17/18 Fees	Variance FY17 / FY18
<b>NATURAL OCCURRING ASBESTOS (NOA) PLAN FEES (RULE 304)</b>			
<b>ASBESTOS DUST MITIGATION PLAN REVIEW</b>			
Application review/inspection fees	\$406	\$415	\$9
Additional per acre	\$24	\$25	\$1
No dust mitigation plan submitted (per hour)	\$134	\$137	\$3
Additional - more than 18 hours per 100 acres (per hour)	\$134	\$137	\$3
<b>GEOLOGIC EVALUATION</b>			
Application review/inspection fees	\$523	\$535	\$12
<b>COMMUNITY BANK &amp; PRIORITY RESERVE EMISSION REDUCTIONS CREDIT FEES (RULE 205 SEED LOAN FEES)</b>			
Annual renewal fee	\$1,526	\$1,560	\$34

\*Effective July 1, 2017

# PROPOSED FEES FOR FY 17/18\*

(with 2.2% CPI Adjustment)

STATE TOXICS EMISSIONS FEES (RULE 306)		16/17 Fees	17/18 Fees	Variance FY17 / FY18
<b>FEE CATEGORY 1</b>				
Industry-wide facility	**Please refer to most recent published state fees @ <a href="http://www.arb.ca.gov/ab2588/2588fee&lt;br/&gt;table.htm">http://www.arb.ca.gov/ab2588/2588fee table.htm</a>	\$118	\$121	\$3
<b>FEE CATEGORY 2</b>				
Simple Facility	-	\$555	\$567	\$12
Intermediate Facility	-	\$755	\$772	\$17
Complex Facility	-	\$1,055	\$1,078	\$23
<b>FEE CATEGORY 3</b>				
Simple Facility	-	\$500	\$511	\$11
Intermediate Facility	-	\$972	\$993	\$21
Complex Facility	-	\$1,945	\$1,988	\$43
<b>FEE CATEGORY 4</b>				
Simple Facility	-	\$995	\$1,017	\$22
Intermediate Facility	-	\$1,995	\$2,039	\$44
Complex Facility	-	\$2,595	\$2,652	\$57
<b>FEE CATEGORY 5</b>				
Simple Facility	-	\$8,400	\$8,585	\$185
Intermediate Facility	-	\$8,900	\$9,096	\$196
Complex Facility	-	\$9,500	\$9,709	\$209
<b>FEE CATEGORY 6</b>				
Simple Facility	-	\$9,900	\$10,118	\$218
Intermediate Facility	-	\$10,500	\$10,731	\$231
Complex Facility	-	\$11,000	\$11,242	\$242
<b>FEE CATEGORY 301.2</b>				
Simple Facility	-	\$125	\$128	\$3
Intermediate Facility	-	\$125	\$128	\$3
Complex Facility	-	\$125	\$128	\$3

\*Effective July 1, 2017

# FEES FOR FY 17/18

(no changes)

AGRICULTURAL SOURCE FEES (RULE 310)		16/17 Initial Fees	17/18 Initial Fees	Variance FY17 / FY18		16/17 Renewal Fees	17/18 Renewal Fees	Variance FY17 / FY18
<b>SCHEDULE AG1-A FUEL BURNING (MMBTU/HR)</b>								
Level 1	<1	\$326	\$326	-		\$163	\$163	-
Level 2	1 - <10	\$654	\$654	-		\$326	\$326	-
Level 3	>=10	\$1,307	\$1,307	-		\$654	\$654	-
<b>SCHEDULE AG1-B FUEL BURNING (SQ FT)</b>								
Level 1	<10	\$1,307	\$1,307	-		\$654	\$654	-
Level 2	>=10	\$3,924	\$3,924	-		\$1,963	\$1,963	-
<b>SCHEDULE AG2 IC ENGINES (HP)</b>								
Level 1	<50	\$326	\$326	-		\$163	\$163	-
Level 2	50 - <250	\$654	\$654	-		\$326	\$326	-
Level 3	250 - <500	\$1,307	\$1,307	-		\$654	\$654	-
Level 4	500 - <1000	\$2,615	\$2,615	-		\$1,307	\$1,307	-
Level 5	>=1000	\$5,231	\$5,231	-		\$2,615	\$2,615	-
<b>SCHEDULE AG3</b>								
Application review (first 10 hours)		\$1,307	\$1,307	-		-	-	-
Additional time (per hour)		\$136	\$136	-		-	-	-
Application review (first 5 hours)		-	-	-		\$654	\$654	-
Additional time (per hour)		-	-	-		\$136	\$136	-
<b>SCHEDULE AG4-A GENERAL FARMING/MISCELLANEOUS EQUIPMENT</b>								
Initial fee		\$1,307	\$1,307	-		\$654	\$654	-
<b>SCHEDULE AG4-B GASOLINE DISPENSING (NOZZLES)</b>								
Level 1	Phase I and Phase II system	\$1,223	\$1,223	-		\$612	\$612	-
Level 2	Phase II exempt	\$612	\$612	-		\$305	\$305	-
<b>EMISSION RENEWAL FEE</b>								
Fee per ton		-	-	-		\$60	\$60	-
<b>HOURLY RATE FOR TIME AND MATERIALS, AND REINSPECTIONS</b>								
		\$136	\$136	-		-	-	-
<b>SOURCE TEST OBSERVATION AND REPORT EVALUATION</b>								
Source test (first 10 hours)		\$1,307	\$1,307	-		-	-	-
Additional time (per hour)		\$136	\$136	-		-	-	-
<b>PUBLIC NOTIFICATION FEE</b>								
If required by Rule 215 or Rule 496		<i>Actual Cost</i>	<i>Actual Cost</i>	-		-	-	-
<b>REVISIONS OF CONDITIONS</b>								
		\$326	\$326	-		-	-	-

# FEES FOR FY 17/18

(no changes)

AGRICULTURAL ENGINE REGISTRATION FEES (RULE 311)		16/17 Initial Fees	17/18 Initial Fees	Variance FY17 / FY18		16/17 Initial Fees	17/18 Initial Fees	Variance FY17 / FY18
<b>ENGINES WITH CONTROL DEVICE</b>								
Level 1	<50	\$315	\$315	-		\$159	\$159	-
Level 2	51 - <249	\$633	\$633	-		\$317	\$317	-
Level 3	250 - <499	\$1,265	\$1,265	-		\$633	\$633	-
Level 4	500 - <999	\$2,530	\$2,530	-		\$1,265	\$1,265	-
Level 5	>=1000	\$5,060	\$5,060	-		\$2,530	\$2,530	-
<b>CARL MOYER ENGINES</b>								
		\$156	\$156	-		-	-	-
<b>ALL OTHER ENGINES</b>								
First engine (first 3 hours)		\$309	\$309	-		\$174	\$174	-
Each additional engine (first 1 hour)		\$160	\$160	-		\$108	\$108	-
Additional time (per hour)		\$165	\$165	-		-	-	-
<b>SOURCE TEST OBSERVATION AND REPORT EVALUATION</b>								
Source test (first 10 hours)		\$1,265	\$1,265	-		-	-	-
Additional time (per hour)		\$165	\$165	-		-	-	-
<b>HOURLY RATE FOR TIME AND MATERIALS, AND REINSPECTIONS</b>								
		\$165	\$165	-		\$165	\$165	-

# PROPOSED FEES FOR FY 17/18\*

(with 2.2% CPI Adjustment)

<b>GREENHOUSE GAS PROGRAM FEES (RULE 350)</b>	<b>16/17 Fees</b>	<b>17/18 Fees</b>	<b>Variance FY17 / FY18</b>
<b>PROJECT PLAN FEES</b>			
First 5 hours	\$960	\$981	\$21
Each additional hour (per hour)	\$192	\$196	\$4
<b>CEQA DOCUMENT PREPARATION</b>			
Hourly rate	\$192	\$196	\$4
<b>VERIFICATION FEE</b>			
<b>DISTRICT VERIFICATION</b>			
First 10 hours	\$1,920	\$1,962	\$42
Each additional hour (per hour)	\$192	\$196	\$4
<b>THIRD PARTY VERIFICATION</b>			
First 5 hours	\$960	\$981	\$21
Each additional hour (per hour)	\$192	\$196	\$4
<b>TRANSFER OF OWNERSHIP</b>			
Transfer of a carbon credit certificate	\$192	\$196	\$4

\*Effective July 1, 2017



## RESOLUTION NO. 2017 – XXXX

Adopted by the Sacramento Metropolitan Air Quality Management District  
Board of Directors

### FY2017/18 APPROVED (FINAL) BUDGET AND FEE SCHEDULE ADJUSTMENTS

#### BACKGROUND:

- A. California Health and Safety Code Section 40131 requires two public hearings for the purpose of reviewing and providing the public an opportunity to comment on the proposed budget.
- B. On April 27, 2017, the Sacramento Metropolitan Air Quality Management District Board of Directors (Board) conducted a public hearing on the Proposed FY2017/18 Budget, and the second public hearing, for further review and consideration of the budget, was conducted on May 25, 2017.
- C. The Proposed FY2017/18 Budget shows in detail the proposed appropriations, revenues and methods of financing, appropriations limit, and total annual appropriations subject to limitations.
- D. A Consumer Price Index (CPI) increase of 2.2% to fees established for Rule 304 - Plan Fees for Naturally Occurring Asbestos, Rule 205 - Community Bank and Priority Reserve Bank, Rule 306 - State Toxics Emissions Fees, and Rule 350 - Greenhouse Gas Program Fees is needed for the District to carry out its objectives and responsibilities related to stationary source program responsibilities.
- E. On March 24, 2017, a public notice was sent to fee payers; legal notices were posted in the Sacramento Bee; and the schedule of fees and FY2017/18 budget were made available for public review on the District's website.

#### BASED ON THE FACTS SET FORTH IN THE BACKGROUND, THE BOARD OF DIRECTORS RESOLVES AS FOLLOWS:

- Section 1. The FY2017/18 "Approved (Final) Budget", which reflects the FY2017/18 Proposed Budget (set forth in Exhibit 1) is hereby approved as follows:

Object Level	Description	FUND		
		570A Operating	570B Covell Building	570C Emission Technology
10	Salaries & Employee Benefits	\$ 14,969,998	-	-
20	Services & Supplies	\$ 5,687,169	\$ 380,800	\$ 25,477,198
30	Debt Service	-	\$ 407,844	-
43	Capital Expenditures	\$ 881,800	\$ 297,000	-
50	Interfund Transfer	\$ 806,573	-	-
Total Requirements		\$ 22,345,540	\$ 1,085,644	\$ 25,477,198

- Section 2. The Air Pollution Control Officer is authorized to incorporate the Board's final decisions and refine/add content, as may be needed to meet Government Finance Officers Association (GFOA) award application requirements, into the Proposed Budget in order to create the FY2017/18 Approved Budget.
- Section 3. The Air Pollution Control Officer is authorized to revise any appropriation made in the Approved (Final) Budget where the revision is of a technical nature and is consistent with Board intent.
- Section 4. The Consumer Price Index Adjustment of 2.2% is authorized for Rule 304 - Plan Fees for Naturally Occurring Asbestos, Rule 205 - Community Bank and Priority Reserve Bank, Rule 306 - State Toxics Emissions Fees, and Rule 350 - Greenhouse Gas Program Fees.
- Section 5. Exhibits 1 through 2, inclusive, are attached to and incorporated into this Resolution.

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Exhibit 1 – FY2017/2018 Proposed Budget

Exhibit 2 – FY2017/2018 Proposed Fee Schedule

ON A MOTION by Director \_\_\_\_\_, seconded by Director \_\_\_\_\_, the foregoing resolution was passed and adopted by the Board of Directors of the Sacramento Metropolitan Air Quality Management District on May 25, 2017, by the following vote:

Ayes:

Noes:

Abstain:

Absent:

ATTEST:

Clerk, Board of Directors  
Sacramento Metropolitan Air Quality Management District

# PROPOSED BUDGET

## FISCAL YEAR 2017/18



SACRAMENTO METROPOLITAN



SACRAMENTO, CA



# PROPOSED BUDGET

## SACRAMENTO METROPOLITAN AIR QUALITY MANAGEMENT DISTRICT FISCAL YEAR 2017/18 BUDGET

### Board of Directors

Donald Terry, Chair  
Mayor, City of Rancho Cordova

Eric Guerra, Vice Chair  
Council Member, City of Sacramento

Sue Frost  
Sacramento County Board of Supervisors

Patrick Kennedy  
Sacramento County Board of Supervisors

Don Nottoli  
Sacramento County Board of Supervisors

Susan Peters  
Sacramento County Board of Supervisors

Phil Serna  
Sacramento County Board of Supervisors

Larry Carr  
Council Member, City of Sacramento

Mark Crews  
Vice Mayor, City of Galt  
Bret Daniels  
Council Member, City of Citrus Heights

Roger Gaylord III  
Council Member, City of Folsom

Steve Hansen  
Council Member, City of Sacramento

Jeff Harris  
Council Member, City of Sacramento

Steve Ly  
Mayor, City of Elk Grove

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### Executive Director / Air Pollution Control Officer

Larry Greene

### District Counsel

Kathrine Pittard

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777 12<sup>th</sup> Street, 3<sup>rd</sup> Floor  
Sacramento, CA 95814



GOVERNMENT FINANCE OFFICERS ASSOCIATION

*Distinguished  
Budget Presentation  
Award*

PRESENTED TO

**Sacramento Metro Air Quality Management District  
California**

For the Fiscal Year Beginning

**July 1, 2016**

Executive Director

The Government Finance Officers Association of the United States and Canada (GFOA) presented a Distinguished Budget Presentation Award to the Sacramento Metropolitan Air Quality Management District for its annual budget for the fiscal year beginning July 1, 2016. In order to receive this award, a governmental unit must publish a budget document that meets program criteria as a policy document, as an operations guide, as a financial plan and as a communication device.

The award is valid for a period of one year only. The District believes its current budget continues to conform to program requirements, and will be submitting it to GFOA to determine its eligibility for another award.

FY2017/18 Budget prepared by  
Administrative Services Division  
Finance section in conjunction with District Staff

**Division Manager**  
Jamille Moens

**Controller**  
Emily M. Goldhahn, CPA

*The electronic version of the Proposed Budget is available on the  
Sacramento Metropolitan Air Quality Management website at [www.airquality.org](http://www.airquality.org)*

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# SECTION 1

## Executive Director Letter

May 25, 2017

Honorable Chairman, Governing Board, and residents of the  
Sacramento Metropolitan Air Quality Management District  
Sacramento, California

Dear Chair Terry, Board members, and residents:

I respectfully submit to you the Fiscal Year 2017/18 (FY17/18) Proposed Budget for the Sacramento Metropolitan Air Quality Management District. The Proposed Budget is balanced and reflects a total for FY17/18 of \$48.9 million, including \$22.3 million for the Operating Fund, \$1.1 million for the Covell Building Fund, and \$25.5 million for the Emission Technology Fund. The FY17/18 Proposed Consolidated Budget is a net decrease of \$519,097 from the FY16/17 Approved Budget. The District's Operating Fund represents the majority of the net decrease.

Fluctuating state and federal grants require the District to regularly adjust its budget as some programs sunset and new ones begin. The Sacramento Emergency Clean Air & Transportation (SECAT) program is currently scheduled to transition in 2018 from a block grant to an open and competitive grant program. The District has received one-time state grants for the Car Share Program, Zero Emission School Bus Program and the Goods Movement Emission Reduction Program of \$1.1 million, \$7.4 million, and \$10 million, respectively. In the last few years, the scope of the District's mission has expanded as global warming air pollutants have become part of federal, state, and local regulatory programs. Consistent with that objective, the District is competing for cap and trade funding and supports new climate mitigation and adaptation related activities such as the Alliance of Regional Collaborative for Climate Adaptation, the Capital Region Climate Readiness Collaborative, and the CAPCOA Greenhouse Gas Registry/Exchange.

The District's priorities continue to be working towards meeting attainment goals, tracking state and federal programs and legislation to provide input on matters affecting the District, and fostering key partnerships that assist the District in achieving its mission. These efforts are detailed in Section 2 – District Overview. In addition, the District is entering a period of considerable change from a personnel perspective. During the current fiscal year, several experienced managers in key positions have retired and more are projected to retire over the next several years. Succession planning, recruitment, and training will be critical to ensuring continuity and maintaining the high level of service that residents expect. The District has recently embarked on a major initiative to replace outdated information technology systems to enable it to work more efficiently, and enhance transparency and self-service to all its stakeholders. This effort is expected to continue through FY17/18 and into FY18/19. The District must also replace aging infrastructure in its air monitoring network and make improvements to the Covell building.

The District will also be impacted by changes to Federal EPA staffing and funding proposed by the Trump Administration, and by ongoing responses to these changes in California. The District is tracking proposed changes in the federal budget and in federal legislation and to the extent possible will provide key decision makers the impacts of those changes on our Sacramento program. This effort must be flexible as changes and new proposals are appearing rapidly and often detailed analysis is required to assess impacts and potential options. To the extent possible the District leadership is working to anticipate changes, assess the impacts on District operations, and develop flexibility within our structure and budget to respond appropriately. Our priorities will be to preserve funding for our employees and to preserve key programs that will be essential to our future success in continued reductions in air pollution in our county.

The District is working to enhance collaborations with a range of partners that extend the District's capabilities to meet attainment and mission goals. These initiatives include support for the Cleaner Air Partnership managed by Valley Vision, work with Breathe California of Sacramento-Emigrant Trails, WalkSacramento, the Sacramento Area Bike Advocates, and collaboration with the Sacramento Clean Cities Coalition. New opportunities are emerging around the VW Green Cities initiative and emerging grant opportunities around Zero-Emission vehicles and technologies.

The District's hard-working, dedicated staff and the Board's leadership will enable the District to successfully face these challenges and continue carrying out its vision of clean air for all.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Larry Greene". The signature is fluid and cursive, with a long horizontal stroke at the end.

Larry Greene  
Executive Director/Air Pollution Control Officer

## SECTION 2

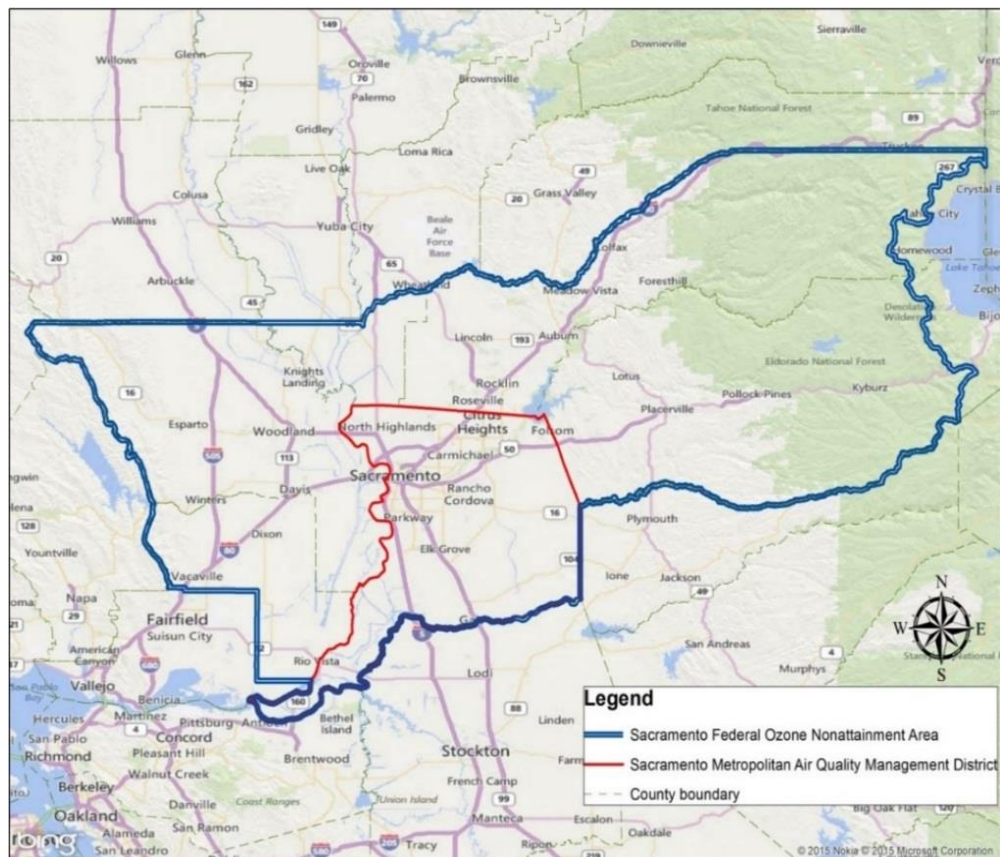
### District Overview

This section contains a profile of the Sacramento Metropolitan Air Quality Management District (District), a summary of the District's FY2017/18 (FY17/18) Proposed Consolidated Budget and a discussion of the factors affecting the District's financial condition. The FY17/18 Proposed Budget totals \$48.9 million from all funding sources and includes 102 total authorized full-time equivalent (FTE) positions with 97 funded and 5 unfunded. No additional positions are being requested.

#### DISTRICT PROFILE

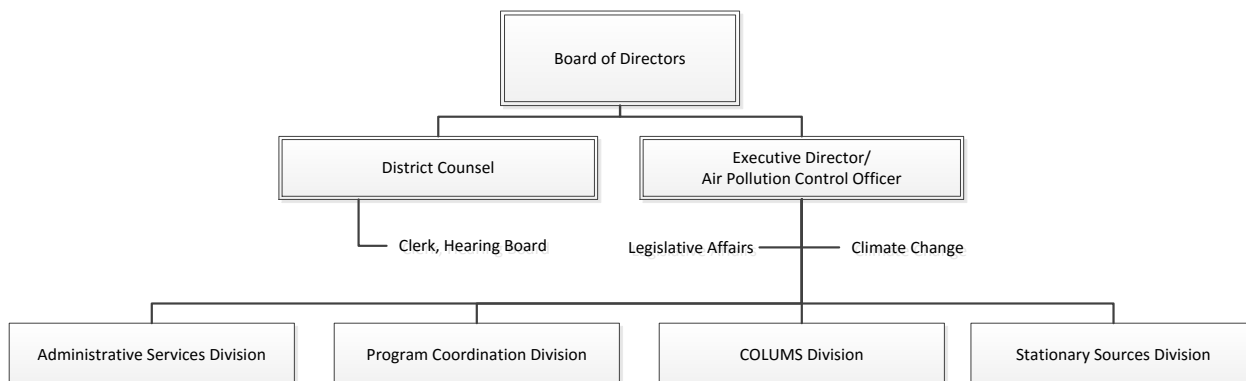
The Sacramento Air Pollution Control District was formed by the Sacramento County Board of Supervisors in December of 1959. In July of 1996, the Sacramento Metropolitan Air Quality Management District was created under Health and Safety Code Sections 40960 et. seq. to monitor, promote, and improve air quality in the County of Sacramento. It is one of 35 regional air quality districts in California. It has been designated by the United States Environmental Protection Agency (EPA) as part of the Sacramento Federal Ozone Nonattainment Area (SFNA), which is comprised of all of Sacramento and Yolo Counties, the eastern portion of Solano County, the southern portion of Sutter County, the western slopes of El Dorado and Placer Counties up to the Sierra crest, and includes four other local air districts. Below is a map of the SFNA and the District's boundaries in relation to the SFNA.

**Map of the Sacramento Federal Ozone Nonattainment Area**



The District's Governing Board is composed of 14 members, including all five Sacramento County Supervisors, four members of the Sacramento City Council, one member each from the Cities of Citrus Heights, Elk Grove, Folsom and Rancho Cordova, and one member representing the cities of Galt and Isleton. The Board appoints the agency's Executive Director and District Counsel. The District's organizational structure, shown below, is comprised of the Offices of the Executive Director, and District Counsel, and four operating divisions.

## Organization Chart



The District is responsible for monitoring air pollution within the County and for developing and administering programs to reduce air pollution levels below the health-based standards established by the state and federal governments.

While air quality in the SFNA currently does not meet the federal health standards for ozone, or the more stringent California standards for ozone and particulate matter (PM<sub>10</sub>), progress has been made even as standards have tightened. In spite of a huge increase in population over the last two decades, the Sacramento region's air quality has continued to improve.

Sacramento County's population as of January 2016 is approximately 1,495,297. Roughly 63% of the SFNA's population, approximately 2.4 million, falls within the District's boundaries. The table below identifies the counties that are part of the SFNA, and what portion of the county, and related population, are in the SFNA.

### Population in Sacramento Federal Ozone Nonattainment Area

COUNTY	SFNA portion of the County	POPULATION			County in SFNA/ Total SFNA <sup>2</sup>
		County <sup>1</sup>	SFNA/County		
El Dorado	152,869	184,180	83%		6.4%
Placer	364,809	376,092	97%		15.3%
Sacramento	1,506,677	1,506,677	100%		63.3%
Solano	134,572	434,102	31%		5.7%
Sutter	3,535	98,191	3.6%		.2%
Yolo	216,866	216,866	100%		9.1%
<b>Total</b>	<b>2,379,328</b>	<b>2,816,108</b>	<b>-</b>		<b>100%</b>

<sup>1</sup> 7/1/2016 estimate from California Department of Finance Demographic Research Unit

<sup>2</sup> Percentage values are rounded to 1 decimal point

A combination of poor atmospheric ventilation, a capping temperature inversion, bordering mountains, and sunny days can act to enhance smog formation and effectively trap pollutants in the Basin. The Sacramento region has relatively few "smokestack" industries (stationary sources) compared to the Bay Area and Southern California. Therefore, even if the District was to shut down all of these stationary sources, without further mobile source reductions, it's unlikely that the region could meet stricter air quality standards, particularly the tougher state standards. Mobile Sources are the largest contributor of pollutants in the Sacramento region.

Mobile sources include cars, trucks, delivery vehicles, big rigs, and "off-road" sources, such as construction, locomotives, mining, and agricultural equipment. In 2017, these mobile sources are projected to contribute approximately 32% of the Volatile Organic Compounds (VOC) and 74% of the Oxides of Nitrogen (NO<sub>x</sub>) emissions, while stationary (industrial) sources contribute about 24% of the VOC emissions and 10% of the

NO<sub>x</sub> emissions in the Sacramento region. Increasingly stringent state and federal regulations will help to reduce the impact of motor vehicle fuel and engine emissions on air quality in the future, but as growth in the Sacramento region brings more vehicles in, mobile sources will continue to be a major factor in the region's air quality problem.

### CONSOLIDATED DISTRICT BUDGET SUMMARY

The Governing Board is required to adopt an annual budget by July 1 of each fiscal year. Budgets are adopted on a modified accrual basis that includes encumbrances and expenditures. The annual budget serves as the foundation for the District's financial planning and control.

The Consolidated Budget reflects the total District Budget comprised of three separate funds: Operating, Covell Building, and Emission Technology. Each fund serves a specific purpose and has unique funding sources as noted below:

FUND	Name	Purpose	Primary Funding Source <sup>1</sup>
570A	Operating	Daily operations and programs	Permit fees, DMV, Measure A, Aid from other government agencies, Federal & State Grants (EPA, CMAQ, ARB)
570B	Covell Building	Administrative, operating, and fiscal activities	Tenant rent (external, District rent)
570C	Emission Technology	Pass-through incentive funding	Moyer, GMERP, DMV, SACOG, SECAT, Zero Emissions School Bus, Enhance Fleet Modernization and GHG – Car Share

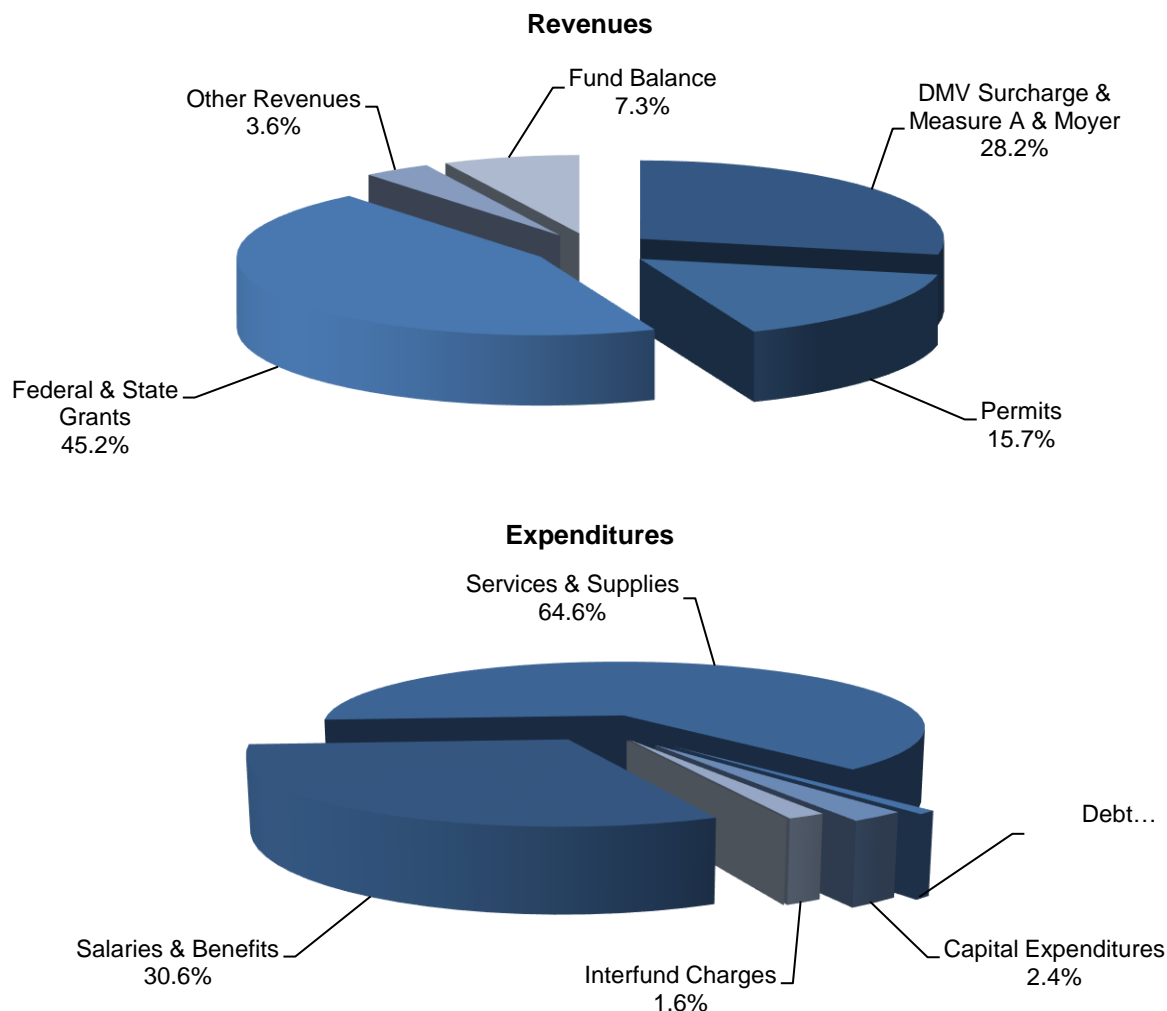
<sup>1</sup>A detailed description of funding sources can be found in the Appendices. (See Appendix A – Description of Funding Sources)

The District's budget reflects its mission, is fiscally sound, and provides resources that adequately fund operations. Planning efforts include multi-year projections of funding sources and ongoing expenditures to promote long-term planning of resource uses. District management proactively manages revenues and cost-effectively manages ongoing operating costs. The table below is a summary of the FY17/18 Proposed Budget by fund, identifying the net expenditure changes from the FY16/17 Approved Budget.

### FY17/18 Proposed Budget by Fund

FUND	FY16/17 Approved Budget	FY17/18 Proposed Budget	Variance
District Operating	\$22,972,987	\$22,345,540	\$(627,447)
Covell Building	1,157,044	1,085,644	(71,400)
Emission Technology	25,297,448	25,477,198	179,750
<b>Total</b>	<b>\$49,427,479</b>	<b>\$48,908,382</b>	<b>\$(519,097)</b>

The following charts identify the percentage of the revenues and expenditures of the total Proposed Consolidated Budget of \$48.9 million by category:



#### FACTORS AFFECTING FINANCIAL CONDITION

FY17/18 is the final year of the five-year increase in Rule 301 stationary source renewal fees approved by the Board in 2013. A modest 4% increase is expected in the District's portion of Department of Motor Vehicles (DMV) surcharges and the Measure A sales tax, due in part to a strengthening economy. Moyer funding would have sunset in 2015; however, with the passage of AB8, this funding source is authorized until 2024. Due to new administration, there is uncertainty around the amounts and types of federal funding the District may receive in FY17/18. EPA revenue balances reflected in the FY17/18 budget have been adjusted down by 30% from previous expectations based on funder communications. There have been significant delays in the receipt of some current federal funding, such as the federal EPA 105 funding for the Federal fiscal year beginning in October 2016, which was not received until April 2017.

Salaries & Wages are projected to increase by 6%. This is comprised of a 3% COLA; step increases for employees moving through pay ranges; results of the class and compensation survey; and negotiated benefits. There are additional funds budgeted for extra-help and overtime due primarily to toxics' grant work, backfill workload from vacant positions and implementation of the new ERP system. Retirement costs have increased, consistent with the growth in salaries and due to a decrease in the CalPERS expected rate of return.



Notable changes from the FY16/17 Approved Budget to the FY17/18 Proposed Budget include:

Revenues – The District is anticipating an increase in overall revenues of \$8.1 million or 21.6%, consisting of the following:

- \$201,000 (4.1%) increase in DMV fees supported by an uptick in the local economy;
- \$967,000 (22.0%) decrease in grant revenues due to changes at the EPA related to the Trump administration, and other changes to grant funding;
- \$520,000 (7.4%) increase in Stationary Source permit and renewal fees as a result of Board-approved fee adjustments and CPI adjustments;
- Increase in Measure A of \$93,000;
- Increase in other revenues of \$95,000;
- The FY17/18 budget reflects the following anticipated new, one-time grants in the Emissions Technology Fund:
  - SECAT program funding of \$3.3 million;
  - Zero Emission School Bus grant received in the amount of \$3.7 million;
  - Enhanced Fleet Modernization Program grant received in the amount of \$1.5 million;
  - Off-set by a decrease of \$351,000 from several one-time grants and fluctuations in ongoing grants received during FY16/17; and
- Incentive payments in the Emission Technology Fund are not always made in the same year the related revenue is received.

Expenditures – The District's FY17/18 budgeted expenditures reflect a decrease of \$519,098 thousand or 1.0% from the prior year, including:

- \$966,000 (45.0%) decrease in capital expenditures due to reduction in cost of several IS component systems, reclassification of \$1.1 million from capital expenditure to other professional services, and an increase of \$200,000 to upgrade the air monitoring stations and equipment;
- \$3.6 million (13.8%) increase in other professional services;
- \$130,000 (49.4%) decrease in legal services due to early resolution of a legal case; and
- \$1.1 million (7.7%) increase in salaries and benefits due primarily to a 3% Cost-of-Living Adjustment (COLA), employer paid member contribution buy out of the 1%, results of the class and compensation survey, and an increase in retirement costs of \$255,000 (16.9%) consistent with the CalPERS decrease in expected rate of return.

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## SECTION 3

# Budget Process

State law requires that the District adopt its budgets in an open process in order to educate the public about the costs and benefits of air quality improvement. To ensure that the District can meet its immediate and long-term needs to support its mission of achieving clean air goals, the District develops annual budgets alongside multi-year financial plans. This section provides an understanding of the processes that guide the District's annual budget in support of its strategic goals and long-term planning. Common budget terms can be found in the Appendices. (See Appendix C – Glossary)

### **BUDGET PROCESS**

The District operates on a fiscal year that runs from July 1<sup>st</sup> through June 30<sup>th</sup> of the following year. Annual budgets, as required by state law, are adopted on a modified accrual basis of accounting. The appropriated budget is prepared by fund, function, and division. The District's division managers may make transfers of appropriations within an object (e.g. salaries and benefits, services and supplies, capital outlay and interfund charges). Transfers of appropriations between objects require the approval of the Board. The legal level of budgetary control is the object level.

Budget development begins with a mid-year review of the current budget in the November – December time frame. In December, budget preparation packets are distributed to each of the District divisions, who, with guidance from the Executive Director, Administrative Services Manager, and District Controller, prepare budget packets which typically includes revenue projections, requests for outside professional services, a staffing distribution, a budget narrative demonstrating accomplishments for the current budget year, and key goals and objectives for the upcoming budget year. Divisions may also submit requests for fixed assets, staffing additions, or other items that may differ from typical operating expenditures in nature or cost.

The Administrative Services Division, primarily the finance staff, reviews and refines the information received from other divisions and integrates it into the budget with other financial information, namely revenue and expenditure projections (salary and benefits, general operating, building, capital, etc.)

The Executive Director, Administrative Services Manager, and District Controller meet during budget development with a subcommittee of the District's Board of Directors to receive direction for addressing District priorities and developing a balanced budget.

The budget is publicly noticed 30 days before and is presented at each of two public hearings, according to California Health and Safety Code Section 40131, typically taking place during the Board of Directors meetings in April and May. A presentation of the Proposed Budget is made to the Board during the April public hearing. The Board may ask questions, make comments, provide direction, and receive requests from members of the public to speak. The 2<sup>nd</sup> public hearing in May follows basically the same process as the 1<sup>st</sup> hearing. District staff comments on material differences, should they exist, from the previously presented Proposed Budget. The Board may provide direction and vote to approve the budget. Approval of the budget requires a quorum of Board members and a majority of the voting quorum. Once the budget is approved, staff prepares the final Approved Budget for printing and posting on the District website.

The Board may vote to adopt a resolution allowing the District to continue normal operations under the Proposed Budget in the event that an Approved Budget is not adopted by June 30<sup>th</sup>. Such a resolution must specifically authorize Proposed Budget expenditures for fixed assets, filling new positions, and equity transfers. Without that authorization, state law requires deferring those expenditures until an Approved Budget is adopted.

### FY2017/18 Budget Development Schedule

FY2016/17 mid-year review	December 2016
Budget submissions from Division Managers	January 2017
Approval of Comprehensive Annual Financial Report (CAFR) and Audit	January 2017
Budget Notices posted on District website and sent to regulated sources	March 27, 2017
Meeting with Board of Directors Budget Committee	March 23, 2017
Draft Proposed Budget prepared for review by Executive Director	End of March
Proposed Budget delivered to Board of Directors	Mid-April
First public hearing / presentation of Proposed Budget to Board of Directors	April 27, 2017
Second public hearing / vote of the Board to approve the Budget	May 25, 2017
Approved Budget document printed and posted on District website	June 30, 2017

### BUDGET PRACTICES

The District uses the following guidelines in its budgeting practices:

- Management presents a “balanced” budget to the Board annually, where funding sources match expenditures, and include revenues and expenditures for the prior year (actual), current year (budget), and upcoming year (proposed budget).
- Limited term funding sources are not typically applied to ongoing commitments.
- The Board authorizes a list of all regular, limited-term, and approved positions for the prior, current, and upcoming (budget) year.
- Requests for additional positions or an increase in regular work hours of approved part-time positions must be presented in a formal written justification. Such requests will typically be included as part of the budget process, but may be approved by the Board outside of the budget process if there is a critical need.
- Board approval is required to amend the budget once it is adopted if there is a need to add funds to the budget or to move funds between object levels.
- Board approval is obtained for all capital expenditures, normally through the budget process.
- Budgets are adopted on a basis that include encumbrances and expenditures. Annual appropriations lapse at the fiscal year end if they have not been expended or encumbered.
- The budget is adopted on the modified accrual basis of accounting, which is recognized as the generally accepted method of accounting for State and Local Governments. Using this method of accounting, revenues are recognized when they are measurable and available, with some exceptions, expenditures are recorded when the related fund liability is incurred. Modified accrual accounting can also divide available funds into separate entities within the organization to ensure the money is spent where it was anticipated.

### FINANCIAL POLICIES

The California Health & Safety Code provides the basis for some District financial policies while others are created through Board resolutions. Below is an overview of key financial policies.

#### California Health & Safety Code (HSC)

*District Budget Adoption (HSC §40131)* – The District shall prepare, and make available to the public at least 30 days prior to public hearing, a summary of its budget and any supporting documents, including, but not limited to, a schedule of fees to be imposed by the district to fund its programs. The district shall notify each person who was subject to fees imposed by the district in the preceding year of the availability of information. The District shall notice and hold a public hearing for the exclusive purpose of reviewing the budget and of providing the public with the opportunity to comment upon the proposed district budget.

*Stationary Source Permit Fees (HSC §42311)* – The District may adopt a schedule of annual fees for the evaluation, issuance, and renewal of permits to cover the cost of district programs related to permitted

stationary sources. The fees assessed may not exceed, for any fiscal year, the actual costs for District programs for the immediately preceding fiscal year with an adjustment not greater than the change in the annual California Consumer Price Index, as determined pursuant to Section 2212 of the Revenue and Taxation Code, for the preceding year. Any revenues received by the District pursuant to the fees, which exceed the cost of the programs, shall be carried over for expenditure in the subsequent fiscal year, and the schedule of fees shall be changed to reflect that carryover.

#### District Board Resolutions

Unrestricted Stationary Source Fund Balance – Unrestricted stationary source fund balance reserve is authorized up to a maximum of three months operating expenditures.

Purchasing Policies and Procedures – The District complies with Board adopted purchasing policies and procedures to procure materials, supplies, equipment, and services in the District's best interest through diligent action and fair dealing, thus securing the best price within a reasonable time frame to adequately meet the District's needs. Purchasing protocols and contracting authority are outlined in these procedures.

Investments – The District's funds are invested in the Sacramento County Pooled Investment Fund through an agreement between the District and Sacramento County. The Sacramento County Department of Finance provides the Board of Supervisors with an annual investment policy with the purpose of establishing cash and investment guidelines for the Director of Finance, who is responsible for the stewardship of the Sacramento County Pooled Investment Fund.

Capital Expenditures – The District defines capital expenditures as items valued at \$5,000 or more and having a useful life of at least three years.

### **FISCAL STRATEGIES**

The fiscal strategy for the District strives to meet the following guidelines:

- Maintain sufficient unencumbered fund balance to allow for cash flow requirements, contingencies for unforeseen operational or capital needs, economic uncertainties, local disasters and other financial hardships or downturns in the economy;
- Budget strategy reflects the mission of the District, is fiscally sound and provides resources that realistically fund operations;
- Financial planning includes multi-year projections of funding sources and ongoing expenditures to promote long-term planning of resource uses;
- Proactively oversee revenues and cost-effectively control ongoing operating costs;
- Work with the Board to establish major goals in support of the District's mission which provide short and long-term direction to staff, determine the allocation of resources, and establish priorities;
- The District does not obligate itself to long-term debt without sufficient justification and prior Board approval;
- Fund balances are monitored by fund to ensure sustainable balances; and
- Stationary Source fund balance is reviewed on an ongoing basis to ensure that the maximum fund balance limit set by the Board is not exceeded.

The Operating Fund's fund balance was subject to a budgeted decline in FY16/17; the decrease was planned with the objectives of updating and improving the District's information systems, and of accommodating the cost of temporary replacement, recruiting, and replacing a number of staff who planned to retire during the year. The Covell Building Fund has been stable as rent received by the fund is generally consistent from year to year and adequately funds operating and capital expenditures. Fund balance for the Emission Technology Fund fluctuates because of one-time grants and timing differences between the revenues and expenditures of the fund.

### **STRATEGIC DIRECTION**

The Strategic Direction serves as a roadmap that guides the District's work and provides the tools necessary to protect public health, ensure compliance with a stringent regulatory environment, effectively manage resources, and provide excellent customer service. Importantly, this roadmap also helps communicate the District's vision to staff, the District's Board of Directors, and the public. Maintaining the trust of stakeholders is paramount, and the Strategic Direction provides a sound basis for approved expenditure, investment, and support while ensuring transparency and accountability.

STRATEGIC DIRECTION	
VISION	Clean air for all
MISSION	Achieve state and federal clean air goals
CORE VALUES	<ul style="list-style-type: none"> <li>• Integrity</li> <li>• Teamwork</li> <li>• Leadership</li> <li>• Innovation</li> </ul>
STRATEGIC GOALS	<ul style="list-style-type: none"> <li>✓ Maximize program effectiveness while balancing environmental and economic considerations</li> <li>✓ Provide regional leadership in protecting public health and the environment</li> <li>✓ Integrate air quality consideration into transportation and land use decision-making</li> <li>✓ Develop and enhance diverse partnerships</li> <li>✓ Recruit, develop, and retain excellent staff</li> <li>✓ Influence, develop and implement innovative programs, and promote sustainability throughout the region</li> <li>✓ Increase the public's role and responsibility in improving air quality</li> <li>✓ Ensure fiscal responsibility and viability</li> </ul>

## PERFORMANCE MEASURES

The District tracks select performance measures which are linked to the District's Strategic Goals. These metrics provide broad measures of the District's effectiveness, efficiency, timeliness, and productivity in critical activities. While key initiatives may change from year to year, performance measures generally reflect progress in core business operations over multiple years. The table below lists key performance measures followed by the Strategic Initiatives for the upcoming fiscal year.

### FY17/18 Performance Measures

PERFORMANCE MEASURE	FY15/16 Actual	FY16/17 Projected	FY17/18 Target
Update 33% of Area Source Methodologies	Yes	Yes	Yes
100% of Emission Statement/185 Fee Sources Surveyed	Yes	Yes	Yes
Board Adoption of Rulemaking Activities	2	2	4
>90% of Audited Parameters Passed (Monitoring Sites)	Yes	Yes	Yes
>75% Data Completeness for Each Parameter (Monitoring Sites)	8yes/1no	7yes/2no	8yes
Percentage of Permit Applications (Authority to Construct) Processed within 180 Days	65%	>95%	>95%
Percentage of Violations Successfully Resolved under the Mutual Settlement Process	99%	>95%	>95%
Percentage of Scheduled Annual Inspections Completed	63%	85%	85%
Percentage of Scheduled Source Test Reviews Performed	100%	100%	100%
Percentage of Permits to Operate Issued within 2 years of Obtaining an Authority to Construct	95%	>95%	>95%
Perform 100% On-Site Audits of Participating Wood Change-Out Retailers	Yes	Yes	Yes
Perform 5% On-Site Random Audits of Wood Change Outs	Yes	Yes	Yes
Provide Confirmation Letter for Construction Mitigation Plans within 4 Business Days of a Complete Submittal	100%	100%	100%
Number of LUTRAN Newsletters Published Each Year	4	4	4
Notify Media and Public the Day Before Every Declared <i>Spare The Air</i> Day	100%	100%	100%
Provide Daily Air Quality Forecast Public Everyday by Noon	100%	100%	100%
Encumber 100% of Current Allocation-Year Moyer Funds by June 30 of the Allocation Year	100%	100%	100%
Liquidate 100% of the Allocation-Year Moyer Funds by June 30 of the Fourth Year After the Allocation Year	100%	100%	100%

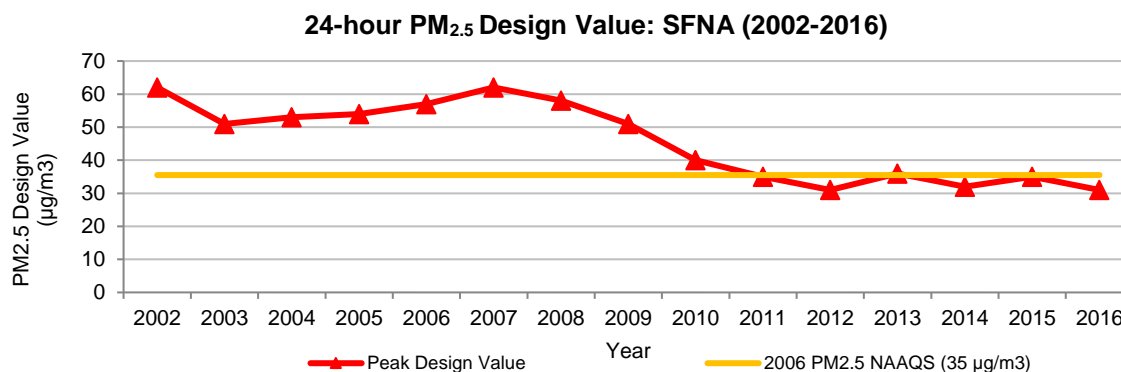
PERFORMANCE MEASURE (Continued)	FY15/16 Actual	FY16/17 Projected	FY17/18 Target
Perform a 5% On-Site Random Annual Audit of All Operational Incentive Projects	100%	100%	100%
Non-Retirement Employee Annual Turnover Rate	2%	≤5%	≤5%
Percent of Planned Training Completed for All Staff	N/A	100%	100%
Receive the Government Finance Officers Association (GFOA) <i>Certificate of Achievement for Excellence in Financial Reporting</i>	Yes	Yes	Yes
Receive Unmodified Audit Opinion for the CAFR	Yes	Yes	Yes
Receive the GFOA <i>Distinguished Budget Presentation Award</i>	Yes	Yes	Yes
Complete the Budget Year within the Approved/Amended Budget	Yes	Yes	Yes
Significant Deficiency or Material Weakness in Report on Internal Control over Financial Reporting	0	0	0

## STRATEGIC INITIATIVES

In addition to monitoring key performance measures, strategic initiatives are undertaken in support of the Strategic Direction. The initiatives are developed, reviewed, and/or updated annually to ensure that the work of the District evolves as conditions change, adapting to new opportunities and challenges. Administrative and operational initiatives are described in Section 6 – Organizational Overview – under the four operating divisions. This section highlights several key Districtwide initiatives for FY17/18.

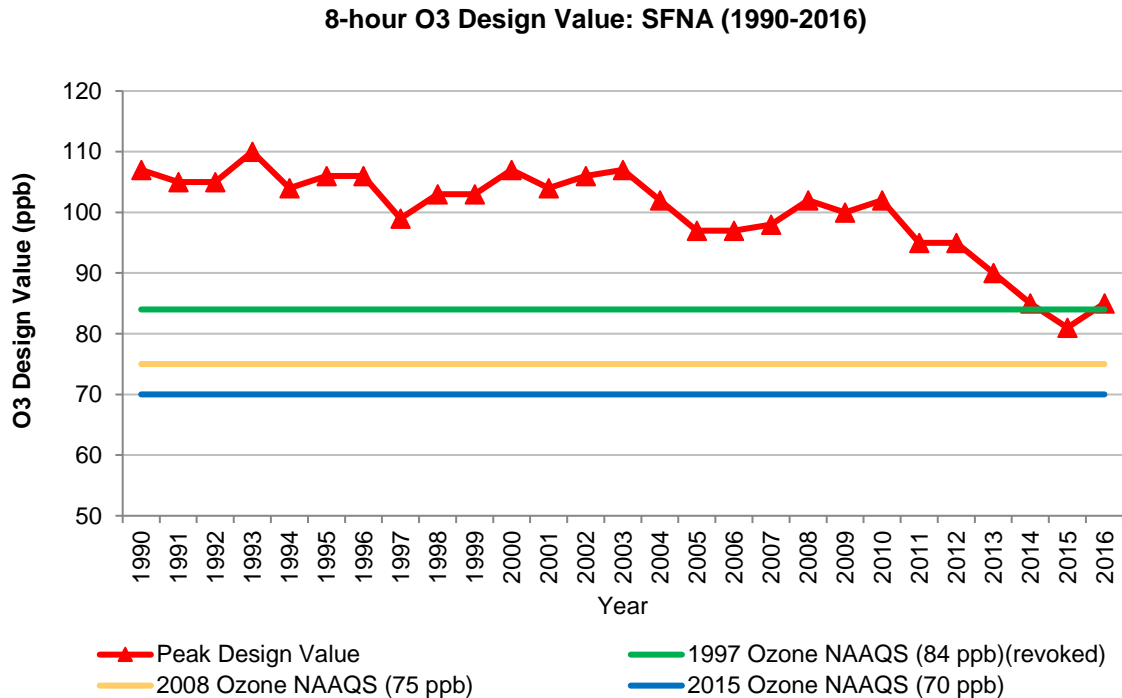
### Attainment Goals

The District will continue to work toward meeting attainment goals. Since mid-2012, the EPA has recognized that Sacramento has met two federal air quality standards: the federal 1-hour ozone standard (in October 2012) and the 24-hour PM<sub>2.5</sub> (in December 2015). Sacramento is updating its plan to meet the 2008 ozone health standards. On December 16, 2016, the EPA proposed to find that the Sacramento PM<sub>2.5</sub> Nonattainment Area attained the 2006 24-hour PM<sub>2.5</sub> National Ambient Air Quality Standards (NAAQA) by the attainment date of December 31, 2015 (81 CFR 91088). The District returned to attainment in 2014 and has continued to stay in attainment in 2015 and 2016, as shown in the figure below.



While it has been a significant challenge, controlling pollution from wood smoke on key days in the fall and winter is essential to maintaining the federal PM<sub>2.5</sub> standard. Consequently, the District's Wood Smoke Program, including "Check Before You Burn", continues to be a priority and key strategy. From previous public opinion surveys, the public (even many who comply with the program) do not believe that wood smoke is dangerous to their health. This led the District to include messages from scientists, doctors, and public health experts talking about the dangers of exposure to wood smoke in the "Check Before You Burn" campaign.

For ozone, since 1990, there has been a declining trend in 8-hour ozone exceedances and ozone design value concentration. The current federal standard for ozone (2015 NAAQS) is 70 parts per billion (ppb). The graph below shows the ozone design value for the peak monitoring site in each year and a trend line from 1990 to 2016. The overall 26-year trend line indicates a decline, from 110 ppb, or 40 ppb above the standard, down to 85 ppb, or 15 ppb above the current standard.



#### Tracking State and Federal Programs

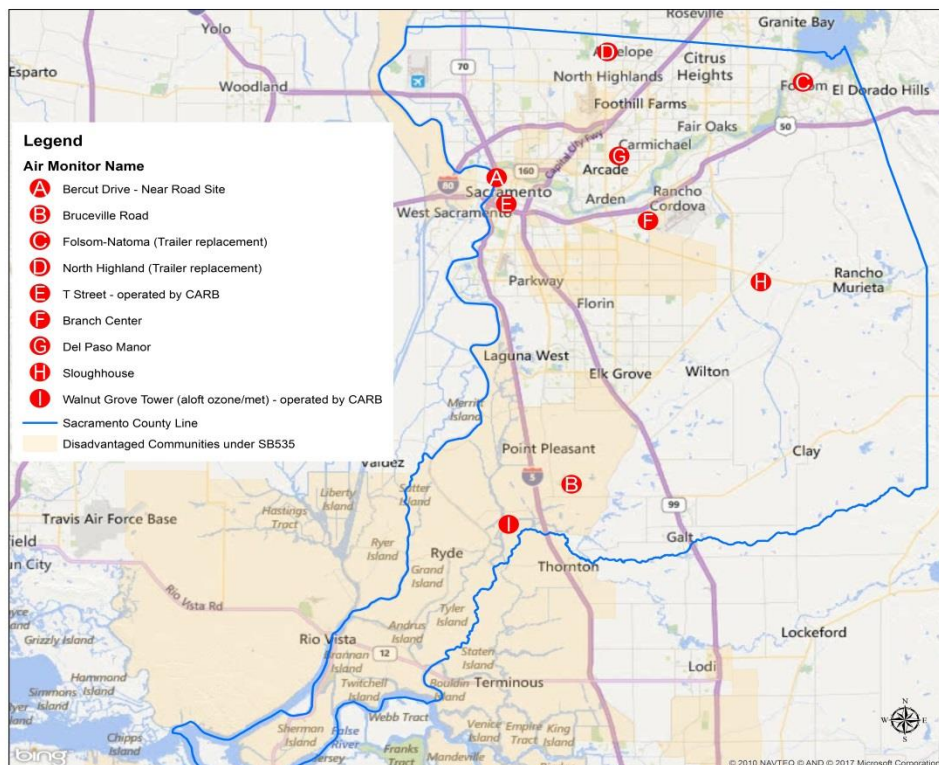
The District is actively engaged in the California Air Pollution Control Officers Association (CAPCOA), which is a critical state association for air pollution control issues. In addition, the District is involved with the National Association of Clean Air Agencies (NACAA) as it serves as a key link for District work with EPA and other agencies at the national level, and for representing local air district issues with a wide range of federal agencies. Participation in these and other agencies allows the District to closely track, monitor and weigh in on important programs and legislative matters affecting the District and its mission. The following are some examples of programs being tracked:

- Climate Adaptation
- 2008 National Ambient Air Quality Standard (NAAQS) for Ozone – Plan due in 2017
- 2015 National Ambient Air Quality Standard for Ozone – Plan due in 2021
- Clean Power Plan under section 111(d) of the Clean Air Act
- Cap and Trade Funding
- Short-lived Climate Forcers
- Statewide (California) Freight Plan
- New Toxics Risk Management Guidelines



## Capital Improvements

Improvements to air monitoring stations are planned including the replacement of two aging air monitoring trailers. Below is a map of the existing air monitoring stations.



## Partnerships

The District has numerous regional, state, and federal partnerships that assist the District in achieving its mission. Continuing collaborations and leveraging these partnerships are key elements in meeting the District's regional air quality goals, as many of the reduction strategies are in areas outside District-direct regulatory oversight. A few notable partners are listed below.

- California Air Pollution Control Officers Association
- National Association of Clean Air Agencies
- Air Resources Board and other state agencies
- Cleaner Air Partnership (numerous partners in this collaboration)
- Valley Vision
- Capital Region Climate Readiness Collaborative/Alliance of Regional Collaboratives for Climate Adaptation
- Local Government Commission
- Local Agencies: Sacramento Area Council of Governments, Regional Transit, Sacramento Transit Authority
- Sacramento County and Cities in Sacramento County
- Sacramento Metropolitan Chamber of Commerce
- West Coast Diesel Collaborative
- Business Environmental Resource Center
- Environmental organizations: Breathe California, Transform, American Lung Association, Sacramento Area Bicycle Advocates, Sacramento Clean Cities Coalition, etc.



## LONG-TERM FINANCIAL PLANNING

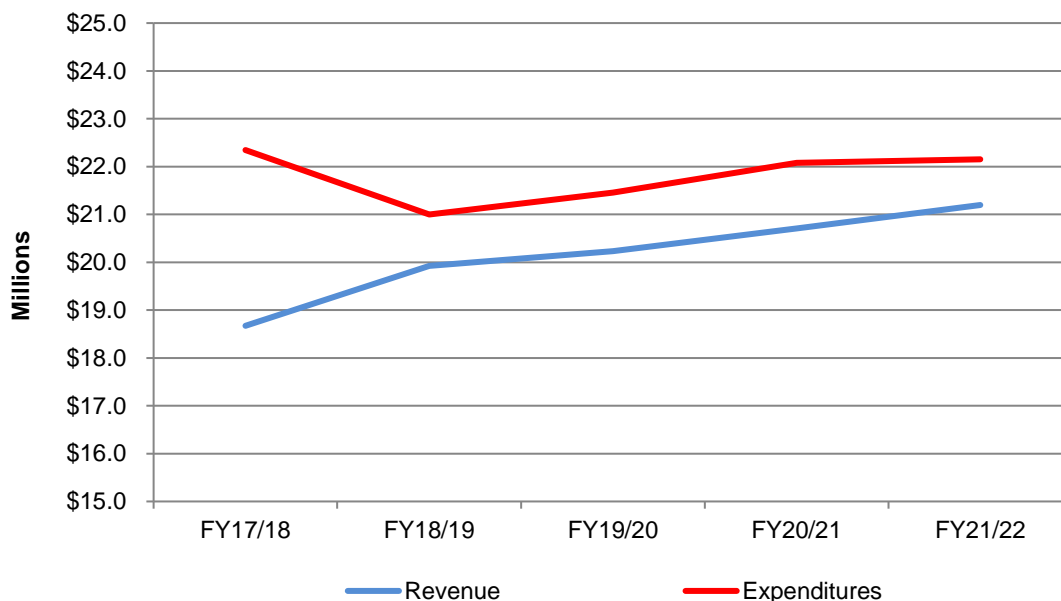
The District annually reviews and updates a five-year financial projection to evaluate the potential internal, external, and programmatic changes that can be implemented over the next fiscal year and beyond. As part of the annual review, staff evaluates the need to increase fees. In July 2013, the District Board approved a multiyear fee increase program to ensure sufficient funding for specific programs and to generate a stable and prudent fund balance; the approved increase is reflected in the FY17/18 Proposed Budget. FY17/18 is the final year of this Board approved increase.

The District's long-term financial plan includes: additional permit fee adjustments as necessary to adequately fund Stationary Source programs; capital expenditures to upgrade and integrate technology solutions, and replace air monitoring stations; and maintenance of prudent reserves. The District will also apply for additional cap and trade and other grants as they are available. The long-term plan supports the key initiatives of meeting air quality attainment goals, enhancing systems, and maintaining the District's air monitoring station network.

The graph below represents a five year forecast of revenues and expenditures in the Operating Fund. The following methods are used in the projections:

- Informed/Expert Judgment
- Trend Analysis
- Grant documentation and review
- Estimates from other governments

**5-Year Forecast of Operating Fund Revenues and Expenditures**



The projection above uses the Proposed FY17/18 budget as a base and assumes the following:

Revenues:

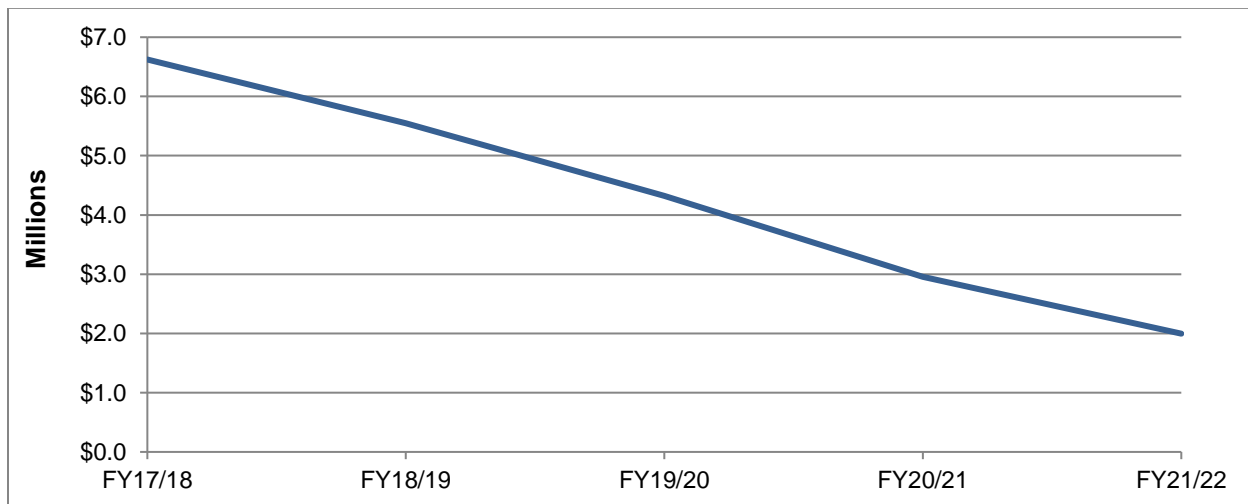
- Sacramento Transportation Authority projections for Measure A sales tax revenue;
- 7.4% increase to Stationary Source permit and renewal fee revenues in FY17/18 and appropriate (approximately 2%) Consumer Price Index (CPI) adjustment thereafter;
- Settlements at \$350,000 per year;
- Interest revenue of 0.3% of projected fund balance;
- SECAT program sunsets after FY21/22; and
- Federal grant revenue of \$1.8 million per year.

Expenditures:

- 2-5% annual increase to salaries for COLA and step increases;
- 7.0% annual increase for group insurance based on average increase in health care premiums;
- Retirement costs of approximately 17.5% of salaries based on analysis of employer pension and OPEB contributions;
- Other Professional Services expenditures based on 5-year historical average of \$2.3 million;
- Capital expenditures based on 5-year capital budget projections (see Capital Expenditures Forecast on p. 20); and
- Operating transfer out for rent of \$806,573 per year based on assumption of no new tenant.

The projected fund balance of \$10.3 million for the Operating Fund is projected to decline to \$6.6 million from FY16/17 to FY17/18, and continues to decline through FY20/21. The near-term decline, to a significant degree, reflects several large capital projects to replace aging air monitoring stations and equipment, and the implementation of the District's Systems Integration project; fund balance levels out after completion of these projects. The District proactively manages revenues, ongoing operating costs and will make programmatic adjustments as needed to ensure a sound long-term financial position of the District. The table below shows the 5-year projected fund balance for the Operating Fund.

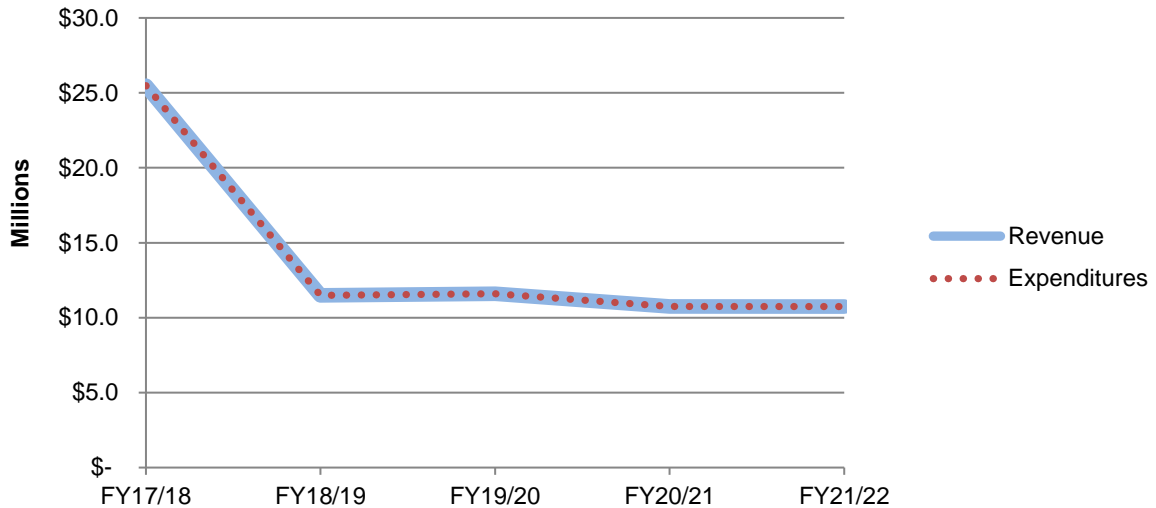
**5-Year Forecast of Operating Fund Balance**



The Covell Building Fund is expected to be fairly stable in the five-year forecast as the District building is relatively new and annual maintenance is anticipated to be consistent. Moving forward, major rehabilitation and replacement projects will be identified along with expected funding sources. The main funding source for capital expenditures in the Covell Building Fund is rental income.

There are no capital expenditures associated with the Emission Technology Fund as it serves as a pass-through for various emission technology incentive grants. The five-year forecast is projected using historical grant amounts and anticipated grant amounts in the near-term. While the next few years are expected to be stable with respect to grant funding, there is growing uncertainty into the future as some grants are scheduled to sunset, and may not be extended or replaced with other funding.

#### 5-Year Forecast of Emission Technology Fund Revenues and Expenditures



The projection above assumes the following:

- DMV \$2 – CPI 2% per fiscal year
- SECAT – Phase 3- Receive \$3.3 million in FY17/18 and FY19/20
- SECAT Phase 4 – Receive \$3 million from FY19/20 thru FY21/22
- GMERP - \$10 million in FY17/18; Grant will sunset in FY17/18
- Moyer – \$4 million per year based on historical revenues
- ARB- GHG Zero Emission School Bus – One-time \$7.4 million grant in FY16/17 thru FY17/18
- Enhanced Fleet Modernization Program (EFMP) – Receive \$1.5 million per fiscal year from FY17/18 to FY21/22

#### Capital Expenditures Forecast

The District projects capital expenditures for 5 years. The District does not currently have a mechanism for funding multiyear capital projects and budgets annually the amount required each fiscal year for identified projects. The District is developing a long-term asset management program and exploring financial software applications capable of budgeting multiyear projects to allow for improved financial planning/reporting of its larger assets.

Projected capital expenditures in the Operating Fund include expenditures related to the District's network of 8 air monitoring stations. In FY17/18, trailers and equipment will be upgraded at the Folsom and North Highlands air monitoring stations. Structures and equipment related to air monitoring will average \$200,000 per year after FY17/18.

The District plans to replace one to two vehicles per year at an estimated cost of \$52,500 per vehicle. Information Systems will spend \$20,000 per year on replacing servers and switches in its infrastructure.

Major capital expenditures in the Covell Building Fund include updates for the break room/conference rooms in FY17/18 and replacing the HVAC system in FY19/20.

### 5-Year Capital Forecast

Program	Description	Fiscal Year Projections				
		17/18	18/19	19/20	20/21	21/22
Air Monitoring	Trailers/structures	\$350,000	\$250,000	\$150,000	\$-	\$-
	Equipment Replacement	294,000	291,000	209,000	196,000	70,000
Fleet	Fleet replacement	105,000	70,000	75,000	80,000	85,000
IT Systems	IT network infrastructure	132,800	120,000	20,000	20,000	20,000
<b>Total Operating Fund</b>		<b>881,800</b>	<b>731,000</b>	<b>454,000</b>	<b>296,000</b>	<b>175,000</b>
Covell Building	Upgrades/Tenant Improvements	297,000	100,000	100,000	100,000	100,000
<b>Total Covell Building Fund</b>		<b>297,000</b>	<b>100,000</b>	<b>100,000</b>	<b>100,000</b>	<b>100,000</b>
<b>All Funds</b>		<b>\$1,178,800</b>	<b>\$831,000</b>	<b>\$554,000</b>	<b>\$396,000</b>	<b>\$275,000</b>

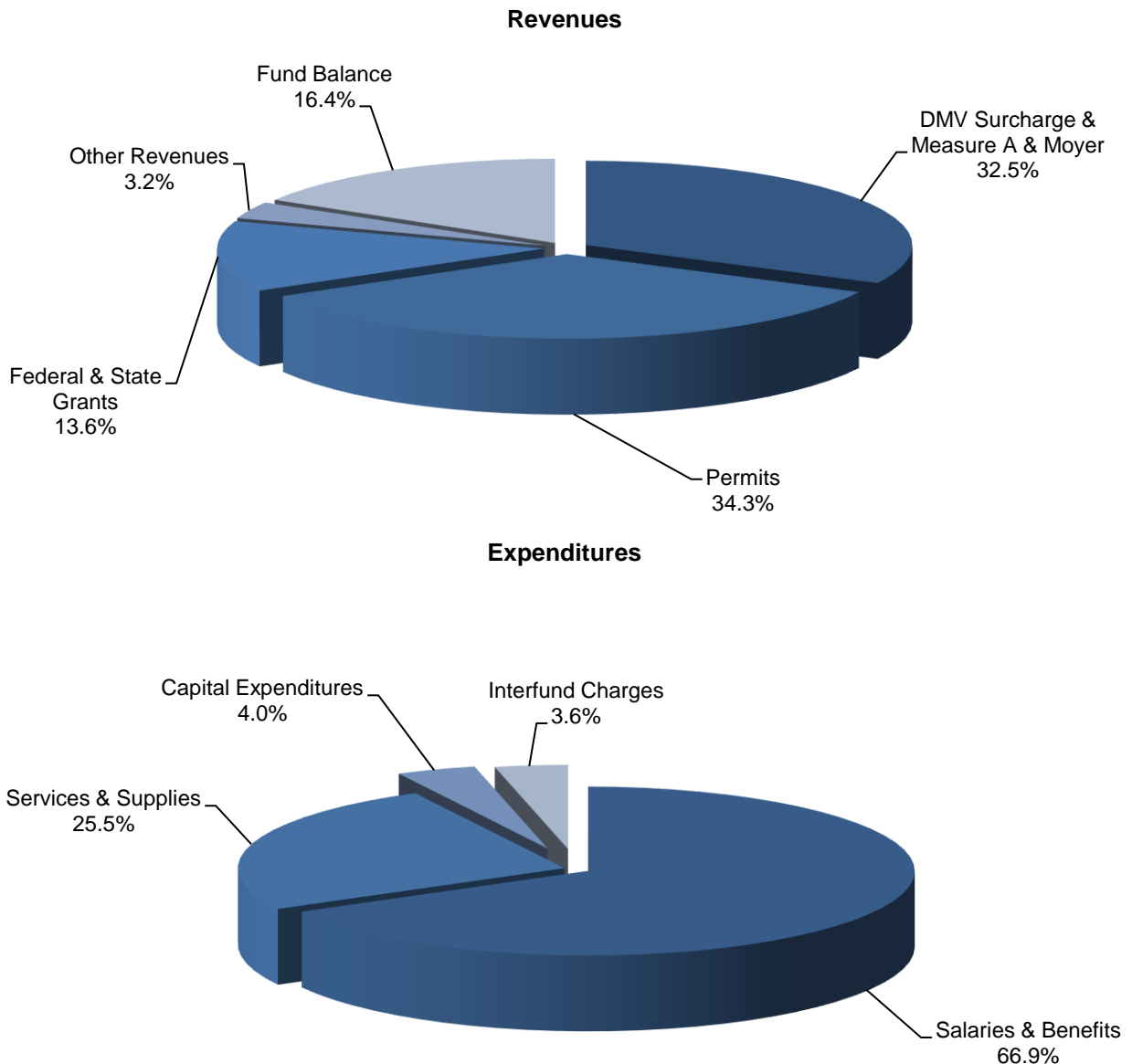
## SECTION 4

### Fund Information

This section contains descriptions of the District's funds and their associated budgets as proposed for FY17/18. Historical trends of revenues, expenditures and fund balance are presented to provide context for the current year's budget.

#### OPERATING FUND 570A

The Operating Fund reflects financial activity of all operational programs of the District separately from the Emission Technology incentive programs. The total Proposed Operating Budget is \$22.3 million. Fund balance is closely managed to ensure it remains at sustainable levels.



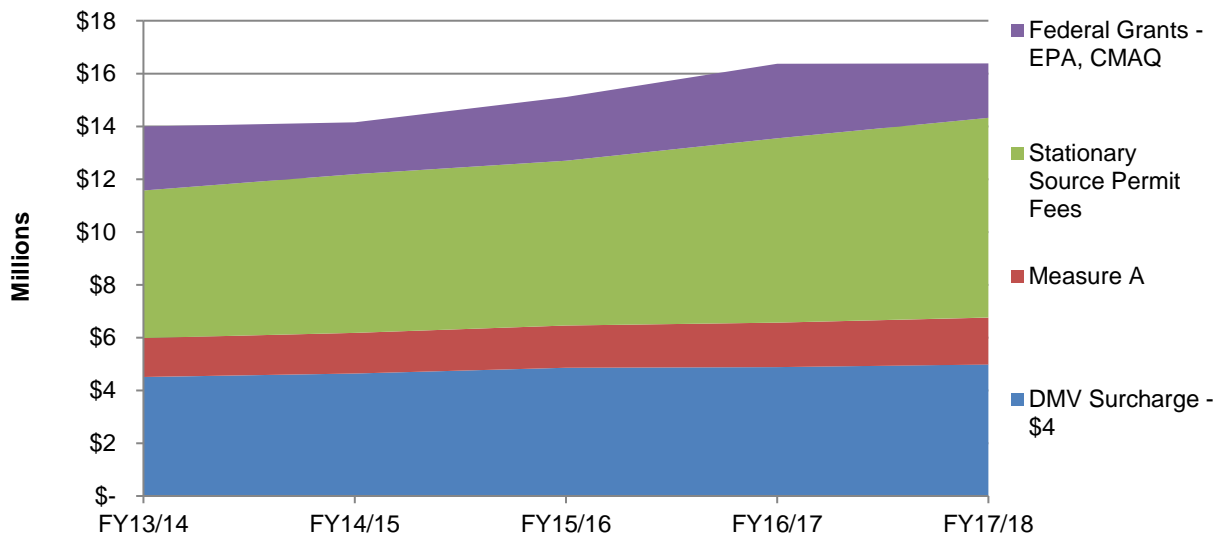
The Operating Budget includes new revenues of \$18.7 million and use of fund balance of \$3.7 million. Historically, the District has been under budget and therefore, has not fully expended the amount of fund balance budgeted.

There is a projected decrease in new revenue from the prior year of \$59,000. The major factors in the change are:

- Increases in Stationary Source permit and renewal fees as a result of Board-approved fee adjustments and CPI adjustments in other fees where applicable of \$520,000;
- Increases in DMV surcharges of \$201,000;
- Increase in Measure A of \$93,000;
- Decrease of \$967,000 of grant funding as grants are closed and uncertainty around future EPA grants affects future years' funding; and
- Increases in other revenues of \$95,000.

Historically, the Operating Fund has received the majority of its revenue from DMV surcharges, Measure A sales tax, stationary source permit fees, and federal grants. The FY17/18 budget reflects these trends continuing with a drop in federal grants.

**5-Year Trend of Major Revenue Sources for the Operating Fund**



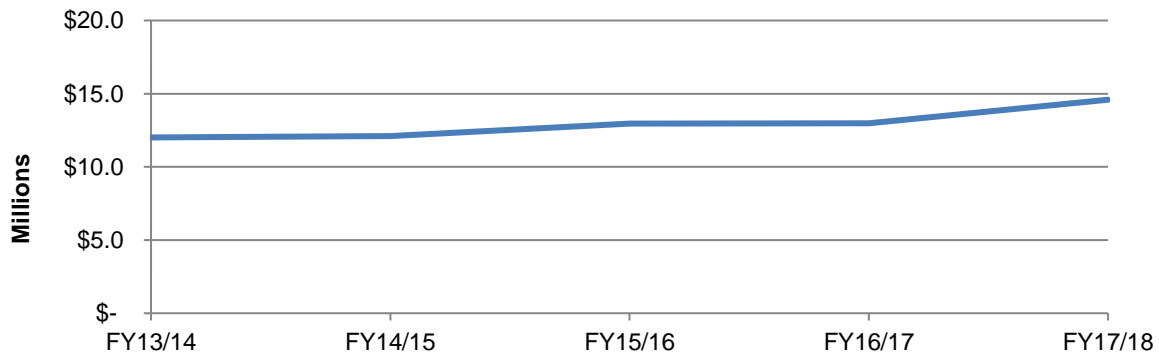
The graph above reflects major funding streams representing approximately 85% of the District's total operating revenue. The graph shows that DMV surcharges and Measure A sales tax revenues have gradually increased over recent years, consistent with the strengthening economy. Stationary Source renewal fees show a more pronounced increase following the 5-year fee increase approved by the Board in 2013, while federal grant revenue has fluctuated due to one-time grants. Most revenues have restrictions and are used to fund allowable personnel, operating, and capital expenditures.

The table below reflects the expenditure changes and highlights the major adjustments in the Operating Fund from the FY16/17 Final Budget to the FY17/18 Proposed Budget.

**Operating Fund – Expenditure Changes**  
**(FY16/17 Approved Budget to FY17/18 Proposed Budget)**

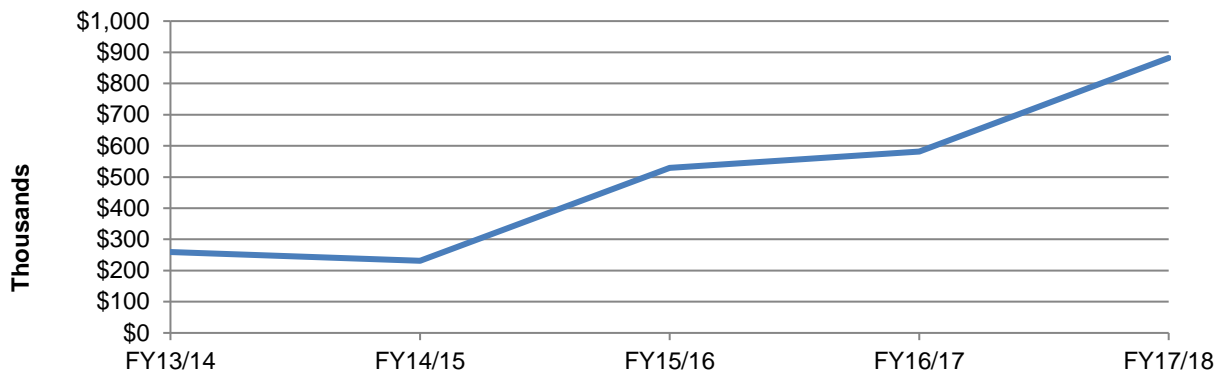
Salaries & Wages (2% COLA, Steps, Funded Positions)	\$669,127
Retirement Contribution	255,140
Medicare, Health & Other Insurance	147,176
<b>Salaries &amp; Benefits</b>	<b>1,071,443</b>
Travel and Training	29,451
Temporary Services	76,611
Other Professional Services	(881,190)
Information Systems (IS)	46,580
Legal Services	(129,910)
Rent/Lease-Real Property	(14,181)
Miscellaneous	38,950
<b>Services &amp; Supplies</b>	<b>(833,689)</b>
Capital Expenditures (Systems Integration/Air Monitoring)	(865,200)
<b>Capital Expenditures</b>	<b>(865,200)</b>
<b>Total Operating Fund Expenditure Changes</b>	<b>\$(627,446)</b>

**5-Year Trend of Salaries and Benefits**



The graph above shows that salaries and benefits increased marginally in FY17/18. This is primarily the result of step increases: cost of living adjustments; and increases in pension and healthcare costs.

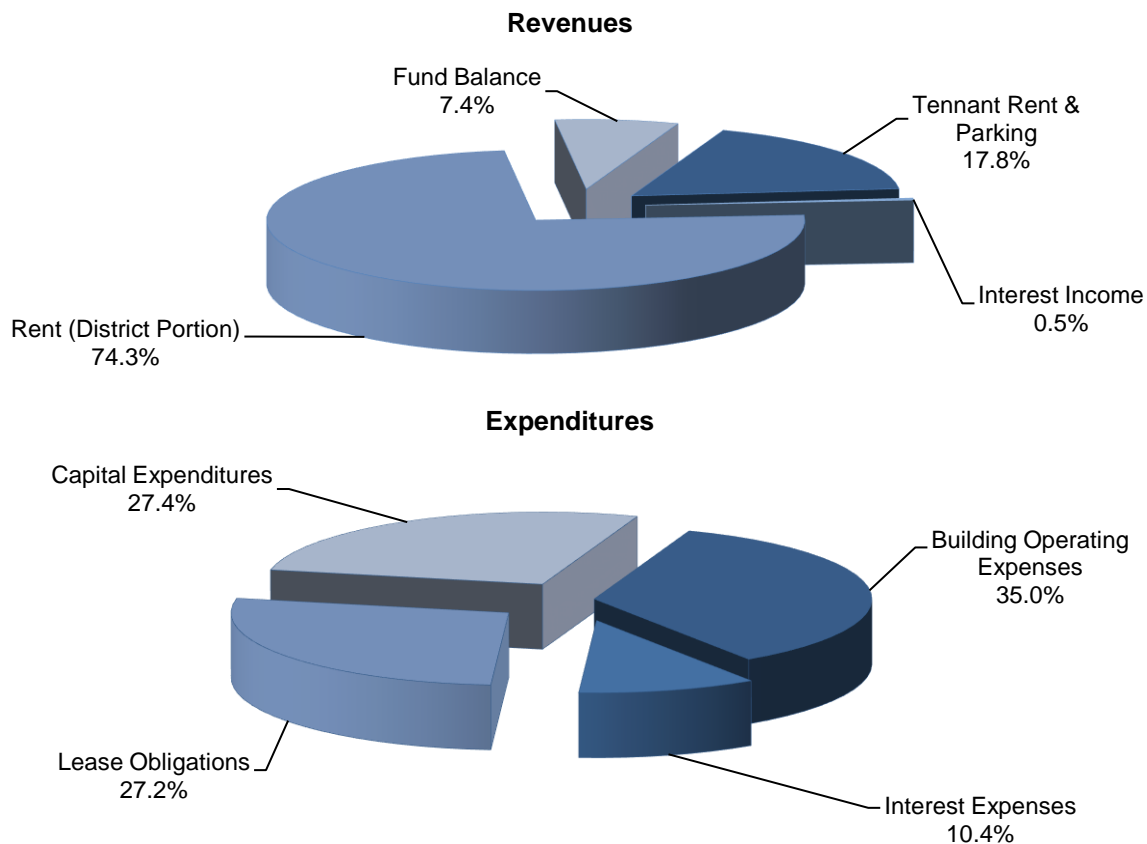
### 5-Year Trend of Capital Expenditures for the Operating Fund



Capital expenditures were between \$260,000 and \$582,000 from FY13/14 to FY16/17. Expenditures on IS infrastructure and replacements or upgrades for the District's aging air monitoring station network resulted in an increase in capital expenditures for FY17/18.

### COVELL BUILDING FUND 570B

The Covell Building Fund supports the financial activities of the District building. The total Proposed Covell Building Fund Budget is \$1.1 million for FY17/18.



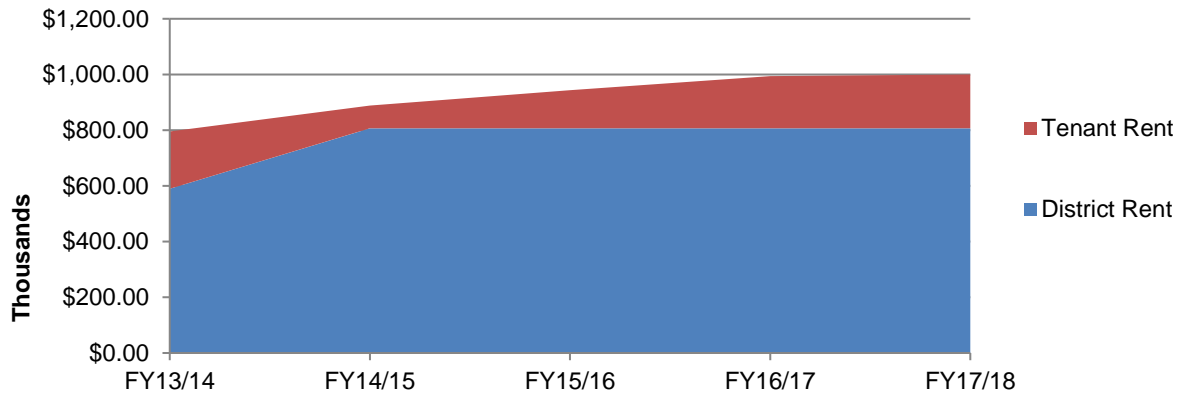
The District moved into the building as a tenant in 1999, and in 2002, purchased the building through a debt issue along with other funding. District staff occupies the 3<sup>rd</sup> floor, approximately 19,200 square feet, and another 2,700 square feet on the 2<sup>nd</sup> floor. The remaining 16,000+ square feet on the 2<sup>nd</sup> floor is currently designated for tenants. Currently, a portion of the 2<sup>nd</sup> floor is vacant. While the District will continue to seek



tenants for the vacant space, no revenue associated with additional tenants is projected in the Proposed Budget. District staff has a need for additional meeting and temporary staffing space, and therefore is currently utilizing a portion of the vacant space for this purpose. The 1<sup>st</sup> floor is covered parking managed on behalf of the District by Standard Parking. In FY11/12, the District refinanced the debt used to purchase the building and the purchase obligation is scheduled to be fully paid off in FY26/27. See Debt Obligation section for more information.

Building revenues consist of tenant rents, a transfer of funds from the District's Operating budget to represent District rent payment, and fund balance. The revenue from daily/monthly parking passes is netted against parking garage expenditures.

#### 5-Year Trend of Rent Revenue

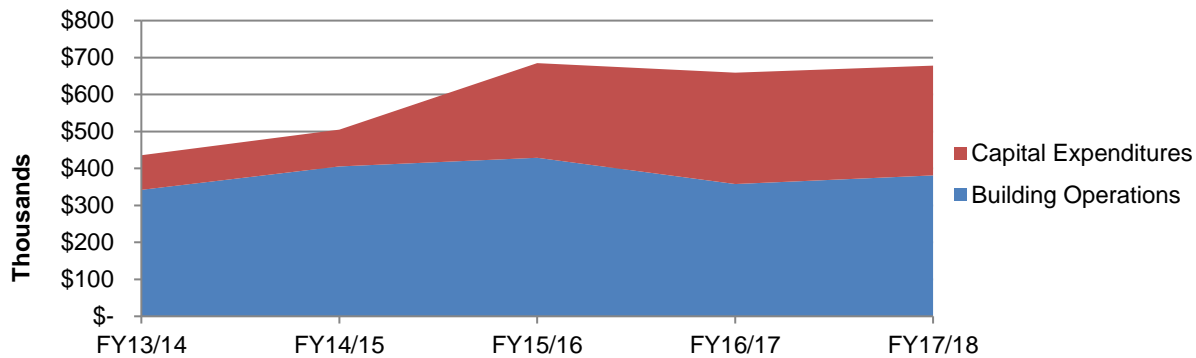


Despite efforts to secure and retain tenants for the 2<sup>nd</sup> floor of the Covell building, the District continues to have vacancies, in part because the bond financing stipulates that space can only be let to other government agencies. One tenant left in FY13/14 and another in FY14/15. A new tenant signed a lease in FY14/15 and started paying rent in FY15/16. The District pays rent to itself through a transfer from the Operating Fund to the Covell Building Fund and the District's portion of the rent has increased to make up for the shortfall in rent from other tenants.

Expenditures for FY17/18 are comprised primarily of three categories: operating expenditures, retirement of purchase obligation (principal and interest), and building improvements/upgrades including potential new-tenant improvements.

The FY17/18 Proposed Budget includes revenues of \$1.1 million and use of fund balance of \$80,000. This reflects a \$71,000 decrease in expenditures from the FY16/17 Approved Budget. District rent, which is 80% of the Fund's revenue, remains at \$806,573. \$297,000 is budgeted for capital expenditures, and includes \$102,000 for building improvements, charging stations, garage upgrades and the refresh project, \$40,000 for space planning reconfiguration, \$60,000 for window replacements, \$40,000 for ADA compliance upgrades, and \$55,000 for various other items.

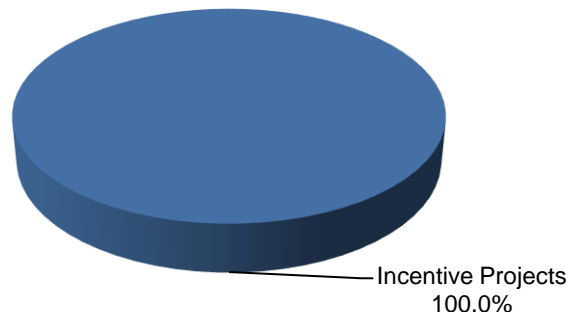
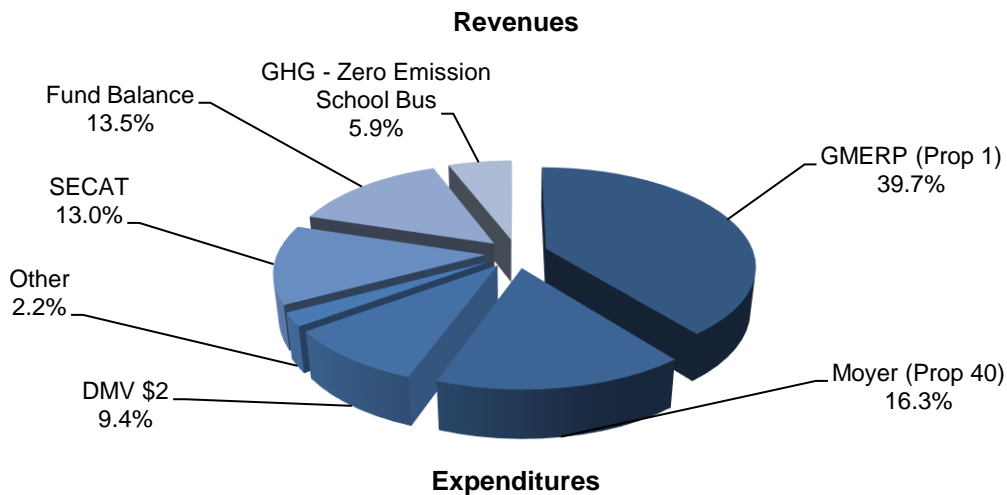
### 5-Year Trend of Building Operating and Capital Expenditures



Expenditures for building operations were up slightly in FY14/15 due to payment of commission for securing a new tenant. Capital expenditures increased gradually in FY13/14 and FY14/15 for upgrades to the elevator, the replacement of an HVAC system, and the addition of security cameras. The significant increase in FY15/16 was for numerous projects including flooring replacement, ADA compliance updates, HVAC & electrical upgrades, FY16/17 expenditures were for the Covell Building refresh projects and other improvements.

### EMISSION TECHNOLOGY FUND 570C

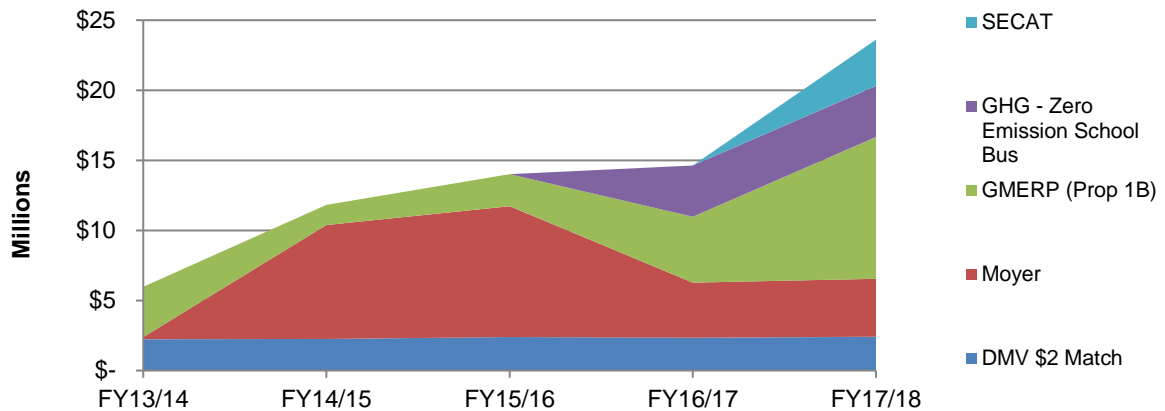
Awards from the Emission Technology Fund are made available as an incentive for owners of heavy duty on-road vehicles, such as buses and heavy-duty trucks, and owners of off-road equipment, such as that used in agriculture and construction, to modernize their equipment with lower or zero-emission options. Options include re-power, retrofit, and replacement of the equipment. The total Emission Technology Fund Budget is \$25.5 million.



The Emission Technology fund provides businesses incentive funds to upgrade to a cleaner engine. The Emission Technology Budget includes revenues of \$25.7 million and expenditures of \$25.5 million. This is an increase of \$4.5 million in expenditures from the prior year budget.

Each year, the District receives new revenues to fund the Emission Technology programs. Prior year funding received for these programs is budgeted and expended before current year revenues. Therefore, use of fund balance (prior year resources) is common in this fund, as well as a movement of current year funds into Emission Technology fund balance. The Emission Technology Fund has received the majority of its revenue from DMV surcharges, Moyer, GMERP and GHG – Zero Emission School Bus. Previously a pass-through from another local government, the District will receive SECAT revenue directly from the Federal Highway Administration in FY17/18; the District previously administered only the program component.

#### 5-Year Trend of Major Revenue Sources for the Emissions Technology Fund

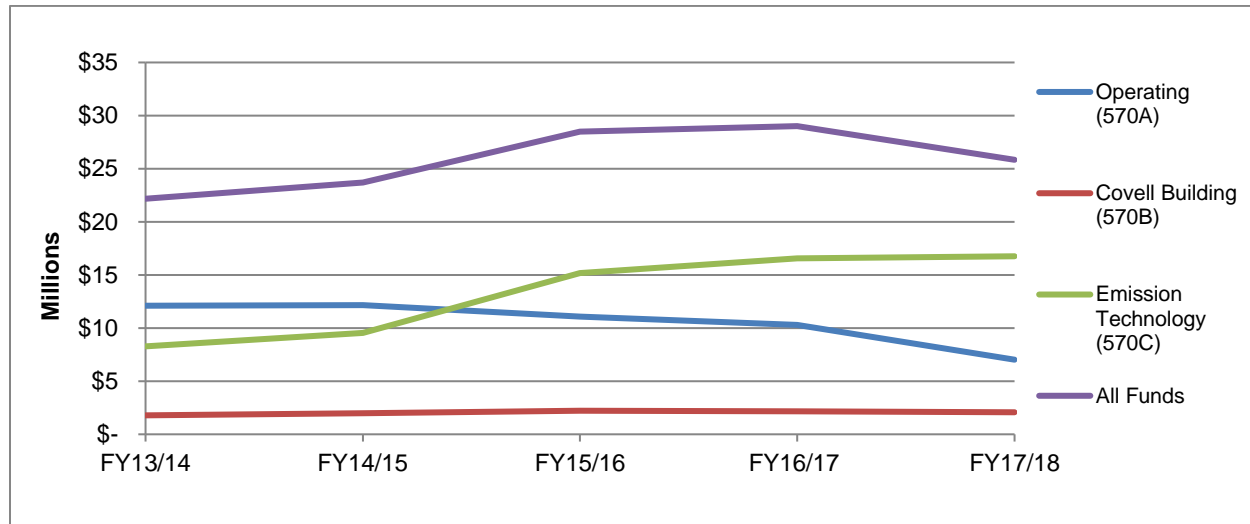


Funding for the Emission Technology Fund is much more volatile than the Operating or Covell Building Funds due to one-time grants and the nature of funding received. DMV \$2 match revenue, however, is stable. GMERP revenue of \$10.0 million is projected to be received in FY17/18, a one-time grant. Because the Emissions Technology Fund is a pass-through fund for vehicle incentive payments and has no personnel or capital expenditures, with the passage of time expenditures generally mirror revenues.

## FUND BALANCE

Fund balance is the total dollars remaining after current expenditures for operations and capital improvements are subtracted from the sum of the beginning fund balance and current revenues. The District seeks to maintain an adequate fund balance for each fund.

**5-Year Trend of Fund Balance by Fund**



## SECTION 5

### Budget Schedules

This section presents the Consolidated District and individual fund budgets. The schedules show the actuals for the previous year (FY15/16), the approved FY16/17 Budget and the proposed budget for FY17/18, as well as the variance between the FY16/17 and proposed FY17/18 budget.

Also included in this section are the schedules for the District Divisions; the Summary of Financial Sources, Uses, and Fund Balance, which shows the projected year-end fund balance for the current year and FY17/18 by program area; Capital Expenditures; Debt Service; and Collaborations.

#### CONSOLIDATED DISTRICT BUDGET

##### Consolidated Funds (570A, 570B and 570C) – Revenues and Expenditures

Description	FY15/16 Actual	FY16/17 Approved	FY17/18 Proposed	Variance FY16/17 – 17/18
DMV Surcharge & Measure A & Moyer	\$13,592,261	\$13,472,815	\$13,806,496	\$333,681
Permits	6,685,147	7,140,581	7,661,104	520,523
Federal & State Grants	3,856,490	14,980,691	22,118,709	7,138,018
Other Revenues	1,890,286	1,704,801	1,764,702	59,901
Fund Balance	7,908,968	12,128,592	3,557,371	(8,571,221)
<b>Total Revenues</b>	<b>\$33,933,152</b>	<b>\$49,427,480</b>	<b>\$48,908,382</b>	<b>\$(519,098)</b>
Salaries & Benefits	\$12,959,075	\$13,898,557	\$14,969,998	\$1,071,441
Services & Supplies	14,428,024	27,882,681	31,545,167	3,662,486
Debt Service	405,631	406,544	407,844	1,300
Capital Expenditures	784,966	2,145,000	1,178,800	(966,200)
Interfund Charges	806,573	806,573	806,573	-
Restricted Fund Balance	4,548,883	4,288,125	-	(4,288,125)
<b>Total Expenditures</b>	<b>\$33,933,152</b>	<b>\$49,427,480</b>	<b>\$48,908,382</b>	<b>\$(519,098)</b>

#### OPERATING BUDGET 570A

##### Operating Fund 570A – Revenues and Expenditures

Description	FY15/16 Actual	FY16/17 Approved	FY17/18 Proposed	Variance FY16/17 – 17/18
DMV Surcharge & Measure A & Moyer	\$6,963,903	\$6,925,451	\$7,261,150	\$335,699
Permits	6,685,147	7,140,580	7,661,104	520,524
Federal & State Grants	3,377,924	3,992,137	3,025,129	(967,008)
Other Revenues	973,857	672,476	724,721	52,245
Fund Balance	1,878,006	4,242,343	3,673,436	(568,907)
<b>Total Revenues</b>	<b>\$19,878,837</b>	<b>\$22,972,987</b>	<b>\$22,345,540</b>	<b>\$(627,447)</b>
Salaries & Benefits	\$12,959,075	\$13,898,555	\$14,969,998	\$1,071,443
Services & Supplies	5,584,187	6,520,859	5,687,169	(833,690)
Capital Expenditures	529,002	1,747,000	881,800	(865,200)
Interfund Charges	806,573	806,573	806,573	-
<b>Total Expenditures</b>	<b>\$19,878,837</b>	<b>\$22,972,987</b>	<b>\$22,345,540</b>	<b>\$(627,447)</b>

All District positions and expenditures related to Division operations are funded out of the Operating Fund. The Covell Building Fund accounts for expenditures related to the District's headquarter facility and the Emission Technology Fund tracks and is a pass-through mechanism for vehicle incentive funds.

**Fund/Division Matrix**

Division	Fund		
	Operating (570A)	Covell Building (570B)	Emission Technology (570C)
Executive Director/District Counsel	X		
Administrative Services	X		
COLUMNS	X		
Program Coordination	X		
Stationary Sources	X		

All division salaries and benefits, services and supplies, and capital expenditures are funded by the Operating Fund. Expenditures by division are presented below.

**Operating Fund Expenditures by Division**

Description	FY 15/16 Actual	FY 16/17 Approved	FY16/17 EOY	FY17/18 Proposed
Salaries & Benefits	\$1,903,181	\$2,034,514	\$1,901,052	\$2,275,766
Services & Supplies	1,728,609	899,233	1,807,884	2,001,403
Capital Expenditures	134,852	201,177	280,000	237,800
Interfund Charges	132,461	132,461	132,461	132,461
<b>Administrative Service Expenditures</b>	<b>3,899,103</b>	<b>3,267,385</b>	<b>4,121,397</b>	<b>4,647,430</b>
Salaries & Benefits	4,303,978	4,628,555	4,326,368	4,821,216
Services & Supplies	2,373,725	3,283,987	1,934,377	2,349,541
Capital Expenditures	-	394,665	-	-
Interfund Charges	259,858	259,858	259,858	259,858
<b>COLUMNS Expenditures</b>	<b>6,937,561</b>	<b>8,567,065</b>	<b>6,520,603</b>	<b>7,430,615</b>
Salaries & Benefits	2,584,684	2,763,602	2,582,651	3,140,490
Services & Supplies	922,116	1,657,691	624,236	779,454
Capital Expenditures	394,149	761,618	301,950	644,000
Interfund Charges	157,771	157,771	157,771	157,771
<b>Program Coordination Expenditures</b>	<b>4,058,720</b>	<b>5,340,682</b>	<b>3,666,608</b>	<b>4,721,715</b>
Salaries & Benefits	4,167,232	4,471,883	4,160,514	4,732,527
Services & Supplies	559,738	679,949	377,162	556,771
Capital Expenditures	-	389,540	-	-
Interfund Charges	256,483	256,483	256,483	256,483
<b>Stationary Sources Expenditures</b>	<b>4,983,453</b>	<b>5,797,855</b>	<b>4,794,159</b>	<b>5,545,781</b>
Salaries & Benefits	12,959,075	13,898,554	12,970,585	14,969,998
Services & Supplies	5,584,188	6,520,860	4,743,659	5,687,169
Capital Expenditures	529,001	1,747,000	581,950	881,800
Interfund Charges	806,573	806,573	806,573	806,573
<b>Total Operating Expenditures</b>	<b>\$19,878,837</b>	<b>\$22,972,987</b>	<b>\$19,102,767</b>	<b>\$22,345,540</b>

### Operating Fund 570A – Revenue Detail

Account	Description	FY15/16 Actual	FY16/17 Approved	FY16/17 Projected	FY17/18 Proposed	Variance Approved/ Proposed
91915100	DMV Surcharge - \$4	\$4,851,347	\$4,794,376	\$4,886,476	\$4,984,206	\$189,830
91915200	Measure A	1,604,995	1,678,126	1,678,126	1,771,248	93,122
91919900	DMV Surcharge - \$2 Fees- Admin	153,087	156,074	161,169	167,476	11,402
92926100	Land Use Mitigation Fees	220,695	80,850	88,446	173,437	92,587
92929000	ERC - Transfer of Credit	7,159	9,980	15,350	12,362	2,382
92929024	SEED - Loan fees	19,908	25,000	3,577	14,845	(10,155)
92929027	SEED - Renewal Fees	69,255	81,204	50,772	60,177	(21,027)
92929031	Re-inspection Fees	1,325	1,480	1,000	1,000	(480)
92929034	Title V Permit Fees	160,608	155,000	145,000	145,000	(10,000)
92929035	Source Tests	210,146	192,027	200,000	230,000	37,973
92929051	Initial Fee	525,386	483,000	483,000	520,000	37,000
92929052	Stationary Source Renewal Fees	5,098,778	5,800,000	5,700,000	6,200,000	400,000
92929053	Ag Engine Registration Fee	-	2,176	3,000	3,000	824
92929053	Agricultural Burning Field Crops	11,666	14,500	10,500	11,000	(3,500)
93933000	PERP	128,109	111,210	132,924	130,000	18,790
93934000	Civil Settlements	622,868	303,300	300,000	300,000	(3,300)
94941000	Interest	5,438	25,000	44,000	45,000	20,000
95953100	Aid From Local Govt Agencies	56,113	50,333	28,459	28,459	(21,874)
95953100	SECAT Enhanced	7,125	128,762	62,163	100,000	(28,762)
95953100	SECAT	523,225	606,600	500,000	170,000	(436,600)
95956900	State Grants	383,767	949,707	717,492	965,041	15,334
95956905	Moyer Admin Fees	354,474	296,875	351,478	338,220	41,345
95958900	Federal Grants - EPA, CMAQ	2,414,819	2,385,497	2,298,722	1,861,629	(523,868)
96963313	Miscellaneous Revenues	75,779	1,012	1,775	1,375	363
96964100	Planning Service Charges	9,118	8,088	9,000	6,000	(2,088)
97979016	Asbestos Plan Fees	314,733	202,200	225,000	225,000	22,800
97979020	State Toxics Emissions Fee	151,840	174,942	180,000	180,000	5,058
97979022	Variances	4,110	1,011	5,729	5,729	4,718
97979024	NOA Asbestos Fees	2,667	2,022	7,500	9,000	6,978
97979027	Admin Fees	12,291	10,292	22,515	12,900	2,608
<b>New Revenues</b>		<b>18,000,831</b>	<b>18,730,644</b>	<b>18,313,173</b>	<b>18,672,104</b>	<b>(58,540)</b>
	Land Use Mitigation	833,134	1,104,296	(42,529)	(108,106)	(1,212,402)
	Mobile Source/Air Monitoring	732,029	2,536,054	1,082,506	3,772,354	1,236,300
	Air Toxics	44,359	-	5,460	-	-
	Stationary Source Permitting	268,484	201,993	(64,519)	69,711	(132,282)
	Unassigned	-	400,000	(191,324)	(60,523)	(460,523)
<b>Fund Balance</b>		<b>1,878,006</b>	<b>4,242,343</b>	<b>789,594</b>	<b>3,673,436</b>	<b>(568,906)</b>
	<b>Total Operating Revenues</b>	<b>\$19,878,837</b>	<b>\$22,972,987</b>	<b>\$19,102,767</b>	<b>\$22,345,540</b>	<b>\$(627,446)</b>



**Operating Budget 570A – Expenditure Detail**

Account	Description	FY15/16 Actual	FY16/17 Approved	FY16/17 Projected	FY17/18 Proposed	Variance Approved/ Proposed
10111000	Salaries & Wages - Regular	\$9,582,146	\$10,003,076	\$9,290,714	\$10,619,426	\$616,350
10112100	Salaries & Wages - Extra Help	60,436	95,367	70,671	112,605	17,238
10112400	Salaries & Wages - BOD	9,662	10,000	9,535	10,000	-
10113200	Salaries & Wages - OT	22,539	53,553	52,781	80,540	26,987
10113200	Salaries & Wages - Reimbursed OT	-	5,000	5,000	5,000	-
10114100	Salaries & Wages - Premium Pay	75,698	68,040	70,703	76,592	8,552
10121000	Retirement - Employer Cost	1,246,900	1,516,025	1,389,259	1,771,165	255,140
10122000	FICA/Medicare	590,810	651,218	586,016	711,917	60,699
10123000	Group Insurance	1,287,199	1,377,646	1,377,277	1,457,249	79,603
10124000	Compensation Insurance	63,339	90,000	89,989	95,000	5,000
10125000	Unemployment (SUI)	20,346	28,630	28,640	30,504	1,874
<b>Total Salaries and Benefits</b>		<b>12,959,075</b>	<b>13,898,555</b>	<b>12,970,585</b>	<b>14,969,998</b>	<b>1,071,443</b>
20200500	Advertising	29,426	35,009	10,132	33,770	(1,239)
20202200	Books/Periodicals - Supplies	7,071	3,493	3,005	8,392	4,899
20202300	Audio-Video	4,274	4,729	5,000	5,018	289
20202400	Periodical/Subscriptions	25,859	38,723	32,288	35,269	(3,454)
20202900	Business and Conference Expense	99,925	124,989	150,341	154,440	29,451
20203500	Education & Training Services	18,441	29,244	35,840	45,243	15,999
20203803	Recognition Events	3,043	4,850	5,000	5,110	260
20203804	Workplace Amenities	6,252	5,300	7,620	7,815	2,515
20203900	Employee Transportation	69,945	85,000	72,720	73,979	(11,021)
20204500	Freight/Express/Cartage	2,403	1,307	2,200	2,715	1,408
20205100	Liability Insurance	64,702	62,000	90,898	62,135	135
20206100	Membership Dues	24,295	28,999	30,113	31,900	2,901
20207600	Office Supplies	49,574	42,966	49,153	50,038	7,072
20217100	Rents/Leases-Real Property	826,153	29,181	21,000	15,000	(14,181)
20219100	Utilities	18,035	18,598	19,000	21,000	2,402
20219700	Communication Services	15,939	10,314	10,446	11,307	993
20222600	Expendable Tools	75,993	130,672	122,667	144,235	13,563
20223600	Fuels and Lubricants	13,424	15,250	13,525	14,254	(996)
20226100	Office Equipment	13,645	13,036	29,065	17,241	4,205
20227500	Rents/Leases - Equipment	29,641	20,156	25,586	23,408	3,252
20227504	Vehicles	28,701	35,230	33,930	35,578	348
20229100	Other Equip Maintenance Service	3,816	1,740	6,620	6,908	5,168
20231300	Uniform Allowance	1,471	1,943	2,580	2,080	137
20244300	Medical Services	1,720	2,149	1,190	1,285	(864)
20250500	Accounting/Financial Services	49,982	56,000	54,125	56,046	46
20252100	Temporary Services	57,299	5,184	92,650	81,795	76,611
20253100	Legal Services	172,564	262,860	253,787	132,950	(129,910)
20254400	Safety Program Services	1,850	3,642	1,650	1,686	(1,956)
20259100	Other Professional Services	3,519,178	4,966,743	3,088,184	4,085,553	(881,190)
20281100	Data Processing Services	145,941	104,805	177,048	124,007	19,202
20281201	Hardware	20,012	102,313	74,460	99,770	(2,543)
20281202	Software	66,096	111,827	83,842	141,960	30,133
20281203	IT Supplies	19,189	28,815	28,815	28,800	(15)
20281204	Technical Training/Publications	1,402	18,197	18,197	18,000	(197)
20289900	Other Operating Services	4,221	2,786	5,900	6,967	4,181
20292100	GS Printing Services	10,888	10,830	8,300	12,002	1,172
20292200	GS Mail/Postage Services	15,197	15,988	16,700	17,045	1,057
20292300	GS Messenger Services	3,636	3,500	3,700	3,781	281
20292600	GS Stores Charges	-	-	-	-	-
20292900	GS Work Requests	2,365	4,720	3,500	3,577	(1,143)
20296200	GS Parking Charges	1,400	-	-	-	-
20298700	GS Telephone Services	-	-	-	-	-
20298701	GS Telephone Services - Cell	20,382	15,266	10,482	21,777	6,511
20298702	GS Circuit Charges	5,887	6,250	6,000	6,132	(118)
20298703	GS Land Line Charges	31,333	52,030	35,000	35,770	(16,260)
20298900	GS Telephone Installation	1,617	4,225	1,400	1,431	(2,794)
<b>Total Service and Supplies</b>		<b>5,584,187</b>	<b>6,520,859</b>	<b>4,743,659</b>	<b>5,687,169</b>	<b>(833,690)</b>
43430300	Capital Expenditures	529,002	1,747,000	581,950	881,800	(865,200)
<b>Total Capital Expenditures</b>		<b>529,002</b>	<b>1,747,000</b>	<b>581,950</b>	<b>881,800</b>	<b>(865,200)</b>
50598000	Transfers (Building)	806,573	806,573	806,573	806,573	-
<b>Total Interfund Charges</b>		<b>806,573</b>	<b>806,573</b>	<b>806,573</b>	<b>806,573</b>	<b>-</b>
<b>Total Operating Expenditures</b>		<b>\$19,878,837</b>	<b>\$22,972,987</b>	<b>\$19,102,767</b>	<b>\$22,345,540</b>	<b>\$(627,447)</b>



**COVELL BUILDING BUDGET 570B**

Account	Description	FY15/16 Actuals	FY16/17 Approved	FY16/17 Projected	FY17/18 Proposed	Variance Approved/ Proposed
94941000	Interest Income	\$9,163	\$2,000	\$2,000	\$5,000	\$3,000
96969000	Tenant Rent & Parking	137,319	188,752	187,745	193,408	4,656
59599100	Rent (District Portion)	806,573	806,573	806,573	806,573	-
	Fund Balance	137,495	159,719	69,215	80,663	(79,056)
<b>Total Revenues</b>		<b>\$1,090,550</b>	<b>\$1,157,044</b>	<b>\$1,065,533</b>	<b>\$1,085,644</b>	<b>\$(71,400)</b>
20211100	Building Operating	\$428,955	\$352,500	\$357,939	\$380,800	\$28,300
30321000	Interest on COPs	130,631	121,544	121,544	112,844	(8,700)
30323000	Lease Obligation	275,000	285,000	285,000	295,000	10,000
43430300	Capital Expenditures	255,964	398,000	301,050	297,000	(101,000)
<b>Total Expenditures</b>		<b>\$1,090,550</b>	<b>\$1,157,044</b>	<b>\$1,065,533</b>	<b>\$1,085,644</b>	<b>\$(71,400)</b>

**EMISSION TECHNOLOGY BUDGET 570C**

Account	Description	FY15/16 Actuals	FY16/17 Approved	FY16/17 Projected	FY17/18 Proposed	Variance Approved/ Proposed
95956905	Moyer	\$4,247,085	\$4,253,125	\$3,917,459	\$4,142,500	\$(110,625)
94941000	Interest	(36,626)	35,000	35,000	35,000	-
91919900	DMV \$2 Match	2,381,273	2,294,239	2,357,036	2,402,846	108,607
95956900	GMERP (Prop 1B)	28,123	10,000,000	4,705,447	10,108,452	108,452
95958900	EPA - Ag Locomotive	-	-	-	-	-
95958900	EPA - DERA	68,269	279,634	557,509	-	(279,634)
95958900	EPA - DERA Auction	-	-	42,000	-	-
95958900	SECAT	-	-	-	3,300,000	3,300,000
91915100	Car Share - DMV\$4 Match	-	50,000	-	-	(50,000)
95956900	GHG - Car Share	382,174	658,920	267,826	530,898	(128,022)
95956900	GHG - School Buses	-	-	-	-	-
95956900	GHG - Transit Buses	-	-	-	-	-
95956900	GHG - Sacramento Zero-Emission School Bus	-	-	3,655,730	3,655,730	3,655,730
95956900	Enhanced Fleet Modernization (EFMP)	-	-	-	1,498,500	1,498,500
<b>New Revenues</b>		<b>7,070,298</b>	<b>17,570,918</b>	<b>15,538,007</b>	<b>25,673,926</b>	<b>8,103,008</b>
<b>Fund Balance – (Source)/Use</b>		<b>5,893,467</b>	<b>7,726,530</b>	<b>4,123,744</b>	<b>(196,728)</b>	<b>(7,923,258)</b>
<b>Total Revenues</b>		<b>\$12,963,765</b>	<b>\$25,297,448</b>	<b>\$19,661,751</b>	<b>\$25,477,198</b>	<b>\$179,750</b>
20259100	Other Professional Services	\$8,414,882	\$21,009,323	\$14,163,044	\$25,477,198	\$4,467,875
20259100	Restricted Fund Balance	4,548,883	4,288,125	5,498,707	-	(4,288,125)
<b>Total Expenditures</b>		<b>\$12,963,765</b>	<b>\$25,297,448</b>	<b>\$19,661,751</b>	<b>\$25,477,198</b>	<b>\$179,750</b>

## SUMMARY OF FINANCIAL SOURCES, USES AND FUND BALANCE

Fund	Fund Balance 6/30/2016	Projected Revenues FY16/17	Projected Expenditures FY16/17	Fund Balance Sources (Uses)	Projected Fund Balance 6/30/2017
<b>Operating Fund 570A</b>	<b>\$11,086,898</b>	<b>\$18,313,173</b>	<b>\$19,102,767</b>	<b>\$(789,594)</b>	<b>\$10,297,304</b>
Land Use Mitigation	747,174	88,446	45,917	42,529	789,703
Mobile Source/Air Monitoring	7,674,994	10,065,628	11,148,134	(1,082,506)	6,592,488
Air Toxics	5,460	180,000	185,460	(5,460)	-
Stationary Source	369,067	6,983,752	6,919,233	64,519	433,586
Contingency	320,000	-	-	-	320,000
Unassigned	1,970,203	995,347	804,023	191,324	2,161,527
<b>Covell Building Fund 570B</b>	<b>2,220,482</b>	<b>996,318</b>	<b>1,065,533</b>	<b>(69,215)</b>	<b>2,151,267</b>
<b>Emission Technology Fund 570C</b>	<b>15,185,241</b>	<b>15,538,007</b>	<b>14,163,044</b>	<b>1,374,963</b>	<b>16,560,204</b>
<b>Total</b>	<b>\$28,492,621</b>	<b>\$34,847,498</b>	<b>\$34,331,344</b>	<b>\$516,154</b>	<b>\$29,008,775</b>

Fund	Projected Fund Balance 6/30/2017	Proposed Revenues FY17/18	Proposed Expenditures FY17/18	Fund Balance Sources (Uses)	Projected Fund Balance 6/30/2018
<b>Operating Fund 570A</b>	<b>\$10,297,304</b>	<b>\$18,672,104</b>	<b>\$22,345,540</b>	<b>\$(3,673,436)</b>	<b>\$6,623,868</b>
Land Use Mitigation	789,703	173,437	65,331	108,106	897,809
Mobile Source/Air Monitoring	6,592,488	9,723,378	13,495,732	(3,772,354)	2,820,134
Air Toxics	-	180,000	180,000	-	-
Stationary Source	433,586	7,567,513	7,637,224	(69,711)	363,875
Contingency	320,000	-	-	-	320,000
Unassigned	2,161,527	1,027,776	967,253	60,523	2,222,050
<b>Covell Building Fund 570B</b>	<b>2,151,267</b>	<b>1,004,981</b>	<b>1,085,644</b>	<b>(80,663)</b>	<b>2,070,604</b>
<b>Emission Technology Fund 570C</b>	<b>16,560,204</b>	<b>25,673,926</b>	<b>25,477,198</b>	<b>196,728</b>	<b>16,756,932</b>
<b>Total</b>	<b>\$29,008,775</b>	<b>\$45,351,011</b>	<b>\$48,908,382</b>	<b>\$(3,557,371)</b>	<b>\$25,451,404</b>

## CAPITAL EXPENDITURES

The District budgets capital expenditures on an annual basis. Currently, there is no multi-year capital project funding mechanism to incorporate in the budget. The District develops five-year capital program projections and expects to have a longer-term asset management plan in the upcoming fiscal year. The District is procuring an Enterprise Resource Planning (ERP) solution, which will support the multi-year budgeting and long-term capital program functionality desired by the District.

### FY17/18 Capital Budget

Program	Description	Amount
Air Monitoring	Folsom Trailer Replacement	\$200,000
Air Monitoring	North Highlands Trailer/Electrical	150,000
Air Monitoring	Replace SASS Monitor	17,000
Air Monitoring - PAMS	Replace 2 PM.2 BAMS with BAM FEM	80,000
Air Monitoring	Placeholder for PM 2.5 (FRMs or FEM)	25,000
Air Monitoring	Replace Zero Air Generator	9,000
Air Monitoring - PAMS	Ceilometer	37,000
Air Monitoring	Sodar	68,000
Air Monitoring	Sloughhouse Digital Data Logger	10,000
Air Monitoring	Sloughhouse Strip Chart Recorder	9,000
Air Monitoring	1 set of Mass Flow Controller	6,000
Air Monitoring - PAMS	Replacement of Meteorological System	18,000
Air Monitoring - PAMS	Gas Support Systems	15,000
Information Systems	IT Hardware	132,800
Fleet	Vehicle x 2	105,000
<b>Total - Operating Fund</b>		<b>881,800</b>
Covell Building	Building Improvements	52,000
Covell Building	Charging Stations & Garage Upgrades	25,000
Covell Building	Refresh Project	25,000
Covell Building	ADA Updates	40,000
Covell Building	Space Planning Reconfiguration	40,000
Covell Building	Break & Mail Rooms	25,000
Covell Building	Window Replacements	60,000
Covell Building	Sidewalk Repairs	10,000
Covell Building	Building Entry Doors	20,000
<b>Total - Covell Building Fund</b>		<b>297,000</b>
<b>Total Capital Expenditures</b>		<b>\$1,178,800</b>

### Recurring and Nonrecurring Capital Expenditures

The District has several capital projects underway. There is an initiative to implement a new application to manage our major lines of business. In addition, the District has several aging air monitoring stations in need of replacement. There are also several pieces of air monitoring equipment which require replacement on an ongoing basis. Finally, the District is focusing on extending the life of its fleet and incorporating new low-emission vehicles into the fleet as replacements are required.

Capital expenditures for FY17/18 are \$1.2 million, comprised of \$881,800 in the Operating Fund and \$297,000 in the Covell Building Fund.

Recurring capital expenditures:

- Air monitoring instrument replacements
- Fleet replacements

Nonrecurring capital expenditures:

- Two air monitoring trailers replacements
- Covell building improvements
- Information Systems hardware

## DEBT SERVICE

The District may “incur” long-term debt for certain purposes, such as the purchase of real property, but is not authorized to “issue” long-term debt. However, the District does not have a formal debt issuance policy with criteria such as debt limits and level of authority required to incur new debt. There is no debt in the Operating or Emission Technology Funds. The District’s only long-term debt is for the purchase of its building, located at 777 12<sup>th</sup> Street, Sacramento, California, 95814, and is included in the Covell Building Fund.

The District issued Certificates of Participation (COPs) in February 2002 in the amount of \$5,835,000. On March 8, 2012, the District refinanced the original COPs with CSDA 2012 Certificates of Participation. The debt is supported by rent paid by the District (as tenants) transferred from the Operating Fund as well as other tenants of the Covell Building. The rent transfers from the Operating Fund are an operating expense that is projected to be stable over the life of the debt. However, if other tenants vacate, rent transfers from the District Operating Fund may increase to cover the debt payments and ensure solvency of the Covell Building Fund. The details of that debt obligation are covered below. The District does not anticipate incurring any additional long-term debt at this time.

The principal balance outstanding on June 30, 2017 will be \$3,420,000. In FY17/18, a \$295,000 principal payment will be made. The principal and interest payments are included in the Covell Building Fund budget. The certificates mature as shown in the following table:

### Debt Repayment Schedule

Fiscal Year Ending June 30,	Principal	Interest	Total
2018	\$295,000	\$112,844	\$407,844
2019	305,000	103,843	408,843
2020	315,000	94,544	409,544
2021	325,000	85,350	410,350
2022	330,000	75,931	405,931
2023	345,000	65,591	410,591
2024	355,000	53,100	408,100
2025	370,000	38,600	408,600
2026	385,000	23,500	408,500
2027	395,000	7,900	402,900
<b>Totals</b>	<b>\$3,420,000</b>	<b>\$661,203</b>	<b>\$4,081,203</b>

## COLLABORATIONS

The District receives numerous requests for funding from various organizations for a variety of events. The Board of Directors has granted the APCO flexibility in funding events so that the District can respond in a timely manner to such requests. The APCO is authorized to approve collaboration requests up to \$5,000 and is required to notify the Board in advance of any funding requests over \$1,500 that comes from unallocated collaboration funding.

Staff anticipates funding collaborations totaling \$193,700 during FY17/18 as noted below. These collaborations will be approved as part of the budget process, subject to any changes requested by the Board. The funds will be expended at the appropriate time of the year upon receipt of a valid invoice from the sponsored organization. Detailed descriptions of the collaborations can be found in the Appendices. (See Appendix B – Description of Collaborations.)

FY17/18 Collaborations	Amount
Association of Commuter Transportation – ACT Awards	\$500
Alliance of Regional Collaboratives for Climate Adaption (ARCCA)	15,000
American Lung Association Event – 2017 Fight for Air Climb	1,000
CAPCOA Greenhouse Gas Reduction/Exchange (CAPCOA) GHG Rx	10,000
Capital Public Radio Environment – News Initiative	10,000
Capital Region Climate Readiness Collaborative	15,000
Convention & Visitors Bureau Farm to Fork to Fuel	5,000
ECOS - Earth Day of Sacramento	1,000
ECOS - Environmentalist of the Year Award	1,000
Friends of Light Rail (Annual event)	1,200
Home Energy Conservation	5,000
LGC - California Adaptation Forum	10,000
LGC - Capitol Region Local Policy Makers Program	10,000
LGC - Yosemite Policymakers Conference	10,000
LGC - New Partners for Smart Growth Conference	15,000
Power House Science Center	10,000
SACOG - May Is Bike Month Event	5,000
Sacramento Area Sustainable Business Award	1,500
Sacramento Tree Foundation - Greenprint Summit	1,000
Sacramento Tree Foundation - Sacramento Tree Event	1,500
State of Regional Transit Event	1,500
Toast to Clearing the Air Event	2,000
Valet Bike Parking Program	5,000
Valley Vision - Green Capitol Alliance	10,000
West Coast Diesel Collaborative	5,000
Unallocated	41,500
<b>TOTAL</b>	<b>\$193,700</b>

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## SECTION 6

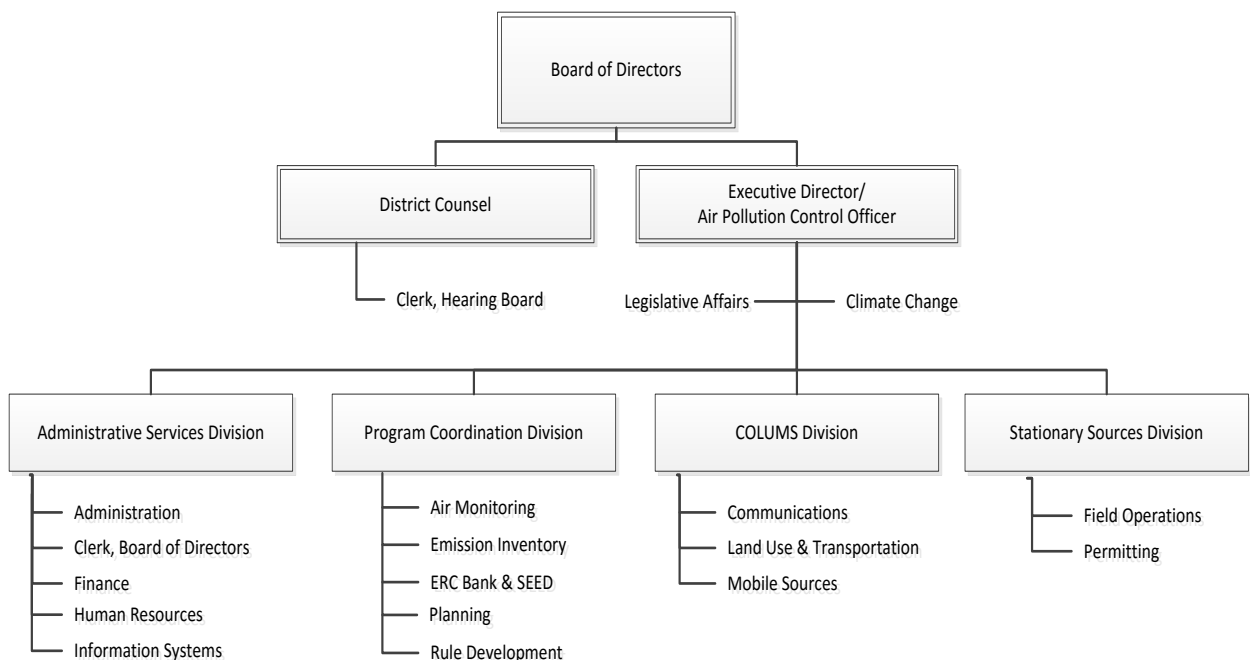
# Organizational Overview

The District is organized into divisions which administer various programs and undertake initiatives to support the District's mission and strategic goals. This section includes the District's organizational structure, a fund/division matrix, division budgets, staffing, division functions and key initiatives, and District accomplishments.

### ORGANIZATIONAL STRUCTURE

The District Governing Board is composed of 14 members, including all five Sacramento County Supervisors, four members of the Sacramento City Council, one member each from the Cities of Citrus Heights, Elk Grove, Folsom and Rancho Cordova, and one member representing the cities of Galt and Isleton. The Board appoints the agency's Executive Director and District Counsel. The District's organizational structure is comprised of the Offices of the District Counsel, Executive Director and four operating divisions: Administrative Services; Program Coordination Communications, Land Use & Mobile Sources (COLUMNS); and Stationary Sources.

#### Organization Chart



The District has 102 total positions, of which 97 are funded and 5 are unfunded. No changes were proposed for FY17/18.

### Positions by Operating Division

Classification	Administrative Services	COLUMNS	Program Coordination	Stationary Sources	Total
Administrative Specialist I/II <sup>1</sup>	2.0	-	-	-	2.0
Administrative Supervisor/Clerk of the Board <sup>2</sup>	1.0	-	-	-	1.0
Air Pollution Control Officer	1.0	-	-	-	1.0
Air Quality Engineer	-	6.0	5.5	9.0	20.5
Air Quality Instrument Specialist I/II	-	-	3.0	-	3.0
Air Quality Planner/Analyst	1.0	8.0	2.0	-	11.0
Air Quality Specialist	-	4.0	3.0	12.6	19.6
Assistant to the Air Pollution Control Officer <sup>3</sup>	1.0	-	-	-	1.0
Communications & Marketing Specialist	-	1.9	-	-	1.9
Controller	1.0	-	-	-	1.0
District Counsel	1.0	-	-	-	1.0
Division Manager	1.0	1.0	1.0	1.0	4.0
Financial Analyst	1.0	-	-	-	1.0
Fiscal Assistant I/II	1.0	-	-	-	1.0
Human Resources Officer	1.0	-	-	-	1.0
Human Resources Technician I/ II <sup>4</sup>	2.0	-	-	-	2.0
Information Systems Analyst	2.0	-	-	-	2.0
Information Systems Manager	1.0	-	-	-	1.0
Legal Assistant I/II	1.0	-	-	-	1.0
Office Assistant I/ II	2.0	-	-	-	2.0
Program Manager <sup>5</sup>	1.0	1.0	1.0	2.0	5.0
Program Supervisor <sup>6</sup>	-	4.0	3.0	5.0	12.0
Senior Accountant	1.0	-	-	-	1.0
Statistician	-	-	1.0	-	1.0
<b>TOTAL FUNDED</b>	<b>22.0</b>	<b>25.9</b>	<b>19.5</b>	<b>29.6</b>	<b>97.0</b>
Administrative/Legal Analyst	1.0	-	-	-	1.0
Air Quality Engineer	-	-	1.0	-	1.0
Air Quality Specialist	-	-	-	1.0	1.0
Office Assistant I/II	1.0	-	-	-	1.0
Program Supervisor	1.0	-	-	-	1.0
<b>TOTAL UNFUNDED</b>	<b>3.0</b>	<b>-</b>	<b>1.0</b>	<b>1.0</b>	<b>5.0</b>
<b>TOTAL FUNDED &amp; UNFUNDED</b>	<b>25.0</b>	<b>25.9</b>	<b>20.5</b>	<b>30.6</b>	<b>102.0</b>

<sup>1</sup> Previously classified as Administrative Assistant I/II

<sup>2</sup> Previously classified as Clerical Services Supervisor

<sup>3</sup> Previously classified as Executive Assistant/Clerk of the Board

<sup>4</sup> Previously classified as Human Resources Assistant I/II

<sup>5</sup> Previously classified as Program Supervisor

<sup>6</sup> Previously classified as Program Coordinator



Below are tables with the number of positions by classification and the pay schedule.

**Positions by Classification**

Classification	FY15/16 Approved	FY16/17 Approved*	Changes	FY17/18 Proposed
Administrative Specialist I/II <sup>1</sup>	2.00	2.00		2.00
Administrative Supervisor / Clerk of the Board <sup>2</sup>	1.00	1.00		1.00
Air Pollution Control Officer	1.00	1.00		1.00
Air Quality Engineer	20.50	20.50		20.50
Air Quality Instrument Specialist I/II	3.00	3.00		3.00
Air Quality Planner / Analyst	11.00	11.00		11.00
Air Quality Specialist	18.60	19.60		19.60
Assistant to the Air Pollution Control Officer <sup>3</sup>	1.00	1.00		1.00
Communications & Marketing Specialist	1.90	1.90		1.90
Controller	1.00	1.00		1.00
District Counsel	1.00	1.00		1.00
Division Manager	4.00	4.00		4.00
Financial Analyst	1.00	1.00		1.00
Fiscal Assistant I/II	1.00	1.00		1.00
Human Resources Officer	1.00	1.00		1.00
Human Resources Technician I/II <sup>4</sup>	2.00	2.00		2.00
Information Systems Analyst <sup>5</sup>	2.00	2.00		2.00
Information Systems Manager <sup>6</sup>	1.00	0.00		1.00
Legal Assistant I/II	1.00	1.00		1.00
Office Assistant I/II	2.00	2.00		2.00
Program Manager	5.00	5.00		5.00
Program Supervisor	12.00	12.00		12.00
Senior Accountant	1.00	1.00		1.00
Statistician	1.00	1.00		1.00
<b>Total Funded</b>	<b>96.00</b>	<b>97.00</b>	<b>0.00</b>	<b>97.00</b>
Administrative / Legal Analyst	1.00	1.00		1.00
Air Quality Engineer	1.00	1.00		1.00
Air Quality Specialist	2.00	1.00		1.00
Office Assistant I/II	1.00	1.00		1.00
Program Supervisor	1.00	1.00		1.00
<b>Total Unfunded</b>	<b>6.00</b>	<b>5.00</b>	<b>0.00</b>	<b>5.00</b>
<b>Total Funded &amp; Unfunded</b>	<b>102.00</b>	<b>102.00</b>	<b>0.00</b>	<b>102.00</b>

\* Amended during FY16/17 per Board approved 1) Classification Plan on May 25, 2017, and 2) action on January 26, 2017 funding an Air Quality Specialist (Limited-Term)

<sup>1</sup> Previously classified as Administrative Assistant I/II

<sup>2</sup> Previously classified as Clerical Services Supervisor

<sup>3</sup> Previously classified as Executive Assistant/Clerk of the Board

<sup>4</sup> Previously classified as Human Resources Assistant I/II

<sup>5</sup> Previously classified as Program Supervisor

<sup>6</sup> Previously classified as Program Coordinator

### Pay Schedule

	Minimum	Maximum
Administrative/Legal Analyst	7,063.39	8,585.59
Administrative Specialist I	5,487.05	6,669.54
Administrative Specialist II	5,944.25	7,225.27
Administrative Supervisor/Clerk of the Board	6,658.96	8,908.09
Air Pollution Control Officer	17,612.49	17,612.49
Air Quality Engineer (Assistant)	6,309.15	7,668.81
Air Quality Engineer (Associate)	7,327.75	8,906.93
Air Quality Instrument Specialist I	5,225.00	6,351.02
Air Quality Instrument Specialist II	6,008.98	7,303.95
Air Quality Planner/Analyst (Assistant)	6,309.15	7,668.81
Air Quality Planner/Analyst (Associate)	7,327.75	8,906.93
Air Quality Specialist (Assistant)	6,309.15	7,668.81
Air Quality Specialist (Associate)	7,327.75	8,906.93
Assistant to the Air Pollution Control Officer	7,770.33	9,444.88
Communications & Marketing Specialist (Assistant)	6,309.15	7,668.81
Communications & Marketing Specialist (Associate)	7,327.75	8,906.93
Controller	7,965.04	10,673.51
District Counsel	17,612.49	17,612.49
Division Manager	10,113.75	13,552.99
Financial Analyst	6,421.49	7,805.36
Fiscal Assistant I	3,576.62	4,347.40
Fiscal Assistant II	3,934.37	4,782.25
Human Resources Officer	6,658.96	8,908.09
Human Resources Technician I	4,264.74	5,183.82
Human Resources Technician II	4,904.92	5,961.96
Information Systems Analyst (Assistant)	5,896.00	7,166.62
Information Systems Analyst (Associate)	6,780.10	8,241.25
Information Systems Manager	8,798.82	11,790.89
Legal Assistant I	4,447.89	5,406.44
Legal Assistant II	4,892.25	5,946.56
Office Assistant I	2,957.01	3,594.26
Office Assistant II	3,316.02	4,030.64
Program Manager	8,798.82	11,790.89
Program Supervisor	7,653.83	10,257.15
Senior Accountant	6,421.49	7,805.36
Statistician	7,327.75	8,906.93

## DIVISION FUNCTIONS AND KEY INITIATIVES

The District's organizational structure aligns with its vision and mission and supports the complex relationship between tasks, workflows, responsibilities, and authorities. Divisions develop key initiatives each year to support the District's mission and strategic goals. The following are descriptions of the Division's main programs followed by their key initiatives.

### OFFICE OF THE EXECUTIVE DIRECTOR AND DISTRICT COUNSEL

#### Program Summary

PROGRAM	DESCRIPTION
Executive Director	<p>Under direction from the Board of Directors, The Executive Director/Air Pollution Control Officer (APCO) is responsible for overall management of the District. This includes overseeing establishment of policies and procedures, formulation of alternatives and recommendations, overall management of personnel and resources, and development and implementation of air quality related programs. Climate Change and Legislative Affairs programs are also part of the Office of the Executive Director.</p> <p><b>Climate Change</b> — The District is helping the Sacramento region reduce its climate change impacts while becoming more resilient to those impacts. Projects focus on local greenhouse gas mitigation, tracking and monitoring state and federal policies and programs, partnering with other air districts and organizations on projects, and building a regional collaborative to help prepare for extreme weather and other climate impacts.</p> <p><b>Legislative Affairs</b> — Works closely with contract lobbyist and District staff to monitor and analyze state and federal legislation that has a potential impact on air quality programs.</p>
District Counsel	<p>Advises staff on various legal issues including human resources, air quality enforcement, new legislation, and contracts. Reviews all proposed resolutions, rules and regulations, and other Board matters for legal adequacy. Represents the District before the Hearing Board and in litigation activities. The Office of the District Counsel is also responsible for the Hearing Board Clerk function.</p> <p><b>Clerk, Hearing Board</b> — Provides administrative support to the District's Hearing Board, which is a quasi-judicial panel that hears petitions for variances, and abatement orders, as well as appeals of the Executive Officer's permit and emission reduction credit determinations. Members are appointed by, but act independently of, the Sacramento Metropolitan Air Quality Management District Board. The Hearing Board membership includes a person from the medical profession, a professional engineer, an attorney, and two at large members of the public.</p>

## ADMINISTRATIVE SERVICES DIVISION

### Program Summary

PROGRAM	DESCRIPTION
Administration	<p><b>Asset Management</b> — Oversees building management contracts, parking garage, and tenant improvements. Handles building and air monitoring facilities maintenance, rehabilitation, and replacement needs. Oversees vehicle fleet acquisition and maintenance and related contracts.</p> <p><b>Document Management and Reception</b> — Greets customers; answers questions and directs inquiries to appropriate staff; logs complaints, permit information and records into databases; and compiles receipts. Purchases and maintains office supplies and office equipment. Processes public information requests. Coordinates document retention and storage consistent with records retention policy.</p>
Clerk, Board of Directors	Maintains the official record of the Board of Directors' meetings. Schedules Board meetings, prepares meeting agenda and packets, archives action summaries, and provides administrative services to the Executive Director.
Finance	<p>Ensures compliance with accounting regulations and requirements, manages the development of the District's annual operating budgets, coordinates financial audits by source agencies and independent auditors, ensures timely and accurate tracking of payroll expenditures, and provides financial reports to management and the operating divisions. Provides oversight of Measure A, DMV, EPA 103 and 105 grants, CMAQ, SECAT, Moyer and other grant funds.</p> <p>Finance is also responsible for contract administration – develops new contracts and contract amendments, oversees the request for proposals process, develops and maintains contract database, prepares routine contract status reports.</p>
Human Resources	Conducts recruitments and provides guidance in the retention of high quality staff, ensures compliance with federal and state employment law and regulations, coordinates personnel related training, addresses employee issues or concerns, communicates District personnel policy, processes payroll, and administers district benefits.
Information Systems	Provides technology solutions, manages the information technology network, coordinates hardware and software acquisition and maintenance services, provides desktop support, maintains the District website, and oversees related contracts.

### Administrative Services Key Initiatives

#### Administration

- Implement a comprehensive process to manage the District's major assets that identifies short and long-term needs and requirements related to the District's facilities, vehicle fleet and computer equipment
- Develop and implement a district-wide document management strategy that includes the necessary systems, policies and procedures

#### Finance

- Develop additional budgetary and financial reporting policies, e.g. reserves, and enhance internal controls through increased use of analytics
- Enhance bench strength by cross-training staff in budgetary and financial analysis and reporting
- Research funds investment opportunities
- Implement New World ERP financial system

### **Human Resources**

- Attract and retain talented and engaged employees by promoting an environment which allows and encourages employees to excel through effective and open communication, performance management and recognition, continuous learning and employee wellness

### **Information Systems**

- Enhance the District's information management: leverage available technologies to implement workflow automation to streamline several business processes; and integrate data management systems and apply data retention schedules to ensure optimum management of district data

## COMMUNICATIONS OFFICE, LAND USE, AND MOBILE SOURCES (COLUMNS) DIVISION

### Program Summary

PROGRAM	DESCRIPTION
<b>Communications Office</b>	<p>Engages and informs residents and organizations about Sacramento's air quality problem and educates them on how their actions can help improve air quality and protect public health. This is achieved through comprehensive public education programs, marketing and community outreach, advisory notices and informational material. The Office manages both routine and emergency media relations and social media for the District.</p> <p>Manages and directs "Spare The Air", a voluntary program that asks residents to reduce emissions by reducing driving. The Office conducts annual survey research to document emission reductions achieved through the program. The Office also manages communications for the mandatory Check Before You Burn program. In addition, the Office manages other key communications coordination with Federal, State and local agencies, special projects such as personal monitors. The office supports Home Energy Conservation (weatherization), clean fuels, Farm to Fork to Fuel and other ad hoc and ongoing programs.</p>
<b>Land Use and Transportation</b>	<p>Works to reduce mobile source emissions through reduction in vehicle trips and miles traveled by developing and implementing strategies that influence transportation planning and programming, land use planning, and project development.</p> <p>Works on climate change mitigation and adaptation through regional coordination, tracking state policy, supporting local action, and building a regional collaborative to respond to the impacts and opportunities of climate change.</p>
<b>Mobile Sources</b>	<p>Develops and implements strategies and demonstrates technology available to fleet owners aimed at reducing emissions from vehicular sources.</p>

### COLUMNS Key Initiatives

#### Communications

- Increase the number of Spare The Air and Check Before You Burn App downloads
- Increase the number of Spare The Air Partners in all facets of the community

#### Land Use and Transportation

- Support and expand the Home Energy Conservation Program
- Actively seek additional funding sources to support the Sacramento Clean Cities' Program, the California Air Resources Board's (CARB) Cap & Trade funding, and EPA's Diesel Emissions Reduction Program
- Work with the CivicSpark program to reduce air pollution and vehicle miles traveled while building local capacity for action on climate adaptation and mitigation

#### Mobile Sources

- Work with CAPCOA and CARB on the Moyer Guideline change, utilizing recent legislation, which has provided additional flexibility to the program
- Successfully transition all SECAT administration to the District (currently split between SACOG and the District) and prepare for Buy America Provisions

## PROGRAM COORDINATION DIVISION

### Program Summary

PROGRAM	DESCRIPTION
<b>Air Monitoring</b>	Performs continuous monitoring of criteria pollutants and their precursors (ozone, hydrocarbons, carbon monoxide, nitrogen oxides, sulfur oxides, lead, and inhalable particulate matter (PM <sub>10</sub> and PM <sub>2.5</sub> )), meteorological conditions, and other air quality indicators at 9 sites throughout the County.
<b>Emission Inventory</b>	Estimates actual emissions from stationary and area sources, assists with evaluations of mobile source emissions.
<b>Emission Reduction Credit Bank &amp; SEED</b>	Maintains the registry of stationary and mobile source credit banks, coordinates and assists credit generators and users, identifies new opportunities for credit use, includes the military base and essential public services accounts, implements Project SEED and the Wood Stove/Fireplace replacement incentive program.
<b>Planning</b>	Develops plan to ensure compliance with state and federal clean air acts, prepares the District's annual report on progress toward achieving state and federal clean air standards, participates in air quality studies to assess effectiveness of control strategies, and project future air quality.
<b>Rule Development</b>	Develops regulations to achieve emission reductions and fulfill commitments in air quality plans.

### Program Coordination Key Initiatives

#### Air Monitoring

- Replace two air monitoring stations
- Received report from Community Toxics Study Monitoring during winter season FY17/18

#### Emission Reduction Credit Bank & SEED

- Replace dirty fireplaces and wood stoves; work to secure additional funding for from the state's Cap and Trade program revenues, and banking and selling emissions reduction credits from the Wood Smoke Change-Out Program

#### Planning

- Develop and submit to the EPA the 2008 National Ambient Air Quality Standards (NAAQS) Attainment Plan in Fall 2017
- Update and submit to the EPA the PM<sub>2.5</sub> 2006 National Ambient Air Quality Standards (NAAQS) Maintenance Plan by FY17/18
- Prepare emission inventory for point sources and 15 area source categories

#### Rule Development

- Present for Board consideration new rules or rule amendments affecting combustion sources, residential and commercial adhesives, plastic parts coatings, LPG transfer and dispersing, natural gas production, and composting

## STATIONARY SOURCES DIVISION

### Program Summary

PROGRAM	DESCRIPTION
Field Operations	<p>Field Operations is comprised of four main areas:</p> <p><b>Asbestos</b> — Ensures compliance with federal and local regulations regarding the handling and removal of asbestos containing materials at renovation and demolition sites, ensures compliance with the State Airborne Toxic Control Measure for naturally occurring asbestos</p> <p><b>Enforcement</b> — Inspects stationary sources of air pollution for compliance with District, state, and federal rules and regulations, responds to public complaints, performs various compliance duties to enforce Rule 421, administers the Mutual Settlement Program to resolve violations in lieu of litigation, refers and coordinates legal action with District Counsel, serves on Sacramento County Environmental Crimes Task Force to facilitate inter-agency coordination and referral of criminal violations of District rules and regulations.</p> <p><b>PERP</b> — Enforces the State's Portable Equipment Registration Program within the County of Sacramento.</p> <p><b>Compliance Assistance</b> — Assists businesses in complying with air quality regulations via advisories, workshops, and free facility reviews.</p>
Permitting	<p>Permitting ensures compliance with applicable local, state, and federal regulations by reviewing project proposals, granting conditional approvals, inspecting completed projects, and authorizing operation only after verifying that the equipment can operate in compliance with all applicable regulations. Permitting section is also responsible for Title V and Toxics.</p> <p><b>Title V</b> — Title V is the federal permitting program implemented by the District.</p> <p><b>Toxics</b> — Works with sources to help them understand and comply with complex state and federal regulations, maintains the "Hot Spots" toxics emissions inventory, and ensures that toxic emissions from facilities are within acceptable levels.</p>

### Stationary Sources Key Initiatives

#### Field Operations Productivity

- Assist in procurement and implementation of line-of-business solution to improve efficiency through the development of an automated inspection prioritization program, work assignment and tracking programs, quality assurance measures, and integrated inter-agency data acquisition and submittal capability
- Work with fire agencies to develop protocol for approving training burns that protect air quality and communities from excess smoke, while recognizing the training needs of fire agency personnel
- Implement performance metrics and recognition programs

#### Permitting and Toxics Program Resource

- Develop and implement a risk management program that will allow the implementation of California Office of Environmental Health Hazard Assessment's (OEHHA) revised Human Resources Administration (HRA) guidelines in a manner consistent with SMAQMD's goals for the permitting program, Air Toxics "Hot Spots" program, and California Environmental Quality Act (CEQA)



## DISTRICT ACCOMPLISHMENTS

In FY16/17, the District achieved numerous accomplishments. The following is a partial list:

- Published a new public website and intranet site for employees using Microsoft SharePoint;
- Continued to provide Leadership I training for approximately 40 employees;
- Coordinated Leadership II training for 24 employees, successfully completing the first series of courses;
- Completed significant efforts in updating the building, including new flooring throughout as well as new paint and wallpaper and wireless flat screen displays in two main conference rooms;
- Provided training to all employees on performance management and rolled out new performance evaluation tool;
- Processed 262 Public Records Requests during the fiscal year-to-date. Estimated to complete 340+ by the end of the fiscal year;
- Processed nine Requests for Proposal leading to new contracts, processed 832+ purchase requests and facilitated execution of more than 46 contracts and Memorandums of Understanding (MOU);
- Completed recruitments for 11 vacant positions, anticipating up to 15 by the end of the fiscal year;
- Downloads of the District's applications increased 205%, 4,444 additional downloads during calendar year 2016;
- Produced and distributed an air pollution forecast every day of calendar year 2016. Notified the public of 37 days where burn restrictions were in place and 17 Spare The Air days during this period. 100% response rate to related media and public requests;
- Increased the number of Spare The Air Partners by 11.4%, for 398 additional partners during calendar year 2016;
- Entered into an MOU with Rebuilding Together Sacramento to improve outreach and communication, including translation of program materials to Russian, Spanish, Hmong, and Mien.
- Published the following:
  - Recommendations for Siting New Projects Near Existing Sources that Emit Odors and Toxic Air Contaminants,
  - Consolidated Construction Mitigation Tool,
  - Roadway Protocol Mapping Tool;
- Revised "Project Review Principles" and "Guide to Air Quality Assessment in Sacramento County";
- Reviewed 247 mitigation projects during calendar year 2016;
- In 2016, District staff attended 121 meetings of governance of local jurisdictions, CAPCOA, Army Corps of Engineers, Caltrans, the Capital Corridor, and community groups;
- Applied for and approved as recipient of the new Sacramento Regional Zero-Emission School Bus Deployment Program;
- Developed guidelines for the Enhanced Fleet Modernization Program (EFMP), a light-duty scrap-and-replace program targeting passenger automobiles of low-income residents;
- Received the Buy America waiver provision;
- Adopted MOU to transition administrative functions of SECAT program to the District;
- Partnered with Placer County Air Pollution Control District on a panel at the California Adaptation Forum on the climate adaptation benefits of carbon sequestration projects;
- Increased membership in the Capital Region Climate Readiness Collaborative by 13 new members;

- Partnered with Sacramento County to incorporate climate change impacts into the Local Hazard Mitigation Plan 2016 update;
- Assisted Sacramento County on their Communitywide Climate Action Plan;
- Provided comments and feedback to State of California on key documents including the forthcoming General Plan Guidelines and 2030 Scoping Plan;
- Collaborated with Sacramento Area Council of Governments by surveying fleet managers and hosting a working group on telematics;
- Participated with Home Energy Conservation Program in retrofit of 50 homes from July 1 - December 31, 2016;
- Collaborated with Sacramento County Solid Waste Authority to expand food waste diversion efforts into the business community;
- Adopted SIP revisions to establish Reasonably Available Control Technology (RACT) for Kiefer Landfill;
- Adopted RACT SIP, which demonstrated compliance with Federal RACT requirements for all major stationary sources and specified emission source categories;
- Adopted amendments to Rule 464 Organic Chemical Manufacturing to address RACT requirements, and Rule 485 Municipal Landfill Gas to implement federal emission guidelines;
- Implemented revisions to fees, approved by the District's Board of Directors, for permits, plans, and loans from the Community Bank and Priority Reserve Bank;
- Continued development of the 2008 Ozone Attainment Plan in cooperation with the other districts of the nonattainment area, including evaluation of the emission reduction potential, cost effectiveness, and feasibility of NOx and VOC Reasonably Available Control Measures (RACM) for the plan;
- Submitted a Redesignation Substitution Request demonstrating attainment of the a 1979 Ozone standard;
- Completed 42 low income woodstove/fireplace change outs;
- Worked with both CAPCOA and NESCAUM to develop a state and national framework for woodstove/fireplace change out;
- Addressed recommendations in the 2015 Air Monitoring Network Assessment;
- Completed collection of air monitoring data for the Community Toxic Study;
- Conducted 2791 annual permit inspections in the federal fiscal year ending 9/30/16 and completed 100% of all major source inspections and 63% of minor source inspections under the annual permit inspection program due to staffing shortages;
- From Nov 2016 - Feb 2017, 293 violations were issued for burning on a no burn day; responded to 188 complaints related to burning on a no burn day; inspection staff performed surveillance on Stage 1 and 2 days; new surveillance deployment techniques were developed that improved surveillance and violation detection;
- Responded to 679 public complaints concerning air quality issues; over 50% of these complaints were related to odors;
- Conducted 230 inspections of PERP equipment were performed in federal fiscal year that ended 9/30/16;
- In the first half of FY 16/17, 20% of our observed violations were issued for failure to obtain or renew a permit to operate;
- A total of 219 violations were successfully resolved in federal fiscal year that ended on 9/30/16. Only 2% of cases in FY16, where a settlement offer was sent to a violator, were sent to legal;

- Adopted and implemented the following:
  - New Health Risk Management Program,
  - HRA Modeling Guidelines,
  - New Prioritization Guidelines;
- 169 permit applications were received, and 80 Authorities to Construct and 44 Change of Ownership permits were issued in the first half of FY 16/17 with all but 25 permits issued within 180 days; and
- An audit of several State funded incentive programs, including Moyer, School Bus, and GMERP, was concluded with no findings by both the Air Resources Board and the California Department of Finance for the period of July 1, 2007 – June 30, 2015.

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## SECTION 7

### Statistical Information

#### OPERATIONAL STATISTICS

The District measures numerous operational activities. A few notable statistics are listed in the table below. The totals, unless otherwise noted, are for July 2016 – June 2017.

Emission Reduction Credit (ERC)	
ERC Applications	1
Transfer Applications	2
Inter-district credit transfer	2
SEED Loans	2
Alternate Compliance Applications	2
Loan Renewals	39

Emission Inventory	
Emission Statements & 185 Fee Sources Updated	16
Facility Surveys	160
Permit Emission Evaluations	1,000
Area Source Category Updates	41

Wood Stove/Fireplace Assistance Program		
	Low Income	Non-Low Income
Approved Vouchers (projected)	50	0
Devices Changed Out (projected)	45	0

Mobile Sources Emission Reductions from Moyer (since 1998 ) & SECAT (since 2000)				
Funding Source	Engines	NO <sub>x</sub> – tons/day	PM <sub>10</sub> – tons/day	ROG – tons/day
SECAT	2,591	2.93	0.31	0.46
Moyer	2,343	5.56	0.52	0.85
Moyer/DMV	24	0.05	NA	0.01
Moyer/EPA	114	0.10	0.01	0.01
EPA	99	0.09	NA	0.01
DMV/Measure A/Lower Emission School Bus	589	0.52	0.04	0.06
Construction Mitigation	39	0.13	0.01	0.02
Other Funds	16	NA	NA	NA
Goods Movement Emission Reduction/Proposition 1B	483	NA	NA	NA
Prop 1B Lower Emission School Bus Program	473	NA	NA	NA
Prop 1B Lower Emission School Bus Program/DMV Match	48	NA	NA	NA
<b>Grand Total<sup>1</sup></b>	<b>6,819</b>	<b>9.38</b>	<b>0.89</b>	<b>1.42</b>

<sup>1</sup> The totals reflect the time period from Program inception through 12/31/2016 and include active projects in process, not all of which move forward to completion.

Air Monitoring Program					
	NCore	PAMS	SLAMS	Special Purpose	Meteorological
Station Monitoring Activities	1	3	8	5	6
Parameters Monitored	9	16	35	7	7

## FINANCIAL STATISTICS

### Balances of Governmental Funds (Modified Accrual)

	2007	2008	2009	2010	2011	2012	2013	2014	2015	2016
General Fund										
Unspendable	-	-	-	-	-	-	-	-	155,110	171,675
Restricted	13,238,198	16,317,844	9,789,530	2,858,052	12,144,152	12,169,654	11,350,172	10,998,388	10,287,274	8,796,696
Assigned	320,000	320,000	320,000	2,407,273	320,000	320,000	320,000	320,000	320,000	320,000
Unrestricted	8,295,221	5,751,365	8,666,336	7,906,636	-	-	-	792,734	1,395,878	1,798,521
<b>Total General Fund</b>	<b>21,853,419</b>	<b>22,389,209</b>	<b>18,775,866</b>	<b>13,171,961</b>	<b>12,464,152</b>	<b>12,489,654</b>	<b>11,670,172</b>	<b>12,111,122</b>	<b>12,158,262</b>	<b>11,086,892</b>
Emission Technology Fund										
Restricted	-	-	-	9,064,562	9,211,835	9,267,343	8,194,251	8,277,548	9,549,952	15,185,241
<b>Total Emission Technology Fund</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>9,064,562</b>	<b>9,211,835</b>	<b>9,267,343</b>	<b>8,194,251</b>	<b>8,277,548</b>	<b>9,549,952</b>	<b>15,185,241</b>

### Changes in Fund Balance of Governmental Funds (Modified Accrual)

	2007	2008	2009	2010	2011	2012	2013	2014	2015	2016
<b>REVENUES</b>										
Taxes	8,272,593	9,069,286	9,471,327	8,025,308	7,451,650	8,071,327	7,929,307	8,334,914	8,533,576	8,990,702
Intergovernmental	14,617,951	7,754,619	13,564,665	16,058,522	11,162,826	34,081,710	25,879,092	10,507,331	14,342,930	15,445,047
Licenses/Permits	6,786,546	6,405,970	8,371,169	6,705,683	6,479,071	6,180,051	6,015,064	6,741,800	7,416,470	7,646,441
Use of Money/Property	991,786	1,086,702	515,419	268,262	230,368	204,424	193,112	18,965	60,372	(31,188)
<b>Total Revenue</b>	<b>30,668,876</b>	<b>24,316,577</b>	<b>31,922,580</b>	<b>31,057,775</b>	<b>25,323,915</b>	<b>48,537,512</b>	<b>40,016,575</b>	<b>25,603,010</b>	<b>30,353,348</b>	<b>32,051,002</b>
<b>EXPENDITURES</b>										
Current:										
Stationary Sources	5,065,949	5,122,449	8,944,106	6,114,436	5,822,646	5,843,577	5,758,644	5,741,059	6,016,226	6,501,339
Mobile Source	11,432,875	11,261,327	11,647,191	13,088,034	12,207,527	34,704,891	28,394,103	11,475,645	14,932,141	11,367,756
Program coordination	3,867,636	3,474,737	4,575,926	4,334,342	4,285,664	3,959,488	3,780,971	3,832,332	3,943,621	4,571,752
Strategic Planning	3,586,072	3,695,608	3,906,272	4,041,810	3,547,825	3,643,128	3,684,435	3,770,076	3,918,802	4,517,235
Capital Outlay	126,554	226,666	119,082	18,498	20,789	305,418	290,995	259,652	239,283	529,002
<b>Total Expenditures</b>	<b>24,079,086</b>	<b>23,780,787</b>	<b>29,192,577</b>	<b>27,597,120</b>	<b>25,884,451</b>	<b>48,456,502</b>	<b>41,909,148</b>	<b>25,078,764</b>	<b>29,050,073</b>	<b>27,487,084</b>
<b>Excess (Deficiency) of Revenue</b>										
Over Expenditures	6,589,790	535,790	2,730,003	3,460,655	(560,536)	81,010	(1,892,573)	524,246	1,303,275	4,563,918
<b>OTHER FINANCING SOURCES (USES)</b>										
Transfer Out	-	-	456,966	-	-	-	-	-	-	-
Gain on sale of capital assets	-	-	-	-	-	-	-	-	16,270	-
<b>Net change in fund balances</b>	<b>6,589,790</b>	<b>535,790</b>	<b>2,273,037</b>	<b>3,460,655</b>	<b>(560,536)</b>	<b>81,010</b>	<b>(1,892,573)</b>	<b>524,246</b>	<b>1,319,545</b>	<b>4,563,918</b>

**Statement of Net Position by Component (Accrual Basis)**

Governmental Activities	2007	2008	2009	2010	2011	2012	2013	2014	2015	2016
Investment in capital assets, net of related debt	535,979	624,503	594,518	447,263	327,593	507,625	653,680	764,943	792,677	1,111,788
Restricted	17,846,829	18,471,262	16,840,972	20,451,561	20,834,838	20,864,065	19,018,128	18,732,929	14,705,749	19,374,392
Unrestricted	3,422,783	3,150,700	1,142,535	946,120	-	-	-	792,734	(900,807)	(157,287)
<b>Total governmental activities net position</b>	<b>21,805,591</b>	<b>22,246,465</b>	<b>18,578,025</b>	<b>21,844,944</b>	<b>21,162,431</b>	<b>21,371,690</b>	<b>19,671,808</b>	<b>20,290,606</b>	<b>14,597,619</b>	<b>20,328,893</b>
<b>Business-type Activities</b>										
Investment in capital assets, net of related debt	313,325	335,681	85,216	142,689	438,929	403,041	113,259	93,109	232,801	613,133
Restricted	-	-	431,776	427,031	433,754	424,243	416,252	416,293	418,340	416,382
Unrestricted	287,763	323,454	802,936	990,954	762,937	909,129	1,094,081	1,274,390	1,331,412	1,190,967
<b>Total business-type activities net position</b>	<b>601,088</b>	<b>659,135</b>	<b>1,319,928</b>	<b>1,560,674</b>	<b>1,635,620</b>	<b>1,736,413</b>	<b>1,623,592</b>	<b>1,783,792</b>	<b>1,982,553</b>	<b>2,220,482</b>
<b>Primary government</b>										
Net investment in capital assets	849,304	960,184	679,734	589,952	766,522	910,666	766,939	858,052	1,025,478	1,724,921
Restricted	17,846,829	18,471,262	17,272,748	20,878,592	21,268,592	21,288,308	19,434,380	19,149,222	15,124,089	19,790,774
Unrestricted	3,710,546	3,474,154	1,945,471	1,937,074	762,937	909,129	1,094,081	2,067,124	430,605	1,033,680
<b>Total primary government net position</b>	<b>22,406,679</b>	<b>22,905,600</b>	<b>19,897,953</b>	<b>23,405,618</b>	<b>22,798,051</b>	<b>23,108,103</b>	<b>21,295,400</b>	<b>22,074,398</b>	<b>16,580,172</b>	<b>22,549,375</b>

**Schedule of General Government Expenditures by Major Object (Budgetary Basis)**

Fiscal Year	Salaries & Benefits	Services & Supplies	Equipment/Fixed Assets	Interfund Charges	Contingency	Total
07-08	10,959,562	22,329,068	360,400	840,000	450,000	34,939,030
08-09	12,183,771	13,507,796	110,400	5,142,528	450,000	31,394,495
09-10	12,199,760	8,128,192	38,000	3,851,831	-	24,217,783
10-11	11,584,777	6,425,969	43,500	1,407,642	-	19,461,888
11-12	11,946,558	6,619,728	317,000	704,652	-	19,587,938
12-13	11,997,789	5,552,842	397,000	679,789	-	18,627,420
13-14	12,472,301	5,132,405	180,532	806,871	-	18,592,109
14-15	13,018,613	5,670,628	564,532	1,071,655	-	20,325,428
15-16	13,396,624	6,807,818	768,332	806,573	-	21,779,347
16-17	13,898,555	32,577,351	2,145,000	806,573	-	49,427,479

*The budgeted expenditures represent the adopted budget adjusted for Board approved modifications based on new or modified expenditures.*

**Schedule of General Government Revenues by Source**

Fiscal Year	Taxes	Intergovernmental	Licenses/Permits	Use of Money & Property	Total
06 - 07	8,272,593	14,617,951	6,786,546	991,786	30,668,876
07 - 08	9,069,286	7,754,619	6,405,970	1,086,702	24,316,577
08 - 09	9,471,327	13,564,665	8,371,169	515,419	31,922,580
09 - 10	5,810,923	3,653,527	6,705,683	116,135	16,286,268
10 - 11	5,498,449	3,998,568	6,479,071	59,403	16,035,491
11 - 12	5,940,636	4,289,423	6,180,051	44,337	16,454,447
12 - 13	5,862,442	3,637,602	6,015,064	64,380	15,579,488
13 - 14	6,095,314	4,082,326	6,741,800	9,934	16,929,374
14 - 15	6,283,412	3,516,824	7,416,470	25,241	17,241,947
15 - 16	6,609,429	3,739,523	7,779,365	5,438	18,133,755

**Permit Revenue**

Year	Active Permits**	Actual Revenue***
2007	4,006	2,656,920
2008	4,060	2,381,639
2009	4,183	3,345,143
2010	4,242	3,501,857
2011	4,238	4,366,411
2012	4,247	4,224,561
2013	4,269	4,419,326
2014	4,331	4,754,372
2015	4,346	4,767,562
2016	4,182	5,136,508



**Full-Time Equivalent Employees as of June 30**

	2008	2009	2010	2011	2012	2013	2014	2015	2016	2017
<u>Classification:</u>										
Accountant I/II	1	1	1	1	-	-	-	-	-	-
Administrative Assistant I/II	2	2	2	2	2	2	2	2	2	2
Administrative/Legal Analyst	1	1	1	-	-	-	-	-	-	-
Executive Director/Air Pollution Control Officer	1	1	1	1	1	1	1	1	1	1
Air Quality Engineer	21.5	21.5	21.5	21.5	20.5	19.5	19.5	19.5	20.5	20.50
Air Quality Instrument Specialist I/II	3	3	3	3	3			3	3	3
Air Quality Planner/Analyst	10.5	11	12	11	10	10	10	10	11	11
Air Quality Specialist	22.5	21.5	20.6	18.6	18.6	18.6	18.6	18.6	18.6	19.60
Communications & Marketing Specialist	2.85	2.85	2.85	1.85	1.85	1.85	1.85	1.90	1.9	1.90
Clerical Services Supervisor	1	1	1	1	1	1	1	1	1	1
District Accountant/Controller	1	1	1	1	1	1	1	1	1	1
District Counsel	1	1	1	1	1	1	1	1	1	1
District Counsel Legal Assistant	1	1	1	1	1	1	1	1	1	1
Division Manager	4	4	4	4	3	3	3	4	4	4
Executive Assistant/Clerk to the Board	1	1	1	1	1	1	1	1	1	1
Financial Analyst	-	-	-	-	1	1	1	1	1	1
Fiscal Assistant I/II	1	1	1	1	1	1	1	1	1	1
Human Resources Officer	1	1	1	1	1	1	1	1	1	1
Information Systems Administrator	1	1	1	1	1	1	1	1	1	-
Information Systems Analyst	2	2	2	2	2	2	2	2	2	2
Information Systems Manager	-	-	-	-	-	-	-	-	-	1
Office Assistant I/II	3	3	3	3	2	2	2	2	2	2
Human Resource Assistant I/II	2	2	2	2	2	2	2	2	2	2
Program Coordinator	13	13	13	13	12	12	12	12	12	12
Program Supervisor	5	5	5	5	5	5	5	5	5	5
Senior Accountant	1	1	1	1	1	1	1	1	1	1
Statistician	1	1	1	1	1	1	1	1	1	1
<b>Total Funded Positions</b>	<b>104.35</b>	<b>103.85</b>	<b>103.95</b>	<b>98.95</b>	<b>93.95</b>	<b>92.95</b>	<b>92.95</b>	<b>94.00</b>	<b>96.00</b>	<b>97.00</b>
<u>Positions Unfunded</u>										
Administrative/Legal Analyst	-	-	-	1	1	1	1	1	1	1
Air Quality Planner/Analyst	-	-	-	-	1	1	1	1	-	-
Air Quality Specialist	-	-	1	2	2	2	2	2	2	1
Air Quality Engineer	-	-	-	-	1	2	2	2	1	1
Division Manager	-	-	-	-	1	1	1	-	-	
Office Assistant I/II	-	-	-	-	1	1	1	1	1	1
Program Coordinator	-	-	-	-	1	1	1	1	1	1
<b>Total Positions Unfunded</b>	<b>-</b>	<b>-</b>	<b>1</b>	<b>3</b>	<b>8</b>	<b>9</b>	<b>9</b>	<b>8</b>	<b>6</b>	<b>5</b>
<b>Total Funded + Unfunded</b>	<b>104.35</b>	<b>103.85</b>	<b>104.95</b>	<b>101.95</b>	<b>101.95</b>	<b>101.95</b>	<b>101.95</b>	<b>102.00</b>	<b>102.00</b>	<b>102.00</b>

*Note: Funded positions may vary from budget due to changes in staffing during the fiscal year*

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# Appendices

## APPENDIX A – DESCRIPTION OF FUNDING SOURCES

**Agricultural Burning** — Burn permit fees collected from growers and other agricultural interests to partially fund field elements of the Agricultural Burn Program implemented by the Agriculture Commissioner.

**Air Quality Improvement Program Funds** — A voluntary incentive program administered by the California Air Resources Board (CARB) to fund clean vehicle and equipment projects, research biofuel production and the air quality impacts of alternative fuels, and workforce training.

**Asbestos Plan Check Fees** — Fees collected from building owners & contractors undertaking demolitions or renovations subject to regulation under the District's asbestos rules generate revenues used for review of abatement plans, site inspections, complaint responses and enforcement case development.

**CARB School Bus Program** — Grant funds provided by CARB and/or local DMV fees (AB923) to provide incentives for public school districts to: replace pre-1986 model year diesel buses with new lower-emission buses; retrofit existing buses with technologies to reduce particulate emissions, and; replace expiring tanks on Compressed Natural Gas (CNG) buses.

**CARB Subvention & Enforcement Grant<sup>1</sup>** — Grant funds used for Stationary Source program expenditures not offset by permit fees, including Engineering, Compliance/Enforcement, Air Monitoring, Rule Development & Planning.

**CARB Walnut Grove Tower<sup>1</sup>** — CARB funds 100% of the contractor cost to operate the Walnut Grove ozone and meteorological monitoring station.

**Civil Settlements** — Revenues derived from penalties for violations of District regulations. Amounts are determined by the Mutual Settlement Program approved by the Board.

**Congestion Mitigation and Air Quality Improvement (CMAQ) Grants** — Federal funds used to support the Spare The Air program, the State Implementation Plan, Tree Foundation, and heavy-duty, low-emission vehicle and infrastructure programs through SACOG SECAT.

**Congestion Mitigation and Air Quality Improvement (CMAQ) Match** — Financial support from the air districts to provide matching funds for CMAQ grants.

**DMV Surcharge** — Per enacting legislation AB4355, revenues are used to implement the Air Quality Improvement Strategy with respect to the reduction in emissions from vehicular sources, including a clean fuels program, motor vehicle use reduction measures, and a public education program. In addition, increased revenues will be provided by AB923 - \$2 surcharge. Revenues are restricted to programs that achieve emission reductions from vehicular sources and off-road engines; replacing old polluting engines with new cleaner engines.

**EPA 103 Grant** — Revenues are restricted to uses achieving the program objectives of the fine particulate monitoring network and community toxics grant.

**EPA 105 Grant** — Revenues are restricted to uses achieving the program objectives as submitted to USEPA, but may not be used to cover costs associated with Title V permitting. Allowed uses include: compliance & enforcement, air monitoring, transportation & land use programs, development & maintenance of AIRS data, and California Air Pollution Control Officers Association (CAPCOA) grant funding.

**EPA Voluntary Diesel Retrofit Program** — Funds projects that implement EPA and CARB verified, or innovative usage of verified pollution control technologies, or engine replacement in reducing emissions from state, local, tribal-controlled or other diesel fleets. The agricultural equipment replacement program, the on-road renewable compressed natural gas fleet modernization program and the replacement of diesel agricultural pumps with electric pumps are funded by this program.

**Interest Income** — Interest is generated annually from District reserves and the resulting revenue is allocated to the source fund generating the interest.

**Lease Property Net Revenues** — Revenues resulting from the lease of space in the District-owned building located at 777 12<sup>th</sup> Street. This revenue includes rents and parking fees and is net of all upkeep and maintenance expenditures of the building and parking area, and is used to pay the interest and principal obligations of the bonds and to build a reserve for improvements.

**Measure A** — Per enacting legislation ordinance number STA-0002 dated October 6, 1988, one-half of one percent of total Measure A monies collected by the Sacramento Transportation Authority (STA) will be used for mitigation of motor vehicle emissions or evaluation of mitigation measures. The revenues are used to support heavy-duty low emission vehicle and infrastructure projects, air monitoring, transportation control measure planning and the Sacramento Transportation and Air Quality Collaborative. The STA placed a measure on the November 2004 ballot to renew the Measure for 30 more years after the original measure expires. Voters overwhelmingly approved the new Measure A, with more than 75 percent of voters in favor of it. The "new" Measure A took effect April 2009.

<sup>1</sup> These funding sources are included as State Grants in the Revenue chart for the Consolidated District Budget in Section 2 of this document.

**Mitigation Fees** — Fees paid by land use project developers to mitigate the construction and/or operational emissions of their project. Revenues are used to secure emission reductions to offset land use development.

**Moyer (Carl Moyer Memorial A.Q. Standards Attainment) Program** — As a result of State legislation, funds are available through California Smog Check and new tire purchase fees and are administered through CARB. After successful reauthorization efforts in 2013, funding for the program will be available until 2024. Revenues are used to provide market-based incentives for the introduction and use of lower emission technologies for heavy-duty vehicles, off-road vehicles and equipment, and locomotive engines.

**Moyer (Enhanced) Program** — Funds received through the authorized sale of Salvaged vehicle turned in through the Moyer Program. Revenue from the vehicle sales are reintroduced into the Moyer Program in order to continue funding vehicle.

**Naturally Occurring Asbestos (NOA) Fees** — Fees are collected from those required to comply with Title 17 of the California Code of Regulations, § 93105 ATCM. Revenues are to be used to recover costs associated with the NOA program, which includes reviewing dust mitigation plans and inspections.

**Our Community CarShare Program (CarShare)** — Grant funds used to place eight battery electric vehicles at three affordable housing communities and the Sac Valley Train Station. The members of the CarShare Program will include residents of selected communities. These members will have access to the electric CarShare vehicles for zero emission mobility.

**Planning Service Charges** — Fees collected from the County of Sacramento and the Cities of Folsom and Sacramento to review planning applications for their impact on air quality.

**Portable Equipment Registration Program (PERP)** — Fee revenue, collected by CARB from owners or operators of portable engines, and certain other types of equipment, to operate their equipment throughout California without having to obtain individual permits from local air districts, is passed through to the Districts having equipment registered under CARB's Portable Equipment Registration Program.

**Power Plant Fees** — Hourly rate fees paid by power plant project proponents for District staff to determine the legitimacy/accuracy of Emission Reduction Credits (EMCs) proposed for use to offset new plant emissions, and to process Authority to Construct and Permit to Operate documents.

**Proposition 1B (GMRP/LESBP)**<sup>1</sup> — Proposition 1B, the Highway Safety, Traffic Reduction, Air Quality, and Port Security Bond Act of 2006, authorized the Legislature to appropriate \$1 billion in bond funding to the Air Resources Board (ARB) to reduce emissions from freight movement in California and \$200 million for school bus retrofit and replacement to reduce air pollution and to reduce children's exposure to diesel exhaust. Examples for the goods movement program include replacement and/or retrofit of trucks moving goods and locomotives (non-passenger) within the Sacramento, San Joaquin and Bay Area regions.

**Proposition 1B (Enhanced) Program** — Funds received through the authorized sale of Salvaged vehicle turned in through the Proposition 1B Program. Revenue from the vehicle sales are reintroduced into the Proposition 1B Program in order to continue funding vehicle.

**Sacramento Emergency Clean Air & Transportation (SECAT)** — The SECAT Program is a partnership with the Sacramento Area Council of Governments (SACOG). The program replaces on-road heavy-duty diesel vehicles with cleaner emission vehicles. The goal of the SECAT Program is to reduce the harmful surplus emissions from on-road heavy-duty vehicles operating in the Sacramento Federal Nonattainment Area (SFNA).

**SECAT (Enhanced)** — Funds received through the authorized sale of salvaged trucks turned in through the SECAT Program. Revenue from the truck sales is used to fund the Sacramento Region Air Quality and Infill Streamlining Program (ISP) which is an innovative program that provides cities and counties in the Sacramento Region with technical assistance to address key infill barriers.

**Sacramento Regional Zero-Emission School Bus Deployment Project** — Grant funds used to deploy 29 state-of-the-art zero-emission school busses with 29 electrical vehicle supply equipment charging ports in Disadvantaged Communities in the Greater Sacramento Region, including Elk Grove, Sacramento City, and Twin Rivers Unified School Districts.

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<sup>1</sup> These funding sources are included as State Grants in the Revenue chart for the Consolidated District Budget in Section 5 of this document.

**Solutions for the Environment and Economic Development (SEED) Program** — Revenue generated from the lease of Emission Reduction Credits (ERCs) under Rule 205 – Community Bank and Priority Reserve Bank. ERCs resulting from SEED funded programs are deposited in the Community Bank. Fees are charged to cover various expenditures:

**Initial Fees** — Process initial ERCs.

**Loan Fees** — Meet Rule 205 mandates, which require, via an RFP process, additional emission reductions to be secured.

**Renewal Fees** — Process ERC renewals, oversee ERC contracts and operate S.E.E.D. revenue disbursement process.

**Source Test** — Fees collected from any source required to conduct emission testing to demonstrate continued compliance with rules and or permit requirements.

**State Toxics Emission Fees** — Fees collected through Rule 306 – Air Toxic Fees are paid by facilities identified as having the potential to pose a health risk to the community, either as individual stationary sources, or collectively as an industry. These sources are subject to requirements of AB2588, the air toxics “hot spots” program for sources of toxic air pollutants. Fees are collected by the District on behalf of the CARB, and are to be used to help cover costs incurred by the District and the state in administering and enforcing the program.

**Stationary Source Initial Fees** — Fees paid by permit holders based on a defined fee schedule to cover expenditures to process Authorities to Construct and Permits to Operate. Fees may also cover costs of other programs, such as rule development, emission inventory development and air monitoring.

**Stationary Source Permit Renewal Fees** — Permit renewal fee consists of two parts; one based on type and size of the equipment and the other based on the number of tons of pollutants emitted. Renewal fee revenues are used to support the stationary sources program, including annual review of permits, inspection of permitted and unpermitted sources, responding to complaints, general surveillance, etc. Fees also cover other related programs such as rule development, emission inventory development and air monitoring.

**Stationary Source Reinspection Fees** — Initial and renewal fees are based on the assumption of one annual inspection, and as such, an hourly rate fee is collected for any equipment/site requiring additional inspections, whether for non-compliance issues, and/or additional source tests, etc.

**Title V Fees** — Local permit fees paid by Title V sources to cover the cost of developing Authorities to Construct and Permits to Operate. Additional fees may be charged to the large sources to cover expenditures for review and analysis associated with the complicated Title V permitting process.

**Variances** — Fees collected when permitted sources apply for variances from District rules. Revenues are to be used to partially cover costs of Hearing Board meetings.

## APPENDIX B – DESCRIPTION OF COLLABORATIONS

**Association of Commuter Transportation Awards** - The Association of Commuter Transportation (ACT) is a non-profit organization that brings together transportation professionals in support of alternative modes of transportation. ACT's work directly supports the goals of the District to reduce emissions. This allocation will support the annual ACT award event.

**Alliance of Regional Collaborative for Climate Adaptation** – The Alliance of Regional Collaborative for Climate Adaptation (ARCCA) advances a regional approach to building resilience to climate impacts in key issues (fire, water, flood, agriculture) across the state by sharing information and best practices, developing stronger, more effective partnerships, and fostering dialogue across the urban-rural divide. Sacramento is one of five regions interacting with state agencies to ensure that regional level resilience activities receive appropriate attention and funding in state planning efforts. ARCCA's effort is also key to advancing the urban/rural interface dialogue in the region so important for supporting healthy forest resources to counter water, flood and fire impacts on our communities. This funding is the District share of the cost of this effort.

**American Lung Association Event: Fight for Air Climb** - This is an annual event that takes place in Sacramento with one of the key organizations supporting air district work locally and in the state.

**California Air Pollution Control Officers Association Greenhouse Gas Reduction-Exchange** - The California Air pollution Control Officers Association (CAPCOA) Greenhouse Gas Reduction-Exchange (GHG Rx) is a mechanism to validate and bank credits from in-state programs that reduce greenhouse gases. All credits must meet strict protocols approved by the CAPCOA Board. This funding pays the District's share of costs to administer the GHG Rx. As credits come available they will support projects in the Sacramento Region.

**Capital Public Radio Environment – News Initiative** - The District partners with a wide range of agencies, regional partners, business interests and Capital Public Radio to provide environmental and energy news for the region. This highly successful initiative ensures the availability of fair and experienced environmental news and has provided excellent public outreach for air district programs.

**Capital Region Climate Readiness Collaborative** - The Capital Region Climate Readiness Collaborative (CRC) is a regional network designed to promote greater coordination and cooperation at the local and regional level to adapt to current and future impacts of climate change. Through this collaborative, leadership from regional and local government, the business community, academia, labor, and environmental and community groups can work together to inform state and federal policymakers about the latest research and resources available to assist communities in the Sacramento region.

The CRC's purpose is to provide a better understanding of existing research on local impacts, identify and fill information gaps, share information, foster partnerships, develop strategies to reduce risk and increase community resilience, assist in accessing resources, and promote businesses related to a green economy by encouraging sustainable communities and economic development.

**Convention & Visitors Bureau Farm to Fork to Fuel – Clean Cities Conference** - This event is a regional initiative to enhance a key industry in California and Sacramento Region in a variety of ways. Agencies collaborate in improving the regional economy and environment in addition to highlighting unique aspects of the Sacramento Region.

### Environmental Council of Sacramento

**Earth Day Sacramento** – The Environmental Council of Sacramento (ECOS) is a coalition of environmental and civic organizations supporting efforts to coordinate land use and transportation to discourage sprawl, thereby improving air quality. On Earth Day each year ECOS hosts an event that attracts upwards of 10,000 people.

**Environmentalist of the Year Award** - Each year ECOS hosts an event recognizing leadership in environmental stewardship. Awards are given to individuals, companies, public officials & developers of environmentally-conscious projects.

**Friends of Light Rail** - The Friends of Light Rail advocates for the expansion of Sacramento's transit system and implementation of transit friendly land use policies and projects. Friends of Light Rail efforts directly improve air quality by decreasing auto use through increased transit ridership. This funding supports their annual event to recognize successful projects and leaders.

**Green Capitol Alliance - Valley Vision** - The Green Capitol Alliance is a coordinated effort between business, agencies, local governments, education institutions, and non-profits to coordinate a range of overlapping programs that will advance green business, a sustainable community and a workforce to support this work. This funding is the District share to support the effort.

**Home Energy Conservation** - Rebuilding Together Sacramento is the Sacramento region chapter of a national nonprofit organization that uses volunteers with professional supervision to help low-income, frequently elderly, frail or partially disabled residential homeowners perform basic maintenance on their homes. The District has partnered with Rebuilding Together Sacramento, the Sacramento Association of Realtors® and the Environmental and Civil Engineering Department at UC Davis to form the Home Energy Conservation (HEC) program. Using the same



workforce and serving the same clientele, HEC performs Tier 1 energy upgrades such as weather stripping, LED-for-incandescent light bulb swaps, insulating water heaters and exposed hot water lines, and other simple, low-cost upgrades. The total cost, including program administration, is under \$200 per home with estimated CO2 reductions of approximately one ton per year per home and utility savings of approximately \$360 per year per home.

**Local Government Commission** - The Local Government Commission (LGC) is a non-profit, non-partisan membership organization that provides technical support to public officials regarding sustainability, including land use and energy strategies. The LGC hosts many conferences each year, including a Yosemite Ahwahnee Principles Conference and a national planner's conference, which are often attended by District Board members. One Board member is on the LGC Board of Directors.

**California Adaptation Forum** - In 2014 the inaugural California Adaptation Forum in Sacramento brought together over 800 people to discuss state and local responses to common challenges such as drought, wildfires, flooding, energy security, and sea level rise. This forum draws academics, policy experts, community leaders, planners, and more to learn, share, and build new partnerships to build resilience in California from the ground up. In addition, the conference allows Sacramento local and regional agencies, county and city staff to influence state policy direction in these areas.

**Capital Region Local Policy Makers Program** - These events allow elected officials from the region to discuss issues of mutual concern and learn about strategies to reduce emissions, including more walkable communities and transit-oriented development. The events include presentations by experts in various planning areas that are significant to sustainable growth and successful lines of communication of new initiatives and innovative concepts.

**Yosemite Policymakers Conference** - This is an annual conference that focuses on providing elected officials access to current and innovative thinkers on important sustainability issues relevant to cities and counties across California. The District generally sponsors the attendance of a couple of Board members each year, increasing their knowledge and awareness of critical topics as well as providing the District the ability to provide input on the agendas. Examples of sustainability topics covered include: reducing fire danger and the resultant air quality issues; providing water resources in a constrained environment; sustainable forest management; strategies for providing low income housing; responding to homelessness; and innovative software tools for managing resources and informing the public.

**New Partners for Smart Growth Conference** - Funding supports LGC efforts to assist public officials to implement strategies that result in more livable communities.

**May is Bike Month – Sacramento Area Council of Governments** - This supports efforts to encourage participants to replace car trips with bicycle trips for errands and commuting. This is a key event supporting biking in the Sacramento Region.

**Power House Science Center** - The Powerhouse Science Center promotes science and learning among students and provides millions of dollars for the local economy. This collaboration will be the fourth of a ten year commitment at \$10,000 per year. It offers an opportunity to have air quality information and exhibits in the facility and potential leverage with other state and federal air quality funding partnerships.

**Sacramento Area Sustainable Business Awards** - The District has partnered with the Business Environmental Resource Center (BERC) for many years with BERC providing ombudsman type services that meet some of the District's United States Environment Protection Agency (EPA) small business outreach requirements. BERC is now partnering with the Sacramento Chamber of Commerce for the annual Sacramento Area Sustainable Business Awards, an award ceremony the District has long supported. It is beneficial to the District's business outreach goals to help sponsor this event.

#### **Sacramento Tree Foundation**

**Greenprint Summit** - The Greenprint Summit is a venue where speakers from around the nation share policy and research insights on how trees impact communities.

**Sacramento Tree Event** - The District has many programs working with the Sacramento Tree Foundation and partners with them for their annual event.

**State of Regional Transit Event** - Sacramento Regional Transit (RT) is a consistent and important partner with the District in cleaning up the air in Sacramento. This event helps highlight RT planning and programs at an event well attended by many key leaders and staff in the region.

**Toast to Clearing the Air Event** - This is an event sponsored by the Coalition for Clean Air recognizing key progressive businesses across the state, including a number that are key partners to the District.



**Valet Bike Parking Program** - This program is operated by Sacramento Area Bicycle Advocates (SABA) and the Folsom Chapter. Over the past four years they have provided valet bike parking services at more than 60 events including the Amgen Tour of California, California Capital Air show, Earth Day, Sacramento Bike fest, Friday Night Concerts and the Salmon Festival. SABA parked 9,000+ bikes in the first two years. SABA's valet bike parking has been recognized by Sacramento Magazine as a Best of Sacramento, "Best Relief from Parking Grief" and received a Clean Air Award from Breathe California Sacramento Emigrant Trails. This is a program that truly gives residents the option to bike to events and safely store their bikes, taking many cars off the road in the process.

**West Coast Diesel Collaborative** - The West Coast Diesel Collaborative is an effort that advances clean fuels, vehicles and lower emission diesel engines in the west coast states. This effort has been very beneficial to the District, and has supported a number of grant programs we have received from the federal government, as well as linking with our work with the regional Clean Cities coalition. This funding supports the annual event.

## APPENDIX C – GLOSSARY

**Account** – The primary accounting field in the budget used to describe the type of the financial transaction.

**Accrual Basis** – Revenue and expenditures are recorded in the period earned or incurred regardless of whether cash is received or disbursed in that period.

**Actual** – Actual level of expenditures/FTE positions approved for fiscal year.

**Amended** – Level of expenditures/FTE positions reflecting adjustments made during the current fiscal year.

**Assembly Bill (AB)** – California State Assembly bills obligating funds to the District for air pollution control programs.

**Balanced Budget** – The amount of budgeted expenditures is equal to or less than the amount of budgeted revenues plus other available resources.

**Beginning/Ending Fund Balance** – Unencumbered resources available in a fund from the prior/current year after payment of the prior/current year's expenditures. Not necessarily cash on hand. Also refer to Fund Balance.

**Budget** – An annual financial plan consisting of Proposed/Approved expenditures for specified purposes and the Proposed/Approved means of financing them.

**Capital Assets** – Capital assets include land, improvements to land, easements, buildings, building improvements, vehicles, machinery, equipment, works of art and historical treasures, infrastructure, and all other tangible or intangible assets that are used in operations and that have initial useful lives extending beyond a single reporting period (fiscal year).

**Capital Improvement** – A specific undertaking involving procurement, construction or installation of facilities or related equipment which improves, preserves, enhances or modernizes the District's property, has a useful life of at least three years, and costs at least \$5,000.

**Cash Basis** – Revenue and expenditures are recorded in the period they are actually received or expended in cash.

**Cognizant Agency** – A federal agency that, on behalf of all Federal agencies, is responsible for establishing final indirect cost rates.

**Comprehensive Annual Financial Report (CAFR)** – Provides a thorough and detailed report of the District's financial condition.

**Consumer Price Index (CPI)** – The value is obtained through the State of California, Office of the Director-Research Unit. Rule 205 Community Bank and Priority Reserve Bank and Rule 304 Plan Fees for Naturally Occurring Asbestos are both subject to annual CPI adjustments.

**Covell Building Fund (570B)** – The District's building fund, which is supported by rent revenue and which, generally, has restrictions on its use.

**Debt Issue** – Issuance of bonds and other debt instruments to finance municipal improvements and services.

**Debt Service** – The costs of paying the principal and interest on borrowed money according to a predetermined payment schedule.

**Direct Cost** – Portion of cost that is directly expended in providing service.

**Division** – Term used to define the different areas of operation within the District.

**Emission Technology Fund (570C)** – The District's fund representing pass-through incentive programs, which are supported by a variety of sources and which, generally, have restrictions on their use.

**Employee Services** – The personnel costs of the District, including pay and benefits, such as health insurance, social security costs, retirement contribution, workers' compensation, unemployment insurance, etc.

**Expenditure** – The actual spending of funds authorized by an appropriation and are generally divided into various categories such as employee services, services and supplies, debt service and capital improvements.

**Federal Fiscal Year (FFY)** – A time period designated by the Federal government signifying the beginning and ending period for recording financial transactions. The Federal Fiscal Year is from October 1 through September 30.

**Fiscal Year (FY)** – A time period designated by the District signifying the beginning and ending period for recording financial transactions. The District has a fiscal year from July 1 through June 30.

**Full-Time Equivalent (FTE)** – A unit indicating the workload of a position in order to distinguish workloads comparable to a full-time position. An FTE of 1.0 means that the position is equivalent to a full-time workload, while an FTE of 0.50 signals that the position is only half-time.

**Fund** – A group of related accounts used to maintain control over resources that have been segregated for specific activities or objectives. Each fund has its own budget and tracks revenues and expenditures separately.

**Fund Balance** – The total dollars remaining after current expenditures for operations and capital improvements are subtracted from the sum of the beginning fund balance and current resources.

**Fund Balance (Use of)** – Revenues received during prior fiscal years that were not expended. Some revenues may already be earmarked for specific projects or programs that were not completed during the prior fiscal year. Fund Balance is used to balance the budget when new revenues are insufficient to fund budgeted expenditures. The use restriction is specific to original source of the revenue. Examples include: Measure A, SEED, CMAQ, DMV and EPA 105 grants.

**Government Finance Officers Association (GFOA)** – Enhances and promotes the professional management of governments for the public benefit by identifying and developing financial policies and best practices and promoting their use through education, training, facilitation of member networking, and leadership.

**Grant** – Contributions of cash or other assets provided by external agencies, which are restricted to a specific purpose, have a time limit for use, and frequently are reimbursed after incurring eligible costs.

**Greenhouse Gas** – Gases that trap heat in the atmosphere.

**Indirect Cost** – Portion of cost that are necessary to provide the service that are not readily identified to the unit of service, such as administration, supplies, etc. For many of the District's programs, the percentage of indirect cost allowed is set by the EPA as a cognizant agency.

**Modified Accrual Basis** – A mixture of cash and accrual basis accounting used for governmental funds.

**Naturally Occurring Asbestos (NOA)** – Occurs in rocks and soil as a result of natural geological processes. Natural weathering and human activities may disturb NOA-bearing rock or soil and release mineral fibers into the air, which pose a greater potential for human exposure by inhalation.

**Office of Budget and Management (OMB)** – Releases circulars that govern how federal funds are used and accounted for by the District.

**Operating Fund (570A)** – The District's principal operating fund, which is supported by federal grants, California State funds, and fees, funds ongoing program costs, including employee services, other services and supplies, equipment, and debt service.

**Other Post-Employment Benefits (OPEB)** – Benefits that an employee will begin to receive at the start of retirement, not including pension benefits.

**Oxides of Nitrogen** – Highly reactive gas forming quickly from emissions from cars, trucks and buses, power plants, and off-road equipment.

**Ozone** – A gas that occurs both in the Earth's upper atmosphere and at ground level. Ozone can be "good" or "bad" for people's health and for the environment, depending on its location in the atmosphere.

**Resolution** – A formal declaration by the District Board of Directors.

**Revenues** – Income received from various sources including charges for fees and services, intergovernmental, interest, grants and other miscellaneous categories.

**Senate Bill (SB)** – California State Senate bills obligating funds to the District for air pollution control programs.

**Services and Supplies** – Costs of contractual or outside services, office supplies, utilities and equipment.

**Transfers** – Financial resources are moved from one account/fund to another account/fund.

**Types of Funds** – Restricted funds are restricted by legal or contractual requirements to a specific area. Unrestricted funds are not restricted by legal or contractual requirements and may be used in multiple areas. Assigned funds are specific in where they can be used.

**Variance** – Change in expenditures or staffing levels between fiscal years.

**Volatile Organic Compounds (VOC)** – Gases emitted from certain solids or liquids.

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[www.airquality.org](http://www.airquality.org)

#### BOARD OF DIRECTORS

**Donald Terry, Chair**

*Mayor, City of Rancho Cordova*

**Eric Guerra, Vice Chair**

*Council Member, City of Sacramento*

**Sue Frost**

*Sacramento County Board of Supervisors*

**Patrick Kennedy**

*Sacramento County Board of Supervisors*

**Don Nottoli**

*Sacramento County Board of Supervisors*

**Susan Peters**

*Sacramento County Board of Supervisors*

**Phil Serna**

*Sacramento County Board of Supervisors*

**Larry Carr**

*Council Member, City of Sacramento*

**Mark Crews**

*Vice Mayor, City of Galt*

**Bret Daniels**

*Council Member, City of Citrus Heights*

**Roger Gaylord III**

*Council Member, City of Folsom*

**Steve Hansen**

*Council Member, City of Sacramento*

**Jeff Harris**

*Council Member, City of Sacramento*

**Steve Ly**

*Mayor, City of Elk Grove*

#### 10 EASY TIPS TO IMPROVE AIR QUALITY

1. Drive less
2. Postpone errands on smoggy days
3. Keep vehicle's engine tuned up and tires properly inflated
4. Sign up for Air Quality alerts at [www.SpareTheAir.com](http://www.SpareTheAir.com)
5. Carpool, Vanpool or take public transit
6. Ride a bicycle or walk for some trips
7. Refuel in the evening and never top off the gas tank
8. Switch to electric powered yard equipment
9. Watch air quality maps at [SpareTheAir.com](http://SpareTheAir.com) to see air pollution levels in the Sacramento Region
10. Use an electric or chimney briquette starter to light the barbecue or use a propane gas grill

SACRAMENTO METROPOLITAN



# STATIONARY SOURCE PERMIT FEES (RULE 301) FOR FY 17/18\*

		INITIAL FEES	RENEWAL FEES
<b>SCHEDULE 1 ELECTRIC MOTOR (HP)</b>			
Level 1	<5	\$932	\$466
Level 2	5 - <50	\$1,864	\$932
Level 3	50 - <200	\$3,728	\$1,864
Level 4	>200	\$7,456	\$3,728
<b>SCHEDULE 2 FUEL BURNING (MMBTU/HR)</b>			
Level 1	<1	\$466	\$233
Level 2	1 - <10	\$932	\$466
Level 3	10 - <50	\$1,864	\$932
Level 4	50 - <100	\$3,728	\$1,864
Level 5	>100	\$7,456	\$3,728
<b>SCHEDULE 3 ELECTRICAL ENERGY (KVA)</b>			
Level 1	<150	\$1,864	\$932
Level 2	>=150	\$7,456	\$3,728
<b>SCHEDULE 4 INCINERATOR (SQ FT)</b>			
Level 1	<10	\$1,864	\$932
Level 2	10 - <40	\$5,610	\$2,805
Level 3	40 - <100	\$7,456	\$3,728
Level 4	>100	\$9,346	\$4,673
<b>SCHEDULE 5 STORAGE CONTAINER (GALLONS)</b>			
Level 1	<40K	\$1,864	\$932
Level 2	40K - <400K	\$7,456	\$3,728
Level 3	>400K	\$9,346	\$7,456
<b>SCHEDULE 6.a GASOLINE DISPENSING (NOZZLES)</b>			
Level 1	Phase II exempt	-	\$450
Level 2	<7 nozzles	\$1,748	\$874
Level 3	8 nozzles	\$1,984	\$992
	10 nozzles	\$2,480	\$1,240
	12 nozzles	\$2,976	\$1,488
	14 nozzles	\$3,472	\$1,736
	16 nozzles	\$3,968	\$1,984
	18 nozzles	\$4,464	\$2,232
	20 nozzles	\$4,960	\$2,480
	24 nozzles	\$5,952	\$2,976
	30 nozzles	\$7,440	\$3,720
	36 nozzles	\$8,928	\$4,464
<b>SCHEDULE 6.b GASOLINE DISPENSING (TANK)</b>			
Phase I only		-	\$104
Underground tanks		-	\$312
Aboveground tanks		-	\$156
<b>SCHEDULE 7 IC ENGINES (HP)</b>			
Level 1	<50	\$466	\$233
Level 2	50 - <250	\$932	\$466
Level 3	250 - <500	\$1,864	\$932
Level 4	500 - <1000	\$3,728	\$1,864
Level 5	>1000	\$7,456	\$3,728
<b>SCHEDULE 9 MISC</b>			
Level 1	All	\$1,864	\$932
<b>SCHEDULE 10 TIME AND MATERIALS LABOR RATE</b>			
Hourly rate	All	\$206	-
<b>SCHEDULE 11 TIME AND MATERIAL LABOR RATE</b>			
Hourly rate	All	\$206	-
<b>ALTERNATIVE COMPLIANCE FEE</b>			
Hourly rate	All	\$184	-
<b>SOURCE TEST OBSERVATION AND EVALUATION REPORT</b>			
Source test (first 10 hours)		\$1,864	-
Additional time (per hour)		\$206	-
<b>REVISIONS OF CONDITIONS WITH NO INCREASE</b>			
		\$932	-
<b>DUPLICATE PERMITS</b>			
Duplicate permits		\$29	-
<b>CHANGE OF NAME</b>			
Name change on first permit		\$88	-
For each additional permit		\$37	-
<b>RENEWAL EMISSION FEE FOR CO, NOX, ROG, SOX or TSP</b>			
Any pollutant	Schedule 6 (per ton)	-	\$83
Any pollutant	All other (per ton)	-	\$85

\*Effective July 25, 2017

# FEES FOR FY 17/18

<b>RULE 301 TITLE V FEES*</b>			
Application filing fee (per application)			\$1,423
Initial Title V operating permit (per Permit to Operate)			\$1,378
Title V operating permit renewal (per Permit to Operate)			\$600
Significant Title V permit modification (per Permit to Operate - modified or added)			\$3,772
Minor Title V permit modification (per Permit to Operate - modified or added)			\$2,022
<b>ADMINISTRATIVE TITLE V PERMIT AMENDMENT</b>			
Enhanced New Source Review (NSR) (per Permit to Operate - modified or added)			\$1,012
Other than enhanced NSR (per application)			\$403
<b>ANNUAL TITLE V FEE (PER PERMIT TO OPERATE)*</b>			<b>\$304</b>
<b>ASBESTOS DEMOLITION &amp; RENOVATION (RULE 304)</b>			
<b>UNITS OF ASBESTOS TO BE REMOVED/DISTURBED</b>			
<b>LINEAR FEET</b>	<b>SQUARE FEET</b>	<b>CUBIC FEET</b>	
0 - 259	0 - 159	0 - 34	\$435
260 - 499	160 - 499	35 - 109	\$435
500 - 999	500 - 999	110 - 218	\$635
1,000 - 2,499	1,000 - 2,499	219 - 547	\$935
2,500 - 4,999	2,500 - 4,999	548 - 1,094	\$1,335
5,000 - 9,999	5,000 - 9,999	1,095 - 2,188	\$1,835
10,000 or more	10,000 or more	2,189 or more	\$2,335
<b>HEARING BOARD FEES (RULE 302)</b>			
<b>SMALL BUSINESSES</b>			
Initial fees			\$765
Newspaper publication fees (if required)			\$60
Staff time above 7.5 hours			\$91
<b>OTHER BUSINESSES</b>			
Initial fees			\$1,024
Newspaper publication fees (if required)			\$60
Staff time above 7.5 hours			\$91
<b>EMERGENCY VARIANCE</b>			
Initial fees			\$495
Staff time above 3 hours			\$91
<b>AGRICULTURE BURNING PERMIT FEES (RULE 303)</b>			
Basic fee			\$50
Orchard or vineyard pruning waste			\$0.50 per acre
Orchard removal waste			\$3.50 per acre
All other burnable waste			\$1.75 per acre
<b>RULE BOOK SALES</b>			
Rulebook with binder & dividers			\$30
Rulebook with no binder or dividers			\$20
<b>ENVIRONMENTAL DOCUMENT PREPARATION AND PROCESSING FEES (RULE 305)</b>			
Hourly rate			\$63
Fee deposit: <i>Estimated fee will be based on the complexity of the proposed project and the time it will take to analyze potential environmental impacts, alternatives and mitigation, and may include estimated consultant fees, materials and other expenses.</i>			-
<b>CALIFORNIA DEPARTMENT OF FISH AND GAME FEES</b>			
Environmental impact report			\$850
Negative declaration			\$1,250

\*Effective July 25, 2017



# PROPOSED FEES FOR FY 17/18\*

(with 2.2% CPI Adjustment)

<b>NATURAL OCCURRING ASBESTOS (NOA) PLAN FEES (RULE 304)</b>	
<b>ASBESTOS DUST MITIGATION PLAN REVIEW</b>	
Application review/inspection fees	\$415
Additional per acre	\$25
No dust mitigation plan submitted (per hour)	\$137
Additional - more than 18 hours per 100 acres (per hour)	\$137
<b>GEOLOGIC EVALUATION</b>	
Application review/inspection fees	\$535
<b>COMMUNITY BANK &amp; PRIORITY RESERVE EMISSION REDUCTIONS CREDIT FEES (RULE 205 SEED LOAN FEES)</b>	
Annual renewal fee	\$1,560

\*Effective July 1, 2017

# PROPOSED FEES FOR FY 17/18\*

(with 2.2% CPI Adjustment)

STATE TOXICS EMISSIONS FEES (RULE 306)	STATE PORTION	DISTRICT PORTION
<b>FEE CATEGORY 1</b>		
Industry-wide facility	published state fees @ <a href="http://www.arb.ca.gov/ab2588/2588feetable.htm">http://www.arb.ca.gov/ab2588/2588feetable.htm</a>	\$121
<b>FEE CATEGORY 2</b>		
Simple Facility	-	\$567
Intermediate Facility	-	\$772
Complex Facility	-	\$1,078
<b>FEE CATEGORY 3</b>		
Simple Facility	-	\$511
Intermediate Facility	-	\$993
Complex Facility	-	\$1,988
<b>FEE CATEGORY 4</b>		
Simple Facility	-	\$1,017
Intermediate Facility	-	\$2,039
Complex Facility	-	\$2,652
<b>FEE CATEGORY 5</b>		
Simple Facility	-	\$8,585
Intermediate Facility	-	\$9,096
Complex Facility	-	\$9,709
<b>FEE CATEGORY 6</b>		
Simple Facility	-	\$10,118
Intermediate Facility	-	\$10,731
Complex Facility	-	\$11,242
<b>FEE CATEGORY 301.2</b>		
Simple Facility	-	\$128
Intermediate Facility	-	\$128
Complex Facility	-	\$128

\*Effective July 1, 2017

# FEES FOR FY 17/18

AGRICULTURAL SOURCE FEES (RULE 310)		INITIAL FEES	RENEWAL FEES
<b>SCHEDULE AG1-A FUEL BURNING (MMBTU/HR)</b>			
Level 1	<1	\$326	\$163
Level 2	1 - <10	\$654	\$326
Level 3	>=10	\$1,307	\$654
<b>SCHEDULE AG1-B FUEL BURNING (SQ FT)</b>			
Level 1	<10	\$1,307	\$654
Level 2	>=10	\$3,924	\$1,963
<b>SCHEDULE AG2 IC ENGINES (HP)</b>			
Level 1	<50	\$326	\$163
Level 2	50 - <250	\$654	\$326
Level 3	250 - <500	\$1,307	\$654
Level 4	500 - <1000	\$2,615	\$1,307
Level 5	>=1000	\$5,231	\$2,615
<b>SCHEDULE AG3</b>			
Application review (first 10 hours)		\$1,307	-
Additional time (per hour)		\$136	-
Application review (first 5 hours)		-	\$654
Additional time (per hour)		-	\$136
<b>SCHEDULE AG4-A GENERAL FARMING/MISCELLANEOUS EQUIPMENT</b>			
Initial fee		\$1,307	\$654
<b>SCHEDULE AG4-B GASOLINE DISPENSING (NOZZLES)</b>			
Level 1	Phase I and Phase II system	\$1,223	\$612
Level 2	Phase II exempt	\$612	\$305
<b>EMISSION RENEWAL FEE</b>			
Fee per ton		-	\$60
<b>HOURLY RATE FOR TIME AND MATERIALS, AND REINSPECTIONS</b>			
		\$136	-
<b>SOURCE TEST OBSERVATION AND REPORT EVALUATION</b>			
Source test (first 10 hours)		\$1,307	-
Additional time (per hour)		\$136	-
<b>PUBLIC NOTIFICATION FEE</b>			
If required by Rule 215 or Rule 496		<i>Actual Cost</i>	-
<b>REVISIONS OF CONDITIONS</b>			
		\$326	-

# FEES FOR FY 17/18

AGRICULTURAL ENGINE REGISTRATION FEES (RULE 311)		INITIAL FEES	RENEWAL FEES
<b>ENGINES WITH CONTROL DEVICE</b>			
Level 1	<50	\$315	\$159
Level 2	51 - <249	\$633	\$317
Level 3	250 - <499	\$1,265	\$633
Level 4	500 - <999	\$2,530	\$1,265
Level 5	>=1000	\$5,060	\$2,530
<b>CARL MOYER ENGINES</b>			
		\$156	-
<b>ALL OTHER ENGINES</b>			
First engine (first 3 hours)		\$309	\$174
Each additional engine (first 1 hour)		\$160	\$108
Additional time (per hour)		\$165	-
<b>SOURCE TEST OBSERVATION AND REPORT EVALUATION</b>			
Source test (first 10 hours)		\$1,265	-
Additional time (per hour)		\$165	-
<b>HOURLY RATE FOR TIME AND MATERIALS, AND REINSPECTIONS</b>			
		\$165	\$165

# PROPOSED FEES FOR FY 17/18\*

(with 2.2% CPI Adjustment)

<b>GREENHOUSE GAS PROGRAM FEES (RULE 350)</b>	
<b>PROJECT PLAN FEES</b>	
First 5 hours	\$981
Each additional hour (per hour)	\$196
<b>CEQA DOCUMENT PREPARATION</b>	
Hourly rate	\$196
<b>VERIFICATION FEE</b>	
<b>DISTRICT VERIFICATION</b>	
First 10 hours	\$1,962
Each additional hour (per hour)	\$196
<b>THIRD PARTY VERIFICATION</b>	
First 5 hours	\$981
Each additional hour (per hour)	\$196
<b>TRANSFER OF OWNERSHIP</b>	
Transfer of a carbon credit certificate	\$196

\*Effective July 1, 2017