



BAY AREA
AIR QUALITY
MANAGEMENT
DISTRICT

BOARD OF DIRECTORS
BUDGET AND FINANCE COMMITTEE MEETING

COMMITTEE MEMBERS

CAROLE GROOM – CHAIR
MARGARET ABE-KOGA
CINDY CHAVEZ
LIZ KNISS
KATIE RICE
BRAD WAGENKNECHT

KAREN MITCHOFF – VICE CHAIR
DAVID CANEPA
PAULINE RUSSO CUTTER
DOUG KIM
MARK ROSS

WEDNESDAY
MARCH 28, 2018
9:30 A.M.

1ST FLOOR YERBA BUENA ROOM #109
375 BEALE STREET
SAN FRANCISCO, CA 94105

AGENDA

1. **CALL TO ORDER - ROLL CALL – PLEDGE OF ALLEGIANCE – PUBLIC MEETING PROCEDURE**

The Committee Chair shall call the meeting to order and the Clerk of the Boards shall take roll of the Committee members. The Committee Chair shall lead the Pledge of Allegiance.

This meeting will be webcast. To see the webcast, please visit <http://www.baaqmd.gov/about-the-air-district/board-of-directors/resolutionsagendasminutes> at the time of the meeting. Closed captioning may contain errors and omissions, and are not certified for their content or form.

Public Comment on Agenda Items: *The public may comment on each item on the agenda as the item is taken up. Public Comment Cards for items on the agenda must be submitted in person to the Clerk of the Boards at the location of the meeting and prior to the Board taking up the particular item. Where an item was moved from the Consent Calendar to an Action item, no speaker who has already spoken on that item will be entitled to speak to that item again.*

Speakers may speak for up to three minutes on each item on the Agenda. However, the Chairperson or other Board Member presiding at the meeting may limit the public comment for all speakers to fewer than three minutes per speaker, or make other rules to ensure that all speakers have an equal opportunity to be heard. The Chairperson or other Board Member presiding at the meeting may, with the consent of persons representing both sides of an issue, allocate a block of time (not to exceed six minutes) to each side to present their issue.

2. **APPROVAL OF THE MINUTES OF FEBRUARY 28, 2018**

Clerk of the Boards/5073

The Committee will consider approving the draft minutes of the Budget and Finance Committee Meeting of February 28, 2018.

3. **PROPOSED AMENDMENTS TO REGULATION 3: FEES**

J. Broadbent/5052

jbroadbent@baaqmd.gov

The Committee will receive a summary of staff's proposed amendments to Regulation 3, Fees for Fiscal Year Ending (FYE) 2019. The proposed fee amendments are designed to recover the costs of regulatory program activities in accordance with the Air District's Cost Recovery Policy.

4. **DISCUSSION OF PROPOSED BUDGET FOR FISCAL YEAR ENDING (FYE) 2019**

J. Broadbent/5052

jbroadbent@baaqmd.gov

The Executive Officer/APCO requests that the Budget and Finance Committee review the Proposed Budget for FYE 2019, and make any recommendations for further discussions to be held during the April 25, 2018 Budget and Finance Committee meeting.

5. **PUBLIC COMMENT ON NON-AGENDA MATTERS**

Pursuant to Government Code Section 54954.3 Speakers wishing to address the Board on non-agenda matters will be heard at the end of the agenda, and each will be allowed up to three minutes to address the Board at that time.

Members of the Board may engage only in very brief dialogue regarding non-agenda matters, and may refer issues raised to District staff for handling. In addition, the Chairperson may refer issues raised to appropriate Board Committees to be placed on a future agenda for discussion.

6. **COMMITTEE MEMBER COMMENTS / OTHER BUSINESS**

Any member of the Board, or its staff, on his or her own initiative or in response to questions posed by the public, may: ask a question for clarification, make a brief announcement or report on his or her own activities, provide a reference to staff regarding factual information, request staff to report back at a subsequent meeting concerning any matter or take action to direct staff to place a matter of business on a future agenda. (Gov't Code § 54954.2)

7. **TIME AND PLACE OF NEXT MEETING**

Wednesday, April 25, 2018, Bay Area Air Quality Management District Office, 375 Beale Street, San Francisco, CA 94105 at 9:30 a.m.

8. **ADJOURNMENT**

The Committee meeting shall be adjourned by the Committee Chair.

CONTACT:

ACTING MANAGER, EXECUTIVE OPERATIONS
375 BEALE STREET, SAN FRANCISCO, CA 94105
vjohnson@baaqmd.gov

(415) 749-4941
FAX: (415) 928-8560
BAAQMD homepage:
www.baaqmd.gov

- To submit written comments on an agenda item in advance of the meeting. Please note that all correspondence must be addressed to the “Members of the Budget and Finance Committee” and received at least 24 hours prior, excluding weekends and holidays, in order to be presented at that Committee meeting. Any correspondence received after that time will be presented to the Committee at the following meeting.
- To request, in advance of the meeting, to be placed on the list to testify on an agenda item.
- Any writing relating to an open session item on this Agenda that is distributed to all, or a majority of all, members of the body to which this Agenda relates shall be made available at the District’s offices at 375 Beale Street, Suite 600, San Francisco, CA 94105, at the time such writing is made available to all, or a majority of all, members of that body.

Accessibility and Non-Discrimination Policy

The Bay Area Air Quality Management District (Air District) does not discriminate on the basis of race, national origin, ethnic group identification, ancestry, religion, age, sex, sexual orientation, gender identity, gender expression, color, genetic information, medical condition, or mental or physical disability, or any other attribute or belief protected by law.

It is the Air District’s policy to provide fair and equal access to the benefits of a program or activity administered by Air District. The Air District will not tolerate discrimination against any person(s) seeking to participate in, or receive the benefits of, any program or activity offered or conducted by the Air District. Members of the public who believe they or others were unlawfully denied full and equal access to an Air District program or activity may file a discrimination complaint under this policy. This non-discrimination policy also applies to other people or entities affiliated with Air District, including contractors or grantees that the Air District utilizes to provide benefits and services to members of the public.

Auxiliary aids and services including, for example, qualified interpreters and/or listening devices, to individuals who are deaf or hard of hearing, and to other individuals as necessary to ensure effective communication or an equal opportunity to participate fully in the benefits, activities, programs and services will be provided by the Air District in a timely manner and in such a way as to protect the privacy and independence of the individual. Please contact the Non-Discrimination Coordinator identified below at least three days in advance of a meeting so that arrangements can be made accordingly.

If you believe discrimination has occurred with respect to an Air District program or activity, you may contact the Non-Discrimination Coordinator identified below or visit our website at www.baaqmd.gov/accessibility to learn how and where to file a complaint of discrimination.

Questions regarding this Policy should be directed to the Air District’s Non-Discrimination Coordinator, Rex Sanders, at (415) 749-4951 or by email at rsanders@baaqmd.gov.

**BAY AREA AIR QUALITY MANAGEMENT DISTRICT
375 BEALE STREET, SAN FRANCISCO, CALIFORNIA 94105
FOR QUESTIONS PLEASE CALL (415) 749-4941**

**EXECUTIVE OFFICE:
MONTHLY CALENDAR OF AIR DISTRICT MEETINGS**

MARCH 2018

| <u>TYPE OF MEETING</u> | <u>DAY</u> | <u>DATE</u> | <u>TIME</u> | <u>ROOM</u> |
|---|-------------------|--------------------|--------------------|----------------------------------|
| Board of Directors Executive Committee & Advisory Council Joint Mtg. <i>(EC Meets on the 3rd Monday of each Month) and (AC Meets At the Call of the Chair)</i> | Monday | 26 | 9:30 a.m. | 1 st Floor Board Room |
| Advisory Council Mtg. <i>(At the Call of the Chair)</i> | Monday | 26 | 12:00 p.m. | 1 st Floor Board Room |
| Board of Directors Budget & Finance Committee <i>(Meets on the 4th Wednesday of each Month)</i> | Wednesday | 28 | 9:30 a.m. | 1st Floor, Yerba Buena Room #109 |

APRIL 2018

| <u>TYPE OF MEETING</u> | <u>DAY</u> | <u>DATE</u> | <u>TIME</u> | <u>ROOM</u> |
|--|-------------------|--------------------|--------------------|----------------------------------|
| Board of Directors Public Engagement Committee <i>(At the Call of the Chair)</i> | Monday | 2 | 9:30 a.m. | 1 st Floor Board Room |
| Board of Directors Regular Meeting <i>(Meets on the 1st & 3rd Wednesday of each Month)</i> | Wednesday | 4 | 9:30 a.m. | 1 st Floor Board Room |
| Board of Directors Ad Hoc Refinery Oversight Committee <i>(At the Call of the Chair)</i> | Monday | 9 | 9:30 a.m. | 1 st Floor Board Room |
| Board of Directors Executive Committee <i>(Meets on the 3rd Monday of each Month)</i> | Monday | 16 | 9:30 a.m. | 1 st Floor Board Room |
| Board of Directors Regular Mtg. <i>(Meets on the 1st & 3rd Wednesday of each Month)</i> | Wednesday | 18 | 9:30 a.m. | 1 st Floor Board Room |
| Board of Directors Budget & Finance Committee <i>(Meets on the 4th Wednesday of each Month)</i> | Wednesday | 25 | 9:30 a.m. | 1st Floor, Yerba Buena Room #109 |
| Board of Directors Mobile Source Committee <i>(Meets on the 4th Thursday of each Month)</i> | Thursday | 26 | 9:30 a.m. | 1 st Floor Board Room |

MAY 2018

| <u>TYPE OF MEETING</u> | <u>DAY</u> | <u>DATE</u> | <u>TIME</u> | <u>ROOM</u> |
|--|------------|-------------|-------------|----------------------------------|
| Board of Directors Regular Meeting <i>(Meets on the 1st & 3rd Wednesday of each Month)</i> | Wednesday | 2 | 9:30 a.m. | 1 st Floor Board Room |
| Board of Directors Personnel Committee <i>(At the Call of the Chair)</i> | Monday | 7 | 9:30 a.m. | 1 st Floor Board Room |
| Board of Directors Regular Mtg. <i>(Meets on the 1st & 3rd Wednesday of each Month)</i> | Wednesday | 16 | 9:30 a.m. | 1 st Floor Board Room |
| Board of Directors Climate Protection Committee <i>(Meets on the 3rd Thursday of every other Month)</i> | Thursday | 17 | 9:30 a.m. | 1 st Floor Board Room |
| Board of Directors Executive Committee <i>(Meets on the 3rd Monday of each Month)</i> | Monday | 21 | 9:30 a.m. | 1 st Floor Board Room |
| Board of Directors Stationary Source Committee <i>(Meets on the 3rd Monday of every other Month)</i> | Monday | 21 | 10:30 a.m. | 1 st Floor Board Room |
| Board of Directors Budget & Finance Committee <i>(Meets on the 4th Wednesday of each Month)</i> | Wednesday | 23 | 9:30 a.m. | 1st Floor, Yerba Buena Room #109 |
| Board of Directors Mobile Source Committee <i>(Meets on the 4th Thursday of each Month)</i> | Thursday | 24 | 9:30 a.m. | 1 st Floor Board Room |

MV – 3/23/18 – 2:40 p.m.

G/Board/Executive Office/Moncal

BAY AREA AIR QUALITY MANAGEMENT DISTRICT

Memorandum

To: Chairperson Carole Groom and Members
of the Budget and Finance Committee

From: Jack P. Broadbent
Executive Officer/APCO

Date: March 15, 2018

Re: Approval of the Minutes of February 28, 2018

RECOMMENDED ACTION

Approve the attached draft minutes of the Budget and Finance Committee (Committee) meeting of February 28, 2018.

DISCUSSION

Attached for your review and approval are the draft minutes of the Committee meeting of February 28, 2018.

Respectfully submitted,

Jack P. Broadbent
Executive Officer/APCO

Prepared by: Marcy Hiratzka
Reviewed by: Vanessa Johnson

Attachment 2A: Draft Minutes of the Committee Meeting of February 28, 2018

AGENDA: 2A – ATTACHMENT

Draft Minutes – Budget and Finance Committee Meeting of February 28, 2018

Bay Area Air Quality Management District
375 Beale Street, Suite 600
San Francisco, California 94105
(415) 749-5073

DRAFT MINUTES

Summary of Board of Directors
Budget and Finance Committee Meeting
Wednesday, February 28, 2018

1. CALL TO ORDER – ROLL CALL

Budget and Finance Committee (Committee) Chairperson, Carole Groom, called the meeting to order at 9:33 a.m.

Present: Board of Directors (Board) Chairperson David Hudson; Committee Chairperson Carole Groom; Vice Chair Karen Mitchoff; and Directors Margaret Abe-Koga, Cindy Chavez, Doug Kim, Katie Rice, and Brad Wagenknecht.

Absent: Directors Pauline Russo Cutter and Mark Ross.

Also Present: Board Director Liz Kniss (unable to vote)

2. PUBLIC COMMENT ON NON-AGENDA MATTERS:

No requests received.

3. APPROVAL OF THE MINUTES OF JANUARY 24, 2018

Public Comments:

No requests received.

Committee Comments:

None.

Committee Action:

Vice Chair Mitchoff made a motion, seconded by Director Chavez, to **approve** the Minutes of January 24, 2018; and the motion **carried** by the following vote of the Committee:

AYES: Abe-Koga, Chavez, Groom, Hudson, Kim, Mitchoff, and Wagenknecht.
NOES: None.
ABSTAIN: None.
ABSENT: Cutter, Rice, and Ross.

4. OVERVIEW OF COST RECOVERY AND COST CONTAINMENT STUDY

Dr. Jeff McKay, Chief Financial Officer, introduced Courtney Ramos, Vice President of Matrix Consulting Group, who gave the presentation *Overview of Cost Recovery and Containment Study*, including: firm overview; scope of services; methodology; recommendations; Excel-based model; cost recovery; and cost containment.

NOTED PRESENT: Director Rice was noted present at 9:48 a.m.

Public Comments:

Public comments were given by Devon Richards, California Council for Environmental and Economic Balance.

Committee Comments:

The Committee and staff discussed how the District is still getting input on the study from the regulated community; how District employees are trained regarding timekeeping and bill codes; how the District's new production system has been 70% implemented and is continuing to be rolled out in phases; the type of Enterprise software system that the District uses for its production system; the request for a demonstration of the District's current production system at the next Budget and Finance Committee meeting; the District's future plan to have a paperless production system, and the need for specific outreach to encourage facilities to use the District's automated system; the District's process for refunding facilities that are overcharged erroneously; whether smaller facilities' fees may be subsidized by larger facilities that have already reached their cost recovery in the District's production system; whether the costs of technical support and education of smaller facilities who are not as quick to transition to an automated system are included in the District's Fee Schedule; and how to balance fee increases with the speed at which the District approaches full cost recovery.

Committee Action:

None; receive and file.

5. AIR DISTRICT FINANCIAL OVERVIEW: ANTICIPATED CHALLENGES IN THE FISCAL YEAR ENDING (FYE) 2019 BUDGET

Dr. McKay gave the staff presentation *Air District Financial Overview: Anticipated Challenges in the FYE 2019 Budget*, including: previous and upcoming topics; use of Reserves during downturn; retirement liabilities; California Public Employees' Retirement System (CalPERS) pension plan: historical rate of return, changes, Air District implementation, and Air District Employee/Employer Normal Cost; Air District CalPERS funding status with 7.375% discount rate; CalPERS contribution requirement: increase because of change in discount rate; medical retirement and Other Post-Employment Benefits (OPEB): historical funded status and current obligation; new and enhanced programs: resulting General Fund expenses; uncertainty in State funding for Assembly Bill (AB) 617; summary of challenges; fees and cost recovery: past, future, and summary; current status and recommendation of CalPERS discretionary funding and OPEB discretionary funding; and alternative asset allocations.

Public Comments:

No requests received.

Committee Comments:

The Committee and staff discussed the anticipated change in CalPERS' discount rate; whether the District ever paid more than the normal cost rate for the Split Employer's Required Contribution, regardless of what the rate of return was at the time; how unfunded liability and the normal cost rate will both be affected by increases in required contribution; historical District employer and employee contribution rates, and why the split between employer normal cost and employee normal cost is not an even 50% / 50% for current California Public Employees' Pension Reform Act of 2013 employees at the District; the request for 22 new staff positions that staff brought to the Board in December 2017, and the \$8 million delta of the approved FYE 2018 Budget that would result if the Board approves staff's second request for 15 additional employees in the FYE 2019 Budget, the fact that these 37 new positions are not fully self-sustaining, and are not included in the CalPERS future contribution of \$13 million; the request for a detailed chart, comparing General Fund expenses and benefits for the approved 22 new positions in 2018 and the anticipated 15 new positions in 2019; the agencies to which this District compares its fee schedule; direction to staff to seek the EA's input on what it believes is an appropriate rate of funding, and whether it would like to see different options of post-employment benefits; the suggestion for an estimate of outcomes and risk assessment of various retirement plan options; the status of CalPERS' rate of return; and the request that staff sends the Committee detailed charts regarding costs for new and enhanced programs, cost recovery, and discretionary retirement funding prior to the next Committee meeting.

Committee Action:

None; receive and file.

6. COMMITTEE MEMBER COMMENTS / OTHER BUSINESS

None.

7. TIME AND PLACE OF NEXT MEETING

Wednesday, March 28, 2018, Bay Area Air Quality Management District Office, 375 Beale Street, San Francisco, CA 94105 at 9:30 a.m.

8. ADJOURNMENT

The meeting adjourned at 11:07 a.m.

Marcy Hiratzka
Clerk of the Boards

BAY AREA AIR QUALITY MANAGEMENT DISTRICT

Memorandum

To: Chairperson Carole Groom and Members
of the Budget and Finance Committee

From: Jack P. Broadbent
Executive Officer/APCO

Date: March 28, 2017

Re: Proposed Amendments to Regulation 3: Fees

RECOMMENDED ACTION

None; receive and file.

BACKGROUND

Staff develops amendments to the Air District's fee regulation as part of the budget preparation process. On March 7, 2012, the Board of Directors adopted a Cost Recovery Policy that established a goal of increasing fee revenue sufficient to achieve 85 percent recovery of regulatory program costs by Fiscal Year End 2016. Progress towards this target is reported to the Board annually by staff and is periodically reviewed by outside consultants. The latest cost recovery review is provided as Attachment 1.

DISCUSSION

Consistent with the Cost Recovery Policy, draft amendments to specific fee schedules were made in consideration of the June 30, 2017, Matrix Consultant Group cost recovery analysis. This work, conducted at the fee schedule-level, recommend larger increases being proposed for the schedules that have larger cost recovery gaps.

Existing fee schedules would be amended as follows:

- 3.1 percent increase for fee schedules that are recovering 95 to 110 percent of costs.
- 7 percent increase for fee schedules that are recovering 85 to 94 percent of costs.
- 8 percent increase for fee schedules that are recovering 75 to 84 percent of costs.
- 9 percent increase for fee schedules that are recovering 50 to 74 percent of costs.
- 15 percent increase for fee schedules that are recovering less than 50 percent of costs.

A number of fees that are administrative in nature; permit application filing fees, alternative compliance plan fees, permit to operate renewal processing fees, transfer fees, emissions banking filing and withdrawal fees, school public notice fees, toxic inventory maximum fees, and exemption fees would be increased by 3.1 percent. The annual Consumer Price Index for Bay Area Urban Wage Earners and Clerical Workers (CPI-W) increased 3.1 percent from 2016 to 2017.

The following additional amendments are proposed:

- Revise Section 3-302 to specify the fee rates applied. The fee rates applied are those in force when the applicant has provided all the information required per 2-1-402 (excluding 2-1-402.3 fees) to evaluate the project.
- Revise Section 3-342 to add Health Risk Assessment (HRA) review fees to recover the Air District's costs of reviewing HRAs completed by District-approved consultants as required pursuant to Regulation 11, Rule 18: Reduction of Risk from Air Toxic Emissions at Existing Facilities.
- Revise Section 3-405 to reduce fees charged to facilities that are more than 30 days late on paying their permit renewal invoice. Historically, these delinquent fees have been incurred at a disproportionately high frequency by small businesses such as gasoline dispensing facilities, dry cleaners, and auto body shops. To reduce this burden on small businesses, the proposed amendment would lower this delinquent fee from 50% to 25%.
- Add Section 3-418 to authorize the Air Pollution Control Officer to reduce the fees for transactions using the Air District's online production system. This would help to serve as an incentive for facilities to conduct these transactions online.
- Fee Schedule changes:
 - Revise Fee Schedule E: Solvent Evaporating Sources, to directly calculate the fee based on the net amount of organic solvent processed.
 - Clarify in Schedule G-1 that Sub-Slab Depressurization Equipment is subject to Schedule F permit fees, not Schedule G-1 permit fees.
 - Delete the formula for S_L and its variables and definitions from Schedule N.
 - Clarify in Schedule P that Initial Fees do not apply to Title V Renewal applications.

Staff will provide the committee with additional details regarding the draft fee amendments, overall cost recovery and the proposed 6.5 percent average fee increase for the upcoming fiscal year. A summary of public comments received to date, including those received at a public workshop held on February 20, 2018 will be provided.

BUDGET CONSIDERATION/FINANCIAL IMPACT

The draft fee amendments would increase fee revenue in FYE 2019 by an estimated \$2.415 million from revenue that would otherwise result without a fee increase.

Respectfully submitted,

Jack P. Broadbent
Executive Officer/APCO

Prepared by: Barry Young
Reviewed by: Pamela Leong

Attachment 3A: Cost Recovery & Containment Study

Cost Recovery & Containment Study

For Fiscal Year Ended June 30, 2017

BAY AREA AIR QUALITY MANAGEMENT DISTRICT, CA

FINAL REPORT



201 San Antonio Circle, Suite 148
Mountain View, CA 94040
v.650.858.0507 f.650.917.2310

February 2018

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1 Introduction & Executive Summary

The Matrix Consulting Group was retained by the Bay Area Air Quality Management District (BAAQMD) to provide a cost recovery and containment study. This assessment used multiple analytical tools to understand the current process for allocation of indirect costs, current cost recovery levels, and recommendations for cost recovery and savings. This report summarizes our findings, conclusions, and recommendations.

1 OVERVIEW OF THE STUDY

The Bay Area Air Quality Management District hired the Matrix Consulting Group to update the cost recovery and containment study conducted in 2012. The primary purpose of this study is to evaluate the indirect overhead associated with the District and the cost recovery associated with the fees charged by the District. The project team evaluated the District's current programs to classify them as direct or indirect costs, as well as the time tracking data associated with each of the different fee schedules. This report provides specific recommendations related to direct and indirect cost recovery for the District, as well as potential cost efficiencies.

2 STUDY METHODOLOGY

As part of this study, the project team took a phased approach that included the following activities:

- **Categorized Programs as Indirect or Direct:** The Matrix Consulting Group conducted interviews with different program staff regarding their role within the District as either a provider of direct service to the residents and consumers of District services or indirect support provided internally to District programs.
- **Reviewed General & Permit General BillCodes:** The project team conducted interviews with District staff and reviewed BillCode data associated with two major categories – General and Permit General.
- **Evaluated Cost Containment Strategies:** Recommendations from the previous cost recovery & containment study were evaluated in the context of the District's current operations, including a review and analysis of the District's new production system / online permitting system.
- **Assessed and Developed a Cost Recovery Software:** Key components of a cost recovery software were identified and incorporated into a cost recovery model that would enable District staff to evaluate cost recovery in a simplistic manner on an on-going basis.

- Conducted an Analysis of Issues Identified:** Based on the initial findings, the project team evaluated additional data and analyzed operational issues and efficiencies. The analysis resulted in recommendations that are presented in the body of this final report, divided by the different functional areas of the recommendations.

The objective of the study was to review and update the current cost allocation methodology of the District. This included reviewing its current cost recovery levels, designing a new software, and identifying any cost containment strategies and their incorporation into future cost analysis studies. This report presents recommendations, along with an implementation plan for those recommendations.

3 SUMMARY OF KEY RESULTS AND IMPROVEMENT OPPORTUNITIES

The primary focus of the Cost Recovery and Containment study was to evaluate the District's cost recovery level status on a fee schedule by fee schedule basis. The following table shows the results of the cost recovery and containment study, comparing the total cost and revenue associated with each fee schedule.

| Fee Schedule | Total Cost | Total Revenue | Annual Surplus / (Deficit) | Cost Recovery % |
|--------------|---------------------|---------------------|----------------------------|-----------------|
| A | \$168,099 | \$5,722 | (\$162,377) | 3% |
| B | \$9,322,314 | \$9,599,477 | \$277,163 | 103% |
| C | \$756,517 | \$2,491,202 | \$1,734,684 | 329% |
| D | \$6,811,754 | \$5,548,181 | (\$1,263,573) | 81% |
| E | \$3,552,397 | \$2,767,439 | (\$784,958) | 78% |
| F | \$2,543,093 | \$2,351,500 | (\$191,593) | 92% |
| G1 | \$6,165,542 | \$2,556,491 | (\$3,609,051) | 41% |
| G2 | \$1,027,393 | \$561,626 | (\$465,767) | 55% |
| G3 | \$606,529 | \$648,892 | \$42,362 | 107% |
| G4 | \$3,442,094 | \$959,093 | (\$2,483,001) | 28% |
| G5 | \$364,040 | \$979,704 | \$615,663 | 269% |
| H | \$344,693 | \$122,440 | (\$222,253) | 36% |
| I | \$184,091 | \$5,439 | (\$178,653) | 3% |
| K | \$1,261,621 | \$246,552 | (\$1,015,070) | 20% |
| L | \$3,997,627 | \$4,108,669 | \$111,042 | 103% |
| N | \$356,760 | \$214,311 | (\$142,449) | 60% |
| P | \$5,812,842 | \$5,088,243 | (\$724,598) | 88% |
| R | \$513,065 | \$237,105 | (\$275,961) | 46% |
| S | \$98,105 | \$101,934 | \$3,829 | 104% |
| T | \$2,333,516 | \$2,179,797 | (\$153,719) | 93% |
| V | \$1,088,002 | \$151,781 | (\$936,221) | 14% |
| W | \$89,400 | \$324,000 | \$234,600 | 362% |
| X | \$502,547 | \$1,131,169 | \$628,622 | 225% |
| TOTAL | \$51,342,042 | \$42,380,765 | (\$8,961,277) | 83% |

Based upon the results, the District is under-recovering on an annual basis by \$8.96 million. The primary source of this deficit is G1 sources.

In addition to conducting a financial evaluation of the District’s operations, the project team also developed some recommendations that directly impact cost recovery. These recommendations are summarized in the table below.

| Recommendation | Associated Area |
|---|---|
| <p>There should be some minor alterations to the allocation bases to simplify the cost allocation process. These changes include the following:</p> <ul style="list-style-type: none"> - Allocating Recruitments based on total number of full-time equivalents. - Allocating Penalties, Enforcement, & Settlement based on total number of full-time equivalents in Compliance & Enforcement and Engineering. - Allocating Facilities Maintenance based on total number of full-time equivalents in the facilities being maintained. <p>Implementing these changes will result in a simpler and more refined allocation methodology that better reflects the level of service provided.</p> | <p>Cost Allocation / Program Classification</p> |
| <p>A clear definition of activities that are considered “General” should be developed and distributed to all staff members within the District. This should also be included in the employee handbook to make it easier for dissemination during the onboarding process. This definition should be developed by District staff within Finance and Administration, and be approved by District Executive Management.</p> | <p>Cost Recovery / BillCodes</p> |
| <p>There should be an annual auditing and monitoring mechanism in place for supervisors to review the timesheets of staff members. This will ensure that staff are accurately recording time in the “General” category.</p> | <p>Cost Recovery / BillCodes</p> |
| <p>The “General” billcode category should be separated into two distinct categories – District General and Other General. The District General should refer to activities such as Executive Office, Finance, Payroll, etc. or activities that provide support to all programs internally within the District. The Other General should refer to unpermitted sources, mobile inspections, or activities that have no revenue source other than property tax.</p> | <p>Cost Recovery / BillCodes</p> |
| <p>District staff should be encouraged to code more time and thereby cost directly to the Fee Schedules rather than utilizing Permit General or even General to code the balance of time. Some of these activities include Litigation, Penalties, Enforcement, and Settlement, and Information Systems Software Development.</p> | <p>Cost Recovery</p> |
| <p>A threshold should be set up for Permit General calculation. The majority of staff positions and members should not be coding more than 25% of their time / cost to the Permit General Category. If at the end of the year, a staff member’s time exceeds 25% in the Permit General category, the supervisor should review that time coding and ensure that it is appropriate for that position to code more time to Permit General rather than to specific fee schedules or grant activities.</p> | <p>Cost Recovery</p> |

| Recommendation | Associated Area |
|---|-----------------------------------|
| <p>The District should expand the definition and sample activities associated with the Bill codes for Schedules T and B to include review work related to Schedules H, K, P, G1, G2, and G3 sources. This will ensure that District staff are appropriately coding their time while working on these activities and will mitigate the need for the District to reallocate expenses to those schedules on the back-end prior to the cost recovery calculation.</p> | <p>Cost Recovery / Bill Codes</p> |
| <p>The initial cost recovery level category should be expanded up to 110% to ensure that cost recovery levels are maintained even for those schedules that may show over 100% cost recovery in one year, but then may dip down the following year due to lack of fee increases. This practice will help maintain consistency in cost recovery levels for those full cost recovery fee schedules and is in line with best management practices.</p> | <p>Cost Recovery</p> |
| <p>An additional cost recovery level should be added to the fee increase table. The less than 50% category should have a 15% increase. The District should review schedules that are below 50%, and develop multi-year schedule based increase percentages to address the unique cost recovery issues associated with each schedule. This will help the District increase those fees and fee schedules that are significantly below the 75% mark at a much more significant rate.</p> | <p>Cost Recovery</p> |
| <p>The District should encourage online application submission through the New Production System. This encouragement should occur through a publicity campaign, as well as possibly implementing an online application fee discount.</p> | <p>New Production System</p> |
| <p>The District should review the metrics and statistics gathered in the New Production System and utilize it to publish key performance metrics and measure cycle times. This will help the District to better understand staff resource allocation as well as to present information to key internal and external stakeholders.</p> | <p>New Production System</p> |

As the table above indicates there are several key recommendations as a result of this report. The majority of these recommendations are related to cost classifications and monitoring, either by definition of bill codes or auditing time and costs coded to the bill codes.

2 Cost Allocation Plan

One of the primary objectives of the study was to evaluate the District's current cost allocation methodology. The following chapter discusses the full cost allocation methodology, the results of the proposed methodology with recommendations for the District to consider, and a comparison between the results of the different methodologies.

1 COST ALLOCATION DESCRIPTION

The primary objective of a Cost Allocation Plan is to spread costs from central support departments, generally called "Central Service Departments" to those departments, divisions, cost centers, and/or funds that receive services in support of conducting their operations. In doing so, an organization can both better understand its full cost of providing specific services to the community, and also generate organizational awareness regarding indirect (overhead) costs associated with operations.

The Cost Allocation Plan is compiled in accordance with Generally Accepted Accounting Principles, and is also based on many of the methods of indirect cost allocation defined by the federal Office of Management and Budget's (OMB) Super Circular (formerly A-87). These principles can be summarized in the following points:

- Necessary and reasonable
- Determined by allocation "bases" that relate to benefit received

In addition, the circular defines a method for allocating indirect costs called the double-step down allocation method, which utilizes two "steps" or "passes" to fully allocate costs. The double-step down procedure is reflected in this plan, and ensures that the benefit of services between Central Service support departments are recognized first, before final allocations to receivers of services are made. For example:

- **First Step:** Central Service Department expenditures are allocated to other central service departments such as Human Resources, Information Technology, etc., as well as to Receiving Departments.
- **Second Step:** Distributes Central Service department expenses and first step allocations to the Receiving Departments only.

The current and proposed methodology both employ the Double Step-down procedure. The table on the following page shows the program title, a brief description of the program, and the recommended allocation basis for that program.

| Program Title | Program Description | Allocation Basis |
|-----------------------------------|---|------------------|
| Executive Office | This program includes the Executive Officer/APCO, oversees staff, and directs the business of the Air District. | FTE per program |
| Board of Directors | This program handles administrative duties for Board of Director activities. | FTE per program |
| Advisory Council | Consisting of 7 members, the Advisory Council is asked to study and make recommendations for changes for specific topics from the Board of Directors or the Air Pollution Control Officer. | FTE per program |
| Community Engagement | This program interacts with the public to inform everyone about the Air Districts programs and air quality issues. They also develop clean-air partnerships with non-profit organizations. | FTE per program |
| Website Development & Maintenance | This program is responsible for development, support, and maintenance of the Air District's online websites. | FTE per program |
| Payroll | This program is responsible for the Air District's employee payroll and benefits related to payroll. | FTE per program |
| Benefits Administration | The Benefit Administration program handles administrative duties related to employee benefits as well as ergonomics and special events. | FTE per program |
| Organizational Development | This program manages wellness activities and events for employees and provides extensive career development training to retain a top performing and motivated workforce. | FTE per program |
| Employment Relations | The Employment Relations program manages employee Equal Employment Opportunity programs and provides staff consultations and support. | FTE per program |
| Recruitment & Testing | This program is responsible for finding and interviewing candidates for vacant positions. | FTE per program |
| Finance/Accounting | The Finance/Accounting program manages the District's budget by reviewing all receipts and expenditures, disbursements of District funds, and maintenance of Federal and State grant funds. | FTE per program |

| Program Title | Program Description | Allocation Basis |
|------------------------------------|--|--|
| Facilities | This program provides all day to day operations for all buildings in the District. | FTE per program (Excluding offsite facilities) |
| Communications | The Communications program is responsible for the distribution of mail, reproduction, and subscription requests for the District. | FTE per program |
| 375 Beale Street | This program is to pay for the District's main building lease payments. | FTE per program |
| Purchasing | The Purchasing program is responsible for the purchase of services, equipment, and supplies as well as property management administration of insurance policies and setting up the removal of extra equipment. | # of Purchase Orders per program |
| Shared Services | This program is responsible for business operations and technology functions that are shared between the Bay Area Air Quality District, Metropolitan Transportation Commission, and the Association of Bay Area Governments. | FTE per program |
| Vehicle Maintenance | The Vehicle Maintenance program maintains the District's 121 vehicles by getting the vehicles serviced, handling vehicle financing, and tracking and diagnostics of fuel records. | # of Vehicles per program |
| Legal Counsel | This program provides the District with legal services such as advising, counseling, preparing and reviewing contracts, and providing legal opinions and advice on rule development and governmental and general law issues. | FTE per program |
| Penalties Enforcement & Settlement | This program reaches settlements and pursues penalty enforcement actions to ensure enforcement of the District's rule set in place. | FTE per Compliance & Enforcement & Engineering Divisions |
| Litigation | The Litigation program represents the District when individuals, corporations, or organizations sue the Air District in State or Federal court. | FTE per program |

| Program Title | Program Description | Allocation Basis |
|---|---|------------------|
| Media Relations | The Media Relations program focuses on outreach to the public about air quality issues, the District’s programs and purpose, and functions of the agency. | FTE per program |
| Information Management Records & Content | This program maintains all official records for the District. | FTE per program |
| Information Technology Engineering & Operations | This program maintains all computer server infrastructure for District staff by handling all software, computer networks, office systems, computers and workstations, and database servers. | FTE per program |

The table above and on the previous pages lists all of the programs that were classified and confirmed as District-wide support for the agency. Additionally, it also identifies the allocation bases utilized by the project team.

While the project team reviewed different methodologies associated with the different programs, the allocation bases listed above were arrived at after comparing the existing methodologies to the proposed methodologies. Some methodologies were altered for simplicity such as replacing number of recruitments with number of full-time equivalents; however, other bases were more refined such as allocating the costs associated with penalties to enforcement and engineering only. A summary of changes to the allocation methodology are discussed in the points below:

- Recruitments:** Proposing that recruitments be allocated based upon the number of full-time equivalents as that is a less volatile number, rather than having to rely on the fluctuation in recruitments within programs on an annual basis. The rationale behind using the number of full-time employees is that the more employees within a program, the higher the likelihood that there will be turnover and the need for recruitment support and services.
- Penalties, Enforcement, & Settlement:** Staff in Penalties, Enforcement, and Settlement primarily focus on work related to permitted activities, therefore, instead of allocating their support district-wide to all programs, their support has only been allocated based upon the number of staff within the permit-related programs. This ensures that permitted activities directly absorb the overhead associated with these activities.
- Facilities Maintenance:** Only employees that are housed at the District’s headquarters receive support from staff or through the management of facilities maintenance contracts by staff in facilities maintenance. Therefore, the project team revised the allocation to remove those employees that are located in offsite

facilities to ensure that support is only allocated to those employees that benefit from support provided by Facilities maintenance.

Implementing these changes to the cost allocation methodology simplifies the model, while also refining it to better reflect the level of service being provide.

In order to ensure that appropriate costs are being allocated, staff in the programs that are considered District Overhead should be coding their time to the General BillCode. The only exception to this should be if staff spend specific time on grant funded activities or fee schedule related activities. This will ensure that during the cost recovery calculation process those costs are appropriately identified and allocated.

Recommendation #1: There should be some minor alterations to the allocation bases to simplify the cost allocation process. These changes include the following:

- ***Allocating Recruitments based on total number of full-time equivalents.***
- ***Allocating Penalties, Enforcement, & Settlement based on total number of full-time equivalents in Compliance & Enforcement and Engineering.***
- ***Allocating Facilities Maintenance based on total number of full-time equivalents in the facilities being maintained.***

Implementing these changes will result in a simpler and more refined allocation methodology that better reflects the level of service provided.

2 COST ALLOCATION RESULTS

The project team compiled the results of the Cost Allocation Plan based upon the District's current methodology, the recommended changes, and compared those results. The following subsections discuss each of those result components.

2.1 Current Cost Allocation Results

The following table shows the total costs allocated to the different district programs based upon the current allocation methodology.

| Program # | Program Title | Total Costs Allocated |
|-----------|-----------------------------------|-----------------------|
| 105 | Joint Policy Committee | \$387 |
| 122 | Hearing Board | \$24,208 |
| 125 | My Air Online | \$452,888 |
| 126 | Clean Power & Efficiency Program | \$12,921 |
| 202 | Hearing Board Proceedings | \$102,199 |
| 303 | Intermittent Control Programs | \$139,511 |
| 305 | Spare the Air (CMAQ) | \$9,294 |
| 306 | Intermittent Control Programs | \$513,710 |
| 307 | Carl Moyer Program Administration | \$265,315 |
| 308 | Transportation Fund for Clean Air | \$485,043 |

| Program # | Program Title | Total Costs Allocated |
|------------------|--|------------------------------|
| 310 | Mobile Source Incentive Fund | \$341,677 |
| 311 | Carbon Offset Fund | \$9,762 |
| 312 | Vehicle Buyback | \$34,670 |
| 313 | Grant Program Development | \$355,780 |
| 316 | Miscellaneous Incentive Program | \$10,549 |
| 317 | Regional Electric Vehicle Deployment | \$53,627 |
| 318 | Enhanced Mobile Source Inspections | \$229,247 |
| 323 | California Goods Movement Bond Administration | \$331,222 |
| 401 | Enforcement | \$2,386,697 |
| 402 | Compliance Assistance & Operations | \$1,451,842 |
| 403 | Compliance Assurance | \$3,409,387 |
| 501 | Permit Evaluation | \$2,446,852 |
| 502 | Permit Renewals | \$490,336 |
| 503 | Air Toxics | \$991,895 |
| 504 | Permit Operations | \$401,456 |
| 506 | Title V | \$473,312 |
| 507 | Engineering Special Projects | \$348,007 |
| 601 | Source Inventories | \$486,320 |
| 602 | Air Quality Plans | \$383,110 |
| 603 | Air Quality Modeling Support | \$363,207 |
| 604 | Air Quality Modeling & Research | \$347,729 |
| 605 | Mobile Source Measures | \$482,475 |
| 608 | Climate Protection | \$877,548 |
| 609 | Community Air Risk Evaluation (CARE) | \$339,972 |
| 611 | Rule Development | \$817,243 |
| 725 | Information Systems Software Development | \$709,832 |
| 802 | Ambient Air Monitoring | \$1,843,810 |
| 803 | Laboratory | \$659,022 |
| 804 | Source Test | \$1,307,517 |
| 805 | Meteorology | \$405,560 |
| 807 | Air Monitoring Instrument Performance Evaluation | \$357,877 |
| 809 | BioWatch Monitoring | \$16,382 |
| 810 | Infrastructure and Records Management | \$150,891 |
| 811 | Mobile Monitoring | |
| TOTAL | | \$25,320,289 |

As the table shows the total costs allocated through the District's current full cost allocation methodology results in a total cost of \$25.3 million allocated to different District programs. The primary receivers of support are Compliance and Enforcement at 29% and Engineering at 20%. This suggests that fee-related programs receive approximately 49% of the overall support of the District.

2.2 Proposed Cost Allocation Results

The proposed cost allocation model not only incorporated the recommended allocation bases, but also altered the order of direct cost exclusions. The following table shows the total costs allocated to the different district programs based upon the recommended /

proposed allocation methodology.

| Program # | Program Title | Total Costs Allocated |
|--------------|--|-----------------------|
| 105 | Joint Policy Committee | \$287 |
| 122 | Hearing Board | \$17,617 |
| 125 | My Air Online | \$346,033 |
| 126 | Clean Power & Efficiency Program | \$8,575 |
| 202 | Hearing Board Proceedings | \$35,524 |
| 303 | Intermittent Control Programs | \$110,717 |
| 305 | Spare the Air (CMAQ) | \$6,899 |
| 306 | Intermittent Control Programs | \$411,569 |
| 307 | Carl Moyer Program Administration | \$214,476 |
| 308 | Transportation Fund for Clean Air | \$379,902 |
| 310 | Mobile Source Incentive Fund | \$283,358 |
| 311 | Carbon Offset Fund | \$273 |
| 312 | Vehicle Buyback | \$22,086 |
| 313 | Grant Program Development | \$282,096 |
| 316 | Miscellaneous Incentive Program | \$8,316 |
| 317 | Regional Electric Vehicle Deployment | \$38,523 |
| 318 | Enhanced Mobile Source Inspections | \$180,551 |
| 323 | California Goods Movement Bond Administration | \$225,851 |
| 401 | Enforcement | \$2,891,820 |
| 402 | Compliance Assistance & Operations | \$1,824,636 |
| 403 | Compliance Assurance | \$4,139,889 |
| 501 | Permit Evaluation | \$3,126,887 |
| 502 | Permit Renewals | \$536,515 |
| 503 | Air Toxics | \$1,014,287 |
| 504 | Permit Operations | \$474,238 |
| 506 | Title V | \$515,406 |
| 507 | Engineering Special Projects | \$351,490 |
| 601 | Source Inventories | \$423,405 |
| 602 | Air Quality Plans | \$319,986 |
| 603 | Air Quality Modeling Support | \$308,361 |
| 604 | Air Quality Modeling & Research | \$294,273 |
| 605 | Mobile Source Measures | \$392,626 |
| 608 | Climate Protection | \$757,169 |
| 609 | Community Air Risk Evaluation (CARE) | \$269,193 |
| 611 | Rule Development | \$654,758 |
| 725 | Information Systems Software Development | \$618,217 |
| 802 | Ambient Air Monitoring | \$1,298,697 |
| 803 | Laboratory | \$530,141 |
| 804 | Source Test | \$948,167 |
| 805 | Meteorology | \$295,756 |
| 807 | Air Monitoring Instrument Performance Evaluation | \$279,154 |
| 809 | BioWatch Monitoring | \$11,418 |
| 810 | Infrastructure and Records Management | \$129,381 |
| 811 | Mobile Monitoring | \$287 |
| TOTAL | | \$24,978,814 |

As the table above shows, under the proposed / revised methodology a total of \$24.98 million costs was allocated. Similar to the current methodology, the primary receivers of support are Compliance and Enforcement at 36% and Engineering at 24%. The proposed methodology increases indirect costs for fee-related programs by approximately 11%.

2.3 Cost Allocation Comparison

The table on the following page compares the total cost allocation between the two different methodologies, showing the total costs currently allocated, proposed costs allocated, and the difference.

| Prog. # | Program Title | Current Costs Allocated | Proposed Costs Allocated | Difference in Costs |
|---------|---|-------------------------|--------------------------|---------------------|
| 105 | Joint Policy Committee | \$387 | \$287 | (\$100) |
| 122 | Hearing Board | \$24,208 | \$17,617 | (\$6,591) |
| 125 | My Air Online | \$452,888 | \$346,033 | (\$106,855) |
| 126 | Clean Power & Efficiency Program | \$12,921 | \$8,575 | (\$4,346) |
| 202 | Hearing Board Proceedings | \$102,199 | \$35,524 | (\$66,675) |
| 303 | Intermittent Control Programs | \$139,511 | \$110,717 | (\$28,793) |
| 305 | Spare the Air (CMAQ) | \$9,294 | \$6,899 | (\$2,394) |
| 306 | Intermittent Control Programs | \$513,710 | \$411,569 | (\$102,141) |
| 307 | Carl Moyer Program Administration | \$265,315 | \$214,476 | (\$50,839) |
| 308 | Transportation Fund for Clean Air | \$485,043 | \$379,902 | (\$105,141) |
| 310 | Mobile Source Incentive Fund | \$341,677 | \$283,358 | (\$58,318) |
| 311 | Carbon Offset Fund | \$9,762 | \$273 | (\$9,489) |
| 312 | Vehicle Buyback | \$34,670 | \$22,086 | (\$12,584) |
| 313 | Grant Program Development | \$355,780 | \$282,096 | (\$73,684) |
| 316 | Miscellaneous Incentive Program | \$10,549 | \$8,316 | (\$2,232) |
| 317 | Regional Electric Vehicle Deployment | \$53,627 | \$38,523 | (\$15,104) |
| 318 | Enhanced Mobile Source Inspections | \$229,247 | \$180,551 | (\$48,696) |
| 323 | California Goods Movement Bond Administration | \$331,222 | \$225,851 | (\$105,372) |
| 401 | Enforcement | \$2,386,697 | \$2,891,820 | \$505,124 |
| 402 | Compliance Assistance & Operations | \$1,451,842 | \$1,824,636 | \$372,794 |
| 403 | Compliance Assurance | \$3,409,387 | \$4,139,889 | \$730,502 |
| 501 | Permit Evaluation | \$2,446,852 | \$3,126,887 | \$680,035 |
| 502 | Permit Renewals | \$490,336 | \$536,515 | \$46,179 |
| 503 | Air Toxics | \$991,895 | \$1,014,287 | \$22,392 |
| 504 | Permit Operations | \$401,456 | \$474,238 | \$72,782 |
| 506 | Title V | \$473,312 | \$515,406 | \$42,095 |
| 507 | Engineering Special Projects | \$348,007 | \$351,490 | \$3,482 |
| 601 | Source Inventories | \$486,320 | \$423,405 | (\$62,915) |
| 602 | Air Quality Plans | \$383,110 | \$319,986 | (\$63,124) |
| 603 | Air Quality Modeling Support | \$363,207 | \$308,361 | (\$54,845) |
| 604 | Air Quality Modeling & Research | \$347,729 | \$294,273 | (\$53,456) |
| 605 | Mobile Source Measures | \$482,475 | \$392,626 | (\$89,849) |
| 608 | Climate Protection | \$877,548 | \$757,169 | (\$120,379) |
| 609 | Community Air Risk Evaluation (CARE) | \$339,972 | \$269,193 | (\$70,779) |

| Prog. # | Program Title | Current Costs Allocated | Proposed Costs Allocated | Difference in Costs |
|----------------|--|--------------------------------|---------------------------------|----------------------------|
| 611 | Rule Development | \$817,243 | \$654,758 | (\$162,484) |
| 725 | Information Systems Software Development | \$709,832 | \$618,217 | (\$91,615) |
| 802 | Ambient Air Monitoring | \$1,843,810 | \$1,298,697 | (\$545,113) |
| 803 | Laboratory | \$659,022 | \$ 530,141 | (\$128,881) |
| 804 | Source Test | \$1,307,517 | \$948,167 | (\$359,350) |
| 805 | Meteorology | \$405,560 | \$295,756 | (\$109,803) |
| 807 | Air Monitoring Instrument Performance Evaluation | \$357,877 | \$279,154 | (\$78,723) |
| 809 | BioWatch Monitoring | \$16,382 | \$11,418 | (\$4,965) |
| 810 | Infrastructure and Records Management | \$150,891 | \$129,381 | (\$21,510) |
| 811 | Mobile Monitoring | | \$287 | \$287 |
| TOTAL | | \$25,320,289 | \$24,978,814 | (\$341,475) |

As the table above and on the previous page shows the proposed methodology results in approximately a decrease of \$341,000. The primary difference in costs allocated is related to the classification of certain indirect costs as more directly associated with fees and permit-related activities in the proposed methodology.

3 BillCodes

Currently, all staff within the District code and track their time based on major activity using an associated bill code. The following chapter discusses the BillCodes utilized by the District.

1 BILLCODES

There are ninety-nine (99) BillCodes in place. Each BillCode is associated with an activity at the district. The following table lists all of the different activities and Fee Schedules that are associated with each of the billcodes.

| Activity / Fee Schedule Title | | | |
|---|--------------------------|----------------------------------|---------------------------------|
| ARB Inspection | FS_E-Solvent Evaporation | FS_N-AB2588 | Mobile Diesel |
| Carbon Offset Fund | FS_F-Misc. | FS_P-Title V | NatOccAsb |
| DHS | FS_G1-Misc. | FS_R-Registration | PM Speciation |
| EA | FS_G2-Misc. | FS_S-NatOccAsbBillable | Reg6-3WoodBurning |
| EPAG | FS_G3-Misc. | FS_T | SR_CarlMoyer |
| Fed Grant 103 | FS_G4-Misc. | FS_V-Prescribed Burning | SR_CGMB |
| Fed Grant 105 | FS_G5-Misc. | FS_W_Refinery Emissions Tracking | SR_MSIF |
| FS_8-PermitGeneral | FS_H-Semiconductor | FS_X | SR_TFCA |
| FS_B-Combustion of Fuel | FS_I-Drycleaners | General | zAg Waste Chipping |
| FS_C-Storage Organic Liquid | FS_K-Waste Disposal | Grants-Development | zBIA Public Records Act Request |
| FS_D-Gasoline Dispensing/Bulk Terminals | FS_L-Asbestos | Grants-Other | zPublic Records |

As the table above shows there is the ability for the District to code time across the different fee schedules as well as grants and other specific District programs. The two activity titles and bill code classifications that the project team focused on were: General and Permit General, as these codes are further reallocated during the cost recovery process.

2 GENERAL – 01 BILLCODE

The BillCode 01 refers to the “General” Billcode. The General BillCode is intended to capture support services activities that benefit the entire district. The primary purpose of the General BillCode is to record the time and cost associated with indirect services such as the Executive Board, Administrative Resources Division, Communications, etc. There are also additional services that are considered District-Wide support, such as non-fee schedule based enforcement activities or litigation activities that are meant to support and benefit the general public and residents of the District.

The following table shows the total dollars associated with BillCode 01, as well as the overall total dollars associated with all District Billing Codes, and the percentage of cost associated with BillCode 01.

| Category | Personnel Cost |
|-------------------|----------------|
| BillCode 01 | \$11,618,961 |
| Overall | \$36,147,926 |
| Percentage | 32% |

As the above table indicates, BillCode 01 comprises 32% of the salaries and benefits paid to employees of the District. The following table shows the breakout of the cost by District program.

| ProgNo | Program Title | Total Cost | % of Cost |
|--------|--------------------------------------|-------------|-----------|
| 104 | Executive Office | \$1,527,683 | 13% |
| 106 | Payroll | \$79,902 | 1% |
| 107 | Benefit Administration | \$133,525 | 1% |
| 109 | Organizational Development | \$102,467 | 1% |
| 111 | Employment Relations | \$146,907 | 1% |
| 114 | Recruitment & Testing | \$274,406 | 2% |
| 121 | Board of Directors | \$75,909 | 1% |
| 122 | Hearing Board | \$19,097 | 0% |
| 123 | Advisory Council | \$7,923 | 0% |
| 126 | Clean Power & Efficiency Program | \$9,949 | 0% |
| 201 | Legal Counsel | \$927,564 | 8% |
| 202 | Hearing Board Proceedings | \$49,908 | 0% |
| 203 | Penalty Enforcement & Settlement | \$117,829 | 1% |
| 205 | Litigation | \$191,421 | 2% |
| 301 | Public Information | \$703,594 | 6% |
| 302 | Community Engagement | \$576,697 | 5% |
| 303 | Intermittent Control Programs | \$443 | 0% |
| 306 | Intermittent Control Programs | \$1,109 | 0% |
| 309 | Website Development & Maintenance | \$127,418 | 1% |
| 401 | Enforcement | \$91,789 | 1% |
| 402 | Compliance Assistance & Operations | \$33,439 | 0% |
| 403 | Compliance Assurance | \$53,531 | 0% |
| 501 | Permit Evaluation | \$7,223 | 0% |
| 503 | Air Toxics | \$25,349 | 0% |
| 507 | Engineering Special Projects | \$6,391 | 0% |
| 601 | Source Inventories | \$132,285 | 1% |
| 602 | Air Quality Plans | \$386,560 | 3% |
| 603 | Air Quality Modeling Support | \$208,371 | 2% |
| 604 | Air Quality Modeling & Research | \$197,937 | 2% |
| 605 | Mobile Source Measures | \$544,256 | 5% |
| 608 | Climate Protection | \$717,970 | 6% |
| 609 | Community Air Risk Evaluation (CARE) | \$221,983 | 2% |
| 611 | Rule Development | \$102,185 | 1% |
| 701 | Finance/Accounting | \$773,583 | 7% |

| ProgNo | Program Title | Total Cost | % of Cost |
|--------------------|--|---------------------|-------------|
| 702 | Strategic Facilities | \$297,898 | 3% |
| 703 | Communications | \$227,025 | 2% |
| 708 | Purchasing | \$234,543 | 2% |
| 710 | Vehicle Maintenance | \$93,142 | 1% |
| 712 | Information Management Records & Content | \$106,853 | 1% |
| 725 | Information Systems Software Development | \$423,862 | 4% |
| 726 | Information Technology Engineering & Operations | \$1,115,989 | 10% |
| 802 | Ambient Air Monitoring | \$90,858 | 1% |
| 803 | Laboratory | \$108,607 | 1% |
| 804 | Source Test | \$122,277 | 1% |
| 805 | Meteorology | \$30,401 | 0% |
| 807 | Air Monitoring Instrument Performance Evaluation | \$20,441 | 0% |
| 810 | Infrastructure and Records Management | \$170,461 | 1% |
| Grand Total | | \$11,618,961 | 100% |

As the table above and on the previous page indicates, the largest source of BillCode 01 Cost comes from the following six programs: Executive Office, Information Technology Engineering & Operations, Legal Counsel, Finance / Accounting, and Public Information and Climate Protection. These programs comprise approximately 50% of BillCode 01.

It is important to note that of the top six programs, five are considered indirect support to the District and are allocated to various programs through the Cost Allocation Plan. There is only one program – Climate Protection – that is not part of the Cost Allocation Plan. Therefore, the project team extrapolated from the data above those codes that do not flow through the cost allocation plan. The following table shows those program codes, titles, cost, and percentage of the total General BillCode:

| ProgNo | Program Title | Total Cost | % of Cost |
|--------|--|------------|-----------|
| 122 | Hearing Board | \$19,097 | 1% |
| 126 | Clean Power & Efficiency Program | \$9,949 | 0% |
| 202 | Hearing Board Proceedings | \$49,908 | 1% |
| 303 | Intermittent Control Programs | \$443 | 0% |
| 306 | Intermittent Control Programs | \$1,109 | 0% |
| 401 | Enforcement | \$91,789 | 3% |
| 402 | Compliance Assistance & Operations | \$33,439 | 1% |
| 403 | Compliance Assurance | \$53,531 | 1% |
| 501 | Permit Evaluation | \$7,223 | 0% |
| 503 | Air Toxics | \$25,349 | 1% |
| 507 | Engineering Special Projects | \$6,391 | 0% |
| 601 | Source Inventories | \$132,285 | 4% |
| 602 | Air Quality Plans | \$386,560 | 11% |
| 603 | Air Quality Modeling Support | \$208,371 | 6% |
| 604 | Air Quality Modeling & Research | \$197,937 | 5% |
| 605 | Mobile Source Measures | \$544,256 | 15% |
| 608 | Climate Protection | \$717,970 | 20% |
| 609 | Community Air Risk Evaluation (CARE) | \$221,983 | 6% |
| 611 | Rule Development | \$102,185 | 3% |
| 725 | Information Systems Software Development | \$423,862 | 12% |

| ProgNo | Program Title | Total Cost | % of Cost |
|--------|--|--------------------|-------------|
| 802 | Ambient Air Monitoring | \$90,858 | 3% |
| 803 | Laboratory | \$108,607 | 3% |
| 804 | Source Test | \$122,277 | 3% |
| 805 | Meteorology | \$30,401 | 1% |
| 807 | Air Monitoring Instrument Performance Evaluation | \$20,441 | 1% |
| | Grand Total | \$3,606,221 | 100% |

As the table above and on the previous page shows, the total costs associated with Non-support services are \$3.6 million. The costs represent approximately 31% of the total General BillCode costs and 10% of the overall cost of the District. The District currently has no revenue source for recovering these costs, which are funded through the General Fund or Property Tax.

Even though, the majority of the services in this section should be funded by Property Tax, there are certain programs that should not code any time to General BillCode 01. Staff within programs such as Permit Evaluation and Information Systems Software Development should be coding their time to BillCode 08 – Permit General rather than BillCode 01 – General.

In order to clearly delineate the difference between General – District-wide indirect support and General – non-cost recovery district wide support, there should be two different billing codes. Creating a separate billing code for these services will ensure that those services that are “direct” programs but “unfunded” are represented in a different category and do not filter through or get layered onto fees. Based upon the review of current costs and bill code usage the project team has identified the following major issues with BillCode 01:

- Definition:** There should be a clear definition of BillCode 01 – General that is provided to all Programs and Divisions. This definition should not only provide a brief summary of what is considered to be “General” activities for the District but also the types of activities that are eligible to be coded as General Activities specific to each program. This should be distributed to all employees as well as added to an Employee handbook for ease of distribution to new employees. The definition of “General” should be developed by staff in Finance and Administration and then be approved by the Air Pollution Control Officer and the Board.
- Monitoring:** Supervisors and Management in each program should be carefully monitoring the staff and hours coded to BillCode 01 to ensure that those are eligible activities for that BillCode. This will also ensure that hours that are being provided in support of fee-related schedules are not being coded as General Hours. This is the case in Legal Services for Penalties and Litigation and also for the Information Systems Software Development. These programs should be coding costs to BillCode 08 – Permit General. Supervisors and time sheet approvers should be auditing the hours coded to the BillCodes at a minimum on an annual basis. If there

are any adjustments to the billcodes those should be made retroactively to ensure that time and cost is flowing through to the appropriate activities.

- **Other General Support:** Creation of an additional BillCode that captures those support and general activities that are “unfunded”. This will enable the District staff to clearly and easily identify indirect support associated with a particular program, and determine if those costs should be “unfunded” or allocated through another methodology.

As the points above indicate there are some opportunities for improvement as it relates to BillCode 01 – General. Clarifying the expectations associated with BillCode 01 will help the District better track its indirect costs, as well as ensure that District support is coded appropriately.

Recommendation #2: A clear definition of activities that are considered “General” should be developed and distributed to all staff members within the District. This should also be included in the employee handbook to make it easier for dissemination during the onboarding process. This definition should be developed by District staff within Finance and Administration, and be approved by the Executive Management Office.

Recommendation #3: There should be an annual auditing and monitoring mechanism in place for supervisors to review the timesheets of staff members. This will ensure that staff are accurately recording time in the “General” category.

Recommendation #4: The “General” billcode category should be separated into two distinct categories – District General and Other General. The District General should refer to activities such as Executive Office, Finance, Payroll, etc. or activities that provide support to all programs internally within the District. The Other General should refer to unpermitted sources, mobile inspections, or activities that have no revenue source other than property tax.

3 PERMIT GENERAL – 08 BILLCODE

The primary purpose of the Permit General bill code is to capture the support associated with Permit-related activities specifically. The Finance staff takes the Permit General costs and layers it onto all of the fee-related services as fee overhead. The project team evaluated the total costs associated with BillCode 08. The following table shows the Permit General cost as a proportion of total district-wide cost.

| Category | Personnel Cost |
|-------------------|----------------|
| BillCode 08 | \$7,512,767 |
| Overall | \$36,147,926 |
| Percentage | 21% |

As the table shows, BillCode 08 comprises 21% of the total District wide personnel costs. The project team evaluated the programs that made up the total permit general costs. The following table shows by program number and title, the total costs coded to Permit General in FY 16-17.

| ProgNo | Program Title | Total Cost | % of Cost |
|--------------------|--|--------------------|-------------|
| 104 | Executive Office | \$271,910 | 4% |
| 111 | Employment Relations | \$1,261 | 0% |
| 125 | My Air Online | \$460,057 | 6% |
| 203 | Penalty Enforcement & Settlement | \$74,062 | 1% |
| 303 | Intermittent Control Programs | \$67 | 0% |
| 401 | Enforcement | \$558,191 | 7% |
| 402 | Compliance Assistance & Operations | \$746,041 | 10% |
| 403 | Compliance Assurance | \$764,636 | 10% |
| 501 | Permit Evaluation | \$872,325 | 12% |
| 502 | Permit Renewals | \$235,137 | 3% |
| 503 | Air Toxics | \$394,782 | 5% |
| 504 | Permit Operations | \$429,898 | 6% |
| 506 | Title V | \$81,953 | 1% |
| 507 | Engineering Special Projects | \$256,673 | 3% |
| 601 | Source Inventories | \$213,680 | 3% |
| 603 | Air Quality Modeling Support | \$113,927 | 2% |
| 604 | Air Quality Modeling & Research | \$99,856 | 1% |
| 605 | Mobile Source Measures | \$3,714 | 0% |
| 608 | Climate Protection | \$264,907 | 4% |
| 609 | Community Air Risk Evaluation (CARE) | \$148,407 | 2% |
| 611 | Rule Development | \$424,477 | 6% |
| 701 | Finance/Accounting | \$75,257 | 1% |
| 712 | Information Management Records & Content | \$40,546 | 1% |
| 725 | Information Systems Software Development | \$441,969 | 6% |
| 803 | Laboratory | \$140,645 | 2% |
| 804 | Source Test | \$358,007 | 5% |
| 805 | Meteorology | \$34,638 | 0% |
| 807 | Air Monitoring Instrument Performance Evaluation | \$5,743 | 0% |
| Grand Total | | \$7,512,767 | 100% |

As the table above shows, the top sources of Permit General are the following programs: Permit Evaluation, Compliance Assurance, Compliance Assistance & Operations, Enforcement, and My Air Online, Permit Operations, and Rule Development. These programs comprise approximately 57% of the cost. All of the programs that have cost and time coded to Permit General (BillCode 08) should account for general permit related activities.

The project team also evaluated BillCode 08 – Permit General personnel costs and time coded as a percentage of fee-related Bill Codes. The following table shows the Permit General cost as a proportion of fee-related only cost.

| Category | Personnel Cost |
|-------------------|----------------|
| BillCode 08 | \$7,512,767 |
| Fee-Related | \$17,903,107 |
| Percentage | 42% |

As the table above shows BillCode 08 comprises 42% of the fee-related cost. This is a significant portion of time that is coded as general permit support. The benchmark for general permit support is typically in the range of 25%-33%, with the remaining portion of staff time being spent directly on permitted activities.

It is recommended that where possible more time and thereby cost should be coded to specific types of permits in the BillCode system. This ensures that those costs are directly captured for that specific permit and source rather than being layered upon all permits and sources. A clear example of this is that nearly 30% of Permit Evaluation's personnel costs are coded to Permit General, those costs should be examined to ensure that all of those hours and cost should truly be classified as "Permit General".

The District should develop a threshold upon which Program Supervisors and Managers should review time coding to ensure that time is being appropriately coded to the Permit General category. This threshold should be set at a minimum of 25%. Therefore, if any program codes 25% or more of its time annually to Permit General, the Supervisors should meet with staff and ensure that all of those activities and costs should have been classified as Permit General. For certain programs, it will be acceptable for them to be overhead to all fees such as Enforcement, whereas for other programs such as Permit Evaluation or Permit Renewal, it will be important to monitor the time and costs coded to BillCode 08 – Permit General.

The project team has recommended through the review of cost classifications of central services and indirect support that the following programs code more time directly as Permit General:

- Penalties, Enforcement, & Settlement
- Litigation
- Information Systems Software Development

Staff within these programs should code time to Permit General to ensure that costs filter through appropriately to fee-based schedules and allow the district to fully recover the costs associated with issuing permits.

Recommendation #5: District staff should be encouraged to code more time and thereby cost directly to the Fee Schedules rather than utilizing Permit General or even General to code the balance of time. Some of these activities include Litigation, Penalties, Enforcement, and Settlement, and Information Systems Software Development.

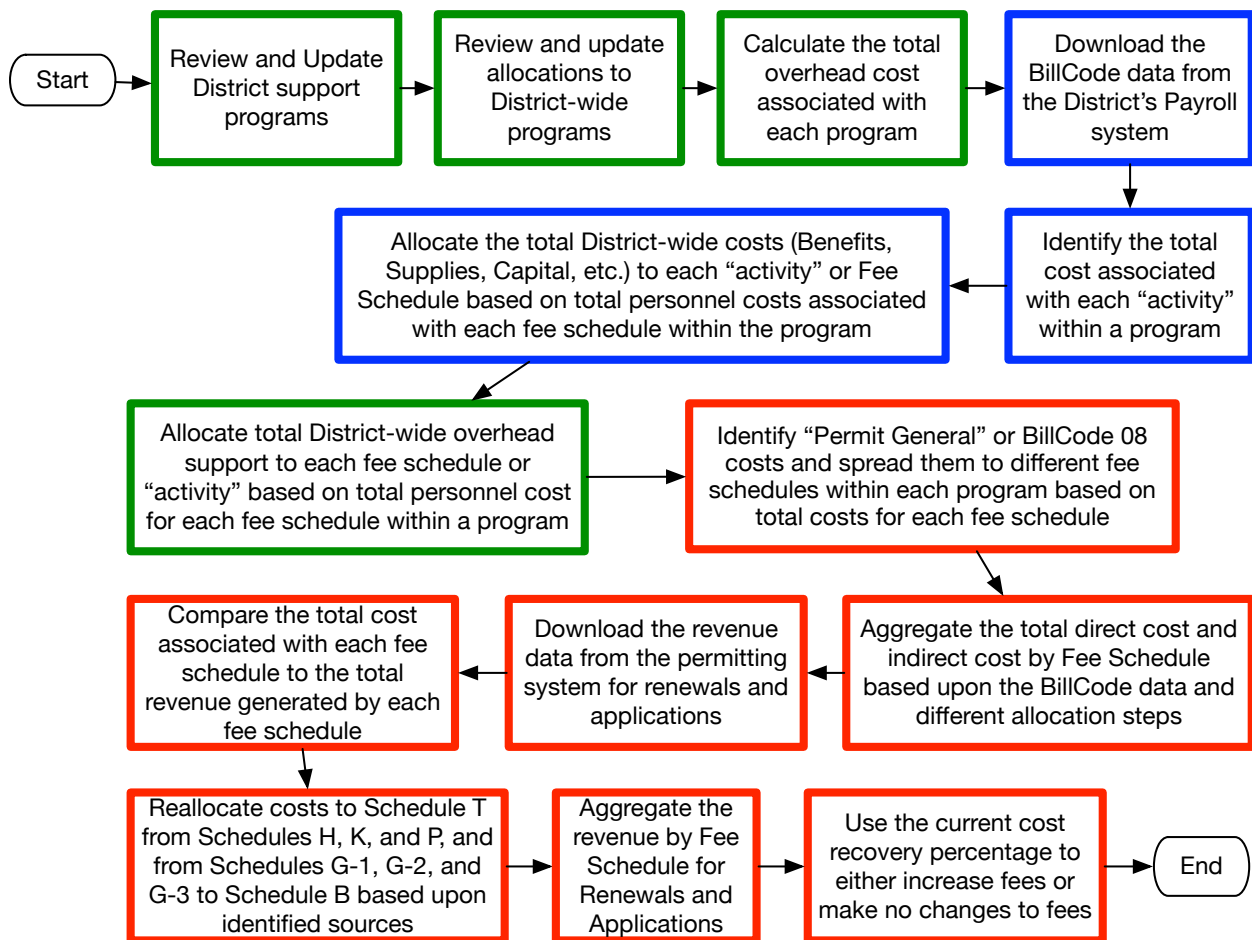
Recommendation #6: A threshold should be set up for Permit General calculation. The majority of staff positions and members should not be coding more than 25% of their time / cost to the Permit General Category. If at the end of the year, a staff member's time exceeds 30% in the Permit General category, the supervisor should review that time coding and ensure that it is appropriate for that position to code more time to Permit General rather than to specific fee schedules or grant activities.

4 Cost Recovery Model – Fee Study

In addition to the Cost Allocation Methodology, the project team also evaluated the District’s current and potential cost recovery. The following chapter discusses the methodology for determining cost recovery and the results of the current and proposed methodology.

1 COST RECOVERY MODEL PROCESS

In order to evaluate the District’s current cost recovery levels and develop a cost recovery model the project team evaluated the District’s current cost recovery model. The project team distilled the development of the cost recovery model and its results into a simplified flowchart. The following flowchart describes how the District staff takes the information from the Cost Allocation Plan and the BillCodes and uses that to develop and calculate its current cost recovery levels and affect the fees.



Green = Cost Allocation Plan
Blue = Bill Codes
Red = Fee Schedule / Cost Recovery

The flowchart shows the different types of costs that are allocated to the different fee schedules based upon the total personnel costs associated with each fee schedule. All direct and indirect costs are allocated using this method. The costs are allocated in different steps to ensure that the appropriate level of cost is being recorded, with direct costs allocated first, then district-wide overhead, and lastly permit-related overhead.

It is important to note that the permitting system records revenue to all fee schedules. However, not all staff code time to all fee schedules. Certain fee schedules within the District are related to the overall monitoring of a specific type of program or source, and as such, when District staff are working on those permits that time is coded to a different fee schedule, rather than the appropriate fee schedule. Therefore, the District reallocates those costs based upon the types of sources from one schedule into another schedule.

This cost reallocation occurs for only two schedules: Schedule T and Schedule B. Costs are allocated to Schedule T from Schedules H, K, and P, while costs are allocated to Schedule B from Schedules G1, G2, and G3. In order to mitigate the back-end re-allocation of costs that are distributed based upon the sources in those schedules, it is recommended that additional descriptions be added to the BillCodes. The District provides staff with a list of BillCodes and the types of activities associated with each BillCode. The project team recommends that the BillCode Description for Schedules T and B be expanded to include review of relevant sources in the context of Greenhouse Gases or Gasoline Dispensing Facilities to be coded to those specific schedules rather than to another schedule. This change in the process will ensure that costs are coded to the appropriate schedules, without having to do additional calculations each year.

Recommendation #7: The District should expand the definition and sample activities associated with the Bill codes for Schedules T and B to include review work related to Schedules H, K, P, G1, G2, and G3 sources. This will ensure that District staff are appropriately coding their time while working on these activities and will mitigate the need for the District to reallocate expenses to those schedules on the back-end prior to the cost recovery calculation.

2 COST RECOVERY CALCULATION REGULATIONS AND GUIDELINES

Based upon the process outlined in the previous section the District calculates the total cost recovery associated with each specific fee schedule. It is important for the district to annually calculate its cost recovery status to ensure that for its fees for service that are being charged, it is in compliance with California State laws and propositions associated with user fee charges.

A “user fee” is a charge for service provided by a governmental agency to a public citizen or group. In California, several constitutional laws such as Propositions 13, 4, and 218, State Government Codes 66014 and 66016, and more recently Prop 26 and the Attorney General’s Opinion 92-506 set the parameters under which the user fees typically

administered by local government are established and administered. Specifically, California State Law, Government Code 66014(a), stipulates that user fees charged by local agencies "...may not exceed the estimated reasonable cost of providing the service for which the fee is charged".

In addition to the user fee regulations in Prop 26, the District is also governed by the Health and Safety Code. In the post-Prop 13 era, the State Legislature determined that the cost of programs to address air pollution should be borne by the individuals and businesses that cause air pollution through regulatory and service fees. The primary authority for recovering the cost of District programs and activities related to stationary sources is given in Section 42311 of the Health and Safety Code (HSC), under which the District is authorized to:

- Recover the costs of programs related to permitted stationary sources
- Recover the costs of programs related to area-wide and indirect sources of emissions which are regulated, but for which permits are not issued
- Recover the costs of certain hearing board proceedings
- Recover the costs related to programs that regulate toxic air contaminants

The measure of the revenue that may be recovered through stationary source fees is the full cost of all programs related to these sources, including all direct program costs and a commensurate share of indirect program costs, unless otherwise funded. Such fees are valid so long as they do not exceed the reasonable cost of the service or regulatory program for which the fee is charged, and are apportioned amongst fee payers such that the costs allocated to each fee-payer bears a fair or reasonable relationship to its burden on, and benefits from, the regulatory system.

3 PROJECTED COST RECOVERY MODEL RESULTS

The project team took the information from the revised cost allocation plan and applied it to the District's current cost allocation methodology. Additionally, the project team took the District's FY17 expenditures and allocated it to the different fee schedules based upon the total cost associated with a fee schedule within a program. Finally, the project team reviewed the renewals and applications data from the District's permitting database and allocated revenue to the identified fee schedule in the permitting system. The following table shows the results based on the cost recovery model developed by the project team.

| Fee Schedule | Direct Cost | Indirect Cost | Total Cost | Total Revenue | Annual Surplus / (Deficit) | Cost Recovery % |
|--------------|-------------|---------------|-------------|---------------|----------------------------|-----------------|
| A | \$114,967 | \$53,132 | \$168,099 | \$5,722 | (\$162,377) | 3% |
| B | \$6,049,140 | \$3,273,174 | \$9,322,314 | \$9,599,477 | \$277,163 | 103% |
| C | \$459,222 | \$297,296 | \$756,517 | \$2,491,202 | \$1,734,684 | 329% |
| D | \$4,435,464 | \$2,376,290 | \$6,811,754 | \$5,548,181 | (\$1,263,573) | 81% |

| Fee Schedule | Direct Cost | Indirect Cost | Total Cost | Total Revenue | Annual Surplus / (Deficit) | Cost Recovery % |
|--------------|---------------------|---------------------|---------------------|---------------------|----------------------------|-----------------|
| E | \$2,187,565 | \$1,364,832 | \$3,552,397 | \$2,767,439 | (\$784,958) | 78% |
| F | \$1,698,342 | \$844,751 | \$2,543,093 | \$2,351,500 | (\$191,593) | 92% |
| G1 | \$4,057,641 | \$2,107,901 | \$6,165,542 | \$2,556,491 | (\$3,609,051) | 41% |
| G2 | \$685,054 | \$342,339 | \$1,027,393 | \$561,626 | (\$465,767) | 55% |
| G3 | \$373,912 | \$232,618 | \$606,529 | \$648,892 | \$42,362 | 107% |
| G4 | \$2,411,867 | \$1,030,228 | \$3,442,094 | \$959,093 | (\$2,483,001) | 28% |
| G5 | \$218,556 | \$145,484 | \$364,040 | \$979,704 | \$615,663 | 269% |
| H | \$209,350 | \$135,343 | \$344,693 | \$122,440 | (\$222,253) | 36% |
| I | \$113,384 | \$70,708 | \$184,091 | \$5,439 | (\$178,653) | 3% |
| K | \$795,821 | \$465,800 | \$1,261,621 | \$246,552 | (\$1,015,070) | 20% |
| L | \$2,670,703 | \$1,326,923 | \$3,997,627 | \$4,108,669 | \$111,042 | 103% |
| N | \$226,118 | \$130,642 | \$356,760 | \$214,311 | (\$142,449) | 60% |
| P | \$3,870,921 | \$1,941,921 | \$5,812,842 | \$5,088,243 | (\$724,598) | 88% |
| R | \$306,095 | \$206,971 | \$513,065 | \$237,105 | (\$275,961) | 46% |
| S | \$59,384 | \$38,721 | \$98,105 | \$101,934 | \$3,829 | 104% |
| T | \$1,584,464 | \$749,052 | \$2,333,516 | \$2,179,797 | (\$153,719) | 93% |
| V | \$681,720 | \$406,282 | \$1,088,002 | \$151,781 | (\$936,221) | 14% |
| W | \$76,145 | \$13,255 | \$89,400 | \$324,000 | \$234,600 | 362% |
| X | \$330,655 | \$171,891 | \$502,547 | \$1,131,169 | \$628,622 | 225% |
| TOTAL | \$33,616,489 | \$17,725,553 | \$51,342,042 | \$42,380,765 | (\$8,961,277) | 83% |

As the table shows, the overall cost recovery level calculated for the District is 83% under the projected model and represents a \$8.96 million deficit. The primary source of this deficit is \$3.6 million related to G1 sources, which comprises approximately 40% of the overall deficit.

4 COST RECOVERY LEVELS AND FEE UPDATES

As discussed in the last step of the process, the District utilizes the current cost recovery level calculated through the cost recovery process to update its fees. The following table shows how the fees were changed for fiscal year 2018 based on the cost recovery level.

| Cost Recovery Level | Fee Increase |
|---------------------|--------------------|
| 95-100% | 2.7% (COLA factor) |
| 85-95% | 7% |
| 75-84% | 8% |
| Less than 75% | 9% |

As the table above indicates, the District is following a best management practice of increasing its 100% cost recovery fees annually by a cost factor. This increase ensures

that those fees for which the District is recovering a 100% of its costs continue to maintain that recovery level. Additionally, the other percentages reflect a gradual increase in the fees to bring the cost recovery levels closer each year and move them up to the next cost recovery level bracket.

Some of the District's current fee schedules are recovering more than 100% of their costs. It is the recommendation that a cost recovery level of 110% is generally considered acceptable as it accounts for revenue generation in one year and review / monitoring activities through multiple years. Therefore, the first category on the cost recovery level and fee increase table should be expanded to include up to 110% and the increase should be based on the COLA increases.

The table above groups all cost recovery levels below 75% at the same level. It is the project team's recommendation that another level be added to the fee increase table. For fees at less than 50% cost recovery there should be a 15% increase. This will enable the District to bridge the gap much sooner for these large sources of deficit.

The District currently reviews and updates fee increase percentages annually. Review of increases allows the District to manage impacts to applicants, as well as ensure that increases are not abnormally absorbent. The District should consider developing multi-year target percentages for fees that are below the 75% cost recovery threshold. These multi-year targets would provide guidance on how quickly fees should be increased to get them into the 75% cost recovery range, and may need to be fee schedule specific. For example, the District may want to be more aggressive in increasing fees associated with Schedule K permits than Schedule I permits. Therefore, the District may want to establish separate annual increase percentages based on each under-recovering fee schedule.

Recommendation #8: The initial cost recovery level category should be expanded up to 110% to ensure that cost recovery levels are maintained even for those schedules that may show over 100% cost recovery in one year, but then may dip down the following year due to lack of fee increases. This practice will help maintain consistency in cost recovery levels for those full cost recovery fee schedules and is in line with best management practices.

Recommendation #9: An additional cost recovery level should be added to the fee increase table. The less than 50% category should have a 15% increase. The District should review schedules that are below 50%, and develop multi-year schedule based increase percentages to address the unique cost recovery issues associated with each schedule. This will help the District increase those fees and fee schedules that are significantly below the 75% mark at a much more significant rate.

5 Cost Containment Strategies

This chapter provides an overview of the assessment of cost containment strategies, especially as it pertains to the New Production System. The District conducted a Cost Recovery and Containment study in 2010. As a result of the study there were several different cost containment strategies that were recommended for implementation for the District. The following sections discuss some general cost containment strategies and efficiencies implemented by the District since the previous study, as well as a discussion of the New Production System.

1 GENERAL COST CONTAINMENT STRATEGIES

In the past five years since the previous study was completed, the District has implemented several cost containment and efficiency-based strategies. Some of these strategies include the following:

- 1. Timekeeping:** Since the previous study the District has implemented a timekeeping system that allows employees within each District program to directly code / identify their time spent on fee-related activities. This time can be allocated either directly to a specific fee schedule or can be coded as a general permit activity – i.e. data entry, permit routing, intake, etc. This ensures that all costs that are directly associated with permit activities are captured.
- 2. Greater Field Capabilities:** There is the ability of inspectors in the enforcement and compliance section to utilize equipment in the field. This enables there to be elimination of duplication of effort that exists between having to take notes in the field and then re-transcribe those notes into the legacy system at the District. Additionally, the utilization of satellite offices minimizes the travel and drive time between assigned facilities.
- 3. Annual Updates to Cost Recovery:** A policy was developed for the District to annually assess their cost recovery level as it pertains to fees, including monitoring the expenses and revenues associated with schedules. Schedules are adjusted accordingly, but also monitored for any spikes or significant decreases in revenue or expenditure activity. Additionally, it also ensures a slow or gradual increase to fee schedules as necessary to incorporate any efficiencies or cost savings immediately rather than waiting for fee studies to be conducted every 3-5 years.
- 4. Public Education:** The District has provided for the public a list of all of its fees in a single PDF document on the website for public convenience. Additionally, there is a permitting handbook available that outlines the general permitting process and provides examples of different facilities and the schedule(s) that would be

applicable to those fees. The availability of this information on the website helps minimize the time associated with general permit inquiries.

- 5. **Online Applications:** The New Production System allows certain types of facilities to submit online applications for the different types of permits. This allows District staff to review information provided by applicants, rather than transcribing submitted applications into the legacy system.
- 6. **Permit Statuses:** Facilities can now view their permit status online through the New Production System. The availability of this information on the website helps minimize the time associated with basic permit inquiries.

As the points above illustrate, the District has made significant strides in implementing strategies that have resulted in efficiencies as well as the ability to reduce time spent doing paperwork or answering general permit-related questions to conducting inspections or evaluating permit applications.

Additionally, the annual monitoring of cost recovery levels while not cost saving, is a cost efficiency strategy that enables the District to continuously monitor its costs associated with each schedule and ensure that fees are increased to enable the District to maintain designated cost recovery levels.

2 COMPARISON OF NEW PRODUCTION SYSTEMS TO RECOMMENDATIONS

The District is in the process of rolling out a New Production System as it relates to its permitting activities. The New Production System was developed based on the recommendations from the previous Cost Allocation and Cost Recovery study conducted by the District. The project team had conversations with the District staff working on the New Productions system including a brief demonstration of the capabilities of the system.

The table that follows reviews the ability of the New Production System to meet the best management standards identified in the previous study as well as a discussion regarding how the implementation of this new system effects fee-related time. If the District meets or has implemented the recommendation fully, the project team has marked the recommendation with an X. If there are any qualifications to the implementation of the recommendation, or portions of recommendations that were not implemented those recommendations have a discussion regarding the potential for future implementation.

| Recommendation | Implemented |
|--|-------------|
| The current information management system, Data Bank / IRIS, is not web-based. The District, however, should be designing and implementing a new permit information management system (i.e., the "Production System") that is web-based, allowing access from any computer terminal. | X |

| Recommendation | Implemented |
|--|-------------|
| Current District permit applicants do not have the access to online information regarding the status of their respective permit application. The new Production System should be designed and / or implemented with online capabilities. | X |
| The new Production System should be designed and / or implemented to readily provide web-based capabilities to see the status of permit applications. | X |
| Data Bank / IRIS does not have wireless capabilities. With the implementation of the Production System, the District should utilize wireless interfaces and capabilities, especially for the field inspectors, in order to view permit history, update comments, etc. | X |
| The current Data Bank / IRIS system is utilizing a dated mainframe for data (HP 3000 / 9000) and custom in-house code for data management. The new Production System should utilize a relational database management system (such as Oracle). | X |
| The new Production System should utilize a centralized client server to standardize operations and management (e.g., system updates). | X |
| Data Bank / IRIS are not fully integrated with other District information management systems (i.e., the financial system and the inspector / enforcement system). The new Production System should be designed and / or integrated with the disparate systems to promote consistency and efficiency among the operating units (i.e., permitting, invoicing, and inspections). | X |
| The Production System should be designed and / or implemented to support GIS capabilities. | X |
| The new Production System should be designed and / or implemented with automated features that minimize manual data input errors (i.e., utilizing, smart forms, automated fee calculations, standard permit conditions, etc.). | X |
| Data Bank / IRIS has a limited audit trail for each permit application showing the date, time, and specific staff member who handled the permit application folder. Data Bank / IRIS also has a limited audit trail for modification of data in the system (e.g., time, date, personnel stamp, etc.). The new Production System should be designed and / or implemented with audit trail capabilities, which specifically track the user and types of changes made to a record (including date and time), including capturing the identification of all staff who was assigned to that permit application during its lifetime (i.e., the current system does not track when permit is re-assigned). | X |

| Recommendation | Implemented |
|--|-------------|
| The new Production System should be designed and / or implemented to integrate with email and calendar systems, which, for example, can facilitate such features as automatic emails to supervisors regarding overdue permit applications. | X |
| Data Bank / IRIS has limited capabilities to notify of status changes. The new Production System should be designed and / or implemented with these automated auditing features. | X |
| Data Bank / IRIS does not support online submission of permit applications. The new Production System should be designed and / or implemented with electronic submittal capabilities for both permit applications and renewals. | X |
| Data Bank / IRIS are not a web-based system which supports automated submissions, and does not support the electronic receipt of data from the facilities (e.g., such as emissions information during the renewal process). Currently, permit holders must contact the District to retain copies of update questionnaires or permit invoices. The new Production System should be designed and / or implemented to allow online submission for high volume source categories, such as for auto-body shops, dry cleaners, etc. | X |
| Data Bank / IRIS does not automatically generate fees for permit applications (as the fee calculations are currently done manually). The new Production System should be designed and / or implemented for automated fee calculations based on emissions and other factors (requiring the system to be table driven). | X |
| The Production System should be designed and / or implemented to allow for online payments, especially for “smaller” applicants that meet certain criteria, who should be allowed to automatically pay for permits at time of online submittal (thus limiting processing time and manual involvement by District staff). | X |
| The Production System should be integrated with JD Edwards and the invoicing process to automatically adjust invoice amounts. | X |
| Data Bank / IRIS does not have receipt issuance capabilities. The new Production System should be designed and / or implemented (with JD Edwards integration) to support receipt issuance. | X |
| Data Bank / IRIS does not support web-based storage of information on each permit application file, such as scanned documents or images, etc. The new Production System should be designed and / or implemented to electronically store information related to the application (including engineer comments, etc.). | X |

| Recommendation | Implemented |
|--|--|
| <p>The new Production System should be designed and / or implemented to store approved template permit conditions for reference by engineers, inspectors, and other pertinent staff. The system should automatically assign the permit conditions based on source type.</p> | <p>Engineers can assign specific conditions to the permit, but automatic condition generation is not integrated in the system.</p> |
| <p>The District should have a consolidated and centralized document archive.</p> <p>The new Production System should be designed and / or implemented to upload and store necessary scanned and other electronic documents for permit applications.</p> | <p>X</p> |
| <p>Data Bank / IRIS does not make automatic assignment of permit applications (this is manually checked and will be assigned based on whether it is a new facility).</p> <p>The new Production System should provide automated assignment and routing of permit applications (based on both qualitative and quantitative factors) in order to promote better time management and workload balancing among staff.</p> <p>Additionally, the new Production System should be configurable to allow managers to set cycle time objectives (i.e., number of days from permit application submittal) that are different from the regulatory dates.</p> | <p>X</p> |
| <p>Data Bank / IRIS does not store and / or automatically populate applicant information.</p> <p>The new Production System should be designed and / or implemented to utilize more “auto-populating” capabilities.</p> | <p>X</p> |
| <p>Data Bank / IRIS does not support management processes to fully understand the activity, date, and assigned staff through the lifecycle of the permitting process.</p> <p>The new Production System should be designed and / or implemented to track and manage all tasks and activities throughout the lifecycle of the permitting process, and should generally have an adequate number of descriptors to promote case management and ability of managers to identify the exact status of a permit application.</p> | <p>X</p> |
| <p>Data Bank / IRIS does not automatically generate application numbers or assign permits based on permit application type.</p> <p>The new Production System should be designed and / or implemented for automated routing and tracking features.</p> | <p>X</p> |

| Recommendation | Implemented |
|--|---|
| <p>Data Bank / IRIS allow only a limited number of users to have access to the same permit application, and does not support District-wide access to the permit application simultaneously.</p> <p>The new Production System should be designed and / or implemented to allow for enterprise wide access.</p> | <p>X</p> |
| <p>The new Production System should be designed and / or implemented with more comprehensive and integrated “dashboards” to support the proactive management of permit applications and processes, including staff caseload balance and activity levels.</p> | <p>X</p> |
| <p>The new Production System should be designed and / or implemented to allow for all divisions; for example, Technical Services, to input source test results, and Toxics to enter risk screening results and data.</p> | <p>There is some variability regarding accessibility and it must be requested depending on the type of application.</p> |
| <p>The new Production System should be designed and / or implemented to identify each piece of equipment/source and its respective historical and emissions data.</p> | <p>X</p> |
| <p>The new Production System should be designed / implemented to identify those applications which may require risk screening analyses, and route as necessary to the modeler for simultaneous review.</p> <p>The electronic permit application should allow multiple staff the ability to review an application at the same time.</p> | <p>It requires additional documentation, but may not automatically route to appropriate staff.</p> |
| <p>The District should integrate the conditions of approval within the Production System based on business rules and application types in order to expedite the review process.</p> | <p>The Engineer has the ability to add the conditions of approval, but they are not automatically integrated. Additionally, all approvals require supervisory sign-off.</p> |
| <p>The new Production System should be designed / implemented to inform the permit holder of the applicable rules and regulations.</p> | <p>X</p> |
| <p>The District currently utilizes various functional units during permit application processing, including resources from the Toxics Evaluation Section, Permit Evaluation Section, Permit Systems Section, and Engineering Projects Sections.</p> <p>With the implementation of the new Production System, the District will achieve greater efficiencies during the review process (e.g., less data entry, less manual review and routing, etc.).</p> | <p>X</p> |

| Recommendation | Implemented |
|--|---|
| The new Production System should be designed / implemented that allows online application submission and receipt of the respective permit for the smaller, routine applications. | X |
| The District should provide an online tool for permit applicants to determine the applicable fees. This will improve the standardization and consistency of fee calculations and reduce errors. | X |
| The new Production System should be designed / implemented to calculate preliminary fees at time of submittal. | |
| The new Production System should be designed / implemented with various features (or capabilities) to identify the applicable triggers for review (based on the application type or source category). | X |
| The new Production System should be designed and / or implemented to include all Authorities to Construct, Permits to Operate and registered equipment in a single document. | X |
| Data Bank / IRIS are not fully integrated with the inspections information management system. The new Production System should be designed and / or implemented for full integration with the inspector management system (which also provides inspectors insights regarding permit history, conditions of approval, etc.). | X |
| The new Production System should be designed and / or implemented with online capabilities for field inspectors. This will decrease the amount of manual data entry and enhance efficiency. | X |
| The Production System should be designed and /or implemented to support automated GPS capabilities. Highly accurate facility and/or equipment locations will allow improved health risk modeling. Current notebook computers with wireless cards do not have GPS capability. | X |
| The new Production System should be designed and / or implemented with automated features that minimize data input errors (i.e., utilizing smart forms). | Certain types of complex facilities may be integrated into the system, when feasible. |

As the recommendation table above and on the previous pages indicate, the New Production System has implemented the majority of the recommendations from the previous cost containment study. The primary focus of the New Production System has been to increase the efficiency of the District by impacting the following elements:

- Data Entry:** There is the ability for data entry in the field, which reduces extra work generated from having to wait to come back into the office or satellite offices to update electronic records associated with a facility.

- **Workflow Processes:** The New Production System automates the workflow between the different divisions and programs within the District. This eliminates the paper routing and reduces time spent related to permit general activities and reallocates that effort to permit review or inspections.
- **Shifting of Workload:** The New Production System eliminates data entry for high volume facilities by having the facilities directly input their information into the system. This shifts the workload from District staff to the applicant and reduces the time spent on those high-volume applications, allowing staff to spend more time on the review and conditions portion of the evaluation. This will help shift the cost from BillCode 08 (Permit General) to specific fee schedules and strengthen the nexus and defensibility associated with increasing fees.
- **Accessibility of Data:** Permit holders and District staff members can access information in the system online regarding the status of their permits, as well as current and past invoices for the facility. The availability of this information online eliminates extra inquiries directed towards District staff members regarding permit statuses and invoices.
- **Automatic Fee Calculation:** The New Production System automatically calculates the relevant fees for each facility. This reduces time spent by staff in Finance and in Permit Evaluation related to invoice generation.

As the points above illustrate, the New Production System incorporates significant efficiencies for the District, while providing a higher service level. The impact to cost efficiency is primarily due to the shifting of workload from District staff to the applicant, as it pertains to application data entry. This results in higher level District staff being able to spend more time reviewing applications. Additionally, this staff time then becomes more easily identifiable to specific BillCodes, and therefore can be directly attributable to specific fee schedules rather than layering it as permit general on all of the fee schedules.

3 FUTURE COST CONTAINMENT STRATEGIES

The District has been able to port over roughly 70% of their facilities to the New Production System, consisting mostly of low emitting sources including dry cleaners and gas stations. Staff are now focusing on integrating high emitters, such as refineries, into the New Production System. The District's goal is to incorporate the remaining 30% of facilities by early 2019.

While the New Production System is live, it is incumbent upon the applicant to use the system for new applications, renewals, invoice monitoring, and payments. As such, in order for the District to fully realize efficiency goals associated with the New Production System, public education will need to continue. This includes outreach to current facilities, as well as brochures and handouts for new applicants.

The District should work with the Community Outreach and Engagement Program to better market the New Production System. Some incentives for encouraging applicants to utilize the New Production system could be implementing a discount for online application submissions, associated with reduced staff time and paperwork associated with non-online submissions.

The New Production System is set up with the ability to track various metrics associated with facilities, sources, and inspections, including cycle times and performance measures. The District should review this information, and begin a formal tracking process to better understand how services are being provided and staff resources allocated. District staff should conduct a quarterly download of this information and publish it within the quarterly reports generated by each division for board review as well as the annual budget report. This will help internal stakeholders (i.e. APCO, Deputy APCO, Board members) and external stakeholders (i.e. permit holders) gain a better understanding of the different types of sources within the Districts as well as allocation of staffing resources.

Recommendation #10: The District should encourage online application submission through the New Production System. This encouragement should occur through a publicity campaign, as well as possibly implementing an online application fee discount.

Recommendation #11: The District should review the metrics and statistics gathered in the New Production System and utilize it to publish key performance metrics and measure cycle times. This will help the District to better understand staff resource allocation as well as to present information to key internal and external stakeholders.

BAY AREA AIR QUALITY MANAGEMENT DISTRICT

Memorandum

To: Chairperson Carole Groom and Members
of the Budget and Finance Committee

From: Jack P. Broadbent
Executive Officer/APCO

Date: March 20, 2018

Re: Discussion of Proposed Budget for Fiscal Year Ending (FYE) 2019

RECOMMENDED ACTION

The Executive Officer/APCO requests that the Budget and Finance Committee review the Proposed Budget for FYE 2019, and make any recommendations for further discussions to be held during the April 25, 2018 Budget and Finance Committee meeting.

BACKGROUND

At the March 7, 2018, Regular Board of Directors meeting, the FYE 2019 Proposed Budget document was referred to the Budget and Finance Committee for review at the Committee's March 28, 2018 meeting.

DISCUSSION

Air District staff will present the Proposed Budget for FYE 2019. The Proposed Budget is balanced, with the use of reserves to pay for one-time costs.

Air District staff will publish, prior to April 11, 2018, a notice to the general public that the first of two public hearings on the budget will be conducted on May 16, 2018 and that the second hearing will be conducted on June 20, 2018. Staff requests that the Budget and Finance Committee complete its review and take action on the Proposed Budget at the April 25, 2018 Budget and Finance Committee meeting. This will allow staff the necessary time required to amend, if necessary, the budget for the first public hearing to be held on May 16, 2018.

BUDGET CONSIDERATION/FINANCIAL IMPACT

The proposed consolidated budget for FYE 2019 is a balanced budget.

Respectfully submitted,

Jack P. Broadbent
Executive Officer/APCO

Prepared by: Stephanie Osaze
Reviewed by: Jeff McKay

Attachment 4A: Proposed Budget for Fiscal Year Ending 2019



BAY AREA
AIR QUALITY
MANAGEMENT
DISTRICT

PROPOSED BUDGET
FOR
FISCAL YEAR ENDING 2019

March 21 2018

The Bay Area Air Quality Management District
is committed to
PROTECT AND IMPROVE PUBLIC HEALTH, AIR QUALITY, AND
THE GLOBAL CLIMATE

CORE VALUES

- Excellence*** Air District programs and policies are founded on science, developed with technical expertise, and executed with quality.
- Leadership*** The Air District will be at the forefront of air quality improvement and will pioneer new strategies to achieve healthy air and protect the climate.
- Collaboration*** Involving, listening, and engaging all stakeholders, including partner agencies, to create broad acceptance for healthy air solutions.
- Dedication*** Committed staff that live and believe the Air District's mission.
- Equity*** All Bay Area residents have the right to breathe clean air.

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BUDGET MESSAGE

Jack P. Broadbent, Executive Officer/APCO

EXECUTIVE SUMMARY

This document presents the proposed budget for the Bay Area Air Quality Management District (Air District) for Fiscal Year Ending (FYE) 2019. The Air District continues its commitment to fulfill its mission, goals and objectives, through activities which focus on core and mandated programs, fiscally conservative internal controls, long range financial planning and the development of short and long-term sustainable approaches toward achieving cleaner air to protect the public's health and the environment.

The proposed budget for FYE 2019 reflects the priorities established at the Board of Directors (Board) retreat of January 17, 2018, which includes maintenance and enhancement of Air District core functions as well as work on the following **key policy initiatives**:

Assembly Bill 617 Implementation – Assembly Bill (AB) 617, passed by the Legislature and signed by the Governor in 2017, establishes new, comprehensive air quality planning requirements for the California Air Resources Board (CARB) and local air districts. The bill requires CARB and the Air District to engage with communities to analyze and reduce localized cumulative exposure to air pollution to improve health in the most disproportionately impacted communities. CARB and the Air District will: 1) identify impacted communities in the Bay Area; 2) develop and implement monitoring programs to better understand local air pollution sources and exposures, and; 3) develop and implement community action plans to reduce local emissions and exposures. Air District AB 617 implementation activities will cut across all divisions, and will represent a major focus for the agency in FYE 2019 and beyond.

Climate Protection Grant Program – Staff will administer the \$4.5 million Climate Protection Grant Program established by the Board of Directors. The grant program will provide resources to local governments to support implementation of local climate action plans and programs.

Toxics Risk Reduction Rule Implementation – On November 15, 2017, the Air District Board of Directors adopted Regulation 11, Rule 18, Reduction of Risk from Air Toxic Emissions at Existing Facilities (Rule 11-18). Under this rule, facility-wide health risk assessments (HRAs) will be required for about 400 existing Air District facilities to determine if they are required to reduce their risk. As part of the implementation of Rule 11-18, the Air District plans to evaluate 60 facilities that are likely to have the highest health impacts during the first two years of implementation of this rule. These sites are expected to include refineries, cement manufacturing, metal melting, large chemical plants, large power plants, and landfills. The remaining 340 facilities will be evaluated in later years as part of rule implementation plan. Additional staff were added to the FYE 2018 budget for the implementation of this rule.

2017 Clean Air Plan – The Air District will continue to implement the 2017 Clean Air Plan: Spare the Air, Cool the Climate (2017 Plan), adopted by the Board of Directors in April 2017. The 2017 Plan identifies Air District projects and programs to reduce emissions of ozone precursors, fine particulates, air toxics and greenhouse gases (GHG), to improve air quality, public health and the global climate. Implementation activities cut across the agency and include rule development, permitting, enforcement, grants and incentives, collaboration with state, regional and local partners, research and technical analyses, community engagement, and public education.

Loan Program for Climate Technologies for Stationary Sources – The Air District's new Technology Implementation Office is exploring the launch a new stationary loan and loan guarantee program. This loan program would leverage other sources of funding through partnerships with state agencies and private lenders. This TIO program would support Bay Area's industrial and municipal facilities in implementing new technologies that can reduce their greenhouse gas emissions, support more efficient operations and lower costs.

Grants for Zero Emissions Mobile Source Projects – The Air District's grants programs will be prioritizing and targeting projects that achieve zero-and near-zero emissions reductions from replacement of older on- and off-road mobile sources, fleet expansion for on-road cars, trucks and buses, and single-occupancy vehicle trip reduction strategies that target the region's residents and commuters. In addition, funding for early actions will also be prioritized for communities that are identified through the Community Air Quality Protection AB 617 process.

Clean Transportation for Low-Income Consumers – Through a grant from the California Air Resources Board, the Air District is starting a new incentive program for low-income consumers in disadvantaged communities which will allow them to access cleaner transportation options, including plug-in hybrid vehicles, battery electric vehicles, or transit. The incentive levels and application requirements are established by the ARB. As part of the launch of the program in FYE 2019, the TIO will be responsible for: implementing an application system and procedures; hiring case managers to support applicants; devising outreach materials and events; formalizing relationships with car dealers, scrappers, and community development lenders.

FINANCIAL SUMMARY

Total fee revenue for FYE 2019 is projected to increase, on average, by approximately 5.8%. This is mainly due to an average 6% proposed increase to the fee schedules. The proposed fee schedules are in accordance with the Cost Recovery Policy previously adopted by the Board. The budgeted amount for County revenue reflects a 5.6% increase over last year based upon projected increases in assessed valuations in the Bay Area. Additionally, Department of Motor Vehicle registration revenues received for the Transportation Fund for Clean Air (TFCA) and the Mobile Source Incentive Fund (MSIF) will be fully expended for eligible projects and costs of administration.

The total Proposed General Fund Budget Expenditures for FYE 2019 of \$99.2 million represents an increase of approximately \$4.3 million or 4.5% over the FYE 2018 GF budget (excluding transfers from Reserves). This increase is primarily due to a combination of the following:

- \$6.9 million increased in Personnel Costs reflecting increased in budgeted FTE positions, increased health benefits premiums, and higher CalPERS employer contributions for FYE 2019.
- \$2.5 million decrease in services and supplies and capital equipment purchases for FYE 2019.

The Proposed Consolidated Budget Expenditures of \$159.7 million (net of program distributions) a minimal increase of approximately \$0.2 million, or 0.1%.

The proposed budget is balanced, reflecting a \$4.0 million transfer from General Fund reserves to cover one-time costs related to establishing a five-year revolving loan program by the Technology Implementation Office. The FYE 2019 Proposed Budget includes an economic contingency reserve policy of 20% of operating budget. This policy allows for sound financial footing and allows the District the ability to operate for a minimum of three months in the event of a total loss of projected revenue. See Appendix C for further details on District's Fund Balance.

REVENUES AND AVAILABLE FINANCING

Details of the FYE 2019 General Fund and Special Revenue Fund are displayed in Table I and Table 2. In addition, FYE 2017 (actual revenues) through FYE 2019 (projected revenues) by major categories for the General Fund is displayed in Appendix D, Figure 1.

Fee Revenue

This budget year, the Air District will continue the process of implementing fee increases as allowed under the *Health and Safety Code*. In FYE 2019, the approved fee schedule increases at an average overall rate of 6%. This increase reflects the Board's adoption of a cost recovery policy in accordance with the recommendations of the cost recovery study undertaken in 2010. An independent review of the Air District's cost recovery and containment process is underway and anticipated completion is expected by April 2019.

County Revenue

The County revenue budget is based on property values in the nine Bay Area counties. For the FYE 2019 budget, staff is projecting a \$1.7 million or 5.6% increase in property taxes receipts over the FYE 2018 Budget primarily due to increased property valuations.

Other Sources of General Fund Revenue

Federal grants from EPA and other federal agencies show an increase of \$3.9 million or 159.4%; which is primarily due anticipated funds from the State for AB 617 implementation. As in the past, should the Air District receive supplemental Federal grants, the amounts will be presented to the Air District's Board for approval. The State Subvention grant for FYE 2019 is budgeted at \$1.7 million based on actual collections in prior year. Penalties and Settlements fluctuate from time to time; and the FYE 2019 projection is \$2.8 million.

INCENTIVES REVENUE

Transportation Fund for Clean Air (TFCA)

In 1991, the California State Legislature authorized the Air District to impose a \$4 surcharge on motor vehicles registered within its nine-county jurisdiction to fund projects that reduce on-road motor vehicle emissions. The Air District allocates these funds to eligible projects through the Transportation Fund for Clean Air (TFCA) program. The statutory authority for the TFCA and requirements of the program are set forth in California Health and Safety Code Sections 44241 and 44242. The Air District expends a portion of the funds collected for administrative purposes and provides the remainder of the funds to project sponsors that implement eligible projects or programs.

Sixty percent (60%) of the TFCA funds received are awarded directly by the Air District to eligible District programs (e.g., Smoking Vehicle, Enhanced Enforcement, and Spare the Air) and to a program referred to as the TFCA Regional Fund. The remaining forty percent (40%) of TFCA funds are forwarded to the designated congestion management agency within each Bay Area county to be distributed through the TFCA County Program Manager Fund program. Funding from the TFCA is used to support eligible zero-emissions on-road passenger vehicle, truck, and bus replacement and fleet expansion projects, and single-occupancy vehicle trip reduction strategies that target the region's residents and commuters.

Mobile Source Incentive Fund (MSIF)

Assembly Bill 923 (AB 923 - Firebaugh), enacted in 2004 (codified as Health and Safety Code Section 44225), authorized local air districts to increase their motor vehicle registration surcharge up to an additional \$2 per vehicle. The revenues from the additional \$2 surcharge are deposited in the Air District's Mobile Source Incentive Fund (MSIF). The Health & Safety Code stipulates that air districts may use the revenues generated by the additional \$2 surcharge for projects eligible for funding under the following programs: Carl Moyer Program, Lower Emission School Bus Program, Light-Duty Vehicle Scrap Program, and Agricultural Assistance Program. Funds may also be used for alternative fuel and electric infrastructure projects. The Air District provides these incentives to public and private entities for the implementation of eligible projects within the region. The Air District expends a portion of the funds collected for administrative purposes and provides the remainder to project sponsors that implement eligible projects. After successful reauthorization efforts in 2013, funding for the program will be available until 2024. Revenues from this funding source are separate from the General Fund budget for accounting purposes.

Carl Moyer Program (CMP)

The Air District has participated in the Carl Moyer Program (CMP), in cooperation with the California Air Resources Board, since the program began in fiscal year 1998-1999. The CMP provides grants to public and private entities to reduce emissions of oxides of nitrogen (NOx), reactive organic gases (ROG) and particulate matter (PM) from existing heavy-duty engines by either replacing or retrofitting them. Eligible heavy-duty diesel engine applications include on-road trucks and buses, off-road equipment, marine vessels, locomotives, stationary agricultural pump engines and forklifts. Funds available through the CMP are a result of State legislation, and are administered through CARB. After successful reauthorization efforts in 2013, funding for the program will be available until 2024.

Community Protection Air Quality Grant Program (AB 617/134)

The Air District will be awarding \$50 million from AB 134 (2017) for emissions reduction projects that provide early actions of the AB 617 process through a Community Air Quality Protection Grant Program. Consistent with the AB 134 legislation, this funding will be primarily administered through the CMP to help target reductions in exposure to diesel emissions in identified local communities. The AB 134 funds must be awarded to emissions reduction projects by June 2019 and spent by June 2021."

OPERATING EXPENDITURES

A summary of the General Fund Expenditures by Division from FYE 2017 (actual expenditures) through FYE 2019 (projected expenditures) is displayed in Table X. In addition, the General Fund Expenditures by major categories from FYE 2015 (actuals) through FYE 2019 (projected expenditures) are displayed in Appendix E, Figure 2.

PERSONNEL EXPENDITURES

The FYE 2019 budget provides for the filling of 397 FTE, an increase of 38 FTE over the initial approved FYE 2018 budget. During the second quarter of FYE 2018, the board approved an additional 22 FTE to address new and expanded programs because of State Assembly Bill 617. This budget also projects a 2.7% salary savings due to vacancies.

The FYE 2019 budget also projects a cost of living adjustment of 3.1% based on the annual average increase in CPI for the Bay Area region, which is consistent with the Board's approved Memorandum of Understanding with the Employee's Association.

CAPITAL EXPENDITURES

The budget for FYE 2019 funds capital expenditures from both operating revenue and reserves for a total of \$4.7 million, and is distributed across General Fund programs. Table IX provides details of the individual capital items. In addition, the proposed budget includes various reserves to address future capital needs of the Air District as represented in Appendix C.

PLANNING FOR THE FUTURE AND COST CONTAINMENT

Future projections anticipate adequate revenue to meet projected expenditures with the assumption of continued attention to cost and permit fee analysis. The Air District continues to be fiscally prudent by maintaining its reserves. Reserves address future capital equipment and facility needs, uncertainties in State funding and external factors affecting the economy that could impact the Air District's ability to balance its budgets.

While the increased pickup of pension costs by employees reduced the Air District's annual obligation, premiums in employee health benefit, pension costs and OPEB obligations continue to grow. Over the last few years, the Air District has made significant efforts in funding its obligations for OPEB by making additional contributions to fund its unfunded liability. Based on June 30, 2016 actuarial valuation study for OPEB, the Air District's plan is approximately 68% funded; leaving an unfunded liability of 32% or \$19 million. As a part of the FYE 2016 Budget, the Board adopted a minimum OPEB funding target policy of 90%. The FYE 2019 Budget includes the continuation of this funding with a \$4.0 million contribution.

The Air District's pension obligation is also growing; especially with recent changes in actuarial assumptions by CalPERS. As a result, CalPERS anticipates increased employer rates over the next 5 years. Based on the June 30, 2016 CalPERS actuarial valuation study, the Air District is currently funded at approximately 73%; leaving an unfunded liability of 27% or approximately \$76 million. Given these potential impacts, the FYE 2019 Budget contributes \$1.0 M in discretionary contributions towards this account, which will be used for the sole purpose of reducing the unfunded liability to minimize the impact of future rate increases for the Air District.

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DISTRICT-WIDE REVENUE AND EXPENDITURE BUDGETS

| | FYE 2017 AUDITED ACTUALS | | | FYE 2018 AMENDED BUDGET | | | FYE 2019 PROPOSED BUDGET | | |
|-------------------------------|--------------------------|---------------------|----------------------|-------------------------|---------------------|----------------------|--------------------------|---------------------|----------------------|
| | GENERAL FUND | SPECIAL FUNDS | TOTAL FUNDS | GENERAL FUND | SPECIAL FUNDS | TOTAL FUNDS | GENERAL FUND | SPECIAL FUNDS | TOTAL FUNDS |
| REVENUES | | | | | | | | | |
| County Revenues | \$30,541,028 | | \$30,541,028 | \$31,518,760 | | \$31,518,760 | \$33,274,701 | | \$33,274,701 |
| Permits/Fees | \$42,698,788 | | \$42,698,788 | \$44,606,480 | | \$44,606,480 | \$47,172,396 | | \$47,172,396 |
| Grant Revenues | \$2,668,743 | \$41,804,132 | \$44,472,875 | 2,437,239 | \$59,379,701 | \$61,816,940 | \$6,323,921 | \$60,150,463 | \$66,474,384 |
| Other Revenues | \$5,999,699 | | \$5,999,699 | \$5,217,000 | | \$5,217,000 | \$5,473,349 | | \$5,473,349 |
| Sub Total | \$81,908,259 | \$41,804,132 | \$123,712,391 | \$83,779,479 | \$59,379,701 | \$143,159,180 | \$92,244,367 | \$60,150,463 | \$152,394,830 |
| Reimbursements Programs | \$1,937,722 | | \$1,937,722 | \$2,234,249 | | \$2,234,249 | \$2,056,805 | | \$2,056,805 |
| Transfer in | \$541,767 | | \$541,767 | \$976,358 | \$492,661 | \$1,469,019 | \$849,835 | \$412,830 | \$1,262,665 |
| Transfer from / (to) Reserves | \$3,891,782 | | \$3,891,782 | \$7,850,000 | | \$7,850,000 | \$4,000,000 | | \$4,000,000 |
| TOTAL REVENUE | \$88,279,529 | \$41,804,132 | \$130,083,661 | \$94,840,086 | \$59,872,362 | \$154,712,448 | \$99,151,007 | \$60,563,293 | \$159,714,300 |
| EXPENDITURES | | | | | | | | | |
| Personnel & Benefits | \$53,651,002 | \$3,324,978 | \$56,975,980 | 57,459,820 | 4,890,377 | \$62,350,197 | \$64,405,260 | \$5,140,771 | \$69,546,032 |
| Services and Supplies | \$18,299,191 | \$6,117,563 | \$24,416,754 | 31,195,830 | \$10,079,375 | \$41,275,205 | \$29,676,361 | \$9,959,245 | \$39,635,606 |
| Capital Expenditures | 3,626,490.00 | | \$3,626,490 | \$5,691,775 | | \$5,691,775 | \$4,656,556 | | \$4,656,556 |
| Other Financing Uses | \$10,700,000 | | \$10,700,000 | | | | | | |
| Sub Total | \$86,276,682 | \$9,442,541 | \$95,719,224 | \$94,347,425 | \$14,969,752 | \$109,317,177 | \$98,738,177 | \$15,100,016 | \$113,838,194 |
| Program Distributions | \$2,002,847 | \$31,827,200 | \$33,830,047 | | \$43,926,252 | \$43,926,252 | | \$44,613,442 | \$44,613,442 |
| Transfer Out | | \$534,390 | \$534,390 | \$492,661 | \$976,358 | \$1,469,019 | \$412,830 | \$849,835 | \$1,262,665 |
| TOTAL EXPENDITURE | \$88,279,529 | \$41,804,132 | \$130,083,661 | \$94,840,086 | \$59,872,362 | \$154,712,448 | \$99,151,007 | \$60,563,293 | \$159,714,300 |

**TABLE II
CONSOLIDATED REVENUES**

| | FYE 2017 Audited Revenue | FYE 2018 Amended Revenue | FYE 2019 Proposed Budget | Dollar Change | Percent Change |
|--------------------------------------|---|---|---|--------------------------|---------------------------|
| GENERAL FUND | | | | | |
| <u>County Revenues:</u> | | | | | |
| Alameda | \$5,353,331 | \$5,559,000 | \$5,990,947 | \$431,947 | 7.77% |
| Contra Costa | \$3,480,957 | \$3,596,000 | \$3,977,286 | \$381,286 | 10.60% |
| Marin | \$1,433,759 | \$1,487,000 | \$1,505,345 | \$18,345 | 1.23% |
| Napa | \$965,897 | \$1,001,000 | \$956,045 | (\$44,955) | (4.49%) |
| San Francisco | \$4,523,815 | \$4,468,760 | \$4,893,600 | \$424,840 | 9.51% |
| San Mateo | \$4,179,210 | \$4,126,000 | \$4,300,430 | \$174,430 | 4.23% |
| Santa Clara | \$8,443,882 | \$8,988,000 | \$9,370,827 | \$382,827 | 4.26% |
| Solano | \$759,102 | \$799,000 | \$836,834 | \$37,834 | 4.74% |
| Sonoma | \$1,401,075 | \$1,494,000 | \$1,443,387 | (\$50,613) | (3.39%) |
| Total County Revenues | \$30,541,028 | \$31,518,760 | \$33,274,701 | \$1,755,941 | 5.57% |
| <u>Permits/Fees:</u> | | | | | |
| Annual Plant Renewal | \$30,962,348 | \$33,285,555 | \$35,067,943 | \$1,782,388 | 5.35% |
| Title V Permit Fees | \$5,021,094 | \$5,467,881 | \$5,810,627 | \$342,746 | 6.27% |
| Asbestos Fees | \$4,210,603 | \$2,500,000 | \$2,500,000 | | |
| Toxic Inventory Fees (AB2588) | \$211,380 | \$363,081 | \$506,806 | \$143,725 | 39.58% |
| Registration Fees | \$154,629 | \$216,195 | \$312,326 | \$96,131 | 44.46% |
| Hearing Board Fees (Variances) | \$5,722 | \$20,000 | \$8,000 | (\$12,000) | (60.00%) |
| Greenhouse Gas Fees | \$2,133,012 | \$2,753,768 | \$2,966,694 | \$212,926 | 7.73% |
| Total Permit Fees | \$42,698,788 | \$44,606,480 | \$47,172,396 | \$2,565,916 | 5.75% |
| <u>Grant Revenues:</u> | | | | | |
| Federal Grants | \$2,658,675 | \$2,437,239 | \$1,523,921 | (\$913,318) | (37.47%) |
| Other Grants | \$10,068 | | \$4,800,000 | \$4,800,000 | |
| Total Grant Revenues | \$2,668,743 | \$2,437,239 | \$6,323,921 | \$3,886,682 | 159.47% |
| <u>Other Revenues:</u> | | | | | |
| Penalties and Settlements | \$3,335,649 | \$2,750,000 | \$2,750,000 | | |
| State Subvention | \$1,727,036 | \$1,732,000 | \$1,726,553 | (\$5,447) | (0.31%) |
| PERP(Portable Equip Registration) | | \$400,000 | \$400,000 | | |
| Interest Income | \$669,209 | \$285,000 | \$496,796 | \$211,796 | 74.31% |
| Miscellaneous Revenue | \$267,804 | \$50,000 | \$100,000 | \$50,000 | 100.00% |
| Total Other Revenues | \$5,999,699 | \$5,217,000 | \$5,473,349 | \$256,349 | 4.91% |
| Total Operating Revenues | \$81,908,259 | \$83,779,479 | \$92,244,367 | \$8,464,888 | 10.10% |
| <u>Reimbursement Programs:</u> | | | | | |
| CMAQ Funding | \$823,094 | \$885,000 | \$885,000 | | |
| DHS Biowatch Funding | \$1,114,628 | \$1,349,249 | \$1,171,805 | (\$177,444) | (13.15%) |
| Total Reimbursement Programs | \$1,937,722 | \$2,234,249 | \$2,056,805 | (\$177,444) | (7.94%) |
| <u>Transfer from/ (to) Reserves:</u> | \$3,891,782 | \$7,850,000 | \$4,000,000 | (\$3,850,000) | (49.04%) |
| <u>Transfer In:</u> | \$541,767 | \$976,358 | \$849,835 | (\$126,523) | (12.96%) |
| Total General Fund Revenues | \$88,279,529 | \$94,840,086 | \$99,151,007 | \$4,310,921 | 4.55% |
| SPECIAL REVENUE FUNDS | | | | | |
| <u>Grant Programs:</u> | | | | | |
| Carl Moyer Fund | \$6,328,872 | \$7,168,324 | \$15,409,032 | \$8,240,708 | 114.96% |
| Mobile Source Incentives Fund | \$7,053,161 | \$12,020,139 | \$12,522,712 | \$502,573 | 4.18% |
| California Goods Movement Bond | \$1,042,148 | \$16,150,000 | \$150,000 | (\$15,999,999) | (99.07%) |
| Transportation Fund for Clean Air | \$17,877,643 | \$18,213,686 | \$24,271,452 | \$6,057,766 | 33.26% |
| Other Grants Revenue | \$9,502,309 | \$5,827,553 | \$7,797,267 | \$1,969,714 | 33.80% |
| Transfer In | | \$492,661 | \$412,830 | (\$79,831) | (16.20%) |
| Total Special Revenue Funds | \$41,804,132 | \$59,872,362 | \$60,563,293 | \$690,931 | 1.15% |
| TOTAL CONSOLIDATED REVENUES | \$130,083,661 | \$154,712,448 | \$159,714,300 | \$5,001,852 | 3.23% |

**TABLE III
CONSOLIDATED EXPENDITURES**

| | FYE 2017 Audited Program Expenditures | FYE 2018 Amended Program Budget | FYE 2019 Proposed Program Budget | FTE/Dollar Change | Percent Change |
|---|--|--|---|----------------------|-------------------|
| Number of Positions (FTE) | 329 | 359 | 397 | 38 | 10.60% |
| Personnel Expenditures | | | | | |
| Permanent Salaries | \$36,415,741 | \$41,081,189 | \$46,130,610 | \$5,049,421 | 12.29% |
| Overtime Salaries | \$364,359 | \$420,538 | \$430,196 | \$9,658 | 2.30% |
| Temporary Salaries | \$587,906 | \$77,554 | \$95,958 | \$18,404 | 23.73% |
| Payroll Taxes | \$681,497 | \$589,731 | \$667,291 | \$77,561 | 13.15% |
| Pension Benefits | \$5,685,584 | \$7,693,291 | \$9,250,472 | \$1,557,181 | 20.24% |
| FICA Replacement Benefits | \$635,476 | \$617,847 | \$685,863 | \$68,016 | 11.01% |
| Group Insurance Benefits | \$8,027,225 | \$9,261,516 | \$9,438,503 | \$176,987 | 1.91% |
| Employee Transportation Subsidy | \$401,646 | \$490,365 | \$459,989 | (\$30,377) | (6.19%) |
| Workers' Compensation | \$119,116 | \$230,000 | \$230,000 | | |
| Other Post-Employment Benefits | \$3,992,480 | \$4,000,000 | \$4,000,000 | | |
| Board Stipends | \$64,950 | \$92,000 | \$92,000 | | |
| Vacancy Savings | | (\$2,203,833) | (\$1,934,850) | \$268,982 | (12.21%) |
| Total Personnel Expenditures | \$56,975,980 | \$62,350,197 | \$69,546,032 | \$7,195,834 | 11.54% |
| Services & Supplies Expenditures | | | | | |
| Travel In-State | \$123,435 | \$244,332 | \$259,682 | \$15,350 | 6.28% |
| Travel Out-Of-State | \$96,018 | \$178,425 | \$215,125 | \$36,700 | 20.57% |
| Training & Education | \$303,311 | \$756,221 | \$719,129 | (\$37,092) | (4.90%) |
| Repair & Maintenance (Equipment) | \$599,913 | \$888,795 | \$1,029,007 | \$140,212 | 15.78% |
| Communications | \$723,084 | \$770,431 | \$805,231 | \$34,800 | 4.52% |
| Building Maintenance | \$79,381 | \$316,221 | \$469,977 | \$153,756 | 48.62% |
| Utilities | \$107,962 | \$226,726 | \$241,881 | \$15,155 | 6.68% |
| Postage | \$50,859 | \$144,840 | \$154,340 | \$9,500 | 6.56% |
| Printing & Reproduction | \$319,754 | \$483,139 | \$436,539 | (\$46,600) | (9.65%) |
| Equipment Rental | \$57,659 | \$30,000 | \$33,000 | \$3,000 | 10.00% |
| Rents & Leases | \$1,352,539 | \$2,975,670 | \$3,029,751 | \$54,081 | 1.82% |
| Professional Services & Contracts | \$19,137,640 | \$31,746,415 | \$29,807,077 | (\$1,939,338) | (6.11%) |
| General Insurance | \$361,193 | \$691,000 | \$400,000 | (\$291,000) | (42.11%) |
| Shop & Field Supplies | \$382,290 | \$572,963 | \$570,657 | (\$2,306) | (0.40%) |
| Laboratory Supplies | \$129,607 | \$163,741 | \$164,329 | \$588 | 0.36% |
| Gasoline & Variable Fuel | \$192,425 | \$230,000 | \$230,000 | | |
| Computer Hardware & Software | \$326,531 | \$639,437 | \$747,365 | \$107,928 | 16.88% |
| Stationery & Office Supplies | \$39,558 | \$122,852 | \$130,150 | \$7,298 | 5.94% |
| Books & Journals | \$29,785 | \$76,444 | \$74,863 | (\$1,581) | (2.07%) |
| Minor Office Equipment | \$3,810 | \$17,553 | \$117,503 | \$99,950 | 569.42% |
| Other Financing Resource | \$10,700,000 | | | | |
| Total Services & Supplies Expenditures | \$35,116,754 | \$41,275,205 | \$39,635,606 | (\$1,639,599) | (3.97%) |
| Capital Expenditures | | | | | |
| Leasehold Improvements | | \$75,000 | \$75,000 | | |
| Building & Grounds | \$30,221 | | | | |
| Office Equipment | \$56,554 | \$100,000 | \$50,000 | (\$50,000) | (50.00%) |
| Computer & Network Equipment | \$2,597,837 | \$3,300,000 | \$2,640,000 | (\$660,000) | (20.00%) |
| Motorized Equipment | \$34,000 | \$32,000 | \$25,000 | (\$7,000) | (21.88%) |
| Lab & Monitoring Equipment | \$907,879 | \$1,761,275 | \$1,466,556 | (\$294,719) | (16.73%) |
| Communications Equipment | | \$400,000 | \$400,000 | | |
| General Equipment | | \$23,500 | | (\$23,500) | (100.00%) |
| Total Capital Expenditures | \$3,626,490 | \$5,691,775 | \$4,656,556 | (\$1,035,219) | (18.19%) |
| Total Expenditures | \$95,719,224 | \$109,317,177 | \$113,838,194 | \$4,521,016 | 4.14% |
| Transfer Out | \$534,390 | \$1,469,019 | \$1,262,665 | (\$206,354) | (14.05%) |
| Program Distributions | \$33,830,047 | \$43,926,252 | \$44,613,442 | \$687,190 | 1.56% |
| Total Expenditures Including Program Distributions | \$130,083,661 | \$154,712,448 | \$159,714,300 | \$5,001,852 | 3.23% |

**TABLE IV
GENERAL FUND**

| | FYE 2017 Audited Program Expenditures | FYE 2018 Amended Program Budget | FYE 2019 Proposed Program Budget | FTE/Dollar Change | Percent Change |
|---|--|--|---|----------------------|-------------------|
| Number of Positions (FTE) | 309.09 | 329.67 | 364.85 | 35.18 | 10.67% |
| Revenue | | | | | |
| General Revenues | \$87,737,762 | \$93,871,307 | \$98,301,172 | \$4,429,865 | 4.72% |
| Transfer in from TFCA/MSIF | \$541,767 | \$968,779 | \$849,835 | (\$118,944) | (12.28%) |
| Total Revenue | \$88,279,529 | \$94,840,086 | \$99,151,007 | \$4,310,921 | 4.55% |
| Personnel Expenditures | | | | | |
| Permanent Salaries | \$34,242,744 | \$37,922,915 | \$42,671,415 | \$4,748,500 | 12.52% |
| Overtime Salaries | \$261,757 | \$298,038 | \$375,196 | \$77,158 | 25.89% |
| Temporary Salaries | \$555,227 | \$77,554 | \$95,958 | \$18,404 | 23.73% |
| Payroll Taxes | \$648,799 | \$543,308 | \$617,040 | \$73,733 | 13.57% |
| Pension Benefits | \$5,345,840 | \$7,103,634 | \$8,587,259 | \$1,483,625 | 20.89% |
| FICA Replacement Benefits | \$607,411 | \$583,732 | \$630,355 | \$46,622 | 7.99% |
| Group Insurance Benefits | \$7,680,085 | \$8,704,341 | \$8,943,031 | \$238,690 | 2.74% |
| Employee Transportation Subsidy | \$378,031 | \$453,481 | \$440,457 | (\$13,024) | (2.87%) |
| Workers' Compensation | \$112,478 | \$211,222 | \$211,372 | \$150 | 0.07% |
| Other Post-Employment Benefits | \$3,753,678 | \$3,673,428 | \$3,676,028 | \$2,601 | 0.07% |
| Board Stipends | \$64,950 | \$92,000 | \$92,000 | | |
| Vacancy Savings | | (\$2,203,833) | (\$1,934,850) | \$268,982 | (12.21%) |
| Total Personnel Expenditures | \$53,651,002 | \$57,459,820 | \$64,405,260 | \$6,945,440 | 12.09% |
| Services & Supplies Expenditures | | | | | |
| Travel In-State | \$115,738 | \$209,332 | \$215,282 | \$5,950 | 2.84% |
| Travel Out-Of-State | \$96,018 | \$176,125 | \$194,025 | \$17,900 | 10.16% |
| Training & Education | \$300,783 | \$736,021 | \$691,429 | (\$44,592) | (6.06%) |
| Repair & Maintenance (Equipment) | \$599,913 | \$888,795 | \$1,029,007 | \$140,212 | 15.78% |
| Communications | \$717,897 | \$764,331 | \$801,131 | \$36,800 | 4.81% |
| Building Maintenance | \$79,381 | \$316,221 | \$469,977 | \$153,756 | 48.62% |
| Utilities | \$107,796 | \$226,326 | \$241,481 | \$15,155 | 6.70% |
| Postage | \$50,859 | \$135,740 | \$145,240 | \$9,500 | 7.00% |
| Printing & Reproduction | \$314,754 | \$454,639 | \$408,039 | (\$46,600) | (10.25%) |
| Equipment Rental | \$57,659 | \$30,000 | \$33,000 | \$3,000 | 10.00% |
| Rents & Leases | \$1,327,843 | \$2,945,670 | \$2,999,751 | \$54,081 | 1.84% |
| Professional Services & Contracts | \$13,071,689 | \$21,827,540 | \$20,041,972 | (\$1,785,568) | (8.18%) |
| General Insurance | \$361,193 | \$691,000 | \$400,000 | (\$291,000) | (42.11%) |
| Shop & Field Supplies | \$382,290 | \$565,463 | \$563,157 | (\$2,306) | (0.41%) |
| Laboratory Supplies | \$129,607 | \$163,741 | \$164,329 | \$588 | 0.36% |
| Gasoline & Variable Fuel | \$192,425 | \$230,000 | \$230,000 | | |
| Computer Hardware & Software | \$325,782 | \$626,537 | \$734,465 | \$107,928 | 17.23% |
| Stationery & Office Supplies | \$33,969 | \$117,252 | \$124,550 | \$7,298 | 6.22% |
| Books & Journals | \$29,785 | \$75,444 | \$73,923 | (\$1,521) | (2.02%) |
| Minor Office Equipment | \$3,810 | \$15,653 | \$115,603 | \$99,950 | 638.54% |
| Other Financing Resource | \$10,700,000 | | | | |
| Total Services & Supplies Expenditures | \$28,999,191 | \$31,195,830 | \$29,676,361 | (\$1,519,469) | (4.87%) |
| Capital Expenditures | | | | | |
| Leasehold Improvements | | \$75,000 | \$75,000 | | |
| Building & Grounds | \$30,221 | | | | |
| Office Equipment | \$56,554 | \$100,000 | \$50,000 | (\$50,000) | (50.00%) |
| Computer & Network Equipment | \$2,597,837 | \$3,300,000 | \$2,640,000 | (\$660,000) | (20.00%) |
| Motorized Equipment | \$34,000 | \$32,000 | \$25,000 | (\$7,000) | (21.88%) |
| Lab & Monitoring Equipment | \$907,879 | \$1,761,275 | \$1,466,556 | (\$294,719) | (16.73%) |
| Communications Equipment | | \$400,000 | \$400,000 | | |
| General Equipment | | \$23,500 | | (\$23,500) | (100.00%) |
| Total Capital Expenditures | \$3,626,490 | \$5,691,775 | \$4,656,556 | (\$1,035,219) | (18.19%) |
| Transfer Out | | \$492,661 | \$412,830 | (\$79,831) | (16.20%) |
| Total Expenditures | \$86,276,682 | \$94,840,086 | \$99,151,007 | \$4,310,921 | 4.55% |
| Program Distributions | \$2,002,846 | | | | |
| Total Expenditures Including Program Distributions | \$88,279,529 | \$94,840,086 | \$99,151,007 | \$4,310,921 | 4.55% |

**TABLE V
CARL MOYER FUND**

| | FYE 2017 Audited Program Expenditures | FYE 2018 Amended Program Budget | FYE 2019 Proposed Program Budget | FTE/Dollar Change | Percent Change |
|---|--|--|---|----------------------|-------------------|
| Number of Positions (FTE) | 2.33 | 2.62 | 5.39 | 2.77 | 105.73% |
| Revenue | | | | | |
| Admin Cost Income | \$406,554 | \$457,441 | \$961,036 | \$503,595 | 110.09% |
| Program Revenues | \$5,922,319 | \$6,710,883 | \$14,447,996 | \$7,737,113 | 115.29% |
| General Fund Subsidy | | | | | |
| Total Revenue | \$6,328,872 | \$7,168,324 | \$15,409,032 | \$8,240,708 | 114.96% |
| Personnel Expenditures | | | | | |
| Permanent Salaries | \$258,616 | \$283,005 | \$564,784 | \$281,780 | 99.57% |
| Overtime Salaries | | | | | |
| Temporary Salaries | | | | | |
| Payroll Taxes | \$3,890 | \$4,003 | \$8,071 | \$4,069 | 101.66% |
| Pension Benefits | \$40,341 | \$52,862 | \$107,057 | \$54,195 | 102.52% |
| FICA Replacement Benefits | \$3,190 | \$3,050 | \$9,268 | \$6,218 | 203.90% |
| Group Insurance Benefits | \$40,967 | \$49,683 | \$78,273 | \$28,589 | 57.54% |
| Employee Transportation Subsidy | \$2,692 | \$2,891 | \$4,855 | \$1,964 | 67.94% |
| Workers' Compensation | \$790 | \$1,679 | \$3,123 | \$1,444 | 86.02% |
| Other Post-Employment Benefits | \$28,420 | \$29,194 | \$54,307 | \$25,113 | 86.02% |
| Total Personnel Expenditures | \$378,907 | \$426,366 | \$829,738 | \$403,373 | 94.61% |
| Services & Supplies Expenditures | | | | | |
| Travel In-State | \$199 | \$2,000 | | (\$2,000) | (100.00%) |
| Travel Out-Of-State | | | | | |
| Training & Education | | \$1,500 | \$1,500 | | |
| Repair & Maintenance (Equipment) | | | | | |
| Communications | | | | | |
| Building Maintenance | | | | | |
| Utilities | | | | | |
| Postage | | | | | |
| Printing & Reproduction | | \$1,500 | \$1,500 | | |
| Equipment Rental | | | | | |
| Rents & Leases | | | | | |
| Professional Services & Contracts | \$27,379 | \$22,875 | \$125,098 | \$102,223 | 446.88% |
| General Insurance | | | | | |
| Shop & Field Supplies | | \$1,000 | \$1,000 | | |
| Laboratory Supplies | | | | | |
| Gasoline & Variable Fuel | | | | | |
| Computer Hardware & Software | | \$1,000 | \$1,000 | | |
| Stationery & Office Supplies | \$68 | \$600 | \$600 | | |
| Books & Journals | | \$100 | \$100 | | |
| Minor Office Equipment | | \$500 | \$500 | | |
| Depreciation & Amortization | | | | | |
| Non-Capital Assets | | | | | |
| Total Services & Supplies Expenditures | \$27,646 | \$31,075 | \$131,298 | \$100,223 | 322.52% |
| Capital Expenditures | | | | | |
| Office Equipment | | | | | |
| Computer & Network Equipment | | | | | |
| Motorized Equipment | | | | | |
| General Equipment | | | | | |
| Total Capital Expenditures | | | | | |
| Transfer Out | | | | | |
| Total Expenditures | \$406,554 | \$457,441 | \$961,036 | \$503,596 | 110.09% |
| Program Distributions | \$5,922,319 | \$6,710,883 | \$14,447,996 | \$7,737,113 | 115.29% |
| Total Expenditures Including Program Distributions | \$6,328,872 | \$7,168,324 | \$15,409,032 | \$8,240,709 | 114.96% |

**TABLE VI
MOBILE SOURCE INCENTIVE FUND (MSIF)**

| | FYE 2017 Audited Program Expenditures | FYE 2018 Amended Program Budget | FYE 2019 Proposed Program Budget | FTE/Dollar Change | Percent Change |
|---|--|--|---|----------------------|-------------------|
| Number of Positions (FTE) | 4.03 | 4.22 | 3.44 | (0.78) | (18.43%) |
| Revenue | | | | | |
| Admin Cost Income | \$5,939,413 | \$762,811 | \$782,669 | \$19,858 | 2.60% |
| Program Revenues | \$1,113,748 | \$11,257,327 | \$11,740,043 | \$482,716 | 4.29% |
| Transfer in from General Fund | | \$11,551 | | (\$11,551) | (100.00%) |
| Total Revenue | \$7,053,161 | \$12,031,689 | \$12,522,712 | \$491,023 | 4.08% |
| Personnel Expenditures | | | | | |
| Permanent Salaries | \$447,531 | \$446,197 | \$390,637 | (\$55,560) | (12.45%) |
| Overtime Salaries | \$677 | \$7,500 | | (\$7,500) | (100.00%) |
| Temporary Salaries | | | | | |
| Payroll Taxes | \$6,780 | \$6,417 | \$5,589 | (\$828) | (12.90%) |
| Pension Benefits | \$70,302 | \$83,310 | \$75,301 | (\$8,009) | (9.61%) |
| FICA Replacement Benefits | \$5,513 | \$4,909 | \$5,940 | \$1,031 | 21.01% |
| Group Insurance Benefits | \$70,791 | \$79,854 | \$60,897 | (\$18,957) | (23.74%) |
| Employee Transportation Subsidy | \$4,639 | \$5,233 | \$1,942 | (\$3,291) | (62.89%) |
| Workers' Compensation | \$1,374 | \$2,702 | \$1,993 | (\$709) | (26.24%) |
| Other Post-Employment Benefits | \$49,413 | \$46,989 | \$34,660 | (\$12,329) | (26.24%) |
| Board Stipends | | | | | |
| Total Personnel Expenditures | \$657,020 | \$683,111 | \$576,959 | (\$106,152) | (15.54%) |
| Services & Supplies Expenditures | | | | | |
| Travel In-State | \$636 | \$2,000 | \$2,000 | | |
| Travel Out-Of-State | | | | | |
| Training & Education | | \$1,500 | \$1,500 | | |
| Repair & Maintenance (Equipment) | | | | | |
| Communications | \$209 | \$100 | \$100 | | |
| Building Maintenance | | | | | |
| Utilities | | | | | |
| Postage | | | | | |
| Printing & Reproduction | | \$1,500 | \$1,500 | | |
| Equipment Rental | | | | | |
| Rents & Leases | | | | | |
| Professional Services & Contracts | \$5,168,881 | \$7,270,000 | \$7,270,000 | | |
| General Insurance | | | | | |
| Shop & Field Supplies | | | | | |
| Laboratory Supplies | | | | | |
| Gasoline & Variable Fuel | | | | | |
| Computer Hardware & Software | | \$3,000 | \$3,000 | | |
| Stationery & Office Supplies | | \$500 | \$500 | | |
| Books & Journals | | \$200 | \$200 | | |
| Minor Office Equipment | | \$1,000 | \$1,000 | | |
| Non-Capital Assets | | | | | |
| Total Services & Supplies Expenditures | \$5,169,726 | \$7,279,800 | \$7,279,800 | | |
| Capital Expenditures | | | | | |
| Computer & Network Equipment | | | | | |
| Motorized Equipment | | | | | |
| Communications Equipment | | | | | |
| General Equipment | | | | | |
| Total Capital Expenditures | | | | | |
| Transfer Out | \$112,667 | | \$126,010 | \$126,010 | |
| Total Expenditures | \$5,939,413 | \$7,962,911 | \$7,982,769 | \$19,858 | 0.25% |
| Program Distributions | \$1,113,748 | \$4,068,779 | \$4,539,943 | \$471,164 | 11.58% |
| Total Expenditures Including Program Distributions | \$7,053,161 | \$12,031,690 | \$12,522,712 | \$491,022 | 4.08% |

**TABLE VII
CALIFORNIA GOODS MOVEMENT BOND (CGMB)**

| | FYE 2017 Audited Program Expenditures | FYE 2018 Amended Program Budget | FYE 2019 Proposed Program Budget | FTE/Dollar Change | Percent Change |
|---|--|--|---|----------------------|-------------------|
| Number of Positions (FTE) | 2.62 | 3.16 | 2.73 | (0.43) | (13.61%) |
| Revenue | | | | | |
| Admin Cost Income | \$64,361 | \$150,000 | \$150,000 | | |
| Program Revenues | \$977,787 | \$16,000,000 | | (\$16,000,000) | (100.00%) |
| Transfer in from General Fund | | \$481,110 | \$412,830 | (\$68,280) | (14.19%) |
| Total Revenue | \$1,042,148 | \$16,631,110 | \$562,830 | (\$16,068,280) | (96.62%) |
| Personnel Expenditures | | | | | |
| Permanent Salaries | \$290,700 | \$361,613 | \$328,124 | (\$33,489) | (9.26%) |
| Overtime Salaries | \$268 | | | | |
| Temporary Salaries | \$6,182 | | | | |
| Payroll Taxes | \$4,366 | \$5,111 | \$4,698 | (\$413) | (8.09%) |
| Pension Benefits | \$45,455 | \$67,504 | \$63,145 | (\$4,359) | (6.46%) |
| FICA Replacement Benefits | \$3,686 | \$3,678 | \$4,723 | \$1,045 | 28.40% |
| Group Insurance Benefits | \$46,591 | \$60,956 | \$41,693 | (\$19,264) | (31.60%) |
| Employee Transportation Subsidy | \$3,300 | \$5,011 | \$1,359 | (\$3,651) | (72.87%) |
| Workers' Compensation | \$882 | \$2,025 | \$1,582 | (\$443) | (21.88%) |
| Other Post-Employment Benefits | \$31,713 | \$35,211 | \$27,506 | (\$7,705) | (21.88%) |
| Board Stipends | | | | | |
| Total Personnel Expenditures | \$433,143 | \$541,110 | \$472,830 | (\$68,279) | (12.62%) |
| Services & Supplies Expenditures | | | | | |
| Travel In-State | \$1,275 | \$2,000 | \$2,000 | | |
| Travel Out-Of-State | | | | | |
| Training & Education | \$150 | \$1,500 | \$1,500 | | |
| Repair & Maintenance (Equipment) | | | | | |
| Communications | | | | | |
| Building Maintenance | | | | | |
| Utilities | \$166 | \$400 | \$400 | | |
| Postage | | \$100 | \$100 | | |
| Printing & Reproduction | | \$500 | \$500 | | |
| Equipment Rental | | | | | |
| Rents & Leases | \$24,696 | \$30,000 | \$30,000 | | |
| Professional Services & Contracts | \$42,693 | \$50,000 | \$50,000 | | |
| General Insurance | | | | | |
| Shop & Field Supplies | | \$3,000 | \$3,000 | | |
| Laboratory Supplies | | | | | |
| Gasoline & Variable Fuel | | | | | |
| Computer Hardware & Software | | \$1,500 | \$1,500 | | |
| Stationery & Office Supplies | | \$1,000 | \$1,000 | | |
| Books & Journals | | | | | |
| Minor Office Equipment | | | | | |
| Non-Capital Assets | | | | | |
| Total Services & Supplies Expenditures | \$68,980 | \$90,000 | \$90,000 | | |
| Capital Expenditures | | | | | |
| Office Equipment | | | | | |
| Computer & Network Equipment | | | | | |
| Motorized Equipment | | | | | |
| Communications Equipment | | | | | |
| General Equipment | | | | | |
| Total Capital Expenditures | | | | | |
| Transfers Out | (\$437,762) | | | | |
| Total Expenditures | \$64,361 | \$631,110 | \$562,830 | (\$68,279) | (10.82%) |
| Program Distributions | \$977,787 | \$16,000,000 | | (\$16,000,000) | (100.00%) |
| Total Expenditures Including Program Distributions | \$1,042,148 | \$16,631,110 | \$562,830 | (\$16,068,279) | (96.62%) |

**TABLE VIII
TRANSPORTATION FUND FOR CLEAN AIR (TFCA)**

| | FYE 2017 Audited Program Expenditures | FYE 2018 Amended Program Budget | FYE 2019 Proposed Program Budget | FTE/Dollar Change | Percent Change |
|---|--|--|---|------------------------------|---------------------------|
| Number of Positions (FTE) | 10.11 | 17.03 | 11.97 | (5.05) | (29.68%) |
| Revenue | | | | | |
| Admin Cost Income | \$972,152 | \$1,702,577 | \$1,616,919 | (\$85,658) | (5.03%) |
| Program Revenues | \$16,905,490 | \$16,511,109 | \$22,654,533 | \$6,143,424 | 37.21% |
| Total Revenue | \$17,877,643 | \$18,213,686 | \$24,271,452 | \$6,057,766 | 33.26% |
| Personnel Expenditures | | | | | |
| Permanent Salaries | \$1,120,665 | \$1,812,906 | \$1,227,197 | (\$585,709) | (32.31%) |
| Overtime Salaries | \$101,454 | \$115,000 | \$30,000 | (\$85,000) | (73.91%) |
| Temporary Salaries | \$26,497 | | | | |
| Payroll Taxes | \$16,833 | \$27,301 | \$17,967 | (\$9,334) | (34.19%) |
| Pension Benefits | \$175,141 | \$338,542 | \$237,501 | (\$101,041) | (29.85%) |
| FICA Replacement Benefits | \$15,063 | \$19,821 | \$20,620 | \$799 | 4.03% |
| Group Insurance Benefits | \$180,462 | \$322,053 | \$195,715 | (\$126,337) | (39.23%) |
| Employee Transportation Subsidy | \$12,297 | \$19,761 | \$8,133 | (\$11,628) | (58.85%) |
| Workers' Compensation | \$3,424 | \$10,910 | \$6,937 | (\$3,973) | (36.42%) |
| Other Post-Employment Benefits | \$123,158 | \$189,744 | \$120,647 | (\$69,097) | (36.42%) |
| Board Stipends | | | | | |
| Total Personnel Expenditures | \$1,774,992 | \$2,856,038 | \$1,864,717 | (\$991,321) | (34.71%) |
| Services & Supplies Expenditures | | | | | |
| Travel In-State | \$5,587 | \$17,200 | \$17,200 | | |
| Travel Out-Of-State | | | \$4,000 | \$4,000 | |
| Training & Education | | \$11,700 | \$12,200 | \$500 | 4.27% |
| Repair & Maintenance (Equipment) | | | | | |
| Communications | \$4,979 | \$6,000 | \$4,000 | (\$2,000) | (33.33%) |
| Building Maintenance | | | | | |
| Utilities | | | | | |
| Postage | | \$9,000 | \$9,000 | | |
| Printing & Reproduction | \$5,000 | \$25,000 | \$25,000 | | |
| Equipment Rental | | | | | |
| Rents & Leases | | | | | |
| Professional Services & Contracts | \$775,374 | \$2,151,000 | \$1,803,007 | (\$347,993) | (16.18%) |
| General Insurance | | | | | |
| Shop & Field Supplies | | \$3,500 | \$3,500 | | |
| Laboratory Supplies | | | | | |
| Gasoline & Variable Fuel | | | | | |
| Computer Hardware & Software | \$749 | \$7,400 | \$7,400 | | |
| Stationery & Office Supplies | \$5,522 | \$3,000 | \$3,000 | | |
| Books & Journals | | \$500 | \$440 | (\$60) | (12.00%) |
| Minor Office Equipment | | \$400 | \$400 | | |
| Non-Capital Assets | | | | | |
| Total Services & Supplies Expenditures | \$797,210 | \$2,234,700 | \$1,889,147 | (\$345,553) | (15.46%) |
| Capital Expenditures | | | | | |
| Office Equipment | | | | | |
| Computer & Network Equipment | | | | | |
| Motorized Equipment | | | | | |
| Lab & Monitoring Equipment | | | | | |
| Communications Equipment | | | | | |
| General Equipment | | | | | |
| Total Capital Expenditures | | | | | |
| Transfers Out | \$859,485 | \$976,358 | \$723,825 | (\$252,533) | (25.86%) |
| Total Expenditures | \$3,431,688 | \$6,067,096 | \$4,477,689 | (\$1,589,407) | (26.20%) |
| Program Distributions | \$14,445,955 | \$12,146,590 | \$19,793,763 | \$7,647,173 | 62.96% |
| Total Expenditures Including Program Distributions | \$17,877,643 | \$18,213,686 | \$24,271,452 | \$6,057,766 | 33.26% |

**TABLE IX
OTHER GRANTS REVENUE FUND**

| | FYE 2017 Audited Program Expenditures | FYE 2018 Amended Program Budget | FYE 2019 Proposed Program Budget | FTE/Dollar Change | Percent Change |
|---|--|--|---|----------------------|-------------------|
| Number of Positions (FTE) | 0.49 | 2.28 | 8.62 | 6.34 | 277.66% |
| Revenue | | | | | |
| Admin Cost Income | \$134,916 | \$827,553 | \$1,965,527 | \$1,137,974 | 137.51% |
| Program Revenues | \$9,367,392 | \$5,000,000 | \$5,831,740 | \$831,740 | 16.63% |
| Total Revenue | \$9,502,309 | \$5,827,553 | \$7,797,267 | \$1,969,714 | 33.80% |
| Personnel Expenditures | | | | | |
| Permanent Salaries | \$55,486 | \$254,553 | \$948,452 | \$693,900 | 272.60% |
| Overtime Salaries | \$202 | | \$25,000 | \$25,000 | |
| Temporary Salaries | | | | | |
| Payroll Taxes | \$827 | \$3,592 | \$13,926 | \$10,334 | 287.71% |
| Pension Benefits | \$8,506 | \$47,439 | \$180,209 | \$132,770 | 279.87% |
| FICA Replacement Benefits | \$613 | \$2,657 | \$14,957 | \$12,300 | 462.97% |
| Group Insurance Benefits | \$8,328 | \$44,628 | \$118,894 | \$74,266 | 166.41% |
| Employee Transportation Subsidy | \$687 | \$3,989 | \$3,243 | (\$746) | (18.69%) |
| Workers' Compensation | \$170 | \$1,462 | \$4,994 | \$3,532 | 241.48% |
| Other Post-Employment Benefits | \$6,097 | \$25,434 | \$86,851 | \$61,418 | 241.48% |
| Board Stipends | | | | | |
| Total Personnel Expenditures | \$80,915 | \$383,753 | \$1,396,527 | \$1,012,774 | 263.91% |
| Services & Supplies Expenditures | | | | | |
| Travel In-State | | \$11,800 | \$23,200 | \$11,400 | 96.61% |
| Travel Out-Of-State | | \$2,300 | \$17,100 | \$14,800 | 643.48% |
| Training & Education | \$2,378 | \$4,000 | \$11,000 | \$7,000 | 175.00% |
| Repair & Maintenance (Equipment) | | | | | |
| Communications | | | | | |
| Building Maintenance | | | | | |
| Utilities | | | | | |
| Postage | | | | | |
| Printing & Reproduction | | | | | |
| Equipment Rental | | | | | |
| Rents & Leases | | | | | |
| Professional Services & Contracts | \$51,623 | \$425,000 | \$517,000 | \$92,000 | 21.65% |
| General Insurance | | | | | |
| Shop & Field Supplies | | | | | |
| Laboratory Supplies | | | | | |
| Gasoline & Variable Fuel | | | | | |
| Computer Hardware & Software | | | | | |
| Stationery & Office Supplies | | \$500 | \$500 | | |
| Books & Journals | | \$200 | \$200 | | |
| Minor Office Equipment | | | | | |
| Non-Capital Assets | | | | | |
| Total Services & Supplies Expenditures | \$54,001 | \$443,800 | \$569,000 | \$125,200 | 28.21% |
| Capital Expenditures | | | | | |
| Office Equipment | | | | | |
| Computer & Network Equipment | | | | | |
| Motorized Equipment | | | | | |
| Lab & Monitoring Equipment | | | | | |
| Communications Equipment | | | | | |
| General Equipment | | | | | |
| Total Capital Expenditures | | | | | |
| Transfers Out | | | | | |
| Total Expenditures | \$134,916 | \$827,553 | \$1,965,527 | \$1,137,974 | 137.51% |
| Program Distributions | \$9,367,392 | \$5,000,000 | \$5,831,740 | \$831,740 | 16.63% |
| Total Expenditures Including Program Distributions | \$9,502,309 | \$5,827,553 | \$7,797,267 | \$1,969,714 | 33.80% |

**TABLE X
GENERAL FUND EXPENDITURES BY DIVISION**

| | FYE 2017 Audited Program Expenditures | FYE 2018 Amended Program Budget | FYE 2019 Proposed Program Budget | FTE/Dollar Change | Percent Change |
|---|--|--|---|----------------------|-------------------|
| Executive Office | | | | | |
| Executive | \$3,640,637 | \$4,473,255 | \$4,826,228 | \$352,972 | 7.89% |
| Bay Area Regional Collaborative (BARC) | \$233,749 | \$255,000 | \$255,000 | | |
| Board of Directors | \$234,336 | \$235,610 | \$303,708 | \$68,098 | 28.90% |
| Hearing Board | \$41,502 | \$100,927 | \$89,316 | (\$11,611) | (11.50%) |
| Advisory Council | \$29,451 | \$47,503 | \$35,150 | (\$12,354) | (26.01%) |
| My Air Online | \$2,997,505 | \$3,399,979 | \$3,154,548 | (\$245,431) | (7.22%) |
| Community Outreach | \$1,270,951 | \$1,435,280 | \$2,511,345 | \$1,076,065 | 74.97% |
| Website Development & Maintenance | \$1,283,768 | \$1,170,912 | \$1,383,031 | \$212,119 | 18.12% |
| Rule Development | \$1,600,627 | \$1,659,681 | \$1,988,094 | \$328,414 | 19.79% |
| Finance/Accounting | \$1,852,244 | \$1,947,458 | \$2,064,453 | \$116,995 | 6.01% |
| Total Executive | \$13,184,769 | \$14,725,605 | \$16,610,872 | \$1,885,267 | 12.80% |
| Administrative Resources Division | | | | | |
| Payroll | \$219,687 | \$250,619 | \$374,661 | \$124,042 | 49.49% |
| Benefit Administration | \$2,845,605 | \$3,223,353 | \$2,984,072 | (\$239,280) | (7.42%) |
| Organizational Development | \$291,525 | \$324,413 | \$381,551 | \$57,138 | 17.61% |
| Employment Relations | \$590,454 | \$629,393 | \$585,706 | (\$43,687) | (6.94%) |
| Diversity Equity & Inclusion | | \$879,396 | \$866,231 | (\$13,165) | (1.50%) |
| Recruitment & Testing | \$469,976 | \$568,614 | \$556,390 | (\$12,224) | (2.15%) |
| Facilities | \$1,011,591 | \$763,339 | \$1,052,566 | \$289,227 | 37.89% |
| Communications | \$895,899 | \$1,156,092 | \$1,036,013 | (\$120,079) | (10.39%) |
| 375 Beale Street | \$32,129 | \$1,300,000 | \$1,300,000 | | |
| Purchasing | \$699,731 | \$1,124,233 | \$1,001,657 | (\$122,577) | (10.90%) |
| Shared Services | \$2,481,508 | \$2,100,000 | \$2,251,490 | \$151,490 | 7.21% |
| Fleet Services | \$720,698 | \$1,031,483 | \$1,056,514 | \$25,031 | 2.43% |
| Total Administrative Resources | \$10,258,805 | \$13,350,935 | \$13,446,850 | \$95,915 | 0.72% |
| Legal Services | | | | | |
| Legal Counsel | \$1,484,945 | \$1,737,235 | \$1,981,708 | \$244,473 | 14.07% |
| Hearing Board Proceedings | \$73,465 | \$65,881 | \$45,507 | (\$20,374) | (30.93%) |
| Penalties Enforcement & Settlement | \$1,244,631 | \$805,174 | \$761,335 | (\$43,840) | (5.44%) |
| Litigation | \$371,988 | \$566,574 | \$569,022 | \$2,448 | 0.43% |
| Total Legal | \$3,175,029 | \$3,174,864 | \$3,357,572 | \$182,708 | 5.75% |
| Communications Office | | | | | |
| Media Relations | \$1,364,533 | \$1,508,895 | \$1,584,565 | \$75,670 | 5.01% |
| Intermittent Control Programs | \$1,126,119 | \$1,529,140 | \$1,445,903 | (\$83,237) | (5.44%) |
| Spare the Air (CMAQ) | \$930,049 | \$1,000,000 | \$1,000,000 | | |
| Total Communication & Outreach | \$3,420,702 | \$4,038,035 | \$4,030,468 | (\$7,567) | (0.19%) |
| Technology Implementation Office | | | | | |
| Greenhouse Gas Technologies - Stationary | \$51,629 | \$500,000 | \$4,399,336 | \$3,899,336 | 779.87% |
| Total Technology Implementation | \$51,629 | \$500,000 | \$4,399,336 | \$3,899,336 | |
| Strategic Incentives | | | | | |
| Carbon Offset Fund | \$783 | \$2,218 | | (\$2,218) | (100.00%) |
| Grant Program Development | \$699,076 | \$584,243 | \$532,024 | (\$52,219) | (8.94%) |
| Total Strategic Incentives | \$699,859 | \$586,461 | \$532,024 | (\$54,437) | (9.28%) |

| | | | | | |
|--|--------------|---------------|---------------|---------------|----------|
| Compliance & Enforcement | | | | | |
| Enforcement | \$4,140,518 | \$4,436,918 | \$4,969,371 | \$532,454 | 12.00% |
| Compliance Assistance & Operations | \$2,620,320 | \$2,938,303 | \$2,990,164 | \$51,861 | 1.76% |
| Compliance Assistance | \$5,739,246 | \$5,909,753 | \$7,737,974 | \$1,828,220 | 30.94% |
| Total Compliance & Enforcement | \$12,500,084 | \$13,284,973 | \$15,697,509 | \$2,412,535 | 18.16% |
| Engineering | | | | | |
| Permit Evaluation | \$4,565,686 | \$4,626,247 | \$6,907,583 | \$2,281,336 | 49.31% |
| Permit Renew als | \$745,139 | \$950,464 | \$1,224,990 | \$274,526 | 28.88% |
| Air Toxics | \$1,627,855 | \$3,661,245 | \$1,410,915 | (\$2,250,330) | (61.46%) |
| Permit Operations | \$715,112 | \$1,072,012 | \$872,709 | (\$199,302) | (18.59%) |
| Title V | \$710,746 | \$1,798,380 | \$1,628,956 | (\$169,424) | (9.42%) |
| Engineering Special Projects | \$512,836 | \$1,156,507 | \$786,868 | (\$369,640) | (31.96%) |
| Total Engineering | \$8,877,373 | \$13,264,855 | \$12,832,021 | (\$432,834) | (3.26%) |
| Planning & Climate Protection | | | | | |
| Source Inventories | \$961,875 | \$1,337,928 | \$1,275,640 | (\$62,288) | (4.66%) |
| Air Quality Plans | \$794,158 | \$333,745 | \$930,293 | \$596,548 | 178.74% |
| Air Quality Modeling Support | \$998,734 | \$747,100 | \$810,263 | \$63,163 | 8.45% |
| Air Quality Modeling & Research | \$601,450 | \$738,376 | \$717,136 | (\$21,240) | (2.88%) |
| Mobile Source Measures | \$978,980 | \$1,314,565 | \$1,191,856 | (\$122,709) | (9.33%) |
| Climate Protection | \$1,729,318 | \$6,987,373 | \$2,060,582 | (\$4,926,791) | (70.51%) |
| Community Air Risk Evaluation (CARE) | \$702,330 | \$648,776 | \$1,073,663 | \$424,887 | 65.49% |
| Total Planning & Climate Protection | \$6,766,845 | \$12,107,863 | \$8,059,434 | (\$4,048,429) | (33.44%) |
| Information Services | | | | | |
| Information Management Records & Content | \$369,509 | \$1,549,198 | \$1,076,925 | (\$472,273) | (30.49%) |
| Information Systems Software Development | \$1,356,358 | \$1,687,719 | \$1,658,829 | (\$28,891) | (1.71%) |
| Information Technology Engineering & Operations | \$3,300,768 | \$3,788,167 | \$3,757,389 | (\$30,778) | (0.81%) |
| Total Information Services | \$5,026,635 | \$7,025,085 | \$6,493,143 | (\$531,942) | (7.57%) |
| Meteorology, Measurement & Rules | | | | | |
| Ambient Air Monitoring | \$3,911,733 | \$6,680,041 | \$7,301,961 | \$621,920 | 9.31% |
| laboratory | \$1,321,962 | \$1,518,171 | \$1,204,612 | (\$313,558) | (20.65%) |
| Source Test | \$2,445,912 | \$2,779,773 | \$3,291,981 | \$512,208 | 18.43% |
| Meteorology | \$758,620 | \$657,822 | \$868,276 | \$210,453 | 31.99% |
| Air Monitoring Instrument Performance Evaluation | \$569,799 | \$602,501 | \$603,618 | \$1,117 | 0.19% |
| BioWatch Monitoring | \$1,114,626 | \$1,410,385 | \$1,323,775 | (\$86,610) | (6.14%) |
| Infrastructure and Records Management | \$623,270 | \$681,218 | \$590,741 | (\$90,476) | (13.28%) |
| Mobile Monitoring | \$327,264 | \$162,670 | \$28,834 | (\$133,836) | |
| Total Meteorology, Measurement & Rules | \$11,073,185 | \$14,492,581 | \$15,213,799 | \$721,217 | 4.98% |
| Vacancy Savings | | (\$2,203,833) | (\$1,934,850) | \$268,983 | (12.21%) |
| Other Financing Uses | \$10,700,000 | | | | 100.00% |
| Program Distributions | \$2,002,846 | | | | |
| Transfer Out | \$541,767 | \$492,661 | \$412,830 | (\$79,831) | (16.20%) |
| Total of All Divisions | \$88,279,529 | \$94,840,086 | \$99,151,007 | \$4,310,921 | 4.55% |

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CAPITAL EXPENDITURES

**TABLE XI
CAPITAL EXPENDITURE SUMMARY**

The list below includes all capital expenditures budgeted for FYE 2019.

| | <u>Description</u> | <u>PGM</u> | <u>Capital Type</u> | <u>Amount</u> | <u>Program Total</u> | <u>Division Total</u> |
|-----------------------------------|--|------------|------------------------------|---------------|--------------------------|---------------------------|
| 1 | One (1) Analytical Equipment for Mobile Speciation Platform | 802 | Lab & Monitoring | 481,618 | | |
| 2 | One (1) Analytical Equipment for Dense Spatial Monitoring Platform | 802 | Lab & Monitoring | 260,000 | | |
| 3 | One (1) Analytical Equipment for Air Quality Characterization | 802 | Lab & Monitoring | 200,000 | | |
| 4 | One (1) Analytical Equipment for Fixed Site Monitoring Network | 802 | Lab & Monitoring | 150,000 | 1,091,618 | |
| 5 | Four (4) Source Test Analyzers | 804 | Lab & Monitoring | 75,508 | | |
| 6 | One (1) FTIR Analyzer | 804 | Lab & Monitoring | 94,000 | | |
| 7 | One (1) Trailer for FTIR Instrumentation | 804 | Motorized Equipment | 25,000 | | |
| 8 | Two (1) Calibration Gas Dilution Systems | 804 | Lab & Monitoring | 17,000 | 211,508 | |
| 9 | Two (1) Air Monitoring Equipment | 807 | Lab & Monitoring | 20,000 | 20,000 | <u>1,323,126</u> |
| 10 | Two (2) Hydrogen Sulfide Analyzer | 401 | Lab & Monitoring | 34,650 | | |
| 11 | One (1) TVA FID System | 401 | Lab & Monitoring | 13,180 | 47,830 | |
| 12 | One (1) Optical Gas Imaging Camera | 403 | Lab & Monitoring | 100,000 | | |
| 13 | One (1) Monitoring Equipment | 403 | Lab & Monitoring | 20,600 | 120,600 | <u>168,430</u> |
| 14 | One (1) Equipment for Record Keeping | 712 | Office Equipment | 50,000 | | |
| 15 | Record Management Software System | 712 | Computer & Network Equipment | 140,000 | 190,000 | |
| 16 | Business Continuity Site | 726 | Leasehold Improvement | 75,000 | | |
| 17 | Capital Lease for servers, telecommunications & hardware | 726 | Communications Equipment | 400,000 | 475,000 | <u>665,000</u> |
| 18 | Public Permitting & Compliance Systems | 125 | Computer & Network Equipment | 2,500,000 | 2,500,000 | <u>2,500,000</u> |
| Total Capital Expenditures | | | | | | 4,656,556 |

**TABLE XII
CAPITAL EXPENDITURES DETAIL**

| | <u>Item Description</u> | <u>Cost</u> | <u>Program/ Capital Type</u> |
|----|---|--------------------|----------------------------------|
| 1 | <u>One (1) Analytical Equipment for Mobile Speciation Platform</u> Characterization for community level air quality for AB617 and Reg 12-15 will require the ability to do precise speciation at a variety of locations within each community to better characterize air quality exposure and determine source apportionment. | \$481,618 | 802/Lab & Monitoring |
| 2 | <u>One (1) Analytical Equipment for Dense Spatial Monitoring Platform</u> AB617 and Reg 12-15 community level air quality assessments will require assessment of air quality with higher spatial resolution | \$260,000 | 802/Lab & Monitoring |
| 3 | <u>One (1) Analytical Equipment for Air Quality Characterization</u> Analytical instrumentation to support 12-15 and AB617 through expansion of the fixed site network and monitoring capabilities in the existing sites. | \$200,000 | 802/Lab & Monitoring |
| 4 | <u>One (1) Analytical Equipment for Fixed Site Monitoring Network</u> Air quality analyzers to replace aging equipment in existing air monitoring sites | \$150,000 | 802/Lab & Monitoring |
| 5 | <u>Four (4) Source Test Analyzers</u> Replace current equipments that significantly past their useful lifetimes | \$75,508 | 804/Lab & Monitoring |
| 6 | <u>One (1) FTIR Analyzer</u> Fourier Transform Infrared Spectrometer to support Regulation 11, Rule 18, AB-617 and other ongoing air toxics measurement programs and data support. | \$94,000 | 804/Lab & Monitoring |
| 7 | <u>One (1) Trailer for FTIR Instrumentation</u> Trailer to house Fourier Transform Infrared Spectrometer to support Regulation 11, Rule 18 and AB-617 air toxics measurement and data support. | \$25,000 | 804/Motorized Equipment |
| 8 | <u>Two (1) Calibration Gas Dilution Systems</u> Improve instrument calibration efficiency and save cost on calibration gases. | \$17,000 | 804/Lab & Monitoring |
| 9 | <u>Two (1) Air Monitoring Equipments</u> Replace equipment has reached the end of its useful life and is requiring frequent repairs. | \$20,000 | 807/Lab & Monitoring |
| 10 | <u>Two (2) Hydrogen Sulfide Analyzer</u> The Jerome J605 is a field instrument used by inspection staff to measure hydrogen sulfide concentrations in ambient air in the low ppb ranges. The current Jerome instruments are older devices that have reached their end of useful life (over 15 years old). | \$34,650 | 401/Lab & Monitoring |
| 11 | <u>One (1) TVA FID System</u> The TVA is used to detect leaks and enforce volatile organic compound regulations at gasoline bulk terminals, sewage treatment plants, landfills, refineries and a variety of other sources. | \$13,180 | 401/Lab & Monitoring |
| 12 | <u>One (1) Optical Gas Imaging Camera</u> C&E currently has an older version of gas imaging camera and is at the end of its useful life and needs replacement to continue the work of finding and abating large VOC emissions. Having this camera has lead to the reduction of many tons of VOC. Without one large leaks will go undetected. | \$100,000 | 403/Lab & Monitoring |
| 13 | <u>One (1) Monitoring Equipment</u> The TVA is needed for leak detection and repair (LDAR) program for various compliance programs. | \$20,600 | 403/Lab & Monitoring |
| 14 | <u>One (1) Equipment for Record Management</u> Office Equipments | \$50,000 | 712/Office Equipment |
| 15 | <u>Record Management Software System</u> Management Software | \$140,000 | 712/Computer & Network Equipment |
| 16 | <u>Business Continuity Site</u> Business Continuity site for tasks requiring a physical presence (e.g. printing of invoices and permits) | \$75,000 | 726/Leasehold Improvement |
| 17 | <u>Capital Lease for servers, telecommunications & hardware</u> planned lease payment on the District's Capital Lease for Computer, Networking & Telephony equipment | \$400,000 | 726/Communications Equipment |
| 18 | <u>Public Permitting & Compliance Systems</u> Development and implementation of permitting and enforcement software functionality for medium and complex facilities, including data cleanup and consolidation activities. | \$2,500,000 | 125/Computer & Network Equipment |
| | Total Capital Expenditures | \$4,656,556 | |

PROGRAM NARRATIVES AND EXPENDITURE DETAIL

GENERAL FUND

**NOTE: DEFINITIONS ARE PROVIDED ON PAGES 194-196
AND ARE AN INTEGRAL PART OF THIS BUDGET DOCUMENT.**

EXECUTIVE OFFICE DIVISION

Under the leadership and direction of the Executive Officer/APCO and the Board of Directors, the Executive Office guides the Bay Area Air Quality Management District (Air District) in meeting its mission of protecting and improving public health, air quality, and the global climate. To fulfill this mission, the Air District builds its programs and policies on sound science, develops them with technical expertise and rigor, and executes them with quality. Air District programs and policies include both traditional air quality management approaches and new strategies for achieving clean air.

In FYE 2019, the Air District will continue to implement State and Federal regulations and directives, and will also continue to implement and develop the following key initiatives:

- Refinery Emissions Reduction Program and Rulemaking
- Climate Action Work Program
- Clean Air Plan Implementation
- Technology Implementation Office
- Wood Smoke Program and Rule Amendments
- My Air Online Program
- Clean Air Foundation
- Spare the Air Everyday Campaign
- Public Participation Plan Implementation
- Diversity, Equity, and Inclusion Office

The Executive Office is responsible for developing and maintaining strategic partnerships to achieve clean air. These partnerships include but are not limited to collaboration with: community groups, non-profits, peer regional agencies (Metropolitan Transportation Commission, Association of Bay Area Governments & Bay Conservation and Development Commission), regulatory agencies (U.S. Environmental Protection Agency and California Air Resources Board), and associations (California Air Pollution Control Officers Association, Air and Waste Management Association & National Association of Clean Air Agencies), as well as the State Legislature. In FYE 2019, these key partnerships will also address regional coordination of climate protection activities, and implementation of State initiatives such as SB 1339, SB375 and AB32 at the regional level.

| | | |
|--|--|----------------------|
| Executive Office | | 104 |
| Managing Division: Executive | | |
| Contact Person: Maricela Martinez | | |
| Program Purpose: Administration and Direction of Air District Programs. | | |
| Description of Program: This budget program is responsible for providing overall administration and direction to Air District staff. Through this budget program, the Executive Officer/APCO interprets and oversees implementation of Board directives and policies and administers the business of the Air District. | | |
| Justification of Change Request: | | |
| Activities | | |
| Develop policy initiatives to meet Air District goals and objectives. | | |
| Coordinate development of District's legislative agenda and implement strategy for achieving Air District's legislative goals. | | |
| Coordinate District activities with staff and stakeholders. | | |
| Work with District Counsel to keep current on all notice of violation settlements. | | |
| Monitor actions of and serve as liaison to regional governmental agencies (e.g. MTC, ABAG), federal and statewide governmental organizations (e.g. U.S. EPA, CARB, CAPCOA), and representatives of the regulated community. | | |
| Compliance and enforcement actions. | | |
| Administer the Bay Area Clean Air Foundation. | | |
| Major Objectives | | |
| | | Delivery Date |
| Rule Development and Amendments | | Ongoing |
| Issue all non-Title V permits on a timely basis (within a 45 day period) | | Ongoing |
| Production System Implementation | | Ongoing |
| Adopt District Budget for FYE 2019 | | 6/30/2018 |

| | | FYE 2017 Audited Program Expenditures | FYE 2018 Amended Program Budget | FYE 2019 Proposed Program Budget | FTE/Dollar Change | Percent Change |
|---|-------|--|--|---|----------------------|-------------------|
| Number of Positions (FTE) | | 17.32 | 12.01 | 13.86 | 1.86 | 15.47% |
| Personnel Expenditures | | | | | | |
| Permanent Salaries | 51105 | \$1,917,116 | \$2,034,989 | \$2,176,144 | \$141,155 | 6.94% |
| Overtime Salaries | 51150 | \$1,372 | | | | |
| Temporary Salaries | 51200 | (\$990) | | | | |
| Payroll Taxes | 51300 | \$28,918 | \$29,009 | \$31,250 | \$2,241 | 7.73% |
| Pension Benefits | 51400 | \$299,393 | \$383,126 | \$424,742 | \$41,617 | 10.86% |
| FICA Replacement Benefits | 51500 | \$23,681 | \$13,975 | \$24,373 | \$10,398 | 74.41% |
| Group Insurance Benefits | 51600 | \$303,213 | \$239,212 | \$213,258 | (\$25,955) | (10.85%) |
| Employee Transportation Subsidy | 51700 | \$20,728 | \$13,618 | \$10,249 | (\$3,370) | (24.74%) |
| Workers' Compensation | 51800 | \$5,857 | \$7,692 | \$8,032 | \$339 | 4.41% |
| Other Post-Employment Benefits | 51850 | \$210,678 | \$133,780 | \$139,680 | \$5,900 | 4.41% |
| Board Stipends | 51900 | | | | | |
| Total Personnel Expenditures | | \$2,809,967 | \$2,855,402 | \$3,027,728 | \$172,326 | 6.04% |
| Services & Supplies Expenditures | | | | | | |
| Travel In-State | 52200 | \$23,179 | \$28,000 | \$20,000 | (\$8,000) | (28.57%) |
| Travel Out-Of-State | 52225 | \$43,117 | \$50,001 | \$50,000 | (\$1) | (0.00%) |
| Training & Education | 52300 | \$42,496 | \$20,500 | \$20,500 | | |
| Repair & Maintenance (Equipment) | 52400 | | | | | |
| Communications | 52500 | \$13,796 | \$10,000 | \$5,000 | (\$5,000) | (50.00%) |
| Building Maintenance | 52600 | | | | | |
| Utilities | 52700 | | | | | |
| Postage | 52800 | | \$500 | | (\$500) | (100.00%) |
| Printing & Reproduction | 52900 | \$1,217 | \$1,500 | \$1,500 | | |
| Equipment Rental | 53100 | | | | | |
| Rents & Leases | 53200 | | | | | |
| Professional Services & Contracts | 53300 | \$713,832 | \$1,506,000 | \$1,700,000 | \$194,000 | 12.88% |
| General Insurance | 53400 | | | | | |
| Shop & Field Supplies | 53500 | | | | | |
| Laboratory Supplies | 53600 | | | | | |
| Gasoline & Variable Fuel | 53700 | \$37 | | | | |
| Computer Hardware & Software | 53800 | | | | | |
| Stationery & Office Supplies | 53900 | \$3,825 | \$1,000 | \$1,000 | | |
| Books & Journals | 54100 | \$188 | \$500 | \$500 | | |
| Minor Office Equipment | 54200 | | | | | |
| Depreciation & Amortization | 54300 | | | | | |
| Non-Capital Assets | 54600 | | | | | |
| Total Services & Supplies Expenditures | | \$841,687 | \$1,618,001 | \$1,798,500 | \$180,499 | 11.16% |
| Capital Expenditures | | | | | | |
| Leasehold Improvements | 60100 | | | | | |
| Building & Grounds | 60105 | | | | | |
| Office Equipment | 60110 | \$56,554 | | | | |
| Computer & Network Equipment | 60115 | | | | | |
| Motorized Equipment | 60120 | | | | | |
| Lab & Monitoring Equipment | 60125 | | | | | |
| Communications Equipment | 60130 | | | | | |
| General Equipment | 60135 | | | | | |
| PM2.5 Equipment | 60140 | | | | | |
| Biowatch Equipment | 60145 | | | | | |
| Total Capital Expenditures | | \$56,554 | | | | |
| Transfers Out | 70005 | (\$67,570) | | | | |
| Total Expenditures | | \$3,640,637 | \$4,473,403 | \$4,826,228 | \$352,825 | 7.89% |

| Bay Area Regional Collaborative (BARC) | | 105 |
|--|--|------------|
| Managing Division: Executive | | |
| Contact Person: Greg Nudd | | |
| Program Purpose: The Bay Area Regional Collaborative (BARC) is a consortium of Board/Commission representatives from the Bay Area Air Quality Management District, Metropolitan Transportation Commission, Association of Bay Area Governments, and Bay Conservation and Development Commission. The BARC addresses cross-cutting issues of regional significance through collaboration and coordination. | | |
| Description of Program: The BARC has selected Climate Change as the primary focus of its work. The four regional agencies work together to create coordinated policies, increase efficiencies, leverage resources, and provide better services to local governments that are grappling with climate mitigation and adaptation issues. This program includes Air District financial support for the BARC's assistance to coordinate the Bay Area Clean Air Plan and Regional Climate Action Strategy with the climate policies and programs of the other regional agencies. | | |
| Justification of Change Request: Air District funding support for the BARC was included in the Executive Office Program 104 budget and Planning Division Climate Program 608 budget in past fiscal years. Air District funding support for the BARC has been consolidated into this Program budget for FYE 2019. | | |
| Activities | | |
| Provide support for the BARC Executive Director and Program Associate to implement the BARC work plan | | |
| Provide support for limited professional services as needed for the BARC work plan | | |
| Participate in BARC meetings, Executive Director meetings, and cross-agency staff teams | | |
| Coordinate with BARC and member agency staff on climate change issues | | |
| Major Objectives | | |
| Work with BARC and member agency staff to coordinate implementation of the Clean Air Plan/Regional Climate Action Strategy and the Sustainable Communities Strategy | | Ongoing |
| Work with BARC and member agency staff to integrate the Air District's Planning Healthy Places guidance into the Sustainable Communities Strategy | | Ongoing |
| Work with BARC and member agency staff to coordinate technical assistance to cities and counties regarding climate action plans | | Ongoing |

| | FYE 2017 Audited Program Expenditures | FYE 2018 Amended Program Budget | FYE 2019 Proposed Program Budget | FTE/Dollar Change | Percent Change |
|---|--|--|---|----------------------|-------------------|
| Number of Positions (FTE) | | | | | |
| Personnel Expenditures | | | | | |
| Permanent Salaries | 51105 | | | | |
| Overtime Salaries | 51150 | | | | |
| Temporary Salaries | 51200 | | | | |
| Payroll Taxes | 51300 | | | | |
| Pension Benefits | 51400 | | | | |
| FICA Replacement Benefits | 51500 | | | | |
| Group Insurance Benefits | 51600 | | | | |
| Employee Transportation Subsidy | 51700 | | | | |
| Workers' Compensation | 51800 | | | | |
| Other Post-Employment Benefits | 51850 | | | | |
| Board Stipends | 51900 | | | | |
| Total Personnel Expenditures | | | | | |
| Services & Supplies Expenditures | | | | | |
| Travel In-State | 52200 | | | | |
| Travel Out-Of-State | 52225 | | | | |
| Training & Education | 52300 | | | | |
| Repair & Maintenance (Equipment) | 52400 | | | | |
| Communications | 52500 | | | | |
| Building Maintenance | 52600 | | | | |
| Utilities | 52700 | | | | |
| Postage | 52800 | | | | |
| Printing & Reproduction | 52900 | | | | |
| Equipment Rental | 53100 | | | | |
| Rents & Leases | 53200 | | | | |
| Professional Services & Contracts | 53300 | \$233,749 | \$255,000 | | |
| General Insurance | 53400 | | | | |
| Shop & Field Supplies | 53500 | | | | |
| Laboratory Supplies | 53600 | | | | |
| Gasoline & Variable Fuel | 53700 | | | | |
| Computer Hardware & Software | 53800 | | | | |
| Stationery & Office Supplies | 53900 | | | | |
| Books & Journals | 54100 | | | | |
| Minor Office Equipment | 54200 | | | | |
| Depreciation & Amortization | 54300 | | | | |
| Non-Capital Assets | 54600 | | | | |
| Total Services & Supplies Expenditures | | \$233,749 | \$255,000 | | |
| Capital Expenditures | | | | | |
| Leasehold Improvements | 60100 | | | | |
| Building & Grounds | 60105 | | | | |
| Office Equipment | 60110 | | | | |
| Computer & Network Equipment | 60115 | | | | |
| Motorized Equipment | 60120 | | | | |
| Lab & Monitoring Equipment | 60125 | | | | |
| Communications Equipment | 60130 | | | | |
| General Equipment | 60135 | | | | |
| PM 2.5 Equipment | 60140 | | | | |
| Biowatch Equipment | 60145 | | | | |
| Total Capital Expenditures | | | | | |
| Transfer In/Out | 70005 | | | | |
| Total Expenditures | | \$233,749 | \$255,000 | | |

| Board of Directors | | 121 |
|--|--|----------------------|
| Managing Division: Executive | | |
| Contact Person: Maricela Martinez | | |
| Program Purpose: Oversee Activities of the Board of Directors. | | |
| Description of Program: Administration of activities of the Board of Directors. | | |
| Justification of Change Request: | | |
| Activities | | |
| Prepare and distribute all meeting materials, including agendas, minutes and correspondence for Board of Directors regular and special meetings, approximately 20 per year. | | |
| Prepare all logistics for Board of Directors regular and special meetings, including scheduling, polling, providing refreshments, preparation of facilities, and legal noticing requirements, approximately 20 per year. | | |
| Prepare and distribute all agenda materials for Board of Directors Committee meetings, approximately 30 per year. | | |
| Prepare all logistics for Board of Directors Committee meetings, approximately 30 per year. | | |
| Implement Board of Directors remote participation protocol for Committee meetings. | | |
| Maintain up to date Board of Directors contact information and standing committee rosters. | | |
| Receive, route, and appropriately address all correspondence directed to the Board. | | |
| Track, process and issue monthly travel reimbursement and per diem payments for each member of the Board of Directors. | | |
| Make travel, registration and payment arrangements Board of Directors participation at the annual Air and Waste Management Association Conference. | | |
| Maintain archive of Board materials, including minutes, agendas, correspondence and adopted resolutions. | | |
| Maintain the District's website as it relates to the Board of Directors membership, calendar, meeting materials and minutes. | | |
| Assure timely filing of Statement of Economic Interests with the California Fair Political Practices Commission. | | |
| Major Objectives | | Delivery Date |
| Coordinate all Board and Committee meetings. | | Ongoing |
| Coordinate Board Ethics Training/Implementation of Compliance Recording. | | Ongoing |
| Coordinate New Board Member Orientation. | | Ongoing |
| Coordinate transition to new Chair of the Board of Directors. | | January 2019 |
| Coordinate Board of Directors Annual Retreat | | January 2019 |
| Coordinate update of Board Committee membership. | | February 2019 |

| | FYE 2017 Audited Program Expenditures | FYE 2018 Amended Program Budget | FYE 2019 Proposed Program Budget | FTE/Dollar Change | Percent Change | |
|---|--|--|---|----------------------|-------------------|----------|
| Number of Positions (FTE) | 0.69 | 0.50 | 0.97 | 0.46 | 91.40% | |
| Personnel Expenditures | | | | | | |
| Permanent Salaries | 51105 | \$77,032 | \$47,167 | \$104,520 | \$57,353 | 121.59% |
| Overtime Salaries | 51150 | | | | | |
| Temporary Salaries | 51200 | | | | | |
| Payroll Taxes | 51300 | \$1,168 | \$663 | \$1,494 | \$831 | 125.39% |
| Pension Benefits | 51400 | \$12,000 | \$8,756 | \$19,571 | \$10,815 | 123.51% |
| FICA Replacement Benefits | 51500 | \$851 | \$587 | \$1,722 | \$1,135 | 193.29% |
| Group Insurance Benefits | 51600 | \$11,744 | \$9,608 | \$14,484 | \$4,876 | 50.75% |
| Employee Transportation Subsidy | 51700 | \$1,558 | \$884 | \$1,628 | \$744 | 84.19% |
| Workers' Compensation | 51800 | \$235 | \$323 | \$559 | \$236 | 73.07% |
| Other Post-Employment Benefits | 51850 | \$8,465 | \$5,622 | \$9,729 | \$4,107 | 73.07% |
| Board Stipends | 51900 | \$55,300 | \$60,000 | \$60,000 | | |
| Total Personnel Expenditures | | \$168,352 | \$133,610 | \$213,708 | \$80,098 | 59.95% |
| Services & Supplies Expenditures | | | | | | |
| Travel In-State | 52200 | \$17,937 | \$14,000 | \$14,000 | | |
| Travel Out-Of-State | 52225 | \$15,153 | \$17,000 | \$20,000 | \$3,000 | 17.65% |
| Training & Education | 52300 | \$16,350 | \$21,000 | \$26,000 | \$5,000 | 23.81% |
| Repair & Maintenance (Equipment) | 52400 | | | | | |
| Communications | 52500 | | | | | |
| Building Maintenance | 52600 | | | | | |
| Utilities | 52700 | | | | | |
| Postage | 52800 | | | | | |
| Printing & Reproduction | 52900 | | | | | |
| Equipment Rental | 53100 | | | | | |
| Rents & Leases | 53200 | | | | | |
| Professional Services & Contracts | 53300 | \$16,544 | \$50,000 | \$30,000 | (\$20,000) | (40.00%) |
| General Insurance | 53400 | | | | | |
| Shop & Field Supplies | 53500 | | | | | |
| Laboratory Supplies | 53600 | | | | | |
| Gasoline & Variable Fuel | 53700 | | | | | |
| Computer Hardware & Software | 53800 | | | | | |
| Stationery & Office Supplies | 53900 | | | | | |
| Books & Journals | 54100 | | | | | |
| Minor Office Equipment | 54200 | | | | | |
| Depreciation & Amortization | 54300 | | | | | |
| Non-Capital Assets | 54600 | | | | | |
| Total Services & Supplies Expenditures | | \$65,983 | \$102,000 | \$90,000 | (\$12,000) | (11.76%) |
| Capital Expenditures | | | | | | |
| Leasehold Improvements | 60100 | | | | | |
| Building & Grounds | 60105 | | | | | |
| Office Equipment | 60110 | | | | | |
| Computer & Network Equipment | 60115 | | | | | |
| Motorized Equipment | 60120 | | | | | |
| Lab & Monitoring Equipment | 60125 | | | | | |
| Communications Equipment | 60130 | | | | | |
| General Equipment | 60135 | | | | | |
| PM 2.5 Equipment | 60140 | | | | | |
| Biowatch Equipment | 60145 | | | | | |
| Total Capital Expenditures | | | | | | |
| Transfers Out | 70005 | | | | | |
| Total Expenditures | | \$234,336 | \$235,611 | \$303,708 | \$68,097 | 28.90% |

| Hearing Board | | 122 |
|---|--|----------------------|
| Managing Division: Executive | | |
| Contact Person: Maricela Martinez | | |
| Program Purpose: Records, documents, and maintains records of actions of the quasi-judicial Hearing Board. | | |
| Description of Program: The Hearing Board is a quasi-judicial body that rules on particular cases that affect only individual facilities. It is authorized to hear requests for variance relief, permit revocation, abatement orders, and appeals by permit applicants, or by interested third parties, concerning the issuance or denial of permits. | | |
| Justification of Change Request: None. | | |
| Activities | | |
| Prepare logistics for all Hearing Board meetings, including scheduling, polling, providing refreshments, preparation of facilities, and legal noticing requirements. | | |
| Develop and maintain Hearing Board calendar and schedules. | | |
| Attend all hearings of the Hearing Board. | | |
| Develop and maintain Hearing Board calendar and schedules. | | |
| Draft selected Orders for Hearing Board review and signature. | | |
| Maintain Hearing Board matters in IRIS computer systems. | | |
| Print and reproduce Hearing Board notices. | | |
| Maintain Record of Actions (Docket Book). | | |
| Prepare and maintain docket files for each hearing. | | |
| Collect required fees from Applicants. | | |
| Follow-up on actions resulting from Hearing Board Orders/decisions. | | |
| Process incoming documents and inquiries. | | |
| Make arrangements for all off-site hearings. | | |
| Research, compile and prepare reports for presentation to the Board of Directors and others as requested by the Hearing Board. | | |
| Arrange for Hearing Board members attendance at Hearing Board Conferences and CARB Trainings. | | |
| Track, process and issue monthly travel reimbursement and per diem payments for each member of the Hearing Board. | | |
| Arrange for Hearing Board attendance at National Judicial College. | | |
| Arrange for attendance of two Hearing Board members at annual AWMA Conference. | | |
| Archive Hearing Board Dockets and related documents. | | |
| Maintain the District's website as it pertains to the Hearing Board membership, calendar, and decisions/orders. | | |
| Coordinate recruitment and orientation of new Hearing Board members as necessary. | | |
| Major Objectives | | Delivery Date |
| Coordinate Hearing Board Activities | | Ongoing |

| | | FYE 2017 Audited Program Expenditures | FYE 2018 Amended Program Budget | FYE 2019 Proposed Program Budget | FTE/Dollar Change | Percent Change |
|---|-------|--|--|---|----------------------|-------------------|
| Number of Positions (FTE) | | 0.17 | 0.35 | 0.29 | (0.06) | (16.63%) |
| Personnel Expenditures | | | | | | |
| Permanent Salaries | 51105 | \$19,213 | \$33,903 | \$28,103 | (\$5,800) | (17.11%) |
| Overtime Salaries | 51150 | | | | | |
| Temporary Salaries | 51200 | | | | | |
| Payroll Taxes | 51300 | \$288 | \$477 | \$401 | (\$76) | (15.93%) |
| Pension Benefits | 51400 | \$2,997 | \$6,301 | \$5,115 | (\$1,187) | (18.83%) |
| FICA Replacement Benefits | 51500 | \$272 | \$405 | \$521 | \$116 | 28.64% |
| Group Insurance Benefits | 51600 | \$3,051 | \$6,629 | \$3,442 | (\$3,187) | (48.08%) |
| Employee Transportation Subsidy | 51700 | \$192 | \$610 | \$641 | \$32 | 5.18% |
| Workers' Compensation | 51800 | \$59 | \$223 | \$168 | (\$55) | (24.62%) |
| Other Post-Employment Benefits | 51850 | \$2,111 | \$3,879 | \$2,924 | (\$955) | (24.62%) |
| Board Stipends | 51900 | \$9,650 | \$32,000 | \$32,000 | | |
| Total Personnel Expenditures | | \$37,832 | \$84,428 | \$73,316 | (\$11,112) | (13.16%) |
| Services & Supplies Expenditures | | | | | | |
| Travel In-State | 52200 | \$641 | \$1,000 | \$1,000 | | |
| Travel Out-Of-State | 52225 | \$587 | | | | |
| Training & Education | 52300 | \$1,210 | \$2,000 | \$2,000 | | |
| Repair & Maintenance (Equipment) | 52400 | | | | | |
| Communications | 52500 | | | | | |
| Building Maintenance | 52600 | | | | | |
| Utilities | 52700 | | | | | |
| Postage | 52800 | | | | | |
| Printing & Reproduction | 52900 | | \$2,000 | \$2,000 | | |
| Equipment Rental | 53100 | | | | | |
| Rents & Leases | 53200 | | | | | |
| Professional Services & Contracts | 53300 | \$1,231 | \$10,000 | \$10,000 | | |
| General Insurance | 53400 | | | | | |
| Shop & Field Supplies | 53500 | | | | | |
| Laboratory Supplies | 53600 | | | | | |
| Gasoline & Variable Fuel | 53700 | | | | | |
| Computer Hardware & Software | 53800 | | | | | |
| Stationery & Office Supplies | 53900 | | \$500 | \$250 | (\$250) | (50.00%) |
| Books & Journals | 54100 | | \$500 | \$500 | | |
| Minor Office Equipment | 54200 | | \$500 | \$250 | (\$250) | (50.00%) |
| Depreciation & Amortization | 54300 | | | | | |
| Non-Capital Assets | 54600 | | | | | |
| Total Services & Supplies Expenditures | | \$3,669 | \$16,500 | \$16,000 | (\$500) | (3.03%) |
| Capital Expenditures | | | | | | |
| Leasehold Improvements | 60100 | | | | | |
| Building & Grounds | 60105 | | | | | |
| Office Equipment | 60110 | | | | | |
| Computer & Network Equipment | 60115 | | | | | |
| Motorized Equipment | 60120 | | | | | |
| Lab & Monitoring Equipment | 60125 | | | | | |
| Communications Equipment | 60130 | | | | | |
| General Equipment | 60135 | | | | | |
| PM 2.5 Equipment | 60140 | | | | | |
| Biowatch Equipment | 60145 | | | | | |
| Total Capital Expenditures | | | | | | |
| Transfers Out | 70005 | | | | | |
| Total Expenditures | | \$41,502 | \$100,928 | \$89,316 | (\$11,612) | (11.51%) |

| Advisory Council | | 123 |
|--|--|----------------------|
| Managing Division: Executive | | |
| Contact Person: Maricela Martinez | | |
| Program Purpose: The Advisory Council studies and makes recommendations on specific matters referred from the Board of Directors or the Air Pollution Control Officer. Matters can include technical, social, economic and environmental aspects of air quality issues. | | |
| Description of Program: The Advisory Council is comprised of 7 members, appointed by the Board of Directors. SB1415 requires that the Advisory Council members be skilled and experienced in the fields of air pollution, climate change, or the health impacts of air pollution. The Council advises and consults with the Board of Directors and Executive Officer, and makes recommendations and reports on matters that affect both policy and the legislative agenda. The Council will meet approximately (4) times per year. The meeting may include presentations by speakers who are experts in a specific topic. Presentations, materials and recommendations received are discussed and a report is prepared for the Board of Directors. | | |
| Justification of Change Request: Advisory Council members will participate in the Annual Air & Waste Management Conference on behalf of the Air District. | | |
| Activities | | |
| Prepare and distribute all meeting materials, including agendas and minutes for Advisory Council regular and special meetings, approximately 4 per year. | | |
| Prepare logistics for all Advisory Council regular and special meetings, including scheduling, polling, providing refreshments, preparation of facilities, providing stenographer, and legal noticing requirements, approximately 4 per year. | | |
| Make travel, registration and payment arrangements Advisory Council participation at the annual Air and Waste Management Association Conference. | | |
| Maintain archive of Advisory Council materials, including minutes, agendas, and presentations. | | |
| Maintain the District's website as it relates to the Advisory Council membership, calendar, meeting materials and minutes. | | |
| Attend all regular and Committee meetings of the Advisory Council. | | |
| Track, process and issue quarterly travel reimbursement for each member of the Advisory Council. | | |
| Coordinate recruitment of new Advisory Council members as necessary. | | |
| Major Objectives | | Delivery Date |
| Coordinate activities of the Advisory Council. | | Ongoing |
| Conduct approximately 4 meeting, based on the topics selected by the Board of Directors and Executive Officer. | | Ongoing |
| Discuss the presentations, materials and recommendations received at the meetings, and prepare and present a report to the Board of Directors. | | Ongoing |

| | FYE 2017 Audited Program Expenditures | FYE 2018 Amended Program Budget | FYE 2019 Proposed Program Budget | FTE/Dollar Change | Percent Change |
|---|--|--|---|----------------------|---------------------|
| Number of Positions (FTE) | 0.07 | 0.14 | 0.01 | (0.13) | (92.84%) |
| Personnel Expenditures | | | | | |
| Permanent Salaries | 51105 | \$7,754 | \$11,917 | \$443 | (\$11,473) (96.28%) |
| Overtime Salaries | 51150 | | | | |
| Temporary Salaries | 51200 | | | | |
| Payroll Taxes | 51300 | \$116 | \$167 | \$6 | (\$161) (96.21%) |
| Pension Benefits | 51400 | \$1,228 | \$2,206 | \$80 | (\$2,125) (96.36%) |
| FICA Replacement Benefits | 51500 | \$94 | \$163 | \$8 | (\$154) (95.01%) |
| Group Insurance Benefits | 51600 | \$1,356 | \$2,660 | \$53 | (\$2,607) (97.99%) |
| Employee Transportation Subsidy | 51700 | \$92 | \$245 | \$10 | (\$235) (95.89%) |
| Workers' Compensation | 51800 | \$24 | \$90 | \$3 | (\$87) (97.09%) |
| Other Post-Employment Benefits | 51850 | \$852 | \$1,557 | \$45 | (\$1,511) (97.09%) |
| Board Stipends | 51900 | | | | |
| Total Personnel Expenditures | | \$11,517 | \$19,003 | \$650 | (\$18,354) (96.58%) |
| Services & Supplies Expenditures | | | | | |
| Travel In-State | 52200 | \$2,838 | \$7,500 | \$7,500 | |
| Travel Out-Of-State | 52225 | \$2,522 | \$11,000 | \$11,000 | |
| Training & Education | 52300 | \$3,634 | \$2,000 | \$5,000 | \$3,000 150.00% |
| Repair & Maintenance (Equipment) | 52400 | | | | |
| Communications | 52500 | | | | |
| Building Maintenance | 52600 | | | | |
| Utilities | 52700 | | | | |
| Postage | 52800 | | | | |
| Printing & Reproduction | 52900 | | \$3,000 | \$3,000 | |
| Equipment Rental | 53100 | | | | |
| Rents & Leases | 53200 | | | | |
| Professional Services & Contracts | 53300 | \$8,940 | \$5,000 | \$8,000 | \$3,000 60.00% |
| General Insurance | 53400 | | | | |
| Shop & Field Supplies | 53500 | | | | |
| Laboratory Supplies | 53600 | | | | |
| Gasoline & Variable Fuel | 53700 | | | | |
| Computer Hardware & Software | 53800 | | | | |
| Stationery & Office Supplies | 53900 | | | | |
| Books & Journals | 54100 | | | | |
| Minor Office Equipment | 54200 | | | | |
| Depreciation & Amortization | 54300 | | | | |
| Non-Capital Assets | 54600 | | | | |
| Total Services & Supplies Expenditures | | \$17,934 | \$28,500 | \$34,500 | \$6,000 21.05% |
| Capital Expenditures | | | | | |
| Leasehold Improvements | 60100 | | | | |
| Building & Grounds | 60105 | | | | |
| Office Equipment | 60110 | | | | |
| Computer & Network Equipment | 60115 | | | | |
| Motorized Equipment | 60120 | | | | |
| Lab & Monitoring Equipment | 60125 | | | | |
| Communications Equipment | 60130 | | | | |
| General Equipment | 60135 | | | | |
| PM 2.5 Equipment | 60140 | | | | |
| Biowatch Equipment | 60145 | | | | |
| Total Capital Expenditures | | | | | |
| Transfer In/Out | 70005 | | | | |
| Total Expenditures | | \$29,451 | \$47,503 | \$35,150 | (\$12,354) (26.01%) |

| | | |
|---|--|----------------------|
| My Air Online | | 125 |
| Managing Division: Information Services | | |
| Contact Person: Blair L Adams | | |
| Program Purpose: This program provides design, development, implementation strategies and business systems support for the District's web presence and online transactions. | | |
| Description of Program: This program is responsible for software development and implementation of online enterprise software systems for the District. These include public websites as well as online systems supporting permitting, compliance, incentives and presentation of data to the public. | | |
| Justification of Change Request: None. | | |
| Activities | | |
| Website redesign and implementation. | | |
| Website integration with current and future online systems. | | |
| Permitting and compliance development and implementation. | | |
| Public facing data system development and implementation. | | |
| Major Objectives | | Delivery Date |
| Redesign of public website and integration with existing online systems. | | Daily |
| Permitting and compliance systems design, development, testing and deployment. | | Daily |
| Design and implementation of public facing data system. | | Daily |
| Support Databank and IRIS data transfer to the permitting and compliance systems. | | Daily |
| Implementation of software development lifecycle standards | | Daily |

| | FYE 2016 Audited Program Expenditures | FYE 2017 Amended Program Budget | FYE 2018 Approved Program Budget | FTE/Dollar Change | Percent Change |
|---|--|--|---|----------------------|-------------------|
| Number of Positions (FTE) | 4.59 | 1.00 | 3.49 | 2.49 | 248.79% |
| Personnel Expenditures | | | | | |
| Permanent Salaries | 51105 \$642,018 | \$129,769 | \$427,290 | \$297,522 | 229.27% |
| Overtime Salaries | 51150 \$1,114 | | | | |
| Temporary Salaries | 51200 | | | | |
| Payroll Taxes | 51300 \$9,429 | \$1,829 | \$6,066 | \$4,237 | 231.64% |
| Pension Benefits | 51400 \$96,462 | \$21,221 | \$80,117 | \$58,896 | 277.53% |
| FICA Replacement Benefits | 51500 \$6,962 | \$1,128 | \$4,060 | \$2,932 | 259.92% |
| Group Insurance Benefits | 51600 \$98,278 | \$20,812 | \$64,208 | \$43,397 | 208.52% |
| Employee Transportation Subsidy | 51700 \$6,420 | \$1,620 | \$6,137 | \$4,517 | 278.83% |
| Workers' Compensation | 51800 \$1,962 | | \$2,235 | \$2,235 | |
| Other Post-Employment Benefits | 51850 \$54,742 | \$8,219 | \$38,865 | \$30,646 | 372.87% |
| Board Stipends | 51900 | | | | |
| Total Personnel Expenditures | \$917,386 | \$184,598 | \$628,979 | \$444,381 | 240.73% |
| Services & Supplies Expenditures | | | | | |
| Travel In-State | 52200 \$490 | \$5,000 | \$5,000 | | |
| Travel Out-Of-State | 52225 \$1,577 | \$5,000 | | (\$5,000) | (100.00%) |
| Training & Education | 52300 \$3,745 | \$15,000 | \$15,000 | | |
| Repair & Maintenance (Equipment) | 52400 \$100 | | | | |
| Communications | 52500 | | | | |
| Building Maintenance | 52600 | | | | |
| Utilities | 52700 | | | | |
| Postage | 52800 | | | | |
| Printing & Reproduction | 52900 | \$1,000 | \$1,000 | | |
| Equipment Rental | 53100 | | | | |
| Rents & Leases | 53200 | | | | |
| Professional Services & Contracts | 53300 \$48,228 | \$150,000 | \$150,000 | | |
| General Insurance | 53400 | | | | |
| Shop & Field Supplies | 53500 | | | | |
| Laboratory Supplies | 53600 | | | | |
| Gasoline & Variable Fuel | 53700 | | | | |
| Computer Hardware & Software | 53800 \$26,587 | \$100,000 | \$100,000 | | |
| Stationery & Office Supplies | 53900 | | | | |
| Books & Journals | 54100 | | | | |
| Minor Office Equipment | 54200 | | | | |
| Depreciation & Amortization | 54300 | | | | |
| Non-Capital Assets | 54600 \$428,659 | | | | |
| Total Services & Supplies Expenditures | \$509,387 | \$276,000 | \$271,000 | (\$5,000) | (1.81%) |
| Capital Expenditures | | | | | |
| Leasehold Improvements | 60100 | | | | |
| Building & Grounds | 60105 | | | | |
| Office Equipment | 60110 | | | | |
| Computer & Network Equipment | 60115 \$2,473,849 | \$2,800,000 | \$2,500,000 | (\$300,000) | (10.71%) |
| Motorized Equipment | 60120 | | | | |
| Lab & Monitoring Equipment | 60125 | | | | |
| Communications Equipment | 60130 | | | | |
| General Equipment | 60135 | | | | |
| PM 2.5 Equipment | 60140 | | | | |
| Biowatch Equipment | 60145 | | | | |
| Total Capital Expenditures | \$2,473,849 | \$2,800,000 | \$2,500,000 | (\$300,000) | (10.71%) |
| Transfer In/Out | 70005 | | | | |
| Total Expenditures | \$3,900,622 | \$3,260,598 | \$3,399,979 | \$139,381 | 4.27% |

| Community Engagement | | 302 |
|---|--|----------------------|
| Managing Division: Community Health Protection Office | | |
| Contact Person: Luz Gomez and David Ralston | | |
| Program Purpose: Act as the District's main point of contact with the public to increase public awareness, engage local community organizations in Air District activities and assist the public in understanding the roles that the public, business community and the Air District have in controlling air pollution. The Community Engagement Office also facilitates stakeholder engagement in Air Districts' programs; implements the Public Participation Plan; manages issue-specific advisory groups, Resource Teams, and Sponsorships; and oversees the Community Grant Program. | | |
| Description of Program: This program engages the public, including students, community residents, advocates and other stakeholders, about Air District programs and air quality issues; responds to inquiries from the public about Air District programs and the purpose and functions of the Air District; and develops effective clean air partnerships with non-profit organizations. This program also receives and responds to stakeholder concerns through facilitated dialogue with other Air District divisions. | | |
| Justification of Change Request: The Professional Service budget has been increased from FYE 2018 to account for expanded responsibilities under AB 617 implementation, including new contracts with community-based organizations for local planning efforts. Other increases: funding for third-party event-planning for the YES Conference; planning and implementation of special events (Bike the Bay); funding for community education lending lab. Categories for other professional services remain the same as prior years or have been reduced. | | |
| Activities | | |
| Work in partnership with community groups and across Air District Divisions to implement AB 617. | | |
| Create and manage Issue-Specific Advisory Groups for early and meaningful public engagement. | | |
| Continue Community Grant Program with a specific focus on supporting regional community education partnerships | | |
| Update and continue implementation of the Public Participation Plan including the use of creative tools for obtaining public engagement in Air District efforts including the Online Civic Engagement platform. | | |
| Build and maintain productive working relationships with Air District stakeholders. | | |
| Work with stakeholders to raise public awareness of air quality issues; inform and engage public regarding Air District initiatives, rules, regulations, and policies. | | |
| Receive public inquiries and coordinate response with appropriate Air District divisions. | | |
| Represent Air District with various stakeholders, community organizations and regional collaborations. | | |
| Guide, support, and coordinate public involvement activities for Air District divisions. | | |
| Actively participate and provide direction to the Air District's Spare the Air Resource teams. | | |
| Facilitate informational presentations by Air District staff to community groups, visiting groups, school groups, etc. | | |
| Facilitate multilingual assistance and access to the Air District. | | |
| Maintain and expand air quality education for Limited English Proficient populations in Chinese, Tagalog, Spanish and Vietnamese in print, recorded and web-based (SparetheAirNow.org and BAAQMD.gov) formats. | | |
| Develop partnerships with public health non-profits to promote clean air. | | |
| Host International Delegations. | | |
| Major Objectives | | Delivery Date |
| Implement multiple aspects of AB 617 and track progress | | 6/30/2019 |
| Create and manage issue-specific advisory groups as needed for new plans, rules and Air District initiatives | | 6/30/2019 |
| Provide oversight of the Spare the Air Youth program including the annual YES conference. | | 6/30/2019 |
| Continue Community Grant Program and create new AB 617 local action planning grant program | | 6/30/2019 |
| Plan and implement special events including a Bike around the Bay engagement multi-day event | | 6/30/2019 |
| Develop plan for effective outreach to Limited English Speaking communities in the Bay Area | | 6/30/2019 |
| Coordinate District presence at public events, including events targeting Limited English Proficient populations. | | 6/30/2019 |
| Plan, stock, and manage a community educational and lending lab | | 6/30/2019 |
| Coordinate a readiness assessment for AB 617 communities | | 6/30/2019 |
| Assist in stakeholder engagement process for District rule development processes. | | 6/30/2019 |
| Foster positive working relationships with public health and other non-profit organizations to increase support for Air District's mission and vision. | | 6/30/2019 |

Community Engagement

302

| | | FYE 2017 Audited Program Expenditures | FYE 2018 Amended Program Budget | FYE 2019 Proposed Program Budget | FTE/Dollar Change | Percent Change |
|---|-------|--|--|---|----------------------|-------------------|
| Number of Positions (FTE) | | 5.23 | 4.83 | 8.92 | 4.09 | 84.62% |
| Personnel Expenditures | | | | | | |
| Permanent Salaries | 51105 | \$579,350 | \$584,131 | \$1,038,526 | \$454,395 | 77.79% |
| Overtime Salaries | 51150 | \$11,467 | | | | |
| Temporary Salaries | 51200 | \$2,066 | | | | |
| Payroll Taxes | 51300 | \$8,757 | \$8,258 | \$14,863 | \$6,606 | 79.99% |
| Pension Benefits | 51400 | \$90,486 | \$109,059 | \$201,159 | \$92,100 | 84.45% |
| FICA Replacement Benefits | 51500 | \$6,893 | \$5,621 | \$15,531 | \$9,910 | 176.31% |
| Group Insurance Benefits | 51600 | \$90,386 | \$98,004 | \$147,133 | \$49,129 | 50.13% |
| Employee Transportation Subsidy | 51700 | \$6,368 | \$7,379 | \$14,642 | \$7,263 | 98.43% |
| Workers' Compensation | 51800 | \$1,770 | \$3,094 | \$5,165 | \$2,071 | 66.94% |
| Other Post-Employment Benefits | 51850 | \$63,667 | \$53,808 | \$89,826 | \$36,018 | 66.94% |
| Board Stipends | 51900 | | | | | |
| Total Personnel Expenditures | | \$861,210 | \$869,354 | \$1,526,845 | \$657,491 | 75.63% |
| Services & Supplies Expenditures | | | | | | |
| Travel In-State | 52200 | \$3,141 | \$5,000 | \$5,000 | | |
| Travel Out-Of-State | 52225 | | \$2,500 | \$2,500 | | |
| Training & Education | 52300 | \$4,196 | \$15,000 | \$15,000 | | |
| Repair & Maintenance (Equipment) | 52400 | | | | | |
| Communications | 52500 | \$7,451 | \$5,000 | \$2,000 | (\$3,000) | (60.00%) |
| Building Maintenance | 52600 | | | | | |
| Utilities | 52700 | | | | | |
| Postage | 52800 | | | | | |
| Printing & Reproduction | 52900 | \$3,350 | \$6,000 | \$6,000 | | |
| Equipment Rental | 53100 | | | | | |
| Rents & Leases | 53200 | | | | | |
| Professional Services & Contracts | 53300 | \$426,896 | \$528,500 | \$950,000 | \$421,500 | 79.75% |
| General Insurance | 53400 | | | | | |
| Shop & Field Supplies | 53500 | \$1,005 | \$2,500 | \$2,500 | | |
| Laboratory Supplies | 53600 | | | | | |
| Gasoline & Variable Fuel | 53700 | | | | | |
| Computer Hardware & Software | 53800 | | | | | |
| Stationery & Office Supplies | 53900 | \$98 | \$1,500 | \$1,500 | | |
| Books & Journals | 54100 | | | | | |
| Minor Office Equipment | 54200 | | | | | |
| Depreciation & Amortization | 54300 | | | | | |
| Non-Capital Assets | 54600 | | | | | |
| Total Services & Supplies Expenditures | | \$446,137 | \$566,000 | \$984,500 | \$418,500 | 73.94% |
| Capital Expenditures | | | | | | |
| Leasehold Improvements | 60100 | | | | | |
| Building & Grounds | 60105 | | | | | |
| Office Equipment | 60110 | | | | | |
| Computer & Network Equipment | 60115 | | | | | |
| Motorized Equipment | 60120 | | | | | |
| Lab & Monitoring Equipment | 60125 | | | | | |
| Communications Equipment | 60130 | | | | | |
| General Equipment | 60135 | | | | | |
| PM 2.5 Equipment | 60140 | | | | | |
| Biowatch Equipment | 60145 | | | | | |
| Total Capital Expenditures | | | | | | |
| Transfer Out | 70005 | (\$36,396) | | | | |
| Total Expenditures | | \$1,270,951 | \$1,435,354 | \$2,511,345 | \$1,075,991 | 74.96% |

| Website Development and Maintenance | | 309 |
|---|--|----------------------|
| Managing Division: Information Services | | |
| Contact Person: Blair L Adams | | |
| Program Purpose: The Air District Websites support and maintain the agency's web presence to provide the public with information about air quality, including health alerts and real-time air quality data, plans and technical information, as well as access to registrations, permits, regulations and other information for business and industry constituents. | | |
| Description of Program: Development, support, and maintenance of the Air District's web content management system (Sitecore) and websites, including BAAQMD.gov and SparetheAir.org. | | |
| Justification of Change Request: The Air District will endeavor to further develop main and tertiary website components, minimize operational support by modernizing data management practices, and allow for greater public accessibility in order to continue to support Air District Initiatives. | | |
| Activities | | |
| Provide support for ongoing multilingual translation of main website and expand to tertiary websites | | |
| Provide support for content editing and auditing of main website and tertiary websites | | |
| Provide support for transition from current Spare the Air website to a new website | | |
| Provide assistance, support, and training to Division site Editors and Approvers | | |
| Develop, test, and implement new features and site components | | |
| Site and system maintenance (upgrades, bug fixes, issue resolution, and general upkeep) | | |
| Develop training materials and documentation for Site Editor and Approver tasks | | |
| Ensure compliance with legal requirements (Web Content Accessibility (508), Privacy Policy, Terms of Use, etc.) | | |
| Process Web statistics and system logs | | |
| Maintain tools (such as widgets & RSS) for use by visitors and on general public websites | | |
| Maintain legacy systems as needed | | |
| Maintain the web content management system (SiteCore) and Air District Websites | | |
| Maintain and manage the hosted environment of related web servers | | |
| Major Objectives | | Delivery Date |
| Continuously implement a content strategy and editor guidelines to improve and prioritize content | | Ongoing |
| Continuously improve BAAQMD.gov and SparetheAir.org user experience and information architecture | | Ongoing |
| Maintain and enhance mobile compatible designs and increase access across a broad range of devices for BAAQMD.gov and tertiary websites | | Ongoing |
| Maintain and enhance interactive elements, functionality, and features on BAAQMD.gov and tertiary websites to increase visitor engagement | | Ongoing |
| Address adjustments and enhancements that are requested by the public on all websites | | Ongoing |
| Maintain and enhance accessibility to be fully compliant with ADA requirements as is legally mandated for BAAQMD.gov and tertiary websites | | Ongoing |
| Maintain and enhance multilingual services online for BAAQMD.gov and tertiary websites, while developing a strategy for ongoing translation needs | | Ongoing |
| Maintain and enhance community specific pages that use tagging to provide the most relevant information across multiple sections of the websites | | Ongoing |
| Maintain and enhance the events calendar | | Ongoing |
| Maintain and enhance site search | | Ongoing |
| Continue to develop Site Editor Education and Training Materials | | Ongoing |

Website Development & Maintenance

309

| | | FYE 2017 Audited Program Expenditures | FYE 2018 Amended Program Budget | FYE 2019 Proposed Program Budget | FTE/Dollar Change | Percent Change |
|---|-------|--|--|---|----------------------|-------------------|
| Number of Positions (FTE) | | 1.22 | 1.00 | 2.00 | 1.00 | 100.04% |
| Personnel Expenditures | | | | | | |
| Permanent Salaries | 51105 | \$135,905 | \$128,344 | \$251,521 | \$123,176 | 95.97% |
| Overtime Salaries | 51150 | \$774 | | | | |
| Temporary Salaries | 51200 | | | | | |
| Payroll Taxes | 51300 | \$2,056 | \$1,819 | \$3,603 | \$1,784 | 98.06% |
| Pension Benefits | 51400 | \$21,139 | \$24,028 | \$48,196 | \$24,168 | 100.58% |
| FICA Replacement Benefits | 51500 | \$1,606 | \$1,164 | \$3,516 | \$2,352 | 202.14% |
| Group Insurance Benefits | 51600 | \$20,870 | \$19,040 | \$37,821 | \$18,781 | 98.64% |
| Employee Transportation Subsidy | 51700 | \$1,385 | \$1,752 | \$4,176 | \$2,424 | 138.41% |
| Workers' Compensation | 51800 | \$415 | \$641 | \$1,159 | \$518 | 80.88% |
| Other Post-Employment Benefits | 51850 | \$14,935 | \$11,141 | \$20,151 | \$9,011 | 80.88% |
| Board Stipends | 51900 | | | | | |
| Total Personnel Expenditures | | \$199,087 | \$187,929 | \$370,144 | \$182,215 | 96.96% |
| Services & Supplies Expenditures | | | | | | |
| Travel In-State | 52200 | | | | | |
| Travel Out-Of-State | 52225 | | | | | |
| Training & Education | 52300 | | \$8,000 | \$6,000 | (\$2,000) | (25.00%) |
| Repair & Maintenance (Equipment) | 52400 | | | | | |
| Communications | 52500 | \$380 | | \$2,000 | \$2,000 | |
| Building Maintenance | 52600 | | | | | |
| Utilities | 52700 | | | | | |
| Postage | 52800 | | | | | |
| Printing & Reproduction | 52900 | \$28,361 | | | | |
| Equipment Rental | 53100 | | | | | |
| Rents & Leases | 53200 | | | | | |
| Professional Services & Contracts | 53300 | \$898,898 | \$900,000 | \$873,887 | (\$26,113) | (2.90%) |
| General Insurance | 53400 | | | | | |
| Shop & Field Supplies | 53500 | | | | | |
| Laboratory Supplies | 53600 | | | | | |
| Gasoline & Variable Fuel | 53700 | | | | | |
| Computer Hardware & Software | 53800 | \$18,200 | \$75,000 | \$131,000 | \$56,000 | 74.67% |
| Stationery & Office Supplies | 53900 | | | | | |
| Books & Journals | 54100 | | | | | |
| Minor Office Equipment | 54200 | | | | | |
| Depreciation & Amortization | 54300 | | | | | |
| Non-Capital Assets | 54600 | | | | | |
| Total Services & Supplies Expenditures | | \$945,839 | \$983,000 | \$1,012,887 | \$29,887 | 3.04% |
| Capital Expenditures | | | | | | |
| Leasehold Improvements | 60100 | | | | | |
| Building & Grounds | 60105 | | | | | |
| Office Equipment | 60110 | | | | | |
| Computer & Network Equipment | 60115 | \$138,843 | | | | |
| Motorized Equipment | 60120 | | | | | |
| Lab & Monitoring Equipment | 60125 | | | | | |
| Communications Equipment | 60130 | | | | | |
| General Equipment | 60135 | | | | | |
| PM 2.5 Equipment | 60140 | | | | | |
| Biowatch Equipment | 60145 | | | | | |
| Total Capital Expenditures | | \$138,843 | | | | |
| Transfer Out | 70005 | | | | | |
| Total Expenditures | | \$1,283,768 | \$1,170,929 | \$1,383,031 | \$212,102 | 18.11% |

| Rule Development | | 611 |
|--|--|----------------------|
| Managing Division: Executive | | |
| Contact Person: Greg Nudd | | |
| Program Purpose: The primary purpose of this program is to develop control measures and regulations to reduce air pollutant emissions in the Bay Area. | | |
| Description of Program: The Rule Development Program is responsible for the development of regulations to implement Air District plans to attain Federal and State air quality standards, and to protect public health. The 2010 Clean Air Plan, the upcoming 2017 Clean Air Plan and other planning documents adopted by the Board of Directors address State requirements in the California Clean Air Act, State transport mitigation regulations and other state air quality requirements. In addition to development of rules derived from planning documents, staff assists with the preparation of air quality plans. Other measures are developed under the direction of the Board of Directors to further protect public health and safety and reduce emissions of greenhouse gases. In addition, staff reviews existing regulations and develops revisions to improve clarity, efficiency and effectiveness. For each control measure, staff assesses potential emission reductions, technological feasibility, socioeconomic impacts, cost-effectiveness, and environmental impacts under CEQA. Staff conducts public workshops and other public involvement processes, prepares staff reports, and makes presentations and recommendations to the Board of Directors at public hearings and committee meetings. Rule Development staff also manages and coordinates the rule development process for other Divisions. In this fiscal year, the program will continue to develop rules pursuant to the Refinery Emission Reduction Strategy and Climate Protection Work Program as directed by the Board of Directors. | | |
| Justification of Change Request: Anticipation of additional CEQA analyses, including more environmental impact reports for AB 617 Action Plans and BARCT Implementation. | | |
| Activities | | |
| Finalize a new rule to prohibit significant methane release (Rule 13-2) | | |
| Finalize amendments to oil and gas rule | | |
| Finalize amendment to gas turbine rule (9-9) | | |
| Develop suite of rulemaking actions to reduce sulfur emissions from the refining sector. | | |
| Develop suite of rulemaking actions to reduce methane emissions from landfills, composting operations and publically owned treatment works. | | |
| Evaluate Further Study measures in the 2017 Clean Air Plan. | | |
| Analyze greenhouse gas emission reduction strategies applicable to Air District-regulated stationary sources. | | |
| Manage rule development process led by staff in other Sections and Divisions. | | |
| Ensure compliance with Federal and State statutes and regulations governing rule adoption. | | |
| Respond to information requests regarding rule development. | | |
| Develop rules to implement BARCT for Cap-and-Trade Sources as required by AB 617 | | |
| Major Objectives | | Delivery Date |
| Finalize new rule to prohibit significant methane release (Rule 13-2) | | Jul 2018 |
| Finalize refinery sulfur reduction rule or rules. | | July 2018 |
| Finalize VOC definition consolidation | | Sep 2018 |
| Finalize rule or rules to address methane landfills, composting operations and publicly-owned treatment works. | | Oct 2018 |
| Finalize amendment to gas turbine rule (9-9) | | Oct 2018 |
| Finalize new oil and gas rule | | Nov 2018 |
| Evaluate Further Study measures in the 2017 Clean Air Plan. | | Ongoing |
| Analyze greenhouse gas emission reduction strategies applicable to Air District-regulated stationary sources. | | Ongoing |
| Manage rule development process led by staff in other Sections and Divisions. | | Ongoing |
| Ensure compliance with Federal and State statutes and regulations governing rule adoption. | | Ongoing |
| Respond to information requests regarding rule development. | | Ongoing |

| | FYE 2017 Audited Program Expenditures | FYE 2018 Amended Program Budget | FYE 2019 Proposed Program Budget | FTE/Dollar Change | Percent Change |
|---|--|--|---|----------------------|----------------------|
| Number of Positions (FTE) | 8.80 | 7.48 | 9.47 | 1.99 | 26.57% |
| Personnel Expenditures | | | | | |
| Permanent Salaries | 51105 | \$974,886 | \$987,826 | \$1,242,814 | \$254,988 25.81% |
| Overtime Salaries | 51150 | \$13,489 | \$10,000 | | (\$10,000) (100.00%) |
| Temporary Salaries | 51200 | | | | |
| Payroll Taxes | 51300 | \$14,683 | \$14,236 | \$17,813 | \$3,578 25.13% |
| Pension Benefits | 51400 | \$152,338 | \$163,254 | \$240,716 | \$77,462 47.45% |
| FICA Replacement Benefits | 51500 | \$12,138 | \$8,708 | \$16,419 | \$7,711 88.56% |
| Group Insurance Benefits | 51600 | \$153,627 | \$142,674 | \$152,375 | \$9,700 6.80% |
| Employee Transportation Subsidy | 51700 | \$10,245 | \$13,290 | \$16,020 | \$2,731 20.55% |
| Workers' Compensation | 51800 | \$2,978 | \$4,793 | \$5,486 | \$693 14.45% |
| Other Post-Employment Benefits | 51850 | \$107,133 | \$83,356 | \$95,402 | \$12,045 14.45% |
| Board Stipends | 51900 | | | | |
| Total Personnel Expenditures | | \$1,441,517 | \$1,428,137 | \$1,787,044 | \$358,908 25.13% |
| Services & Supplies Expenditures | | | | | |
| Travel In-State | 52200 | \$288 | \$1,100 | \$5,500 | \$4,400 400.00% |
| Travel Out-Of-State | 52225 | \$1,803 | \$2,100 | \$3,250 | \$1,150 54.76% |
| Training & Education | 52300 | \$4,258 | \$2,900 | \$7,750 | \$4,850 167.24% |
| Repair & Maintenance (Equipment) | 52400 | | | | |
| Communications | 52500 | | | | |
| Building Maintenance | 52600 | | | | |
| Utilities | 52700 | | | | |
| Postage | 52800 | | | | |
| Printing & Reproduction | 52900 | \$30,668 | \$20,000 | \$30,000 | \$10,000 50.00% |
| Equipment Rental | 53100 | | | | |
| Rents & Leases | 53200 | | | | |
| Professional Services & Contracts | 53300 | \$120,255 | \$200,000 | \$150,250 | (\$49,750) (24.88%) |
| General Insurance | 53400 | | | | |
| Shop & Field Supplies | 53500 | \$20 | | \$100 | \$100 |
| Laboratory Supplies | 53600 | | | | |
| Gasoline & Variable Fuel | 53700 | | | | |
| Computer Hardware & Software | 53800 | \$1,783 | \$2,000 | \$4,000 | \$2,000 100.00% |
| Stationery & Office Supplies | 53900 | \$36 | \$100 | | (\$100) (100.00%) |
| Books & Journals | 54100 | | \$200 | \$200 | |
| Minor Office Equipment | 54200 | | | | |
| Depreciation & Amortization | 54300 | | | | |
| Non-Capital Assets | 54600 | | | | |
| Total Services & Supplies Expenditures | | \$159,110 | \$228,400 | \$201,050 | (\$27,350) (11.97%) |
| Capital Expenditures | | | | | |
| Leasehold Improvements | 60100 | | | | |
| Building & Grounds | 60105 | | | | |
| Office Equipment | 60110 | | | | |
| Computer & Network Equipment | 60115 | | | | |
| Motorized Equipment | 60120 | | | | |
| Lab & Monitoring Equipment | 60125 | | | | |
| Communications Equipment | 60130 | | | | |
| General Equipment | 60135 | | | | |
| PM 2.5 Equipment | 60140 | | | | |
| Biowatch Equipment | 60145 | | | | |
| Total Capital Expenditures | | | | | |
| Transfer Out | 70005 | | | | |
| Total Expenditures | | \$1,600,627 | \$1,656,537 | \$1,988,094 | \$331,558 20.02% |

| Finance/Accounting | | 701 |
|--|--|----------------------|
| Managing Division: Executive | | |
| Contact Person: Stephanie Osaze | | |
| Program Purpose: The Finance/Accounting Program is responsible for maintaining the fiscal stewardship and financial accountability of the District. | | |
| Description of Program: This program includes receipt and disbursement of District funds, and associated accounting activities. Accounting staff ensure that all receipts and expenditures are consistent with the approved District budget. The program is also responsible for the fiscal maintenance of TFCA, MSIF, CMP, Goods Movement as well as Federal and State grant funding. | | |
| Justification of Change Request: Additional funding for FYE2019 is for management application services for the District's financial system. | | |
| Activities | | |
| Process receipts (checks/credit card payments) on a daily basis. (avg. 1,200 checks/mo). | | |
| Process accounts receivable invoices. | | |
| Process accounts payable invoices (avg. 450 general checks issued per month); record and monitor payments. | | |
| Oversee cash flow to ensure fiscal solvency. | | |
| Reconcile receipts and disbursements with District's Treasurer's Office Reports. | | |
| Prepare quarterly comparison statements for the Budget and Finance Committee presentation. | | |
| Prepare for the annual audit of the District's financial records. | | |
| Prepare annual proposed budget book. | | |
| Reconcile various grants and assist in preparation of reimbursement request reports. | | |
| Major Objectives | | Delivery Date |
| Provide budget variance reports to Program Managers within 30 days of period end. | | Monthly |
| Provide quarterly summary variance reports to Division Directors/Officers. | | Quarterly |
| Complete Annual Financial Report for the State Controller's Office. | | Annually |
| Ensure timely payment of accounts payable. | | Daily |
| Record timely processing of check and credit card receipts. | | Daily |
| Analyze and implement new Budget Software. | | June 2019 |
| Assist with implementation of new third party credit card processor | | May 2019 |
| Implement new Cost Recovery Database | | January 2019 |

| | | FYE 2017 Audited Program Expenditures | FYE 2018 Amended Program Budget | FYE 2019 Proposed Program Budget | FTE/Dollar Change | Percent Change |
|---|-------|--|--|---|----------------------|-------------------|
| Number of Positions (FTE) | | 8.11 | 9.85 | 9.87 | 0.02 | 0.23% |
| Personnel Expenditures | | | | | | |
| Permanent Salaries | 51105 | \$898,613 | \$947,430 | \$1,021,839 | \$74,408 | 7.85% |
| Overtime Salaries | 51150 | | | | | |
| Temporary Salaries | 51200 | \$751 | | | | |
| Payroll Taxes | 51300 | \$13,539 | \$13,428 | \$14,600 | \$1,172 | 8.73% |
| Pension Benefits | 51400 | \$140,422 | \$177,347 | \$200,733 | \$23,386 | 13.19% |
| FICA Replacement Benefits | 51500 | \$11,108 | \$11,465 | \$17,001 | \$5,535 | 48.28% |
| Group Insurance Benefits | 51600 | \$141,270 | \$181,159 | \$189,403 | \$8,243 | 4.55% |
| Employee Transportation Subsidy | 51700 | \$11,629 | \$17,593 | \$15,581 | (\$2,012) | (11.44%) |
| Workers' Compensation | 51800 | \$2,745 | \$6,311 | \$5,720 | (\$591) | (9.37%) |
| Other Post-Employment Benefits | 51850 | \$98,752 | \$109,757 | \$99,476 | (\$10,281) | (9.37%) |
| Board Stipends | 51900 | | | | | |
| Total Personnel Expenditures | | \$1,318,830 | \$1,464,492 | \$1,564,353 | \$99,861 | 6.82% |
| Services & Supplies Expenditures | | | | | | |
| Travel In-State | 52200 | \$2,038 | \$2,600 | \$3,000 | \$400 | 15.38% |
| Travel Out-Of-State | 52225 | | \$2,600 | \$3,000 | \$400 | 15.38% |
| Training & Education | 52300 | \$2,018 | \$6,600 | \$6,000 | (\$600) | (9.09%) |
| Repair & Maintenance (Equipment) | 52400 | | \$3,000 | \$3,300 | \$300 | 10.00% |
| Communications | 52500 | \$753 | \$1,000 | \$1,000 | | |
| Building Maintenance | 52600 | | | | | |
| Utilities | 52700 | | | | | |
| Postage | 52800 | | | | | |
| Printing & Reproduction | 52900 | \$3,481 | \$6,000 | \$6,000 | | |
| Equipment Rental | 53100 | | | | | |
| Rents & Leases | 53200 | | | | | |
| Professional Services & Contracts | 53300 | \$224,994 | \$452,500 | \$469,000 | \$16,500 | 3.65% |
| General Insurance | 53400 | | | | | |
| Shop & Field Supplies | 53500 | | | | | |
| Laboratory Supplies | 53600 | | | | | |
| Gasoline & Variable Fuel | 53700 | | | | | |
| Computer Hardware & Software | 53800 | \$1,457 | \$2,000 | \$2,000 | | |
| Stationery & Office Supplies | 53900 | \$103 | \$3,000 | \$3,000 | | |
| Books & Journals | 54100 | | \$800 | \$800 | | |
| Minor Office Equipment | 54200 | \$2,342 | \$3,000 | \$3,000 | | |
| Depreciation & Amortization | 54300 | | | | | |
| Non-Capital Assets | 54600 | | | | | |
| Total Services & Supplies Expenditures | | \$237,185 | \$483,100 | \$500,100 | \$17,000 | 3.52% |
| Capital Expenditures | | | | | | |
| Leasehold Improvements | 60100 | | | | | |
| Building & Grounds | 60105 | | | | | |
| Office Equipment | 60110 | | | | | |
| Computer & Network Equipment | 60115 | \$345,199 | | | | |
| Motorized Equipment | 60120 | | | | | |
| Lab & Monitoring Equipment | 60125 | | | | | |
| Communications Equipment | 60130 | | | | | |
| General Equipment | 60135 | | | | | |
| PM 2.5 Equipment | 60140 | | | | | |
| Biowatch Equipment | 60145 | | | | | |
| Total Capital Expenditures | | \$345,199 | | | | |
| Transfer In/Out | 70005 | (\$48,969) | | | | |
| Total Expenditures | | \$1,852,244 | \$1,947,592 | \$2,064,453 | \$116,861 | 6.00% |

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ADMINISTRATIVE RESOURCES DIVISION

The Administrative Resources Division provides administrative and operational support functions for the Air District, and is comprised of the Executive Operations Office, Business and Facilities Office, Diversity, Equity and Inclusion Office, Finance Office and the Human Resources Office.

The Executive Operations Office is responsible for providing overall administration and direction to Air District staff. Through this office, the Executive Officer/APCO interprets and oversees implementation of Board directives and policies and administers the business of the Air District.

The Business and Facilities Office is responsible for contracts, purchasing, non-workers compensation risk management, office support services, planning and operations of Air District facilities, security, safety, and maintenance.

The Diversity, Equity and Inclusion Office is responsible for developing and integrating principles, practices and strategies for diversity, equity, and inclusion.

The Finance Office operates Accounts Payable, Accounts Receivable, Budgeting, Financial Reporting, and other core functions. This program is also responsible for accurate, complete and timely financial information while ensuring proper accounting and internal controls for the District.

The Human Resources Office is responsible for personnel matters including payroll and benefits, labor and employee relations, recruitment and testing, processing personnel actions, employee performance appraisal and recognition programs, organizational development and training, health and safety compliance, workers compensation and special events coordination.

| | | |
|---|--|----------------------|
| Payroll | | 106 |
| Managing Division: Executive and Administrative Resources | | |
| Contact Person: Judy Yu | | |
| Program Purpose: Administer payroll for District employees and process benefit payments. | | |
| Description of Program: They Payroll Program includes administering all aspects of the Air District's payroll, processing of insurance premium payments, sick leave, annual leave, disability payments, worker's compensation, and other related benefits dealing with payroll. Maintains and utilizes the current Ceridian payroll system. | | |
| Justification of Change Request: The budget has increased to reflect the increase in the Ceridian payroll system's fees. | | |
| Activities | | |
| Process biweekly payroll. | | |
| Maintain time keeping system. | | |
| Perform necessary data entry for payroll program with timekeeping system. | | |
| Audit payroll records. | | |
| Continue to monitor payroll software; review and make needed revisions to the payroll system. | | |
| Process benefit premium payments for accuracy. | | |
| Monitor vacation/leave records. | | |
| Respond to employment verifications and other external request for payroll information. | | |
| Generate payroll reports. | | |
| Major Objectives | | Delivery Date |
| Administer and process payroll in an efficient and effective manner. Assists with problem solving on all aspects of payroll. Compliance with all payroll laws and requirements. | | Bi-weekly |
| Implement conversion of new payroll and timekeeping system. | | 6/30/2019 |

Payroll

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| | | FYE 2017 Audited Program Expenditures | FYE 2018 Amended Program Budget | FYE 2019 Proposed Program Budget | FTE/Dollar Change | Percent Change |
|---|-------|--|--|---|----------------------|-------------------|
| Number of Positions (FTE) | | 0.73 | 0.85 | 1.66 | 0.81 | 95.34% |
| Personnel Expenditures | | | | | | |
| Permanent Salaries | 51105 | \$81,862 | \$92,437 | \$171,001 | \$78,564 | 84.99% |
| Overtime Salaries | 51150 | | | | | |
| Temporary Salaries | 51200 | | | | | |
| Payroll Taxes | 51300 | \$1,232 | \$1,316 | \$2,443 | \$1,128 | 85.72% |
| Pension Benefits | 51400 | \$12,789 | \$17,374 | \$32,299 | \$14,924 | 85.90% |
| FICA Replacement Benefits | 51500 | \$1,021 | \$989 | \$2,848 | \$1,859 | 187.85% |
| Group Insurance Benefits | 51600 | \$12,951 | \$14,096 | \$28,335 | \$14,239 | 101.01% |
| Employee Transportation Subsidy | 51700 | \$845 | \$1,506 | \$2,043 | \$537 | 35.67% |
| Workers' Compensation | 51800 | \$250 | \$545 | \$962 | \$417 | 76.63% |
| Other Post-Employment Benefits | 51850 | \$8,996 | \$9,471 | \$16,729 | \$7,258 | 76.63% |
| Board Stipends | 51900 | | | | | |
| Total Personnel Expenditures | | \$119,947 | \$137,735 | \$256,661 | \$118,926 | 86.34% |
| Services & Supplies Expenditures | | | | | | |
| Travel In-State | 52200 | | | | | |
| Travel Out-Of-State | 52225 | | \$1,300 | \$1,400 | \$100 | 7.69% |
| Training & Education | 52300 | | \$1,600 | \$1,600 | | |
| Repair & Maintenance (Equipment) | 52400 | | | | | |
| Communications | 52500 | | | | | |
| Building Maintenance | 52600 | | | | | |
| Utilities | 52700 | | | | | |
| Postage | 52800 | | | | | |
| Printing & Reproduction | 52900 | | | | | |
| Equipment Rental | 53100 | | | | | |
| Rents & Leases | 53200 | | | | | |
| Professional Services & Contracts | 53300 | \$104,809 | \$110,000 | \$115,000 | \$5,000 | 4.55% |
| General Insurance | 53400 | | | | | |
| Shop & Field Supplies | 53500 | | | | | |
| Laboratory Supplies | 53600 | | | | | |
| Gasoline & Variable Fuel | 53700 | | | | | |
| Computer Hardware & Software | 53800 | | | | | |
| Stationery & Office Supplies | 53900 | | | | | |
| Books & Journals | 54100 | | | | | |
| Minor Office Equipment | 54200 | | | | | |
| Depreciation & Amortization | 54300 | | | | | |
| Non-Capital Assets | 54600 | | | | | |
| Total Services & Supplies Expenditures | | \$104,809 | \$112,900 | \$118,000 | \$5,100 | 4.52% |
| Capital Expenditures | | | | | | |
| Leasehold Improvements | 60100 | | | | | |
| Building & Grounds | 60105 | | | | | |
| Office Equipment | 60110 | | | | | |
| Computer & Network Equipment | 60115 | | | | | |
| Motorized Equipment | 60120 | | | | | |
| Lab & Monitoring Equipment | 60125 | | | | | |
| Communications Equipment | 60130 | | | | | |
| General Equipment | 60135 | | | | | |
| PM 2.5 Equipment | 60140 | | | | | |
| Biowatch Equipment | 60145 | | | | | |
| Total Capital Expenditures | | | | | | |
| Transfer Out | 70005 | (\$5,069) | | | | |
| Total Expenditures | | \$219,687 | \$250,635 | \$374,661 | \$124,026 | 49.48% |

| Benefit Administration | | 107 |
|--|--|----------------------|
| Managing Division: Executive and Administrative Resources | | |
| Contact Person: Judy Yu | | |
| Program Purpose: Administer benefits, ergonomics and safety programs for District employees. | | |
| Description of Program: The Benefits Administration Program includes the following District activities: employee and retiree benefits administration, employee benefits recordkeeping, workers' compensation, safety, ergonomics and special events. | | |
| Justification of Change Request: | | |
| Activities | | |
| Administer Policies and Procedures relating to benefits. | | |
| Administer health, dental, and vision care insurance. | | |
| Administer retirement and pension plan. | | |
| Administer life insurance and long-term disability insurance. | | |
| Administer Dependent Care Assistance Plan and Medical Care Reimbursement Plan. | | |
| Administer Workers Compensation Plan | | |
| Administer Deferred Compensation Programs. | | |
| Administer the Employee Assistance Program. | | |
| Administer Cafeteria Plan. | | |
| Administer COBRA. | | |
| Process Human Resource Information system data. | | |
| Administer transit/carpool subsidy. | | |
| Provide orientation for new and separated employees. | | |
| Coordinate Safety Committee activities and administer CalOSHA safety and training requirements. | | |
| Provide adequate safety-related training. | | |
| Administer requirements for respiratory fitness medical examinations. | | |
| Conduct a variety of health and safety events. | | |
| Coordinate Special Event Programs Including Employee Recognition Award program. | | |
| Administer the ergonomics program and coordinate ergonomic assessments for staff. | | |
| | | |
| Major Objectives | | Delivery Date |
| Administer employee benefit programs. | | 6/30/2019 |
| Develop and administer the emergency planning components of the District's Safety Program. | | 6/30/2019 |
| Administer the ergonomic program. | | 6/30/2019 |
| Provide management and employee consultation regarding benefits administration. | | 6/30/2019 |
| Review and perform cost benefit analysis of existing benefit contracts and consider lower-cost alternatives to traditional insurance. | | 6/30/2019 |
| Administer the Human Resources Information System. | | 6/30/2019 |
| Provide for compliance with Human Resources laws and requirements applying to public employers. | | 6/30/2019 |
| Provide benefit, safety, and ergonomics related training. | | 6/30/2019 |
| Coordinate employee recognition program, all hands, and other special events | | 6/30/2019 |

Benefit Administration

107

| | | FYE 2017 Audited Program Expenditures | FYE 2018 Amended Program Budget | FYE 2019 Proposed Program Budget | FTE/Dollar Change | Percent Change |
|---|-------|--|--|---|----------------------|-------------------|
| Number of Positions (FTE) | | 1.11 | 1.70 | 1.49 | (0.21) | (12.64%) |
| Personnel Expenditures | | | | | | |
| Permanent Salaries | 51105 | \$123,120 | \$170,769 | \$168,709 | (\$2,060) | (1.21%) |
| Overtime Salaries | 51150 | \$666 | | | | |
| Temporary Salaries | 51200 | \$20,894 | | | | |
| Payroll Taxes | 51300 | \$134,198 | \$2,420 | \$2,414 | (\$6) | (0.25%) |
| Pension Benefits | 51400 | \$16,936 | \$31,958 | \$31,810 | (\$148) | (0.46%) |
| FICA Replacement Benefits | 51500 | \$186,317 | \$201,979 | \$2,558 | (\$199,421) | (98.73%) |
| Group Insurance Benefits | 51600 | \$2,316,189 | \$2,562,557 | \$2,529,724 | (\$32,833) | (1.28%) |
| Employee Transportation Subsidy | 51700 | \$1,088 | \$2,662 | \$2,034 | (\$627) | (23.58%) |
| Workers' Compensation | 51800 | \$8,242 | \$1,089 | \$860 | (\$229) | (21.01%) |
| Other Post-Employment Benefits | 51850 | \$11,903 | \$18,943 | \$14,963 | (\$3,980) | (21.01%) |
| Board Stipends | 51900 | | | | | |
| Total Personnel Expenditures | | \$2,819,554 | \$2,992,376 | \$2,753,072 | (\$239,303) | (8.00%) |
| Services & Supplies Expenditures | | | | | | |
| Travel In-State | 52200 | \$2,876 | \$2,600 | \$2,600 | | |
| Travel Out-Of-State | 52225 | | | | | |
| Training & Education | 52300 | \$8,364 | \$67,400 | \$67,400 | | |
| Repair & Maintenance (Equipment) | 52400 | | | | | |
| Communications | 52500 | | | | | |
| Building Maintenance | 52600 | | | | | |
| Utilities | 52700 | | | | | |
| Postage | 52800 | | | | | |
| Printing & Reproduction | 52900 | | | | | |
| Equipment Rental | 53100 | | | | | |
| Rents & Leases | 53200 | | | | | |
| Professional Services & Contracts | 53300 | \$99,914 | \$126,000 | \$126,000 | | |
| General Insurance | 53400 | | | | | |
| Shop & Field Supplies | 53500 | \$34,053 | \$35,000 | \$35,000 | | |
| Laboratory Supplies | 53600 | | | | | |
| Gasoline & Variable Fuel | 53700 | | | | | |
| Computer Hardware & Software | 53800 | | | | | |
| Stationery & Office Supplies | 53900 | | | | | |
| Books & Journals | 54100 | | | | | |
| Minor Office Equipment | 54200 | | | | | |
| Depreciation & Amortization | 54300 | | | | | |
| Non-Capital Assets | 54600 | | | | | |
| Total Services & Supplies Expenditures | | \$145,208 | \$231,000 | \$231,000 | | |
| Capital Expenditures | | | | | | |
| Leasehold Improvements | 60100 | | | | | |
| Building & Grounds | 60105 | | | | | |
| Office Equipment | 60110 | | | | | |
| Computer & Network Equipment | 60115 | | | | | |
| Motorized Equipment | 60120 | | | | | |
| Lab & Monitoring Equipment | 60125 | | | | | |
| Communications Equipment | 60130 | | | | | |
| General Equipment | 60135 | | | | | |
| PM 2.5 Equipment | 60140 | | | | | |
| Biowatch Equipment | 60145 | | | | | |
| Total Capital Expenditures | | | | | | |
| Transfer Out | 70005 | (\$119,157) | | | | |
| Total Expenditures | | \$2,845,605 | \$3,223,376 | \$2,984,072 | (\$239,303) | (7.42%) |

| Organizational Development | | 109 |
|--|--|----------------------|
| Managing Division: Executive and Administrative Resources | | |
| Contact Person: Judy Yu | | |
| Program Purpose: Provide appropriate workplace learning and organization development to increase organizational effectiveness and results through training and development activities. Administer wellness events and activities to increase the well-being of the staff. | | |
| Description of Program: The District's training and development program includes career developmental training for all non-management employees; and career developmental training, skills enhancement, safety, knowledge transfer, and succession planning for supervisory and management employees. It includes analysis of needs assessments and implementation of workforce development activities as part of an overall strategy to retain a top performing and motivated workforce. The program also includes the administration and coordination of wellness activities and events. | | |
| Justification of Change Request: | | |
| Activities | | |
| Provide leadership development training as part of overall succession planning. | | |
| Expand management/supervisory training. | | |
| Provide support staff training. | | |
| Provide labor relations training to management staff. | | |
| Provide Ethics, Equal Opportunity, Diversity and Sexual Harassment prevention training. | | |
| Provide coaching and development support to management and staff as needed. | | |
| Administer Educational Reimbursement Program. | | |
| Development of a specialized rotational job development program. | | |
| Provide for targeted division-specific training as requested or needed. | | |
| Provide and support District-wide training programs as requested or needed. | | |
| Coordinate and implement the various wellness activities and events. | | |
| Administer the performance evaluation program. | | |
| Major Objectives | | Delivery Date |
| To provide District Employees with appropriate training and development programs. To provide the District with a defined succession program involving appropriate staffing. To provide training, staffing, and development programs allowing flexibility in the changing needs and priorities of the Air District | | 6/30/2019 |
| To provide compliance with Federal, State, and local laws which require training applicable to District programs, processes and activities. | | 6/30/2019 |
| To administer and coordinate the wellness program. | | 6/30/2019 |
| To develop and implement an online system to track performance evaluation. | | 6/30/2019 |
| To develop and implement a mentorship program. | | 6/30/2019 |

| | | FYE 2017 Audited Program Expenditures | FYE 2018 Amended Program Budget | FYE 2019 Proposed Program Budget | FTE/Dollar Change | Percent Change |
|---|-------|--|--|---|----------------------|-------------------|
| Number of Positions (FTE) | | 0.90 | 0.76 | 1.20 | 0.44 | 56.88% |
| Personnel Expenditures | | | | | | |
| Permanent Salaries | 51105 | \$100,600 | \$83,477 | \$132,311 | \$48,834 | 58.50% |
| Overtime Salaries | 51150 | \$692 | | | | |
| Temporary Salaries | 51200 | \$156 | | | | |
| Payroll Taxes | 51300 | \$1,517 | \$1,187 | \$1,892 | \$705 | 59.35% |
| Pension Benefits | 51400 | \$15,691 | \$15,683 | \$24,608 | \$8,925 | 56.91% |
| FICA Replacement Benefits | 51500 | \$1,238 | \$890 | \$2,059 | \$1,169 | 131.31% |
| Group Insurance Benefits | 51600 | \$15,773 | \$12,817 | \$26,155 | \$13,339 | 104.07% |
| Employee Transportation Subsidy | 51700 | \$1,030 | \$1,357 | \$1,739 | \$382 | 28.18% |
| Workers' Compensation | 51800 | \$307 | \$490 | \$695 | \$205 | 41.86% |
| Other Post-Employment Benefits | 51850 | \$11,055 | \$8,523 | \$12,091 | \$3,568 | 41.86% |
| Board Stipends | 51900 | | | | | |
| Total Personnel Expenditures | | \$148,060 | \$124,425 | \$201,551 | \$77,126 | 61.99% |
| Services & Supplies Expenditures | | | | | | |
| Travel In-State | 52200 | \$1,913 | \$2,600 | \$2,600 | | |
| Travel Out-Of-State | 52225 | | | | | |
| Training & Education | 52300 | \$147,366 | \$197,000 | \$177,000 | (\$20,000) | (10.15%) |
| Repair & Maintenance (Equipment) | 52400 | | | | | |
| Communications | 52500 | | | | | |
| Building Maintenance | 52600 | | | | | |
| Utilities | 52700 | | | | | |
| Postage | 52800 | | | | | |
| Printing & Reproduction | 52900 | \$26 | | | | |
| Equipment Rental | 53100 | | | | | |
| Rents & Leases | 53200 | | | | | |
| Professional Services & Contracts | 53300 | \$417 | \$200 | \$200 | | |
| General Insurance | 53400 | | | | | |
| Shop & Field Supplies | 53500 | | | | | |
| Laboratory Supplies | 53600 | | | | | |
| Gasoline & Variable Fuel | 53700 | | | | | |
| Computer Hardware & Software | 53800 | | | | | |
| Stationery & Office Supplies | 53900 | | | | | |
| Books & Journals | 54100 | | \$200 | \$200 | | |
| Minor Office Equipment | 54200 | | | | | |
| Depreciation & Amortization | 54300 | | | | | |
| Non-Capital Assets | 54600 | | | | | |
| Total Services & Supplies Expenditures | | \$149,722 | \$200,000 | \$180,000 | (\$20,000) | (10.00%) |
| Capital Expenditures | | | | | | |
| Leasehold Improvements | 60100 | | | | | |
| Building & Grounds | 60105 | | | | | |
| Office Equipment | 60110 | | | | | |
| Computer & Network Equipment | 60115 | | | | | |
| Motorized Equipment | 60120 | | | | | |
| Lab & Monitoring Equipment | 60125 | | | | | |
| Communications Equipment | 60130 | | | | | |
| General Equipment | 60135 | | | | | |
| PM 2.5 Equipment | 60140 | | | | | |
| Biowatch Equipment | 60145 | | | | | |
| Total Capital Expenditures | | | | | | |
| Transfer Out | 70005 | (\$6,257) | | | | |
| Total Expenditures | | \$291,525 | \$324,425 | \$381,551 | \$57,126 | 17.61% |

| Employment Relations | | 111 |
|--|--|----------------------|
| Managing Division: Executive and Administrative Resources | | |
| Contact Person: Judy Yu | | |
| Program Purpose: Provide management and staff support in the area of employment relations. | | |
| Description of Program: The Employment Relations Program includes the following District activities: classification and compensation, employee relations, labor relations, Equal Employment Opportunity (EEO) programs, personnel regulatory compliance, research and recordkeeping. | | |
| Justification of Change Request: None. | | |
| Activities | | |
| Administer, interpret, and implement the Memorandum of Understanding (MOU) and Personnel Policies and Procedures of the Administrative Code. | | |
| Provide management and staff consultation. | | |
| Administer EEO Policy. | | |
| Meet with Employee Association on appropriate subjects. | | |
| Provide support of grievance/arbitration processes. | | |
| Administer Performance Appraisal System. | | |
| Maintain accurate employment records. | | |
| Provide discipline counseling. | | |
| Major Objectives | | Delivery Date |
| Administer, interpret, implement and comply with the MOU and applicable laws, rules and regulations. | | 6/30/2019 |
| Administer, interpret, implement and comply with the Personnel Policies and Procedures of the Administrative Code and applicable laws, rules and regulations. | | 6/30/2019 |
| Administer, interpret, implement and comply with the District's Administrative Instructions. | | 6/30/2019 |
| Administer the Equal Employment Opportunity policy. | | 6/30/2019 |
| Continue positive relations with the Employees' Association. | | 6/30/2019 |
| Ensure reliability of employment history and data. | | 6/30/2019 |

| | | FYE 2017 Audited Program Expenditures | FYE 2018 Amended Program Budget | FYE 2019 Proposed Program Budget | FTE/Dollar Change | Percent Change |
|---|-------|--|--|---|----------------------|-------------------|
| Number of Positions (FTE) | | 1.74 | 2.26 | 1.72 | (0.54) | (23.83%) |
| Personnel Expenditures | | | | | | |
| Permanent Salaries | 51105 | \$192,815 | \$247,012 | \$210,855 | (\$36,157) | (14.64%) |
| Overtime Salaries | 51150 | \$1,925 | | | | |
| Temporary Salaries | 51200 | \$6,627 | | | | |
| Payroll Taxes | 51300 | \$2,830 | \$3,481 | \$3,020 | (\$462) | (13.26%) |
| Pension Benefits | 51400 | \$29,360 | \$45,977 | \$41,888 | (\$4,088) | (8.89%) |
| FICA Replacement Benefits | 51500 | \$2,349 | \$2,635 | \$3,014 | \$379 | 14.36% |
| Group Insurance Benefits | 51600 | \$29,686 | \$46,066 | \$29,086 | (\$16,980) | (36.86%) |
| Employee Transportation Subsidy | 51700 | \$1,929 | \$2,063 | \$2,468 | \$405 | 19.62% |
| Workers' Compensation | 51800 | \$589 | \$1,451 | \$999 | (\$452) | (31.13%) |
| Other Post-Employment Benefits | 51850 | \$21,189 | \$25,229 | \$17,375 | (\$7,853) | (31.13%) |
| Board Stipends | 51900 | | | | | |
| Total Personnel Expenditures | | \$289,300 | \$373,914 | \$308,706 | (\$65,208) | (17.44%) |
| Services & Supplies Expenditures | | | | | | |
| Travel In-State | 52200 | \$878 | \$6,000 | \$6,000 | | |
| Travel Out-Of-State | 52225 | | | | | |
| Training & Education | 52300 | \$14,551 | \$7,000 | \$9,000 | \$2,000 | 28.57% |
| Repair & Maintenance (Equipment) | 52400 | | | | | |
| Communications | 52500 | | | | | |
| Building Maintenance | 52600 | | | | | |
| Utilities | 52700 | | | | | |
| Postage | 52800 | | | | | |
| Printing & Reproduction | 52900 | | | | | |
| Equipment Rental | 53100 | | | | | |
| Rents & Leases | 53200 | | | | | |
| Professional Services & Contracts | 53300 | \$297,872 | \$241,500 | \$261,000 | \$19,500 | 8.07% |
| General Insurance | 53400 | | | | | |
| Shop & Field Supplies | 53500 | | | | | |
| Laboratory Supplies | 53600 | | | | | |
| Gasoline & Variable Fuel | 53700 | | | | | |
| Computer Hardware & Software | 53800 | | | | | |
| Stationery & Office Supplies | 53900 | | \$500 | \$500 | | |
| Books & Journals | 54100 | | \$500 | \$500 | | |
| Minor Office Equipment | 54200 | | | | | |
| Depreciation & Amortization | 54300 | | | | | |
| Non-Capital Assets | 54600 | | | | | |
| Total Services & Supplies Expenditures | | \$313,301 | \$255,500 | \$277,000 | \$21,500 | 8.41% |
| Capital Expenditures | | | | | | |
| Leasehold Improvements | 60100 | | | | | |
| Building & Grounds | 60105 | | | | | |
| Office Equipment | 60110 | | | | | |
| Computer & Network Equipment | 60115 | | | | | |
| Motorized Equipment | 60120 | | | | | |
| Lab & Monitoring Equipment | 60125 | | | | | |
| Communications Equipment | 60130 | | | | | |
| General Equipment | 60135 | | | | | |
| PM 2.5 Equipment | 60140 | | | | | |
| Biowatch Equipment | 60145 | | | | | |
| Total Capital Expenditures | | | | | | |
| Transfer Out | 70005 | (\$12,147) | | | | |
| Total Expenditures | | \$590,454 | \$629,414 | \$585,706 | (\$43,708) | (6.94%) |

| Office of Diversity, Equity & Inclusion | | 113 |
|--|--|---------------|
| Managing Division: Executive and Administrative Resources | | |
| Contact Person: Mary Ann Okpalaugo | | |
| Program Purpose: Reflects the Air District's leadership and commitment to diversity, equity and inclusion within the agency and the Bay Area. | | |
| Description of Program: Office of Diversity, Equity and Inclusion (DE&I) - The Air District's Office of DE&I is responsible for developing and integrating principles, practices and strategies for diversity, equity, and inclusion. DEI will be part of the Executive Office and will focus on reviewing Air District programs, policies, procedures, initiatives and funding to ensure that the vital work of bringing a clear equity lens to the Air District's mission of "protecting public health, air quality and the global climate" is achieved. | | |
| Justification of Change Request: | | |
| Activities | | |
| Facilitate Strategy Initiatives: Communication, Education and Awareness; Employment Practices and Recruiting; Empowerment; Mentorship Program Development; Community Outreach and Brand Awareness | | |
| Work to Drive Diversity and Inclusion Initiatives within Air District at all levels and Programs in the Air District | | |
| Leverage Workforce Diversity and Empower Diverse Perspectives throughout Training & Leadership Development | | |
| Establish Practices that Promote Inclusive Voices to Shift Leadership Pipeline | | |
| Participation in Government Alliance on Race & Equity 2018 Implementation Cohort | | |
| Major Objectives | | |
| Partner with Human Resources to determine current initiatives and develop long term strategies to Build Diversity and Inclusion into the Talent Life Cycle to Enhance Employee Engagement and Empower all Voices to Seek Leadership Roles | | Ongoing |
| Develop Strategy to Expand Diversity and Inclusion to Recruiting and Promotional Opportunities to Build Pipeline | | Ongoing |
| Development of Comprehensive Diversity, Equity, and Inclusion Training Program | | December 2018 |
| Cultivate a Collaborative, Productive and Inclusive Work Environment that Leverages Diversity and Where Employees Feel Valued - Skill Building Around Conversations and Bias | | Ongoing |
| Complete Local and Regional Government Alliance on Racial Equity Program 2018 Implementation year | | December 2018 |

| | FYE 2017 Audited Program Expenditures | FYE 2018 Amended Program Budget | FYE 2019 Proposed Program Budget | FTE/Dollar Change | Percent Change |
|---|--|--|---|----------------------|-------------------|
| Number of Positions (FTE) | | 2.00 | 2.00 | - | |
| Personnel Expenditures | | | | | |
| Permanent Salaries | 51105 | \$258,657 | \$258,177 | (\$480) | (0.19%) |
| Overtime Salaries | 51150 | | | | |
| Temporary Salaries | 51200 | | | | |
| Payroll Taxes | 51300 | \$3,685 | \$3,700 | \$15 | 0.40% |
| Pension Benefits | 51400 | \$48,667 | \$51,372 | \$2,706 | 5.56% |
| FICA Replacement Benefits | 51500 | \$2,328 | \$3,516 | \$1,188 | 51.04% |
| Group Insurance Benefits | 51600 | \$38,652 | \$48,322 | \$9,670 | 25.02% |
| Employee Transportation Subsidy | 51700 | \$3,840 | \$2,234 | (\$1,606) | (41.82%) |
| Workers' Compensation | 51800 | \$1,281 | \$1,159 | (\$123) | (9.58%) |
| Other Post-Employment Benefits | 51850 | \$22,286 | \$20,151 | (\$2,135) | (9.58%) |
| Board Stipends | 51900 | | | | |
| Total Personnel Expenditures | | \$379,396 | \$388,631 | \$9,235 | 2.43% |
| Services & Supplies Expenditures | | | | | |
| Travel In-State | 52200 | \$4,200 | \$4,700 | \$500 | 11.90% |
| Travel Out-Of-State | 52225 | \$7,200 | \$7,900 | \$700 | 9.72% |
| Training & Education | 52300 | \$65,500 | \$60,000 | (\$5,500) | (8.40%) |
| Repair & Maintenance (Equipment) | 52400 | | | | |
| Communications | 52500 | | | | |
| Building Maintenance | 52600 | | | | |
| Utilities | 52700 | | | | |
| Postage | 52800 | | | | |
| Printing & Reproduction | 52900 | \$5,000 | \$5,000 | | |
| Equipment Rental | 53100 | | | | |
| Rents & Leases | 53200 | | | | |
| Professional Services & Contracts | 53300 | \$418,100 | \$400,000 | (\$18,100) | (4.33%) |
| General Insurance | 53400 | | | | |
| Shop & Field Supplies | 53500 | | | | |
| Laboratory Supplies | 53600 | | | | |
| Gasoline & Variable Fuel | 53700 | | | | |
| Computer Hardware & Software | 53800 | | | | |
| Stationery & Office Supplies | 53900 | | | | |
| Books & Journals | 54100 | | | | |
| Minor Office Equipment | 54200 | | | | |
| Depreciation & Amortization | 54300 | | | | |
| Non-Capital Assets | 54600 | | | | |
| Total Services & Supplies Expenditures | | \$500,000 | \$477,600 | (\$22,400) | (4.48%) |
| Capital Expenditures | | | | | |
| Leasehold Improvements | 60100 | | | | |
| Building & Grounds | 60105 | | | | |
| Office Equipment | 60110 | | | | |
| Computer & Network Equipment | 60115 | | | | |
| Motorized Equipment | 60120 | | | | |
| Lab & Monitoring Equipment | 60125 | | | | |
| Communications Equipment | 60130 | | | | |
| General Equipment | 60135 | | | | |
| PM 2.5 Equipment | 60140 | | | | |
| Biowatch Equipment | 60145 | | | | |
| Total Capital Expenditures | | | | | |
| Transfer In/Out | 70005 | | | | |
| Total Expenditures | | \$879,396 | \$866,231 | (\$13,165) | (1.50%) |

| Recruitment & Testing | | 114 |
|---|--|----------------------|
| Managing Division: Executive and Administrative Resources | | |
| Contact Person: Judy Yu | | |
| Program Purpose: The Recruitment and Testing Program conducts recruitment, testing and outreach activities for external and internal candidates to fill vacant positions. | | |
| Description of Program: This Recruitment and Testing Program includes costs associated with outreach and advertising for vacant positions, as well as costs for testing candidates, including retaining external panel members. Maintain equal opportunity recruitment policy and compliance with all laws, policies, and requirements. | | |
| Justification of Change Request: None. | | |
| Activities | | |
| Online or hard copy advertising of vacant positions. | | |
| Participation in job fairs and similar outreach activities. | | |
| Travel to regional and out of state recruitment events and similar activities. | | |
| Duplicating of recruitment materials. | | |
| Special design services for recruiting materials. | | |
| Professional services for specialized executive management recruitments. | | |
| On-going applicant tracking system subscription and professional services fees. | | |
| Conducting screenings of minimum qualifications, supplemental applications, and resumes. | | |
| Coordinating panel interviews and hiring interviews. | | |
| Performing background checks, reference checks, DMV checks and physical abilities checks. | | |
| Utilization of resources for recruitment such as NeoGov | | |
| | | |
| Major Objectives | | Delivery Date |
| Recruitment and testing conducted for "X" number of vacancies. | | 6/30/2019 |
| "X" number of new external candidates hired. | | 6/30/2019 |
| "X" number of internal candidates promoted. | | 6/30/2019 |
| Compliance with all applicable recruitment policies, requirements and law. | | 6/30/2019 |
| Maintain Air District's Equal Opportunity Policy for recruitment and testing. | | 6/30/2019 |
| Implement online testing. | | 6/30/2019 |

Recruitment & Testing

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| | | FYE 2017 Audited Program Expenditures | FYE 2018 Amended Program Budget | FYE 2019 Proposed Program Budget | FTE/Dollar Change | Percent Change |
|---|-------|--|--|---|----------------------|-------------------|
| Number of Positions (FTE) | | 2.55 | 2.60 | 2.56 | (0.04) | (1.62%) |
| Personnel Expenditures | | | | | | |
| Permanent Salaries | 51105 | \$282,959 | \$274,831 | \$281,477 | \$6,646 | 2.42% |
| Overtime Salaries | 51150 | \$229 | | | | |
| Temporary Salaries | 51200 | | | | | |
| Payroll Taxes | 51300 | \$4,264 | \$3,891 | \$4,025 | \$135 | 3.46% |
| Pension Benefits | 51400 | \$44,239 | \$51,384 | \$53,524 | \$2,139 | 4.16% |
| FICA Replacement Benefits | 51500 | \$3,507 | \$3,026 | \$4,395 | \$1,368 | 45.21% |
| Group Insurance Benefits | 51600 | \$44,654 | \$46,852 | \$50,067 | \$3,215 | 6.86% |
| Employee Transportation Subsidy | 51700 | \$2,906 | \$3,430 | \$2,848 | (\$582) | (16.96%) |
| Workers' Compensation | 51800 | \$864 | \$1,666 | \$1,482 | (\$184) | (11.04%) |
| Other Post-Employment Benefits | 51850 | \$31,095 | \$28,971 | \$25,772 | (\$3,199) | (11.04%) |
| Board Stipends | 51900 | | | | | |
| Total Personnel Expenditures | | \$414,718 | \$414,051 | \$423,590 | \$9,539 | 2.30% |
| Services & Supplies Expenditures | | | | | | |
| Travel In-State | 52200 | \$292 | | | | |
| Travel Out-Of-State | 52225 | \$580 | \$4,600 | \$2,800 | (\$1,800) | (39.13%) |
| Training & Education | 52300 | \$332 | | | | |
| Repair & Maintenance (Equipment) | 52400 | | | | | |
| Communications | 52500 | \$30,121 | \$50,000 | \$50,000 | | |
| Building Maintenance | 52600 | | | | | |
| Utilities | 52700 | | | | | |
| Postage | 52800 | | | | | |
| Printing & Reproduction | 52900 | | | | | |
| Equipment Rental | 53100 | | | | | |
| Rents & Leases | 53200 | | | | | |
| Professional Services & Contracts | 53300 | \$41,459 | \$100,000 | \$80,000 | (\$20,000) | (20.00%) |
| General Insurance | 53400 | | | | | |
| Shop & Field Supplies | 53500 | | | | | |
| Laboratory Supplies | 53600 | | | | | |
| Gasoline & Variable Fuel | 53700 | | | | | |
| Computer Hardware & Software | 53800 | | | | | |
| Stationery & Office Supplies | 53900 | | | | | |
| Books & Journals | 54100 | | | | | |
| Minor Office Equipment | 54200 | | | | | |
| Depreciation & Amortization | 54300 | | | | | |
| Non-Capital Assets | 54600 | | | | | |
| Total Services & Supplies Expenditures | | \$72,784 | \$154,600 | \$132,800 | (\$21,800) | (14.10%) |
| Capital Expenditures | | | | | | |
| Leasehold Improvements | 60100 | | | | | |
| Building & Grounds | 60105 | | | | | |
| Office Equipment | 60110 | | | | | |
| Computer & Network Equipment | 60115 | | | | | |
| Motorized Equipment | 60120 | | | | | |
| Lab & Monitoring Equipment | 60125 | | | | | |
| Communications Equipment | 60130 | | | | | |
| General Equipment | 60135 | | | | | |
| PM 2.5 Equipment | 60140 | | | | | |
| Biowatch Equipment | 60145 | | | | | |
| Total Capital Expenditures | | | | | | |
| Transfer Out | 70005 | (\$17,527) | | | | |
| Total Expenditures | | \$469,976 | \$568,651 | \$556,390 | (\$12,261) | (2.16%) |

| Facilities | | 702 |
|--|--|----------------------|
| Managing Division: Executive and Administrative Resources | | |
| Contact Person: Satnam Hundel | | |
| Program Purpose: Facilities Planning and Maintenance of existing facilities, equipment and supplies. | | |
| Description of Program: The Facilities Planning section provides for the day to day operations of the Air District's office at 375 Beale Street and satellite offices. The development of safety protocols is ongoing, security, and maintenance of existing infrastructure and equipment is ongoing and will include satellite offices. | | |
| Justification of Change Request: None. | | |
| Activities | | |
| Work with BAHA and consultants on facility related projects in reference to shared space and services at 375 Beale Street. | | |
| Respond to emergency facility repair requests. | | |
| Oversee general contractors for the construction of offices and cubicles. Procure furniture and reconfigure cubicle spaces. Oversee electricians and plumbers. | | |
| Routine maintenance at offsite facilities: performing preventive and scheduled maintenance as well as maintenance performed in response to signs of wear and tear observed during planned maintenance activities. | | |
| Conference room set-up and oversee security for Board meetings. | | |
| Major Objectives | | Delivery Date |
| Work with BAHA and consultants on facility related projects in reference to shared space and services at 375 Beale Street. | | Ongoing |
| Respond to emergency facility repair requests. | | Ongoing |
| Oversee general contractors for the construction of offices and cubicles. Procure furniture and reconfigure cubicle spaces. Oversee electricians and plumbers. | | Ongoing |
| Routine maintenance at offsite facilities: performing preventive and scheduled maintenance as well as maintenance performed in response to signs of wear and tear observed during planned maintenance activities. | | Ongoing |
| Conference room set-up and oversee security for Board meetings. | | Ongoing |

Facilities

702

| | | FYE 2017 Audited Program Expenditures | FYE 2018 Amended Program Budget | FYE 2019 Proposed Program Budget | FTE/Dollar Change | Percent Change |
|---|-------|--|--|---|----------------------|-------------------|
| Number of Positions (FTE) | | 2.51 | 2.08 | 1.99 | (0.09) | (4.31%) |
| Personnel Expenditures | | | | | | |
| Permanent Salaries | 51105 | \$278,205 | \$168,466 | \$173,357 | \$4,892 | 2.90% |
| Overtime Salaries | 51150 | \$4,532 | | | | |
| Temporary Salaries | 51200 | \$81,679 | | | | |
| Payroll Taxes | 51300 | \$4,140 | \$2,391 | \$2,470 | \$80 | 3.33% |
| Pension Benefits | 51400 | \$42,980 | \$31,573 | \$34,299 | \$2,726 | 8.63% |
| FICA Replacement Benefits | 51500 | \$3,458 | \$2,416 | \$3,403 | \$986 | 40.81% |
| Group Insurance Benefits | 51600 | \$43,364 | \$32,719 | \$47,928 | \$15,208 | 46.48% |
| Employee Transportation Subsidy | 51700 | \$4,063 | \$1,752 | \$1,942 | \$190 | 10.84% |
| Workers' Compensation | 51800 | \$850 | \$1,330 | \$1,151 | (\$179) | (13.47%) |
| Other Post-Employment Benefits | 51850 | \$30,573 | \$23,133 | \$20,016 | (\$3,116) | (13.47%) |
| Board Stipends | 51900 | | | | | |
| Total Personnel Expenditures | | \$493,844 | \$263,779 | \$284,566 | \$20,786 | 7.88% |
| Services & Supplies Expenditures | | | | | | |
| Travel In-State | 52200 | \$216 | | | | |
| Travel Out-Of-State | 52225 | | | | | |
| Training & Education | 52300 | | \$600 | | (\$600) | (100.00%) |
| Repair & Maintenance (Equipment) | 52400 | | \$16,500 | \$25,000 | \$8,500 | 51.52% |
| Communications | 52500 | | | | | |
| Building Maintenance | 52600 | \$59,323 | \$232,000 | \$325,000 | \$93,000 | 40.09% |
| Utilities | 52700 | \$3,731 | \$55,000 | \$65,000 | \$10,000 | 18.18% |
| Postage | 52800 | | | | | |
| Printing & Reproduction | 52900 | | | | | |
| Equipment Rental | 53100 | | | | | |
| Rents & Leases | 53200 | \$20,974 | | | | |
| Professional Services & Contracts | 53300 | \$452,375 | \$192,500 | \$250,000 | \$57,500 | 29.87% |
| General Insurance | 53400 | | | | | |
| Shop & Field Supplies | 53500 | \$1,431 | \$3,000 | \$3,000 | | |
| Laboratory Supplies | 53600 | | | | | |
| Gasoline & Variable Fuel | 53700 | | | | | |
| Computer Hardware & Software | 53800 | | | | | |
| Stationery & Office Supplies | 53900 | \$568 | | | | |
| Books & Journals | 54100 | | | | | |
| Minor Office Equipment | 54200 | | | \$100,000 | \$100,000 | |
| Depreciation & Amortization | 54300 | | | | | |
| Non-Capital Assets | 54600 | | | | | |
| Total Services & Supplies Expenditures | | \$538,618 | \$499,600 | \$768,000 | \$268,400 | 53.72% |
| Capital Expenditures | | | | | | |
| Leasehold Improvements | 60100 | | | | | |
| Building & Grounds | 60105 | | | | | |
| Office Equipment | 60110 | | | | | |
| Computer & Network Equipment | 60115 | | | | | |
| Motorized Equipment | 60120 | | | | | |
| Lab & Monitoring Equipment | 60125 | | | | | |
| Communications Equipment | 60130 | | | | | |
| General Equipment | 60135 | | | | | |
| PM2.5 Equipment | 60140 | | | | | |
| Biowatch Equipment | 60145 | | | | | |
| Total Capital Expenditures | | | | | | |
| Transfer Out | 70005 | (\$20,871) | | | | |
| Total Expenditures | | \$1,011,591 | \$763,379 | \$1,052,566 | \$289,186 | 37.88% |

| Communications | | 703 |
|--|--|----------------------|
| Managing Division: Executive and Administrative Resources | | |
| Contact Person: Satnam Hundel | | |
| Program Purpose: Maintenance of the day-to-day communication and reproduction operations of the District. | | |
| Description of Program: The day-to-day administrative operations include: sorting and distribution of incoming and outgoing mail, and processing reproduction and subscription requests. | | |
| Justification of Change Request: None. | | |
| Activities | | |
| Process incoming and outgoing mail (outgoing approximately 30,000 pieces/month). | | |
| Maintain subscription service for District publications (Air Currents). | | |
| Process Directory changes. | | |
| Process photocopying requests, including document binding and package preparation. | | |
| Sort and distribute incoming mail and packages in-house | | |
| Prepare and mail board packets, asbestos reports, permits, permit invoices, data update forms, and other materials as requested. | | |
| Receive and sign for incoming deliveries. | | |
| Major Objectives | | Delivery Date |
| Process incoming and outgoing mail (outgoing approximately 30,000 pieces/month). | | Daily |
| Sort and distribute incoming mail and packages in-house | | Daily |

Communications

703

| | | FYE 2017 Audited Program Expenditures | FYE 2018 Amended Program Budget | FYE 2019 Proposed Program Budget | FTE/Dollar Change | Percent Change |
|---|-------|--|--|---|----------------------|-------------------|
| Number of Positions (FTE) | | 2.05 | 2.50 | 2.04 | (0.46) | (18.47%) |
| Personnel Expenditures | | | | | | |
| Permanent Salaries | 51105 | \$227,200 | \$168,959 | \$120,765 | (\$48,194) | (28.52%) |
| Overtime Salaries | 51150 | \$8,199 | | | | |
| Temporary Salaries | 51200 | \$45,161 | | | | |
| Payroll Taxes | 51300 | \$3,429 | \$2,348 | \$1,706 | (\$642) | (27.33%) |
| Pension Benefits | 51400 | \$35,635 | \$31,016 | \$21,699 | (\$9,317) | (30.04%) |
| FICA Replacement Benefits | 51500 | \$2,838 | \$2,906 | \$3,486 | \$580 | 19.96% |
| Group Insurance Benefits | 51600 | \$36,468 | \$47,515 | \$33,546 | (\$13,968) | (29.40%) |
| Employee Transportation Subsidy | 51700 | \$3,793 | \$4,373 | \$3,926 | (\$447) | (10.23%) |
| Workers' Compensation | 51800 | \$694 | \$1,599 | \$1,179 | (\$420) | (26.28%) |
| Other Post-Employment Benefits | 51850 | \$24,968 | \$27,815 | \$20,505 | (\$7,310) | (26.28%) |
| Board Stipends | 51900 | | | | | |
| Total Personnel Expenditures | | \$388,384 | \$286,532 | \$206,813 | (\$79,719) | (27.82%) |
| Services & Supplies Expenditures | | | | | | |
| Travel In-State | 52200 | | | | | |
| Travel Out-Of-State | 52225 | | | | | |
| Training & Education | 52300 | \$538 | \$1,600 | | (\$1,600) | (100.00%) |
| Repair & Maintenance (Equipment) | 52400 | \$2,298 | \$53,000 | | (\$53,000) | (100.00%) |
| Communications | 52500 | \$215,142 | \$200,000 | \$220,000 | \$20,000 | 10.00% |
| Building Maintenance | 52600 | | | | | |
| Utilities | 52700 | | | | | |
| Postage | 52800 | \$50,831 | \$74,000 | \$84,000 | \$10,000 | 13.51% |
| Printing & Reproduction | 52900 | | \$11,000 | \$2,200 | (\$8,800) | (80.00%) |
| Equipment Rental | 53100 | \$57,659 | \$30,000 | \$33,000 | \$3,000 | 10.00% |
| Rents & Leases | 53200 | | | | | |
| Professional Services & Contracts | 53300 | \$196,823 | \$500,000 | \$490,000 | (\$10,000) | (2.00%) |
| General Insurance | 53400 | | | | | |
| Shop & Field Supplies | 53500 | | | | | |
| Laboratory Supplies | 53600 | | | | | |
| Gasoline & Variable Fuel | 53700 | | | | | |
| Computer Hardware & Software | 53800 | | | | | |
| Stationery & Office Supplies | 53900 | \$638 | | | | |
| Books & Journals | 54100 | | | | | |
| Minor Office Equipment | 54200 | | | | | |
| Depreciation & Amortization | 54300 | | | | | |
| Non-Capital Assets | 54600 | | | | | |
| Total Services & Supplies Expenditures | | \$523,929 | \$869,600 | \$829,200 | (\$40,400) | (4.65%) |
| Capital Expenditures | | | | | | |
| Leasehold Improvements | 60100 | | | | | |
| Building & Grounds | 60105 | | | | | |
| Office Equipment | 60110 | | | | | |
| Computer & Network Equipment | 60115 | | | | | |
| Motorized Equipment | 60120 | | | | | |
| Lab & Monitoring Equipment | 60125 | | | | | |
| Communications Equipment | 60130 | | | | | |
| General Equipment | 60135 | | | | | |
| PM 2.5 Equipment | 60140 | | | | | |
| Biowatch Equipment | 60145 | | | | | |
| Total Capital Expenditures | | | | | | |
| Transfer Out | 70005 | (\$16,414) | | | | |
| Total Expenditures | | \$895,899 | \$1,156,132 | \$1,036,013 | (\$120,119) | (10.39%) |

| | | |
|--|--|----------------------|
| 375 Beale Street | | 707 |
| Managing Division: Executive and Administrative Resources | | |
| Contact Person: Satnam Hundel | | |
| Program Purpose: The cost associated with the Air District's office space located at 375 Beale Street. | | |
| Description of Program: This program will pay for the lease payments associated the Air District's financing ownership interest of its portion of the new facility through the issuance of a private placement of Certificate of Participation Notes (COPS) with the Bay Area Housing Authority. | | |
| Justification of Change Request: None. | | |
| Activities | | |
| Payment towards the Air District's financing obligation (COPS). | | |
| Major Objectives | | Delivery Date |
| Make monthly payments of \$100,000 towards the financing obligations for the FYE 2018/2019 | | Monthly |

| | FYE 2017 Audited Program Expenditures | FYE 2018 Amended Program Budget | FYE 2019 Proposed Program Budget | FTE/Dollar Change | Percent Change |
|---|--|--|---|----------------------|-------------------|
| Number of Positions (FTE) | | | | - | |
| Personnel Expenditures | | | | | |
| Permanent Salaries | 51105 | | | | |
| Overtime Salaries | 51150 | | | | |
| Temporary Salaries | 51200 | | | | |
| Payroll Taxes | 51300 | | | | |
| Pension Benefits | 51400 | | | | |
| FICA Replacement Benefits | 51500 | | | | |
| Group Insurance Benefits | 51600 | | | | |
| Employee Transportation Subsidy | 51700 | | | | |
| Workers' Compensation | 51800 | | | | |
| Other Post-Employment Benefits | 51850 | | | | |
| Board Stipends | 51900 | | | | |
| <hr/> | | | | | |
| Travel In-State | 52200 | | | | |
| Travel Out-Of-State | 52225 | | | | |
| Training & Education | 52300 | | | | |
| Repair & Maintenance (Equipment) | 52400 | | | | |
| Communications | 52500 | | | | |
| Building Maintenance | 52600 | | | | |
| Utilities | 52700 | | | | |
| Postage | 52800 | | | | |
| Printing & Reproduction | 52900 | | | | |
| Equipment Rental | 53100 | | | | |
| Rents & Leases | 53200 | \$1,300,000 | \$1,300,000 | | |
| Professional Services & Contracts | 53300 | \$9,286 | | | |
| General Insurance | 53400 | | | | |
| Shop & Field Supplies | 53500 | | | | |
| Laboratory Supplies | 53600 | | | | |
| Gasoline & Variable Fuel | 53700 | | | | |
| Computer Hardware & Software | 53800 | | | | |
| Stationery & Office Supplies | 53900 | | | | |
| Books & Journals | 54100 | | | | |
| Minor Office Equipment | 54200 | | | | |
| Depreciation & Amortization | 54300 | | | | |
| Non-Capital Assets | 54600 | | | | |
| Total Services & Supplies Expenditures | \$9,286 | \$1,300,000 | \$1,300,000 | | |
| Capital Expenditures | | | | | |
| Leasehold Improvements | 60100 | | | | |
| Building & Grounds | 60105 | \$30,221 | | | |
| Office Equipment | 60110 | | | | |
| Computer & Network Equipment | 60115 | | | | |
| Motorized Equipment | 60120 | | | | |
| Lab & Monitoring Equipment | 60125 | | | | |
| Communications Equipment | 60130 | | | | |
| General Equipment | 60135 | | | | |
| PM 2.5 Equipment | 60140 | | | | |
| Biowatch Equipment | 60145 | | | | |
| Total Capital Expenditures | \$30,221 | | | | |
| Transfer Out | 70005 | (\$7,377) | | | |
| Total Expenditures | \$32,130 | \$1,300,000 | \$1,300,000 | | |

| | | |
|--|--|----------------------|
| Purchasing | | 708 |
| Managing Division: Executive and Administrative Resources | | |
| Contact Person: Satnam Hundel | | |
| Program Purpose: Provide for the purchasing of equipment and supplies and the negotiating of service contracts. | | |
| Description of Program: The purchasing section is responsible for the procurement of services, equipment and supplies. The section facilitates the administration of limited access license agreements, lease agreements, professional service contracts, and request for proposals/qualifications. The section is also responsible for the property management administration of various insurance policies, and the coordination of the disposal of surplus equipment. | | |
| Justification of Change Request: None. | | |
| Activities | | |
| Process purchase order requests. | | |
| Approve the purchase of necessary office supplies as requested by District personnel. | | |
| Administer District service contracts and negotiate lease renewals. | | |
| Process service requests on equipment under maintenance. | | |
| Deliver requested office supplies. | | |
| Negotiate best price on sale of surplus equipment. | | |
| Manage District insurance policies | | |
| Major Objectives | | Delivery Date |
| Process purchase order requests. | | Daily |
| Approve the purchase of necessary office supplies as requested by District personnel. | | Ongoing |
| Administer District service contracts, leases, and limited access license agreements. | | Ongoing |

Purchasing

708

| | | FYE 2017 Audited Program Expenditures | FYE 2018 Amended Program Budget | FYE 2019 Proposed Program Budget | FTE/Dollar Change | Percent Change |
|---|-------|--|--|---|----------------------|-------------------|
| Number of Positions (FTE) | | 2.20 | 2.02 | 3.00 | 0.98 | 48.83% |
| Personnel Expenditures | | | | | | |
| Permanent Salaries | 51105 | \$244,229 | \$242,819 | \$352,080 | \$109,262 | 45.00% |
| Overtime Salaries | 51150 | \$789 | | | | |
| Temporary Salaries | 51200 | | | | | |
| Payroll Taxes | 51300 | \$3,677 | \$3,408 | \$5,039 | \$1,631 | 47.86% |
| Pension Benefits | 51400 | \$38,186 | \$45,015 | \$69,974 | \$24,960 | 55.45% |
| FICA Replacement Benefits | 51500 | \$3,026 | \$2,346 | \$5,229 | \$2,883 | 122.86% |
| Group Insurance Benefits | 51600 | \$38,567 | \$44,279 | \$45,151 | \$872 | 1.97% |
| Employee Transportation Subsidy | 51700 | \$3,586 | \$3,868 | \$6,118 | \$2,251 | 58.19% |
| Workers' Compensation | 51800 | \$746 | \$1,291 | \$1,738 | \$447 | 34.58% |
| Other Post-Employment Benefits | 51850 | \$26,839 | \$22,461 | \$30,227 | \$7,766 | 34.58% |
| Board Stipends | 51900 | | | | | |
| Total Personnel Expenditures | | \$359,645 | \$365,487 | \$515,557 | \$150,070 | 41.06% |
| Services & Supplies Expenditures | | | | | | |
| Travel In-State | 52200 | \$13 | | | | |
| Travel Out-Of-State | 52225 | | | | | |
| Training & Education | 52300 | | \$1,000 | \$1,100 | \$100 | 10.00% |
| Repair & Maintenance (Equipment) | 52400 | | | | | |
| Communications | 52500 | | | | | |
| Building Maintenance | 52600 | | | | | |
| Utilities | 52700 | | | | | |
| Postage | 52800 | | | | | |
| Printing & Reproduction | 52900 | \$16,432 | \$31,800 | \$40,000 | \$8,200 | 25.79% |
| Equipment Rental | 53100 | | | | | |
| Rents & Leases | 53200 | | | | | |
| Professional Services & Contracts | 53300 | | | | | |
| General Insurance | 53400 | \$325,912 | \$636,000 | \$345,000 | (\$291,000) | (45.75%) |
| Shop & Field Supplies | 53500 | | | | | |
| Laboratory Supplies | 53600 | | | | | |
| Gasoline & Variable Fuel | 53700 | | | | | |
| Computer Hardware & Software | 53800 | | | | | |
| Stationery & Office Supplies | 53900 | \$12,928 | \$90,000 | \$100,000 | \$10,000 | 11.11% |
| Books & Journals | 54100 | | | | | |
| Minor Office Equipment | 54200 | | | | | |
| Depreciation & Amortization | 54300 | | | | | |
| Non-Capital Assets | 54600 | | | | | |
| Total Services & Supplies Expenditures | | \$355,285 | \$758,800 | \$486,100 | (\$272,700) | (35.94%) |
| Capital Expenditures | | | | | | |
| Leasehold Improvements | 60100 | | | | | |
| Building & Grounds | 60105 | | | | | |
| Office Equipment | 60110 | | | | | |
| Computer & Network Equipment | 60115 | | | | | |
| Motorized Equipment | 60120 | | | | | |
| Lab & Monitoring Equipment | 60125 | | | | | |
| Communications Equipment | 60130 | | | | | |
| General Equipment | 60135 | | | | | |
| PM 2.5 Equipment | 60140 | | | | | |
| Biowatch Equipment | 60145 | | | | | |
| Total Capital Expenditures | | | | | | |
| Transfer Out | 70005 | (\$15,199) | | | | |
| Total Expenditures | | \$699,731 | \$1,124,287 | \$1,001,657 | (\$122,630) | (10.91%) |

| Shared Services | | 709 |
|---|--|----------------------|
| Managing Division: Executive and Administrative Resources | | |
| Contact Person: Satnam Hundel | | |
| Program Purpose: Sharing of limited business operations and technology functions between the Air District, Metropolitan Transportation Commission, and the Association of Bay Area Governments at 375 Beale Street. | | |
| Description of Program: Shared services between the Air District, Metropolitan Transportation Commission and the Association of Bay Area Governments, including personnel and shared business operations, IT license and maintenance agreements required for a shared services component for the agencies. | | |
| Justification of Change Request: The shared services component includes general services and technology functions: personnel, conference room scheduling, conference room set-up, video conferencing, webcasting, copy/print/mail production and distribution, shared fleet management, shuttle service, wellness center; email, calendaring, telephone systems, wireless network, internet connectivity, printing, electronic file storage, server rooms maintenance | | |
| Activities | | |
| Maintain service level agreements with partner agencies | | |
| Maintain communication plan for building protocols | | |
| Maintain and develop training materials for new technologies and services available at 375 Beale Street | | |
| Maintain Shared Services Budget and Responsibilities | | |
| Major Objectives | | Delivery Date |
| Maintain service level agreements with partner agencies | | Ongoing |
| Maintain communication plan for building protocols | | Ongoing |
| Maintain and develop training materials for new technologies and services available at 375 Beale Street | | Ongoing |
| Maintain Shared Services Budget and Responsibilities | | Ongoing |

Shared Services

709

| | FYE 2017 Audited Program Expenditures | FYE 2018 Amended Program Budget | FYE 2019 Proposed Program Budget | FTE/Dollar Change | Percent Change |
|---|--|--|---|----------------------|-------------------|
| Number of Positions (FTE) | | | 1.00 | 1.00 | |
| Personnel Expenditures | | | | | |
| Permanent Salaries | 51105 | | \$103,373 | \$103,373 | |
| Overtime Salaries | 51150 | | | | |
| Temporary Salaries | 51200 | | | | |
| Payroll Taxes | 51300 | | \$1,477 | \$1,477 | |
| Pension Benefits | 51400 | | \$20,509 | \$20,509 | |
| FICA Replacement Benefits | 51500 | | \$1,713 | \$1,713 | |
| Group Insurance Benefits | 51600 | | \$11,821 | \$11,821 | |
| Employee Transportation Subsidy | 51700 | | \$1,942 | \$1,942 | |
| Workers' Compensation | 51800 | | \$579 | \$579 | |
| Other Post-Employment Benefits | 51850 | | \$10,076 | \$10,076 | |
| Board Stipends | 51900 | | | | |
| Total Personnel Expenditures | | | \$151,490 | \$151,490 | |
| Services & Supplies Expenditures | | | | | |
| Travel In-State | 52200 | | | | |
| Travel Out-Of-State | 52225 | | | | |
| Training & Education | 52300 | | | | |
| Repair & Maintenance (Equipment) | 52400 | | | | |
| Communications | 52500 | | | | |
| Building Maintenance | 52600 | | | | |
| Utilities | 52700 | | | | |
| Postage | 52800 | | | | |
| Printing & Reproduction | 52900 | | | | |
| Equipment Rental | 53100 | | | | |
| Rents & Leases | 53200 | | | | |
| Professional Services & Contracts | 53300 | \$2,481,508 | \$2,100,000 | \$2,100,000 | |
| General Insurance | 53400 | | | | |
| Shop & Field Supplies | 53500 | | | | |
| Laboratory Supplies | 53600 | | | | |
| Gasoline & Variable Fuel | 53700 | | | | |
| Computer Hardware & Software | 53800 | | | | |
| Stationery & Office Supplies | 53900 | | | | |
| Books & Journals | 54100 | | | | |
| Minor Office Equipment | 54200 | | | | |
| Depreciation & Amortization | 54300 | | | | |
| Non-Capital Assets | 54400 | | | | |
| Total Services & Supplies Expenditures | | \$2,481,508 | \$2,100,000 | \$2,100,000 | |
| Capital Expenditures | | | | | |
| Leasehold Improvements | 60100 | | | | |
| Building & Grounds | 60105 | | | | |
| Office Equipment | 60110 | | | | |
| Computer & Network Equipment | 60115 | | | | |
| Motorized Equipment | 60120 | | | | |
| Lab & Monitoring Equipment | 60125 | | | | |
| Communications Equipment | 60130 | | | | |
| General Equipment | 60135 | | | | |
| PM 2.5 Equipment | 60140 | | | | |
| Biowatch Equipment | 60145 | | | | |
| Total Capital Expenditures | | | | | |
| Transfer Out | 70005 | | | | |
| Total Expenditures | | \$2,481,508 | \$2,100,000 | \$151,490 | 7.21% |

| Fleet Services | | 710 |
|--|--|----------------------|
| Managing Division: Executive and Administrative Resources | | |
| Contact Person: Satnam Hundel | | |
| Program Purpose: Fleet maintenance and inspection to ensure safe and reliable transportation. | | |
| Description of Program: The vehicle maintenance section includes the maintenance of the District's 123-vehicle fleet, vehicle financing, tracking and diagnostics fuel records of District vehicles. All vehicle maintenance is outsourced for service. As of FYE 2018/19, ninety-four (94) vehicles are leased from Enterprise Fleet Services on a Full Maintenance Program. One (1) Electric vehicle is leased from Nissan Motor Acceptance Corporation where routine services are covered by the vehicle warranty plan; one (1) Hydrogen Fuel Cell vehicle is leased from Anderson Honda Motors Co. Inc; and twenty-seven (27) vehicles are owned by the District and are included in the Enterprise Maintenance Management Program in which Enterprise assists the District in handling all scheduled and non-scheduled repairs. | | |
| Justification of Change Request: None. | | |
| Activities | | |
| Perform factory-recommended preventive and routine vehicle maintenance. | | |
| Maintain service support for response to emergency calls within one hour. | | |
| Manage insurance contracts on District vehicles; process damage claims. | | |
| Train staff in new technology in vehicle maintenance, evaluation and repairs. | | |
| Modify and maintain up-to-date vehicle maintenance procedures. | | |
| Oversee Enterprise-leased vehicles maintenance appointments. | | |
| Perform yearly smog checks and reports on District vehicles. | | |
| Quarterly Fuel Reporting. | | |
| Vehicle disposal and purchasing. | | |
| Cost management and billing. | | |
| Plan and prepare annual budget, expenditures and analyze all financial objectives | | |
| Create/update fleet policy and procedures, to include vehicle assignment, personal use, replacement policy, accident reporting process, and other procedures | | |
| Major Objectives | | Delivery Date |
| Completion of yearly maintenance on all District vehicles. | | Annually |
| Completion of annual smog check for District vehicles. | | Annually |
| Reduce the District vehicles carbon foot print with alternative fuel options such as Hybrid Vehicles, Electric Vehicles (EVs), and Hydrogen Fuel Cell | | On-going |

Fleet Services

710

| | | FYE 2017 Audited Program Expenditures | FYE 2018 Amended Program Budget | FYE 2019 Proposed Program Budget | FTE/Dollar Change | Percent Change |
|---|-------|--|--|---|----------------------|-------------------|
| Number of Positions (FTE) | | | 0.72 | 0.83 | 0.11 | 14.94% |
| Personnel Expenditures | | | | | | |
| Permanent Salaries | 51105 | | \$80,008 | \$94,546 | \$14,537 | 18.17% |
| Overtime Salaries | 51150 | | | | | |
| Temporary Salaries | 51200 | | | | | |
| Payroll Taxes | 51300 | | \$1,130 | \$1,353 | \$223 | 19.69% |
| Pension Benefits | 51400 | | \$14,926 | \$18,783 | \$3,857 | 25.84% |
| FICA Replacement Benefits | 51500 | | \$841 | \$1,423 | \$582 | 69.13% |
| Group Insurance Benefits | 51600 | | \$14,795 | \$21,559 | \$6,764 | 45.72% |
| Employee Transportation Subsidy | 51700 | | \$1,266 | | (\$1,266) | (100.00%) |
| Workers' Compensation | 51800 | | \$463 | \$481 | \$18 | 3.93% |
| Other Post-Employment Benefits | 51850 | | \$8,053 | \$8,370 | \$317 | 3.93% |
| Board Stipends | 51900 | | | | | |
| Total Personnel Expenditures | | | \$121,483 | \$146,514 | \$25,031 | 20.60% |
| Services & Supplies Expenditures | | | | | | |
| Travel In-State | 52200 | \$5,401 | | | | |
| Travel Out-Of-State | 52225 | | | | | |
| Training & Education | 52300 | \$277 | \$2,000 | \$2,000 | | |
| Repair & Maintenance (Equipment) | 52400 | \$8,357 | \$11,500 | \$11,500 | | |
| Communications | 52500 | | | | | |
| Building Maintenance | 52600 | | | | | |
| Utilities | 52700 | | | | | |
| Postage | 52800 | | | | | |
| Printing & Reproduction | 52900 | | | | | |
| Equipment Rental | 53100 | | | | | |
| Rents & Leases | 53200 | \$472,001 | \$600,000 | \$600,000 | | |
| Professional Services & Contracts | 53300 | \$6,761 | \$11,500 | \$11,500 | | |
| General Insurance | 53400 | \$35,281 | \$55,000 | \$55,000 | | |
| Shop & Field Supplies | 53500 | \$362 | | | | |
| Laboratory Supplies | 53600 | | | | | |
| Gasoline & Variable Fuel | 53700 | \$192,258 | \$230,000 | \$230,000 | | |
| Computer Hardware & Software | 53800 | | | | | |
| Stationery & Office Supplies | 53900 | | | | | |
| Books & Journals | 54100 | | | | | |
| Minor Office Equipment | 54200 | | | | | |
| Depreciation & Amortization | 54300 | | | | | |
| Non-Capital Assets | 54600 | | | | | |
| Total Services & Supplies Expenditures | | \$720,698 | \$910,000 | \$910,000 | | |
| Capital Expenditures | | | | | | |
| Leasehold Improvements | 60100 | | | | | |
| Building & Grounds | 60105 | | | | | |
| Office Equipment | 60110 | | | | | |
| Computer & Network Equipment | 60115 | | | | | |
| Motorized Equipment | 60120 | | | | | |
| Lab & Monitoring Equipment | 60125 | | | | | |
| Communications Equipment | 60130 | | | | | |
| General Equipment | 60135 | | | | | |
| PM 2.5 Equipment | 60140 | | | | | |
| Biowatch Equipment | 60145 | | | | | |
| Total Capital Expenditures | | | | | | |
| Transfer Out | 70005 | | | | | |
| Total Expenditures | | \$720,698 | \$1,031,483 | \$1,056,514 | \$25,031 | 2.43% |

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LEGAL SERVICES DIVISION

The District Counsel provides legal advice, counseling and representation to the Board of Directors and its Committees, the Executive Officer/APCO, District staff, and the Advisory Council in the execution of their respective statutory mandates and responsibilities. The District Counsel also represents, or manages outside counsel, representing the District in all litigation involving the District and in matters before the District's Hearing Board. The District Counsel primarily practices in the areas of general civil law, Federal, State and local air pollution control law, administrative law, Federal and State civil litigation, government law and the California Environmental Quality Act (CEQA).

The District Counsel will continue to implement significant changes in the Mutual Settlement and Civil Penalty Programs; such efforts over the past several fiscal years have been very effective in improving these programs. Efforts by District Counsel's attorneys and the Mutual Settlement Program staff have resulted in a nearly complete effort of resolving the existing inventory of enforcement cases. In addition, implementation of a Small Claims Court program for some enforcement cases in which settlement could not be reached through pre-litigation negotiation has been highly successful. The efforts to be undertaken this fiscal year are once again designed to properly implement legal requirements regarding settlements, deter repeat violations, impose civil penalties commensurate with the nature of the air quality violation involved, remove the economic benefit of violations, and encourage rule compliance by the regulated community. This fiscal year, District Counsel will continue the development and improvement of the Mutual Settlement Program. The District Counsel will also continue to coordinate with, and provide training for, Compliance and Enforcement Division staff regarding case development. These efforts will ensure that effective enforcement cases are built from the beginning of investigations, and will result in more effective settlements and prosecutions. The District Counsel's attorneys will continue their focus on civil penalty enforcement investigations and actions, including civil litigation and, where appropriate, Hearing Board enforcement proceedings.

District Counsel's attorneys will continue to advise District staff on rulemaking, permitting and air quality planning activities. In this regard, District Counsel will continue its efforts to coordinate closely with the District's staff on these issues to minimize challenges to District decision-making. District Counsel will also continue to represent the Executive Officer/APCO before the Hearing Board, counsel the Board of Directors and its Committees as to their legal authority and duties and interact with EPA, CARB, other Air Districts and private attorneys on various matters. District Counsel will continue to use outside labor/employment law firms to handle the specialized practice of labor and employment law counseling, negotiations and litigation. Due in large part to the efforts of attorneys in the District Counsel's office, the vast majority of the litigation pending against the District was resolved in FYE 2005. Cases filed in the intervening years have been more efficiently addressed and resolved. In addition to continuing to provide pre-litigation counseling, and to handle litigation matters internally, the District Counsel will continue to manage the efforts of outside counsel as appropriate in litigation, employment, and specialized counseling matters.

The District Counsel will continue to provide the Board of Directors, the Executive Officer/APCO and District staff with exemplary legal counsel and representation.

| | |
|---|----------------------|
| Legal Counsel | 201 |
| Managing Division: Legal | |
| Contact Person: Brian C. Bunger | |
| Program Purpose: To advise, counsel and assist the Board of Directors, the Executive Officer/APCO, and District staff on all legal matters related to the Air District's clean air mission and operations. | |
| Description of Program: The Air District Counsel provides a wide variety of legal services to the Board of Directors, the Executive Officer/APCO, Advisory Council, and District staff. Those services include advising and counseling on issues arising under Federal and State air pollution laws, the Brown Act, the California Environmental Quality Act (CEQA), the Public Records Act, and conflict of interest laws. Attorneys in the District Counsel's office prepare and review complex contracts, provide legal opinions and advice on rule development, and governmental and general law issues, such as enforcement, permitting and air quality planning matters. Work in the District Counsel's office also includes the development and implementation of legal policy documents for the District. | |
| Justification of Change Request: None. | |
| Activities | |
| Staff all Board of Director and Board Committee meetings and provide legal advice and direction, as necessary, at such meetings. | |
| Draft all necessary resolutions for adoption by the Board of Directors. | |
| Provide all legal opinions, reports and correspondence requested by the Board of Directors, the Advisory Council and the Executive Officer/APCO. | |
| Provide all legal opinions, reports and correspondence requested by the Board of Directors, the Advisory Council and the Executive Officer/APCO. | |
| Review and comment on all legislative proposals affecting the District. | |
| Provide legal advice and review of all rule adoptions and amendments including CEQA analysis. | |
| Staff all meetings with District staff, members of the public, representatives of other public agencies, environmental groups, industry, the press and legislative representatives involving District permitting, rule development or enforcement. | |
| Provide legal advice, direction and contract drafting to administration of TFCA. | |
| Advise and assist the Executive Officer/APCO and District staff in legal matters involving contracts, the Public Records Act, conflicts of interest, leases and copyrights. | |
| Provide all staff support functions associated with the above activities. | |
| Advise Air District staff and the Board of Directors on all issues related to the Federal Clean Air Act, California Clean Air Act and associated State and Federal regulations. | |
| Major Objectives | Delivery Date |
| | |

| | | FYE 2017 Audited Program Expenditures | FYE 2018 Amended Program Budget | FYE 2019 Proposed Program Budget | FTE/Dollar Change | Percent Change |
|---|-------|--|--|---|----------------------|-------------------|
| Number of Positions (FTE) | | 8.97 | 7.39 | 7.79 | 0.40 | 5.45% |
| Personnel Expenditures | | | | | | |
| Permanent Salaries | 51105 | \$993,137 | \$1,143,386 | \$1,345,477 | \$202,091 | 17.67% |
| Overtime Salaries | 51150 | | | | | |
| Temporary Salaries | 51200 | | | | | |
| Payroll Taxes | 51300 | \$14,969 | \$16,311 | \$19,339 | \$3,028 | 18.56% |
| Pension Benefits | 51400 | \$154,905 | \$215,425 | \$262,938 | \$47,513 | 22.06% |
| FICA Replacement Benefits | 51500 | \$12,230 | \$8,600 | \$13,906 | \$5,306 | 61.71% |
| Group Insurance Benefits | 51600 | \$155,010 | \$149,179 | \$138,097 | (\$11,083) | (7.43%) |
| Employee Transportation Subsidy | 51700 | \$10,575 | \$11,197 | \$12,943 | \$1,745 | 15.59% |
| Workers' Compensation | 51800 | \$3,034 | \$4,734 | \$4,514 | (\$220) | (4.65%) |
| Other Post-Employment Benefits | 51850 | \$109,139 | \$82,322 | \$78,496 | (\$3,827) | (4.65%) |
| Board Stipends | 51900 | | | | | |
| Total Personnel Expenditures | | \$1,452,999 | \$1,631,154 | \$1,875,708 | \$244,554 | 14.99% |
| Services & Supplies Expenditures | | | | | | |
| Travel In-State | 52200 | \$1,156 | \$3,000 | \$3,000 | | |
| Travel Out-Of-State | 52225 | \$1,879 | \$2,000 | \$2,000 | | |
| Training & Education | 52300 | \$2,081 | \$5,500 | \$5,500 | | |
| Repair & Maintenance (Equipment) | 52400 | | | | | |
| Communications | 52500 | \$6,393 | \$8,200 | \$8,000 | (\$200) | (2.44%) |
| Building Maintenance | 52600 | | | | | |
| Utilities | 52700 | | | | | |
| Postage | 52800 | | | | | |
| Printing & Reproduction | 52900 | \$2,337 | \$2,500 | \$2,500 | | |
| Equipment Rental | 53100 | | | | | |
| Rents & Leases | 53200 | | | | | |
| Professional Services & Contracts | 53300 | \$49,490 | \$20,000 | \$20,000 | | |
| General Insurance | 53400 | | | | | |
| Shop & Field Supplies | 53500 | | | | | |
| Laboratory Supplies | 53600 | | | | | |
| Gasoline & Variable Fuel | 53700 | | | | | |
| Computer Hardware & Software | 53800 | | | | | |
| Stationery & Office Supplies | 53900 | \$933 | | | | |
| Books & Journals | 54100 | \$29,084 | \$65,000 | \$65,000 | | |
| Minor Office Equipment | 54200 | | | | | |
| Depreciation & Amortization | 54300 | | | | | |
| Non-Capital Assets | 54600 | | | | | |
| Total Services & Supplies Expenditures | | \$93,352 | \$106,200 | \$106,000 | (\$200) | (0.19%) |
| Capital Expenditures | | | | | | |
| Leasehold Improvements | 60100 | | | | | |
| Building & Grounds | 60105 | | | | | |
| Office Equipment | 60110 | | | | | |
| Computer & Network Equipment | 60115 | | | | | |
| Motorized Equipment | 60120 | | | | | |
| Lab & Monitoring Equipment | 60125 | | | | | |
| Communications Equipment | 60130 | | | | | |
| General Equipment | 60135 | | | | | |
| PM 2.5 Equipment | 60140 | | | | | |
| Biowatch Equipment | 60145 | | | | | |
| Total Capital Expenditures | | | | | | |
| Transfer Out | 70005 | (\$61,406) | | | | |
| Total Expenditures | | \$1,484,945 | \$1,737,354 | \$1,981,708 | \$244,354 | 14.06% |

| Hearing Board Proceedings | | 202 |
|---|--|----------------------|
| Managing Division: Legal | | |
| Contact Person: Brian C. Bunger | | |
| Program Purpose: To represent the Air District in all proceedings involving variances, orders of abatement, permit appeals and permit revocations before the Air District's Hearing Board. | | |
| Description of Program: The Air District Counsel provides all necessary legal representation and counsel for the District in variance, order of abatement, permit appeal and permit revocation actions before the Air District's Hearing Board. Permit holders may seek variance relief from the Hearing Board when they are unable to meet a District rule or permit requirement as long as state law requirements are met. The District may seek orders of abatement against facilities for on-going violations, or seek to revoke those facilities' permits. The Air District Counsel also represents the District in appeals by applicants or third parties to permit, emission reduction credit, and interchangeable emission reduction credit decisions made by the District. In addition, the Air District Counsel works with the Hearing Board's members and staff to improve the Hearing Board's rules and procedures. | | |
| Justification of Change Request: None. | | |
| Activities | | |
| Review and advise Air District staff regarding the legal and factual sufficiency of variance requests. | | |
| Prepare and/or review all required written correspondence, pleadings and orders. | | |
| Represent the Air District in all Hearing Board matters, including preparing all written submissions for these cases. | | |
| Prepare Air District witnesses for hearings. | | |
| Provide staff support functions associated with the above activities. | | |
| Major Objectives | | Delivery Date |
| | | |

| | FYE 2017 Audited Program Expenditures | FYE 2018 Amended Program Budget | FYE 2019 Proposed Program Budget | FTE/Dollar Change | Percent Change |
|---|--|--|---|----------------------|-------------------|
| Number of Positions (FTE) | 0.45 | 0.26 | 0.17 | (0.09) | (33.84%) |
| Personnel Expenditures | | | | | |
| Permanent Salaries | 51105 \$50,160 | \$47,439 | \$32,183 | (\$15,256) | (32.16%) |
| Overtime Salaries | 51150 | | | | |
| Temporary Salaries | 51200 | | | | |
| Payroll Taxes | 51300 \$761 | \$681 | \$463 | (\$219) | (32.08%) |
| Pension Benefits | 51400 \$7,787 | \$9,000 | \$6,427 | (\$2,573) | (28.59%) |
| FICA Replacement Benefits | 51500 \$579 | \$305 | \$313 | \$8 | 2.50% |
| Group Insurance Benefits | 51600 \$7,974 | \$4,833 | \$3,883 | (\$949) | (19.65%) |
| Employee Transportation Subsidy | 51700 \$539 | \$534 | \$388 | (\$146) | (27.41%) |
| Workers' Compensation | 51800 \$153 | \$168 | \$101 | (\$68) | (40.18%) |
| Other Post-Employment Benefits | 51850 \$5,512 | \$2,924 | \$1,749 | (\$1,175) | (40.18%) |
| Board Stipends | 51900 | | | | |
| Total Personnel Expenditures | \$73,465 | \$65,885 | \$45,507 | (\$20,378) | (30.93%) |
| Services & Supplies Expenditures | | | | | |
| Travel In-State | 52200 | | | | |
| Travel Out-Of-State | 52225 | | | | |
| Training & Education | 52300 | | | | |
| Repair & Maintenance (Equipment) | 52400 | | | | |
| Communications | 52500 | | | | |
| Building Maintenance | 52600 | | | | |
| Utilities | 52700 | | | | |
| Postage | 52800 | | | | |
| Printing & Reproduction | 52900 | | | | |
| Equipment Rental | 53100 | | | | |
| Rents & Leases | 53200 | | | | |
| Professional Services & Contracts | 53300 | | | | |
| General Insurance | 53400 | | | | |
| Shop & Field Supplies | 53500 | | | | |
| Laboratory Supplies | 53600 | | | | |
| Gasoline & Variable Fuel | 53700 | | | | |
| Computer Hardware & Software | 53800 | | | | |
| Stationery & Office Supplies | 53900 | | | | |
| Books & Journals | 54100 | | | | |
| Minor Office Equipment | 54200 | | | | |
| Depreciation & Amortization | 54300 | | | | |
| Non-Capital Assets | 54600 | | | | |
| Total Services & Supplies Expenditures | | | | | |
| Capital Expenditures | | | | | |
| Leasehold Improvements | 60100 | | | | |
| Building & Grounds | 60105 | | | | |
| Office Equipment | 60110 | | | | |
| Computer & Network Equipment | 60115 | | | | |
| Motorized Equipment | 60120 | | | | |
| Lab & Monitoring Equipment | 60125 | | | | |
| Communications Equipment | 60130 | | | | |
| General Equipment | 60135 | | | | |
| PM 2.5 Equipment | 60140 | | | | |
| Biowatch Equipment | 60145 | | | | |
| Total Capital Expenditures | | | | | |
| Transfer Out | 70005 | | | | |
| Total Expenditures | \$73,465 | \$65,885 | \$45,507 | (\$20,378) | (30.93%) |

| Penalties Enforcement & Settlement | | 203 |
|---|--|----------------------|
| Managing Division: Legal | | |
| Contact Person: Brian C. Bungler | | |
| Program Purpose: To remove the economic benefit from, and provide a credible and effective deterrence to, violations of Air District Rules by reaching settlements or pursuing penalty enforcement actions fairly and consistently. | | |
| Description of Program: The Air District Counsel, in cooperation with the Enforcement and Compliance Division, enforces the Air District's rules by reaching informal settlements through the Mutual Settlement Program, by pursuing administrative enforcement actions (orders of abatement and revocation of permits), by filing and prosecuting civil penalty actions, or by referring cases to other agencies for consideration of civil or criminal enforcement actions within those agencies' jurisdiction. | | |
| Justification of Change Request: None. | | |
| Activities | | |
| Administer Mutual Settlement Program. | | |
| Pursue Small Claims Court actions to collect civil penalties. | | |
| Provide full time clerical staff support for this program. | | |
| Prepare witnesses and documentary evidence for administrative hearings and civil litigation associated with actions to recover civil penalties. | | |
| Meet and confer with District staff and defendants to discuss settlement or to advance litigation. | | |
| Represent the District in all court hearings, settlement conferences and civil discovery. | | |
| Coordinate the referral of cases for civil and criminal prosecution to District Attorney offices and other agencies with jurisdiction over air quality issues. | | |
| Prepare all correspondence and prepare and file all pleadings in civil and administrative actions. | | |
| Settle or pursue enforcement actions on all Notices of Violation (NOVs). | | |
| Major Objectives | | Delivery Date |
| | | |

Penalties Enforcement & Settlement

203

| | | FYE 2017 Audited Program Expenditures | FYE 2018 Amended Program Budget | FYE 2019 Proposed Program Budget | FTE/Dollar Change | Percent Change |
|---|-------|--|--|---|----------------------|-------------------|
| Number of Positions (FTE) | | 4.61 | 3.98 | 3.80 | (0.18) | (4.55%) |
| Personnel Expenditures | | | | | | |
| Permanent Salaries | 51105 | \$510,698 | \$551,400 | \$528,861 | (\$22,539) | (4.09%) |
| Overtime Salaries | 51150 | | | | | |
| Temporary Salaries | 51200 | | | | | |
| Payroll Taxes | 51300 | \$7,710 | \$7,861 | \$7,585 | (\$276) | (3.51%) |
| Pension Benefits | 51400 | \$79,602 | \$103,823 | \$104,323 | \$499 | 0.48% |
| FICA Replacement Benefits | 51500 | \$6,180 | \$4,630 | \$6,641 | \$2,011 | 43.42% |
| Group Insurance Benefits | 51600 | \$81,853 | \$79,381 | \$60,406 | (\$18,976) | (23.90%) |
| Employee Transportation Subsidy | 51700 | \$5,638 | \$5,459 | \$7,264 | \$1,805 | 33.07% |
| Workers' Compensation | 51800 | \$1,560 | \$2,549 | \$2,200 | (\$349) | (13.69%) |
| Other Post-Employment Benefits | 51850 | \$56,122 | \$44,324 | \$38,256 | (\$6,068) | (13.69%) |
| Board Stipends | 51900 | | | | | |
| Total Personnel Expenditures | | \$749,363 | \$799,427 | \$755,535 | (\$43,892) | (5.49%) |
| Services & Supplies Expenditures | | | | | | |
| Travel In-State | 52200 | \$268 | \$2,800 | \$2,800 | | |
| Travel Out-Of-State | 52225 | | | | | |
| Training & Education | 52300 | | \$2,000 | \$2,000 | | |
| Repair & Maintenance (Equipment) | 52400 | | | | | |
| Communications | 52500 | | | | | |
| Building Maintenance | 52600 | | | | | |
| Utilities | 52700 | | | | | |
| Postage | 52800 | | | | | |
| Printing & Reproduction | 52900 | | | | | |
| Equipment Rental | 53100 | | | | | |
| Rents & Leases | 53200 | | | | | |
| Professional Services & Contracts | 53300 | \$495,000 | | | | |
| General Insurance | 53400 | | | | | |
| Shop & Field Supplies | 53500 | | | | | |
| Laboratory Supplies | 53600 | | | | | |
| Gasoline & Variable Fuel | 53700 | | | | | |
| Computer Hardware & Software | 53800 | | | | | |
| Stationery & Office Supplies | 53900 | | | | | |
| Books & Journals | 54100 | | \$1,000 | \$1,000 | | |
| Minor Office Equipment | 54200 | | | | | |
| Depreciation & Amortization | 54300 | | | | | |
| Non-Capital Assets | 54600 | | | | | |
| Total Services & Supplies Expenditures | | \$495,268 | \$5,800 | \$5,800 | | |
| Capital Expenditures | | | | | | |
| Leasehold Improvements | 60100 | | | | | |
| Building & Grounds | 60105 | | | | | |
| Office Equipment | 60110 | | | | | |
| Computer & Network Equipment | 60115 | | | | | |
| Motorized Equipment | 60120 | | | | | |
| Lab & Monitoring Equipment | 60125 | | | | | |
| Communications Equipment | 60130 | | | | | |
| General Equipment | 60135 | | | | | |
| PM 2.5 Equipment | 60140 | | | | | |
| Biowatch Equipment | 60145 | | | | | |
| Total Capital Expenditures | | | | | | |
| Transfer Out | 70005 | | | | | |
| Total Expenditures | | \$1,244,631 | \$805,227 | \$761,335 | (\$43,892) | (5.45%) |

| | |
|--|----------------------|
| Litigation | 205 |
| Managing Division: Legal | |
| Contact Person: Brian C. Bunger | |
| Program Purpose: To represent and oversee the Air District representation in State and Federal courts. | |
| Description of Program: Individuals, corporations and organizations may sue the Air District in State or Federal court over District actions; the District Counsel represents the District in such matters. The District Counsel also directs the efforts of outside counsel handling such litigation and advising the District in specialized legal areas such as labor law, employment law and tort actions. | |
| Justification of Change Request: None. | |
| Activities | |
| Represent Air District in State court actions. | |
| Represent Air District in Federal court actions. | |
| Provide litigation status reports to Air District Board of Directors. | |
| Legal research for litigation matters. | |
| Monitor and direct activities of outside counsel in general litigation and specialized legal areas such as labor law, employment law and tort actions. | |
| Provide clerical support for litigation matters. | |
| Major Objectives | |
| | Delivery Date |
| | |

| | FYE 2017 Audited Program Expenditures | FYE 2018 Amended Program Budget | FYE 2019 Proposed Program Budget | FTE/Dollar Change | Percent Change | |
|---|--|--|---|----------------------|-------------------|----------|
| Number of Positions (FTE) | 1.87 | 1.31 | 1.21 | (0.10) | (7.69%) | |
| Personnel Expenditures | | | | | | |
| Permanent Salaries | 51105 | \$208,076 | \$229,459 | \$229,521 | \$62 | 0.03% |
| Overtime Salaries | 51150 | | | | | |
| Temporary Salaries | 51200 | | | | | |
| Payroll Taxes | 51300 | \$3,129 | \$3,289 | \$3,302 | \$13 | 0.38% |
| Pension Benefits | 51400 | \$32,562 | \$43,439 | \$45,139 | \$1,700 | 3.91% |
| FICA Replacement Benefits | 51500 | \$2,640 | \$1,525 | \$2,170 | \$645 | 42.32% |
| Group Insurance Benefits | 51600 | \$33,130 | \$24,239 | \$26,042 | \$1,803 | 7.44% |
| Employee Transportation Subsidy | 51700 | \$2,153 | \$1,901 | \$2,666 | \$765 | 40.23% |
| Workers' Compensation | 51800 | \$636 | \$839 | \$700 | (\$139) | (16.53%) |
| Other Post-Employment Benefits | 51850 | \$22,866 | \$14,595 | \$12,182 | (\$2,413) | (16.53%) |
| Board Stipends | 51900 | | | | | |
| Total Personnel Expenditures | | \$305,193 | \$319,285 | \$321,722 | \$2,437 | 0.76% |
| Services & Supplies Expenditures | | | | | | |
| Travel In-State | 52200 | | | | | |
| Travel Out-Of-State | 52225 | | | | | |
| Training & Education | 52300 | | \$3,000 | \$3,000 | | |
| Repair & Maintenance (Equipment) | 52400 | | | | | |
| Communications | 52500 | | | | | |
| Building Maintenance | 52600 | | | | | |
| Utilities | 52700 | | | | | |
| Postage | 52800 | | \$2,300 | \$2,300 | | |
| Printing & Reproduction | 52900 | | | | | |
| Equipment Rental | 53100 | | | | | |
| Rents & Leases | 53200 | | | | | |
| Professional Services & Contracts | 53300 | \$66,796 | \$235,000 | \$235,000 | | |
| General Insurance | 53400 | | | | | |
| Shop & Field Supplies | 53500 | | | | | |
| Laboratory Supplies | 53600 | | | | | |
| Gasoline & Variable Fuel | 53700 | | | | | |
| Computer Hardware & Software | 53800 | | | | | |
| Stationery & Office Supplies | 53900 | | | | | |
| Books & Journals | 54100 | | | | | |
| Minor Office Equipment | 54200 | | \$7,000 | \$7,000 | | |
| Depreciation & Amortization | 54300 | | | | | |
| Non-Capital Assets | 54600 | | | | | |
| Total Services & Supplies Expenditures | | \$66,796 | \$247,300 | \$247,300 | | |
| Capital Expenditures | | | | | | |
| Leasehold Improvements | 60100 | | | | | |
| Building & Grounds | 60105 | | | | | |
| Office Equipment | 60110 | | | | | |
| Computer & Network Equipment | 60115 | | | | | |
| Motorized Equipment | 60120 | | | | | |
| Lab & Monitoring Equipment | 60125 | | | | | |
| Communications Equipment | 60130 | | | | | |
| General Equipment | 60135 | | | | | |
| PM 2.5 Equipment | 60140 | | | | | |
| Biowatch Equipment | 60145 | | | | | |
| Total Capital Expenditures | | | | | | |
| Transfer Out | 70005 | | | | | |
| Total Expenditures** | | \$371,988 | \$566,585 | \$569,022 | \$2,437 | 0.43% |

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COMMUNICATIONS OFFICE

The Communications Office coordinates all agency media outreach, Air District messaging, crisis communications, media relations as well as print, digital and social media outreach for the Air District. The Office provides media and public outreach about the Air District's programs, operations and emergency response.

The Office manages advertising and outreach for Spare the Air, Winter Spare the Air, the Employer Program and the Commuter Benefits Program. The Office oversees the Air District and Spare the Air social media sites, strategies and programs. The Office maintains the Spare the Air website and related sites and the Spare the Air mobile apps. The Office represents the Air District at community events for Spare the Air throughout the region.

Office functions include production of publications and digital collateral for the general public. This includes publishing newsletters, the annual report, videos and collateral materials. The office also provides and oversees graphic design services.

| Media Relations | | 301 |
|---|--|----------------------|
| Managing Division: Communications Office | | |
| Contact Person: Kristine Roselius | | |
| Program Purpose: Act as the Air District's main point of contact to the public through media and social media. Increase public awareness and understanding of the roles that the public and the Air District have in creating behavior change and reducing air pollution. | | |
| Description of Program: Provide proactive media outreach about air quality issues, Air District programs and the purpose and functions of the agency through printed materials, media events, promotional materials, baaqmd.gov website, press releases, publications videos, podcasts, mobile apps and social media. Develop graphically appealing and compelling images to better message Air District efforts on social media, presentations and displays. | | |
| Justification of Change Request: Budget increased due to new staff and training requirements as well as adding translation costs for all press releases to this budget. | | |
| Activities | | |
| Maintain up-to-date and relevant air quality information on the Air District website. | | |
| Develop video and audio podcasts about air quality issues and the Air District's programs and rules | | |
| Produce publications including plans, brochures, booklets and other Air District documents. | | |
| Issue press releases and host media events highlighting Air District accomplishments. | | |
| Coordinate the Air District presence at events and fairs throughout the region. | | |
| Develop and implement media, social media and communication strategies around major Air District policies and issues. | | |
| Develop and maintain effective working relationships with members of the media and social media influencers. | | |
| Track and analyze print, internet, radio, social media and television coverage of the Air District. | | |
| Provide development opportunities for staff related to activities and objectives of the Air District. | | |
| Develop emergency response internal, media and social media outreach procedures | | |
| Develop crisis communications internal, media and social media outreach procedures | | |
| Development and management of Air District social media sites | | |
| Major Objectives | | Delivery Date |
| Produce 2018 Air District Annual Report. | | 6/30/2019 |
| Publish quarterly Air Currents newsletter. | | 6/30/2019 |
| Develop media response \ operating procedures, Air District media policy, and social media policy. | | Ongoing |
| Conduct media training for public information officers and other Air District staff. | | Ongoing |
| Develop video podcasts, video news releases / statements, infographics and display graphics for Air District programs / events. | | Ongoing |
| Publish Air District social media posts. | | Ongoing |

Media Relations

301

| | | FYE 2017 Audited Program Expenditures | FYE 2018 Amended Program Budget | FYE 2019 Proposed Program Budget | FTE/Dollar Change | Percent Change |
|---|-------|--|--|---|----------------------|-------------------|
| Number of Positions (FTE) | | 6.39 | 6.17 | 6.38 | 0.21 | 3.36% |
| Personnel Expenditures | | | | | | |
| Permanent Salaries | 51105 | \$708,061 | \$691,974 | \$708,086 | \$16,112 | 2.33% |
| Overtime Salaries | 51150 | \$12,598 | | | | |
| Temporary Salaries | 51200 | \$27,537 | | | | |
| Payroll Taxes | 51300 | \$10,710 | \$9,811 | \$10,127 | \$316 | 3.23% |
| Pension Benefits | 51400 | \$110,857 | \$129,575 | \$138,579 | \$9,004 | 6.95% |
| FICA Replacement Benefits | 51500 | \$8,733 | \$7,187 | \$11,055 | \$3,868 | 53.82% |
| Group Insurance Benefits | 51600 | \$111,780 | \$115,510 | \$81,631 | (\$33,879) | (29.33%) |
| Employee Transportation Subsidy | 51700 | \$7,928 | \$8,358 | \$8,985 | \$627 | 7.50% |
| Workers' Compensation | 51800 | \$2,163 | \$3,956 | \$3,697 | (\$259) | (6.54%) |
| Other Post-Employment Benefits | 51850 | \$77,811 | \$68,804 | \$64,304 | (\$4,499) | (6.54%) |
| Board Stipends | 51900 | | | | | |
| Total Personnel Expenditures | | \$1,078,178 | \$1,035,175 | \$1,026,465 | (\$8,710) | (0.84%) |
| Services & Supplies Expenditures | | | | | | |
| Travel In-State | 52200 | \$4,751 | \$8,500 | \$9,000 | \$500 | 5.88% |
| Travel Out-Of-State | 52225 | | \$4,600 | \$4,600 | | |
| Training & Education | 52300 | \$5,635 | \$15,700 | \$16,500 | \$800 | 5.10% |
| Repair & Maintenance (Equipment) | 52400 | | | | | |
| Communications | 52500 | \$13,348 | \$44,000 | \$47,000 | \$3,000 | 6.82% |
| Building Maintenance | 52600 | | | | | |
| Utilities | 52700 | | | | | |
| Postage | 52800 | \$27 | \$4,000 | \$4,000 | | |
| Printing & Reproduction | 52900 | \$42,970 | \$42,000 | \$42,000 | | |
| Equipment Rental | 53100 | | | | | |
| Rents & Leases | 53200 | | | | | |
| Professional Services & Contracts | 53300 | \$235,993 | \$340,000 | \$420,000 | \$80,000 | 23.53% |
| General Insurance | 53400 | | | | | |
| Shop & Field Supplies | 53500 | | | | | |
| Laboratory Supplies | 53600 | | | | | |
| Gasoline & Variable Fuel | 53700 | | | | | |
| Computer Hardware & Software | 53800 | \$4,315 | \$11,000 | \$11,000 | | |
| Stationery & Office Supplies | 53900 | \$9,844 | \$4,000 | \$4,000 | | |
| Books & Journals | 54100 | | | | | |
| Minor Office Equipment | 54200 | | | | | |
| Depreciation & Amortization | 54300 | | | | | |
| Non-Capital Assets | 54600 | | | | | |
| Total Services & Supplies Expenditures | | \$316,884 | \$473,800 | \$558,100 | \$84,300 | 17.79% |
| Capital Expenditures | | | | | | |
| Leasehold Improvements | 60100 | | | | | |
| Building & Grounds | 60105 | | | | | |
| Office Equipment | 60110 | | | | | |
| Computer & Network Equipment | 60115 | | | | | |
| Motorized Equipment | 60120 | | | | | |
| Lab & Monitoring Equipment | 60125 | | | | | |
| Communications Equipment | 60130 | | | | | |
| General Equipment | 60135 | | | | | |
| PM2.5 Equipment | 60140 | | | | | |
| Biowatch Equipment | 60145 | | | | | |
| Total Capital Expenditures | | | | | | |
| Transfer Out | 70005 | (\$30,529) | | | | |
| Total Expenditures | | \$1,364,533 | \$1,508,975 | \$1,584,565 | \$75,590 | 5.01% |

| Intermittent Control Programs | | 303 |
|---|--|----------------------|
| Managing Division: Communications Office | | |
| Contact Person: Kristine Roselius | | |
| Program Purpose: The Winter Spare the Air program informs the public about the Wood Burning Rule, the health impacts of wood smoke pollution and alternative, cleaner forms of heat. | | |
| Description of Program: The Wood Burning Rule was passed in 2008 and wood burning is banned between November and February when a Winter Spare the Air Alert is called. The Winter Spare the Air campaign informs the public about the health impacts of wood smoke both inside and outside the home. A seasonal messaging/advertising campaign is developed and delivered to the public through regional advertising, media outreach, neighborhood events and through seasonal door-to-door outreach and survey campaign. | | |
| Justification of Change Request: Budget decrease due to shifting of translation costs to 301 budget and less need for printing/reproduction costs. | | |
| Activities | | |
| Develop and disseminate a Winter Spare the Air campaign to inform the public about the health impacts of wood smoke. | | |
| Prepare and issue media releases, respond to media inquiries and plan media events/deskside & editorial board visits. | | |
| Conduct public opinion surveys to evaluate program and measure behavior change. | | |
| Manage and update the sparetheair.org, baaqmd.gov and sparetheairnow.org websites as well as social media sites including Twitter, Linked In, Pinterest and Facebook. | | |
| Manage notification methods for Winter Spare the Air Alerts, including automated phone alerts, text and email alerts, online banners, iPhone/Android app and widget. | | |
| Deliver public outreach, advertising and media relations campaigns. | | |
| Provide public outreach at community events throughout the Bay Area. | | |
| Door to door outreach/surveys | | |
| Provide overview of campaign to Public Engagement Committee and Board of Directors. | | |
| Provide outreach to local government leaders and community organizations and the general public about the Winter Spare the Air program. | | |
| Promote cleaner heating options. | | |
| Major Objectives | | Delivery Date |
| Launch Winter Spare the Air Season. | | 11/1/2018 |
| Execute and evaluate Winter Spare the Air season public outreach campaign. | | 6/30/2019 |
| Develop video podcasts, video news releases / statements, displays and infographics for Winter Spare the Air programs / events. | | 2/28/2019 |
| Respond to public inquiries, provide informational speeches and presentations. | | 2/28/2019 |
| Publicize cleaner heating options. | | 6/30/19 |
| Monitor and measure campaign effectiveness via public opinion surveys. | | 3/30/2019 |
| Develop Winter Spare the Air Season summary. | | 4/1/2019 |
| Add text alerts as a Winter Spare the Air Alert notification method. | | 11/01/19 |
| Issue Winter Spare the Air Alert advisories when air quality is forecast to reach unhealthy levels. | | 2/28/2019 |
| Provide information about the health impacts of wood smoke to the public, community organizations and local government leaders. | | Ongoing |
| Redesign sparetheair.org website | | 3/01/19 |

Intermittent Control Programs

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| | | FYE 2017 Audited Program Expenditures | FYE 2018 Amended Program Budget | FYE 2019 Proposed Program Budget | FTE/Dollar Change | Percent Change |
|---|-------|--|--|---|----------------------|-------------------|
| Number of Positions (FTE) | | 1.24 | 2.08 | 2.00 | (0.08) | (3.79%) |
| Personnel Expenditures | | | | | | |
| Permanent Salaries | 51105 | \$137,473 | \$241,402 | \$221,965 | (\$19,436) | (8.05%) |
| Overtime Salaries | 51150 | \$14,398 | | | | |
| Temporary Salaries | 51200 | | | | | |
| Payroll Taxes | 51300 | \$2,069 | \$3,422 | \$3,175 | (\$248) | (7.24%) |
| Pension Benefits | 51400 | \$21,571 | \$45,199 | \$43,846 | (\$1,353) | (2.99%) |
| FICA Replacement Benefits | 51500 | \$1,513 | \$2,423 | \$3,462 | \$1,039 | 42.88% |
| Group Insurance Benefits | 51600 | \$20,829 | \$39,894 | \$30,241 | (\$9,653) | (24.20%) |
| Employee Transportation Subsidy | 51700 | \$1,382 | \$3,293 | \$2,874 | (\$419) | (12.71%) |
| Workers' Compensation | 51800 | \$420 | \$1,334 | \$1,160 | (\$173) | (13.00%) |
| Other Post-Employment Benefits | 51850 | \$15,107 | \$23,195 | \$20,179 | (\$3,016) | (13.00%) |
| Board Stipends | 51900 | | | | | |
| Total Personnel Expenditures | | \$214,762 | \$360,162 | \$326,903 | (\$33,259) | (9.23%) |
| Services & Supplies Expenditures | | | | | | |
| Travel In-State | 52200 | | | | | |
| Travel Out-Of-State | 52225 | | | | | |
| Training & Education | 52300 | | | | | |
| Repair & Maintenance (Equipment) | 52400 | | | | | |
| Communications | 52500 | | | | | |
| Building Maintenance | 52600 | | | | | |
| Utilities | 52700 | | | | | |
| Postage | 52800 | | | | | |
| Printing & Reproduction | 52900 | | | | | |
| Equipment Rental | 53100 | | | | | |
| Rents & Leases | 53200 | | | | | |
| Professional Services & Contracts | 53300 | \$911,357 | \$1,169,000 | \$1,119,000 | (\$50,000) | (4.28%) |
| General Insurance | 53400 | | | | | |
| Shop & Field Supplies | 53500 | | | | | |
| Laboratory Supplies | 53600 | | | | | |
| Gasoline & Variable Fuel | 53700 | | | | | |
| Computer Hardware & Software | 53800 | | | | | |
| Stationery & Office Supplies | 53900 | | | | | |
| Books & Journals | 54100 | | | | | |
| Minor Office Equipment | 54200 | | | | | |
| Depreciation & Amortization | 54300 | | | | | |
| Non-Capital Assets | 54600 | | | | | |
| Total Services & Supplies Expenditures | | \$911,357 | \$1,169,000 | \$1,119,000 | (\$50,000) | (4.28%) |
| Capital Expenditures | | | | | | |
| Leasehold Improvements | 60100 | | | | | |
| Building & Grounds | 60105 | | | | | |
| Office Equipment | 60110 | | | | | |
| Computer & Network Equipment | 60115 | | | | | |
| Motorized Equipment | 60120 | | | | | |
| Lab & Monitoring Equipment | 60125 | | | | | |
| Communications Equipment | 60130 | | | | | |
| General Equipment | 60135 | | | | | |
| PM 2.5 Equipment | 60140 | | | | | |
| Biowatch Equipment | 60145 | | | | | |
| Total Capital Expenditures | | | | | | |
| Transfer Out | 70005 | | | | | |
| Total Expenditures | | \$1,126,119 | \$1,529,162 | \$1,445,903 | (\$83,259) | (5.44%) |

| Spare the Air (CMAQ) | | 305 |
|--|--|----------------------|
| Managing Division: Communications Office | | |
| Contact Person: Kristine Roselius | | |
| Program Purpose: The Spare the Air program encourages the public to reduce their driving, a major source of Bay Area air pollution, and promotes the use of public transit, biking, walking, carpooling, trip reduction and other behavior changes that reduce pollution from automobiles. | | |
| Description of Program: The Spare the Air Program provides health alerts and informs Bay Area residents about air pollution and encourages them to reduce single occupancy driving, especially during their commute to and from work, to improve air quality. The Spare the Air program will also help to promote the Commuter Benefits Program which supports the overall goal of reducing the number of vehicles on Bay Area roads. When air quality is forecast to be unhealthy, the Air District issues Spare the Air Alerts. Outreach to the public is conducted through an advertising and media relations campaign as well as through social media sites such as Twitter and Facebook. | | |
| Justification of Change Request: No change. | | |
| Activities | | |
| Conduct campaign to educate the public about individual choices to reduce air pollution. | | |
| Prepare and issue media releases, respond to media inquiries and plan media events. | | |
| Conduct public opinion surveys to evaluate program and measure behavior change. | | |
| Manage and update the sparettheair.org website as well as campaign landing pages and provide regular updates, measurements and responses for social media sites such as Twitter, Pinterest and Facebook. | | |
| Provide public outreach at community events throughout the Bay Area. | | |
| Notify the public of Spare the Air Alerts through AirAlerts, text alerts, the media, sparettheair.org, baaqmd.gov, the iPhone/Android app and social media sites. | | |
| Manage public outreach campaigns for advertising, social media and media relations. | | |
| Provide overview of campaign to Public Engagement Committee and Board of Directors. | | |
| Major Objectives | | Delivery Date |
| Develop the 2019 Spare the Air campaign. | | 3/01/2019 |
| Launch 2019 Spare the Air ozone season. | | 5/01/2019 |
| Monitor and measure campaign effectiveness via public opinion surveys. | | 10/15/2019 |
| Manage the 2019 Spare the Air advertising, media relations and social media campaign. | | 10/30/2019 |
| Promote Spare the Air clean air activities at public events. | | 10/30/2019 |
| Develop video podcasts, video news releases / statements, displays and infographics for Spare the Air program / events. | | 10/30/2019 |

| | FYE 2017 Audited Program Expenditures | FYE 2018 Amended Program Budget | FYE 2019 Proposed Program Budget | FTE/Dollar Change | Percent Change |
|---|--|--|---|----------------------|-------------------|
| Number of Positions (FTE) | | | | | |
| Personnel Expenditures | | | | | |
| Permanent Salaries | 51105 | | | | |
| Overtime Salaries | 51150 | | | | |
| Temporary Salaries | 51200 | | | | |
| Payroll Taxes | 51300 | | | | |
| Pension Benefits | 51400 | | | | |
| FICA Replacement Benefits | 51500 | | | | |
| Group Insurance Benefits | 51600 | | | | |
| Employee Transportation Subsidy | 51700 | | | | |
| Workers' Compensation | 51800 | | | | |
| Other Post-Employment Benefits | 51850 | | | | |
| Board Stipends | 51900 | | | | |
| Total Personnel Expenditures | | | | | |
| Services & Supplies Expenditures | | | | | |
| Travel In-State | 52200 | | | | |
| Travel Out-Of-State | 52225 | | | | |
| Training & Education | 52300 | | | | |
| Repair & Maintenance (Equipment) | 52400 | | | | |
| Communications | 52500 | | | | |
| Building Maintenance | 52600 | | | | |
| Utilities | 52700 | | | | |
| Postage | 52800 | | | | |
| Printing & Reproduction | 52900 | | | | |
| Equipment Rental | 53100 | | | | |
| Rents & Leases | 53200 | | | | |
| Professional Services & Contracts | 53300 | \$930,049 | \$1,000,000 | | |
| General Insurance | 53400 | | | | |
| Shop & Field Supplies | 53500 | | | | |
| Laboratory Supplies | 53600 | | | | |
| Gasoline & Variable Fuel | 53700 | | | | |
| Computer Hardware & Software | 53800 | | | | |
| Stationery & Office Supplies | 53900 | | | | |
| Books & Journals | 54100 | | | | |
| Minor Office Equipment | 54200 | | | | |
| Depreciation & Amortization | 54300 | | | | |
| Non-Capital Assets | 54600 | | | | |
| Total Services & Supplies Expenditures | | \$930,049 | \$1,000,000 | | |
| Capital Expenditures | | | | | |
| Leasehold Improvements | 60100 | | | | |
| Building & Grounds | 60105 | | | | |
| Office Equipment | 60110 | | | | |
| Computer & Network Equipment | 60115 | | | | |
| Motorized Equipment | 60120 | | | | |
| Lab & Monitoring Equipment | 60125 | | | | |
| Communications Equipment | 60130 | | | | |
| General Equipment | 60135 | | | | |
| PM 2.5 Equipment | 60140 | | | | |
| Biowatch Equipment | 60145 | | | | |
| Total Capital Expenditures | | | | | |
| Transfer Out | 70005 | | | | |
| Total Expenditures | | \$930,049 | \$1,000,000 | | |

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TECHNOLOGY IMPLEMENTATION OFFICE

Achieving federal and state clean air standards and greenhouse gas emissions targets requires a significant shift towards cleaner technology alternatives by both the mobile and stationary source sectors. The Bay Area Air Quality Management District (Air District) established the Technology Implementation Office (TIO) with the mission to catalyze innovation by advancing disruptive, cost-effective solutions to achieve greenhouse gas emissions reductions. TIO will cultivate partnerships and provide financing to incentivize low carbon intensity practices including deployment of zero emissions vehicles and infrastructure, zero emissions energy generation, efficient production and smart/connected technologies.

The TIO will work to achieve the goal of a carbon-free Bay Area by 2050, as envisioned in the Air District's proposed 2017 Clean Air Plan, and mainstream technologies so they can be scaled-up beyond the Bay Area. The TIO's partnerships and incentives for emerging technologies will be focused on the stationary source sector and the Air District's Light-Duty Electric Vehicle Programs.

Key TIO responsibilities include:

- Managing a loan program in partnership with financing authorities to fund clean air and GHG reduction projects in the stationary sector.
- Managing a grants program to fund adoption of clean vehicles and expansion of clean vehicle infrastructure
- Identifying projects and opportunities in which technical support and available funding can make a significant difference in the widespread deployment of cleaner vehicles and technology, and issuing grants, loans or loan guarantees for eligible projects.
- Performing technology evaluation, data analysis, planning, and reporting to evaluate potential technologies, projects, consumers and the market, and to evaluate the results of Air District sponsored clean-technology projects.
- Convening representatives from private industry, technology developers and equipment manufacturers, academia and research institutions, non-profits, local, state and federal agencies, and advocacy groups, to raise awareness about emerging technologies with potential customers, discuss emerging trends, and share best practices that accelerate the mass-adoption of the cleanest available vehicles and technology.

| Greenhouse Gas Technologies - Stationary | | 126 |
|--|--|----------------------|
| Managing Division: Technology Implementation Office | | |
| Contact Person: Ranyee Chiang | | |
| Program Purpose: The Technology Implementation Office will catalyze innovation by advancing disruptive, cost-effective solutions to achieve greenhouse gas emissions reduction. The TIO's goal is to support the 2017 Clean Air Plan goal of a carbon-free Bay Area by 2050 and mainstream technologies so they can be scaled-up beyond the Bay Area. | | |
| Description of Program: The program cultivates partnerships and provides financing to incentivize low carbon intensity practices for stationary and industrial sources. | | |
| Justification of Change Request: Funds that were identified in the General Fund designated reserves are being requested to establish and administer the loan program fund and to conduct matchmaking efforts between technologies and customers. The TIO will also continue efforts with the Steering Committee, to research and evaluate new technologies, and to develop additional funding to reduce emissions. | | |
| Activities | | |
| Oversee loan and loan guarantee partnership, including to leverage additional funding resources. | | |
| Identify technologies and customers and provide technical support and financing to implement technologies. | | |
| Identify new sources of funding and prepare grant applications to secure new funding. | | |
| Convene stakeholders for technology matchmaking and peer-to-peer information exchanges. | | |
| Provide technical resources to partners and the District. | | |
| Major Objectives | | Delivery Date |
| 1. Publish technology assessment report. | | 8/31/18 |
| 2. Provide loans and loan guarantees for implementing new technologies. | | Ongoing |
| 3. Convene stakeholders for technology matchmaking event and to discuss emerging trends in technologies and accelerating adoption. | | 5/31/19 |

| | FYE 2017 Audited Program Expenditures | FYE 2018 Amended Program Budget | FYE 2019 Proposed Program Budget | FTE/Dollar Change | Percent Change | |
|---|--|--|---|----------------------|-------------------|---------|
| Number of Positions (FTE) | 0.07 | | 2.44 | 2.44 | | |
| Personnel Expenditures | | | | | | |
| Permanent Salaries | 51105 | \$8,704 | \$236,177 | \$236,177 | | |
| Overtime Salaries | 51150 | | \$25,000 | \$25,000 | | |
| Temporary Salaries | 51200 | | | | | |
| Payroll Taxes | 51300 | \$99 | \$3,734 | \$3,734 | | |
| Pension Benefits | 51400 | \$950 | \$43,008 | \$43,008 | | |
| FICA Replacement Benefits | 51500 | \$54 | \$4,217 | \$4,217 | | |
| Group Insurance Benefits | 51600 | \$785 | \$32,967 | \$32,967 | | |
| Employee Transportation Subsidy | 51700 | \$53 | \$194 | \$194 | | |
| Workers' Compensation | 51800 | \$27 | \$1,416 | \$1,416 | | |
| Other Post-Employment Benefits | 51850 | \$956 | \$24,624 | \$24,624 | | |
| Board Stipends | 51900 | | | | | |
| Total Personnel Expenditures | | \$11,629 | \$371,336 | \$371,336 | | |
| Services & Supplies Expenditures | | | | | | |
| Travel In-State | 52200 | \$12,000 | \$5,500 | (\$6,500) | (54.17%) | |
| Travel Out-Of-State | 52225 | \$10,000 | \$9,500 | (\$500) | (5.00%) | |
| Training & Education | 52300 | \$6,000 | \$9,000 | \$3,000 | 50.00% | |
| Repair & Maintenance (Equipment) | 52400 | \$1,000 | | (\$1,000) | (100.00%) | |
| Communications | 52500 | \$3,000 | \$2,000 | (\$1,000) | (33.33%) | |
| Building Maintenance | 52600 | | | | | |
| Utilities | 52700 | | | | | |
| Postage | 52800 | | | | | |
| Printing & Reproduction | 52900 | | | | | |
| Equipment Rental | 53100 | | | | | |
| Rents & Leases | 53200 | | | | | |
| Professional Services & Contracts | 53300 | \$40,000 | \$456,000 | \$4,001,000 | \$3,545,000 | 777.41% |
| General Insurance | 53400 | | | | | |
| Shop & Field Supplies | 53500 | | | | | |
| Laboratory Supplies | 53600 | | | | | |
| Gasoline & Variable Fuel | 53700 | | | | | |
| Computer Hardware & Software | 53800 | \$10,000 | \$500 | (\$9,500) | (95.00%) | |
| Stationery & Office Supplies | 53900 | \$1,000 | \$250 | (\$750) | (75.00%) | |
| Books & Journals | 54100 | \$1,000 | \$250 | (\$750) | (75.00%) | |
| Minor Office Equipment | 54200 | | | | | |
| Depreciation & Amortization | 54300 | | | | | |
| Non-Capital Assets | 54600 | | | | | |
| Total Services & Supplies Expenditures | | \$40,000 | \$500,000 | \$4,028,000 | \$3,528,000 | 705.60% |
| Capital Expenditures | | | | | | |
| Leasehold Improvements | 60100 | | | | | |
| Building & Grounds | 60105 | | | | | |
| Office Equipment | 60110 | | | | | |
| Computer & Network Equipment | 60115 | | | | | |
| Motorized Equipment | 60120 | | | | | |
| Lab & Monitoring Equipment | 60125 | | | | | |
| Communications Equipment | 60130 | | | | | |
| General Equipment | 60135 | | | | | |
| PM 2.5 Equipment | 60140 | | | | | |
| Biowatch Equipment | 60145 | | | | | |
| Total Capital Expenditures | | | | | | |
| Transfer In/Out | 70005 | | | | | |
| Total Expenditures | \$51,629 | \$500,000 | \$4,399,336 | \$3,899,336 | 779.87% | |

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STRATEGIC INCENTIVES DIVISION

The Strategic Incentives Division administers grant programs to facilitate the execution of projects or programs focused primarily on the reduction of emissions from mobile sources in the Bay Area. The primary grant programs include the Transportation Fund for Clean Air (TFCA), the Carl Moyer Program (CMP), the Mobile Source Incentive Fund (MSIF), the Lower-Emission School Bus Program (LESBP), in addition to other miscellaneous grant programs. These programs support the implementation of transportation and mobile source measures, as well as other incentive-based initiatives that improve air quality in the region. In FYE 2019 the Strategic Incentives Division will administer more than \$64 million in new grant revenue funds.

| CARBON OFFSET FUND | | 311 |
|--|--|----------------------|
| Managing Division: Strategic Incentives | | |
| Contact Person: Chengfeng Wang | | |
| Program Purpose: Administer allocation of carbon offset fund revenue. | | |
| Description of Program: On September 10, 2007, ConocoPhillips Company (COP) entered into a settlement agreement with the Attorney General of California, which resulted in COP making a one-time payment of approximately \$4.4 million to a carbon offset fund created by the Air District. On November 24, 2008, the Air District entered into a Memorandum of Understanding with the Attorney General regarding the establishment of a carbon offset fund and the implementation of a Greenhouse Gas Reduction Grant Program (GGRGP) to fund projects that achieve verifiable, quantifiable reductions in greenhouse gas (GHG) emissions, with priority given to projects near the Rodeo Refinery. These projects were completed by FYE 2016. The remaining funds from the GGRGP are being used for the replacement of conventional commercial lawn and garden equipment with zero-emission alternatives with all funded projects to be completed in FYE 2019. | | |
| Justification of Change Request: No change. | | |
| Activities | | |
| Develop policies and guidelines for Program funding and prepare recommendations for Board of Directors consideration of Program policies and award of project funds. | | |
| Conduct workshops and assist with outreach efforts and project solicitation. | | |
| Review and evaluate applications and proposals for conformance with the applicable guidelines, policies, and regulations, and prepare Program documents, contracts, letters, reports, and communications. | | |
| Track status and performance of projects, and conduct inspections. | | |
| Prepare technical, financial, and staff reports. | | |
| Major Objectives | | Delivery Date |
| Prepare technical, financial, and staff reports. | | Ongoing |
| Monitor, inspect, and audit projects to assure compliance with program guidelines. | | Ongoing |
| Review project progress reports and reimbursement requests, and ensure project files are complete and up to date. | | Ongoing |
| Prepare and submit the final annual report to California Attorney General. | | 06/30/19 |

| | FYE 2017 Audited Program Expenditures | FYE 2018 Amended Program Budget | FYE 2019 Proposed Program Budget | FTE/Dollar Change | Percent Change |
|---|--|--|---|----------------------|-------------------|
| Number of Positions (FTE) | | 0.01 | | (0.01) | (100.00%) |
| Personnel Expenditures | | | | | |
| Permanent Salaries | 51105 | \$520 | \$1,479 | (\$1,479) | (100.00%) |
| Overtime Salaries | 51150 | | | | |
| Temporary Salaries | 51200 | | | | |
| Payroll Taxes | 51300 | \$8 | \$21 | (\$21) | (100.00%) |
| Pension Benefits | 51400 | \$80 | \$275 | (\$275) | (100.00%) |
| FICA Replacement Benefits | 51500 | \$11 | \$15 | (\$15) | (100.00%) |
| Group Insurance Benefits | 51600 | \$99 | \$252 | (\$252) | (100.00%) |
| Employee Transportation Subsidy | 51700 | \$6 | \$23 | (\$23) | (100.00%) |
| Workers' Compensation | 51800 | \$2 | \$8 | (\$8) | (100.00%) |
| Other Post-Employment Benefits | 51850 | \$57 | \$147 | (\$147) | (100.00%) |
| Board Stipends | 51900 | | | | |
| Total Personnel Expenditures | | \$783 | \$2,222 | (\$2,222) | (100.00%) |
| Services & Supplies Expenditures | | | | | |
| Travel In-State | 52200 | | | | |
| Travel Out-Of-State | 52225 | | | | |
| Training & Education | 52300 | | | | |
| Repair & Maintenance (Equipment) | 52400 | | | | |
| Communications | 52500 | | | | |
| Building Maintenance | 52600 | | | | |
| Utilities | 52700 | | | | |
| Postage | 52800 | | | | |
| Printing & Reproduction | 52900 | | | | |
| Equipment Rental | 53100 | | | | |
| Rents & Leases | 53200 | | | | |
| Professional Services & Contracts | 53300 | | | | |
| General Insurance | 53400 | | | | |
| Shop & Field Supplies | 53500 | | | | |
| Laboratory Supplies | 53600 | | | | |
| Gasoline & Variable Fuel | 53700 | | | | |
| Computer Hardware & Software | 53800 | | | | |
| Stationery & Office Supplies | 53900 | | | | |
| Books & Journals | 54100 | | | | |
| Minor Office Equipment | 54200 | | | | |
| Depreciation & Amortization | 54300 | | | | |
| Non-Capital Assets | 54600 | | | | |
| Total Services & Supplies Expenditures | | | | | |
| Capital Expenditures | | | | | |
| Leasehold Improvements | 60100 | | | | |
| Building & Grounds | 60105 | | | | |
| Office Equipment | 60110 | | | | |
| Computer & Network Equipment | 60115 | | | | |
| Motorized Equipment | 60120 | | | | |
| Lab & Monitoring Equipment | 60125 | | | | |
| Communications Equipment | 60130 | | | | |
| General Equipment | 60135 | | | | |
| PM 2.5 Equipment | 60140 | | | | |
| Biowatch Equipment | 60145 | | | | |
| Total Capital Expenditures | | | | | |
| Transfer Out | 70005 | | | | |
| Total Expenditures | | \$783 | \$2,222 | (\$2,222) | (100.00%) |

| GRANT PROGRAM DEVELOPMENT | | 313 |
|---|--|----------------------|
| Managing Division: Strategic Incentives | | |
| Contact Person: Anthony Fournier | | |
| Program Purpose: Expand availability of funding for emission reduction projects in the Bay Area by identifying and securing new sources of funding. Manage advanced technology demonstration projects through grants secured. | | |
| Description of Program: This program, established in 2010, is focused on identifying and securing new sources of funding for the Bay Area region. In FYE 2019, staff will pursue funding from Federal, State, local governments and other funding sources. Over time, this program aims to expand the availability of grant funding in the region in order to create additional opportunities for Bay Area businesses and residents to implement projects that reduce criteria pollutants, greenhouse gases, and toxic air contaminants from mobile and stationary sources. | | |
| Justification of Change Request: No change. | | |
| Activities | | |
| Form partnerships to leverage Air District funding resources. | | |
| Identify new sources of funding. | | |
| Prepare grant applications to secure new funding sources. | | |
| Manage advanced technology demonstration grants secured through development activities. | | |
| | | |
| Major Objectives | | Delivery Date |
| Identify new sources of funding for the region. | | Ongoing |
| Prepare grant applications and secure new funding sources. | | Ongoing |
| Manage advanced technology demonstration grants secured through development activities. | | 6/30/2019 |

| | | FYE 2017 Audited Program Expenditures | FYE 2018 Amended Program Budget | FYE 2019 Proposed Program Budget | FTE/Dollar Change | Percent Change |
|---|-------|--|--|---|----------------------|-------------------|
| Number of Positions (FTE) | | 2.63 | 3.40 | 2.65 | (0.75) | (22.05%) |
| Personnel Expenditures | | | | | | |
| Permanent Salaries | 51105 | \$292,126 | \$368,556 | \$277,306 | (\$91,250) | (24.76%) |
| Overtime Salaries | 51150 | \$3,961 | | | | |
| Temporary Salaries | 51200 | \$92,628 | | | | |
| Payroll Taxes | 51300 | \$4,402 | \$5,200 | \$3,963 | (\$1,237) | (23.79%) |
| Pension Benefits | 51400 | \$46,070 | \$68,676 | \$54,650 | (\$14,026) | (20.42%) |
| FICA Replacement Benefits | 51500 | \$4,194 | \$3,961 | \$4,571 | \$610 | 15.39% |
| Group Insurance Benefits | 51600 | \$46,698 | \$66,095 | \$34,619 | (\$31,476) | (47.62%) |
| Employee Transportation Subsidy | 51700 | \$3,508 | \$5,471 | \$2,452 | (\$3,019) | (55.18%) |
| Workers' Compensation | 51800 | \$893 | \$2,180 | \$1,537 | (\$644) | (29.51%) |
| Other Post-Employment Benefits | 51850 | \$32,103 | \$37,919 | \$26,727 | (\$11,192) | (29.51%) |
| Board Stipends | 51900 | | | | | |
| Total Personnel Expenditures | | \$526,583 | \$558,058 | \$405,824 | (\$152,234) | (27.28%) |
| Services & Supplies Expenditures | | | | | | |
| Travel In-State | 52200 | | \$7,700 | \$13,200 | \$5,500 | 71.43% |
| Travel Out-Of-State | 52225 | | \$4,000 | \$8,000 | \$4,000 | 100.00% |
| Training & Education | 52300 | | \$3,500 | \$3,500 | | |
| Repair & Maintenance (Equipment) | 52400 | | | | | |
| Communications | 52500 | | | | | |
| Building Maintenance | 52600 | | | | | |
| Utilities | 52700 | | | | | |
| Postage | 52800 | | | | | |
| Printing & Reproduction | 52900 | | | | | |
| Equipment Rental | 53100 | | | | | |
| Rents & Leases | 53200 | | | | | |
| Professional Services & Contracts | 53300 | \$172,493 | \$10,000 | \$80,000 | \$70,000 | 700.00% |
| General Insurance | 53400 | | | | | |
| Shop & Field Supplies | 53500 | | \$1,000 | \$1,000 | | |
| Laboratory Supplies | 53600 | | | | | |
| Gasoline & Variable Fuel | 53700 | | | | | |
| Computer Hardware & Software | 53800 | | | \$20,000 | \$20,000 | |
| Stationery & Office Supplies | 53900 | | | \$500 | \$500 | |
| Books & Journals | 54100 | | | | | |
| Minor Office Equipment | 54200 | | | | | |
| Depreciation & Amortization | 54300 | | | | | |
| Non-Capital Assets | 54600 | | | | | |
| Total Services & Supplies Expenditures | | \$172,493 | \$26,200 | \$126,200 | \$100,000 | 381.68% |
| Capital Expenditures | | | | | | |
| Leasehold Improvements | 60100 | | | | | |
| Building & Grounds | 60105 | | | | | |
| Office Equipment | 60110 | | | | | |
| Computer & Network Equipment | 60115 | | | | | |
| Motorized Equipment | 60120 | | | | | |
| Lab & Monitoring Equipment | 60125 | | | | | |
| Communications Equipment | 60130 | | | | | |
| General Equipment | 60135 | | | | | |
| PM 2.5 Equipment | 60140 | | | | | |
| Biowatch Equipment | 60145 | | | | | |
| Total Capital Expenditures | | | | | | |
| Transfer Out | 70005 | | | | | |
| Total Expenditures | | \$699,076 | \$584,258 | \$532,024 | (\$52,234) | (8.94%) |

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COMPLIANCE & ENFORCEMENT DIVISION

The Compliance & Enforcement Division ensures the Air District will realize the emission reductions achieved by the air quality regulations adopted by the Board of Directors, and permit conditions issued by the Executive Officer/APCO. Compliance with District, State, and Federal regulations is achieved by a Compliance Assistance Program that assists industry in understanding requirements, a Compliance Assurance (inspection) Program and an Enforcement Program that provides an effective deterrence to non-compliance. The Division promotes compliance assistance and voluntary compliance that assists companies to ensure compliance with regulations. When non-compliance is discovered, enforcement is applied at a level appropriate to the nature and extent of the violation. The Division will continue to work closely with industry, community groups, and environmental groups to review and enhance air quality compliance and enforcement programs, to provide the highest level of service.

For FYE 2019, the Division will continue to implement the Air District's comprehensive strategy to reduce residential wood smoke through enforcement, outreach and compliance assistance of the Wood Smoke Rule (Regulation 6, Rule 3). The Division will continue to implement the District's Mobile Source Compliance Plan (MSCP), a program for enforcement of CARB Diesel Particulate Matter (DPM) regulations from mobile sources. The Division will continue to minimize petroleum refinery flare use through the Flare Minimization Plans for all five Bay Area refineries. Other significant air programs requiring Division resources include investigations of Title V deviation reporting, the Portable Equipment Registration Program (PERP), Asbestos projects (renovations, demolitions and naturally occurring asbestos – NOA), compliance determinations for State Air Toxics Control Measures (ATCMs) and Federal Maximum Available Control Technology (MACTs) for air toxics. The Division will continue the implementation and enforcement of the District's Commuter Benefits regulation, which targets employers with more than 50 employees within the Air District's jurisdiction.

During the coming year, Division programs will continue to focus on activities that support the District's commitment to achieving clean air to protect public health and the environment. The Division will implement the following programs:

- The Compliance Assistance Program will continue to develop *Compliance Advisories* for use by the Inspection staff, industry and the public. These will include several related to new and amended regulations and state Air Toxics Control Measures for stationary sources and some mobile sources. The program encompasses inspector training, support for various Division programs, dispatch activities, Compliance Assistance Advisories, and Industry Compliance Schools. The small business incentive program will provide financial incentives for small businesses to attend District-run Industry Compliance Schools to learn practical information on how to comply with District regulations and how compliance benefits not only their business, but also their community.
- The Compliance Assurance Program will continue both announced and unannounced inspections of air pollution sources to ensure compliance. Targeted strategies will be used to focus inspections to find non-compliance and reduce excess emissions. Sources include: Title V and Synthetic Minors permits, petroleum refineries, chemical plants, dry cleaners, gasoline dispensing facilities, autobody shops, asbestos renovations and demolitions, agricultural and prescribed burning, and other permitted sources. Staff will continue to plan, prepare, and respond to air pollution incidents and to work closely with other response agencies.
- The Enforcement Program will continue with a focus on major facility (Title V, Synthetic Minor) auditing and will strive to ensure compliance with all air quality regulations. Staff will work with the Legal Division to provide a strong deterrent to non-compliance and to apply the appropriate level of enforcement, proportional to the level of non-compliance. The Division will vigorously pursue violators who show a disregard for the law and well-being of the public. Air pollution complaints will be investigated to provide a high level of service to the public. Wood smoke patrols for excessive opacity and curtailment violations will be conducted for the fifth winter of the wood smoke regulation.

The Division's outreach, throughout the programs above, will continue to provide compliance assistance materials in foreign languages and translation services for the air pollution complaint process, and other public service access points at the Air District.

| Enforcement | | 401 |
|---|--|----------------------|
| Managing Division: Compliance & Enforcement | | |
| Contact Person: John Marvin | | |
| Program Purpose: Enforce applicable Federal, State, and District air pollution regulations and permit conditions. | | |
| Description of Program: The Enforcement Program consists of activities designed to respond when sources are found in violation of applicable Federal, State and Air District regulations and permit conditions. A strong, technically-based enforcement program provides both an essential deterrent to continued or future non-compliance as well as consistency in enforcement practices throughout the regulated community. This program includes all Division activities necessary to address non-compliance, including issuing Notices of Violation (NOV) and Notices to Comply (NTC), identifying causes and solutions for non-compliance, developing enforcement cases for legal action, and providing testimony during hearings and court cases. Other elements of the program include responding to the public's air pollution complaints, returning sources to compliance, and supporting enforcement of the variance and abatement order process. In addition, the toxic air contaminant activities, such as mobile source enforcement of diesel particulate matter ATCMs and asbestos demolition/renovation enforcement, ensure compliance with Federal, State and District regulations to protect the public from exposure to known carcinogens. Oversight of the Division's Safety Program is coordinated with the training functions in Program 402. | | |
| Justification of Change Request: Program 401 budget reflects inflationary costs for rents; added costs for inspection staff additions, and safety and building code upgrades for Santa Clara, Hayward, Novato, and Peninsula field offices. | | |
| Activities | | |
| Investigate, issue, and process NOV's and NTC's; re-inspect sources to verify compliance status after issuance. Work with Legal Division to procure penalty settlement and/or successful prosecution. | | |
| Receive and investigate citizen inquiries and general air pollution complaints. Respond to these complaints as soon as possible where highest priority response is given to ongoing complaints alleged against potential nuisance sites. | | |
| Prepare enforcement cases in coordination with Legal Division; conduct/coordinate investigations to support their development for legal actions. | | |
| Provide technical analysis and support for variances, abatement orders, and permit appeals to the Hearing Board. Prepare weekly District position report on all matters before the Hearing Board. Ensure that increments of progress from variances, abatement orders, consent decrees, enforcement agreements, or settlement agreements are being met. | | |
| Asbestos regulations enforcement: issue and process NOV's, investigate air pollution complaints; handle inquiries. Conduct Demo/Reno outreach to city building departments, fire departments, and other stakeholders as needed. Attend environmental task force meetings. | | |
| Gasoline Dispensing Facilities (GDF) regulations enforcement: issue and process NOV's, investigate air pollution complaints, and conduct diagnostic testing. Assist operators with preventative maintenance and training. | | |
| Woodsmoke regulation enforcement: conduct curtailment and opacity patrols based on received complaints; process NOV's. | | |
| CARB Mobile Source regulations enforcement in CARE impacted areas with special focus on West Oakland. | | |
| Asbestos ATCM for Construction, Grading, Quarrying, and Surface Mining Operations regulation enforcement: issue and process NOV's for naturally occurring asbestos (NOA) construction projects, investigate air pollution complaints, and provide compliance assistance to construction project owner/operators | | |
| Refinery Flares: review, comment, approve and enforce provisions in Regulation 12, Rules 11 and 12. | | |
| Participate in interagency environmental task force programs to coordinate District enforcement activities with other County/State/Federal governmental agencies. | | |
| Provide staff at community meetings to present information on the complaint process, enforcement activities, etc. | | |
| Major Objectives | | Delivery Date |
| | | |

Enforcement

401

| | | FYE 2017 Audited Program Expenditures | FYE 2018 Amended Program Budget | FYE 2019 Proposed Program Budget | FTE/Dollar Change | Percent Change |
|---|-------|--|--|---|----------------------|-------------------|
| Number of Positions (FTE) | | 23.26 | 25.62 | 27.89 | 2.27 | 8.86% |
| Personnel Expenditures | | | | | | |
| Permanent Salaries | 51105 | \$2,575,427 | \$2,651,530 | \$2,925,699 | \$274,168 | 10.34% |
| Overtime Salaries | 51150 | \$50,518 | \$113,850 | \$113,850 | | |
| Temporary Salaries | 51200 | \$23,442 | \$5,500 | \$5,500 | | |
| Payroll Taxes | 51300 | \$38,828 | \$39,225 | \$43,542 | \$4,317 | 11.01% |
| Pension Benefits | 51400 | \$402,474 | \$495,193 | \$568,230 | \$73,037 | 14.75% |
| FICA Replacement Benefits | 51500 | \$31,576 | \$29,817 | \$47,965 | \$18,148 | 60.86% |
| Group Insurance Benefits | 51600 | \$404,052 | \$479,191 | \$523,066 | \$43,875 | 9.16% |
| Employee Transportation Subsidy | 51700 | \$26,572 | \$22,882 | \$17,347 | (\$5,535) | (24.19%) |
| Workers' Compensation | 51800 | \$7,868 | \$16,413 | \$16,155 | (\$257) | (1.57%) |
| Other Post-Employment Benefits | 51850 | \$283,017 | \$285,436 | \$280,958 | (\$4,478) | (1.57%) |
| Board Stipends | 51900 | | | | | |
| Total Personnel Expenditures | | \$3,843,773 | \$4,139,037 | \$4,542,311 | \$403,275 | 9.74% |
| Services & Supplies Expenditures | | | | | | |
| Travel In-State | 52200 | \$12,626 | \$16,400 | \$18,800 | \$2,400 | 14.63% |
| Travel Out-Of-State | 52225 | \$1,789 | \$1,200 | \$1,450 | \$250 | 20.83% |
| Training & Education | 52300 | \$1,173 | \$6,790 | \$6,790 | | |
| Repair & Maintenance (Equipment) | 52400 | \$835 | \$8,000 | \$108,000 | \$100,000 | 1250.00% |
| Communications | 52500 | \$158,332 | \$127,000 | \$137,000 | \$10,000 | 7.87% |
| Building Maintenance | 52600 | \$1,045 | \$2,500 | \$2,500 | | |
| Utilities | 52700 | \$1,401 | \$4,000 | \$4,000 | | |
| Postage | 52800 | | | | | |
| Printing & Reproduction | 52900 | \$877 | \$2,000 | \$2,000 | | |
| Equipment Rental | 53100 | | | | | |
| Rents & Leases | 53200 | \$39,407 | \$60,000 | \$69,600 | \$9,600 | 16.00% |
| Professional Services & Contracts | 53300 | \$2,970 | \$9,590 | \$9,590 | | |
| General Insurance | 53400 | | | | | |
| Shop & Field Supplies | 53500 | \$13,195 | \$15,000 | \$16,500 | \$1,500 | 10.00% |
| Laboratory Supplies | 53600 | | | | | |
| Gasoline & Variable Fuel | 53700 | | | | | |
| Computer Hardware & Software | 53800 | \$1,337 | \$2,000 | \$2,000 | | |
| Stationery & Office Supplies | 53900 | \$91 | | | | |
| Books & Journals | 54100 | | | | | |
| Minor Office Equipment | 54200 | \$1,017 | \$1,000 | \$1,000 | | |
| Depreciation & Amortization | 54300 | | | | | |
| Non-Capital Assets | 54600 | | | | | |
| Total Services & Supplies Expenditures | | \$236,096 | \$255,480 | \$379,230 | \$123,750 | 48.44% |
| Capital Expenditures | | | | | | |
| Leasehold Improvements | 60100 | | | | | |
| Building & Grounds | 60105 | | | | | |
| Office Equipment | 60110 | | | | | |
| Computer & Network Equipment | 60115 | | | | | |
| Motorized Equipment | 60120 | | | | | |
| Lab & Monitoring Equipment | 60125 | \$60,650 | \$43,500 | \$47,830 | \$4,330 | 9.95% |
| Communications Equipment | 60130 | | | | | |
| General Equipment | 60135 | | | | | |
| PM 2.5 Equipment | 60140 | | | | | |
| Biowatch Equipment | 60145 | | | | | |
| Total Capital Expenditures | | \$60,650 | \$43,500 | \$47,830 | \$4,330 | 9.95% |
| Transfer Out | 70005 | | | | | |
| Total Expenditures | | \$4,140,518 | \$4,438,017 | \$4,969,371 | \$531,355 | 11.97% |

| Compliance Assistance & Operations | | 402 |
|---|--|----------------------|
| Managing Division: Compliance & Enforcement | | |
| Contact Person: Juan Ortellado | | |
| Program Purpose: Promote compliance with Air District regulations through program development and industry/source education. | | |
| Description of Program: The Compliance Assistance and Operations Program provides both industry and Division staff with the necessary tools to promote compliance with air quality requirements. The Program also provides educational materials and conducts outreach to the public to promote compliance with the woodsmoke reduction program. In support of the woodsmoke reduction program, the Program maintains both an online and phone Woodsmoke Complaint System for the public to register complaints. The Program also manages a dispatch system for all general complaints from the public. Industry Compliance Schools (ICS), including a Small Business ICS incentive program, are offered for businesses. Compliance Advisories, fact sheets and other educational materials are provided to industry and trade associations. Regulatory questions are answered via a dedicated compliance assistance telephone line. In-service training ensures consistent and appropriate inspection activities. Mobile source compliance activities are conducted pursuant to the Air District's Mobile Source Compliance Plan. Partnerships with other public agencies promote multi-media pollution prevention through local Green Business programs and other activities. Support is provided for all Division air programs, and for the public and industry. | | |
| Justification of Change Request: With new staff joining the division, there is a need for additional funding to attend relevant external training opportunities, such as the annual CAPCOA Enforcement Symposium and the Odor Conference. Staff have also assumed new responsibilities in the CAPCOA Enforcement Managers Committee, which also results in the need for additional travel funding. | | |
| Activities | | |
| Compliance Assistance (Industry Assistance): provide small and medium-sized businesses with specialized educational and technical assistance to achieve and maintain compliance. Develop Compliance Assistance materials for specific business sectors and the public (woodsmoke). Provide compliance assistance during routine inspections and following enforcement action. Compliance assistance is also provided for all air quality complaints for the general public through dispatch or other 1-800 or 1-877 phone line systems. Outreach is conducted for compliance assistance for several programs, including mass-mailings of woodsmoke reduction program brochures and educational materials in sensitive wood smoke areas. Staff identify and translate Compliance Assistance materials for small business and other industry sectors where non-English speaking operators need additional assistance. | | |
| Compliance Assistance: develop and maintain Division Policies and Procedures and other documents/processes to ensure consistent application of enforcement activities. Conduct Industry Compliance Schools (ICS) for Small Businesses (using the SB Incentive ICS program) and other regulated industries. Build partnerships with other public and community organizations to strengthen compliance assistance activities. Conduct compliance assistance and enforcement activities for the woodsmoke reduction and mobile source enforcement programs. Maintain compliance assistance hotline during core business hours and provide staff for speaker's bureau. Promote pollution prevention through multi-media collaboration and coordination with local County Green Business Program Coordinators and the Association of Bay Area Governments (ABAG). | | |
| Training & Safety: provide staff with pertinent classes, educational materials and a robust safety curriculum to support core activities. Maintain ongoing Safety Training and implement new OSHA requirements as needed. | | |
| Operations: develop and maintain air programs to support Air District and CARB rule requirements, including but not limited to woodsmoke, flare monitoring, asbestos demolition/renovation, naturally occurring asbestos, boilers, open burning, reportable compliance activities. soil aeration and mobile source(s) compliance. Provide equipment & capital management for communication, computers and related devices. Provide multilingual services to access all Division programs. Review, analyze and process petitions, plans, complaints, Reportable Compliance Activities (RCAs - e.g., breakdowns, Ground-level monitor (GLM) releases, non-operational monitors, pressure relief valve releases) and other notifications received. | | |
| Major Objectives | | Delivery Date |
| | | |

| | | FYE 2017 Audited Program Expenditures | FYE 2018 Amended Program Budget | FYE 2019 Proposed Program Budget | FTE/Dollar Change | Percent Change |
|---|-------|--|--|---|----------------------|-------------------|
| Number of Positions (FTE) | | 15.11 | 18.14 | 17.68 | (0.46) | (2.55%) |
| Personnel Expenditures | | | | | | |
| Permanent Salaries | 51105 | \$1,673,419 | \$1,774,915 | \$1,806,487 | \$31,572 | 1.78% |
| Overtime Salaries | 51150 | \$7,619 | | | | |
| Temporary Salaries | 51200 | \$24,122 | | | | |
| Payroll Taxes | 51300 | \$25,163 | \$25,107 | \$25,807 | \$700 | 2.79% |
| Pension Benefits | 51400 | \$261,260 | \$331,592 | \$353,138 | \$21,546 | 6.50% |
| FICA Replacement Benefits | 51500 | \$20,803 | \$21,118 | \$30,412 | \$9,295 | 44.01% |
| Group Insurance Benefits | 51600 | \$264,511 | \$335,467 | \$346,797 | \$11,330 | 3.38% |
| Employee Transportation Subsidy | 51700 | \$17,803 | \$28,479 | \$19,146 | (\$9,333) | (32.77%) |
| Workers' Compensation | 51800 | \$5,113 | \$11,624 | \$10,243 | (\$1,381) | (11.88%) |
| Other Post-Employment Benefits | 51850 | \$183,898 | \$202,157 | \$178,134 | (\$24,023) | (11.88%) |
| Board Stipends | 51900 | | | | | |
| Total Personnel Expenditures | | \$2,483,710 | \$2,730,458 | \$2,770,164 | \$39,705 | 1.45% |
| Services & Supplies Expenditures | | | | | | |
| Travel In-State | 52200 | \$3,231 | \$1,600 | \$8,000 | \$6,400 | 400.00% |
| Travel Out-Of-State | 52225 | | \$1,700 | \$6,000 | \$4,300 | 252.94% |
| Training & Education | 52300 | \$8,175 | \$13,000 | \$14,000 | \$1,000 | 7.69% |
| Repair & Maintenance (Equipment) | 52400 | | \$4,000 | \$4,000 | | |
| Communications | 52500 | \$116,603 | \$128,000 | \$128,000 | | |
| Building Maintenance | 52600 | | | | | |
| Utilities | 52700 | | | | | |
| Postage | 52800 | | \$15,000 | \$15,000 | | |
| Printing & Reproduction | 52900 | \$1,742 | \$8,000 | \$8,000 | | |
| Equipment Rental | 53100 | | | | | |
| Rents & Leases | 53200 | | \$500 | \$500 | | |
| Professional Services & Contracts | 53300 | \$3,742 | \$30,000 | \$30,000 | | |
| General Insurance | 53400 | | | | | |
| Shop & Field Supplies | 53500 | \$58 | | | | |
| Laboratory Supplies | 53600 | | | | | |
| Gasoline & Variable Fuel | 53700 | | | | | |
| Computer Hardware & Software | 53800 | \$582 | \$1,000 | \$1,000 | | |
| Stationery & Office Supplies | 53900 | \$2,477 | \$4,000 | \$4,000 | | |
| Books & Journals | 54100 | | | | | |
| Minor Office Equipment | 54200 | | \$1,500 | \$1,500 | | |
| Depreciation & Amortization | 54300 | | | | | |
| Non-Capital Assets | 54600 | | | | | |
| Total Services & Supplies Expenditures | | \$136,610 | \$208,300 | \$220,000 | \$11,700 | 5.62% |
| Capital Expenditures | | | | | | |
| Leasehold Improvements | 60100 | | | | | |
| Building & Grounds | 60105 | | | | | |
| Office Equipment | 60110 | | | | | |
| Computer & Network Equipment | 60115 | | | | | |
| Motorized Equipment | 60120 | | | | | |
| Lab & Monitoring Equipment | 60125 | | | | | |
| Communications Equipment | 60130 | | | | | |
| General Equipment | 60135 | | | | | |
| PM 2.5 Equipment | 60140 | | | | | |
| Biowatch Equipment | 60145 | | | | | |
| Total Capital Expenditures | | | | | | |
| Transfer Out | 70005 | | | | | |
| Total Expenditures | | \$2,620,320 | \$2,938,758 | \$2,990,164 | \$51,405 | 1.75% |

| | | |
|--|--|----------------------|
| Compliance Assurance | | 403 |
| Managing Division: Compliance & Enforcement | | |
| Contact Person: Richard Lew/Jeff Gove | | |
| Program Purpose: Conduct compliance inspections and to ensure compliance with Air Quality regulations to achieve emission reductions. | | |
| Description of Program: The Inspection Program's goal is to ensure that facilities operate and maintain their equipment and processes in compliance with all applicable Federal, State and District Regulations and Permit conditions through continuing on-site visits by Inspection staff. Facilities inspected range from refineries, chemical plants, and high-technology industries, including small businesses such as gas stations, auto body shops, and dry cleaners. Additionally, strict enforcement of Toxic and Hazardous Material Regulations such as asbestos and diesel particulate rules has greatly minimized the public's risk and exposure to carcinogens. This program includes rapid response to incidents involving accidental emission of air pollutants, investigation to determine cause, and recommendations necessary to prevent reoccurrence. Incidents range from community odor episodes to releases of potentially hazardous pollutants from publicly-owned and private industrial sources. The program includes coordination with other agency responders, which work to ensure that response is complete, and that the public is protected to the greatest extent possible. | | |
| Justification of Change Request: Program 403 budget reflects expenditures for replacement of field monitoring equipment and the increased monthly rent of the field offices. In addition, an increase for safety and building code upgrades for Richmond and Concord field offices. | | |
| Activities | | |
| Refinery Inspection Program for Regulatory and Title 5 Permit Compliance. | | |
| Title V Inspections Program / EPA Grant / Aerometric Information Retrieval System (AIRS) and audits. | | |
| Synthetic Minor Inspection Program. | | |
| Initiate response to major air pollution incidents as soon as possible, and within minutes of notification, provide technical assistance and support to first response agencies during and after incidents; prepare incident reports. | | |
| Air Toxics (asbestos & diesel PM) Inspections Program. | | |
| Conduct targeted auto body painting facility inspections. | | |
| State Portable Equipment Inspection Program. | | |
| Gasoline Dispensing Facilities (GDFs) Inspections Program. | | |
| Inspection Communications / Computer Programs. | | |
| Conduct targeted prescribed burns Title 17/ Regulation 5 Open Burning inspections. | | |
| Perform analysis as required to track and analyze existing process safety management (PSM) programs, Federal and State risk management programs (RMP/RMPP); work with other agencies to improve programs. | | |
| Participate in interagency activities, such as County environmental task forces, incident response teams, and other activities relating to prevention, preparedness and emergency response. | | |
| Conduct targeted inspections at refinery/chemical plants and general facilities. | | |
| Staff air quality related community meetings to provide information on District Programs | | |
| Major Objectives | | Delivery Date |
| Refinery Inspection Program: Conduct compliance inspections and program audits of refineries and determine if Title V Permit Compliance are being met. | | Yearly |
| Prepare and submit required reports to EPA, Negotiation of EPA 105 Grant Program Outputs. | | 10/1/2018 |

| | | FYE 2017 Audited Program Expenditures | FYE 2018 Amended Program Budget | FYE 2019 Proposed Program Budget | FTE/Dollar Change | Percent Change |
|---|-------|--|--|---|----------------------|-------------------|
| Number of Positions (FTE) | | 33.61 | 36.95 | 46.12 | 9.16 | 24.79% |
| Personnel Expenditures | | | | | | |
| Permanent Salaries | 51105 | \$3,720,814 | \$3,719,047 | \$4,765,872 | \$1,046,825 | 28.15% |
| Overtime Salaries | 51150 | \$57,948 | | \$57,948 | \$57,948 | |
| Temporary Salaries | 51200 | \$18,404 | | \$18,404 | \$18,404 | |
| Payroll Taxes | 51300 | \$56,640 | \$52,631 | \$69,202 | \$16,571 | 31.48% |
| Pension Benefits | 51400 | \$581,306 | \$695,107 | \$928,008 | \$232,901 | 33.51% |
| FICA Replacement Benefits | 51500 | \$45,031 | \$43,015 | \$79,197 | \$36,181 | 84.11% |
| Group Insurance Benefits | 51600 | \$578,615 | \$665,721 | \$858,265 | \$192,543 | 28.92% |
| Employee Transportation Subsidy | 51700 | \$38,572 | \$32,831 | \$42,487 | \$9,656 | 29.41% |
| Workers' Compensation | 51800 | \$11,368 | \$23,677 | \$26,718 | \$3,040 | 12.84% |
| Other Post-Employment Benefits | 51850 | \$408,893 | \$411,782 | \$464,656 | \$52,874 | 12.84% |
| Board Stipends | 51900 | | | | | |
| Total Personnel Expenditures | | \$5,517,591 | \$5,643,812 | \$7,310,756 | \$1,666,943 | 29.54% |
| Services & Supplies Expenditures | | | | | | |
| Travel In-State | 52200 | \$12,089 | \$10,000 | \$10,000 | | |
| Travel Out-Of-State | 52225 | | \$2,550 | \$2,550 | | |
| Training & Education | 52300 | \$4,937 | \$3,300 | \$5,168 | \$1,868 | 56.61% |
| Repair & Maintenance (Equipment) | 52400 | \$4,212 | \$10,000 | \$60,000 | \$50,000 | 500.00% |
| Communications | 52500 | \$43,950 | \$65,000 | \$65,000 | | |
| Building Maintenance | 52600 | \$4,095 | \$4,000 | \$4,000 | | |
| Utilities | 52700 | \$6,969 | \$3,000 | \$3,000 | | |
| Postage | 52800 | | | | | |
| Printing & Reproduction | 52900 | \$430 | \$1,000 | \$1,000 | | |
| Equipment Rental | 53100 | | | | | |
| Rents & Leases | 53200 | \$78,181 | \$81,000 | \$89,100 | \$8,100 | 10.00% |
| Professional Services & Contracts | 53300 | \$484 | \$15,500 | \$15,500 | | |
| General Insurance | 53400 | | | | | |
| Shop & Field Supplies | 53500 | \$51,628 | \$26,000 | \$26,000 | | |
| Laboratory Supplies | 53600 | | | | | |
| Gasoline & Variable Fuel | 53700 | | | | | |
| Computer Hardware & Software | 53800 | \$12,406 | \$23,000 | \$23,000 | | |
| Stationery & Office Supplies | 53900 | \$1,993 | \$2,300 | \$2,300 | | |
| Books & Journals | 54100 | | | | | |
| Minor Office Equipment | 54200 | \$281 | | | | |
| Depreciation & Amortization | 54300 | | | | | |
| Non-Capital Assets | 54600 | | | | | |
| Total Services & Supplies Expenditures | | \$221,656 | \$246,650 | \$306,618 | \$59,968 | 24.31% |
| Capital Expenditures | | | | | | |
| Leasehold Improvements | 60100 | | | | | |
| Building & Grounds | 60105 | | | | | |
| Office Equipment | 60110 | | | | | |
| Computer & Network Equipment | 60115 | | | | | |
| Motorized Equipment | 60120 | | | | | |
| Lab & Monitoring Equipment | 60125 | | \$20,600 | \$120,600 | \$100,000 | 485.44% |
| Communications Equipment | 60130 | | | | | |
| General Equipment | 60135 | | | | | |
| PM 2.5 Equipment | 60140 | | | | | |
| Biowatch Equipment | 60145 | | | | | |
| Total Capital Expenditures | | | \$20,600 | \$120,600 | \$100,000 | 485.44% |
| Transfer Out | 70005 | | | | | |
| Total Expenditures | | \$5,739,246 | \$5,911,062 | \$7,737,974 | \$1,826,911 | 30.91% |

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ENGINEERING DIVISION

Engineering Division staff gives high priority to the timely review of permit applications and permit renewals. The typical application evaluation includes analyzing emissions impacts and determining compliance with applicable air quality requirements, including Best Available Control Technology (BACT), 'No Net Increase' requirements, New Source Review (NSR) of Toxic Air Contaminants (TACs) and California Environmental Quality Act (CEQA). There are over 10,000 facilities with about 24,000 devices and operations that have Air District permits.

The Division manages the issuance and renewals of Title V (Major Facility Review) permits. Title V permits are renewed every five years, and are updated to reflect changes that occur at the facilities. The Division will continue to streamline and improve the program.

The Division continues to transition to the Production System which includes an online system for the regulated community. These tools will increase consistency, efficiency and accuracy by allowing customers to submit applications, report data for the emissions inventory, pay invoices and renew permits through an online interface. The Division is working to design, test and deploy the next phase that will incorporate additional device types and a portal to accept refinery emissions inventories.

The Division is actively working on projects associated with the petroleum refineries. Staff is developing improved emission factors for fugitive emission leaks from heavy liquid service components. As required by Regulation 12, Rule 15, staff is reviewing Annual Emissions Inventories, from the refineries (5) and their support facilities, and addressing deficiencies related to these submittals.

The Division implements Regulation 11, Rule 18, Reduction of Risk from Air Toxic Emissions at Existing Facilities. In the first phase, the Division expects to refine toxic emissions and prioritization scores for approximately 60 facilities, out of which an estimated 35 facilities are expected to undergo refined health risk assessments (HRAs). HRAs will be conducted to determine if the facilities are subject to the risk reduction requirements of this rule.

The Division implements the State Air Toxics "Hot Spots" Program, which applies to existing facilities that emit Toxic Air Contaminants (TACs). Adopted in 1987 in response to public concern about TAC emissions, this program requires facilities to report their emissions to the Air District. Facilities with significant health risk must perform a detailed health risk assessment, notify the public, and reduce their risk to the public.

The Division provides technical support to other divisions, agencies and programs, including rule development, emissions inventory, enforcement actions, the Technology Implementation Office and the District's Regional Climate Action Plan. Key rule development efforts include NSR toxics review, petroleum refining, stationary gas turbines, sources of fine particulate matter greenhouse gases and rules to implement Best Available Retrofit Technology (BARCT).

The Division is participating in the Air District's Assembly Bill 617 implementation which includes a new Community Health Protection Program to benefit communities most directly affected by air pollution. Staff is helping the California Air Resources Board with stationary source inventory validation and reporting, creation of a BACT clearinghouse and BARCT.

The Division is developing a formal training program so that permits are evaluated and issued more efficiently and consistently. Staff continuously updates policies, procedures, permit manuals and permit templates.

Staff provides quality customer service to industry and the public.

| Permit Evaluation | | 501 |
|--|--|----------------------|
| Managing Division: Engineering | | |
| Contact Person: Pamela Leong | | |
| Program Purpose: Evaluation of all Non-Title V Permit Applications. | | |
| Description of Program: This program involves activities related to the evaluation of permit applications submitted to the District (except Title V permit applications, which are covered under Program 506). This includes applications for: (1) new/modified sources subject to District New Source Review requirements, (2) emissions banking, (3) Interchangeable Emission Reduction Credits (IERCs), and (4) Prevention of Significant Deterioration (PSD) & Acid Rain permits. Staff calculates emissions and evaluates compliance with regulatory requirements, including case-by-case Best Available Control Technology (BACT) and offset determinations. The program includes California Environmental Quality Act (CEQA) review and Climate Protection activities related to permitted sources. | | |
| Justification of Change Request: | | |
| Activities | | |
| Evaluate all non-Title V permit applications (1,500 estimated). | | |
| Complete CEQA-review functions. | | |
| Provide technical support to all divisions including estimating emissions, rule/condition interpretations and rule development. | | |
| Provide assistance to other agencies, industry and the public. | | |
| Participate in cross-agency committees such as California Air Pollution Controls Officers Association (CAPCOA). Engineering Managers' Subcommittee and National Association of Clean Air Agencies (NACAA). | | |
| Focus for 2019 will be support for rule development and implementation of Refinery, GHG Regulations, and AB 617. | | |
| Finalize revisions of Permitting Regulations (2-1, 2-2, 2-4 and 2-6) to address EPA's deficiencies, address crude slate changes at refineries, and add a District GHG threshold for permitting. | | |
| Major Objectives | | Delivery Date |
| Implement Regulation 12-15 Petroleum Refining Emissions Tracking Emission Inventory Guidelines | | 6/30/19 |
| Finalize revisions of Permitting Regulations (2-1, 2-2, 2-4 and 2-6) to address EPA's deficiencies, address crude slate changes at refineries, and add a District GHG threshold for permitting. | | 6/30/19 |
| Assist Air District with AB 617 (inventories, rule development, etc.) | | 6/30/19 |

| | FYE 2017 Audited Program Expenditures | FYE 2018 Amended Program Budget | FYE 2019 Proposed Program Budget | FTE/Dollar Change | Percent Change | |
|---|--|--|---|----------------------|-------------------|----------|
| Number of Positions (FTE) | 27.31 | 21.94 | 34.22 | 12.28 | 55.99% | |
| Personnel Expenditures | | | | | | |
| Permanent Salaries | 51105 | \$3,023,657 | \$2,637,639 | \$4,098,922 | \$1,461,283 | 55.40% |
| Overtime Salaries | 51150 | \$29,865 | \$40,000 | \$40,000 | | |
| Temporary Salaries | 51200 | \$22,702 | \$64,048 | \$64,048 | | |
| Payroll Taxes | 51300 | \$45,531 | \$38,924 | \$59,661 | \$20,738 | 53.28% |
| Pension Benefits | 51400 | \$472,577 | \$494,146 | \$1,111,831 | \$617,685 | 125.00% |
| FICA Replacement Benefits | 51500 | \$37,550 | \$25,536 | \$58,921 | \$33,386 | 130.74% |
| Group Insurance Benefits | 51600 | \$477,764 | \$411,216 | \$632,352 | \$221,136 | 53.78% |
| Employee Transportation Subsidy | 51700 | \$36,620 | \$37,414 | \$58,021 | \$20,607 | 55.08% |
| Workers' Compensation | 51800 | \$9,238 | \$14,056 | \$19,826 | \$5,770 | 41.05% |
| Other Post-Employment Benefits | 51850 | \$332,280 | \$244,450 | \$344,799 | \$100,349 | 41.05% |
| Board Stipends | 51900 | | | | | |
| Total Personnel Expenditures | | \$4,487,783 | \$4,007,427 | \$6,488,382 | \$2,480,955 | 61.91% |
| Services & Supplies Expenditures | | | | | | |
| Travel In-State | 52200 | \$1,028 | \$13,000 | \$13,000 | | |
| Travel Out-Of-State | 52225 | | | | | |
| Training & Education | 52300 | | \$2,464 | \$2,464 | | |
| Repair & Maintenance (Equipment) | 52400 | | | | | |
| Communications | 52500 | | \$110 | \$110 | | |
| Building Maintenance | 52600 | | | | | |
| Utilities | 52700 | | | | | |
| Postage | 52800 | | | | | |
| Printing & Reproduction | 52900 | \$1,300 | | | | |
| Equipment Rental | 53100 | | | | | |
| Rents & Leases | 53200 | | | | | |
| Professional Services & Contracts | 53300 | \$75,482 | \$601,059 | \$401,059 | (\$200,000) | (33.27%) |
| General Insurance | 53400 | | | | | |
| Shop & Field Supplies | 53500 | | | | | |
| Laboratory Supplies | 53600 | | | | | |
| Gasoline & Variable Fuel | 53700 | | | | | |
| Computer Hardware & Software | 53800 | \$22 | \$2,000 | \$2,000 | | |
| Stationery & Office Supplies | 53900 | | | | | |
| Books & Journals | 54100 | | \$200 | \$200 | | |
| Minor Office Equipment | 54200 | \$72 | \$368 | \$368 | | |
| Depreciation & Amortization | 54300 | | | | | |
| Non-Capital Assets | 54600 | | | | | |
| Total Services & Supplies Expenditures | | \$77,903 | \$619,201 | \$419,201 | (\$200,000) | (32.30%) |
| Capital Expenditures | | | | | | |
| Leasehold Improvements | 60100 | | | | | |
| Building & Grounds | 60105 | | | | | |
| Office Equipment | 60110 | | | | | |
| Computer & Network Equipment | 60115 | | | | | |
| Motorized Equipment | 60120 | | | | | |
| Lab & Monitoring Equipment | 60125 | | | | | |
| Communications Equipment | 60130 | | | | | |
| General Equipment | 60135 | | | | | |
| PM 2.5 Equipment | 60140 | | | | | |
| Biowatch Equipment | 60145 | | | | | |
| Total Capital Expenditures | | | | | | |
| Transfer Out | 70005 | | | | | |
| Total Expenditures | | \$4,565,686 | \$4,626,628 | \$6,907,583 | \$2,280,955 | 49.30% |

| | | |
|---|--|----------------------|
| Permit Renewals | | 502 |
| Managing Division: | | |
| Engineering | | |
| Contact Person: | | |
| Fred Tanaka | | |
| Program Purpose: | | |
| Review and process annual data updates and permit renewals. | | |
| Description of Program: | | |
| The Permit Renewal Program involves activities related to the annual renewal of District permits. The permit renewal process involves collection of data needed to update the Air District's emissions inventory, review of permit conditions, preparation of permit fee invoices, reconciliation of discrepancies and issuance of permit documents. Information gathered during this process is used for planning and rule development may also result in enforcement action or additional permitting. | | |
| Justification of Change Request: | | |
| None. | | |
| Activities | | |
| Request, enter and review annual data update requests. | | |
| Review and maintain permit conditions. | | |
| Review permit renewal invoice program. | | |
| | | |
| Major Objectives | | Delivery Date |
| Ensure the timely workflow of the permit renewal program. | | Ongoing |

Permit Renewals

502

| | | FYE 2017 Audited Program Expenditures | FYE 2018 Amended Program Budget | FYE 2019 Proposed Program Budget | FTE/Dollar Change | Percent Change |
|---|-------|--|--|---|----------------------|-------------------|
| Number of Positions (FTE) | | 4.54 | 5.93 | 7.32 | 1.39 | 23.44% |
| Personnel Expenditures | | | | | | |
| Permanent Salaries | 51105 | \$502,562 | \$624,240 | \$824,274 | \$200,034 | 32.04% |
| Overtime Salaries | 51150 | \$966 | \$4,338 | \$4,338 | | |
| Temporary Salaries | 51200 | \$10,877 | | | | |
| Payroll Taxes | 51300 | \$7,569 | \$8,890 | \$11,854 | \$2,964 | 33.34% |
| Pension Benefits | 51400 | \$78,225 | \$116,583 | \$158,897 | \$42,314 | 36.29% |
| FICA Replacement Benefits | 51500 | \$5,992 | \$6,903 | \$12,594 | \$5,691 | 82.45% |
| Group Insurance Benefits | 51600 | \$77,042 | \$109,887 | \$125,251 | \$15,365 | 13.98% |
| Employee Transportation Subsidy | 51700 | \$5,143 | \$9,820 | \$9,788 | (\$32) | (0.32%) |
| Workers' Compensation | 51800 | \$1,535 | \$3,799 | \$4,241 | \$441 | 11.62% |
| Other Post-Employment Benefits | 51850 | \$55,228 | \$66,077 | \$73,753 | \$7,676 | 11.62% |
| Board Stipends | 51900 | | | | | |
| Total Personnel Expenditures | | \$745,139 | \$950,536 | \$1,224,990 | \$274,454 | 28.87% |
| Services & Supplies Expenditures | | | | | | |
| Travel In-State | 52200 | | | | | |
| Travel Out-Of-State | 52225 | | | | | |
| Training & Education | 52300 | | | | | |
| Repair & Maintenance (Equipment) | 52400 | | | | | |
| Communications | 52500 | | | | | |
| Building Maintenance | 52600 | | | | | |
| Utilities | 52700 | | | | | |
| Postage | 52800 | | | | | |
| Printing & Reproduction | 52900 | | | | | |
| Equipment Rental | 53100 | | | | | |
| Rents & Leases | 53200 | | | | | |
| Professional Services & Contracts | 53300 | | | | | |
| General Insurance | 53400 | | | | | |
| Shop & Field Supplies | 53500 | | | | | |
| Laboratory Supplies | 53600 | | | | | |
| Gasoline & Variable Fuel | 53700 | | | | | |
| Computer Hardware & Software | 53800 | | | | | |
| Stationery & Office Supplies | 53900 | | | | | |
| Books & Journals | 54100 | | | | | |
| Minor Office Equipment | 54200 | | | | | |
| Depreciation & Amortization | 54300 | | | | | |
| Non-Capital Assets | 54600 | | | | | |
| Total Services & Supplies Expenditures | | | | | | |
| Capital Expenditures | | | | | | |
| Leasehold Improvements | 60100 | | | | | |
| Building & Grounds | 60105 | | | | | |
| Office Equipment | 60110 | | | | | |
| Computer & Network Equipment | 60115 | | | | | |
| Motorized Equipment | 60120 | | | | | |
| Lab & Monitoring Equipment | 60125 | | | | | |
| Communications Equipment | 60130 | | | | | |
| General Equipment | 60135 | | | | | |
| PM 2.5 Equipment | 60140 | | | | | |
| Biowatch Equipment | 60145 | | | | | |
| Total Capital Expenditures | | | | | | |
| Transfer Out | 70005 | | | | | |
| Total Expenditures | | \$745,139 | \$950,536 | \$1,224,990 | \$274,454 | 28.87% |

| Air Toxics | | 503 |
|--|--|----------------------|
| Managing Division: Engineering | | |
| Contact Person: Sanjeev Kamboj | | |
| Program Purpose: To develop and implement an effective air toxics control strategy that integrates Federal, State, and local requirements. | | |
| Description of Program: The Air Toxics Program involves the integration of Federal and State air toxics mandates with local goals that have been established by the Air District's Board of Directors. The program includes air toxics new source review (NSR), reduction of risk from existing facilities (Regulation 11, Rule 18), air toxics control measures, the Air Toxics "Hot Spots" Program, which includes maintaining an air toxics emissions inventory and research for alternative methods of reducing emissions. Staff provides modeling of emissions as needed. | | |
| Justification of Change Request: | | |
| Activities | | |
| Perform health risk screening for new/modified permit applications, and more detailed health risk assessments (HRAs) as required (300 estimated). | | |
| Implement Regulation 11, Rule 18, Reduction of risk from air toxic emissions at existing facilities. Refine toxics emission inventory, prioritization scores and performing approximately 200 refined facility-wide HRAs to determine if these facilities are subject to Rule 11-18. | | |
| Continue to implement recently adopted amendments to Regulation 2, Rule 5, New Source Review of Toxic Air Contaminants. | | |
| Transition to the new atmospheric dispersion modeling system (AERMOD). | | |
| Review health risk assessments and Prevention of Significant Deterioration (PSD) modeling analyses for major permit applications. | | |
| Maintain air toxics emissions inventory. | | |
| Complete annual air toxics prioritization, Assembly Bill 2588 (AB2588), and review any new health risk assessments that may be required. Coordinate public notification and risk reduction audits. | | |
| Coordinate with planning staff regarding data needs for updated California Environmental Quality Act (CEQA), Guidelines and Thresholds of Significance. | | |
| Publish periodic Air Toxics Emissions and Air Toxics Control Program Report. | | |
| Conduct studies that reduce toxic air pollution. | | |
| Support rule development efforts for reducing PM2.5 once health effect values for PM2.5 become available from Office of Environmental Health Hazard Assessment (OEHHA). | | |
| Major Objectives | | Delivery Date |
| Implement in phases Regulation 11, Rule 18, Reduction of Risk from Air Toxic Emissions at Existing Facilities. | | Ongoing |
| Continue to collect GDF risk data to incorporate 2015 OEHHA HRA guidelines for gas stations in the Toxics NSR Rule 2-5 | | Ongoing |
| Prepare and submit annual toxic emissions data (AB2588) to California Air Resources Board. | | 04/15/2019 |

| | | FYE 2017 Audited Program Expenditures | FYE 2018 Amended Program Budget | FYE 2019 Proposed Program Budget | FTE/Dollar Change | Percent Change |
|---|-------|--|--|---|----------------------|-------------------|
| Number of Positions (FTE) | | 9.31 | 12.73 | 7.36 | (5.37) | (42.20%) |
| Personnel Expenditures | | | | | | |
| Permanent Salaries | 51105 | \$1,030,812 | \$1,558,203 | \$925,103 | (\$633,100) | (40.63%) |
| Overtime Salaries | 51150 | \$1,254 | \$8,000 | \$8,000 | | |
| Temporary Salaries | 51200 | | | | | |
| Payroll Taxes | 51300 | \$15,515 | \$22,231 | \$13,369 | (\$8,862) | (39.86%) |
| Pension Benefits | 51400 | \$161,064 | \$292,076 | \$182,211 | (\$109,865) | (37.62%) |
| FICA Replacement Benefits | 51500 | \$12,864 | \$14,817 | \$12,646 | (\$2,171) | (14.65%) |
| Group Insurance Benefits | 51600 | \$162,351 | \$235,754 | \$118,195 | (\$117,559) | (49.87%) |
| Employee Transportation Subsidy | 51700 | \$11,156 | \$21,039 | \$13,705 | (\$7,334) | (34.86%) |
| Workers' Compensation | 51800 | \$3,149 | \$8,156 | \$4,263 | (\$3,893) | (47.74%) |
| Other Post-Employment Benefits | 51850 | \$113,279 | \$141,846 | \$74,134 | (\$67,712) | (47.74%) |
| Board Stipends | 51900 | | | | | |
| Total Personnel Expenditures | | \$1,511,445 | \$2,302,122 | \$1,351,625 | (\$950,497) | (41.29%) |
| Services & Supplies Expenditures | | | | | | |
| Travel In-State | 52200 | | \$1,300 | \$1,300 | | |
| Travel Out-Of-State | 52225 | | \$750 | \$750 | | |
| Training & Education | 52300 | \$859 | \$4,600 | \$4,600 | | |
| Repair & Maintenance (Equipment) | 52400 | | | | | |
| Communications | 52500 | | | | | |
| Building Maintenance | 52600 | | | | | |
| Utilities | 52700 | | | | | |
| Postage | 52800 | | \$39,940 | \$39,940 | | |
| Printing & Reproduction | 52900 | \$113,813 | \$107,000 | \$7,000 | (\$100,000) | (93.46%) |
| Equipment Rental | 53100 | | | | | |
| Rents & Leases | 53200 | | | | | |
| Professional Services & Contracts | 53300 | \$1,738 | \$1,201,000 | \$1,000 | (\$1,200,000) | (99.92%) |
| General Insurance | 53400 | | | | | |
| Shop & Field Supplies | 53500 | | | | | |
| Laboratory Supplies | 53600 | | | | | |
| Gasoline & Variable Fuel | 53700 | | | | | |
| Computer Hardware & Software | 53800 | | \$4,000 | \$4,000 | | |
| Stationery & Office Supplies | 53900 | | \$300 | \$300 | | |
| Books & Journals | 54100 | | | | | |
| Minor Office Equipment | 54200 | | \$400 | \$400 | | |
| Depreciation & Amortization | 54300 | | | | | |
| Non-Capital Assets | 54600 | | | | | |
| Total Services & Supplies Expenditures | | \$116,410 | \$1,359,290 | \$59,290 | (\$1,300,000) | (95.64%) |
| Capital Expenditures | | | | | | |
| Leasehold Improvements | 60100 | | | | | |
| Building & Grounds | 60105 | | | | | |
| Office Equipment | 60110 | | | | | |
| Computer & Network Equipment | 60115 | | | | | |
| Motorized Equipment | 60120 | | | | | |
| Lab & Monitoring Equipment | 60125 | | | | | |
| Communications Equipment | 60130 | | | | | |
| General Equipment | 60135 | | | | | |
| PM 2.5 Equipment | 60140 | | | | | |
| Biowatch Equipment | 60145 | | | | | |
| Total Capital Expenditures | | | | | | |
| Transfer Out | 70005 | | | | | |
| Total Expenditures | | \$1,627,855 | \$3,661,412 | \$1,410,915 | (\$2,250,497) | (61.47%) |

| Permit Operations | | 504 |
|--|--|----------------------|
| Managing Division: Engineering | | |
| Contact Person: Fred Tanaka | | |
| Program Purpose: Development and maintenance of permitting systems | | |
| Description of Program: The Permit Operations Program involves the collection, updating and maintenance of data for permitted sources of air pollution, and the development and maintenance of systems to manage these data. Data include source locations, operational data, emission factors, emissions inventory, emissions banking and "no net increase" tracking. Additional program activities include developing permit renewal procedures, coordination & tracking of permit-related activities, and provide customer support. | | |
| Justification of Change Request: Not applicable | | |
| Activities | | |
| Process and maintain data from permitted facilities. | | |
| Maintain permit tracking and management programs. | | |
| Manage and improve data quality. | | |
| Provide customer support. | | |
| Maintain division pages on website. | | |
| Maintain emissions bank and small facility bank. | | |
| Update and correct data from permitted facilities. | | |
| Manage division records including metadata and documents. | | |
| Major Objectives | | Delivery Date |
| Produce annual stationary source emissions inventory to California Air Resources Board (CARB) and EPA | | 12/31/2018 |

| | FYE 2017 Audited Program Expenditures | FYE 2018 Amended Program Budget | FYE 2019 Proposed Program Budget | FTE/Dollar Change | Percent Change |
|---|--|--|---|----------------------|-------------------|
| Number of Positions (FTE) | 4.04 | 6.80 | 4.45 | (2.35) | (34.58%) |
| Personnel Expenditures | | | | | |
| Permanent Salaries | 51105 \$448,010 | \$626,994 | \$532,157 | (\$94,837) | (15.13%) |
| Overtime Salaries | 51150 \$97 | \$5,000 | \$5,000 | | |
| Temporary Salaries | 51200 \$5,143 | | | | |
| Payroll Taxes | 51300 \$6,758 | \$8,916 | \$7,691 | (\$1,225) | (13.74%) |
| Pension Benefits | 51400 \$70,145 | \$116,799 | \$103,045 | (\$13,754) | (11.78%) |
| FICA Replacement Benefits | 51500 \$5,608 | \$7,918 | \$7,661 | (\$257) | (3.25%) |
| Group Insurance Benefits | 51600 \$71,918 | \$123,960 | \$71,050 | (\$52,910) | (42.68%) |
| Employee Transportation Subsidy | 51700 \$5,260 | \$9,687 | \$6,098 | (\$3,589) | (37.05%) |
| Workers' Compensation | 51800 \$1,369 | \$4,358 | \$2,578 | (\$1,780) | (40.85%) |
| Other Post-Employment Benefits | 51850 \$49,233 | \$75,797 | \$44,836 | (\$30,961) | (40.85%) |
| Board Stipends | 51900 | | | | |
| Total Personnel Expenditures | \$663,542 | \$979,429 | \$780,116 | (\$199,312) | (20.35%) |
| Services & Supplies Expenditures | | | | | |
| Travel In-State | 52200 | | | | |
| Travel Out-Of-State | 52225 | | | | |
| Training & Education | 52300 | \$510 | | (\$510) | (100.00%) |
| Repair & Maintenance (Equipment) | 52400 | \$3,268 | | (\$3,268) | (100.00%) |
| Communications | 52500 | | | | |
| Building Maintenance | 52600 | | | | |
| Utilities | 52700 | | | | |
| Postage | 52800 | | | | |
| Printing & Reproduction | 52900 \$49,957 | \$75,166 | \$75,166 | | |
| Equipment Rental | 53100 | | | | |
| Rents & Leases | 53200 | | | | |
| Professional Services & Contracts | 53300 \$1,613 | \$12,255 | \$12,255 | | |
| General Insurance | 53400 | | | | |
| Shop & Field Supplies | 53500 | | \$4,151 | \$4,151 | |
| Laboratory Supplies | 53600 | | | | |
| Gasoline & Variable Fuel | 53700 | | | | |
| Computer Hardware & Software | 53800 | \$1,021 | \$1,021 | | |
| Stationery & Office Supplies | 53900 | \$102 | | (\$102) | (100.00%) |
| Books & Journals | 54100 | \$271 | | (\$271) | (100.00%) |
| Minor Office Equipment | 54200 | | | | |
| Depreciation & Amortization | 54300 | | | | |
| Non-Capital Assets | 54600 | | | | |
| Total Services & Supplies Expenditures | \$51,570 | \$92,593 | \$92,593 | | |
| Capital Expenditures | | | | | |
| Leasehold Improvements | 60100 | | | | |
| Building & Grounds | 60105 | | | | |
| Office Equipment | 60110 | | | | |
| Computer & Network Equipment | 60115 | | | | |
| Motorized Equipment | 60120 | | | | |
| Lab & Monitoring Equipment | 60125 | | | | |
| Communications Equipment | 60130 | | | | |
| General Equipment | 60135 | | | | |
| PM 2.5 Equipment | 60140 | | | | |
| Biowatch Equipment | 60145 | | | | |
| Total Capital Expenditures | | | | | |
| Transfer Out | 70005 | | | | |
| Total Expenditures | \$715,112 | \$1,072,022 | \$872,709 | (\$199,312) | (18.59%) |

| | |
|--|---------------------------------|
| Title V | 506 |
| Managing Division: Engineering | |
| Contact Person: Sanjeev Kamboj | |
| Program Purpose: Implementation of Federal Operating Permit Program for Major Facilities. | |
| Description of Program: The Title V program involves activities related to Title V of the Federal Clean Air Act (CAA), which requires the District to issue federally enforceable permits to major and other designated facilities. The program is intended to enhance compliance with the CAA via permits that explicitly include all Federal, State, and District requirements applicable to sources of air pollution at subject facilities. | |
| Justification of Change Request: | |
| Activities | |
| Evaluate and process Title V applications (initial, revisions and renewals). | |
| Conduct Title V outreach activities and public hearings, as needed. | |
| Provide Title V training to District staff. | |
| Track EPA rulemaking related to Title V, Section 112, compliance monitoring and acid rain. | |
| Major Objectives | |
| Streamline the Title V program. | Delivery Date Ongoing |

| | FYE 2017 Audited Program Expenditures | FYE 2018 Amended Program Budget | FYE 2019 Proposed Program Budget | FTE/Dollar Change | Percent Change |
|---|--|--|---|----------------------|-------------------|
| Number of Positions (FTE) | 4.27 | 6.16 | 6.00 | (0.16) | (2.56%) |
| Personnel Expenditures | | | | | |
| Permanent Salaries | 51105 \$473,183 | \$737,526 | \$763,059 | \$25,533 | 3.46% |
| Overtime Salaries | 51150 \$5,649 | \$66,330 | \$66,330 | | |
| Temporary Salaries | 51200 | \$8,006 | \$8,006 | | |
| Payroll Taxes | 51300 \$7,137 | \$11,554 | \$12,011 | \$457 | 3.95% |
| Pension Benefits | 51400 \$73,983 | \$138,364 | \$151,038 | \$12,675 | 9.16% |
| FICA Replacement Benefits | 51500 \$5,819 | \$7,167 | \$10,340 | \$3,173 | 44.27% |
| Group Insurance Benefits | 51600 \$74,418 | \$111,288 | \$107,759 | (\$3,529) | (3.17%) |
| Employee Transportation Subsidy | 51700 \$5,659 | \$10,508 | \$11,356 | \$848 | 8.07% |
| Workers' Compensation | 51800 \$1,446 | \$3,945 | \$3,476 | (\$469) | (11.89%) |
| Other Post-Employment Benefits | 51850 \$52,000 | \$68,612 | \$60,453 | (\$8,159) | (11.89%) |
| Board Stipends | 51900 | | | | |
| Total Personnel Expenditures | \$699,293 | \$1,163,300 | \$1,193,828 | \$30,528 | 2.62% |
| Services & Supplies Expenditures | | | | | |
| Travel In-State | 52200 | \$378 | \$378 | | |
| Travel Out-Of-State | 52225 | | | | |
| Training & Education | 52300 | \$907 | \$907 | | |
| Repair & Maintenance (Equipment) | 52400 | | | | |
| Communications | 52500 | \$530 | \$530 | | |
| Building Maintenance | 52600 | | | | |
| Utilities | 52700 | | | | |
| Postage | 52800 | | | | |
| Printing & Reproduction | 52900 \$11,452 | \$28,873 | \$28,873 | | |
| Equipment Rental | 53100 | | | | |
| Rents & Leases | 53200 | | | | |
| Professional Services & Contracts | 53300 | \$602,723 | \$402,723 | (\$200,000) | (33.18%) |
| General Insurance | 53400 | | | | |
| Shop & Field Supplies | 53500 | | | | |
| Laboratory Supplies | 53600 | | | | |
| Gasoline & Variable Fuel | 53700 | | | | |
| Computer Hardware & Software | 53800 | \$919 | \$919 | | |
| Stationery & Office Supplies | 53900 | | | | |
| Books & Journals | 54100 | \$613 | \$613 | | |
| Minor Office Equipment | 54200 | \$185 | \$185 | | |
| Depreciation & Amortization | 54300 | | | | |
| Non-Capital Assets | 54600 | | | | |
| Total Services & Supplies Expenditures | \$11,452 | \$635,128 | \$435,128 | (\$200,000) | (31.49%) |
| Capital Expenditures | | | | | |
| Leasehold Improvements | 60100 | | | | |
| Building & Grounds | 60105 | | | | |
| Office Equipment | 60110 | | | | |
| Computer & Network Equipment | 60115 | | | | |
| Motorized Equipment | 60120 | | | | |
| Lab & Monitoring Equipment | 60125 | | | | |
| Communications Equipment | 60130 | | | | |
| General Equipment | 60135 | | | | |
| PM 2.5 Equipment | 60140 | | | | |
| Biowatch Equipment | 60145 | | | | |
| Total Capital Expenditures | | | | | |
| Transfer Out | 70005 | | | | |
| Total Expenditures | \$710,746 | \$1,798,428 | \$1,628,956 | (\$169,472) | (9.42%) |

| Engineering Special Projects | | 507 |
|---|--|----------------------|
| Managing Division: Engineering | | |
| Contact Person: Fred Tanaka | | |
| Program Purpose: Develop the infrastructure for consistent and efficient permit evaluation and processing, and complete projects intended to develop and improve programs within the Engineering Division. | | |
| Description of Program: The Engineering Special Projects program involves activities that are intended to ensure consistent, efficient, and high-quality, permit evaluation and processing. This includes the development of permit rules, policies, procedures, training and tools within the division. The program involves the deployment of the Production System including an online portal for customer to submit information electronically. Goals of the program include the reduction of time and effort needed to evaluate and issue permit applications, and the improvement of the quality of permit services provided such as training for internal and external customers. The program also implements public noticing, public records fulfillment and other projects not specified in other Division programs. Planning and implementation of AB 617 activities are also handled in this program. | | |
| Justification of Change Request: Since Public Noticing (Legal Notices) activities are moved to this program, \$100,000 was moved from Program 503 to 507. | | |
| Activities | | |
| Develop and maintain District permit rules, policies and procedures. | | |
| Coordinate review and modification of standard permit conditions. | | |
| Update permitting tools such as Permit Handbook, Best Available Control Technology (BACT) and Toxic Best Available Control Technology (TBACT) Workbook documents. | | |
| Improve division business processes. | | |
| Review and improve the point source emissions inventory. | | |
| Manage training program. | | |
| Coordinate Public Noticing activities. | | |
| Major Objectives | | Delivery Date |
| Complete and submit Interchangeable Emission Reduction Credit (IERC) report to California Air Resources Board (CARB). | | 3/1/2019 |
| Complete and submit Offset Equivalence report for EPA. | | 3/1/2019 |
| Implement new Production System functionality. | | ongoing |
| Conduct internal and external training. | | ongoing |
| Fulfill public records requests. | | ongoing |

Engineering Special Projects

507

| | | FYE 2017 Audited Program Expenditures | FYE 2018 Amended Program Budget | FYE 2019 Proposed Program Budget | FTE/Dollar Change | Percent Change |
|---|-------|--|--|---|----------------------|-------------------|
| Number of Positions (FTE) | | 2.78 | 5.00 | 2.82 | (2.18) | (43.62%) |
| Personnel Expenditures | | | | | | |
| Permanent Salaries | 51105 | \$308,283 | \$613,113 | \$368,072 | (\$245,041) | (39.97%) |
| Overtime Salaries | 51150 | | \$5,000 | \$5,000 | | |
| Temporary Salaries | 51200 | \$23,976 | | | | |
| Payroll Taxes | 51300 | \$4,649 | \$8,773 | \$5,348 | (\$3,426) | (39.05%) |
| Pension Benefits | 51400 | \$48,025 | \$114,913 | \$71,691 | (\$43,222) | (37.61%) |
| FICA Replacement Benefits | 51500 | \$3,682 | \$5,822 | \$4,888 | (\$934) | (16.04%) |
| Group Insurance Benefits | 51600 | \$47,409 | \$94,168 | \$50,433 | (\$43,735) | (46.44%) |
| Employee Transportation Subsidy | 51700 | \$4,070 | \$8,685 | \$4,289 | (\$4,396) | (50.61%) |
| Workers' Compensation | 51800 | \$942 | \$3,205 | \$1,634 | (\$1,571) | (49.02%) |
| Other Post-Employment Benefits | 51850 | \$33,873 | \$55,734 | \$28,413 | (\$27,321) | (49.02%) |
| Board Stipends | 51900 | | | | | |
| Total Personnel Expenditures | | \$474,908 | \$909,413 | \$539,768 | (\$369,645) | (40.65%) |
| Services & Supplies Expenditures | | | | | | |
| Travel In-State | 52200 | | \$5,000 | \$5,000 | | |
| Travel Out-Of-State | 52225 | | | | | |
| Training & Education | 52300 | \$2,206 | \$115,000 | \$65,000 | (\$50,000) | (43.48%) |
| Repair & Maintenance (Equipment) | 52400 | | | | | |
| Communications | 52500 | \$1,628 | \$5,000 | \$5,000 | | |
| Building Maintenance | 52600 | | | | | |
| Utilities | 52700 | | | | | |
| Postage | 52800 | | | | | |
| Printing & Reproduction | 52900 | | \$200 | \$50,200 | \$50,000 | 25000.00% |
| Equipment Rental | 53100 | | | | | |
| Rents & Leases | 53200 | | | | | |
| Professional Services & Contracts | 53300 | \$11,107 | \$50,000 | \$50,000 | | |
| General Insurance | 53400 | | | | | |
| Shop & Field Supplies | 53500 | \$2,808 | \$10,000 | \$10,000 | | |
| Laboratory Supplies | 53600 | | | | | |
| Gasoline & Variable Fuel | 53700 | | | | | |
| Computer Hardware & Software | 53800 | \$20,080 | \$60,000 | \$60,000 | | |
| Stationery & Office Supplies | 53900 | | | | | |
| Books & Journals | 54100 | | \$400 | \$400 | | |
| Minor Office Equipment | 54200 | \$99 | \$1,500 | \$1,500 | | |
| Depreciation & Amortization | 54300 | | | | | |
| Non-Capital Assets | 54600 | | | | | |
| Total Services & Supplies Expenditures | | \$37,927 | \$247,100 | \$247,100 | | |
| Capital Expenditures | | | | | | |
| Leasehold Improvements | 60100 | | | | | |
| Building & Grounds | 60105 | | | | | |
| Office Equipment | 60110 | | | | | |
| Computer & Network Equipment | 60115 | | | | | |
| Motorized Equipment | 60120 | | | | | |
| Lab & Monitoring Equipment | 60125 | | | | | |
| Communications Equipment | 60130 | | | | | |
| General Equipment | 60135 | | | | | |
| PM 2.5 Equipment | 60140 | | | | | |
| Biowatch Equipment | 60145 | | | | | |
| Total Capital Expenditures | | | | | | |
| Transfer Out | 70005 | | | | | |
| Total Expenditures | | \$512,836 | \$1,156,513 | \$786,868 | (\$369,645) | (31.96%) |

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PLANNING AND CLIMATE PROTECTION DIVISION

The Planning and Climate Protection Division prepares comprehensive source emission inventories for the Bay Area, conducts air quality modeling and data analyses, and prepares plans to meet State and Federal air quality standards. Division staff coordinates and implements climate protection activities through the Climate Protection Section. Division staff analyzes ambient and emissions data for toxic air contaminants, particulate matter, ozone and their precursors, and develops and implements programs to reduce exposures. Division staff works with cities, counties and other agencies to encourage transportation and land use decisions that improve air quality and protect the climate. Division staff prepares, reviews and provides guidance on environmental documents prepared pursuant to California Environmental Quality Act (CEQA).

In FYE 2019, staff will continue to implement the multi-pollutant Bay Area 2017 Clean Air Plan (2017 Plan), which addresses ozone, particulate matter, toxic air contaminants and greenhouse gases (GHGs). The 2017 Plan includes goals to attain all ambient air quality standards, eliminate disparities in health risk from air pollution, and reduce regional GHG emissions 40% below 1990 levels by 2030 and 80% below 1990 levels by 2050. To meet the new requirements of AB 617, staff will work to develop community air quality action plans, including: identifying and prioritizing impacted communities, conducting community outreach, implementing measures to reduce emissions and exposure, and providing local land use guidance. Staff will continue to work with local lead agencies, regional agencies, and others to implement the CEQA Guidelines. Staff will provide technical assistance to cities and counties on climate protection, local plans, and environmental review processes. Staff will track the development of new national ambient air quality standards and associated planning requirements. Staff will continue to work with Cal-EPA, the California Air Resources Board (CARB), and Federal, State, regional and local agencies to reduce emissions associated with ports and goods movement and implement other mobile source programs.

In FYE 2019, staff will implement GHG emission reduction measures identified in the 2017 Plan. Staff will: complete an update to CEQA Thresholds for GHGs; develop best practices and resources related to green waste handling and composting per SB 1383; develop rules and rule amendments to reduce GHGs; administer the Climate Protection Grant Program; work with CARB to coordinate state and regional climate programs; assist local governments with the development and implementation of climate action plans and local GHG reduction strategies; develop model ordinances and best practices to accelerate local policy adoption for reducing GHGs; collaborate with regional agency partners to implement Plan Bay Area and develop its next iteration; work with partner agencies to implement regional GHG reduction strategies through the Bay Area Regional Collaborative; conduct measurement studies of methane and other GHGs to support rule-making and compliance and enforcement efforts; and refine and maintain the Bay Area GHG emission inventory and improve GHG emissions forecasts.

In FYE 2019, staff will analyze aerometric data, conduct modeling, and apply geographic information systems to support the District's Strategic Incentives Division, rule development, permitting, climate protection, and planning activities. Staff will conduct source apportionment analyses and hybrid photochemical and dispersion modeling, characterize emissions and air quality, and assess air quality health impacts to support AB 617. Staff will continue to work with CARB, U.S. EPA, NOAA, NASA, Northern California air districts, and other stakeholders on the Central California Air Quality Studies, focused mainly on ozone, air toxics and PM. These studies involve field measurements, use of satellite data, emissions inventory development, modeling, and analysis of air quality and pollutant transport in North Central California. Staff will further improve modeling emissions estimates and continue conducting data analysis and modeling to better understand formation of fine and ultrafine PM, ozone and air toxics, and their health impacts in the Bay Area. Staff will investigate transport of pollutants between the Bay Area and neighboring regions and intercontinental transport of pollutants.

In FYE 2019, Division staff will continue work with other divisions on the technical analysis, outreach, and risk reduction components of the CARE Program. AB 617 will require an expansion of the CARE program's technical work, including: updates to regional-scale air toxics emissions estimates and modeling; an expanded program focused on local-scale emissions inventory development and modeling of air toxics and fine particulate matter; assessment via measurements and analyses in impacted communities of fine particulate matter and air toxic emissions and modeling; identifying impacted communities, and; working with State agencies, cities, counties, local stakeholders and others to develop and implement community action plans.

Many programs in the Division are supported by updating and reporting inventories of air pollutant emissions. In FYE 2019, Division staff will work with other divisions to review emissions inventory products and develop a quality assurance plan for them. Updated emissions methods and databases are needed for assessing impacts of pollution sources and to meet reporting and rule development requirements of the District. New requirements from CARB, posed by AB 617 and AB 197, require annual emissions reports for toxics and criteria pollutants for major emitters and improved consistency in methods for estimating emissions across California's air districts.

| Source Inventories | | 601 |
|---|--|----------------------|
| Managing Division: Planning and Climate Protection | | |
| Contact Person: Phil Martien | | |
| Program Purpose: Compile source inventories for criteria pollutants, toxic air contaminants (TACs) and greenhouse gases (GHGs) for planning, rule development, exposure assessments, and public information. Develop emissions forecasts to assist in developing effective projects and programs to reduce health risks from air pollution and to reduce levels of climate-forcing pollutants. | | |
| Description of Program: Staff assigned to this program compiles an inventory of all significant sources of air pollution emissions (criteria pollutants, TAC, and GHGs) in the Bay Area, and estimates the quantity, timing, and spatial distribution of emissions from each source or category of sources. The inventory includes emissions from industrial sources, motor vehicles, commercial activities, agricultural activities, residential and consumer products, and natural sources. Source inventories are used as a starting point for preparing regional and local air quality plans and for developing rules to control emissions. Inventory calculations are also used to track progress in implementing plans and demonstrating attainment. To meet State requirements, the Source Inventories Program reports permitted source emissions to CARB annually. These emissions are, in turn, reported by CARB to the public and to U.S. EPA. Staff also prepares and maintains GHG emission inventories and forecasts for the region and coordinates the development of emissions estimates for local-scale exposure assessments and for local air quality action plans required by Assembly Bill 617 (Garcia, 2017). | | |
| Justification of Change Request: AB 617 imposes major new requirements. These new requirements will require additional products from the Source Inventories Program on a specified timeline. Additional resources are needed to meet the deadlines for (a) developing local emissions inventories to support local air quality Action Plans and for tracking emission reductions from Action Plan measures and (b) adapting emissions inventory methods and reporting to conform to Statewide standardization. | | |
| Activities | | |
| Prepare point and area source emissions estimates to report to CARB, including criteria pollutants, TAC, and GHG emissions. | | |
| Provide inventory information to Air District staff to support various programs: Research and Modeling, Strategic Incentives Division, Rule Development, Communications, Community Engagement, Climate Protection, and CARE programs, including detailed local emissions for local air quality Action Plans. | | |
| To support multiple Air District programs, refine and evaluate emissions estimates, with emphasis on non-CO2 GHGs such as methane, TAC, and fine particulate matter, incorporating new measurement and analysis techniques. | | |
| Continue to develop the emissions inventory reporting platform, improving the District's ability to report and evaluate emissions inventory estimates. | | |
| Refine GHG scenario forecasts to improve tracking of state, regional, and local GHG reduction measures and quantify the level of additional reductions needed to meet GHG reduction targets. | | |
| Lead an Emissions Inventory Editorial Board at the Air District that implements staged improvements in methods for estimating and reporting emissions, adopting methods standardized across the State to meet AB 617 emissions reporting requirements. | | |
| Provide emission inventory information requested by the public and by consultants. | | |
| Major Objectives | | Delivery Date |
| Transmit detailed point and area source data to CARB's CEIDARS data base. | | 12/31/2018 |
| Develop local-scale emissions to support the West Oakland Action Plan. | | 6/30/2019 |
| Incorporate measurements and/or new models to refine methane emissions estimates in support of rule development and implementation of the Climate Protection Program. | | 12/31/2018 |
| Develop preliminary emissions datasets to support other local air quality Action Plans. | | 6/30/2019 |

Source Inventories

601

| | | FYE 2017 Audited Program Expenditures | FYE 2018 Amended Program Budget | FYE 2019 Proposed Program Budget | FTE/Dollar Change | Percent Change |
|---|-------|--|--|---|----------------------|-------------------|
| Number of Positions (FTE) | | 5.32 | 6.10 | 5.81 | (0.29) | (4.70%) |
| Personnel Expenditures | | | | | | |
| Permanent Salaries | 51105 | \$589,190 | \$797,917 | \$731,102 | (\$66,815) | (8.37%) |
| Overtime Salaries | 51150 | | | | | |
| Temporary Salaries | 51200 | | | | | |
| Payroll Taxes | 51300 | \$8,887 | \$11,383 | \$10,474 | (\$909) | (7.99%) |
| Pension Benefits | 51400 | \$92,007 | \$150,339 | \$140,421 | (\$9,917) | (6.60%) |
| FICA Replacement Benefits | 51500 | \$7,216 | \$7,100 | \$10,006 | \$2,905 | 40.92% |
| Group Insurance Benefits | 51600 | \$92,457 | \$106,285 | \$117,528 | \$11,243 | 10.58% |
| Employee Transportation Subsidy | 51700 | \$7,138 | \$10,592 | \$10,670 | \$78 | 0.74% |
| Workers' Compensation | 51800 | \$1,800 | \$3,908 | \$3,368 | (\$541) | (13.83%) |
| Other Post-Employment Benefits | 51850 | \$64,748 | \$67,971 | \$58,571 | (\$9,400) | (13.83%) |
| Board Stipends | 51900 | | | | | |
| Total Personnel Expenditures | | \$863,442 | \$1,155,496 | \$1,082,140 | (\$73,356) | (6.35%) |
| Services & Supplies Expenditures | | | | | | |
| Travel In-State | 52200 | | \$3,900 | \$3,900 | | |
| Travel Out-Of-State | 52225 | | \$3,100 | \$3,100 | | |
| Training & Education | 52300 | \$5,610 | \$7,000 | \$13,000 | \$6,000 | 85.71% |
| Repair & Maintenance (Equipment) | 52400 | | | | | |
| Communications | 52500 | | | | | |
| Building Maintenance | 52600 | | | | | |
| Utilities | 52700 | | | | | |
| Postage | 52800 | | | | | |
| Printing & Reproduction | 52900 | | | | | |
| Equipment Rental | 53100 | | | | | |
| Rents & Leases | 53200 | | | | | |
| Professional Services & Contracts | 53300 | \$92,121 | \$145,900 | \$150,900 | \$5,000 | 3.43% |
| General Insurance | 53400 | | | | | |
| Shop & Field Supplies | 53500 | | | | | |
| Laboratory Supplies | 53600 | | | | | |
| Gasoline & Variable Fuel | 53700 | | | | | |
| Computer Hardware & Software | 53800 | \$343 | \$22,000 | \$22,000 | | |
| Stationery & Office Supplies | 53900 | | | | | |
| Books & Journals | 54100 | \$360 | \$500 | \$500 | | |
| Minor Office Equipment | 54200 | | \$100 | \$100 | | |
| Depreciation & Amortization | 54300 | | | | | |
| Non-Capital Assets | 54600 | | | | | |
| Total Services & Supplies Expenditures | | \$98,433 | \$182,500 | \$193,500 | \$11,000 | 6.03% |
| Capital Expenditures | | | | | | |
| Leasehold Improvements | 60100 | | | | | |
| Building & Grounds | 60105 | | | | | |
| Office Equipment | 60110 | | | | | |
| Computer & Network Equipment | 60115 | | | | | |
| Motorized Equipment | 60120 | | | | | |
| Lab & Monitoring Equipment | 60125 | | | | | |
| Communications Equipment | 60130 | | | | | |
| General Equipment | 60135 | | | | | |
| PM 2.5 Equipment | 60140 | | | | | |
| Biowatch Equipment | 60145 | | | | | |
| Total Capital Expenditures | | | | | | |
| Transfer Out | 70005 | | | | | |
| Total Expenditures | | \$961,875 | \$1,337,996 | \$1,275,640 | (\$62,356) | (4.66%) |

| | |
|---|----------------------|
| Air Quality Plans | 602 |
| Managing Division: | |
| Planning and Climate Protection | |
| Contact Person: | |
| Dave Vintze | |
| Program Purpose: Prepare and track effectiveness of plans to attain and maintain State and National ambient air quality standards and local community emission reduction plans per AB 617. | |
| Description of Program: This program has historically involved the preparation of plans required for attaining or maintaining State and National air quality standards. This includes the preparation of State Triennial Updates (Clean Air Plan), and any SIP related submittals to EPA for national planning requirements. Air districts are now required to develop community action plans per AB 617, the Community Air Protection Program. All three of these planning requirements will involve cooperation of various District staff and cooperation with ABAG, MTC, CARB, EPA, local governments and community groups. Preparing CEQA documents for air quality plans as necessary, tracking the effectiveness of air quality plans, ensuring compliance with State and national air quality planning requirements, and reporting to CARB and EPA are included in the program. This program also includes tracking and commenting on proposed State and National air quality standards and planning requirements. | |
| Justification of Change Request: Additional resources are requested to prepare the community action plans called for in AB 617 and the associated CEQA compliance document. The District will need to prepare at least one AB 617 action plan during FYE 2019. | |
| Activities | |
| Participate in Statewide planning activities related to AB 617 implementation | |
| Coordinate preparation of community action plans per AB 617 | |
| Participate in planning activities related to State and Federal ambient air quality standards. | |
| Track development of new or amended State and Federal ambient air quality standards. | |
| Prepare any documents or technical analysis needed to meet new State or Federal planning requirements for ozone and PM2.5. | |
| Track implementation of control measures in the 2017 Clean Air Plan. | |
| Update District website with current air quality planning requirements and/or information related to proposed revisions to State and federal ambient air quality standards. | |
| Prepare CEQA document for the AB 617 community action plan. | |
| | |
| Major Objectives | Delivery Date |
| Prepare AB 617 community action plan for the West Oakland Community | 6/30/2019 |
| Prepare CEQA document for the AB 617 community action plan | 6/30/2019 |
| Submit other planning documents to CARB and EPA as required in FYE 2018 timeframe. | 6/30/2019 |

Air Quality Plans

602

| | | FYE 2017 Audited Program Expenditures | FYE 2018 Amended Program Budget | FYE 2019 Proposed Program Budget | FTE/Dollar Change | Percent Change |
|---|-------|--|--|---|----------------------|-------------------|
| Number of Positions (FTE) | | 4.45 | 1.95 | 4.43 | 2.48 | 127.17% |
| Personnel Expenditures | | | | | | |
| Permanent Salaries | 51105 | \$493,465 | \$203,727 | \$533,818 | \$330,092 | 162.03% |
| Overtime Salaries | 51150 | \$2,100 | | | | |
| Temporary Salaries | 51200 | | | | | |
| Payroll Taxes | 51300 | \$7,447 | \$2,875 | \$7,643 | \$4,768 | 165.81% |
| Pension Benefits | 51400 | \$77,124 | \$37,976 | \$104,703 | \$66,727 | 175.71% |
| FICA Replacement Benefits | 51500 | \$6,016 | \$2,270 | \$7,672 | \$5,402 | 238.00% |
| Group Insurance Benefits | 51600 | \$76,947 | \$37,212 | \$71,514 | \$34,302 | 92.18% |
| Employee Transportation Subsidy | 51700 | \$6,496 | \$3,342 | \$4,329 | \$987 | 29.53% |
| Workers' Compensation | 51800 | \$1,508 | \$1,249 | \$2,566 | \$1,317 | 105.41% |
| Other Post-Employment Benefits | 51850 | \$54,228 | \$21,729 | \$44,633 | \$22,904 | 105.41% |
| Board Stipends | 51900 | | | | | |
| Total Personnel Expenditures | | \$725,330 | \$310,380 | \$776,878 | \$466,498 | 150.30% |
| Services & Supplies Expenditures | | | | | | |
| Travel In-State | 52200 | \$2,130 | \$2,215 | \$2,215 | | |
| Travel Out-Of-State | 52225 | | | | | |
| Training & Education | 52300 | \$2,387 | \$1,200 | \$1,200 | | |
| Repair & Maintenance (Equipment) | 52400 | | | | | |
| Communications | 52500 | \$3,105 | | | | |
| Building Maintenance | 52600 | | | | | |
| Utilities | 52700 | | | | | |
| Postage | 52800 | | | | | |
| Printing & Reproduction | 52900 | \$413 | | | | |
| Equipment Rental | 53100 | | | | | |
| Rents & Leases | 53200 | | | | | |
| Professional Services & Contracts | 53300 | \$60,523 | \$20,000 | \$150,000 | \$130,000 | 650.00% |
| General Insurance | 53400 | | | | | |
| Shop & Field Supplies | 53500 | | | | | |
| Laboratory Supplies | 53600 | | | | | |
| Gasoline & Variable Fuel | 53700 | | | | | |
| Computer Hardware & Software | 53800 | | | | | |
| Stationery & Office Supplies | 53900 | \$269 | | | | |
| Books & Journals | 54100 | | | | | |
| Minor Office Equipment | 54200 | | | | | |
| Depreciation & Amortization | 54300 | | | | | |
| Non-Capital Assets | 54600 | | | | | |
| Total Services & Supplies Expenditures | | \$68,827 | \$23,415 | \$153,415 | \$130,000 | 555.20% |
| Capital Expenditures | | | | | | |
| Leasehold Improvements | 60100 | | | | | |
| Building & Grounds | 60105 | | | | | |
| Office Equipment | 60110 | | | | | |
| Computer & Network Equipment | 60115 | | | | | |
| Motorized Equipment | 60120 | | | | | |
| Lab & Monitoring Equipment | 60125 | | | | | |
| Communications Equipment | 60130 | | | | | |
| General Equipment | 60135 | | | | | |
| PM 2.5 Equipment | 60140 | | | | | |
| Biowatch Equipment | 60145 | | | | | |
| Total Capital Expenditures | | | | | | |
| Transfer Out | 70005 | | | | | |
| Total Expenditures | | \$794,158 | \$333,795 | \$930,293 | \$596,498 | 178.70% |

| Air Quality Modeling Support | | 603 |
|---|--|----------------------|
| Managing Division: Planning and Climate Protection | | |
| Contact Person: Saffet Tanrikulu | | |
| Program Purpose: Provide technical support to the District's initiatives and collaborative activities through modeling and air quality analyses. | | |
| Description of Program: This program provides technical support to various District activities including: the Climate Protection Program, the Air Quality Planning Program, Strategic Incentives Division programs, the Central California Air Quality Studies (CCAQS), the Spare the Air Program, Assembly Bill 617 related programs, the California Baseline Ozone Transport Study (CABOTS) and the ambient data Quality Assurance (QA)/Quality Control (QC) Program. It also manages the District's modeling- and data analysis-related contracts; participates in the District's rule development, permit modeling, air monitoring and emissions inventory/exposure assessment activities; and responds to requests from District staff and the public for ambient data. It also collaborates with federal and state agencies to assess pollutant health impacts and international pollutant transport. | | |
| Justification of Change Request: Additional resources are needed to update high resolution spatial surrogates to support AB617 | | |
| Activities | | |
| Support the Climate Protection Program: analyze ambient data, conduct modeling, help design monitoring program, evaluate GHG emissions estimates and analyze trends. | | |
| Support District's Air Quality Planning Program: conduct data analysis and modeling. | | |
| Support the Strategic Incentives Division: create and update maps to prioritize grant projects. | | |
| Respond to internal/external aerometric data requests. | | |
| Manage the District's data analysis and modeling-related contracts: prepare work statements, review and evaluate contractors' progress and invoices, and review project final reports. | | |
| Perform air quality modeling and data analysis to support District's rulemaking activities: apply CALMET/CALPUFF models to evaluate air quality and health benefits of proposed emission reductions. | | |
| Support permitting activities: apply AERMOD model to accommodate the District's non-PSD modeling needs and prepare meteorological inputs to AERMOD for permit modeling. | | |
| Participate in CARB's CCAQS and CABOTS programs: participate in the Technical and Policy Committee meetings, and provide in-kind support to their modeling and data analysis and emissions inventory preparation efforts. | | |
| Participate in ambient air monitoring program: perform QA/QC on meteorological data, and review and update the District's aerometric data needs. | | |
| Support Assembly Bill 617: create high resolution emissions inventory maps, evaluate locations of air monitoring stations, and assess ambient and health benefits of proposed and adopted emission controls. | | |
| Major Objectives | | Delivery Date |
| Perform ozone and PM modeling and analyses to assess District's status with respect to the standards. | | 6/30/2019 |
| Update health impacts analyses of ozone and PM, and document the results. | | 12/31/2018 |
| Perform analyses to assess contribution of wood burning to PM and document the results. | | 10/15/2018 |
| Update cluster and Chemical Mass Balance analyses to further refine the identification of emission sources contributing to ozone and PM. | | 12/31/2018 |
| Verify the District's aerometric data for 2017 and prepare meteorological inputs to AERMOD. | | 12/31/2018 |
| Perform WRF/CMAQ modeling and analyses to support the District's rule development efforts. | | 12/31/2018 |
| Prepare and update 1km resolution emissions inventory over the Bay Area to support AB617. | | 12/31/2018 |
| Test WRF/CMAQ or WRF/CHEM models for real time air quality forecasting. | | 6/30/2019 |
| Update health risk analysis for air toxics. | | 6/30/2019 |
| Update ship emissions estimates and ocean born PM emissions inventory for modeling. | | 12/31/2018 |

Air Quality Modeling Support

603

| | | FYE 2017 Audited Program Expenditures | FYE 2018 Amended Program Budget | FYE 2019 Proposed Program Budget | FTE/Dollar Change | Percent Change |
|---|-------|--|--|---|------------------------------|---------------------------|
| Number of Positions (FTE) | | 4.02 | 3.45 | 3.20 | (0.25) | (7.19%) |
| Personnel Expenditures | | | | | | |
| Permanent Salaries | 51105 | \$445,666 | \$431,638 | \$411,467 | (\$20,171) | (4.67%) |
| Overtime Salaries | 51150 | | | | | |
| Temporary Salaries | 51200 | | | | | |
| Payroll Taxes | 51300 | \$6,710 | \$6,135 | \$5,896 | (\$239) | (3.89%) |
| Pension Benefits | 51400 | \$69,579 | \$81,023 | \$79,630 | (\$1,393) | (1.72%) |
| FICA Replacement Benefits | 51500 | \$5,479 | \$4,016 | \$5,531 | \$1,515 | 37.74% |
| Group Insurance Benefits | 51600 | \$70,374 | \$65,515 | \$51,070 | (\$14,445) | (22.05%) |
| Employee Transportation Subsidy | 51700 | \$5,300 | \$6,125 | \$3,054 | (\$3,070) | (50.13%) |
| Workers' Compensation | 51800 | \$1,362 | \$2,210 | \$1,855 | (\$356) | (16.08%) |
| Other Post-Employment Benefits | 51850 | \$48,976 | \$38,443 | \$32,260 | (\$6,183) | (16.08%) |
| Board Stipends | 51900 | | | | | |
| Total Personnel Expenditures | | \$653,444 | \$635,104 | \$590,763 | (\$44,341) | (6.98%) |
| Services & Supplies Expenditures | | | | | | |
| Travel In-State | 52200 | \$75 | \$1,250 | \$1,350 | \$100 | 8.00% |
| Travel Out-Of-State | 52225 | \$2,827 | \$2,050 | \$3,350 | \$1,300 | 63.41% |
| Training & Education | 52300 | \$400 | \$6,100 | \$6,300 | \$200 | 3.28% |
| Repair & Maintenance (Equipment) | 52400 | | \$7,500 | \$7,000 | (\$500) | (6.67%) |
| Communications | 52500 | | \$1,000 | \$1,000 | | |
| Building Maintenance | 52600 | | | | | |
| Utilities | 52700 | | | | | |
| Postage | 52800 | | | | | |
| Printing & Reproduction | 52900 | | | | | |
| Equipment Rental | 53100 | | | | | |
| Rents & Leases | 53200 | | | | | |
| Professional Services & Contracts | 53300 | \$341,988 | \$93,650 | \$200,000 | \$106,350 | 113.56% |
| General Insurance | 53400 | | | | | |
| Shop & Field Supplies | 53500 | | | | | |
| Laboratory Supplies | 53600 | | | | | |
| Gasoline & Variable Fuel | 53700 | | | | | |
| Computer Hardware & Software | 53800 | | | | | |
| Stationery & Office Supplies | 53900 | | \$500 | \$500 | | |
| Books & Journals | 54100 | | | | | |
| Minor Office Equipment | 54200 | | | | | |
| Depreciation & Amortization | 54300 | | | | | |
| Non-Capital Assets | 54600 | | | | | |
| Total Services & Supplies Expenditures | | \$345,290 | \$112,050 | \$219,500 | \$107,450 | 95.89% |
| Capital Expenditures | | | | | | |
| Leasehold Improvements | 60100 | | | | | |
| Building & Grounds | 60105 | | | | | |
| Office Equipment | 60110 | | | | | |
| Computer & Network Equipment | 60115 | | | | | |
| Motorized Equipment | 60120 | | | | | |
| Lab & Monitoring Equipment | 60125 | | | | | |
| Communications Equipment | 60130 | | | | | |
| General Equipment | 60135 | | | | | |
| PM 2.5 Equipment | 60140 | | | | | |
| Biowatch Equipment | 60145 | | | | | |
| Total Capital Expenditures | | | | | | |
| Transfer Out | 70005 | | | | | |
| Total Expenditures | | \$998,734 | \$747,154 | \$810,263 | \$63,109 | 8.45% |

| Air Quality Modeling & Research | | 604 |
|--|--|----------------------|
| Managing Division: | | |
| Planning and Climate Protection | | |
| Contact Person: | | |
| Saffet Tanrikulu | | |
| Program Purpose: | | |
| Perform air quality modeling and data analyses to evaluate emission control strategies to attain and maintain air quality standards. | | |
| Description of Program: | | |
| This program maintains and applies state-of-the-science meteorological, emissions inventory and air quality models to investigate the formation of ozone, fine and ultrafine particulate matter (PM _{2.5} and PM _{0.1}), and toxic air contaminants in the Bay Area, assesses attainment status of the Bay Area with respect to Federal and State standards, supports Federal and State air quality plan development activities, quantifies transport of ozone, PM and toxic air contaminants, and their precursors within the Bay Area as well as between the Bay Area and neighboring districts, and quantifies the health impacts of ozone, PM, and toxic air contaminants. This program also includes analyses of ambient data, preparation of model inputs, monetary valuation of air pollution impacts in the Bay Area, maintenance of the District's cluster computer system, development of graphics and statistical programs to evaluate model inputs and outputs, and collaboration with modeling and air quality planning staff of CARB, U.S. EPA, NOAA, NASA, neighboring districts, industry, academia and other stakeholders. | | |
| Justification of Change Request: | | |
| Activities | | |
| Maintain and apply air quality models to investigate ozone, PM _{2.5} , PM _{0.1} , and toxic air contaminants formation in the Bay Area as well as their regional transport. | | |
| Maintain and apply meteorological models to prepare inputs to air quality models. | | |
| Maintain and apply emissions inventory models to prepare inputs to air quality models. | | |
| Maintain and apply air pollution health impacts and monetary valuation models. | | |
| Prepare ambient data for model inputs and evaluation of model outputs. | | |
| Conduct ambient data analyses for ozone, PM _{2.5} , PM _{0.1} and toxic air contaminants to characterize each pollutant's formation in the Bay Area. | | |
| Evaluate and improve model performance for multi-pollutant applications. | | |
| Maintain the District's cluster computer system on which models are run. | | |
| Develop graphics, analysis and model evaluation tools. | | |
| Develop in-house staff expertise in modeling and air quality analysis. | | |
| Coordinate Modeling Advisory Committee meetings. | | |
| Analyze Bay Area status relative to the national and state ambient air quality standards. | | |
| Major Objectives | | Delivery Date |
| Evaluate and improve WRF meteorological model performance to support CMAQ applications. | | 6/30/2019 |
| Update and improve spatial surrogates and temporal profiles used for gridding and temporalizing county level emissions estimates for modeling. | | 6/30/2019 |
| Evaluate and improve CMAQ model performance for multipollutant simulations. | | 6/30/2019 |
| Evaluate and update BenMAP for assessing health impacts of ozone, fine particulate matter, ultrafine particulate matter and air toxics contaminants. | | 6/30/2019 |
| Maintain and evaluate the CALMET/CALPUFF modeling system for local scale model applications. | | 6/30/2019 |
| Maintain and evaluate the AERMOD model for non-PSD model applications. | | 6/30/2019 |
| Update analysis of CMAQ sensitivity to emission reductions for PM, toxics and ozone and assess Bay Area trends. | | 6/30/2019 |
| Maintain the meteorological and air quality database and update analyses of ambient data for selected PM, toxics and ozone simulation periods. | | 6/30/2019 |
| Update modeling software and computer libraries. | | 6/30/2019 |

| | | FYE 2017 Audited Program Expenditures | FYE 2018 Amended Program Budget | FYE 2019 Proposed Program Budget | FTE/Dollar Change | Percent Change |
|---|-------|--|--|---|----------------------|-------------------|
| Number of Positions (FTE) | | 3.68 | 3.65 | 3.53 | (0.12) | (3.27%) |
| Personnel Expenditures | | | | | | |
| Permanent Salaries | 51105 | \$407,592 | \$484,764 | \$467,934 | (\$16,830) | (3.47%) |
| Overtime Salaries | 51150 | | | | | |
| Temporary Salaries | 51200 | | | | | |
| Payroll Taxes | 51300 | \$6,148 | \$6,911 | \$6,708 | (\$203) | (2.94%) |
| Pension Benefits | 51400 | \$63,636 | \$91,272 | \$90,842 | (\$430) | (0.47%) |
| FICA Replacement Benefits | 51500 | \$5,087 | \$4,249 | \$6,099 | \$1,851 | 43.56% |
| Group Insurance Benefits | 51600 | \$64,047 | \$66,319 | \$67,434 | \$1,115 | 1.68% |
| Employee Transportation Subsidy | 51700 | \$4,345 | \$6,475 | \$4,952 | (\$1,524) | (23.53%) |
| Workers' Compensation | 51800 | \$1,245 | \$2,339 | \$2,045 | (\$293) | (12.54%) |
| Other Post-Employment Benefits | 51850 | \$44,792 | \$40,671 | \$35,572 | (\$5,100) | (12.54%) |
| Board Stipends | 51900 | | | | | |
| Total Personnel Expenditures | | \$596,893 | \$702,999 | \$681,586 | (\$21,413) | (3.05%) |
| Services & Supplies Expenditures | | | | | | |
| Travel In-State | 52200 | \$17 | \$900 | \$900 | | |
| Travel Out-Of-State | 52225 | \$1,100 | \$1,650 | \$1,650 | | |
| Training & Education | 52300 | \$550 | \$2,500 | \$2,500 | | |
| Repair & Maintenance (Equipment) | 52400 | | \$10,000 | \$10,000 | | |
| Communications | 52500 | | | | | |
| Building Maintenance | 52600 | | | | | |
| Utilities | 52700 | | | | | |
| Postage | 52800 | | | | | |
| Printing & Reproduction | 52900 | \$71 | \$3,500 | \$3,500 | | |
| Equipment Rental | 53100 | | | | | |
| Rents & Leases | 53200 | | | | | |
| Professional Services & Contracts | 53300 | | \$9,500 | \$9,500 | | |
| General Insurance | 53400 | | | | | |
| Shop & Field Supplies | 53500 | | | | | |
| Laboratory Supplies | 53600 | | | | | |
| Gasoline & Variable Fuel | 53700 | | | | | |
| Computer Hardware & Software | 53800 | \$2,821 | \$7,372 | \$7,500 | \$128 | 1.74% |
| Stationery & Office Supplies | 53900 | | | | | |
| Books & Journals | 54100 | | | | | |
| Minor Office Equipment | 54200 | | | | | |
| Depreciation & Amortization | 54300 | | | | | |
| Non-Capital Assets | 54600 | | | | | |
| Total Services & Supplies Expenditures | | \$4,558 | \$35,422 | \$35,550 | \$128 | 0.36% |
| Capital Expenditures | | | | | | |
| Leasehold Improvements | 60100 | | | | | |
| Building & Grounds | 60105 | | | | | |
| Office Equipment | 60110 | | | | | |
| Computer & Network Equipment | 60115 | | | | | |
| Motorized Equipment | 60120 | | | | | |
| Lab & Monitoring Equipment | 60125 | | | | | |
| Communications Equipment | 60130 | | | | | |
| General Equipment | 60135 | | | | | |
| PM 2.5 Equipment | 60140 | | | | | |
| Biowatch Equipment | 60145 | | | | | |
| Total Capital Expenditures | | | | | | |
| Transfer Out | 70005 | | | | | |
| Total Expenditures | | \$601,450 | \$738,421 | \$717,136 | (\$21,285) | (2.88%) |

| Mobile Source Measures | | 605 |
|--|--|----------------------|
| Managing Division: Planning and Climate Protection | | |
| Contact Person: Dave Vintze | | |
| Program Purpose: Implementation of regional land use, mobile source and transportation measures. | | |
| Description of Program: State and Federal laws require air districts to implement mobile source and transportation measures to attain and maintain ambient air quality standards and to reduce emissions and exposure to fine particulate matter and toxic air contaminants in disproportionately impacted communities. To this end, District staff works with CARB, MTC, ABAG, CMAs, cities, counties, transit operators, Caltrans, and other agencies and community organizations to encourage and facilitate implementation of mobile source and transportation measures and to implement the 2017 Clean Air Plan. This program also includes consultation with other agencies regarding land use and transportation planning activities to minimize the potential land use compatibility conflicts of locating sensitive receptors in close proximity to local sources of air pollution. In addition, this program also includes analysis of air quality impacts of plans and projects through CEQA and other environmental review processes, and transportation/general conformity determinations. Staff also works with State and local agencies to reduce emissions from ports and goods movement, and participates in CARB rulemaking processes. | | |
| Justification of Change Request: | | |
| Activities | | |
| Provide guidance to cities and counties on air quality and infill development related to the Planning Healthy Places guidance document. Work with CAPCOA to update land use guidance documents and emission estimate models. | | |
| Collaborate with other regional agencies to implement Plan Bay Area, TOD and smart growth in the Bay Area. | | |
| Participate in Statewide effort to update the CalEEMod land use emission model. | | |
| Respond to questions from cities, counties and other agencies regarding air quality analysis procedures for CEQA documents; review and send comment letters on environmental documents for major development projects and plans. | | |
| Complete the update to the District's CEQA thresholds and guidelines. | | |
| Implement control measures in the 2017 Clean Air Plan, including an Indirect Source Rule, green waste diversion and zero waste model ordinances. | | |
| Work with MTC and others on implementation of transportation measures in the 2017 Clean Air Plan. | | |
| Work with EPA, CARB, and various Federal, State, regional and local agencies on mobile source programs, e.g., ports, goods movement, railroads, shipping. | | |
| Participate on regional and statewide Transportation Conformity Task Forces. | | |
| Track CARB actions on on-road and off-road mobile sources and fuels, and Bureau of Automotive Repair actions on vehicle inspection and maintenance; attend workshops and hearings and prepare comments as appropriate. | | |
| Evaluate and promote use of alternative fuels, e.g., hydrogen, biodiesel, etc. | | |
| Assist MTC and the Compliance and Enforcement Division with the implementation and evaluation of the commuter benefits program. | | |
| Assist in the development of climate action plans and community action plans per AB 617. | | |
| Provide consultation to Federal agencies regarding general conformity review of non-transportation projects. | | |
| Maintain & update webpages re: CEQA guidelines, smart growth, Planning Healthy Places, etc. | | |
| Major Objectives | | Delivery Date |
| Complete the update to the District's CEQA thresholds and guidelines per 2017 CAP | | 8/31/2018 |
| Assist with project level TAC/PM2.5 air quality analysis for Station Area Plans, Transit Priority Projects and Priority Development Areas to assist local jurisdictions in moving these projects forward. | | 6/30/2019 |
| Prepare comment letters regarding air quality impacts of Bay Area development projects and plans for CEQA documents. | | 6/30/2019 |
| Complete development of an indirect source rule per 2017 CAP | | 6/30/2019 |
| Participate in Port of Oakland Maritime Air Quality Improvement Plan update & implementation processes. | | 6/30/2019 |
| Develop model green waste diversion and zero waste model ordinances, and composting best practices guidance consistent with 2017 CAP control measures | | 12/31/2018 |
| Participate in CAPCOA update to land use guidance documents and CalEEMod model. | | 6/30/2019 |

Mobile Source Measures

605

| | | FYE 2017 Audited Program Expenditures | FYE 2018 Amended Program Budget | FYE 2019 Proposed Program Budget | FTE/Dollar Change | Percent Change |
|---|-------|--|--|---|----------------------|-------------------|
| Number of Positions (FTE) | | 4.37 | 5.27 | 4.61 | (0.66) | (12.47%) |
| Personnel Expenditures | | | | | | |
| Permanent Salaries | 51105 | \$484,706 | \$704,326 | \$622,783 | (\$81,543) | (11.58%) |
| Overtime Salaries | 51150 | \$553 | | | | |
| Temporary Salaries | 51200 | \$76,866 | | | | |
| Payroll Taxes | 51300 | \$7,361 | \$10,014 | \$8,929 | (\$1,084) | (10.83%) |
| Pension Benefits | 51400 | \$76,159 | \$132,252 | \$121,847 | (\$10,405) | (7.87%) |
| FICA Replacement Benefits | 51500 | \$6,099 | \$6,129 | \$7,972 | \$1,843 | 30.06% |
| Group Insurance Benefits | 51600 | \$76,936 | \$98,141 | \$82,369 | (\$15,772) | (16.07%) |
| Employee Transportation Subsidy | 51700 | \$5,520 | \$8,369 | \$5,497 | (\$2,872) | (34.31%) |
| Workers' Compensation | 51800 | \$1,481 | \$3,374 | \$2,670 | (\$704) | (20.85%) |
| Other Post-Employment Benefits | 51850 | \$53,266 | \$58,675 | \$46,438 | (\$12,237) | (20.85%) |
| Board Stipends | 51900 | | | | | |
| Total Personnel Expenditures | | \$788,948 | \$1,021,278 | \$898,506 | (\$122,773) | (12.02%) |
| Services & Supplies Expenditures | | | | | | |
| Travel In-State | 52200 | \$349 | \$2,300 | \$2,300 | | |
| Travel Out-Of-State | 52225 | \$2,209 | \$1,300 | \$1,300 | | |
| Training & Education | 52300 | \$1,338 | \$3,400 | \$3,400 | | |
| Repair & Maintenance (Equipment) | 52400 | | | | | |
| Communications | 52500 | \$1,368 | | | | |
| Building Maintenance | 52600 | | | | | |
| Utilities | 52700 | | | | | |
| Postage | 52800 | | | | | |
| Printing & Reproduction | 52900 | | \$4,000 | \$4,000 | | |
| Equipment Rental | 53100 | | | | | |
| Rents & Leases | 53200 | | | | | |
| Professional Services & Contracts | 53300 | \$184,615 | \$281,900 | \$281,900 | | |
| General Insurance | 53400 | | | | | |
| Shop & Field Supplies | 53500 | | | | | |
| Laboratory Supplies | 53600 | | | | | |
| Gasoline & Variable Fuel | 53700 | | | | | |
| Computer Hardware & Software | 53800 | | | | | |
| Stationery & Office Supplies | 53900 | | \$450 | \$450 | | |
| Books & Journals | 54100 | \$153 | | | | |
| Minor Office Equipment | 54200 | | | | | |
| Depreciation & Amortization | 54300 | | | | | |
| Non-Capital Assets | 54600 | | | | | |
| Total Services & Supplies Expenditures | | \$190,033 | \$293,350 | \$293,350 | | |
| Capital Expenditures | | | | | | |
| Leasehold Improvements | 60100 | | | | | |
| Building & Grounds | 60105 | | | | | |
| Office Equipment | 60110 | | | | | |
| Computer & Network Equipment | 60115 | | | | | |
| Motorized Equipment | 60120 | | | | | |
| Lab & Monitoring Equipment | 60125 | | | | | |
| Communications Equipment | 60130 | | | | | |
| General Equipment | 60135 | | | | | |
| PM 2.5 Equipment | 60140 | | | | | |
| Biowatch Equipment | 60145 | | | | | |
| Total Capital Expenditures | | | | | | |
| Transfer Out | 70005 | | | | | |
| Total Expenditures | | \$978,980 | \$1,314,628 | \$1,191,856 | (\$122,773) | (9.34%) |

| Climate Protection | | 608 |
|--|--|----------------------|
| Managing Division: Planning and Climate Protection | | |
| Contact Person: Abby Young | | |
| Program Purpose: Reduce emissions contributing to climate change and integrate climate protection into programs to reduce criteria and toxic air pollutants. | | |
| Description of Program: District climate protection activities for FYE 2019 will be coordinated by the Climate Protection Section and will include: implementation of the 2017 Clean Air Plan; administering the 2018 Climate Protection Grant Program; supporting the development of proposed rules to reduce GHGs; conducting methane and CO2 measurement studies to support rule-making and other programs; refining GHG emission inventories and forecasts; continuing technical assistance to local governments on climate action plan development and implementation through the development of model ordinances and best practices, assistance in obtaining cap and trade and other funds, assistance in developing indicators to track success, and assistance in implementing strategies to reduce GHG emissions from key sectors including buildings, waste, water and transportation; assistance to local governments and other entities to implement carbon sequestration on natural and working lands; supporting programs to divert organics from the waste stream; working with the private sector to reduce super-GHGs from refrigeration; working with stakeholder groups to develop public outreach and education initiatives to reduce GHG emissions; continued collaboration with local, regional, state, and national agencies on climate protection efforts; and continued integration of climate protection strategies in existing Air District programs, such as AB 617. | | |
| Justification of Change Request: | | |
| Activities | | |
| Implement 2017 Clean Air Plan by developing and implementing comprehensive, high priority strategies to reduce GHGs. | | |
| Implement the 2018 Climate Protection Grant Program to reduce GHGs from existing buildings and support innovative strategies with potential for long-term GHG reductions across multiple sectors. | | |
| Provide support for climate-related rule development activity. | | |
| Continue to collaborate and develop new methods for inventorying and forecasting regional GHG emissions to support rule-development, specifically the Basin-wide Methane Strategy. | | |
| Continue administering and improving the GHG Measurement Program using the GHG fixed-site and mobile monitoring network and collaborating with research institutions. | | |
| Provide climate leadership in the Bay Area through convening events, and providing networking and information-sharing opportunities for local governments and stakeholder groups. | | |
| Develop tools and standardized methodologies to assist local government in developing GHG emission inventories. | | |
| Support local climate action plans via technical assistance, developing model ordinances, and disseminating best practices, particularly in the areas of organic waste reduction, active and low-GHG transportation, and zero net energy/carbon buildings. | | |
| Engage stakeholder and industry groups in developing approaches for implementing the 2017 Clean Air Plan, including switching to low-GHG refrigerants and low-GHG diets. | | |
| Coordinate the integration of climate protection strategies in existing Air District programs. | | |
| Participate in regional climate protection programs with BARC, MTC, ABAG, and BCDC. | | |
| Participate in Statewide and regional Scoping Plan and Plan Bay Area implementation efforts. | | |
| Work with local, regional, state and federal agencies and organizations to coordinate climate protection efforts. | | |
| Major Objectives | | Delivery Date |
| Implement GHG reduction strategies identified in the 2017 Clean Air Plan. | | 6/30/2019 |
| Administer the 2018 Climate Protection Grant Program. | | 6/30/2019 |
| Support methane strategy rule development through GHG measurement activities. | | 6/30/19 |
| Implement control measures/strategies for the existing residential & commercial building stock. | | 6/30/19 |
| Implement strategies to divert organics from the waste stream. | | 6/30/2019 |
| Implement strategies to promote low-GHG refrigerants and reduce refrigerant use. | | 6/30/2019 |
| Implement strategies that support low- and no-GHG transportation. | | 6/30/2019 |
| Accelerate the local implementation of GHG reduction activities through developing model policies, best practices, guidance and assistance identifying and securing funding. | | 6/30/2019 |
| Collaborate with stakeholder organizations to develop public outreach and education campaigns. | | 6/30/2019 |
| Continue developing methods and collaborations to expand and improve GHG inventory and forecasting practices to support rule-making. | | 6/30/2019 |
| Continue operating and improving the fixed-site and mobile GHG monitoring network and develop improved estimates of methane and other GHG emissions. | | 6/30/2019 |

| | | FYE 2017 Audited Program Expenditures | FYE 2018 Amended Program Budget | FYE 2019 Proposed Program Budget | FTE/Dollar Change | Percent Change |
|---|-------|--|--|---|----------------------|-------------------|
| Number of Positions (FTE) | | 9.18 | 11.35 | 8.82 | (2.53) | (22.27%) |
| Personnel Expenditures | | | | | | |
| Permanent Salaries | 51105 | \$1,016,949 | \$1,463,446 | \$1,165,401 | (\$298,045) | (20.37%) |
| Overtime Salaries | 51150 | \$8,842 | | | | |
| Temporary Salaries | 51200 | \$15,247 | | | | |
| Payroll Taxes | 51300 | \$15,346 | \$20,788 | \$16,705 | (\$4,083) | (19.64%) |
| Pension Benefits | 51400 | \$158,753 | \$274,550 | \$225,436 | (\$49,114) | (17.89%) |
| FICA Replacement Benefits | 51500 | \$12,276 | \$13,211 | \$15,309 | \$2,097 | 15.87% |
| Group Insurance Benefits | 51600 | \$158,764 | \$218,608 | \$152,516 | (\$66,092) | (30.23%) |
| Employee Transportation Subsidy | 51700 | \$11,111 | \$18,967 | \$5,716 | (\$13,251) | (69.86%) |
| Workers' Compensation | 51800 | \$3,107 | \$7,272 | \$5,111 | (\$2,161) | (29.72%) |
| Other Post-Employment Benefits | 51850 | \$111,752 | \$126,471 | \$88,889 | (\$37,583) | (29.72%) |
| Board Stipends | 51900 | | | | | |
| Total Personnel Expenditures | | \$1,512,145 | \$2,143,314 | \$1,675,082 | (\$468,232) | (21.85%) |
| Services & Supplies Expenditures | | | | | | |
| Travel In-State | 52200 | \$1,924 | \$2,800 | \$4,300 | \$1,500 | 53.57% |
| Travel Out-Of-State | 52225 | \$1,819 | \$7,000 | \$7,500 | \$500 | 7.14% |
| Training & Education | 52300 | \$1,630 | \$6,100 | \$6,100 | | |
| Repair & Maintenance (Equipment) | 52400 | | \$20,000 | \$20,000 | | |
| Communications | 52500 | \$778 | | | | |
| Building Maintenance | 52600 | | | | | |
| Utilities | 52700 | | | | | |
| Postage | 52800 | | | | | |
| Printing & Reproduction | 52900 | \$2,648 | \$1,100 | \$100 | (\$1,000) | (90.91%) |
| Equipment Rental | 53100 | | | | | |
| Rents & Leases | 53200 | | | \$5,100 | \$5,100 | |
| Professional Services & Contracts | 53300 | \$113,750 | \$4,805,000 | \$340,000 | (\$4,465,000) | (92.92%) |
| General Insurance | 53400 | | | | | |
| Shop & Field Supplies | 53500 | \$28 | | | | |
| Laboratory Supplies | 53600 | | | | | |
| Gasoline & Variable Fuel | 53700 | \$30 | | | | |
| Computer Hardware & Software | 53800 | \$2,911 | \$1,800 | \$1,800 | | |
| Stationery & Office Supplies | 53900 | | \$300 | \$300 | | |
| Books & Journals | 54100 | | \$100 | \$100 | | |
| Minor Office Equipment | 54200 | | | \$200 | \$200 | |
| Depreciation & Amortization | 54300 | | | | | |
| Non-Capital Assets | 54600 | \$3,981 | | | | |
| Total Services & Supplies Expenditures | | \$129,498 | \$4,844,200 | \$385,500 | (\$4,458,700) | (92.04%) |
| Capital Expenditures | | | | | | |
| Leasehold Improvements | 60100 | | | | | |
| Building & Grounds | 60105 | | | | | |
| Office Equipment | 60110 | | | | | |
| Computer & Network Equipment | 60115 | | | | | |
| Motorized Equipment | 60120 | | | | | |
| Lab & Monitoring Equipment | 60125 | \$87,674 | | | | |
| Communications Equipment | 60130 | | | | | |
| General Equipment | 60135 | | | | | |
| PM 2.5 Equipment | 60140 | | | | | |
| Biowatch Equipment | 60145 | | | | | |
| Total Capital Expenditures | | \$87,674 | | | | |
| Transfer Out | 70005 | \$3,981 | | | | |
| Total Expenditures | | \$1,733,299 | \$6,987,514 | \$2,060,582 | (\$4,926,932) | (70.51%) |

| Community Air Risk Evaluation (CARE) | | 609 |
|--|--|----------------------|
| Managing Division: Planning and Climate Protection | | |
| Contact Person: Phil Martien | | |
| Program Purpose: Evaluate community health risks from ambient toxic air contaminants (TACs), fine particulate matter (PM) and other pollutants. Focus mitigation measures on locations with higher exposures and risk levels and vulnerable populations. Develop mitigation strategies for local sources of interest and new and existing development near busy roadways and other air pollution sources. Partner with other Air District staff and community members to execute requirements develop tools, analyses, and products to support local air quality Action Plans. | | |
| Description of Program: The District's CARE program targets risk reduction activities in areas where impacts of TACs, fine PM, and other pollutants are greatest. The CARE program helps to coordinate emissions inventory development, air modeling, air monitoring, analysis of health records and socio-economic datasets, and exposure and health assessments to identify areas with vulnerable populations and relatively high air pollution. Information derived from these activities is used to focus District risk reduction activities, such as rulemaking, grant and incentive programs, partnerships with local agencies on local plans and programs, collaboration with public health professionals, development of community risk reduction plans, advocacy of State and local regulatory programs, community engagement processes to improve public health in the most impacted communities, and other activities. The CARE program actively participates in the development of local air quality Action Plans required by Assembly Bill 617. | | |
| Justification of Change Request: AB 617 imposes major new requirements. These new requirements will require additional products from the CARE Program on a specified timeline. Additional resources will be required in Program 609 to meet the deadlines for ranking Bay Area communities within the Air District and for engaging with communities to develop local air quality Action Plans. Additional resources also will be required for Program 609 to develop technical products to support the local Action Plans. | | |
| Activities | | |
| Manage and coordinate the CARE program. | | |
| Conduct local-scale modeling and analyses to support risk screening tools that support the development of local air quality action plans and that help promote healthy development. | | |
| Participate in outreach and assist in evaluating community risks and hazards, through measurement and modeling programs. | | |
| Compile demographic and health statistics data for the Bay Area. | | |
| Attend community meetings to understand local concerns and provide updates on the CARE program. | | |
| Develop modeling methods to identify emission sources and source areas affecting impacted communities. | | |
| Develop mitigations for sources of interest and mitigation strategies for new and existing development near busy roadways and other air pollution sources. | | |
| Update regional emissions estimates of TAC. | | |
| Investigate and support the use of low-cost air quality sensor networks to improve exposure assessments. | | |
| Support enhanced data visualization/analysis tools for community partnerships and local planning guidance. | | |
| Major Objectives | | Delivery Date |
| Continue to expand the existing network of low-cost air quality sensors in the Bay Area to measure CO2 and local pollutants. | | 6/30/2019 |
| In coordination with West Oakland community groups, Air District staff, and stakeholders, develop products to support the West Oakland Action Plan: project goals, exposure and risk assessments, mitigation measures, and tracking methods. | | 6/30/2019 |
| Work with San Francisco residents, City/County of San Francisco to support the San Francisco Community Risk Reduction Plan (CRRP). Combine CRRP efforts with community mapping in the Bay View neighborhood. | | 9/30/2018 |
| Analyze local air pollution exposures in select communities to support preliminary Action Plan development. | | 6/30/2019 |

Community Air Risk Evaluation (CARE)

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| | | FYE 2017 Audited Program Expenditures | FYE 2018 Amended Program Budget | FYE 2019 Proposed Program Budget | FTE/Dollar Change | Percent Change |
|---|-------|--|--|---|----------------------|-------------------|
| Number of Positions (FTE) | | 3.39 | 2.53 | 3.68 | 1.15 | 45.43% |
| Personnel Expenditures | | | | | | |
| Permanent Salaries | 51105 | \$375,555 | \$356,761 | \$500,735 | \$143,974 | 40.36% |
| Overtime Salaries | 51150 | | | | | |
| Temporary Salaries | 51200 | \$1,319 | | | | |
| Payroll Taxes | 51300 | \$5,657 | \$5,101 | \$7,180 | \$2,079 | 40.76% |
| Pension Benefits | 51400 | \$58,760 | \$67,370 | \$96,916 | \$29,546 | 43.86% |
| FICA Replacement Benefits | 51500 | \$4,680 | \$2,944 | \$6,425 | \$3,481 | 118.26% |
| Group Insurance Benefits | 51600 | \$59,668 | \$43,635 | \$76,210 | \$32,575 | 74.65% |
| Employee Transportation Subsidy | 51700 | \$3,900 | \$4,390 | \$6,709 | \$2,319 | 52.82% |
| Workers' Compensation | 51800 | \$1,147 | \$1,620 | \$2,131 | \$510 | 31.50% |
| Other Post-Employment Benefits | 51850 | \$41,271 | \$28,180 | \$37,057 | \$8,877 | 31.50% |
| Board Stipends | 51900 | | | | | |
| Total Personnel Expenditures | | \$551,958 | \$510,002 | \$733,363 | \$223,361 | 43.80% |
| Services & Supplies Expenditures | | | | | | |
| Travel In-State | 52200 | | \$1,900 | \$1,900 | | |
| Travel Out-Of-State | 52225 | | \$2,000 | \$2,000 | | |
| Training & Education | 52300 | \$80 | \$10,400 | \$10,400 | | |
| Repair & Maintenance (Equipment) | 52400 | | \$3,000 | \$3,000 | | |
| Communications | 52500 | \$3,095 | \$1,000 | \$1,000 | | |
| Building Maintenance | 52600 | | | | | |
| Utilities | 52700 | | | | | |
| Postage | 52800 | | | | | |
| Printing & Reproduction | 52900 | | \$2,000 | \$2,000 | | |
| Equipment Rental | 53100 | | | | | |
| Rents & Leases | 53200 | | | | | |
| Professional Services & Contracts | 53300 | \$137,766 | \$100,700 | \$300,700 | \$200,000 | 198.61% |
| General Insurance | 53400 | | | | | |
| Shop & Field Supplies | 53500 | | \$3,500 | | (\$3,500) | (100.00%) |
| Laboratory Supplies | 53600 | | | | | |
| Gasoline & Variable Fuel | 53700 | | | | | |
| Computer Hardware & Software | 53800 | \$9,431 | \$13,500 | \$18,500 | \$5,000 | 37.04% |
| Stationery & Office Supplies | 53900 | | \$200 | \$200 | | |
| Books & Journals | 54100 | | \$500 | \$500 | | |
| Minor Office Equipment | 54200 | | \$100 | \$100 | | |
| Depreciation & Amortization | 54300 | | | | | |
| Non-Capital Assets | 54600 | | | | | |
| Total Services & Supplies Expenditures | | \$150,372 | \$138,800 | \$340,300 | \$201,500 | 145.17% |
| Capital Expenditures | | | | | | |
| Leasehold Improvements | 60100 | | | | | |
| Building & Grounds | 60105 | | | | | |
| Office Equipment | 60110 | | | | | |
| Computer & Network Equipment | 60115 | | | | | |
| Motorized Equipment | 60120 | | | | | |
| Lab & Monitoring Equipment | 60125 | | | | | |
| Communications Equipment | 60130 | | | | | |
| General Equipment | 60135 | | | | | |
| PM 2.5 Equipment | 60140 | | | | | |
| Biowatch Equipment | 60145 | | | | | |
| Total Capital Expenditures | | | | | | |
| Transfer Out | 70005 | | | | | |
| Total Expenditures | | \$702,330 | \$648,802 | \$1,073,663 | \$424,861 | 65.48% |

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INFORMATION SERVICES DIVISION

The Information Services Division focuses on Information Technology Operations and Support. Under this program, District staff provides design, implementation, security and maintenance of all computer server infrastructures including but not limited to email, telephone, network, file storage, disaster recovery, financials, and remote connection. The support team in this program provides user support to District staff for all technologies and user support to outside members of the regulated community that utilize on-line District technologies.

The Records Management Program (RM) is responsible for maintaining the Air District official records for each Divisions. These documents are made available for public, industry and internal request in accordance to the APCO Policy and Procedures. RM also monitors the Records Retention Schedule approved by the Board of Directors. RM division has been, and continues, working with consultants to develop the most effect way to meet these responsibilities.

In FY2019, the RM program intends to purchase new software to maintain all digitized records and track any paper records that are not maintained in electronic format. Consultants will assist RM in writing, review responses and make recommendations for a Request for Proposal (RFP) for software vendors. RM will assist each Division in developing Policy and Procedures for their official document criteria and conduct training for the Records Custodians on procedures for submitting documents to RM.

| | | |
|--|--|----------------------|
| Information Management Records & Content | | 712 |
| Managing Division: Information Services | | |
| Contact Person: Magen Holloway | | |
| Program Purpose: To provide archival and retrieval services for the District's records produced by various Divisions. Retires documents in accordance to the Record Retention Schedule. | | |
| Description of Program: The Records Management Program (RM) is responsible for maintaining the Air District official records for each Divisions. These documents are made available for public, industry and internal request in accordance to the APCO Policy and Procedures. RM also monitors the Records Retention Schedule approved by the Board of Directors. | | |
| Justification of Change Request: | | |
| New software will assist RM meet the program objects. | | |
| Consultants will assist RM in writing, review responses and make recommendations for a Request for Proposal (RFP) for software vendors. | | |
| Activities | | |
| Manage and Support of Physical and Electronic Storage of District Records. Maintain records in accordance to the Record Retention Schedule. | | |
| Purchase software to maintain and track District Records. | | |
| Train Division Records Custodians on new software. | | |
| Major Objectives | | Delivery Date |
| Purchase new software to maintain all official District records. | | |

| | | FYE 2017 Audited Program Expenditures | FYE 2018 Amended Program Budget | FYE 2019 Proposed Program Budget | FTE/Dollar Change | Percent Change |
|---|-------|--|--|---|----------------------|-------------------|
| Number of Positions (FTE) | | 1.29 | 2.00 | 2.99 | 0.99 | 49.28% |
| Personnel Expenditures | | | | | | |
| Permanent Salaries | 51105 | \$142,993 | \$188,535 | \$317,084 | \$128,549 | 68.18% |
| Overtime Salaries | 51150 | \$1,235 | | | | |
| Temporary Salaries | 51200 | \$2,997 | | | | |
| Payroll Taxes | 51300 | \$2,169 | \$2,651 | \$4,532 | \$1,882 | 70.99% |
| Pension Benefits | 51400 | \$22,097 | \$35,007 | \$61,642 | \$26,635 | 76.09% |
| FICA Replacement Benefits | 51500 | \$1,633 | \$2,328 | \$5,114 | \$2,786 | 119.67% |
| Group Insurance Benefits | 51600 | \$21,186 | \$40,872 | \$44,685 | \$3,813 | 9.33% |
| Employee Transportation Subsidy | 51700 | \$1,418 | \$1,752 | \$3,857 | \$2,105 | 120.17% |
| Workers' Compensation | 51800 | \$437 | \$1,281 | \$1,730 | \$448 | 34.98% |
| Other Post-Employment Benefits | 51850 | \$15,714 | \$22,286 | \$30,081 | \$7,795 | 34.98% |
| Board Stipends | 51900 | | | | | |
| Total Personnel Expenditures | | \$211,879 | \$294,712 | \$468,725 | \$174,013 | 59.05% |
| Services & Supplies Expenditures | | | | | | |
| Travel In-State | 52200 | \$28 | | \$2,500 | \$2,500 | |
| Travel Out-Of-State | 52225 | | | | | |
| Training & Education | 52300 | | \$5,000 | \$5,000 | | |
| Repair & Maintenance (Equipment) | 52400 | | | | | |
| Communications | 52500 | \$3,686 | \$3,600 | \$3,600 | | |
| Building Maintenance | 52600 | \$534 | \$8,500 | \$8,500 | | |
| Utilities | 52700 | \$3,546 | \$2,400 | \$3,600 | \$1,200 | 50.00% |
| Postage | 52800 | | | | | |
| Printing & Reproduction | 52900 | \$3,210 | \$85,000 | \$85,000 | | |
| Equipment Rental | 53100 | | | | | |
| Rents & Leases | 53200 | \$79,749 | \$70,000 | \$80,000 | \$10,000 | 14.29% |
| Professional Services & Contracts | 53300 | \$73,229 | \$160,000 | \$160,000 | | |
| General Insurance | 53400 | | | | | |
| Shop & Field Supplies | 53500 | | \$15,000 | \$15,000 | | |
| Laboratory Supplies | 53600 | | | | | |
| Gasoline & Variable Fuel | 53700 | | | | | |
| Computer Hardware & Software | 53800 | | | \$50,000 | \$50,000 | |
| Stationery & Office Supplies | 53900 | \$105 | \$5,000 | \$5,000 | | |
| Books & Journals | 54100 | | | | | |
| Minor Office Equipment | 54200 | | | | | |
| Depreciation & Amortization | 54300 | | | | | |
| Non-Capital Assets | 54600 | | | | | |
| Total Services & Supplies Expenditures | | \$164,088 | \$354,500 | \$418,200 | \$63,700 | 17.97% |
| Capital Expenditures | | | | | | |
| Leasehold Improvements | 60100 | | | | | |
| Building & Grounds | 60105 | | | | | |
| Office Equipment | 60110 | | \$100,000 | \$50,000 | (\$50,000) | (50.00%) |
| Computer & Network Equipment | 60115 | | \$800,000 | \$140,000 | (\$660,000) | (82.50%) |
| Motorized Equipment | 60120 | | | | | |
| Lab & Monitoring Equipment | 60125 | | | | | |
| Communications Equipment | 60130 | | | | | |
| General Equipment | 60135 | | | | | |
| PM 2.5 Equipment | 60140 | | | | | |
| Biowatch Equipment | 60145 | | | | | |
| Total Capital Expenditures | | | \$900,000 | \$190,000 | (\$710,000) | (78.89%) |
| Transfer Out | 70005 | (\$6,458) | | | | |
| Total Expenditures | | \$369,509 | \$1,549,212 | \$1,076,925 | (\$472,287) | (30.49%) |

| | | |
|---|--|----------------------|
| Information Systems Software Development | | 725 |
| Managing Division: Information Services | | |
| Contact Person: Blair L Adams | | |
| Program Purpose: This program provides design, implementation and support services for the District's permitting business function, including the transition from the legacy systems to the Production System. | | |
| Description of Program: This program is responsible for software design, validation and implementation of the Production System for permitting activities such as processing permit applications, registrations and permit renewal. The Production System will replace existing systems (e.g., Databank, IRIS, current online registration systems). Implementation of the system includes providing a help desk and support tools to enhance the customer experience to use the online system. | | |
| Justification of Change Request: | | |
| Activities | | |
| Designs for permitting functionality and features | | |
| User Acceptance Testing of functionality and features | | |
| Legacy data review and cleanup | | |
| Customer Help Desk | | |
| Customer tools to enhance system usability | | |
| Staff Training | | |
| Major Objectives | | Delivery Date |
| Production System design and testing | | Daily |
| Implementation of functionality to internal customers | | Daily |
| Implementation of functionality to external customers | | Daily |

| | | FYE 2017 Audited Program Expenditures | FYE 2018 Amended Program Budget | FYE 2019 Proposed Program Budget | FTE/Dollar Change | Percent Change |
|---|-------|--|--|---|----------------------|-------------------|
| Number of Positions (FTE) | | 7.65 | 8.57 | 8.58 | 0.01 | 0.16% |
| Personnel Expenditures | | | | | | |
| Permanent Salaries | 51105 | \$847,428 | \$1,086,135 | \$1,103,927 | \$17,791 | 1.64% |
| Overtime Salaries | 51150 | \$1,219 | | | | |
| Temporary Salaries | 51200 | \$14,266 | | | | |
| Payroll Taxes | 51300 | \$12,791 | \$15,377 | \$15,818 | \$440 | 2.86% |
| Pension Benefits | 51400 | \$132,448 | \$203,093 | \$217,429 | \$14,337 | 7.06% |
| FICA Replacement Benefits | 51500 | \$10,218 | \$9,972 | \$14,833 | \$4,861 | 48.74% |
| Group Insurance Benefits | 51600 | \$132,857 | \$166,948 | \$122,383 | (\$44,565) | (26.69%) |
| Employee Transportation Subsidy | 51700 | \$8,737 | \$15,361 | \$15,141 | (\$220) | (1.43%) |
| Workers' Compensation | 51800 | \$2,589 | \$5,489 | \$4,996 | (\$493) | (8.98%) |
| Other Post-Employment Benefits | 51850 | \$93,127 | \$95,464 | \$86,895 | (\$8,569) | (8.98%) |
| Board Stipends | 51900 | | | | | |
| Total Personnel Expenditures | | \$1,255,679 | \$1,597,840 | \$1,581,422 | (\$16,418) | (1.03%) |
| Services & Supplies Expenditures | | | | | | |
| Travel In-State | 52200 | | | | | |
| Travel Out-Of-State | 52225 | | | | | |
| Training & Education | 52300 | | \$15,000 | \$15,000 | | |
| Repair & Maintenance (Equipment) | 52400 | | | | | |
| Communications | 52500 | \$679 | | | | |
| Building Maintenance | 52600 | | | | | |
| Utilities | 52700 | | | | | |
| Postage | 52800 | | | | | |
| Printing & Reproduction | 52900 | | | | | |
| Equipment Rental | 53100 | | | | | |
| Rents & Leases | 53200 | | | | | |
| Professional Services & Contracts | 53300 | \$50,000 | \$50,000 | \$50,000 | | |
| General Insurance | 53400 | | | | | |
| Shop & Field Supplies | 53500 | | | | | |
| Laboratory Supplies | 53600 | | | | | |
| Gasoline & Variable Fuel | 53700 | | | | | |
| Computer Hardware & Software | 53800 | \$50,000 | \$25,000 | \$25,000 | | |
| Stationery & Office Supplies | 53900 | | | | | |
| Books & Journals | 54100 | | | | | |
| Minor Office Equipment | 54200 | | | | | |
| Depreciation & Amortization | 54300 | | | | | |
| Non-Capital Assets | 54600 | | | | | |
| Total Services & Supplies Expenditures | | \$100,679 | \$90,000 | \$90,000 | | |
| Capital Expenditures | | | | | | |
| Leasehold Improvements | 60100 | | | | | |
| Building & Grounds | 60105 | | | | | |
| Office Equipment | 60110 | | | | | |
| Computer & Network Equipment | 60115 | | | | | |
| Motorized Equipment | 60120 | | | | | |
| Lab & Monitoring Equipment | 60125 | | | | | |
| Communications Equipment | 60130 | | | | | |
| General Equipment | 60135 | | | | | |
| PM 2.5 Equipment | 60140 | | | | | |
| Biowatch Equipment | 60145 | | | | | |
| Total Capital Expenditures | | | | | | |
| Transfer Out | 70005 | | | | | |
| Total Expenditures | | \$1,356,358 | \$1,687,840 | \$1,671,422 | (\$16,418) | (0.97%) |

| Information Technology Engineering & Operations | | 726 |
|--|--|----------------------|
| Managing Division: Information Services | | |
| Contact Person: John Chiladakis | | |
| Program Purpose: Provide computer and telecommunications infrastructure. Provide service and support for staff. | | |
| Description of Program: Operate, engineer, purchase, install, upgrade, maintain, and repair new software systems, computer networks, network servers, telephone systems, voicemail systems, firewalls, personal computers, workstations, file and database servers, and operating system and application software. | | |
| Justification of Change Request: | | |
| Activities | | |
| Operation and system administration of HP-3000 business system. | | |
| Administration of Cisco telephone and voice mail system. | | |
| Administration of Simplivity and other VMWare servers. | | |
| Configuration and administration of network routers, switches, firewalls and internet access. | | |
| Operation and system administration of HP-9000 database servers. | | |
| Support and administer DNS servers. | | |
| Administration of desktop operating system and applications software. | | |
| Administration of Windows Active Directory and servers. | | |
| Administration of NetApp SAN storage system. | | |
| Purchase, installation, upgrade, maintenance, and repair of desktop workstations and printers. | | |
| Administration of MS Exchange-Online, Internet and remote access systems. | | |
| Administration of Multi-Agency Shared Services Printing and Scanning systems | | |
| Major Objectives | | Delivery Date |
| Maintain computer operations availability for 10 hours/day, 5 days/week. | | Daily |
| Provide communications availability for 10 hours/day, 5 days/week. | | Daily |
| Maintain LAN operations availability for 10 hours/day, 5 days/week. | | Daily |
| Maintain network routers and firewall. | | Weekly |
| Provide system connectivity support for JD Edwards. | | Monthly |
| Support, troubleshoot and maintain desktop workstations. | | Weekly |
| Support and upgrade remote access capabilities. | | Monthly |
| Maintain voice messaging system, including menus and changes for field staff. | | Monthly |

| | FYE 2017 Audited Program Expenditures | FYE 2018 Amended Program Budget | FYE 2019 Proposed Program Budget | FTE/Dollar Change | Percent Change |
|---|--|--|---|----------------------|-------------------|
| Number of Positions (FTE) | 10.16 | 11.41 | 10.96 | (0.45) | (3.96%) |
| Personnel Expenditures | | | | | |
| Permanent Salaries | 51105 \$1,124,941 | \$1,412,142 | \$1,382,166 | (\$29,976) | (2.12%) |
| Overtime Salaries | 51150 \$4,941 | \$8,000 | \$8,000 | | |
| Temporary Salaries | 51200 \$14,456 | | | | |
| Payroll Taxes | 51300 \$16,949 | \$20,146 | \$19,917 | (\$229) | (1.14%) |
| Pension Benefits | 51400 \$175,791 | \$264,541 | \$270,578 | \$6,037 | 2.28% |
| FICA Replacement Benefits | 51500 \$13,924 | \$13,279 | \$19,038 | \$5,759 | 43.37% |
| Group Insurance Benefits | 51600 \$176,227 | \$217,372 | \$210,413 | (\$6,959) | (3.20%) |
| Employee Transportation Subsidy | 51700 \$12,066 | \$18,907 | \$16,036 | (\$2,871) | (15.19%) |
| Workers' Compensation | 51800 \$3,437 | \$7,309 | \$6,348 | (\$962) | (13.16%) |
| Other Post-Employment Benefits | 51850 \$123,624 | \$127,119 | \$110,394 | (\$16,725) | (13.16%) |
| Board Stipends | 51900 | | | | |
| Total Personnel Expenditures | \$1,666,355 | \$2,088,815 | \$2,042,889 | (\$45,925) | (2.20%) |
| Services & Supplies Expenditures | | | | | |
| Travel In-State | 52200 \$221 | | | | |
| Travel Out-Of-State | 52225 \$1,740 | \$10,000 | | (\$10,000) | (100.00%) |
| Training & Education | 52300 | \$40,000 | \$40,000 | | |
| Repair & Maintenance (Equipment) | 52400 \$482,215 | \$565,500 | \$605,500 | \$40,000 | 7.07% |
| Communications | 52500 \$14,446 | \$14,000 | \$25,000 | \$11,000 | 78.57% |
| Building Maintenance | 52600 | | | | |
| Utilities | 52700 | | | | |
| Postage | 52800 | | | | |
| Printing & Reproduction | 52900 | \$5,000 | | (\$5,000) | (100.00%) |
| Equipment Rental | 53100 | | | | |
| Rents & Leases | 53200 | | | | |
| Professional Services & Contracts | 53300 \$337,909 | \$390,000 | \$390,000 | | |
| General Insurance | 53400 | | | | |
| Shop & Field Supplies | 53500 | \$7,500 | | (\$7,500) | (100.00%) |
| Laboratory Supplies | 53600 | | | | |
| Gasoline & Variable Fuel | 53700 | | | | |
| Computer Hardware & Software | 53800 \$86,790 | \$190,000 | \$179,000 | (\$11,000) | (5.79%) |
| Stationery & Office Supplies | 53900 | \$2,000 | | (\$2,000) | (100.00%) |
| Books & Journals | 54100 | \$500 | | (\$500) | (100.00%) |
| Minor Office Equipment | 54200 | | | | |
| Depreciation & Amortization | 54300 | | | | |
| Non-Capital Assets | 54600 \$432,948 | | | | |
| Total Services & Supplies Expenditures | \$1,356,270 | \$1,224,500 | \$1,239,500 | \$15,000 | 1.22% |
| Capital Expenditures | | | | | |
| Leasehold Improvements | 60100 | \$75,000 | \$75,000 | | |
| Building & Grounds | 60105 | | | | |
| Office Equipment | 60110 | | | | |
| Computer & Network Equipment | 60115 \$348,565 | | | | |
| Motorized Equipment | 60120 | | | | |
| Lab & Monitoring Equipment | 60125 | | | | |
| Communications Equipment | 60130 | \$400,000 | \$400,000 | | |
| General Equipment | 60135 | | | | |
| PM 2.5 Equipment | 60140 | | | | |
| Biowatch Equipment | 60145 | | | | |
| Total Capital Expenditures | \$348,565 | \$475,000 | \$475,000 | | |
| Transfer Out | 70005 (\$70,422) | | | | |
| Total Expenditures | \$3,300,768 | \$3,788,315 | \$3,757,389 | (\$30,925) | (0.82%) |

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METEOROLOGY, MEASUREMENT & RULES DIVISION

The Meteorology and Measurement Division consists of eight individual sections that provide technical support, air quality and meteorological data, chemical analysis and forecasting services to the Compliance & Enforcement, Engineering, Planning, Legal, Rules and Communications and Community Engagement Divisions.

The Air Monitoring Section provides the data to determine if the Air District is in attainment with state and federal standards, and provides a scientific basis for other Air District programmatic decisions. New and continuing activities include:

- Performing upgrades to the toxics monitoring network to improve data completeness and expand sampling capabilities, as well as upgrades to other monitoring programs whose equipment is nearing end of life.
- Work with industry, community groups and other interested parties to determine appropriate locations for community monitoring systems developed as part of the overall Refinery Strategy and Regulation 12, Rule 15 as well as monitoring associated with Assembly Bill 617 (AB 617).

The Laboratory Services Section provides analytical services and expertise in support of Air District goals and programs. New and continuing activities include:

- Continuation of upgrades to laboratory analytical instruments to enhance the laboratory's ability to analyze for additional organic and toxic compounds.
- Providing gravimetric, ion, OC/EC and metals analysis on PM_{2.5} filter samples.

The Source Test Section tests emissions from stationary sources to determine compliance with Air District regulations. New and continuing activities include:

- Additional and enhanced compliance testing on sources of volatile organic compounds, accuracy tests on the continuous emission monitoring network and PM_{2.5} testing at affected sources.
- Providing technical support and data for other Air District Divisions to facilitate decision making.

The Meteorology and Data Analysis Section provides Spare the Air, burn and other air quality forecasting in addition to analysis and validation of aerometric and meteorological data that supports Air District programs. New and continuing activities include:

- Daily air quality forecasting for the Spare the Air program and enhanced burn forecasting for the Air District's Open Burning Regulation.
- Development and maintenance of the quality system that ensures high quality data and incorporation of other data streams that may provide additional value to Air District operations.

The Performance Evaluation Section performs independent performance evaluation of the Air District's air monitoring and meteorological networks, in addition to specific outside networks of value to Air District activities, to ensure high quality data and compliance with EPA requirements. New and continuing activities include:

- Performance evaluations of air monitoring instruments at Air District and refinery locations.
- Maintenance of the Air District's and other important meteorological networks.

The BioWatch Monitoring Section operates and maintains a monitoring network for the Department of Homeland Security.

The Data Management and Communications provides IT support for the Division.

- Manage data and communications systems to decrease downtime and increase cost effectiveness.
- Continue to develop the Air District laboratory information system.

The Mobile Monitoring Section will provide mobile measurements and generate data in support of Air District activities including when incidents occur. These new activities will include:

- Purchase and development of mobile measurement capabilities.
- Support other Air District activities including mobile measurements during incidents, including mobile screening measurements in support of AB 617.

| Ambient Air Monitoring | | 802 |
|---|--|----------------------|
| Managing Division: Meteorology and Measurement | | |
| Contact Person: Steven Randall | | |
| Program Purpose: Provide the data required to determine and measure progress towards the Bay Area's attainment of National and State ambient air quality standards as well as determine and measure progress of other Air District programs. | | |
| Description of Program: The primary function of the Air Monitoring Section is to operate and maintain a network of 54 measurement sites, which is the sum of 40 Air Monitoring stations and an additional 14 Meteorological sites, that provide data required to determine attainment status of both National and State ambient air quality standards, new and modified regulations and National and State sampling strategies, as well as provide more targeted community level air quality assessment monitoring in support of AB617 activities and refinery communities. Additionally, a network of toxics gaseous and particulate monitors collect data to develop trends and help define risk, and for National and State programs. Air monitoring and meteorological data, as well as sampling projects such as the National Air Toxic Trends Sites (NATTS), Precursor Air Monitoring Stations (PAMS) and PM _{2.5} speciation sampling, are also used for Air Quality Index (AQI) forecasts, Clean Air Plan (CAP) modeling, Prevention of Significant Deterioration (PSD) modeling, Refinery Community Monitoring, AB617 monitoring and Environmental Impact Reports (EIRs). | | |
| Justification of Change Request: The budgets for Utilities (52700), Rents and Leases (53200), and Shop and Field (53505) have been increased due to a combination of inflationary pressures, contractual agreements, and new site development, in particular, for Refinery Community Monitoring. Building Maintenance (52600) has been increased by \$150,000 to pay for safety improvements and repairs to aging air monitoring stations. Capital equipment requests are \$1,151,618 to support replacement of aging air monitoring equipment, implementation of relocatable speciation platform(s) and dense spatial monitoring systems in support of community monitoring for AB617 and Reg 12-15, and expansion of existing site monitoring capabilities to support better community level air quality characterization. | | |
| Activities | | |
| Operate and maintain the air monitoring network to provide a minimum of 90% valid data each quarter to determine the attainment status for National and State ambient air quality standards. | | |
| Operate and maintain air monitoring stations to support Refinery Community Monitoring as well as stations to assess SO ₂ and H ₂ S emissions from large industrial sources. | | |
| Operate and maintain non-criteria pollutant monitors to provide data on ozone precursors, data for ozone forecasting, and data for fine particulate forecasting. | | |
| Operate a three-station PAMS network that meets EPA requirements. | | |
| Operate additional equipment as defined by EPA's NATTS requirements at the San Jose Air Monitoring Station. | | |
| Operate a 20-station gaseous toxics network to provide data for State and Air District programs. | | |
| Operate up to four TSP Lead samplers at three regional airports. | | |
| Perform toxics sampling at two sites for the California Air Resources Board (CARB). | | |
| Operate 1 filter-based and 14 continuous fine particulate samplers as well as 4 speciation samplers to satisfy and augment the monitoring requirements for PM _{2.5} . | | |
| Provide additional monitoring in support of other Air District programs as resources allow. | | |
| Operate three Near Road monitoring stations as mandated by EPA; two in the San Francisco-Oakland-Fremont CBSA, and one in the San Jose-Sunnyvale-Santa Clara CBSA; Operate an additional site along the Interstate 580 corridor. | | |
| Operate one PM _{2.5} black carbon site in Forest Knolls, west Marin County, and other comparative sites to assess wood smoke trends. | | |
| Perform quality control checks on criteria and non-criteria pollutant monitors required by EPA and CARB regulations and Air District procedures, review ambient pollutant data, precision data and repair equipment. | | |
| Participate in interdivisional teams addressing issues that include, but are not limited to, regulation and Manual of Procedures improvement, website, special studies and customer service. | | |
| Participate and aid in the development of the use of low cost sensors for local-scale measurement studies | | |
| Implement community level air quality screening and assessment tools and procedures in support of AB617 | | |
| Implement monitoring in refinery communities in support of Reg 12-15 | | |
| Major Objectives | | Delivery Date |
| Collect and process data that has been subjected to rigorous Quality Control (QC) as part of National, State and Air District programs. | | Quarterly |
| Implementation of community level screening and air quality assessment in support of AB617 and Reg 12-15 | | Ongoing |
| Continue to improve Quality Systems Documents and procedures. | | Ongoing |

Ambient Air Monitoring

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| | | FYE 2017 Audited Program Expenditures | FYE 2018 Amended Program Budget | FYE 2019 Proposed Program Budget | FTE/Dollar Change | Percent Change |
|---|-------|--|--|---|----------------------|-------------------|
| Number of Positions (FTE) | | 17.31 | 22.04 | 30.76 | 8.73 | 39.60% |
| Personnel Expenditures | | | | | | |
| Permanent Salaries | 51105 | \$1,916,769 | \$2,221,829 | \$3,134,256 | \$912,427 | 41.07% |
| Overtime Salaries | 51150 | \$1,797 | \$8,500 | \$8,500 | | |
| Temporary Salaries | 51200 | \$2,627 | | | | |
| Payroll Taxes | 51300 | \$28,938 | \$31,542 | \$44,896 | \$13,354 | 42.34% |
| Pension Benefits | 51400 | \$299,957 | \$414,948 | \$589,574 | \$174,626 | 42.08% |
| FICA Replacement Benefits | 51500 | \$23,518 | \$25,651 | \$53,046 | \$27,395 | 106.80% |
| Group Insurance Benefits | 51600 | \$301,450 | \$418,165 | \$466,746 | \$48,581 | 11.62% |
| Employee Transportation Subsidy | 51700 | \$19,874 | \$15,267 | \$29,297 | \$14,029 | 91.89% |
| Workers' Compensation | 51800 | \$5,859 | \$14,120 | \$17,823 | \$3,703 | 26.23% |
| Other Post-Employment Benefits | 51850 | \$210,734 | \$245,557 | \$309,961 | \$64,404 | 26.23% |
| Board Stipends | 51900 | | | | | |
| Total Personnel Expenditures | | \$2,811,525 | \$3,395,578 | \$4,654,098 | \$1,258,520 | 37.06% |
| Services & Supplies Expenditures | | | | | | |
| Travel In-State | 52200 | \$6,565 | \$25,144 | \$25,144 | | |
| Travel Out-Of-State | 52225 | \$10,777 | | \$10,500 | \$10,500 | |
| Training & Education | 52300 | \$1,525 | \$17,000 | \$17,000 | | |
| Repair & Maintenance (Equipment) | 52400 | \$54,343 | \$74,067 | \$74,067 | | |
| Communications | 52500 | \$150 | | | | |
| Building Maintenance | 52600 | \$13,607 | \$44,863 | \$105,389 | \$60,526 | 134.91% |
| Utilities | 52700 | \$73,133 | \$116,681 | \$120,151 | \$3,470 | 2.97% |
| Postage | 52800 | | | | | |
| Printing & Reproduction | 52900 | | | | | |
| Equipment Rental | 53100 | | | | | |
| Rents & Leases | 53200 | \$324,428 | \$435,749 | \$448,821 | \$13,072 | 3.00% |
| Professional Services & Contracts | 53300 | \$152,069 | \$656,344 | \$400,344 | (\$256,000) | (39.00%) |
| General Insurance | 53400 | | | | | |
| Shop & Field Supplies | 53500 | \$144,531 | \$270,077 | \$280,000 | \$9,923 | 3.67% |
| Laboratory Supplies | 53600 | \$45,824 | \$72,329 | \$72,329 | | |
| Gasoline & Variable Fuel | 53700 | | | | | |
| Computer Hardware & Software | 53800 | \$1,788 | \$10,000 | | (\$10,000) | (100.00%) |
| Stationery & Office Supplies | 53900 | \$38 | | | | |
| Books & Journals | 54100 | | \$2,500 | \$2,500 | | |
| Minor Office Equipment | 54200 | | | | | |
| Depreciation & Amortization | 54300 | | | | | |
| Non-Capital Assets | 54600 | | | | | |
| Total Services & Supplies Expenditures | | \$828,777 | \$1,724,754 | \$1,556,245 | (\$168,509) | (9.77%) |
| Capital Expenditures | | | | | | |
| Leasehold Improvements | 60100 | | | | | |
| Building & Grounds | 60105 | | | | | |
| Office Equipment | 60110 | | | | | |
| Computer & Network Equipment | 60115 | | | | | |
| Motorized Equipment | 60120 | | | | | |
| Lab & Monitoring Equipment | 60125 | \$201,786 | \$1,559,975 | \$1,091,618 | (\$468,357) | (30.02%) |
| Communications Equipment | 60130 | | | | | |
| General Equipment | 60135 | | | | | |
| PM 2.5 Equipment | 60140 | \$69,646 | | | | |
| Biowatch Equipment | 60145 | | | | | |
| Total Capital Expenditures | | \$271,431 | \$1,559,975 | \$1,091,618 | (\$468,357) | (30.02%) |
| Transfer Out | 70005 | | | | | |
| Total Expenditures | | \$3,911,733 | \$6,680,307 | \$7,301,961 | \$621,654 | 9.31% |

| Laboratory | | 803 |
|--|--|----------------------|
| Managing Division: Meteorology and Measurement | | |
| Contact Person: Mairi Beacon | | |
| Program Purpose: Provide laboratory, analytical, and technical services and support to other Air District Divisions and Sections. | | |
| Description of Program: The primary function of the Laboratory Program is to provide laboratory analyses, analytical services and technical support to other Divisions, Sections and special programs in completing their objectives. The Laboratory Program evaluates and develops analytical methods as required by new, analytical capabilities or amendments and additions to Air District regulations. The analytical services of the program also provide technical information for enforcement action, permit evaluation and regulatory standard development. Close liaison is maintained with other air pollution agencies and technical groups. | | |
| Justification of Change Request: The budgets for Repair and Maintenance (52400) and Lab Supplies (53300) were increased due to inflationary pressure and contractual obligations. Professional Services (53305) was increased to cover the need for outside lab services and development of in-house solutions to services beyond current laboratory capabilities due to new regulatory requirements. | | |
| Activities | | |
| Perform up to 200 compliance analyses for the Compliance & Enforcement Division. | | |
| Provide up to 50 complete sample analyses for the Source Test Section. | | |
| Provide 750 ambient air toxic sample analyses for the Air Monitoring, National Ambient Toxic Trends Sites (NATTS) and as needed for other Air District programs. | | |
| Analyze 600 PM ₁₀ filters for the Air Monitoring Program, including anion and cation speciation. | | |
| Perform Elemental Carbon/Organic Carbon (EC/OC) analyses on up to 1000 PM ₁₀ filters in support of various Air District programs. | | |
| Develop, modify and recommend analytical methods to support enforcement action and to provide support for rule development. | | |
| Analyze up to 700 PM _{2.5} filters for the Air Monitoring Section. | | |
| Perform XRF analysis for metals on up to 250 samples collected by Air Monitoring Section in support of various programs. | | |
| Perform High Pressure Liquid Chromatography (HPLC) analyses for carbonyls in up to 200 samples collected by the Air Monitoring Section in support of NATTS and other Air District programs. | | |
| Participate in a minimum of 6 inter-laboratory audit test programs for toxic compounds conducted by CARB and EPA. | | |
| Perform gravimetric, ion, OC/EC and metals analysis on up to 750 PM _{2.5} speciation filter samples collected by Air Monitoring Section in support of the SASS (Speciation Air Sampling Study) program. | | |
| Major Objectives | | Delivery Date |
| Provide the Compliance & Enforcement Division with analytical data from 200 samples to support enforcement action. | | Ongoing |
| Provide the Source Test Section with analytical data from 50 samples to support the Air District's Source Testing Program. | | Ongoing |
| Provide the Air Monitoring Section with analytical data for toxic organic compounds in 750 ambient air samples. | | Ongoing |
| Provide the Air Monitoring Section with analytical data from 600 PM ₁₀ filters, including OC/EC and anion/cation speciation. | | Ongoing |
| Develop, modify and recommend analytical methods to support enforcement action and to provide support for Rule Development. | | Ongoing |
| Provide the Air Monitoring Section with analytical data from 700 PM _{2.5} filters. | | Ongoing |
| Provide the Air Monitoring Section with analytical data for metals in 250 samples in support of various programs. | | Ongoing |
| Provide the Air Monitoring Section with analytical data for carbonyl compounds in 200 samples in support of the NATTS and other Air District programs. | | Ongoing |
| Participate in and complete a minimum of 6 inter-laboratory audits for toxic compounds conducted by CARB and EPA. | | Ongoing |
| Provide the Air Monitoring Section with analytical data from 750 PM _{2.5} SASS filters. | | Ongoing |

| | | FYE 2017 Audited Program Expenditures | FYE 2018 Amended Program Budget | FYE 2019 Proposed Program Budget | FTE/Dollar Change | Percent Change |
|---|-------|--|--|---|----------------------|-------------------|
| Number of Positions (FTE) | | 6.38 | 7.11 | 5.77 | (1.34) | (18.78%) |
| Personnel Expenditures | | | | | | |
| Permanent Salaries | 51105 | \$707,027 | \$813,826 | \$692,101 | (\$121,725) | (14.96%) |
| Overtime Salaries | 51150 | | \$1,700 | \$1,700 | | |
| Temporary Salaries | 51200 | \$14,209 | | | | |
| Payroll Taxes | 51300 | \$10,647 | \$11,560 | \$9,934 | (\$1,626) | (14.07%) |
| Pension Benefits | 51400 | \$110,421 | \$152,345 | \$133,957 | (\$18,388) | (12.07%) |
| FICA Replacement Benefits | 51500 | \$8,770 | \$8,276 | \$9,991 | \$1,715 | 20.73% |
| Group Insurance Benefits | 51600 | \$111,490 | \$134,925 | \$112,959 | (\$21,966) | (16.28%) |
| Employee Transportation Subsidy | 51700 | \$7,913 | \$10,819 | \$746 | (\$10,072) | (93.10%) |
| Workers' Compensation | 51800 | \$2,160 | \$4,555 | \$3,345 | (\$1,210) | (26.56%) |
| Other Post-Employment Benefits | 51850 | \$77,698 | \$79,222 | \$58,179 | (\$21,043) | (26.56%) |
| Board Stipends | 51900 | | | | | |
| Total Personnel Expenditures | | \$1,050,335 | \$1,217,227 | \$1,022,912 | (\$194,315) | (15.96%) |
| Services & Supplies Expenditures | | | | | | |
| Travel In-State | 52200 | \$32 | \$200 | \$200 | | |
| Travel Out-Of-State | 52225 | | \$5,000 | \$5,000 | | |
| Training & Education | 52300 | \$2,940 | \$1,500 | \$1,500 | | |
| Repair & Maintenance (Equipment) | 52400 | \$44,128 | \$62,920 | \$69,000 | \$6,080 | 9.66% |
| Communications | 52500 | | | | | |
| Building Maintenance | 52600 | | | | | |
| Utilities | 52700 | | | | | |
| Postage | 52800 | | | | | |
| Printing & Reproduction | 52900 | | | | | |
| Equipment Rental | 53100 | | | | | |
| Rents & Leases | 53200 | | | | | |
| Professional Services & Contracts | 53300 | \$27,070 | \$19,000 | \$21,000 | \$2,000 | 10.53% |
| General Insurance | 53400 | | | | | |
| Shop & Field Supplies | 53500 | \$17,233 | \$3,240 | \$3,000 | (\$240) | (7.41%) |
| Laboratory Supplies | 53600 | \$78,135 | \$79,182 | \$82,000 | \$2,818 | 3.56% |
| Gasoline & Variable Fuel | 53700 | | | | | |
| Computer Hardware & Software | 53800 | | | | | |
| Stationery & Office Supplies | 53900 | | | | | |
| Books & Journals | 54100 | | | | | |
| Minor Office Equipment | 54200 | | | | | |
| Depreciation & Amortization | 54300 | | | | | |
| Non-Capital Assets | 54600 | | | | | |
| Total Services & Supplies Expenditures | | \$169,539 | \$171,042 | \$181,700 | \$10,658 | 6.23% |
| Capital Expenditures | | | | | | |
| Leasehold Improvements | 60100 | | | | | |
| Building & Grounds | 60105 | | | | | |
| Office Equipment | 60110 | | | | | |
| Computer & Network Equipment | 60115 | | | | | |
| Motorized Equipment | 60120 | | | | | |
| Lab & Monitoring Equipment | 60125 | \$102,088 | \$130,000 | | (\$130,000) | (100.00%) |
| Communications Equipment | 60130 | | | | | |
| General Equipment | 60135 | | | | | |
| PM 2.5 Equipment | 60140 | | | | | |
| Bio-watch Equipment | 60145 | | | | | |
| Total Capital Expenditures | | \$102,088 | \$130,000 | | (\$130,000) | (100.00%) |
| Transfer Out | 70005 | | | | | |
| Total Expenditures | | \$1,321,962 | \$1,518,269 | \$1,204,612 | (\$313,657) | (20.66%) |

| Source Test | | 804 |
|--|--|----------------------|
| Managing Division: Meteorology and Measurements | | |
| Contact Person: Jerry Bovee | | |
| Program Purpose: Provide source testing and technical expertise to Air District Divisions. | | |
| Description of Program: The primary functions of the Source Test Section are to: conduct analytical source tests; conduct performance audits on Continuous Emissions Monitors (CEMs); review third party source tests; and, research and develop new analytical source test procedures. These data are used to produce engineering studies to determine compliance status for specific source categories, determine whether to issue Permits to Operate, update the emissions inventory, determine actual abatement control effectiveness, provide data & technical assistance for Air District studies, and develop applicable standards and produce emissions data for new or revised regulations. | | |
| Justification of Change Request: Account consolidations were made to better reflect actual expenditures and simplify the purchasing and the expenditure tracking process. Specific accounts were increased to reflect inflationary pressure and contractual obligations. Increases to Professional Services (53305), Motorized Equipment (60120) and Lab & Monitoring Equipment (60125) reflect service and equipment needs to meet Regulation 11, Rule 18 and AB617 data collection goals. Increases to Accounts 52200 and 52300 were made to address the addition of new staff due to retirement. | | |
| Activities | | |
| Conduct at least 90 instrumental gaseous source tests. | | |
| Conduct up to 45 particulate or gaseous toxics source tests. | | |
| Conduct at least 150 Field Accuracy Tests (FATs) on CEM systems. | | |
| Conduct up to 24 source tests at gasoline bulk terminals and bulk plants. | | |
| Conduct at least 400 source tests on gasoline cargo tanks. | | |
| Conduct up to 30 Enhanced Vapor Recovery source tests at Gasoline Distribution Facilities (GDF) | | |
| Evaluate up to 450 indicated excesses and other CEM-related call-ins. | | |
| Maintain an electronic list of all source tests conducted at Title V facilities. | | |
| Provide source testing support rule development efforts. | | |
| Major Objectives | | Delivery Date |
| Prepare reports on emissions from various source categories. | | Ongoing |
| Prepare reports on particulate/gaseous toxic emissions from specific sources. | | Ongoing |
| Prepare quarterly and annual summary of CEM data from specific sources. | | Ongoing |
| Prepare reports on VOC emissions from gasoline bulk terminals and plants. | | Ongoing |
| Prepare reports on VOC emissions from gasoline cargo tanks. | | Ongoing |
| Provide monthly reports on indicated excesses from CEM systems. | | Ongoing |
| Prepare reports on compliance rates and emissions, based on outside contractor tests. | | Ongoing |

| | | FYE 2017 Audited Program Expenditures | FYE 2018 Amended Program Budget | FYE 2019 Proposed Program Budget | FTE/Dollar Change | Percent Change |
|---|-------|--|--|---|----------------------|-------------------|
| Number of Positions (FTE) | | 12.54 | 14.05 | 15.52 | 1.48 | 10.51% |
| Personnel Expenditures | | | | | | |
| Permanent Salaries | 51105 | \$1,388,075 | \$1,538,882 | \$1,773,765 | \$234,883 | 15.26% |
| Overtime Salaries | 51150 | \$7,483 | \$7,500 | \$7,500 | | |
| Temporary Salaries | 51200 | | | | | |
| Payroll Taxes | 51300 | \$20,856 | \$21,954 | \$25,488 | \$3,534 | 16.10% |
| Pension Benefits | 51400 | \$216,480 | \$311,364 | \$337,389 | \$26,025 | 8.36% |
| FICA Replacement Benefits | 51500 | \$17,259 | \$16,349 | \$26,720 | \$10,372 | 63.44% |
| Group Insurance Benefits | 51600 | \$218,380 | \$254,785 | \$277,059 | \$22,275 | 8.74% |
| Employee Transportation Subsidy | 51700 | \$14,213 | \$16,062 | \$15,800 | (\$262) | (1.63%) |
| Workers' Compensation | 51800 | \$4,235 | \$8,999 | \$8,992 | (\$7) | (0.07%) |
| Other Post-Employment Benefits | 51850 | \$152,333 | \$156,506 | \$156,390 | (\$116) | (0.07%) |
| Board Stipends | 51900 | | | | | |
| Total Personnel Expenditures | | \$2,039,314 | \$2,332,401 | \$2,629,103 | \$296,703 | 12.72% |
| Services & Supplies Expenditures | | | | | | |
| Travel In-State | 52200 | \$3,942 | \$6,750 | \$3,000 | (\$3,750) | (55.56%) |
| Travel Out-Of-State | 52225 | \$1,805 | \$3,500 | \$3,500 | | |
| Training & Education | 52300 | \$3,445 | \$950 | \$9,350 | \$8,400 | 884.21% |
| Repair & Maintenance (Equipment) | 52400 | \$3,450 | \$7,400 | \$5,000 | (\$2,400) | (32.43%) |
| Communications | 52500 | | | | | |
| Building Maintenance | 52600 | \$777 | \$8,570 | \$8,800 | \$230 | 2.68% |
| Utilities | 52700 | \$18,560 | \$16,105 | \$16,590 | \$485 | 3.01% |
| Postage | 52800 | | | | | |
| Printing & Reproduction | 52900 | | | | | |
| Equipment Rental | 53100 | | | | | |
| Rents & Leases | 53200 | \$191,476 | \$273,520 | \$281,730 | \$8,210 | 3.00% |
| Professional Services & Contracts | 53300 | \$66,239 | \$39,720 | \$60,000 | \$20,280 | 51.06% |
| General Insurance | 53400 | | | | | |
| Shop & Field Supplies | 53500 | \$75,279 | \$53,670 | \$53,400 | (\$270) | (0.50%) |
| Laboratory Supplies | 53600 | \$5,648 | \$12,230 | \$10,000 | (\$2,230) | (18.23%) |
| Gasoline & Variable Fuel | 53700 | \$100 | | | | |
| Computer Hardware & Software | 53800 | | | | | |
| Stationery & Office Supplies | 53900 | | | | | |
| Books & Journals | 54100 | | | | | |
| Minor Office Equipment | 54200 | | | | | |
| Depreciation & Amortization | 54300 | | | | | |
| Non-Capital Assets | 54600 | \$4,044 | | | | |
| Total Services & Supplies Expenditures | | \$374,764 | \$422,415 | \$451,370 | \$28,955 | 6.85% |
| Capital Expenditures | | | | | | |
| Leasehold Improvements | 60100 | | | | | |
| Building & Grounds | 60105 | | | | | |
| Office Equipment | 60110 | | | | | |
| Computer & Network Equipment | 60115 | | | | | |
| Motorized Equipment | 60120 | | | \$25,000 | \$25,000 | |
| Lab & Monitoring Equipment | 60125 | \$31,834 | | \$186,508 | \$186,508 | |
| Communications Equipment | 60130 | | | | | |
| General Equipment | 60135 | | \$23,500 | | (\$23,500) | (100.00%) |
| PM 2.5 Equipment | 60140 | | | | | |
| Biowatch Equipment | 60145 | | | | | |
| Total Capital Expenditures | | \$31,834 | \$23,500 | \$211,508 | \$188,008 | 800.03% |
| Transfer Out | 70005 | | | | | |
| Total Expenditures | | \$2,445,912 | \$2,778,316 | \$3,291,981 | \$513,666 | 18.49% |

| Meteorology | | 805 |
|---|--|----------------------|
| Managing Division: Meteorology and Measurement | | |
| Contact Person: Mairi Beacon | | |
| Program Purpose: Provide air quality and open burning forecasts and collect, validate, analyze, and disseminate aerometric and meteorological data. | | |
| Description of Program: The primary function of the Meteorological Section is to provide air quality forecasts, including open burn, and mandated Air Quality Index (AQI) forecasts, special forecasts for programs such as mandatory curtailment of wood burning, and episode/alert forecasts. Data analysis objectives include the validation, compilation and interpretation of meteorological and air quality data and internal and external distribution of data to various data systems. Other objectives include evaluation for legal actions, determination of long-term air quality trends and establishment of databases. | | |
| Justification of Change Request: The budget for Professional Services (53300) was increased due to inflationary pressure and contractual agreements. The budgets for Out-of-State Travel (52225) and Computer Hardware (53805) were increased to meet the evolving responsibilities of the Meteorology group and to enable staff to keep up with current science and technology. | | |
| Activities | | |
| Provide reliable and timely Air Quality forecasts to the Air District and the public on weekdays, weekends and holidays, including determinations for voluntary and mandatory curtailment programs. | | |
| Review prescribed and marsh burn plans. Issue the daily open burn decision to Regional, State, and National Fire Agencies and the public. Allocate and distribute burn acreage for prescribed, marsh, and Sonoma County stubble burning. | | |
| Quality assure EPA mandated air quality data and provide to EPA within 90 days of the end of a quarter. | | |
| Prepare and provide the Annual Air Monitoring Network Report to EPA, CARB and the public. | | |
| Provide input on the operation of the Air District's Meteorological Network and evaluate the suitability of non-Air District meteorological data for use in numerical models. Non-Air District meteorological data sources include sewage plants, research facilities, cement plants, petroleum refineries, and utility companies. | | |
| Provide certified air quality data to Air District staff. | | |
| Monitor and review air quality and meteorological data from each of the five oil refinery Ground Level Monitoring (GLM) Networks and provide evaluation of Episode Reports to the Compliance and Enforcement Division regarding compliance with Air District Regulations 1 and 9. | | |
| Participate in group efforts to develop regulations, Manual of Procedures, web page, joint transport assessment studies and other programs as assigned. | | |
| Develop forecasting techniques for winter particulate and summer ozone seasons, including statistical regression equations and develop and maintain the databases these methods are based upon. | | |
| Respond to record requests for information on air quality and meteorological data from industry, the public, consultants, and government agencies. Respond to requests to provide presentations for Air District functions including Board and Committee meetings, and community outreach and public information meetings. | | |
| Major Objectives | | Delivery Date |
| Submit quality assured air quality data to EPA's AQS Database. | | Quarterly |
| Provide air quality, meteorological, and GLM data in electronic format to requestors. | | Monthly |
| Prepare and submit Annual Air Monitoring Network Report to EPA, CARB and the public. | | 6/30/2019 |
| Continue improvements to databases for air quality and meteorological data. | | Ongoing |
| Provide daily air quality forecasts and burn acreage allocations to meet Air District needs. | | Ongoing |

Meteorology

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| | | FYE 2017 Audited Program Expenditures | FYE 2018 Amended Program Budget | FYE 2019 Proposed Program Budget | FTE/Dollar Change | Percent Change |
|---|-------|--|--|---|----------------------|-------------------|
| Number of Positions (FTE) | | 3.64 | 3.23 | 4.38 | 1.15 | 35.71% |
| Personnel Expenditures | | | | | | |
| Permanent Salaries | 51105 | \$403,196 | \$386,260 | \$538,439 | \$152,179 | 39.40% |
| Overtime Salaries | 51150 | \$3,140 | \$17,500 | \$18,375 | \$875 | 5.00% |
| Temporary Salaries | 51200 | \$4,807 | | | | |
| Payroll Taxes | 51300 | \$6,086 | \$5,739 | \$7,978 | \$2,239 | 39.01% |
| Pension Benefits | 51400 | \$62,997 | \$72,443 | \$100,193 | \$27,750 | 38.31% |
| FICA Replacement Benefits | 51500 | \$4,986 | \$3,759 | \$7,519 | \$3,760 | 100.03% |
| Group Insurance Benefits | 51600 | \$63,564 | \$59,546 | \$73,932 | \$14,386 | 24.16% |
| Employee Transportation Subsidy | 51700 | \$4,680 | \$5,287 | \$2,449 | (\$2,838) | (53.68%) |
| Workers' Compensation | 51800 | \$1,232 | \$2,069 | \$2,539 | \$470 | 22.71% |
| Other Post-Employment Benefits | 51850 | \$44,308 | \$35,981 | \$44,153 | \$8,171 | 22.71% |
| Board Stipends | 51900 | | | | | |
| Total Personnel Expenditures | | \$598,995 | \$588,584 | \$795,576 | \$206,992 | 35.17% |
| Services & Supplies Expenditures | | | | | | |
| Travel In-State | 52200 | \$1,960 | \$250 | \$250 | | |
| Travel Out-Of-State | 52225 | \$4,874 | \$8,000 | \$12,000 | \$4,000 | 50.00% |
| Training & Education | 52300 | \$1,215 | | | | |
| Repair & Maintenance (Equipment) | 52400 | | \$16,500 | \$12,000 | (\$4,500) | (27.27%) |
| Communications | 52500 | | | | | |
| Building Maintenance | 52600 | | | | | |
| Utilities | 52700 | | | | | |
| Postage | 52800 | | | | | |
| Printing & Reproduction | 52900 | | | | | |
| Equipment Rental | 53100 | | | | | |
| Rents & Leases | 53200 | \$1,764 | | | | |
| Professional Services & Contracts | 53300 | \$130,958 | \$26,000 | \$32,000 | \$6,000 | 23.08% |
| General Insurance | 53400 | | | | | |
| Shop & Field Supplies | 53500 | \$16,484 | \$11,282 | \$4,000 | (\$7,282) | (64.55%) |
| Laboratory Supplies | 53600 | | | | | |
| Gasoline & Variable Fuel | 53700 | | | | | |
| Computer Hardware & Software | 53800 | \$2,345 | \$7,250 | \$12,450 | \$5,200 | 71.72% |
| Stationery & Office Supplies | 53900 | \$23 | | | | |
| Books & Journals | 54100 | | | | | |
| Minor Office Equipment | 54200 | | | | | |
| Depreciation & Amortization | 54300 | | | | | |
| Non-Capital Assets | 54600 | | | | | |
| Total Services & Supplies Expenditures | | \$159,624 | \$69,282 | \$72,700 | \$3,418 | 4.93% |
| Capital Expenditures | | | | | | |
| Leasehold Improvements | 60100 | | | | | |
| Building & Grounds | 60105 | | | | | |
| Office Equipment | 60110 | | | | | |
| Computer & Network Equipment | 60115 | | | | | |
| Motorized Equipment | 60120 | | | | | |
| Lab & Monitoring Equipment | 60125 | | | | | |
| Communications Equipment | 60130 | | | | | |
| General Equipment | 60135 | | | | | |
| PM 2.5 Equipment | 60140 | | | | | |
| Biowatch Equipment | 60145 | | | | | |
| Total Capital Expenditures | | | | | | |
| Transfer Out | 70005 | | | | | |
| Total Expenditures | | \$758,620 | \$657,866 | \$868,276 | \$210,410 | 31.98% |

| Air Monitoring Instrument Performance Evaluation | | 807 |
|---|--|----------------------|
| Managing Division: Meteorology and Measurement | | |
| Contact Person: Jerry Bovee | | |
| Program Purpose: Provide independent performance evaluation services for the Air Monitoring Section and evaluate equipment and siting for air quality monitoring performed by industry and/or their consultants within the Air District's boundaries. | | |
| Description of Program: The primary function of the Performance Evaluation (PE) Section is to ensure the accuracy of data collected throughout the Air District's air monitoring network. The PE Section is also responsible for audits and data evaluation of the H ₂ S and SO ₂ ground level monitors (GLMs) and operation of H ₂ S and SO ₂ mobile sampling units for odor complaint investigations and episodic sampling. | | |
| Justification of Change Request: Account consolidations were made to better reflect actual expenditures and simplify the purchasing and the expenditure tracking process. Specific accounts were increased to reflect inflationary pressure and contractual obligations. | | |
| Activities | | |
| Conduct performance evaluation audits on ambient air monitoring equipment as required by EPA and California Air Resources Board (CARB) regulations, and create accuracy records for reporting to EPA. | | |
| Conduct performance evaluation audits on industry SO ₂ and H ₂ S GLMs and prepare summary reports of the audits. | | |
| Conduct performance evaluation audits on non-criteria pollutant monitors and prepare summary reports of the audits. | | |
| Participate in inter-agency performance evaluation program conducted by EPA and CARB at Air District sites. | | |
| Perform source-oriented sampling and mobile monitoring during complaint, odor, and episode conditions to provide data required for enforcement action. Between incidents, maintain the instruments and vehicles as needed. | | |
| Participate in interdivisional teams working on improving Air District regulations and the Manual of Procedures, special studies and customer service. | | |
| Audit the Air District meteorological network. | | |
| Major Objectives | | Delivery Date |
| Maintain the directory of information on network drives for Air District access to all Quality Assurance (QA) data and activities. | | Ongoing |
| Audit the Air District meteorological network. | | Ongoing |
| Maintain criteria pollutant calibration standards and calibrators to meet EPA requirements. | | Ongoing |
| Revise Standard Operating Procedures (SOPs) to reflect changes in procedures. | | Ongoing |

| | | FYE 2017 Audited Program Expenditures | FYE 2018 Amended Program Budget | FYE 2019 Proposed Program Budget | FTE/Dollar Change | Percent Change |
|---|-------|--|--|---|----------------------|-------------------|
| Number of Positions (FTE) | | 2.91 | 3.33 | 3.23 | (0.10) | (3.01%) |
| Personnel Expenditures | | | | | | |
| Permanent Salaries | 51105 | \$322,335 | \$353,119 | \$347,061 | (\$6,059) | (1.72%) |
| Overtime Salaries | 51150 | \$1,114 | \$2,320 | \$2,500 | \$180 | 7.76% |
| Temporary Salaries | 51200 | | | | | |
| Payroll Taxes | 51300 | \$4,859 | \$5,069 | \$4,998 | (\$71) | (1.40%) |
| Pension Benefits | 51400 | \$50,425 | \$66,501 | \$67,326 | \$825 | 1.24% |
| FICA Replacement Benefits | 51500 | \$3,998 | \$3,880 | \$5,548 | \$1,669 | 43.01% |
| Group Insurance Benefits | 51600 | \$51,252 | \$53,121 | \$78,347 | \$25,226 | 47.49% |
| Employee Transportation Subsidy | 51700 | \$3,346 | \$2,117 | \$4,373 | \$2,256 | 106.55% |
| Workers' Compensation | 51800 | \$985 | \$2,136 | \$1,873 | (\$263) | (12.30%) |
| Other Post-Employment Benefits | 51850 | \$27,903 | \$37,141 | \$32,572 | (\$4,569) | (12.30%) |
| Board Stipends | 51900 | | | | | |
| Total Personnel Expenditures | | \$466,216 | \$525,404 | \$544,598 | \$19,194 | 3.65% |
| Services & Supplies Expenditures | | | | | | |
| Travel In-State | 52200 | \$989 | \$445 | \$445 | | |
| Travel Out-Of-State | 52225 | | \$2,075 | \$2,075 | | |
| Training & Education | 52300 | | \$100 | \$100 | | |
| Repair & Maintenance (Equipment) | 52400 | | \$6,240 | \$6,240 | | |
| Communications | 52500 | | | | | |
| Building Maintenance | 52600 | | \$11,000 | \$11,000 | | |
| Utilities | 52700 | \$456 | | | | |
| Postage | 52800 | | | | | |
| Printing & Reproduction | 52900 | | | | | |
| Equipment Rental | 53100 | | | | | |
| Rents & Leases | 53200 | | | | | |
| Professional Services & Contracts | 53300 | \$891 | \$2,425 | \$2,500 | \$75 | 3.09% |
| General Insurance | 53400 | | | | | |
| Shop & Field Supplies | 53500 | \$24,175 | \$15,500 | \$16,500 | \$1,000 | 6.45% |
| Laboratory Supplies | 53600 | | | | | |
| Gasoline & Variable Fuel | 53700 | | | | | |
| Computer Hardware & Software | 53800 | | | | | |
| Stationery & Office Supplies | 53900 | | | | | |
| Books & Journals | 54100 | | \$160 | \$160 | | |
| Minor Office Equipment | 54200 | | | | | |
| Depreciation & Amortization | 54300 | | | | | |
| Non-Capital Assets | 54600 | | | | | |
| Total Services & Supplies Expenditures | | \$26,512 | \$37,945 | \$39,020 | \$1,075 | 2.83% |
| Capital Expenditures | | | | | | |
| Leasehold Improvements | 60100 | | | | | |
| Building & Grounds | 60105 | | | | | |
| Office Equipment | 60110 | | | | | |
| Computer & Network Equipment | 60115 | | | | | |
| Motorized Equipment | 60120 | \$34,000 | \$32,000 | | (\$32,000) | (100.00%) |
| Lab & Monitoring Equipment | 60125 | \$43,071 | \$7,200 | \$20,000 | \$12,800 | 177.78% |
| Communications Equipment | 60130 | | | | | |
| General Equipment | 60135 | | | | | |
| PM 2.5 Equipment | 60140 | | | | | |
| Biowatch Equipment | 60145 | | | | | |
| Total Capital Expenditures | | \$77,071 | \$39,200 | \$20,000 | (\$19,200) | (48.98%) |
| Transfer Out | 70005 | | | | | |
| Total Expenditures | | \$569,799 | \$602,549 | \$603,618 | \$1,069 | 0.18% |

| BioWatch Monitoring | | 809 |
|---|--|----------------------|
| Managing Division: Meteorology and Measurement | | |
| Contact Person: Eric Stevenson | | |
| Program Purpose: Operate and maintain the Bay Area BioWatch network for the Federal Department of Homeland Security (DHS) in cooperation with the EPA. | | |
| Description of Program: The BioWatch Monitoring Program consists of a network of sample collection units located throughout the Bay Area. Filter media are collected and replaced on a daily basis. Exposed filter housing are delivered to an outside laboratory for analysis. The network operates 24-hours a day, 365 days a year. This program is fully funded by a Department of Homeland Security grant and any budgetary changes were made to more accurately reflect the grant request. | | |
| Justification of Change Request: All funding changes are covered by the DHS grant award. | | |
| Activities | | |
| Operate and maintain BioWatch collection sites to provide exposed filter media for laboratory analysis. | | |
| Provide training and contract oversight for the BioWatch program. | | |
| Implement Consequence Management Plan for the BioWatch program. | | |
| Major Objectives | | Delivery Date |
| Provide oversight of facilities and equipment. | | Ongoing |
| Assure program requirements for computer entry, sampling, and filter delivery are met. | | Ongoing |
| Assure impacted Air Monitoring and contractor staff are notified in the event of positive results. | | Ongoing |

| | | FYE 2017 Audited Program Expenditures | FYE 2018 Amended Program Budget | FYE 2019 Proposed Program Budget | FTE/Dollar Change | Percent Change |
|---|-------|--|--|---|----------------------|-------------------|
| Number of Positions (FTE) | | 0.12 | 0.11 | 0.15 | 0.04 | 38.97% |
| Personnel Expenditures | | | | | | |
| Permanent Salaries | 51105 | \$14,184 | \$13,751 | \$17,605 | \$3,855 | 28.03% |
| Overtime Salaries | 51150 | | | | | |
| Temporary Salaries | 51200 | | | | | |
| Payroll Taxes | 51300 | \$214 | \$196 | \$252 | \$56 | 28.71% |
| Pension Benefits | 51400 | \$2,212 | \$2,586 | \$3,442 | \$856 | 33.09% |
| FICA Replacement Benefits | 51500 | \$163 | \$123 | \$257 | \$134 | 108.37% |
| Group Insurance Benefits | 51600 | \$2,185 | \$1,981 | \$2,346 | \$364 | 18.39% |
| Employee Transportation Subsidy | 51700 | \$145 | \$98 | \$301 | \$203 | 207.00% |
| Workers' Compensation | 51800 | \$43 | \$68 | \$85 | \$17 | 25.66% |
| Other Post-Employment Benefits | 51850 | \$1,559 | \$1,180 | \$1,483 | \$303 | 25.66% |
| Board Stipends | 51900 | | | | | |
| Total Personnel Expenditures | | \$20,707 | \$19,983 | \$25,771 | \$5,788 | 28.96% |
| Services & Supplies Expenditures | | | | | | |
| Travel In-State | 52200 | | | | | |
| Travel Out-Of-State | 52225 | | \$5,350 | \$5,350 | | |
| Training & Education | 52300 | | | | | |
| Repair & Maintenance (Equipment) | 52400 | | | | | |
| Communications | 52500 | | | | | |
| Building Maintenance | 52600 | | | | | |
| Utilities | 52700 | | \$29,140 | \$29,140 | | |
| Postage | 52800 | | | | | |
| Printing & Reproduction | 52900 | | | | | |
| Equipment Rental | 53100 | | | | | |
| Rents & Leases | 53200 | \$67,144 | \$48,551 | \$48,550 | (\$1) | (0.00%) |
| Professional Services & Contracts | 53300 | \$1,026,776 | \$1,294,974 | \$1,202,664 | (\$92,310) | (7.13%) |
| General Insurance | 53400 | | | | | |
| Shop & Field Supplies | 53500 | | \$9,688 | \$9,500 | (\$188) | (1.94%) |
| Laboratory Supplies | 53600 | | | | | |
| Gasoline & Variable Fuel | 53700 | | | | | |
| Computer Hardware & Software | 53800 | | \$2,700 | \$2,800 | \$100 | 3.70% |
| Stationery & Office Supplies | 53900 | | | | | |
| Books & Journals | 54100 | | | | | |
| Minor Office Equipment | 54200 | | | | | |
| Depreciation & Amortization | 54300 | | | | | |
| Non-Capital Assets | 54600 | | | | | |
| Total Services & Supplies Expenditures | | \$1,093,919 | \$1,390,403 | \$1,298,004 | (\$92,399) | (6.65%) |
| Capital Expenditures | | | | | | |
| Leasehold Improvements | 60100 | | | | | |
| Building & Grounds | 60105 | | | | | |
| Office Equipment | 60110 | | | | | |
| Computer & Network Equipment | 60115 | | | | | |
| Motorized Equipment | 60120 | | | | | |
| Lab & Monitoring Equipment | 60125 | | | | | |
| Communications Equipment | 60130 | | | | | |
| General Equipment | 60135 | | | | | |
| PM 2.5 Equipment | 60140 | | | | | |
| Biowatch Equipment | 60145 | | | | | |
| Total Capital Expenditures | | | | | | |
| Transfer Out | 70005 | | | | | |
| Total Expenditures | | \$1,114,626 | \$1,410,386 | \$1,323,775 | (\$86,611) | (6.14%) |

| | | |
|--|--|----------------------|
| Infrastructure and Records Management | | 810 |
| Managing Division: Meteorology and Measurements | | |
| Contact Person: Steve Randall | | |
| Program Purpose: Provide air monitoring and meteorological station infrastructure and communication support for the Division. Manage and operate the Division's Data Management System, Laboratory information system, and support the development of required analytical and operational tools. | | |
| Description of Program: The Infrastructure and Records Management Section provides network support for Source Test, Air Monitoring, Meteorology, Laboratory and Performance Evaluation Sections. This includes software development, hardware purchases and support, and telecommunications for remote air monitoring and meteorology stations. This Section also supports and maintains data export facilities from the Data Management System. | | |
| Justification of Change Request: No change in the overall budget amount for the section is requested. | | |
| Activities | | |
| Maintain computer hardware and infrastructure for remote Meteorology and Measurements Division locations. | | |
| Manage contracts for telecommunication, software development and other Meteorology and Measurements Division IT related tasks. | | |
| Manage software development projects dealing with Meteorology and Measurements Division data retrieval and ensure they are compatible with other integrated software packages. | | |
| Major Objectives | | Delivery Date |
| Manage software and telecommunication contracts for Meteorology and Measurements Division. | | Ongoing |
| Develop software for Meteorology and Measurements Division data retrieval and storage. | | Ongoing |
| Procure computer related hardware for unique Meteorology and Measurements Division tasks. | | Ongoing |
| Maintain IT infrastructure between the Air District office and remote air monitoring, meteorology and other Meteorology and Measurements Division sites. | | Ongoing |
| Support the Air District's real-time air quality and meteorology web page (Gate 2). | | Ongoing |

| | | FYE 2017 Audited Program Expenditures | FYE 2018 Amended Program Budget | FYE 2019 Proposed Program Budget | FTE/Dollar Change | Percent Change |
|---|-------|--|--|---|----------------------|-------------------|
| Number of Positions (FTE) | | 2.58 | 1.52 | 1.27 | (0.24) | (16.06%) |
| Personnel Expenditures | | | | | | |
| Permanent Salaries | 51105 | \$286,317 | \$170,441 | \$149,980 | (\$20,461) | (12.00%) |
| Overtime Salaries | 51150 | \$155 | | \$155 | \$155 | |
| Temporary Salaries | 51200 | \$3,259 | | | | |
| Payroll Taxes | 51300 | \$4,193 | \$2,409 | \$2,149 | (\$260) | (10.78%) |
| Pension Benefits | 51400 | \$44,263 | \$31,812 | \$29,771 | (\$2,042) | (6.42%) |
| FICA Replacement Benefits | 51500 | \$4,631 | \$1,767 | \$2,188 | \$420 | 23.79% |
| Group Insurance Benefits | 51600 | \$47,844 | \$31,021 | \$27,291 | (\$3,730) | (12.02%) |
| Employee Transportation Subsidy | 51700 | \$2,882 | \$2,593 | \$2,318 | (\$275) | (10.62%) |
| Workers' Compensation | 51800 | \$872 | \$973 | \$738 | (\$234) | (24.10%) |
| Other Post-Employment Benefits | 51850 | \$31,370 | \$16,919 | \$12,842 | (\$4,077) | (24.10%) |
| Board Stipends | 51900 | | | | | |
| Total Personnel Expenditures | | \$425,786 | \$257,935 | \$227,431 | (\$30,504) | (11.83%) |
| Services & Supplies Expenditures | | | | | | |
| Travel In-State | 52200 | | | | | |
| Travel Out-Of-State | 52225 | | | | | |
| Training & Education | 52300 | | | | | |
| Repair & Maintenance (Equipment) | 52400 | | | | | |
| Communications | 52500 | \$81,773 | \$97,891 | \$97,891 | | |
| Building Maintenance | 52600 | | \$4,788 | \$4,788 | | |
| Utilities | 52700 | | | | | |
| Postage | 52800 | | | | | |
| Printing & Reproduction | 52900 | | | | | |
| Equipment Rental | 53100 | | | | | |
| Rents & Leases | 53200 | \$52,720 | \$76,350 | \$76,350 | | |
| Professional Services & Contracts | 53300 | \$56,101 | \$123,500 | \$63,500 | (\$60,000) | (48.58%) |
| General Insurance | 53400 | | | | | |
| Shop & Field Supplies | 53500 | | \$67,306 | \$67,306 | | |
| Laboratory Supplies | 53600 | | | | | |
| Gasoline & Variable Fuel | 53700 | | | | | |
| Computer Hardware & Software | 53800 | \$6,891 | \$52,975 | \$52,975 | | |
| Stationery & Office Supplies | 53900 | | \$500 | \$500 | | |
| Books & Journals | 54100 | | | | | |
| Minor Office Equipment | 54200 | | | | | |
| Depreciation & Amortization | 54300 | | | | | |
| Non-Capital Assets | 54600 | | | | | |
| Total Services & Supplies Expenditures | | \$197,484 | \$423,310 | \$363,310 | (\$60,000) | (14.17%) |
| Capital Expenditures | | | | | | |
| Leasehold Improvements | 60100 | | | | | |
| Building & Grounds | 60105 | | | | | |
| Office Equipment | 60110 | | | | | |
| Computer & Network Equipment | 60115 | | | | | |
| Motorized Equipment | 60120 | | | | | |
| Lab & Monitoring Equipment | 60125 | | | | | |
| Communications Equipment | 60130 | | | | | |
| General Equipment | 60135 | | | | | |
| PM 2.5 Equipment | 60140 | | | | | |
| Biowatch Equipment | 60145 | | | | | |
| Total Capital Expenditures | | | | | | |
| Transfer Out | 70005 | | | | | |
| Total Expenditures | | \$623,270 | \$681,245 | \$590,741 | (\$90,504) | (13.29%) |

| Mobile Monitoring | | 811 |
|--|--|------------|
| Managing Division: Meteorology and Measurement | | |
| Contact Person: Eric Stevenson | | |
| Program Purpose: Provide mobile measurement of pollutant concentrations and collection of samples in support of Air District programs as well as non-routine releases of air contaminants. | | |
| Description of Program: The function of the Mobile Monitoring program is to provide additional spatial and temporal information as needed in support of Air District activities and to respond in a timely manner to incidents where releases of air contaminants may adversely impact public health or the environment. The response would include, to the extent possible, defining the area impacted, and the identification and measurement of the specific compounds involved in the release. | | |
| Justification of Change Request: No increases requested. | | |
| Activities | | |
| Assist in the development and maintenance of incident response procedures. | | |
| Work with other Divisions to utilize mobile monitoring capabilities in support of special studies and programs. | | |
| Build and maintain mobile monitoring capabilities and instrumentation that is ready to be deployed at any time. | | |
| Respond to incidents, measure impacts and determine the extent of those impacts, in a timely manner. | | |
| Report findings to other Air District Sections and Divisions, and other agencies, as appropriate. | | |
| Assist other Sections and Divisions in developing appropriate strategies and procedures dealing with incident response. | | |
| Major Objectives | | |
| Assist in the development of incident response procedures. | | Ongoing |
| Build and develop mobile monitoring capabilities. | | Ongoing |
| Support other Air District programs with mobile monitoring. | | Ongoing |
| Be able to respond to any incident in the Bay Area in a timely manner regardless of when the incident occurs. | | Ongoing |
| Maintain all instrumentation so that it is operational 24-hours a day. | | Ongoing |
| Develop reporting systems and strategies so that appropriate Air District Sections and Divisions have adequate information to make decisions during incidents. | | Ongoing |
| Continue to build and improve overall incident response, communication and effectiveness. | | Ongoing |

Mobile Monitoring

811

| | FYE 2017 Audited Program Expenditures | FYE 2018 Amended Program Budget | FYE 2019 Proposed Program Budget | FTE/Dollar Change | Percent Change |
|---|--|--|---|----------------------|-------------------|
| Number of Positions (FTE) | | 1.00 | 0.03 | (1) | (97.14%) |
| Personnel Expenditures | | | | | |
| Permanent Salaries | 51105 | \$87,764 | \$2,215 | (\$85,549) | (97.48%) |
| Overtime Salaries | 51150 | | \$3,000 | \$3,000 | |
| Temporary Salaries | 51200 | | | | |
| Payroll Taxes | 51300 | \$1,231 | \$75 | (\$1,156) | (93.91%) |
| Pension Benefits | 51400 | \$16,260 | \$399 | (\$15,861) | (97.55%) |
| FICA Replacement Benefits | 51500 | \$1,164 | \$49 | (\$1,115) | (95.80%) |
| Group Insurance Benefits | 51600 | \$20,316 | \$336 | (\$19,980) | (98.34%) |
| Employee Transportation Subsidy | 51700 | \$1,752 | \$55 | (\$1,697) | (96.83%) |
| Workers' Compensation | 51800 | \$641 | \$17 | (\$624) | (97.42%) |
| Other Post-Employment Benefits | 51850 | \$11,143 | \$288 | (\$10,855) | (97.42%) |
| Board Stipends | 51900 | | | | |
| Total Personnel Expenditures | | \$140,270 | \$6,434 | (\$133,836) | (95.41%) |
| Services & Supplies Expenditures | | | | | |
| Travel In-State | 52200 | | | | |
| Travel Out-Of-State | 52225 | | | | |
| Training & Education | 52300 | \$800 | \$800 | | |
| Repair & Maintenance (Equipment) | 52400 | \$5,400 | \$5,400 | | |
| Communications | 52500 | | | | |
| Building Maintenance | 52600 | | | | |
| Utilities | 52700 | | | | |
| Postage | 52800 | | | | |
| Printing & Reproduction | 52900 | | | | |
| Equipment Rental | 53100 | | | | |
| Rents & Leases | 53200 | | | | |
| Professional Services & Contracts | 53300 | | | | |
| General Insurance | 53400 | | | | |
| Shop & Field Supplies | 53500 | \$16,200 | \$16,200 | | |
| Laboratory Supplies | 53600 | | | | |
| Gasoline & Variable Fuel | 53700 | | | | |
| Computer Hardware & Software | 53800 | | | | |
| Stationery & Office Supplies | 53900 | | | | |
| Books & Journals | 54100 | | | | |
| Minor Office Equipment | 54200 | | | | |
| Depreciation & Amortization | 54300 | | | | |
| Non-Capital Assets | 54400 | \$16,133 | | | |
| Total Services & Supplies Expenditures | | \$16,133 | \$22,400 | | |
| Capital Expenditures | | | | | |
| Leasehold Improvements | 60100 | | | | |
| Building & Grounds | 60105 | | | | |
| Office Equipment | 60110 | | | | |
| Computer & Network Equipment | 60115 | | | | |
| Motorized Equipment | 60120 | | | | |
| Lab & Monitoring Equipment | 60125 | \$311,131 | | | |
| Communications Equipment | 60130 | | | | |
| General Equipment | 60135 | | | | |
| PM 2.5 Equipment | 60140 | | | | |
| Bio-watch Equipment | 60145 | | | | |
| Total Capital Expenditures | | \$311,131 | | | |
| Transfer Out | 70005 | | | | |
| Total Expenditures | | \$327,264 | \$162,670 | (\$28,834) | (82.27%) |

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PROGRAM NARRATIVES AND EXPENDITURE DETAIL
SPECIAL REVENUE FUND

| Intermittent Control Programs (TFCA) | | 306 |
|---|--|----------------------|
| Managing Division: Communications Office | | |
| Contact Person: Kristine Roselius | | |
| Program Purpose: The Spare the Air program encourages the public to reduce their driving, a major source of Bay Area air pollution, and promotes the use of public transit, biking, walking, carpooling, trip reduction and other behavior changes that reduce pollution from automobiles. Provide outreach to employers/employees for the Spare the Air Employer and Commuter Benefits Programs. Employers are targeted specifically due to their significant influence on the commute behaviors of their employees. | | |
| Description of Program: Work with employers, resource teams and the public to reduce air pollution by promoting employer commute programs and making clean air choices including taking public transportation, ridesharing and trip linking; this program complements Program 305. Funds will be used for electronic notification systems, employer outreach, partnerships, Commuter Benefits Program outreach, staff time associated with the Spare the Air programs and grass roots education. | | |
| Justification of Change Request: Budget decreased due to shifting of translation costs to 301 budget and less funding needed for the second phase of the Spare the Air website redesign. | | |
| Activities | | |
| Conduct Spare the Air Employer Program to inform employees about commuter incentive programs and individual choices to reduce air pollution. | | |
| Promote employer transportation programs aimed at employees to reduce the number of single occupancy vehicles commuting to work. | | |
| Prepare and issue media releases, respond to media inquiries and plan employer workshops and events. | | |
| Conduct employer opinion surveys to evaluate Spare the Air program and measure behavior change. | | |
| Manage and update the sparetheair.org and employerssparetheair.org websites as well as social media sites such as Twitter, Pinterest and Facebook. | | |
| Provide public outreach at employer events throughout the Bay Area. | | |
| Notify the employers/employees of Spare the Air Alerts through AirAlerts, the media, sparetheair.org, baaqmd.gov, iPhone app and social media sites. | | |
| Manage employer outreach & advertising campaign. | | |
| Provide outreach to employers, in concert with MTC, for the Commuter Benefits Program. | | |
| Provide overview of campaign to Public Engagement Committee and Board of Directors. | | |
| Major Objectives | | Delivery Date |
| Manage Air Quality Resource teams. | | 6/30/2019 |
| Manage Spare the Air Employer Program. | | 6/30/2019 |
| Conduct employer workshops and develop employer outreach materials, webinars and website information for new employer commute incentives rule. | | Ongoing |
| Coordinate Air District presence at public events, including community events and fairs targeting Limited English Proficient populations. | | 6/30/2019 |
| Develop video podcasts, video news releases / statements, displays and infographics for Employer Program and Commuter Benefits Program / events. | | 6/30/2019 |
| Redesign sparetheair.org website | | 3/01/19 |

Intermittent Control Programs (TFCA)

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| | | FYE 2017 Audited Program Expenditures | FYE 2018 Amended Program Budget | FYE 2019 Proposed Program Budget | FTE/Dollar Change | Percent Change |
|---|-------|--|--|---|----------------------|-------------------|
| Number of Positions (FTE) | | 3.41 | 3.63 | 6.16 | 2.53 | 69.49% |
| Personnel Expenditures | | | | | | |
| Permanent Salaries | 51105 | \$377,665 | \$407,140 | \$584,591 | \$177,451 | 43.58% |
| Overtime Salaries | 51150 | \$93,719 | \$85,000 | | (\$85,000) | (100.00%) |
| Temporary Salaries | 51200 | \$5,547 | | | | |
| Payroll Taxes | 51300 | \$5,681 | \$6,997 | \$8,342 | \$1,345 | 19.23% |
| Pension Benefits | 51400 | \$58,847 | \$76,127 | \$112,419 | \$36,293 | 47.67% |
| FICA Replacement Benefits | 51500 | \$4,966 | \$4,229 | \$10,584 | \$6,355 | 150.26% |
| Group Insurance Benefits | 51600 | \$60,359 | \$70,415 | \$95,259 | \$24,844 | 35.28% |
| Employee Transportation Subsidy | 51700 | \$3,914 | \$6,006 | \$6,587 | \$581 | 9.67% |
| Workers' Compensation | 51800 | \$1,154 | \$2,328 | \$3,568 | \$1,240 | 53.26% |
| Other Post-Employment Benefits | 51850 | \$41,503 | \$40,486 | \$62,049 | \$21,563 | 53.26% |
| Board Stipends | 51900 | | | | | |
| Total Personnel Expenditures | | \$653,355 | \$698,728 | \$883,398 | \$184,671 | 26.43% |
| Services & Supplies Expenditures | | | | | | |
| Travel In-State | 52200 | \$1,084 | | | | |
| Travel Out-Of-State | 52225 | | | | | |
| Training & Education | 52300 | | | | | |
| Repair & Maintenance (Equipment) | 52400 | | | | | |
| Communications | 52500 | | | | | |
| Building Maintenance | 52600 | | | | | |
| Utilities | 52700 | | | | | |
| Postage | 52800 | | \$5,000 | \$5,000 | | |
| Printing & Reproduction | 52900 | \$5,000 | \$15,000 | \$15,000 | | |
| Equipment Rental | 53100 | | | | | |
| Rents & Leases | 53200 | | | | | |
| Professional Services & Contracts | 53300 | \$689,652 | \$1,055,000 | \$1,005,000 | (\$50,000) | (4.74%) |
| General Insurance | 53400 | | | | | |
| Shop & Field Supplies | 53500 | | | | | |
| Laboratory Supplies | 53600 | | | | | |
| Gasoline & Variable Fuel | 53700 | | | | | |
| Computer Hardware & Software | 53800 | | | | | |
| Stationery & Office Supplies | 53900 | | | | | |
| Books & Journals | 54100 | | | | | |
| Minor Office Equipment | 54200 | | | | | |
| Depreciation & Amortization | 54300 | | | | | |
| Non-Capital Assets | 54600 | | | | | |
| Total Services & Supplies Expenditures | | \$695,736 | \$1,075,000 | \$1,025,000 | (\$50,000) | (4.65%) |
| Capital Expenditures | | | | | | |
| Leasehold Improvements | 60100 | | | | | |
| Building & Grounds | 60105 | | | | | |
| Office Equipment | 60110 | | | | | |
| Computer & Network Equipment | 60115 | | | | | |
| Motorized Equipment | 60120 | | | | | |
| Lab & Monitoring Equipment | 60125 | | | | | |
| Communications Equipment | 60130 | | | | | |
| General Equipment | 60135 | | | | | |
| PM 2.5 Equipment | 60140 | | | | | |
| Biowatch Equipment | 60145 | | | | | |
| Total Capital Expenditures | | | | | | |
| Transfer Out | 70005 | \$309,865 | \$183,766 | \$397,529 | \$213,763 | 116.32% |
| Total Expenditures | | \$1,658,955 | \$1,957,494 | \$2,305,927 | \$348,434 | 17.80% |

| Carl Moyer Program Administration | | 307 |
|---|--|----------------------|
| Managing Division: Strategic Incentives | | |
| Contact Person: Anthony Fournier | | |
| Program Purpose: Implementation of the Carl Moyer Program (CMP), which provides grants for the execution of projects that reduce emissions from primarily heavy-duty engines. | | |
| Description of Program: The Air District has participated in the CMP, in cooperation with the California Air Resources Board (CARB), since the program began in fiscal year 1998-1999. The CMP provides grants to public and private entities to reduce emissions of oxides of nitrogen (NOx), reactive organic gases (ROG) and particulate matter (PM) from existing heavy-duty engines by either replacing or retrofitting them. Eligible heavy-duty diesel engine applications include on-road trucks and buses, off-road equipment, marine vessels, locomotives, and stationary agricultural pump engines. Air District staff conducts outreach and solicits grant applications, reviews the grant applications according to established criteria, recommends allocation of the funding, monitors progress in implementing funded projects, and reports on the use of funds. This program also includes assessment of mobile source technologies in support of the grant-making function. The Air District has been allocated \$50 million from AB 134 (2017) for emissions reduction projects that provide early actions of the AB 617 process through a Community Air Quality Protection Grant Program. Consistent with the AB 134 legislation, funding from AB134 will be primarily administered through the CMP and Proposition 1B Goods Movement Program. The AB 134 funds must be awarded to emissions reduction projects by June 2019 and spent by June 2021. | | |
| Justification of Change Request: No change. | | |
| Activities | | |
| Develop policies and procedures for the administration of the CMP. | | |
| Conduct outreach to interested parties and provide application assistance. | | |
| Evaluate grant applications for eligibility with CMP guidelines. | | |
| Conduct inspections of the baseline and funded project equipment. | | |
| Prepare grant award recommendations and coordinate the execution of funding agreements for the selected projects. | | |
| Administer and monitor projects that have been awarded CMP grants. | | |
| Prepare and submit reports to CARB on the implementation of the CMP. | | |
| Monitor, inspect, and audit current and previously funded programs and projects to assure compliance with State and District guidelines, policies, and statutory and regulatory requirements. | | |
| Prepare technical, financial, and staff reports. | | |
| Major Objectives | | Delivery Date |
| Finalize policies and procedures for the new CMP funding cycle (Year 20), consistent with CARB guidelines. | | 7/1/2018 |
| Issue call for grant applications and conduct outreach for CMP Year 20 funds. | | By 8/1/2018 |
| Submit reports to CARB on the District's implementation of the CMP. | | 8/29/2018 |
| Evaluate grant applications and prepare grant award recommendations for Board of Directors approval (Year 20 funding cycle). | | 6/30/2019 |
| Issue funding agreements (contracts) for CMP grants awarded (Year 19 and 20 funding cycles). | | 6/30/2019 |
| Process payments, review project reports, inspect and close out on-going projects. | | 6/30/2019 |

| | FYE 2017 Audited Program Expenditures | FYE 2018 Amended Program Budget | FYE 2019 Proposed Program Budget | FTE/Dollar Change | Percent Change | |
|---|--|--|---|----------------------|-------------------|-----------|
| Number of Positions (FTE) | 2.33 | 2.62 | 5.39 | 2.77 | 105.73% | |
| Personnel Expenditures | | | | | | |
| Permanent Salaries | 51105 | \$258,616 | \$282,379 | \$564,784 | \$282,405 | 100.01% |
| Overtime Salaries | 51150 | | | | | |
| Temporary Salaries | 51200 | | | | | |
| Payroll Taxes | 51300 | \$3,890 | \$4,003 | \$8,071 | \$4,069 | 101.66% |
| Pension Benefits | 51400 | \$40,341 | \$52,862 | \$107,057 | \$54,195 | 102.52% |
| FICA Replacement Benefits | 51500 | \$3,190 | \$3,050 | \$9,268 | \$6,218 | 203.90% |
| Group Insurance Benefits | 51600 | \$40,967 | \$49,683 | \$78,273 | \$28,589 | 57.54% |
| Employee Transportation Subsidy | 51700 | \$2,692 | \$2,891 | \$4,855 | \$1,964 | 67.94% |
| Workers' Compensation | 51800 | \$790 | \$1,679 | \$3,123 | \$1,444 | 86.02% |
| Other Post-Employment Benefits | 51850 | \$28,420 | \$29,194 | \$54,307 | \$25,113 | 86.02% |
| Board Stipends | 51900 | | | | | |
| Total Personnel Expenditures | | \$378,907 | \$425,740 | \$829,738 | \$403,998 | 94.89% |
| Services & Supplies Expenditures | | | | | | |
| Travel In-State | 52200 | \$199 | \$2,000 | | (\$2,000) | (100.00%) |
| Travel Out-Of-State | 52225 | | | | | |
| Training & Education | 52300 | | \$1,500 | \$1,500 | | |
| Repair & Maintenance (Equipment) | 52400 | | | | | |
| Communications | 52500 | | | | | |
| Building Maintenance | 52600 | | | | | |
| Utilities | 52700 | | | | | |
| Postage | 52800 | | | | | |
| Printing & Reproduction | 52900 | | \$1,500 | \$1,500 | | |
| Equipment Rental | 53100 | | | | | |
| Rents & Leases | 53200 | | | | | |
| Professional Services & Contracts | 53300 | \$27,379 | \$22,875 | \$125,098 | \$102,223 | 446.88% |
| General Insurance | 53400 | | | | | |
| Shop & Field Supplies | 53500 | | \$1,000 | \$1,000 | | |
| Laboratory Supplies | 53600 | | | | | |
| Gasoline & Variable Fuel | 53700 | | | | | |
| Computer Hardware & Software | 53800 | | \$1,000 | \$1,000 | | |
| Stationery & Office Supplies | 53900 | \$68 | \$600 | \$600 | | |
| Books & Journals | 54100 | | \$100 | \$100 | | |
| Minor Office Equipment | 54200 | | \$500 | \$500 | | |
| Depreciation & Amortization | 54300 | | | | | |
| Non-Capital Assets | 54600 | | | | | |
| Total Services & Supplies Expenditures | | \$27,646 | \$31,075 | \$131,298 | \$100,223 | 322.52% |
| Capital Expenditures | | | | | | |
| Leasehold Improvements | 60100 | | | | | |
| Building & Grounds | 60105 | | | | | |
| Office Equipment | 60110 | | | | | |
| Computer & Network Equipment | 60115 | | | | | |
| Motorized Equipment | 60120 | | | | | |
| Lab & Monitoring Equipment | 60125 | | | | | |
| Communications Equipment | 60130 | | | | | |
| General Equipment | 60135 | | | | | |
| PM 2.5 Equipment | 60140 | | | | | |
| Biowatch Equipment | 60145 | | | | | |
| Total Capital Expenditures | | | | | | |
| Transfer Out | 70005 | | | | | |
| Total Expenditures | | \$406,554 | \$456,815 | \$961,036 | \$504,221 | 110.38% |

| TRANSPORTATION FUND FOR CLEAN AIR | | 308 |
|--|--|----------------------|
| Managing Division: | | |
| Strategic Incentives | | |
| Contact Person: | | |
| Chengfeng Wang | | |
| Program Purpose: | | |
| Administer motor vehicle registration fee surcharge revenues to reduce emissions from on-road vehicles. | | |
| Description of Program: | | |
| <p>In 1991, the California State Legislature authorized the Air District to impose a \$4 surcharge on motor vehicles registered within its jurisdiction to fund projects that reduce on-road motor vehicle emissions. The Air District allocates these funds to eligible projects through its Transportation Fund for Clean Air (TFCA) program and a portion of the funds collected are expended for administrative purposes. The statutory authority for the TFCA and requirements of the program are set forth in California Health and Safety Code (HSC) Sections 44241 and 44242. Sixty percent of the funds are awarded directly by the Air District to eligible Air District programs (e.g., Smoking Vehicle, Spare the Air) and through the TFCA Regional Fund program. The remaining 40% are forwarded to the nine designated Bay Area congestion management agencies and distributed through the County Program Manager Fund program.</p> <p>The TFCA provides grants to reduce emissions of criteria pollutants through trip reduction projects and clean-air vehicle-based projects. Air District staff conducts outreach, solicits grant applications, reviews the applications, recommends allocation of funding, monitors progress in implementing projects, and reports on the use of funds. This program also includes assessment of mobile source technologies and transportation control measures in support of the grant-making function.</p> | | |
| Justification of Change Request: | | |
| No change. | | |
| Activities | | |
| Prepare updates to the Regional Fund and County Program Manager policies and guidelines for consideration by the Air District's Board of Directors and develop policies and procedures for the administration of the TFCA. | | |
| Develop and issue solicitation packages and conduct outreach. | | |
| Review and evaluate project applications to determine their eligibility, and prepare associated documents, contracts, letters, reports, and communications. | | |
| Prepare recommendations for award of eligible projects for approval by the Air District's Board of Directors. | | |
| Monitor, inspect, and audit current and previously funded programs and projects to assure compliance with State and District guidelines, policies, and statutory and regulatory requirements. | | |
| Review progress reports, process reimbursement requests, and ensure project files are complete and up to date. | | |
| Prepare technical, financial, and staff reports and attend meetings. | | |
| Major Objectives | | Delivery Date |
| Prepare recommended updates to the FYE 2020 County Program Manager policies for Board of Directors consideration. | | 11/30/2018 |
| Prepare and distribute FYE 2020 County Program Manager guidance and application package. | | 12/31/2018 |
| Review and recommend action on FYE 2020 County Program Manager expenditure plans. | | 5/31/2019 |
| Execute FYE 2020 funding agreements for County Program Managers. | | 6/30/2019 |
| Prepare and distribute FYE 2019 Regional Fund guidance, conduct outreach, and solicit applications. | | Ongoing |
| Review FYE 2019 TFCA Regional Fund applications and recommend eligible projects for Board of Directors consideration and approval. | | Ongoing |
| Prepare FYE 2019 funding agreements for TFCA Regional Fund recipients. | | Ongoing |
| Prepare FYE 2018 TFCA Report on Regional Fund Expenditures and Effectiveness. | | 12/31/2018 |
| Conduct audit of TFCA funded projects and programs completed by 6/30/2017. | | 6/30/2019 |

| | FYE 2017 Audited Program Expenditures | FYE 2018 Amended Program Budget | FYE 2019 Proposed Program Budget | FTE/Dollar Change | Percent Change |
|---|--|--|---|----------------------|-------------------|
| Number of Positions (FTE) | 4.83 | 5.47 | 5.68 | 0.21 | 3.90% |
| Personnel Expenditures | | | | | |
| Permanent Salaries | 51105 \$534,926 | \$607,252 | \$626,776 | \$19,524 | 3.22% |
| Overtime Salaries | 51150 \$7,735 | \$30,000 | \$30,000 | | |
| Temporary Salaries | 51200 \$2,091 | | | | |
| Payroll Taxes | 51300 \$8,077 | \$8,999 | \$9,399 | \$400 | 4.44% |
| Pension Benefits | 51400 \$83,496 | \$113,106 | \$121,936 | \$8,830 | 7.81% |
| FICA Replacement Benefits | 51500 \$6,423 | \$6,364 | \$9,801 | \$3,437 | 54.02% |
| Group Insurance Benefits | 51600 \$83,442 | \$107,864 | \$98,091 | (\$9,772) | (9.06%) |
| Employee Transportation Subsidy | 51700 \$6,218 | \$8,783 | \$1,456 | (\$7,326) | (83.42%) |
| Workers' Compensation | 51800 \$1,634 | \$3,503 | \$3,291 | (\$212) | (6.06%) |
| Other Post-Employment Benefits | 51850 \$58,789 | \$60,918 | \$57,229 | (\$3,689) | (6.06%) |
| Board Stipends | 51900 | | | | |
| Total Personnel Expenditures | \$792,832 | \$946,788 | \$957,979 | \$11,191 | 1.18% |
| Services & Supplies Expenditures | | | | | |
| Travel In-State | 52200 \$4,503 | \$11,200 | \$11,200 | | |
| Travel Out-Of-State | 52225 | | \$4,000 | \$4,000 | |
| Training & Education | 52300 | \$11,700 | \$12,200 | \$500 | 4.27% |
| Repair & Maintenance (Equipment) | 52400 | | | | |
| Communications | 52500 \$2,021 | \$3,000 | \$1,000 | (\$2,000) | (66.67%) |
| Building Maintenance | 52600 | | | | |
| Utilities | 52700 | | | | |
| Postage | 52800 | | | | |
| Printing & Reproduction | 52900 | \$2,000 | \$2,000 | | |
| Equipment Rental | 53100 | | | | |
| Rents & Leases | 53200 | | | | |
| Professional Services & Contracts | 53300 \$85,302 | \$596,000 | \$298,007 | (\$297,993) | (50.00%) |
| General Insurance | 53400 | | | | |
| Shop & Field Supplies | 53500 | \$3,500 | \$3,500 | | |
| Laboratory Supplies | 53600 | | | | |
| Gasoline & Variable Fuel | 53700 | | | | |
| Computer Hardware & Software | 53800 \$749 | \$7,400 | \$7,400 | | |
| Stationery & Office Supplies | 53900 \$5,522 | \$3,000 | \$3,000 | | |
| Books & Journals | 54100 | \$500 | \$440 | (\$60) | (12.00%) |
| Minor Office Equipment | 54200 | \$400 | \$400 | | |
| Depreciation & Amortization | 54300 | | | | |
| Non-Capital Assets | 54600 | | | | |
| Total Services & Supplies Expenditures | \$98,097 | \$638,700 | \$343,147 | (\$295,553) | (46.27%) |
| Capital Expenditures | | | | | |
| Leasehold Improvements | 60100 | | | | |
| Building & Grounds | 60105 | | | | |
| Office Equipment | 60110 | | | | |
| Computer & Network Equipment | 60115 | | | | |
| Motorized Equipment | 60120 | | | | |
| Lab & Monitoring Equipment | 60125 | | | | |
| Communications Equipment | 60130 | | | | |
| General Equipment | 60135 | | | | |
| PM 2.5 Equipment | 60140 | | | | |
| Biowatch Equipment | 60145 | | | | |
| Total Capital Expenditures | | | | | |
| Transfer Out | 70005 \$393,680 | \$144,878 | \$315,793 | \$170,915 | 117.97% |
| Total Expenditures | \$1,284,608 | \$1,730,366 | \$1,616,919 | (\$113,447) | (6.56%) |

| Mobile Source Incentive Fund Administration | | 310 |
|---|--|----------------------|
| Managing Division: Strategic Incentives | | |
| Contact Person: Anthony Fournier | | |
| Program Purpose: Administer funding from motor vehicle surcharge revenues, authorized by AB 923, for emission reduction projects. | | |
| Description of Program: Assembly Bill 923 (AB 923 - Firebaugh), enacted in 2004 (codified as Health and Safety Code Section 44225), authorized local air districts to increase their motor vehicle registration surcharge for motor vehicles within the Air District's jurisdiction up to an additional \$2 per vehicle. The revenues from the additional \$2 surcharge are deposited in the Air District's Mobile Source Incentive Fund (MSIF). MSIF funds can be allocated to the following eligible projects and programs, according to established criteria: the Lower-Emission School Bus Program, a passenger vehicle retirement program, projects eligible for Carl Moyer Program funds, and selected agricultural projects. Staff recommends funding allocations to eligible projects and programs for approval by the Board of Directors, monitors progress in implementing funded projects, reports on the use of the funds, and coordinates verification of requirements compliance. This program also includes assessment of mobile source and transportation technologies and programs in support of the grant-making function. | | |
| Justification of Change Request: No change. | | |
| Activities | | |
| Recommend funding allocations to the Board of Directors. | | |
| Conduct outreach to interested parties and provide application assistance. | | |
| Evaluate grant applications for eligibility with applicable guidelines. | | |
| Conduct inspections of the baseline and funded project equipment. | | |
| Prepare grant award recommendations and coordinate the execution of funding agreements for the selected projects. | | |
| Administer and monitor projects that have been awarded grants. | | |
| Prepare and submit reports to the California Air Resources Board (CARB) on the expenditure of MSIF funds. | | |
| Monitor, inspect, and audit current and previously funded programs and projects to assure compliance with State and District guidelines, policies, and statutory and regulatory requirements. | | |
| Prepare technical, financial, and staff reports. | | |
| Major Objectives | | Delivery Date |
| Report MSIF expenditures to CARB. | | 8/29/2018 |
| Define allocation of available funds to eligible projects and programs. | | 3/1/2019 |
| Conduct outreach, and solicit project applications. | | 6/30/2019 |
| Obtain Board of Directors approval of project recommendations. | | Ongoing |
| Prepare and coordinate execution of funding agreements. | | Ongoing |
| Process payments, review project reports, inspect and close out on-going projects. | | Ongoing |
| Monitor the progress of funded projects. | | Ongoing |

| | FYE 2017 Audited Program Expenditures | FYE 2018 Amended Program Budget | FYE 2019 Proposed Program Budget | FTE/Dollar Change | Percent Change |
|---|--|--|---|----------------------|-------------------|
| Number of Positions (FTE) | 3.79 | 3.68 | 2.79 | (0.89) | (24.18%) |
| Personnel Expenditures | | | | | |
| Permanent Salaries | 51105 \$420,081 | \$388,689 | \$324,669 | (\$64,020) | (16.47%) |
| Overtime Salaries | 51150 \$677 | \$7,500 | | (\$7,500) | (100.00%) |
| Temporary Salaries | 51200 | | | | |
| Payroll Taxes | 51300 \$6,367 | \$5,620 | \$4,647 | (\$973) | (17.32%) |
| Pension Benefits | 51400 \$66,006 | \$72,789 | \$62,360 | (\$10,429) | (14.33%) |
| FICA Replacement Benefits | 51500 \$5,167 | \$4,284 | \$4,818 | \$534 | 12.47% |
| Group Insurance Benefits | 51600 \$66,371 | \$69,099 | \$52,711 | (\$16,388) | (23.72%) |
| Employee Transportation Subsidy | 51700 \$4,352 | \$4,713 | \$1,068 | (\$3,645) | (77.34%) |
| Workers' Compensation | 51800 \$1,290 | \$2,358 | \$1,616 | (\$741) | (31.45%) |
| Other Post-Employment Benefits | 51850 \$46,397 | \$41,006 | \$28,111 | (\$12,895) | (31.45%) |
| Board Stipends | 51900 | | | | |
| Total Personnel Expenditures | \$616,708 | \$596,056 | \$479,999 | (\$116,058) | (19.47%) |
| Services & Supplies Expenditures | | | | | |
| Travel In-State | 52200 \$636 | \$2,000 | \$2,000 | | |
| Travel Out-Of-State | 52225 | | | | |
| Training & Education | 52300 | \$1,500 | \$1,500 | | |
| Repair & Maintenance (Equipment) | 52400 | | | | |
| Communications | 52500 \$209 | | | | |
| Building Maintenance | 52600 | | | | |
| Utilities | 52700 | | | | |
| Postage | 52800 | | | | |
| Printing & Reproduction | 52900 | \$1,500 | \$1,500 | | |
| Equipment Rental | 53100 | | | | |
| Rents & Leases | 53200 | | | | |
| Professional Services & Contracts | 53300 \$12,320 | \$70,000 | \$70,000 | | |
| General Insurance | 53400 | | | | |
| Shop & Field Supplies | 53500 | | | | |
| Laboratory Supplies | 53600 | | | | |
| Gasoline & Variable Fuel | 53700 | | | | |
| Computer Hardware & Software | 53800 | \$3,000 | \$3,000 | | |
| Stationery & Office Supplies | 53900 | \$500 | \$500 | | |
| Books & Journals | 54100 | \$200 | \$200 | | |
| Minor Office Equipment | 54200 | \$1,000 | \$1,000 | | |
| Depreciation & Amortization | 54300 | | | | |
| Non-Capital Assets | 54600 | | | | |
| Total Services & Supplies Expenditures | \$13,165 | \$79,700 | \$79,700 | | |
| Capital Expenditures | | | | | |
| Leasehold Improvements | 60100 | | | | |
| Building & Grounds | 60105 | | | | |
| Office Equipment | 60110 | | | | |
| Computer & Network Equipment | 60115 | | | | |
| Motorized Equipment | 60120 | | | | |
| Lab & Monitoring Equipment | 60125 | | | | |
| Communications Equipment | 60130 | | | | |
| General Equipment | 60135 | | | | |
| PM 2.5 Equipment | 60140 | | | | |
| Biowatch Equipment | 60145 | | | | |
| Total Capital Expenditures | | | | | |
| Transfer Out | 70005 \$105,754 | \$35,781 | \$126,010 | \$90,229 | 252.17% |
| Total Expenditures | \$735,626 | \$711,537 | \$685,709 | (\$25,829) | (3.63%) |

| Vehicle Buy-Back Program | | 312 |
|--|--|------------|
| Managing Division: Strategic Incentives | | |
| Contact Person: Anthony Fournier | | |
| Program Purpose: Accelerate the removal of high-emitting vehicles from the on-road motor vehicle fleet within the District's jurisdiction. | | |
| Description of Program: The program removes high-emitting motor vehicles from the region's roadways by purchasing and scrapping eligible vehicles from registered owners on a voluntary basis. | | |
| Justification of Change Request: No change. | | |
| Activities | | |
| Implement procurement process for vehicle scrapping services. | | |
| Oversee contractor's purchase and scrapping of vehicles. | | |
| Respond to inquiries regarding Vehicle Buy-Back Program. | | |
| Implement procurement process for direct mail campaign services. | | |
| Oversee contractor's direct mailings. | | |
| Acquire and update Department of Motor Vehicles (DMV) database used for direct mail annually. | | |
| Develop and update Vehicle Buy-Back outreach materials. | | |
| Conduct site visits of dismantling yards and dismantler offices. | | |
| Manage suppression list and update DMV database. | | |
| Review and approve scrapping contractor invoices. | | |
| Review and approve direct mail contractor invoices. | | |
| Major Objectives | | |
| Implement the Vehicle Buy-Back program, monitor contractor performance, review/ pay program invoices. | | Ongoing |
| Report program expenditures to the California Air Resources Board (CARB) | | 8/31/18 |

Vehicle Buy Back Program

312

| | | FYE 2017 Audited Program Expenditures | FYE 2018 Amended Program Budget | FYE 2019 Proposed Program Budget | FTE/Dollar Change | Percent Change |
|---|-------|--|--|---|----------------------|-------------------|
| Number of Positions (FTE) | | 0.24 | 0.54 | 0.65 | 0.11 | 21.04% |
| Personnel Expenditures | | | | | | |
| Permanent Salaries | 51105 | \$27,450 | \$56,580 | \$65,968 | \$9,388 | 16.59% |
| Overtime Salaries | 51150 | | | | | |
| Temporary Salaries | 51200 | | | | | |
| Payroll Taxes | 51300 | \$413 | \$797 | \$942 | \$146 | 18.29% |
| Pension Benefits | 51400 | \$4,296 | \$10,521 | \$12,941 | \$2,420 | 23.00% |
| FICA Replacement Benefits | 51500 | \$346 | \$625 | \$1,122 | \$497 | 79.56% |
| Group Insurance Benefits | 51600 | \$4,420 | \$10,756 | \$8,187 | (\$2,569) | (23.88%) |
| Employee Transportation Subsidy | 51700 | \$287 | \$520 | \$874 | \$354 | 67.94% |
| Workers' Compensation | 51800 | \$84 | \$344 | \$377 | \$33 | 9.45% |
| Other Post-Employment Benefits | 51850 | \$3,017 | \$5,984 | \$6,549 | \$565 | 9.45% |
| Board Stipends | 51900 | | | | | |
| Total Personnel Expenditures | | \$40,313 | \$86,127 | \$96,960 | \$10,833 | 12.58% |
| Services & Supplies Expenditures | | | | | | |
| Travel In-State | 52200 | | | | | |
| Travel Out-Of-State | 52225 | | | | | |
| Training & Education | 52300 | | | | | |
| Repair & Maintenance (Equipment) | 52400 | | | | | |
| Communications | 52500 | | \$100 | \$100 | | |
| Building Maintenance | 52600 | | | | | |
| Utilities | 52700 | | | | | |
| Postage | 52800 | | | | | |
| Printing & Reproduction | 52900 | | | | | |
| Equipment Rental | 53100 | | | | | |
| Rents & Leases | 53200 | | | | | |
| Professional Services & Contracts | 53300 | \$5,156,561 | \$7,200,000 | \$7,200,000 | | |
| General Insurance | 53400 | | | | | |
| Shop & Field Supplies | 53500 | | | | | |
| Laboratory Supplies | 53600 | | | | | |
| Gasoline & Variable Fuel | 53700 | | | | | |
| Computer Hardware & Software | 53800 | | | | | |
| Stationery & Office Supplies | 53900 | | | | | |
| Books & Journals | 54100 | | | | | |
| Minor Office Equipment | 54200 | | | | | |
| Depreciation & Amortization | 54300 | | | | | |
| Non-Capital Assets | 54600 | | | | | |
| Total Services & Supplies Expenditures | | \$5,156,561 | \$7,200,100 | \$7,200,100 | | |
| Capital Expenditures | | | | | | |
| Leasehold Improvements | 60100 | | | | | |
| Building & Grounds | 60105 | | | | | |
| Office Equipment | 60110 | | | | | |
| Computer & Network Equipment | 60115 | | | | | |
| Motorized Equipment | 60120 | | | | | |
| Lab & Monitoring Equipment | 60125 | | | | | |
| Communications Equipment | 60130 | | | | | |
| General Equipment | 60135 | | | | | |
| PM 2.5 Equipment | 60140 | | | | | |
| Biowatch Equipment | 60145 | | | | | |
| Total Capital Expenditures | | | | | | |
| Transfer Out | 70005 | \$6,913 | | | | |
| Total Expenditures | | \$5,203,787 | \$7,286,227 | \$7,297,060 | \$10,833 | 0.15% |

| MISCELLANEOUS INCENTIVE PROGRAMS | | 316 |
|--|--|----------------------|
| Managing Division: Strategic Incentives | | |
| Contact Person: Chengfeng Wang | | |
| Program Purpose: Administer new, one-time pass through, sources of funding to implement emissions reductions projects | | |
| Description of Program: Each year the Air District receives grant revenues from sources such as the Bay Area Clean Air Foundation, State of California, Federal government, and settlement agreements that augment and complement funding from its other perennial sources of funding. Grant funding from these sources is often awarded to the District through a competitive solicitation process that results in funding that can be used to support specific projects for a limited and specified period (e.g., 1 to 2 years). In addition, this program also covers the activities of certain Air District funded incentive programs, such as the Wood Smoke Reduction Incentive Program. | | |
| Justification of Change Request: No Change. | | |
| Activities | | |
| Research opportunities, and prepare and submit applications for new sources of funding from the State of California, Federal government and other sources. | | |
| Develop policies and guidelines, issue calls for projects, conduct workshops, attend meetings, and outreach to potential project sponsors. | | |
| Review, evaluate and rank project applications to determine their eligibility and award amount, and prepare associated project documents (contracts, letters, reports, and communications). | | |
| Prepare recommendations for award of eligible projects for approval by the Air District's Board of Directors. | | |
| Monitor, inspect, and audit funded programs and projects to assure compliance of applicable guidelines, policies, and statutory and regulatory requirements. | | |
| Review progress reports, process reimbursement requests, and ensure project files are complete and up to date. | | |
| Prepare technical, financial, and staff reports. | | |
| Major Objectives | | Delivery Date |
| Research opportunities and apply for funding. | | Ongoing |
| Develop policies and guidelines, issue calls for projects, conduct workshops, attend meetings, and outreach to potential project sponsors. | | Ongoing |
| Review and evaluate applications, prepare recommendations for award of eligible projects, prepare associated project documents (contracts, letters, reports, and communications). | | Ongoing |
| Monitor, inspect, and audit funded programs and projects; review progress reports, process reimbursement requests, and ensure project files are complete and up to date; and prepare technical, financial, and staff reports. | | Ongoing |

Miscellaneous Incentive Program

316

| | FYE 2017 Audited Program Expenditures | FYE 2018 Amended Program Budget | FYE 2019 Proposed Program Budget | FTE/Dollar Change | Percent Change |
|---|--|--|---|----------------------|-------------------|
| Number of Positions (FTE) | 0.10 | 0.10 | 1.64 | 1.54 | 1540.00% |
| Personnel Expenditures | | | | | |
| Permanent Salaries 51105 | \$11,241 | \$13,605 | \$212,167 | \$198,562 | 1459.50% |
| Overtime Salaries 51150 | | | | | |
| Temporary Salaries 51200 | | | | | |
| Payroll Taxes 51300 | \$157 | \$192 | \$3,040 | \$2,849 | 1487.63% |
| Pension Benefits 51400 | \$1,558 | \$2,529 | \$40,556 | \$38,027 | 1503.43% |
| FICA Replacement Benefits 51500 | \$102 | \$116 | \$2,863 | \$2,747 | 2359.93% |
| Group Insurance Benefits 51600 | \$1,353 | \$2,199 | \$26,742 | \$24,543 | 1116.09% |
| Employee Transportation Subsidy 51700 | \$92 | \$192 | \$660 | \$468 | 243.89% |
| Workers' Compensation 51800 | \$34 | \$64 | \$950 | \$886 | 1382.92% |
| Other Post-Employment Benefits 51850 | \$1,235 | \$1,114 | \$16,524 | \$15,410 | 1382.92% |
| Board Stipends 51900 | | | | | |
| Total Personnel Expenditures | \$15,773 | \$20,011 | \$303,504 | \$283,492 | 1416.65% |
| Services & Supplies Expenditures | | | | | |
| Travel In-State 52200 | | | \$7,700 | \$7,700 | |
| Travel Out-Of-State 52225 | | | \$5,000 | \$5,000 | |
| Training & Education 52300 | | | \$3,000 | \$3,000 | |
| Repair & Maintenance (Equipment) 52400 | | | | | |
| Communications 52500 | | | | | |
| Building Maintenance 52600 | | | | | |
| Utilities 52700 | | | | | |
| Postage 52800 | | | | | |
| Printing & Reproduction 52900 | | | | | |
| Equipment Rental 53100 | | | | | |
| Rents & Leases 53200 | | | | | |
| Professional Services & Contracts 53300 | | | \$4,000 | \$4,000 | |
| General Insurance 53400 | | | | | |
| Shop & Field Supplies 53500 | | | | | |
| Laboratory Supplies 53600 | | | | | |
| Gasoline & Variable Fuel 53700 | | | | | |
| Computer Hardware & Software 53800 | | | | | |
| Stationery & Office Supplies 53900 | | | | | |
| Books & Journals 54100 | | | | | |
| Minor Office Equipment 54200 | | | | | |
| Depreciation & Amortization 54300 | | | | | |
| Non-Capital Assets 54600 | | | | | |
| Total Services & Supplies Expenditures | | | \$19,700 | \$19,700 | |
| Capital Expenditures | | | | | |
| Leasehold Improvements 60100 | | | | | |
| Building & Grounds 60105 | | | | | |
| Office Equipment 60110 | | | | | |
| Computer & Network Equipment 60115 | | | | | |
| Motorized Equipment 60120 | | | | | |
| Lab & Monitoring Equipment 60125 | | | | | |
| Communications Equipment 60130 | | | | | |
| General Equipment 60135 | | | | | |
| PM 2.5 Equipment 60140 | | | | | |
| Biowatch Equipment 60145 | | | | | |
| Total Capital Expenditures | | | | | |
| Transfer Out 70005 | | | | | |
| Total Expenditures | \$15,773 | \$20,011 | \$323,204 | \$303,192 | 1515.10% |

| Light Duty Electric Vehicles | | 317 |
|---|--|----------------------|
| Managing Division: Technology Implementation Office | | |
| Contact Person: Ranyee Chiang | | |
| Program Purpose: Administer funding, outreach, and planning to accelerate the adoption of plug-in electric vehicles (PEVs) and PEV infrastructure in the Bay Area. | | |
| Description of Program: The Air District's 2013 Bay Area Plug-In Electric Vehicle Readiness Plan identified PEV adoption goals of a minimum of 110,000 PEVs on our roads by 2020, and 247,000 by 2025, which was expanded to a goal of 90% of the Bay Area fleet by 2050 in the Air District's 2017 Clean Air Plan. The Plan also outlined a series of strategies, best practices, and readiness actions that can be taken by regional agencies to remove potential barriers and accelerate PEV deployment. This program implements these strategies, and will also update the Plan to reflect the current state of vehicle technologies, consumers, and market. This program provides incentives for publicly available charging infrastructure, vehicle fleets, vehicles for low-income consumers, and outreach, partnerships, and planning to ensure regional coordination and maximize effectiveness of Air District programs. | | |
| Justification of Change Request: New grant funding from the California Air Resources Board and Metropolitan Transportation Commission to support incentives for low-income consumers (ARB) and outreach, planning, and evaluation (MTC). | | |
| Activities | | |
| Develop policies and guidelines for Program funding and prepare recommendations for Board of Director consideration of Program policies and award of project funds for light-duty electric vehicle fleets, charging infrastructure, and vehicles for low-income consumers (Clean Cars 4 All). | | |
| Conduct workshops, outreach and project solicitation. | | |
| Review and evaluate applications and proposals for conformance with the applicable guidelines, policies, and regulations, and prepare Program documents, contracts, letters, reports, and communications. | | |
| Track status and performance of projects, conduct inspections, and audit current and previously funded projects to assure compliance with Program requirements. | | |
| Review progress reports, process reimbursement requests, and ensure project files are complete and up to date. | | |
| Organize and participate in workgroups and events to increase awareness about PEVs, support deployment and sharing best practices. | | |
| Develop updated roadmap for incentive program strategy and goal for charging infrastructure. | | |
| Prepare technical, financial, and staff reports. | | |
| Major Objectives | | Delivery Date |
| Develop policies and guidelines for Program funding and obtain Board of Directors' approval of recommendations for award of TFCA Program funds (light-duty electric vehicle fleet and charging infrastructure programs) and ARB incentives (Clean Cars 4 All). | | 12/31/18 |
| Launch Clean Cars 4 All pilot | | 1/31/2019 |
| Launch Clean Cars 4 All program | | 6/30/2019 |
| Submit light-duty EV incentive and infrastructure roadmap to Board | | 06/30/19 |
| Prepare technical, financial, and staff reports. | | Ongoing |

Light Duty Electric Vehicles

317

| | | FYE 2017 Audited Program Expenditures | FYE 2018 Amended Program Budget | FYE 2019 Proposed Program Budget | FTE/Dollar Change | Percent Change |
|---|-------|--|--|---|----------------------|-------------------|
| Number of Positions (FTE) | | 0.39 | 2.18 | 6.98 | 4.80 | 219.82% |
| Personnel Expenditures | | | | | | |
| Permanent Salaries | 51105 | \$44,245 | \$240,981 | \$736,285 | \$495,304 | 205.54% |
| Overtime Salaries | 51150 | \$202 | | \$25,000 | \$25,000 | |
| Temporary Salaries | 51200 | | | | | |
| Payroll Taxes | 51300 | \$670 | \$3,400 | \$10,886 | \$7,485 | 220.13% |
| Pension Benefits | 51400 | \$6,948 | \$44,909 | \$139,652 | \$94,743 | 210.97% |
| FICA Replacement Benefits | 51500 | \$511 | \$2,540 | \$12,094 | \$9,553 | 376.06% |
| Group Insurance Benefits | 51600 | \$6,975 | \$42,429 | \$92,152 | \$49,723 | 117.19% |
| Employee Transportation Subsidy | 51700 | \$594 | \$3,797 | \$2,583 | (\$1,214) | (31.97%) |
| Workers' Compensation | 51800 | \$135 | \$1,398 | \$4,044 | \$2,645 | 189.18% |
| Other Post-Employment Benefits | 51850 | \$4,862 | \$24,319 | \$70,327 | \$46,008 | 189.18% |
| Board Stipends | 51900 | | | | | |
| Total Personnel Expenditures | | \$65,142 | \$363,775 | \$1,093,023 | \$729,248 | 200.47% |
| Services & Supplies Expenditures | | | | | | |
| Travel In-State | 52200 | | \$11,800 | \$15,500 | \$3,700 | 31.36% |
| Travel Out-Of-State | 52225 | | \$2,300 | \$12,100 | \$9,800 | 426.09% |
| Training & Education | 52300 | \$2,378 | \$4,000 | \$8,000 | \$4,000 | 100.00% |
| Repair & Maintenance (Equipment) | 52400 | | | | | |
| Communications | 52500 | | | | | |
| Building Maintenance | 52600 | | | | | |
| Utilities | 52700 | | | | | |
| Postage | 52800 | | | | | |
| Printing & Reproduction | 52900 | | | | | |
| Equipment Rental | 53100 | | | | | |
| Rents & Leases | 53200 | | | | | |
| Professional Services & Contracts | 53300 | \$51,623 | \$425,000 | \$513,000 | \$88,000 | 20.71% |
| General Insurance | 53400 | | | | | |
| Shop & Field Supplies | 53500 | | | | | |
| Laboratory Supplies | 53600 | | | | | |
| Gasoline & Variable Fuel | 53700 | | | | | |
| Computer Hardware & Software | 53800 | | | | | |
| Stationery & Office Supplies | 53900 | | \$500 | \$500 | | |
| Books & Journals | 54100 | | \$200 | \$200 | | |
| Minor Office Equipment | 54200 | | | | | |
| Depreciation & Amortization | 54300 | | | | | |
| Non-Capital Assets | 54600 | | | | | |
| Total Services & Supplies Expenditures | | \$54,001 | \$443,800 | \$549,300 | \$105,500 | 23.77% |
| Capital Expenditures | | | | | | |
| Leasehold Improvements | 60100 | | | | | |
| Building & Grounds | 60105 | | | | | |
| Office Equipment | 60110 | | | | | |
| Computer & Network Equipment | 60115 | | | | | |
| Motorized Equipment | 60120 | | | | | |
| Lab & Monitoring Equipment | 60125 | | | | | |
| Communications Equipment | 60130 | | | | | |
| General Equipment | 60135 | | | | | |
| PM 2.5 Equipment | 60140 | | | | | |
| Biowatch Equipment | 60145 | | | | | |
| Total Capital Expenditures | | | | | | |
| Transfer Out | 70005 | | | | | |
| Total Expenditures | | \$119,143 | \$807,575 | \$1,642,323 | \$834,748 | 103.36% |

| Enhanced Mobile Source Inspections | | 318 |
|--|--|----------------------|
| Managing Division: Compliance & Enforcement | | |
| Contact Person: Juan Ortellado | | |
| Program Purpose: Conduct enhanced inspection patrols to report smoking vehicles to promote repair or retirement of these vehicles to protect public health. Conduct enhanced inspections to enforce drayage truck and related truck/mobile source regulations at and adjacent to the Port of Oakland. | | |
| Description of Program: The enhanced mobile source inspection program is conducted to reduce particulate matter (PM) emissions throughout the Bay Area and PM and other emissions specifically at, and adjacent to, the Port of Oakland. Enhanced enforcement patrols are conducted for smoking vehicles. All Air District inspectors patrol for smoking vehicles on the road, between performing inspections and answering complaints. Smoking vehicles are reported to Air District dispatchers; owner information is extracted from Department of Motor Vehicles (DMV) records. Letters are sent to owners to request that they repair or retire the respective vehicles; compliance assistance materials are included. Enhanced enforcement of the State drayage truck regulation and related truck/mobile source regulations is conducted at, and adjacent to, the Port of Oakland. Targeted enforcement includes ensuring compliance with required upgrades and modifications to engine model year 2010 and newer for drayage trucks. Enhanced patrols and enforcement are conducted to ensure that illegal dray-off activities and excess idling are not performed. Compliance checks of mobile source equipment and vehicles are conducted to verify adherence to State regulations. Compliance assistance materials are developed; outreach is conducted with truckers and other mobile source operators regarding regulation(s) requirements, compliance deadlines and the availability of Air District grants. | | |
| Justification of Change Request: None. | | |
| Activities | | |
| Smoking Vehicles: Conduct inspection patrols for smoking vehicles. Vehicle owners are identified using Department of Motor Vehicles (DMV) records. Notification letters are sent to vehicle owners to inform them of the vehicle's excess emissions and to request that they repair the vehicle or contact assistance programs to retire the vehicle. | | |
| Port Trucks Compliance Assurance: Conduct enhanced mobile source inspections at and adjacent to the Port of Oakland for compliance with the State drayage truck regulation (DTR) and related truck/mobile source regulations. Additional inspections are conducted and targeted at ensuring upgrades and modifications to engine model year 2010 and newer trucks in compliance with the requirements of Phase 1 and Phase 2 of ARB's DTR regulation. Additional focused inspections are conducted for compliance with dray-off provisions of the regulation and to ensure that non-compliant trucks do not enter the Port. Verify compliance with State mobile source regulations pursuant to the Air District's Mobile Source Compliance Plan. | | |
| Port Trucks Enforcement: Conduct investigations and inspections, issue and process NOVs for trucks and other mobile sources found in non-compliance. | | |
| Port Trucks Compliance Assistance: Develop fact sheets, posters and other outreach materials to provide to Port operators and truckers on regulatory requirements, upcoming compliance dates and the availability of Air District grants. Develop compliance assistance materials for related mobile source regulatory requirements. Provide compliance assistance during inspections and following enforcement actions; provide bilingual assistance where needed. Identify and translate compliance assistance materials. Participate in Monthly Trucker Workgroup meetings at the Port. | | |
| Compliance and enforcement activities associated with Regulation 14, Rule 1 – Bay Area Commuter Benefits Program. | | |
| Major Objectives | | Delivery Date |
| | | |

| | | FYE 2017 Audited Program Expenditures | FYE 2018 Amended Program Budget | FYE 2019 Proposed Program Budget | FTE/Dollar Change | Percent Change |
|---|-------|--|--|---|----------------------|-------------------|
| Number of Positions (FTE) | | 1.87 | 5.93 | 0.14 | (5.79) | (97.71%) |
| Personnel Expenditures | | | | | | |
| Permanent Salaries | 51105 | \$208,074 | \$598,612 | \$15,831 | (\$582,781) | (97.36%) |
| Overtime Salaries | 51150 | | | | | |
| Temporary Salaries | 51200 | \$18,859 | | | | |
| Payroll Taxes | 51300 | \$3,075 | \$8,471 | \$227 | (\$8,245) | (97.33%) |
| Pension Benefits | 51400 | \$32,797 | \$111,881 | \$3,146 | (\$108,735) | (97.19%) |
| FICA Replacement Benefits | 51500 | \$3,674 | \$6,900 | \$234 | (\$6,666) | (96.60%) |
| Group Insurance Benefits | 51600 | \$36,661 | \$105,308 | \$2,365 | (\$102,943) | (97.75%) |
| Employee Transportation Subsidy | 51700 | \$2,165 | \$1,942 | \$89 | (\$1,852) | (95.40%) |
| Workers' Compensation | 51800 | \$636 | \$3,798 | \$79 | (\$3,719) | (97.93%) |
| Other Post-Employment Benefits | 51850 | \$22,866 | \$66,054 | \$1,368 | (\$64,685) | (97.93%) |
| Board Stipends | 51900 | | | | | |
| Total Personnel Expenditures | | \$328,805 | \$902,966 | \$23,339 | (\$879,627) | (97.42%) |
| Services & Supplies Expenditures | | | | | | |
| Travel In-State | 52200 | | | | | |
| Travel Out-Of-State | 52225 | | | | | |
| Training & Education | 52300 | | | | | |
| Repair & Maintenance (Equipment) | 52400 | | | | | |
| Communications | 52500 | \$2,957 | \$3,000 | \$3,000 | | |
| Building Maintenance | 52600 | | | | | |
| Utilities | 52700 | | | | | |
| Postage | 52800 | | \$4,000 | \$4,000 | | |
| Printing & Reproduction | 52900 | | \$8,000 | \$8,000 | | |
| Equipment Rental | 53100 | | | | | |
| Rents & Leases | 53200 | | | | | |
| Professional Services & Contracts | 53300 | \$420 | \$250,000 | \$250,000 | | |
| General Insurance | 53400 | | | | | |
| Shop & Field Supplies | 53500 | | | | | |
| Laboratory Supplies | 53600 | | | | | |
| Gasoline & Variable Fuel | 53700 | | | | | |
| Computer Hardware & Software | 53800 | | | | | |
| Stationery & Office Supplies | 53900 | | | | | |
| Books & Journals | 54100 | | | | | |
| Minor Office Equipment | 54200 | | | | | |
| Depreciation & Amortization | 54300 | | | | | |
| Non-Capital Assets | 54600 | | | | | |
| Total Services & Supplies Expenditures | | \$3,377 | \$265,000 | \$265,000 | | |
| Capital Expenditures | | | | | | |
| Leasehold Improvements | 60100 | | | | | |
| Building & Grounds | 60105 | | | | | |
| Office Equipment | 60110 | | | | | |
| Computer & Network Equipment | 60115 | | | | | |
| Motorized Equipment | 60120 | | | | | |
| Lab & Monitoring Equipment | 60125 | | | | | |
| Communications Equipment | 60130 | | | | | |
| General Equipment | 60135 | | | | | |
| PM 2.5 Equipment | 60140 | | | | | |
| Biowatch Equipment | 60145 | | | | | |
| Total Capital Expenditures | | | | | | |
| Transfer Out | 70005 | \$155,941 | \$475,866 | \$10,503 | (\$465,363) | (97.79%) |
| Total Expenditures | | \$488,124 | \$1,643,832 | \$298,842 | (\$1,344,990) | (81.82%) |

| | | |
|---|--|----------------------|
| COMMUTER BENEFITS PROGRAM | | 319 |
| Managing Division: | | |
| Compliance and Enforcement | | |
| Contact Person: | | |
| Juan Ortellado | | |
| Program Purpose: | | |
| Implementation of the Commuter Benefits Program, per the requirements of Air District Regulation 14-1. | | |
| Description of Program: | | |
| As part of the implementation of the Commuter Benefits Program, staff plans to continue performing education, outreach, monitoring, and tracking of approximately 10,000 Bay Area employers subject to the program. | | |
| Justification of Change Request: | | |
| None | | |
| Activities | | |
| Perform outreach to affected employers. | | |
| Continue education campaign for affected employers. | | |
| Perform tracking and monitoring of program. | | |
| Facilitate data reporting and storage for affected employers. | | |
| Coordinate activities with Metropolitan Transportation Commission's 511.org. | | |
| Prepare and implement a compliance and enforcement system. | | |
| Major Objectives | | Delivery Date |
| Conduct outreach and education | | ongoing |
| Prepare and implement a compliance and enforcement system. | | 6/30/19 |

Commuter Benefits Program

319

| | FYE 2017 Audited Program Expenditures | FYE 2018 Amended Program Budget | FYE 2019 Proposed Program Budget | FTE/Dollar Change | Percent Change |
|---|--|--|---|----------------------|-------------------|
| Number of Positions (FTE) | | 2.00 | | (2.00) | (100.00%) |
| Personnel Expenditures | | | | | |
| Permanent Salaries | 51105 | \$200,687 | | (\$200,687) | (100.00%) |
| Overtime Salaries | 51150 | | | | |
| Temporary Salaries | 51200 | | | | |
| Payroll Taxes | 51300 | \$2,834 | | (\$2,834) | (100.00%) |
| Pension Benefits | 51400 | \$37,429 | | (\$37,429) | (100.00%) |
| FICA Replacement Benefits | 51500 | \$2,328 | | (\$2,328) | (100.00%) |
| Group Insurance Benefits | 51600 | \$38,466 | | (\$38,466) | (100.00%) |
| Employee Transportation Subsidy | 51700 | \$3,031 | | (\$3,031) | (100.00%) |
| Workers' Compensation | 51800 | \$1,281 | | (\$1,281) | (100.00%) |
| Other Post-Employment Benefits | 51850 | \$22,286 | | (\$22,286) | (100.00%) |
| Board Stipends | 51900 | | | | |
| Total Personnel Expenditures | | \$308,341 | | (\$308,341) | (100.00%) |
| Services & Supplies Expenditures | | | | | |
| Travel In-State | 52200 | \$6,000 | \$6,000 | | |
| Travel Out-Of-State | 52225 | | | | |
| Training & Education | 52300 | | | | |
| Repair & Maintenance (Equipment) | 52400 | | | | |
| Communications | 52500 | | | | |
| Building Maintenance | 52600 | | | | |
| Utilities | 52700 | | | | |
| Postage | 52800 | | | | |
| Printing & Reproduction | 52900 | | | | |
| Equipment Rental | 53100 | | | | |
| Rents & Leases | 53200 | | | | |
| Professional Services & Contracts | 53300 | \$250,000 | \$250,000 | | |
| General Insurance | 53400 | | | | |
| Shop & Field Supplies | 53500 | | | | |
| Laboratory Supplies | 53600 | | | | |
| Gasoline & Variable Fuel | 53700 | | | | |
| Computer Hardware & Software | 53800 | | | | |
| Stationery & Office Supplies | 53900 | | | | |
| Books & Journals | 54100 | | | | |
| Minor Office Equipment | 54200 | | | | |
| Depreciation & Amortization | 54300 | | | | |
| Non-Capital Assets | 54600 | | | | |
| Total Services & Supplies Expenditures | | \$256,000 | \$256,000 | | |
| Capital Expenditures | | | | | |
| Leasehold Improvements | 60100 | | | | |
| Building & Grounds | 60105 | | | | |
| Office Equipment | 60110 | | | | |
| Computer & Network Equipment | 60115 | | | | |
| Motorized Equipment | 60120 | | | | |
| Lab & Monitoring Equipment | 60125 | | | | |
| Communications Equipment | 60130 | | | | |
| General Equipment | 60135 | | | | |
| PM 2.5 Equipment | 60140 | | | | |
| Biowatch Equipment | 60145 | | | | |
| Total Capital Expenditures | | | | | |
| Transfer Out | 70005 | \$138,753 | | \$138,753 | 100.00% |
| Total Expenditures | | \$703,094 | \$256,000 | (\$447,094) | (63.59%) |

| California Goods Movement Bond - Grants Administration | | 323 |
|---|--|----------------------|
| Managing Division: Strategic Incentives | | |
| Contact Person: Anthony Fournier | | |
| Program Purpose: The purpose of this program is to protect public health by reducing emissions associated with goods movement activities. | | |
| Description of Program: In 2007, the California State Legislature enacted Senate Bill 88 authorizing \$1 billion in bond funding over four years for projects to protect public health from emissions associated with goods movement activities. In FYE 2018 staff will continue administration of the Year 5 round of program funding, monitor progress in implementing funded projects, work to ensure projects are completed as required, disburse grant funds by the specified deadlines, and report on project status and use of funds. Funding from AB134 (2017) will be primarily administered through the Carl Moyer Program and Proposition 1B Goods Movement Program. | | |
| Justification of Change Request: No change. | | |
| Activities | | |
| Develop policies and procedures for the administration of the Goods Movement Bond Program (GMP). | | |
| Conduct outreach to interested parties and provide application assistance. | | |
| Evaluate grant applications for eligibility with GMP guidelines. | | |
| Conduct inspections of the baseline and funded project equipment. | | |
| Prepare grant award recommendations and coordinate the execution of funding agreements for the selected projects. | | |
| Administer and monitor projects that have been awarded GMP grants. | | |
| Prepare and submit reports to the California Air Resources Board (CARB) on the implementation of the GMP. | | |
| Monitor, inspect, and audit current and previously funded programs and projects to assure compliance with State and Air District guidelines, policies, and statutory and regulatory requirements. | | |
| Prepare technical, financial, and staff reports. | | |
| Major Objectives | | Delivery Date |
| Monitor Year 5 projects, ensure projects are completed and paid on schedule. | | 12/31/2018 |
| Conduct project inspections, review applications, and prepare reports for submittal to CARB. | | 12/31/2018 |
| Monitor the performance of previously funded GMP projects. | | Ongoing |

| | FYE 2017 Audited Program Expenditures | FYE 2018 Amended Program Budget | FYE 2019 Proposed Program Budget | FTE/Dollar Change | Percent Change | |
|---|--|--|---|----------------------|-------------------|----------|
| Number of Positions (FTE) | 2.62 | 3.16 | 2.73 | (0.43) | (13.61%) | |
| Personnel Expenditures | | | | | | |
| Permanent Salaries | 51105 | \$290,700 | \$361,083 | \$328,124 | (\$32,959) | (9.13%) |
| Overtime Salaries | 51150 | \$268 | | | | |
| Temporary Salaries | 51200 | \$6,182 | | | | |
| Payroll Taxes | 51300 | \$4,366 | \$5,111 | \$4,698 | (\$413) | (8.09%) |
| Pension Benefits | 51400 | \$45,455 | \$67,504 | \$63,145 | (\$4,359) | (6.46%) |
| FICA Replacement Benefits | 51500 | \$3,686 | \$3,678 | \$4,723 | \$1,045 | 28.40% |
| Group Insurance Benefits | 51600 | \$46,591 | \$60,956 | \$41,693 | (\$19,264) | (31.60%) |
| Employee Transportation Subsidy | 51700 | \$3,300 | \$5,011 | \$1,359 | (\$3,651) | (72.87%) |
| Workers' Compensation | 51800 | \$882 | \$2,025 | \$1,582 | (\$443) | (21.88%) |
| Other Post-Employment Benefits | 51850 | \$31,713 | \$35,211 | \$27,506 | (\$7,705) | (21.88%) |
| Board Stipends | 51900 | | | | | |
| Total Personnel Expenditures | | \$433,143 | \$540,580 | \$472,830 | (\$67,749) | (12.53%) |
| Services & Supplies Expenditures | | | | | | |
| Travel In-State | 52200 | \$1,275 | \$2,000 | \$2,000 | | |
| Travel Out-Of-State | 52225 | | | | | |
| Training & Education | 52300 | \$150 | \$1,500 | \$1,500 | | |
| Repair & Maintenance (Equipment) | 52400 | | | | | |
| Communications | 52500 | | | | | |
| Building Maintenance | 52600 | | | | | |
| Utilities | 52700 | \$166 | \$400 | \$400 | | |
| Postage | 52800 | | \$100 | \$100 | | |
| Printing & Reproduction | 52900 | | \$500 | \$500 | | |
| Equipment Rental | 53100 | | | | | |
| Rents & Leases | 53200 | \$24,696 | \$30,000 | \$30,000 | | |
| Professional Services & Contracts | 53300 | \$42,693 | \$50,000 | \$50,000 | | |
| General Insurance | 53400 | | | | | |
| Shop & Field Supplies | 53500 | | \$3,000 | \$3,000 | | |
| Laboratory Supplies | 53600 | | | | | |
| Gasoline & Variable Fuel | 53700 | | | | | |
| Computer Hardware & Software | 53800 | | \$1,500 | \$1,500 | | |
| Stationery & Office Supplies | 53900 | | \$1,000 | \$1,000 | | |
| Books & Journals | 54100 | | | | | |
| Minor Office Equipment | 54200 | | | | | |
| Depreciation & Amortization | 54300 | | | | | |
| Non-Capital Assets | 54400 | | | | | |
| Total Services & Supplies Expenditures | | \$68,980 | \$90,000 | \$90,000 | | |
| Capital Expenditures | | | | | | |
| Leasehold Improvements | 60100 | | | | | |
| Building & Grounds | 60105 | | | | | |
| Office Equipment | 60110 | | | | | |
| Computer & Network Equipment | 60115 | | | | | |
| Motorized Equipment | 60120 | | | | | |
| Lab & Monitoring Equipment | 60125 | | | | | |
| Communications Equipment | 60130 | | | | | |
| General Equipment | 60135 | | | | | |
| PM 2.5 Equipment | 60140 | | | | | |
| Biowatch Equipment | 60145 | | | | | |
| Total Capital Expenditures | | | | | | |
| Transfer Out | 70005 | (\$437,762) | (\$455,462) | (\$412,830) | (\$42,632) | 9.36% |
| Total Expenditures | | \$64,361 | \$175,118 | \$150,000 | (\$25,117) | (14.34%) |

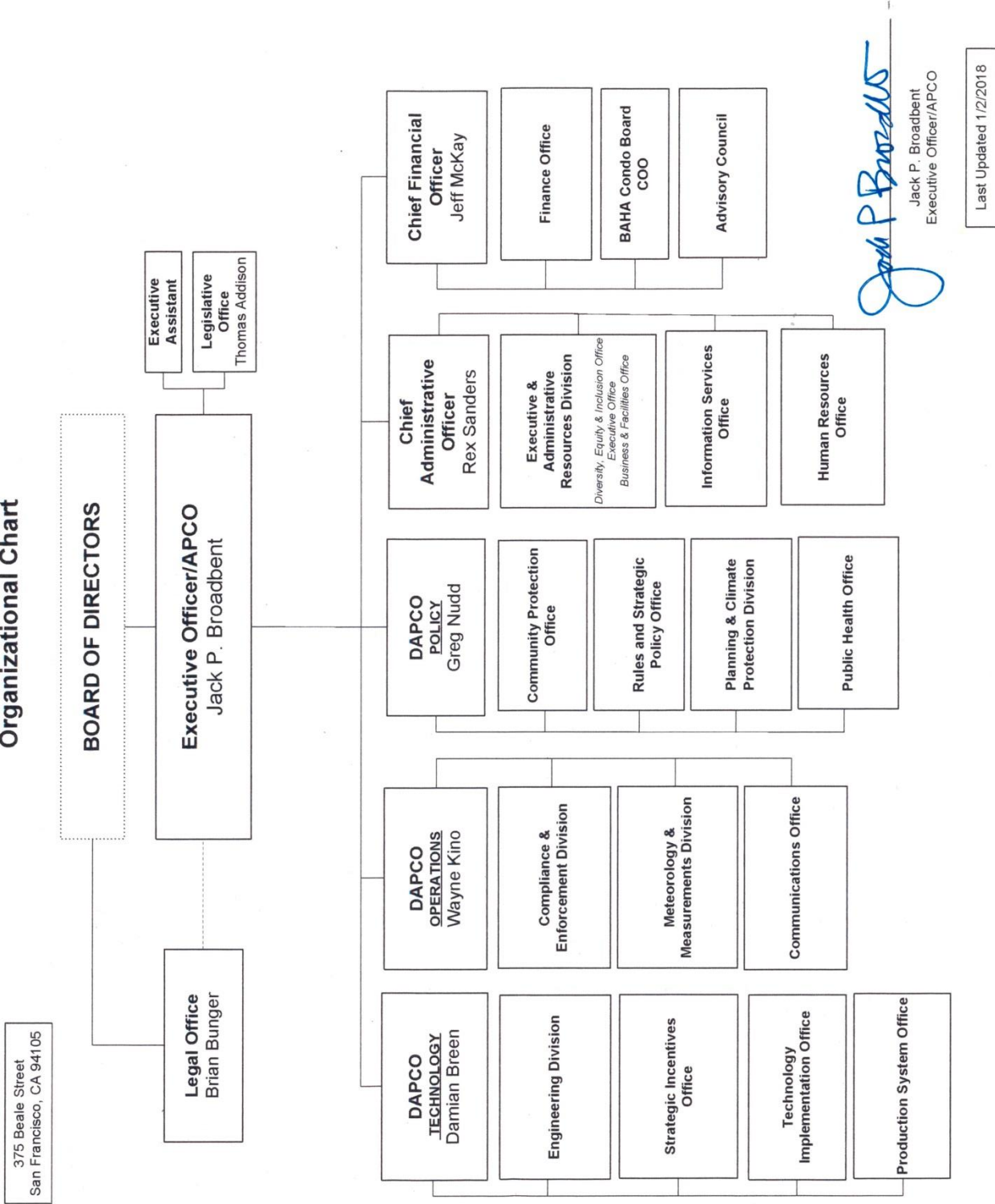
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APPENDICES

APPENDIX A

PROGRAM ORGANIZATIONAL CHART SUMMARY

Organizational Chart



Jack P. Broadbent
 Jack P. Broadbent
 Executive Officer/APCO

Last Updated 1/2/2018



BAY AREA
 AIR QUALITY
 MANAGEMENT
 DISTRICT

APPENDIX B

SELECTED LEGAL REQUIREMENTS

The following highlights selected major legal requirements regarding the use and collection of funds that are considered when developing and reviewing the Air District's budget:

1. Federal law requires that the Air District collect fees from affected facilities to fund the implementation of Title V of the Federal Clean Air Act (42 U.S.C. Section 7401, et seq. and implementing regulations in 40 CFR Parts 60 and 70). Implementation of Title V includes all activities involved in the review, issuance, and enforcement of Title V Permits. "Affected facilities" include all major stationary sources as defined in the Federal Clean Air Act.
2. Revenue received by the Air District pursuant to California Health and Safety Code Section 44220, et seq. (Transportation Fund for Clean Air (TFCA)) may only be used to fund approved projects, and certain expenditures incurred for administration of the TFCA program, including audits. The expenditures for the administration of TFCA grants are contained in the Transportation Fund for Clean Air Administration, Program #308. Air District sponsored and managed TFCA projects include; a portion of Intermittent Control Programs #306 and Transportation fund for clean Air Administration #308. Administration, Program #308. Regional Bikeshare Program #315, Electric Vehicle Program #317, Enhanced Mobile Source and Inspections Program #318, and Commuter Benefits Program #319.
3. Permit fee revenue may only be used to fund activities associated with the permitting, monitoring, and enforcement of regulations affecting permitted stationary sources. Past audits of District activities have shown that the Air District's programs meet this test.
4. Funding from several sources, including grants, is restricted, and thus may only be used to fund certain activities. Air District accounts are periodically audited to ensure that such funds are used appropriately.
5. California Health and Safety Code Section 40131(a)(3) requires that two public hearings be held regarding the adoption of the District budget. The first hearing is for the exclusive purpose of reviewing the budget and providing the public with the opportunity to comment upon the proposed budget. This hearing must be separate from the hearing at which the District adopts its budget. The adoption hearing may not be held any sooner than two weeks after the first hearing. Thirty (30) days public notice must be given before the first public hearing.

The Maintenance of Effort (MOE) level refers to a Federal EPA Section 105 grant condition. This condition states that, "No agency shall receive any grant under this section during any fiscal year when its expenditures of non-Federal funds for recurrent expenditures for air pollution control programs will be less than its expenditures were for such programs during the preceding fiscal year unless the Administrator, after notice and opportunity for public hearing, determines that a reduction in expenditures is attributable to a non-selective reduction in the expenditures in the programs of all Executive branch agencies of the applicable unit of Government." Depending on the expenditures reported on the Federal Status Report (FSR) at the conclusion of the federal FYE 2018, receipt of the Federal grant funds for FYE 2019 could be delayed or jeopardized because of this MOE requirement

APPENDIX C

GENERAL FUND BALANCE

| FUND BALANCES | 6/30/2017 Audited | 6/30/2018 Projected | 6/30/2019 Projected |
|---|---|------------------------|------------------------|
| DESIGNATED: * | | | |
| Building Acquisition | - | - | 7,000,000 |
| Diversity, Equity & Inclusion | - | 100,000 | - |
| Economic Contingency | 16,519,959 | 17,390,311 | 19,084,769 |
| GHG Abatement Technology Study | 1,500,000 | 1,500,000 | - |
| IT- Event Response | 500,000 | 500,000 | - |
| Litigation | - | 500,000 | - |
| Napa/Sonoma Fireplace Replacement Grant | - | - | 3,000,000 |
| Pension & Post Employment Liability | 1,600,000 | 440,000 | - |
| Technology Implementation Office | - | 3,350,000 | - |
| Tech- Meterological Network Equipment | 131,100 | 131,100 | - |
| Tech- Mobile Monitoring Instruments | 80,000 | 80,000 | - |
| Woodchip Program | - | 150,000 | - |
| Woodsmoke Grants | - | 1,000,000 | 1,000,000 |
| Worker's Comp Self -Funding | 1,000,000 | 1,000,000 | - |
| TOTAL DESIGNATED | \$21,331,059 | \$26,141,411 | \$ 30,084,769 |
| UNDESIGNATED | 20,455,742 | 15,645,390 | 4,000,000 |
| Use of Fund Balance | (852,032) | (7,702,032) | (4,000,000) |
| TOTAL UNDESIGNATED | \$19,603,710 | \$ 7,943,358 | \$0 |
| TOTAL DESIGNATED & UNDESIGNATED | \$40,934,769 | \$ 34,084,769 | \$ 30,084,769 |
| BUILDING PROCEEDS: | 4,668,200 | 4,668,200 | 4,668,200 |
| TOTAL FUND BALANCE | \$45,602,969 | \$ 38,752,969 | \$ 34,752,969 |
| * Designated Fund Balances are subject to change at Board's discretion. | | | |
| UNFUNDED LIABILITIES | (Based on 2016 Actuarial Valuation Report) | | |
| CalPERS Pension Retirement | | | 77,114,925 |
| Other Post Employment Benefits | | | 32,954,000 |
| TOTAL UNFUNDED LIABILITIES | | | \$ 110,068,925 |

APPENDIX C

GENERAL FUND BALANCE

APPENDIX C depicts the actual unrestricted cash at the end of FYE 2017, as well as, the projected amount for FYE 2018 and FYE 2019. For FYE 2018, a recommendation of \$7.7 million was approved by the Board from fund balance reserves for implementation of the clean air plan, health risk assessment and the establishment of a Technology Implementation Office. For FYE2019, a recommendation of \$4.0 million is to fund projects using a revolving loan arrangement to leverage these funds. In an effort to remain fiscally prudent, the District established an economic contingency reserve policy (greater than 20% of General Fund operating expense) to ensure the stability of services for a period of time and the ability to set aside fund for anticipated projects and future obligations. During the budget process, staff recommends designations for the remaining fund balance. The following is a brief description summarizing designated categories as shown in the table on the previous page:

- Building Acquisition established in FYE 2019 to purchase East Bay space to replace rented space and for future expansion.
- Diversity Equity & Inclusion established in FYE2018 for education and training.
- Economic Contingency was established in FYE2008 at the request of the Board for unplanned expenditures and/or unanticipated loss in revenues. In FYE2016, the Board approved a 20% reserve policy as a funding target.
- GHG Abatement Technology Study established in FYE2015 to provide funding, via the Air District's Clean Air Foundation, for a study into the best available control technology for greenhouse gases at permitted sources.
- IT Event Response established in FYE2014 to address information technology related incidents that compromises the District's IT systems.
- Litigation – established in FYE2017 to address uncertainties for pending litigation.
- Napa/Sonoma Fireplace Replacement Grant establish in FYE 2019 to assist fire victims rebuild home fireplaces with cleaner heating options.
- Pension Retirement & Post-Employment Benefits established in FYE2002 to prefund Cal PERS to reduce future rate increases to pension benefits over time and fund future Other Post-Employment Benefits (OPEB) obligations to reduce unfunded OPEB liability over time.
- Tech-Meteorological Network Equipment established in FYE2014 to replace network equipment that is no longer supported and has past the end of its useful life.
- Tech- Mobile Monitoring Instruments established in FYE2014 to purchase instruments to operate the Air District's Mobile Monitoring Program.
- Woodchip Program established in FYE2018 to provide grants for alternative to burning.
- Wood Smoke Grant established in FYE2018 to extend the grants program especially to high wood smoke areas.
- Worker's Compensation established in FYE2004 as a result self-funded policy which requires the District to pay for potential claims over and above its deductible limits.
- Building Proceeds established in FYE2015 from the sale of 939 Ellis Building and will be used towards the acquisition of 375 Beale and associated obligations.

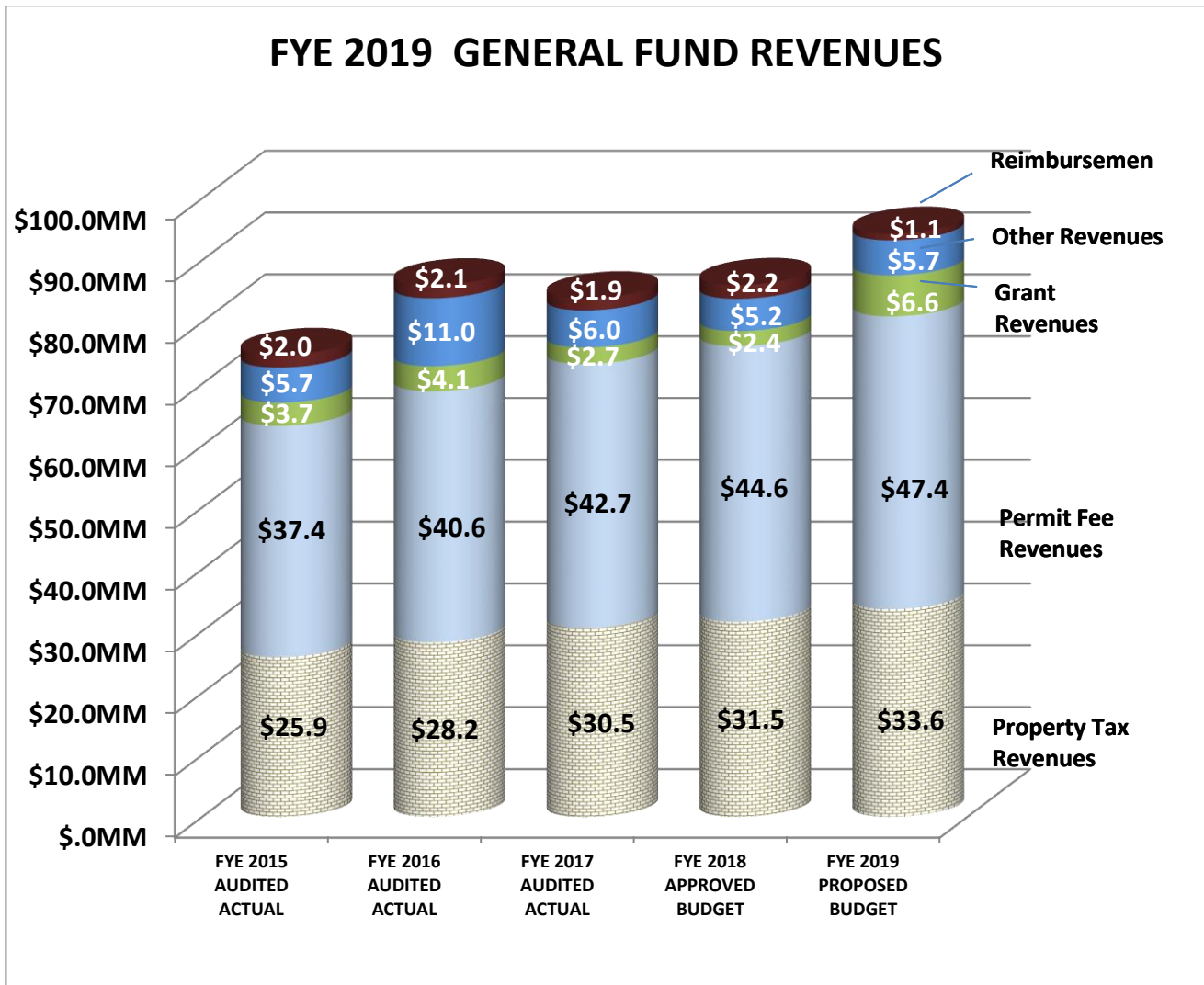
APPENDIX D

Figure 1

Sources of Revenue Trends

Figure 1 below graphically displays the trends in the sources of revenue used to fund expenditures each year from FYE 2015 through FYE2019 along with the adopted and proposed budget for FYE 2018 and FYE 2019, respectively.

As seen from Figure 1, permit fees are the District's largest single source of revenue. Permit fees fluctuates from FYE 2015 through FYE 2018 as a result of certain fees being billed and collected on a two-year cycle. Projected fees are expected to increase approximately 6.2% due to proposed fee increase consistent with the Air District's cost recovery policy. County revenues experienced significant increases over the past three years as a result of increased property valuation and construction activities in the Bay Area. This revenue source is expected to continue to grow in FYE 2019. Other General Fund sources of revenue have experience slight growth as well over the year, especially in FYE 2019 as a result of state grant related to activities for the implementation of Assembly Bill 617. Reimbursement Revenues sources are projected to decrease slightly in FYE2019.

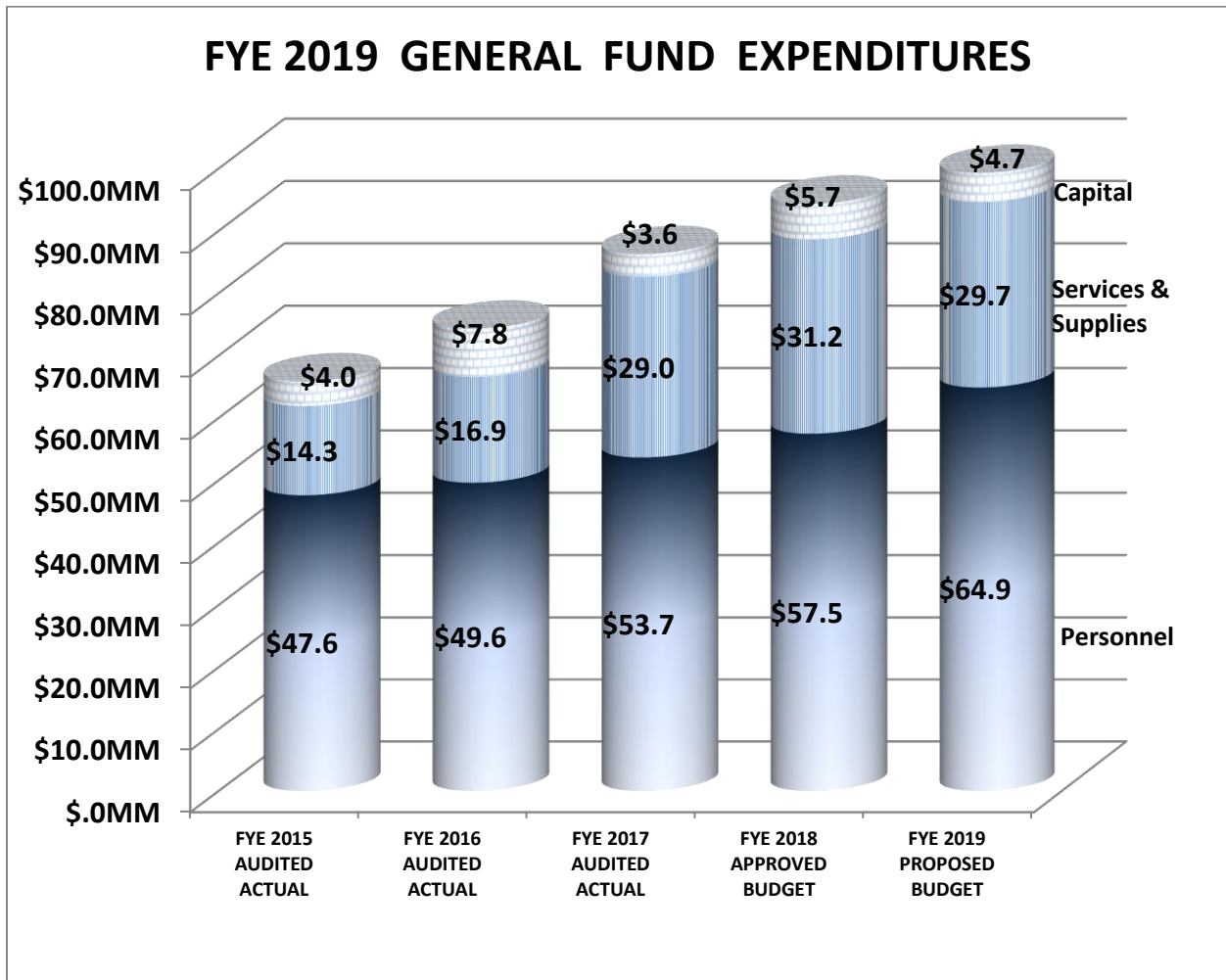


APPENDIX E

Figure 2

Expenditure Trends

Below Figure 2 shows the trends in actual expenditures from FYE 2015 through FYE 2017 along with the approved and proposed budget expenditures for FYE 2018 and FYE 2019, respectively. From FYE 2015 through FYE 2017, total General Fund have risen at an average rate of 11% per year from \$65.9 million to \$99.3 million due to increased Personnel Costs, Services and Capital Programs expenditures. The FYE 2019 General Fund Proposed Budget shows a projected \$4.3 million increase in expenditures over FYE 2018; which is mainly attributed to increase Personnel Costs as staffing levels increase.



APPENDIX F

Figure 3 and Detail

Projected Revenues and expenditures

Revenue Assumptions

County Property Tax revenue is expected to increase this year based on housing valuations and county receipt information, with projected underlying increases in future years of not more than the allowable 2% of Secured Taxes, as stipulated under *Health & Safety (Code)* Section 40271. The Code established the funding formula by which the District receives its revenue from this source.

Permit Fees should continue to increase in accordance with the Cost Recovery study as the Air District will implement the recommendations contained in the study. The Air District has also established the use of the Cost of Living Adjustment (COLA) as a means to maintain the costs associated with processing operating permit renewals and new and modified permit requests.

Restoration of the State Subvention instituted many years ago, has been realized and State funding for FYE 2019 remains at the \$1.7 million level same as FYE 2017. The FYE 2019 anticipates continued funding through Federal Grant Assistance Programs.

Expenditure Assumptions

Future Cost of Living Adjustments (COLA) increases.

Health benefit costs will continue to increase.

Cal PERS rates will continue to increase.

Services and Supplies will remain relatively steady; except for fluctuates due to one-time expenditures.

Capital expenditures will decrease slightly in FYE 2019 and will fluctuate from year to year based on capital replacement schedule.

APPENDIX F

GENERAL FUND 3 YEAR PROJECTION

| | FYE 2017 Audited Revenue & Transfers | FYE 2018 Approved Revenue & Transfers | FYE 2019 Projected Revenue & Transfers | FYE 2020 Projected Revenue & Transfers | FYE 2021 Projected Revenue & Transfers |
|---|--|---|--|--|--|
| REVENUE | | | | | |
| County Revenues | \$30,541,028 | \$31,518,760 | \$33,274,701 | \$34,197,942 | \$35,949,089 |
| Permits/Fees | \$42,698,788 | \$44,606,480 | \$47,172,397 | \$49,560,763 | \$51,110,226 |
| Grant Revenues | \$3,783,371 | \$3,786,488 | \$7,495,726 | \$7,633,922 | \$7,786,601 |
| Other Revenues | \$6,822,792 | \$6,102,000 | \$6,358,348 | \$6,504,165 | \$6,653,635 |
| Sub Total | \$83,845,980 | \$86,013,728 | \$94,301,172 | \$97,896,793 | \$101,499,551 |
| Transfer from Special Funds | \$541,767 | \$976,358 | \$849,835 | \$866,832 | \$884,168 |
| Transfer from / (to) Fund Balance | \$3,891,782 | \$7,850,000 | \$4,000,000 | (\$13,853) | (\$43,116) |
| TOTAL REVENUE | \$88,279,529 | \$94,840,086 | \$99,151,007 | \$98,749,772 | \$102,340,603 |
| EXPENDITURES | | | | | |
| | FYE 2017 Audited Program Expenditures | FYE 2018 Approved Program Expenditures | FYE 2019 Projected Program Expenditures | FYE 2020 Projected Program Expenditures | FYE 2021 Projected Program Expenditures |
| Personnel & Benefits (net Pension/OPEB) | \$44,551,484 | \$46,682,759 | \$52,141,974 | \$53,149,716 | \$54,728,938 |
| Retirement Pension | \$5,345,840 | \$7,103,634 | \$8,587,259 | \$10,316,270 | \$11,548,959 |
| Other Post Employment Benefits (OPEB) | \$3,753,678 | \$3,673,428 | \$3,676,028 | \$3,678,838 | \$3,681,734 |
| Services and Supplies | \$31,002,037 | \$31,195,830 | \$29,676,361 | \$27,274,803 | \$27,999,314 |
| Capital Expenditures | \$3,626,490 | \$5,691,775 | \$4,656,556 | \$3,904,930 | \$3,943,687 |
| Sub Total | \$88,279,529 | \$94,347,425 | \$98,738,178 | \$98,324,557 | \$101,902,631 |
| Transfer Out | \$0 | \$492,661 | \$412,830 | \$425,215 | \$437,971 |
| TOTAL EXPENDITURE | \$88,279,529 | \$94,840,086 | \$99,151,007 | \$98,749,772 | \$102,340,603 |
| General Fund Balance | | | | | |
| Beginning | \$49,494,751 | \$45,602,969 | \$38,752,969 | \$34,752,969 | \$34,766,822 |
| (Use of)/Transfer to Fund Balance | (\$3,891,782) | (\$6,850,000) | (\$4,000,000) | \$13,853 | \$43,116 |
| Ending Fund Balance | \$45,602,969 | \$38,752,969 | \$34,752,969 | \$34,766,822 | \$34,809,938 |

APPENDIX G

Definitions

AB 434 (Assembly Bill 434) – This enacted bill resulted in *California Health and Safety Code* Section 44241 which authorizes the District to levy a fee on motor vehicles registered in the District. The revenue must be used to fund specified programs aimed at the reduction of air pollution from motor vehicles. The bill allows the District to allocate not more than five percent (5%) of the fees distributed for administrative costs. See TFCA (Transportation Fund for Clean Air).

AB 617 (Assembly Bill 617) This enacted bill requires the state board to develop a uniform statewide system of annually reporting of emissions of criteria air pollutants and toxic air contaminants for use by certain categories of stationary sources.

AB 923 (Assembly Bill 923) – This enacted bill allows an additional \$2 surcharge on Motor Vehicle Registration fees for MSIF (Mobile Source Incentive Fund).

AHM (Acutely Hazardous Material) – Those materials that have been defined as such by either State or Federal regulations as being hazardous to human health.

AIRS (Aerometric Information Retrieval System) – Computerized information system as delineated by the EPA (Environmental Protection Agency).

APCO – Air Pollution Control Officer – Appointed by the Board of Directors.

Appropriation – A legal authorization to incur obligations and to make expenditures for specific purposes.

Association of Bay Area Governments (ABAG) – Regional agency covering the nine counties of the Bay Area, responsible for population projections, various services for local agencies, and co-lead agency for federal air quality planning.

A&WMA (Air & Waste Management Association) – The international nonprofit organization of regulatory, business, academic and research communities for air and waste management professionals.

BACT (Best Available Control Technology) – The lowest achievable emission rate to be applied to new and modified stationary sources pursuant to the District's New Source Review permitting program.

Board – Board of Directors and also Hearing Board. The Board of Directors is the governing body of the District. The Hearing Board is appointed by the Board of Directors. (See Programs 121 and 122).

California Clean Air Act 1988 – Statutory scheme to reduce air pollution from stationary and mobile sources as set forth in *California Health and Safety Code* Section 39600 et seq.

Capital Expenditures – An amount spent to acquire land, building, equipment, vehicles etc. in order to increase capacity or efficiency by the District for more than 1 year. Such purchases are capitalized or depreciated over the useful land, except for land.

Carl Moyer Program – Provides grants to public and private entities to reduce emissions of oxides of nitrogen, reactive organic gases and particulate matter from existing heavy-duty engines by either replacing or retrofitting them.

CAPCOA (California Air Pollution Control Officers Association) – Organization comprised of local air pollution control officials; human resource and fiscal staff are also members.

CARB or ARB (California Air Resources Board) – The State agency responsible for setting California Ambient Air Quality Standards (CAAQS) and motor vehicle emission standards, and for overseeing implementation of the California Clean Air Act.

CEC (California Energy Commission) – The state agency responsible for energy policy and planning.

CEMS – (Continuous Emissions Monitoring Systems) – Technology that allows the District to measure certain emissions on a continuous basis.

CEQA (California Environmental Quality Act) – State law that requires public agencies to analyze environmental impacts of proposed projects and plans. (*California Public Resources Code* Section 21000 et seq.)

CFC (Chlorofluorocarbon) – Any of a group of compounds that contain carbon, chlorine, fluorine and sometimes hydrogen and are used as refrigerants, cleaning solvents, and aerosol propellants and in the manufacture of plastic foams.

Clean Air Act Amendments of 1990 – Revisions to the Federal legislation governing air quality planning and control programs to meet National ambient air quality standards.

CMA (Congestion Management Agency) – Countywide agency responsible for preparing and implementing congestion management programs.

CMAQ – (Congestion Mitigation and Air Quality) - The District receives funding under this grant to fund the Spare the Air campaign.

Contractual Services – Services rendered to a government by private firms, individuals, or other governmental agencies.

COLA (Cost of Living Adjustment) – An adjustment to salaries based on the increased cost of living as defined by the percent change in the U.S. Department of Labor's Consumer Price Index.

DAPCO (Deputy Air Pollution Control Officer) – Deputy Officer to the APCO.

Environmental Justice – The fair treatment of people of all races and incomes with respect to development, implementation, and enforcement of environmental laws, regulations, and policies. Fair treatment implies that no person or group of people should shoulder a disproportionate share of negative environmental and economic impacts resulting from the execution of environmental programs.

EPA (Environmental Protection Agency) – Federal agency that oversees air, water and waste management. An assistance grant is provided to various agencies in their efforts to reduce air pollution.

EPA 103 Grant – Provides funding for all aspects of operating the PM_{2.5} fine particulate monitoring program as well as BioWatch, the National Air Toxic Trends Study (NATTS) Program and other supplemental study programs awarded by the EPA.

EPA 105 Grant – Grant pursuant to federal Clean Air Act Section 105.

Fiscal Year – A twelve-month period designated as the operating year for accounting and budgeting purposes in an organization; July 1 through June 30 is the fiscal year for the District.

FICA (Federal Insurance Corporation Act) Replacement Benefits – In 1981, District employees elected to terminate participation in Social Security. FICA costs listed in the budget reflect the replacement benefit premiums paid in lieu of Social Security.

Fixed Assets – Assets of long-term character that are intended to continue to be held or used, such as land, buildings, machinery, furniture and other equipment.

FTE (Full-time Equivalent Position) – A position converted to the decimal equivalent of a full-time position based on 2,080 hours of work per year.

Fund – A fiscal entity with revenues and expenditures that are segregated for the purpose of carrying out a specific purpose or activity.

Fund Balance – Designated – That portion of the fund balance designated by the governing body to indicate tentative plans for financial resource utilization in a future period.

Fund Balance – Reserved – That portion of the fund balance obligated by the issuance of purchase orders or contracts (encumbrances), or otherwise obligated and unavailable to meet the District's operating expenditures.

Fund Balance – Undesignated – That portion of the unreserved fund balance that represents the accumulated surplus which, as specified in the *California Government Code*, is restricted to the following uses: to meet cash requirements before the proceeds from revenues are available, to meet emergency expenditures, and at the end of each fiscal year to meet current year operating or subsequent year budget deficits.

Fund Balances – The equity accounts for the governmental fund types.

Group Insurance Benefits – benefits provided to BAAQMD employees, including medical, dental, vision, and life insurance as well as State Disability Insurance, Section 125 cafeteria plan, Long Term Care and Long Term Disability, Section 457 deferred compensation plan, and COBRA program.

IRIS (Integrated Reporting Information System) – The name of the District's database conversion project.

MACT (Maximum Achievable Control Technology) – EPA standards mandated by the 1990 amendments to the Federal Clean Air Act for control of toxic air contaminants.

Metropolitan Transportation Commission (MTC) – Bay Area regional agency responsible for transportation planning, financing and coordination; co-lead agency for Federal air quality planning.

MSIF (Mobile Source Incentive Fund) – The Air District’s grant program for allocating revenues from an additional motor vehicle registration fee surcharge for implementation of eligible projects.

NOV (Notice of Violation) – A written citation informing a facility, or individual, that it has violated a specific air quality regulation or rule.

OVA (Organic Vapor Analyzer) – Hand-held analyzer used to detect organic vapor leaks from valves and other chemical and refinery equipment.

PERP (Portable Equipment Registration Program) – a program established by CARB allowing the operation of portable equipment in any air district throughout the state without individual local district permits.

PERS (Public Employees Retirement System) – The retirement system contracted by the District to provide retirement benefits to employees

Program Budget – A budget that allocates financial resources to functions or activities of government, rather than to specific types of expenditure, or to specific departments.

PSM (Process Safety Management) – Federal OSHA regulation that requires industrial safety audits.

Request for Proposals (RFP) – A document requesting bids to provide specified services or supplies.

RMPP (Risk Management and Prevention Plan) – State Program that the District monitors to prevent accidental releases of hazardous materials.

SIP (State Implementation Plan) – Bay Area portion of California plan to attain and maintain national ambient air quality standards.

State Subvention Revenue – Pursuant to Part 2, Chapter 5 of the *California Health and Safety Code*, the California Air Resources Board must subvene and distribute funds to Districts engaged in the reduction of air contaminants. The distribution is based on a per-capita basis of population contained in the District.

T-BACT (Toxic Best Available Control Technology) – The lowest achievable emission rate for toxic air contaminants at new or modified stationary sources.

TCM (Transportation Control Measure) – A strategy to reduce vehicle trips, vehicle use, vehicle miles traveled, vehicle idling, or traffic congestion for the purpose of reducing motor vehicle emissions.

TFCA (Transportation Fund for Clean Air) – The District’s grant program for allocating revenues from a motor vehicle registration fee surcharge to public agencies for implementation of eligible projects that reduce motor vehicle emissions.

UNIX – A computer operating system.

UTM – A coordinate system for geographical locations.

Vehicle Buy Back – The District’s sponsored incentive program for the scrapping of 1985 and older models funded under TFCA. The program will pay eligible owners \$650 to contract with a specific auto dismantler to have their vehicle dismantled.