

**SANTA BARBARA COUNTY
BOARD AGENDA LETTER**



Clerk of the Board of Supervisors
105 E. Anapamu Street, Suite 407
Santa Barbara, CA 93101
(805) 568-2240

Agenda Number:
Prepared on: 6/26/03
Department Name: Human Resources
Department No.: 064
Agenda Date: 7/8/03
Placement: Administrative
Estimate Time:
Continued Item: NO
If Yes, date from:

TO: Board of Supervisors

FROM: Ann Goodrich, Director
Human Resources Department

STAFF CONTACT: Lila Deeds, Employee Relations Manager
568-2819

SUBJECT: Revised Classification and Salary Plan and Reconciliation of Allocated Positions

Recommendation(s):

That the Board of Supervisors:

- A. Review and confirm position allocation changes approved in 2002-2003 by the County Administrator pursuant to Resolution 99-486, as shown in Attachment A.

Adopt one resolution, effective July 7, 2003, as follows:

- B. Update the County's Classification and Salary Plan, including various changes in department position allocations corresponding to the 2003-04 Proposed Budget.
- C. SALARY INCREASE
Chief Financial Officer (Class 1452), Range 6430 (\$5,993-\$7,316 per month) to Range 6620 (\$6,859-\$8,044 per month).
- D. RETITLE JOB CLASSIFICATION
Housing Program Manager (Class 0303), Range 6520 (\$6,268-\$7,652 per month) to Housing and Community Development Division Manager.
- DELETE JOB CLASSIFICATION
Housing Program Specialist Supervising (Class 0309), Range 6170 (\$5,264-\$6,427 per month).

- E. CHANGE JOB CLASSIFICATION
Board of Supervisors Administrative Assistant I/II (Classes (1350/1351), Ranges 5330/5680 (\$3,463-\$4,227/\$4,123-\$5,033 per month) from overtime eligible to overtime exempt.
- F. RETITLE JOB CLASSIFICATION
Child Support Compliance Review Analyst (Class 3435), Range 5620 (\$4,001-\$4,885 per month) to Child Support Information Technology Compliance Analyst.
- G. SPECIAL DUTY ALLOWANCE
Authorize a five percent (5%) special duty allowance for one Medical Records Administrator in the Public Health Department.
- H. SALARY INCREASE
Pursuant to Memoranda of Understanding, increase salaries by 2% for all classifications represented by the Deputy Sheriffs Association and the Sheriff's Managers Association, effective July 7, 2003.
- I. ESTABLISHING JOB CLASSIFICATIONS
Financial Systems Analyst, Senior (Class 3514), Range 6360 (\$5,788-\$7065 per month) and Financial Systems Analyst, Senior-Restricted (Class 3515), Range 6430 (\$5,993-\$7,316 per month).
- J. ESTABLISHING JOB CLASSIFICATIONS
Urban Forestry Inspector (Class 7550), Range 5354 (\$3,504-\$4,278 per month) and Urban Forestry Supervisor (Class 75551), Range 5754 (\$4,278-\$5,222 per month).

Alignment with Board Strategic Plan:

The recommendation(s) are primarily aligned with Goal No. 3. A Strong, Professionally Managed County Organization.

A/B. Executive Summary and Discussion:

This action will update the County's master Classification and Salary Plan to reflect amendments and actions taken by the Board of Supervisors or approved by the County Administrator during the past fiscal year. Pursuant to Resolution 99-486, adopted in December 1999, your Board delegated authority to the County Administrator to approve departmental position allocation changes within certain guidelines, to be confirmed by your Board annually during the budget process. The recommended Salary Plan also includes various position changes for the 2003-04 fiscal year as approved during the recent budget hearings and classified by the Human Resources Department. Additional changes will be presented to your Board as classification studies are finalized.

Fiscal and Facilities Impacts:

The fiscal impact of modifications to the departmental position allocation was considered and approved by your Board during the June 2003 budget hearings.

C. Executive Summary and Discussion:

In February 2003, the County Administrator and the Directors of ADMHS, Public Health, Social Services, Probation, and Public Works requested the establishment of a Chief Financial Officer at range 6620 (\$6859 - \$8044 per month) and the reclassification of five Business Manager III or Fiscal Managers to Chief Financial Officers. Your Board approved the establishment of the new classification at range 6430 (\$5,993-\$7,613 per month) and the reclassification of two Business Manager III's in Probation and Public Works and three Fiscal Managers in Public Health, Social Services and ADMHS to the new class title. This action places before your Board the reconsideration of these departments' request to set the salary for the Chief Financial Officer at range 6620 (\$6,859-\$8,044 per month) an increase of approximately ten percent.

Mandates and Service Levels:

No change.

Fiscal and Facilities Impacts:

According to the departments' February 2003 letter, the cost of this action will be an increase of \$11,007 annually in each of the departments for a total of \$55,035. The departments have indicated that there will be no General Fund increase for any of the affected departments.

D. Executive Summary and Discussion:

The Housing and Community Development Department has requested a change to the existing job description of Housing Program Manager. The Housing Program Manager classification was created when the Housing Program was placed in the Treasurer's Office. The Housing and Community Development Department has requested that the title be changed to Housing and Community Development Division Director to better reflect the responsibilities of a multi-position classification and that the class specification be broadened to provide more flexibility in staffing and assignments. The Human Resources Department has reviewed this request and agrees that a change in title and a broadening of duties will more accurately reflect the duties and organization of the new department. The Human Resources Department is not recommending a change in the salary for this classification and there will be no ripple effect from this change elsewhere in the County.

The Housing and Community Development Department provides the following information as requested by the Board Chair for classification modifications:

- 1) This is a new department and, therefore, there is no organizational change.
- 2) Implementation of this organizational structure will help the new Department to fulfill the mission established for it by the BOS in its resolution of August 14, 2001.
- 3) The structure will provide the necessary staffing and oversight to perform the new Department's mission and to implement its various programs.
- 4) The change in the job description will provide the flexibility at the management level to be able to attract new staff without seeking the creation of a new job title upon expansion of duties and responsibilities.
- 5) There are no impacts on related classes.

6) The County Administrator's Office reviewed, approved and coordinated with Human Resources the new organizational structure on Monday, May 20, 2003.

7) There are no new fiscal impacts for FY 2003-04. In future fiscal years any growth will be absorbed through grant funding and interest income on Housing Trust Fund.

Mandates and Service Levels:

No change.

Fiscal and Facilities Impacts:

There is no fiscal impact with this change.

E. Executive Summary and Discussion:

This change was made at the request of the Board of Supervisors.

Mandates and Service Levels:

No change.

Fiscal and Facilities Impacts:

There is no fiscal impact with this change.

F. Executive Summary and Discussion:

This recommendation will retitle the Child Support Compliance Analyst classification to Child Support Information Technology Compliance Analyst to better reflect the extent to which technology has become part of the compliance review process in the Child Support Department. The class specification has also been updated.

Mandates and Service Levels:

No change.

Fiscal and Facilities Impacts:

There is no fiscal impact with this change.

G. Executive Summary and Discussion:

The Public Health Department requested a Special Duty Allowance for the Medical Records Administrator position responsible for ensuring that the Public Health Department meets Health Information Portability and Accountability Act privacy requirements. The Human Resources Department is recommending a 5% Special Duty Allowance for the Medical Records Administrator position assigned these responsibilities since they are outside the normal scope of duties associated with the classification.

Mandates and Service Levels:

No change.

Fiscal and Facilities Impacts:

As a result of adding this Special Duty Allowance, there will be an increase of approximately \$4,000 per year (salary plus benefits) for the Public Health Department. The Public Health Department indicated that there will be no General Fund increase.

H. Executive Summary and Discussion:

In the current Memoranda of Understanding between the County and the Deputy Sheriffs Association (DSA), and between the County and the Sheriff's Managers Association (SMA), the County agreed to increase salaries for all classifications represented by these employee organizations by 2% effective July 7, 2003.

Mandates and Service Levels:

No change.

Fiscal and Facilities Impacts:

DSA classifications -- The recommended action covers approximately 466 employees in the District Attorney and Sheriff's Departments. The estimated annual cost of this increase is \$741,450.

SMA classifications -- The recommended action covers approximately 41 employees in the District Attorney and Sheriff's Departments. The cost of this increase is \$121,122.

I. Executive Summary and Discussion:

The Auditor-Controller requested that the Human Resources Department establish a new Financial Systems Analyst, Senior classification. The proposed classification would be a lead programmer working on developing and redesigning the County's automated financial systems. After reviewing the information submitted by the Auditor-Controller's Office and discussions with the department, the Human Resources Department recommends the creation of the Financial Systems Analyst, Senior. This class will provide a level of technical expertise that is not currently encompassed in any of our current classifications. Human Resources' salary recommendation is based on internal relationships. There should be no ripple effect from this recommendation.

The Auditor-Controller provides the following information as requested by the Board Chair for new classifications:

- 1) The Auditor-Controller's Office requests two positions be changed to advanced level positions. These positions will take on lead responsibility for programming the core architecture of the County's financial accounting systems. This will assure the retention and the future ability to recruit individuals to provide the in-house capability to create new systems, perform large-scale modifications, and provide us with in-house experts on all of our systems.
- 2) Our service level is improved each time we take on the challenge of developing our own in-house systems. The systems developed are uniquely catered to our needs, can be modified when necessary to accommodate changes and at the same time we develop in-house experts that can maintain the systems. To the extent that we are able to improve the current systems, the nature and timeliness of financial information provided will enhance public accountability and enhance data to County departments and other organizations for decision-making purposes.
- 3) The productivity can be measured by the increase in service levels (as stated above) and the cost savings accrued to the County. Most recently we have saved the County up

to \$10,000,000 on the purchase of a vendor product, saved between \$100,000 - \$500,000 in annual vendor maintenance costs and developed a system uniquely catered to our needs.

4) This change in positions focuses on individuals that have a high level of understanding of both programming and accounting. This change provides for the long-term health of our organization. It focuses on the risks of doing in-house development versus buying vendor maintained systems. The benefit to the county accrues in the terms of cost savings, efficiencies and effective delivery of service. This simply is an investment in the future of the county.

5) There are no impacts on related classes.

6) The County Administrator's Office has reviewed and concurs with the change.

7) Funding for these positions are included in the salary model and have been approved as part of the final budget.

Mandates and Service Levels:

No change.

Fiscal and Facilities Impacts:

The fiscal impact is \$5,000 per year increase in costs over the Financial Systems Analyst job class.

J. Executive Summary and Discussion:

The Public Works Department requested establishment of two new classifications related to the urban forestry programs within the Transportation Division. The Human Resources Department is recommending the establishment of Urban Forestry Supervisor and Urban Forestry Inspector classifications. The Urban Forestry Supervisor classification is a single position class responsible for supervising programs such as the County's Street Tree Partnership Program, which allows property owners in unincorporated, as well as some incorporated areas of the County to have work performed near or on their property, within appropriate public easements/rights-of-way, by paying a percentage of the cost of tree removal and replacement. The Urban Forestry Inspector classification is responsible for inspecting the work of contractors performing urban forestry (i.e., tree management) projects in an assigned geographical area within the County, including tree maintenance, removal, and replacement, as well as related hardscape (i.e., sidewalk, curb, gutter, ramp, apron, etc.) repair, modification, and construction. The functions of both classes cannot be assigned to existing classifications due to the specialized urban forestry knowledge and ability requirements of the positions.

The salary recommendations for these two new classes were based on an external job market surveys and internal comparisons. The Human Resources Department does not foresee any ripple effects from these recommendations.

The Public Works Department provides the following information as requested by the Board Chair for classification modifications:

1) The Public Works Street Tree Partnership Program was initiated in 1995. A full time position for this program was established as an Engineering Technician in 1997. Of the job classes utilized in 1997, the Engineering Technician job class best matched the job duties. Due to the success of the program on the South Coast, Public Works decided to expand the partnership program to the North County and established through the 2000/01 budget process an additional Engineering Technician position. In Fiscal Year 2002/03, Public Works assigned a vacant Engineering Technician Supervisor position to lead the expanding partnership program. Since Fiscal Year 2000/01 Public Works has been unable to internally promote Public Works maintenance employees to the job class of Engineering Technician. The Public Works Department felt it was necessary to establish a distinctive Urban Forestry series, which more accurately describes the duties and minimum requirements of the positions working in these assignments, and to better allow promotion to the class.

2) The proposed change will have favorable impact on the department's ability to adapt to future changes in workload, due from the ability to recruit and hire staff who more closely match the position's requirements. In addition, the proposed change will increase promotional opportunities for maintenance staff.

3) The proposed change will have no impact on service levels to the public, other departments, or other organizations.

4) The change will not impact related classes in the department, nor will it adversely affect productivity and efficiency in the department.

5) The County Administrator's Office has reviewed and approved the organizational change and the resulting impacts.

Mandates and Service Levels:

No change.

Fiscal and Facilities Impacts:

There is no fiscal impact with the recommended changes. The salary ranges selected for the new positions match the salary ranges budgeted for fiscal year 2003/04.

Special Instructions:

Please send one copy of the approved resolution to Sandra Viola, Human Resources Department.

CC: Department Heads
Employee Organizations

**RESOLUTION OF THE BOARD OF SUPERVISORS
OF THE COUNTY OF SANTA BARBARA, STATE OF CALIFORNIA**

SALARY RESOLUTION OF THE COUNTY OF SANTA)
BARBARA ESTABLISHING A CLASSIFICATION) RESOLUTION
& SALARY PLAN, AND AUTHORIZING DEPARTMENTAL) NO. 03-
POSITION ALLOCATIONS, EFFECTIVE JULY 7, 2003)

WHEREAS, the Board of Supervisors of the County of Santa Barbara finds that there is good cause for the adoption of the provisions of this Resolution;

NOW, THEREFORE, IT IS HEREBY RESOLVED, as follows:

RESCISSION: Resolution 02-234 and all other Resolutions and their amendments, except as specified below, establishing a classification and salary plan and authorizing departmental position allocations in conflict herewith are hereby rescinded.

Resolutions numbered 02-283, 02-334, 02-383, 02-384, 03-028, 03-009, 03-010, amending Resolution 02-234 and effective various dates between July 7, 2003, and November 9, 2004, shall continue in full force and effect.

The provisions of this Resolution, insofar as they are substantially the same as provisions of the aforesaid rescinded Resolutions relating to the same subject matter, shall be construed as restatements and continuations, and not as new enactments.

DEFINITIONS: Words, terms and definitions as used in this Resolution shall have the same meanings as those specifically defined and set forth in Section 27-1 of Chapter 27 of the Santa Barbara County Code as the same now exists or may hereafter be amended.

OPERATIVE DATE: This Resolution shall be effective July 7, 2003.

SECTION NUMBER AND HEADINGS:

1. CLASSIFICATION, SALARY AND POSITIONS
2. JOB CLASS TABLE
3. SALARY SCHEDULE
4. DEPARTMENTAL POSITION ALLOCATION
5. EXTRA HELP
6. SPECIALIZED DUTIES
7. PAYMENT IN CASES OF UNAUTHORIZED EMPLOYMENT
8. POSSESSORY INTEREST TAX

CLASSIFICATION AND SALARY PLAN AND DEPARTMENTAL POSITION ALLOCATIONS AS OF JULY 7, 2003.

SECTION 1. CLASSIFICATION, SALARY AND POSITIONS

- a. There are hereby established such classifications of officers and employees of the County as are hereinafter set forth in Section 2, Job Class Table, of this Resolution.
- b. Salary payable to persons occupying such positions shall be as set forth in Section 2 of this Resolution and as provided for by applicable Civil Service Rules.
- c. There are hereby authorized for the various County departments numbers and classes of positions as hereinafter set forth in Section 4, Departmental Position Allocation, of this Resolution.
- d. The Board of Supervisors may, from time to time, suspend the filling of any and all positions which are or become vacant. Such suspensions shall remain in effect until modified or rescinded by the Board of Supervisors.

SECTION 2. JOB CLASS TABLE

- a. The Job Class Table lists by classification number and title all classifications authorized by the Board of Supervisors.
- b. The "Salary Range" number indicates the basic salary rate for each classification as set forth in Section 3, Salary Schedule, of this Resolution
- c. Under the column "Min/Max Step," the first letter indicates the minimum salary for the classification, and the second letter indicates the maximum salary for the class as set forth in Section 3, Salary Schedule.
- d. The figures under the "Hourly," "Biweekly," and "Monthly" sections are the minimum and maximum basic hourly, and approximate biweekly and/or monthly salaries for each classification. The rates for Fire Shift classifications have been established as a ratio of 40 hours to the fire shift weekly schedule of 56 hours.
- e. A "Yes" in the "OT Eligible" (Overtime Eligible) column indicates that the classification is eligible for overtime compensation.

- f. The number listed under the column “Bargaining Unit” indicates the representation unit to which the classification is assigned pursuant to the County’s Employer-Employee Relations Policy.

SECTION 3. SALARY SCHEDULE

- a. The "RANGE" column lists all salary ranges applicable to the job classifications in the Job Class Table, Section 2. The figures in the "HOURLY RATES" section are the hourly rates applicable to each step in the range. Biweekly and monthly equivalents are approximate. See Section 2.d. for salary rates for Fire Shift classifications.
- b. Amounts shown are for basic salaries only and do not include allowances or other compensation authorized by resolution or agreement.

SECTION 4. DEPARTMENTAL POSITION ALLOCATION

- a. The Departmental Position Allocation lists by department the number of positions authorized in each relevant classification title.
- b. The percent of full-time appearing in the “Part-Time” column indicates that the position is allocated and can be filled on a part-time basis only, according to the following table:

<u>Percent of Full-Time</u>	<u>Time</u>	<u>Hours Per Pay Period</u>
0.150	3/20	12
0.200	1/5	16
0.250	1/4	20
0.375	3/8	30
0.400	2/5	32
0.500	1/2	40
0.600	3/5	48
0.625	5/8	50
0.750	3/4	60
0.800	4/5	64
0.875	7/8	70
0.900	9/10	72

- c. Salary range, rate, step limit, overtime and bargaining unit information from the Job Class Table is duplicated for convenience.
- d. Wherever multiple Job Class numbers are listed in relation to a single Base Class, this designates a position that may be filled at any level within a designated series based on incumbent qualifications and operational need (Flexible Staffing). For flexibly staffed positions, the “BASE CLASS” indicates the lowest allocated class in the flexible series.

SECTION 5. EXTRA HELP

- a. Department Heads may make extra help appointments for the purposes of meeting work requirements for peak loads, emergencies, or other unusual situations, as well as seasonal, recurrent and/or intermittent assignments.
- b. Funds authorized to compensate an extra help appointment shall be (1) those funds within the approved departmental extra help budget allocation, and/or (2) salary savings from regular position vacancies. The salary for extra help work shall be as set forth in Section 2 of this Resolution for each employee's job class filling. If the duties and tasks to be performed do not fit an existing job classification, salary shall correspond to the hourly rate equivalent of any step in any appropriate salary range as approved by the Human Resources Director prior to appointment. The salary for contractors is the salary approved by the Board of Supervisors in the contract.
- c. Extra help employees shall not be eligible for non-mandated benefits, allowances, premiums or differentials except: overtime, shift differential and standby pay for employees assigned such duties, or as otherwise specifically authorized in this Resolution.
- d. Extra help employees regularly assigned to work in the Psychiatric Health Facility shall be eligible to receive an additional allowance of five percent (5%) of their basic compensation.

SECTION 6. SPECIALIZED DUTIES

ALLOWANCES -- The following allowances shall be paid only upon the written certification by the Department Head to the Human Resources Director of the names of the eligible employees.

- a. Employees who are regularly assigned specialized duties, as authorized by the Department Head, shall be paid an additional allowance of five percent (5%) of the basic salary assigned to their classification. The number of employees assigned to such specialized duties shall not at any time exceed the number authorized herein:

<u>Department</u>	<u>Classification Title</u>	<u>Maximum No. of Employees Authorized</u>
Alcohol, Drug & Mental Health Services	Mental Health Program Manager	1
District Attorney	Legal Process Supervisor	1
General Services	Motor Pool Dispatcher	1
Park Department	Park Ranger III	1
Public Health	CCS Caseworker	1
Public Works/Roads	Equipment Mechanic II	2
Sheriff-Coroner	Capital Projects Coordinator	1

This list of special duty assignments is not inclusive of allowances authorized by Memoranda of Understanding between the County and recognized employee organizations.

- b. Employees who are regularly assigned specialized duties, as authorized by the Department Head, shall be paid an additional allowance of ten percent (10%) of the basic salary assigned to the classification. The number of employees assigned to such specialized duties shall not at any time exceed the number authorized herein:

<u>Department</u>	<u>Classification Title</u>	<u>Maximum No. of Employees Authorized</u>
Public Works	Water Agency Manager	1

- c. Law Enforcement classifications -- Employees who are regularly assigned specialized duties, as authorized by the Department Head, shall be paid at the salary range which is ten ranges (approximately five percent) above the basic salary assigned to their classification. The number of employees assigned to such specialized duties shall not at any time exceed the number authorized herein:

<u>Department</u>	<u>Classification Title</u>	<u>Maximum No. of Employees Authorized</u>
District Attorney	Criminal Investigator I/II	2
Sheriff-Coroner	Sheriff's Correction Officer	29
Sheriff-Coroner	Sheriff's Deputy	84

- d. Public Works/Agricultural Pest Control License -- Employees who possess an Agricultural Pest Control License issued by the State of California, and who are regularly assigned specialized duties outside their classification in relation to this licensure, shall receive an additional biweekly allowance equivalent to five percent (5%) of the Step "E" biweekly salary for the classification of Pesticide Specialist. The number of employees assigned to such specialized duties and eligible for the allowance shall not at any time exceed three (3).

DIFFERENTIALS -- The following differentials shall be paid only upon the written certification by the Department Head to the Auditor-Controller of the names of the eligible employees along with a record of the qualifying hours.

- e. General Services/Heavy Equipment (MHE) -- Employees occupying positions in the classifications of Automotive Mechanic I/II who are assigned to maintain or repair heavy equipment shall receive a hourly salary differential of \$1.533 for all hours so assigned.
- f. Public Works/Heavy Equipment Operation (TRK) -- Employees occupying positions in the classification of Heavy Truck Driver who are assigned to operate heavy equipment shall receive an hourly salary differential of \$.588 for all hours so assigned. The number of employees assigned to such specialized duties shall not at any time exceed six (6).
- g. Public Works/Heavy Trucks (DHT) -- Employees occupying positions in the classifications of Recycle Worker I/II, Refuse Checker, and Equipment Mechanic I, who are assigned to drive heavy trucks on a periodic basis shall receive an hourly salary differential of \$2.25 for all hours so assigned.
- h. Public Works/Refuse Leader (LDR) -- Employees occupying positions in the classifications of Heavy Equipment Operator and Heavy Truck Driver who are assigned to perform Refuse Leader duties on a periodic basis shall receive an hourly salary differential of \$2.25 for all hours so assigned.

SECTION 7. PAYMENT IN CASES OF UNAUTHORIZED EMPLOYMENT

- a. Whenever a County Department Head or Assistant or any County official empowered to employ persons in the service of the County employs any person or service to the County and such employment is not authorized by this Resolution or any other Resolution or Ordinance of the County or any other applicable law, and when such person so employed in good faith without knowledge that such employment is unauthorized does in fact render services in the course of such unauthorized employment for the County, the Board of Supervisors may adopt a Resolution making payment for such services a county charge. Such Resolution shall set forth the facts concerning such unauthorized employment and the services rendered to the County, and shall contain a finding that the payment for such unauthorized services will be in the best interest of the County.
- b. Such Resolution shall be adopted only in cases where the Board of Supervisors has the authority prior to the unauthorized employment and the rendering of the services pursuant thereto to legally authorize such employment by appropriate action. The salary payable to such person shall not exceed the amount, if any, agreed to be paid by the official who engaged the services.
- c. Upon discovery of any unauthorized payment falling under the terms and provisions of this Section, the person responsible for such unauthorized employment shall immediately notify the Board of Supervisors, the Auditor-Controller and the County Counsel in writing. No payment shall be made hereunder for any services rendered more than six months prior to the date of adoption of such Resolution.

SECTION 8. POSSESSORY INTEREST TAX

- a. In addition to the salary set forth in the Job Class Table applicable to their respective positions, all employees paid by the County and required by the County as a condition of employment to live on County-owned property shall be reimbursed for possessory interest taxes levied against and paid by such employees during the fiscal year on account of their exclusive beneficial use of such property.
- b. Reimbursement shall be made by the Auditor-Controller within a reasonable time after presentation to the Auditor-Controller proof of an employee's payment of such tax.

PASSED AND ADOPTED by the Board of Supervisors of the County of Santa Barbara, State of California, this 8th day of July, 2003, by the following vote:

AYES:

NOES:

ABSENT:

Chair, Board of Supervisors

ATTEST:
MICHAEL F. BROWN
CLERK OF THE BOARD

By: _____ (SEAL)
Deputy Clerk

APPROVED AS TO FORM:
STEPHEN SHANE STARK
COUNTY COUNSEL
NOVEMBER 1993
7/8/03