

SACRAMENTO METROPOLITAN AIR QUALITY MANAGEMENT DISTRICT

For Agenda of: January 27, 2005

TO: Board of Directors,
Sacramento Metropolitan Air Quality Management District

FROM: Larry Greene,
Air Pollution Control Officer

SUBJECT: Request for New Position-Senior Accountant (1 FTE)

Recommendation Staff recommends the Board approve the addition of one full-time Senior Accountant by:

Approving the attached resolution adding one full-time equivalent Senior Accountant position to the District's classification plan, and authorizing the Chairperson of the Board to sign the resolution on behalf of the SMAQMD Board of Directors.

Justification

The District accounting staff currently faces an enormous workload. There is one District Accountant position which has been subject to frequent turnover in the past several years. Until recently, the only other accounting staff was the Fiscal Assistant. On June 24, 2004, the Board authorized the addition of an Accountant I position for the 04/05 fiscal year which has been filled. The current workload includes preparing for the 03/04 Audit, 04/05 Audit preparation and 05/06 budget preparation. Current tasks including account reconciliation, contract enforcement, accounts payable, payroll funds transfer, and the audit and budget work fully occupy staff's available time.

In the upcoming year, the District expects to begin receiving revenue streams that require increased accountability and tracking. Funds from the Carl Moyer program are expected to increase by \$6M per year for at least the next 10 years. DMV funds are expected to increase by \$2M per year. SECAT funds are expected to increase \$28M over the next three years. These additional funds will result in the expansion and implementation of additional air quality programs. The result of additional programs will require the accounting staff to devote additional resources to contract

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enforcement as well as funds management adherence and general bookkeeping. Additional resources will also be needed to ensure GASB compliance and legislative compliance regarding accounting practices.

In order to ensure the accounting staff is able to perform their duties thoroughly, accurately and timely, with the highest degree of integrity, it is necessary to add one new Senior Accountant position at this time. This additional position may not cover the entire workload gap, but it will certainly aid in the District's efforts to establish a robust accounting division, to further refine accounting procedures and to develop an efficient and effective accounting system.

Fiscal Impact

The salary range for the new position will be Salary Range 78, (\$4,120-\$5,011 per month). The estimated salary/benefits cost for the remainder of FY 04/05 will be \$17,901 – \$21,773 and can be paid from salary savings.

Annualized salary/ benefits costs for FY 05/06, estimated at \$66,744-\$81,178, can be funded with increased DMV administrative fees and new Moyer administrative fees.

Respectfully submitted,

Larry Greene
Air Pollution Control Officer

Approved as to Form:

Kathrine Pittard
District Counsel

SACRAMENTO METROPOLITAN AIR QUALITY MANAGEMENT DISTRICT

Resolution No. _____

Whereas, SMAQMD accounting staff currently face an enormous workload; and

Whereas, account reconciliation, contract enforcement, accounts payable, payroll funds transfer, and the audit and budget work fully occupy the accounting staff; and

Whereas, SMAQMD must administer and track millions of dollars in funding for additional programs to improve air quality; and

Whereas, it is necessary to hire one new Senior Accountant to ensure that the accounting staff is able to perform their duties thoroughly, accurately and timely; and

Be it Resolved and Ordered by the District Board of Directors that the classification plan be updated to include the new class of Senior Accountant and authorize SMAQMD staff to hire one, full-time Senior Accountant.

On a Motion by Director _____ and seconded by Director _____, the foregoing Resolution is passed and adopted by the Board of Directors of the Sacramento Metropolitan Air Quality Management District, State of California, the 27th day of January, 2005.

AYES Directors

NOES Directors

ABSENT Directors

Chairperson of the Board of Directors
Sacramento Metropolitan Air
Quality Management District

ATTEST: _____
Clerk, Board of Directors