



BAY AREA
AIR QUALITY
MANAGEMENT
DISTRICT

BOARD OF DIRECTORS
BUDGET AND FINANCE COMMITTEE MEETING

COMMITTEE MEMBERS

CAROLE GROOM – CHAIR
MARGARET ABE-KOGA
CINDY CHAVEZ
DAVID HUDSON
KAREN MITCHOFF
BRAD WAGENKNECHT

JOHN BAUTERS – VICE CHAIR
DAVID CANEPA
PAULINE RUSSO CUTTER
TYRONE JUE
MARK ROSS

**THIS MEETING WILL BE CONDUCTED UNDER PROCEDURES AUTHORIZED BY
EXECUTIVE ORDER N-29-20 ISSUED BY
GOVERNOR GAVIN NEWSOM**

- **MEMBERS OF THE COMMITTEE MAY PARTICIPATE BY
TELECONFERENCE**
- **THE PUBLIC MAY OBSERVE THIS MEETING THROUGH THE WEBCAST
OF THE MEETING BY CLICKING THE LINK AVAILABLE ON THE AIR
DISTRICT'S AGENDA WEBPAGE FOR THE MEETING AVAILABLE AT**

www.baaqmd.gov/bodagendas

- **PUBLIC COMMENTS ON AGENDA ITEMS AND NON-AGENDA MATTERS
FOR THIS MEETING MAY BE SUBMITTED BY EMAIL TO**

Comments@baaqmd.gov

**PLEASE INDICATE THE AGENDA ITEM TO WHICH YOUR EMAILED
COMMENT IS ADDRESSED**

EMAILED COMMENTS WILL BE CONSIDERED DURING THE MEETING

**WEDNESDAY
MARCH 25, 2020
1:30 P.M.**

AGENDA

1. CALL TO ORDER - ROLL CALL

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.

This meeting will be webcast. To see the webcast, please visit www.baaqmd.gov/bodagendas at the time of the meeting. Closed captioning may contain errors and omissions and are not certified for their content or form.

***Email Comment on Agenda Items:** The public may comment on each item on the agenda. Email Comments for items on the agenda must be submitted to Comments@baaqmd.gov prior to the Committee taking up the particular item and indicate the agenda item to which the comment relates. Emailed comments will be considered as the agenda item is taken up by the Committee. Emailed comments containing 250 words or less will be read aloud by staff. Emailed comments exceeding 250 words may be summarized during the meeting, if feasible.*

Staff/Phone (415) 749-

2. APPROVAL OF THE MINUTES OF FEBRUARY 26, 2020

Clerk of the Boards/5073

The Committee will consider approving the draft minutes of the Budget and Finance Committee Meeting of February 26, 2020.

3. DISCUSSION OF PROPOSED BUDGET FOR FISCAL YEAR ENDING (FYE) 2021

J. McKay/4629

jmckay@baaqmd.gov

The Committee will consider the Air District's proposed budget for Fiscal Year Ending (FYE) 2021.

4. PROPOSED GUIDING PRINCIPLES FOR AMENDMENTS TO AIR DISTRICT REGULATION 3: FEES

J. McKay/4629

jmckay@baaqmd.gov

The Committee will consider a proposed set of principles for modifications to the Fee schedule.

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

Emailed comments indicating the comment pertains to non-agenda matters will be considered under this item. Emailed comments containing 250 words or less will be read aloud by staff. Emailed comments exceeding 250 words may be summarized during the meeting, if feasible.

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 22, 2020, 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:

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

- 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, CA 94105

FOR QUESTIONS PLEASE CALL (415) 749-4941

EXECUTIVE OFFICE:

MONTHLY CALENDAR OF AIR DISTRICT MEETINGS

MARCH 2020

<u>TYPE OF MEETING</u>	<u>DAY</u>	<u>DATE</u>	<u>TIME</u>	<u>ROOM</u>
Advisory Council Special Meeting - PM Symposium - CANCELLED	Tuesday	24	9:00 a.m.	Webcast only pursuant to Executive Order N-29-20
Board of Directors Legislative Committee - CANCELLED	Wednesday	25	10:30 a.m.	Webcast only pursuant to Executive Order N-29-20
Board of Directors Mobile Source Committee	Wednesday	25	12:30 p.m.	Webcast only pursuant to Executive Order N-29-20
Board of Directors Budget & Finance Committee	Wednesday	25	1:30 p.m.	Webcast only pursuant to Executive Order N-29-20
Board of Directors Ad Hoc Committee on Equity & Environmental Justice	Wednesday	25	3:00 p.m.	Webcast only pursuant to Executive Order N-29-20
Board of Directors Mobile Source Committee – CANCELLED AND RESCHEDULED TO WEDNESDAY, MARCH 25, 2020 AT 12:30 P.M.	Thursday	26	9:30 a.m.	Webcast only pursuant to Executive Order N-29-20

APRIL 2020

<u>TYPE OF MEETING</u>	<u>DAY</u>	<u>DATE</u>	<u>TIME</u>	<u>ROOM</u>
Board of Directors Regular Meeting	Wednesday	1	9:30 a.m.	Webcast only pursuant to Executive Order N-29-20
Board of Directors Personnel Committee	Friday	3	9:30 a.m.	Webcast only pursuant to Executive Order N-29-20
Board of Directors Ad Hoc Building Oversight Committee	Wednesday	15	9:00 a.m.	1st Floor Board Room
Board of Directors Regular Meeting	Wednesday	15	9:30 a.m.	1st Floor Board Room
Board of Directors Climate Protection Committee	Thursday	16	9:30 a.m.	1st Floor Board Room
Board of Directors Budget & Finance Committee	Wednesday	22	9:30 a.m.	1 st Floor, Yerba Buena Room #109
Board of Directors Legislative Committee	Wednesday	22	10:30 a.m.	1 st Floor, Yerba Buena Room #109
Board of Directors Stationary Source Committee	Wednesday	22	12:00 p.m.	1 st Floor, Yerba Buena Room #109
Board of Directors Mobile Source Committee	Thursday	23	9:30 a.m.	1st Floor Board Room

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, 2020

Re: Approval of the Minutes of February 26, 2020

RECOMMENDED ACTION

Approve the attached draft minutes of the Budget and Finance Committee (Committee) meeting of February 26, 2020.

DISCUSSION

Attached for your review and approval are the draft minutes of the Committee meeting of February 26, 2020.

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 26, 2020

AGENDA: 2A – ATTACHMENT

Draft Minutes – Budget and Finance Committee Meeting of February 26, 2020

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 26, 2020

1. CALL TO ORDER – ROLL CALL

Budget and Finance Committee (Committee) Vice Chairperson, John Bauters, called the meeting to order at 9:30 a.m.

Present: Vice Chair John Bauters; and Directors Margaret Abe-Koga, David Canepa, Cindy Chavez, David Hudson, Tyrone Jue, Mark Ross, and Brad Wagenknecht.

Absent: Committee Chairperson Carole Groom; Director Pauline Russo Cutter, and Karen Mitchoff.

Also Present: Board of Directors Chairperson Rod Sinks

2. PUBLIC COMMENT ON NON-AGENDA ITEMS, PURSUANT TO GOVERNMENT CODE SECTION 54954.3

No requests received.

3. APPROVAL OF THE MINUTES OF NOVEMBER 25, 2019

Public Comments

No requests received.

Committee Comments

None.

Committee Action

Director Wagenknecht made a motion, seconded by Director Canepa, to **approve** the Minutes of November 25, 2019; and the motion **carried** by the following vote of the Committee:

AYES: Bauters, Canepa, Hudson, Jue, Sinks, Wagenknecht.
NOES: None.
ABSTAIN: None.
ABSENT: Abe-Koga, Chavez, Cutter, Groom, Mitchoff, Ross.

NOTED PRESENT: Director Abe-Koga was noted present at 9:31 a.m.

4. AIR DISTRICT FINANCIAL AUDIT REPORT FOR FISCAL YEAR ENDING (FYE) 2019

Dr. Jeff McKay, Chief Financial Officer, introduced Joseph Moussa, Senior Audit Manager of Simpson & Simpson LLP, who gave the presentation *Air District Audit Results for Fiscal Year Ending 2019*, including: agenda; Auditor’s required communications - Statement on Auditing Standards (SAS) 114; audit results and highlights of the Basic Financial Statements; and audit results and highlights of the Single Audit.

NOTED PRESENT: Director Ross was noted present at 9:37 a.m.

Public Comments

No requests received.

Committee Comments

The Committee and staff discussed a federal compliance finding that identified the Air District’s improper application of an indirect costs rate against payroll charges, and corrective action that Air District will take to address this error; a corrected misstatement relating to a legal settlement that occurred in October 2019; whether other air districts in California retain the services of Simpson & Simpson; and the request for Simpson & Simpson’s letter regarding their suggested corrective actions for the Air District.

Committee Action

None; receive and file.

NOTED PRESENT: Director Chavez was noted present at 9:41 a.m.

5. SECOND QUARTER FINANCIAL REPORT – FISCAL YEAR ENDING 2020

Dr. McKay introduced Stephanie Osaze, Finance Manager, who gave the staff presentation *Second Quarter Financial Report – FYE 2020*, including: overview; General Fund revenues and expenditures; revenue and expenditure comparisons (prior year versus current year); investments; fund balance and outstanding liabilities; purchasing reporting requirements; and FYE 2020 vendor payments.

Public Comments

No requests received.

Committee Comments

The Committee and staff discussed the Air District’s economic contingency percentage goal; how the Air District determines when a competitive procurement is needed (versus awarding a sole source contract), and the request that the Board be presented with such options in the future; and the request for a history of the Air District’s contract with Sloan Sakai Yeung & Wong LLP, a firm used by the Air District’s Human Resources Division.

Committee Action

None; receive and file.

6. AIR DISTRICT FINANCIAL PLAN OVERVIEW (OUT OF ORDER, ITEM 7)

Dr. McKay and Leonid Bak, Economist, gave the staff presentation *Air District Financial Plan Overview*, including: Financial Plan overview; historical financial condition/trends; use of reserves during downturn; actual reserves & policy; historical revenues and expenditures; cost recovery overview; fee increases; current financial outlook; current reserves; reserve designations; economic outlook; key economic factors; Bay Area’s economic performance compared to California and United States from 2007-2018; financial forecast and summary; five-year financial forecast: key revenue assumptions; Bay Area total annual population growth rates compared with California and United States from 2011-2019; state of the real estate market – California and Bay Area home sales and prices from 2009-2019; unfunded liabilities; and next steps.

Public Comments

No requests received.

Committee Comments

The Committee and staff discussed when the Plan was first developed at the Air District; the request that the Air District tracks income inequality in the Bay Area as a proactive measure, provided that Assembly Bill (AB) 617 funding is further reduced; if and when the Air District should redirect \$4 million of discretionary funds to the CalPERS Pension after reaching its target Other Post Employment Benefits (OPEB) funding level; whether the Air District should accelerate the payment of its \$58 million OPEB obligation; whether the projected annual fee increase from the Air District’s Cost Recovery policy (established in FYE 2012) is currently high enough; policy modifications that would be required in order to adjust the rate at which the Air District pays down its unfunded liabilities; whether the Air District’s fee revenue may be allocated to AB 617 activities; and the Air District’s assumption that there will be no staffing increases over the next five years.

Committee Action

None; receive and file.

7. PARTICIPATION AND SELECTION OF A SECTION 115 PENSION TRUST ADMINISTRATOR FOR PREFUNDING AIR DISTRICT’S PENSION OBLIGATIONS (OUT OF ORDER, ITEM 6)

Dr. McKay gave the staff presentation *Options to Prefund Pension Liabilities – Analysis of Provider Returns and Costs to Invest*, including: outline; CalPERS Pension Retirement Plan; Section 115 Pension Rate Stabilization program pros and cons; impact from investing with Section 115 trusts; overview of Section 115 trust providers: Public Financial Management (PFM) Asset Management, LLC, Public Agency Retirement Services (PARS), and CalPERS; available investment strategies and returns comparison; cost of investment annual fee comparison for Section 115 trust investments; and summary evaluation table.

Public Comments

No requests received.

Committee Comments

The Committee and staff discussed the request for a list of the differences between CalPERS’ new prefunding trust option and the pre-existing CalPERS pension plan; whether the Air District’s current funding level target of 90% is too high; whether the Air District should adjust the rate at which it pays down its unfunded liabilities, while being mindful of not depleting its reserves; the Air District’s anticipated level of collaboration with potential portfolio managers; whether investment risk increases during an economic downturn, and whether there is risk in the Air District leaving its funds with the San Mateo County Treasurer; whether the proposed Section 115 trust options have termination fees or “environmental, social, and governance” investment options; balancing equity and other assets; and whether and how the Air District could change Section 115 trust providers, if desired.

Committee Action

None; receive and file.

8. PUBLIC COMMENT ON NON-AGENDA MATTERS

No requests received.

9. COMMITTEE MEMBER COMMENTS / OTHER BUSINESS

None.

10. TIME AND PLACE OF NEXT MEETING

Wednesday, March 25, 2020, Bay Area Air Quality Management District Office, 375 Beale Street, San Francisco, CA 94105 at 9:30 a.m.

11. ADJOURNMENT

The meeting adjourned at 11:05 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 20, 2020

Re: Discussion of Proposed Budget for Fiscal Year Ending (FYE) 2021

RECOMMENDED ACTION

The Executive Officer/APCO requests that the Budget and Finance Committee review the Proposed Budget for Fiscal Year Ending (FYE) 2021 and make any recommendations for further discussions to be held during the April 22, 2020, Budget and Finance Committee meeting.

BACKGROUND

At the March 4, 2020, Board of Directors Regular meeting, the FYE 2021 Proposed Budget document was referred to the Budget and Finance Committee for review at the Committee's March 25, 2020 meeting.

DISCUSSION

Air District staff will present the Proposed Budget for FYE 2021. The Proposed Budget is balanced.

Air District staff will publish, prior to April 6, 2020, a notice to the general public that the first of two public hearings on the budget will be conducted on May 6, 2020, and that the second hearing will be conducted on June 3, 2020. Staff requests that the Budget and Finance Committee complete its review and take action on the Proposed Budget at the April 22, 2020, 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 6, 2020.

BUDGET CONSIDERATION/FINANCIAL IMPACT

The proposed consolidated budget for FYE 2020 is a balanced budget.

Respectfully submitted,

Jack P. Broadbent
Executive Officer/APCO

Prepared by: Stephanie Osaze
Reviewed by: Jeff McKay

Attachment 3A: Proposed Draft Budget for Fiscal Year Ending 2021



**BAY AREA
AIR QUALITY
MANAGEMENT
DISTRICT**

PROPOSED BUDGET
FOR
FISCAL YEAR ENDING 2021

March 12, 2020

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.

Bay Area Air Quality Management District

For Fiscal Year Ending June 30, 2021

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For Fiscal Year Ending June 30, 2021

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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) 2021. 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 2021 reflects the priorities established at the Board of Directors (Board) retreat of January 29, 2020, 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, air quality 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.

Diversity, Equity and Inclusion -The work of the Air District requires diverse perspectives, talents, and life experiences to solve some of the most complex technical air quality issues that we face. Key initiatives for the Office of Diversity, Equity & Inclusions will be the development and implementation of an agency-wide Equity Action Plan that encompasses equity tools to provide a blueprint of systems and structures for each department to operationalize equity. Continued internal capacity building through training of all staff in racial equity content and advancing equity in the development of structures, policies, practices and procedures.

Climate Protection Program – Staff will continue to administer the \$4.5 million Climate Protection Grant Program established by the Board of Directors. The grant program provides resources to local governments to support implementation of local climate action plans and programs and allows innovative projects to scale up in other jurisdictions. Staff will also continue building decarbonization efforts and launch a climate and food campaign.

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 350 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 is currently evaluating health risks for 35 facilities that are likely to have the highest health impacts. These sites include refineries, cement manufacturing, metal melting, large chemical plants, large power plants, and landfills. The remaining facilities will be evaluated in later years as part of rule implementation plan.

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. Plan measures that benefit AB 617 communities will be prioritized.

Climate Tech Finance Loan Program – The Air District’s first loan and loan guarantee program supports the Bay Area’s industrial and municipal facilities in implementing emerging technologies that can reduce their greenhouse gas emissions, support more efficient operations and lower costs. In FYE 2021, the Air District will continue to leverage partnerships with state agencies and private lenders to identify and fund climate projects through outreach, matchmaking, and technical support.

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 Cars for All Program – The Air District has expanded the Clean Cars for All program to provide grants for low-income residents across the Bay Area to access clean transportation options, including plug-in hybrid vehicles, battery electric vehicles, or transit. This program and other electric vehicle incentive programs will be complemented by expanded public outreach and partnership activities.

INCENTIVE REVENUES

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., 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.

California Goods Movement Bond (CGMB)

In November 2006, California voters authorized the Legislature to appropriate \$1 billion in bond funding to quickly reduce air pollution emissions and health risk from freight movement along California's priority trade corridors. On February 28, 2008, The California Air Resources Board approved an allocation of \$140 million from projected bond sales for emission reduction projects in the Bay Area trade corridor. To date, this program has funded projects to reduce emissions from over 2,000 diesel trucks and install shore power infrastructure at 12 berths at the Port of Oakland. The District is currently administering the final round of CGMB funding.

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

The Air District will be awarding \$40 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.

Volkswagen Environmental Mitigation Trust (VW Trust)

The VW Trust is an element of the settlement with VW for their use of an illegal defeat device and is intended to fully mitigate the lifetime excess oxides of nitrogen (NOx) emissions caused by VW's actions. CARB is the designated Lead Agency acting on the State's behalf as beneficiary to implement California's share of VW Trust funds for eligible project categories. The Air District has been selected by the California Air Resources Board to administer VW Trust funding on a statewide-basis, including \$70 million for zero-emission freight and marine projects and \$10 million for light-duty zero emission vehicle infrastructure projects. These funds will be administered over ten years starting from May 2018 until May 2028.

FINANCIAL SUMMARY

The Proposed Consolidated Budget Expenditures for FYE2021 is \$257.1 million; an increase of \$4.4 million, or 1.8% over prior year. Of the \$257.1 million, \$135.1 million is classified as Special Revenue Funds for various grant related incentive programs and \$122.0 million for General Fund programs

General Fund Summary

Total FY2021 Proposed General Fund Budget is expected to increase by \$17.5 million or 16.7% over the prior year. The main reason for this increase is due to 10 additional FTE positions approved during the current fiscal year, continued implementation of AB 617 programs, continued efforts to renovate and operate the newly acquired Richmond Office, in addition increased operational needs to meet core programs in various Air District's programs.

The total Proposed General Fund Revenues (net use of reserves transfer) for FYE 2021 is projected to increase by approximately \$15.4 million or 15.8%. This increase is primarily due to a combination of:

- \$8.3 million increase in Permit related fees. Of this amount, \$3.7 million is related to proposed new fee schedules for AB 617 Community Health Impact Fee and Toxic Air Contaminants Reporting Regulation Fee. The remaining \$4.6M is mainly due to proposed increases to the existing fee schedules. The proposed fee increases are in accordance with the Cost Recovery Policy previously adopted by the Board.
- \$2.6 million increase in County revenues based on projected increases in assessed valuations in the Bay Area.
- \$4.0 million increase in additional AB 617 funding from the State.

The total Proposed General Fund Budget Expenditures for FYE 2021 of \$122.0 million is projected to increase by approximately \$17.4 million or 16.7% over the FYE 2020 General Fund budget. This increase is primarily due to a combination of the following:

- \$6.9 million increase in Personnel Costs comprised of the 10 additional FTE positions approved in November 2019, a 3.1% cost of living adjustment, increased health benefits premiums, and higher CalPERS employer contributions for FYE 2021.
- \$9.7 million increase in services and supplies and capital purchases for FYE 2021.

The proposed budget is balanced, reflecting a \$6.0 million transfer from General Fund reserves to cover one-time costs related to building improvements to the Richmond Office. The FYE 2021 Proposed Budget includes an economic contingency reserve policy of 20% of operating budget. This policy allows for a sound financial footing and provides 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 the District's Fund Reserves.

GENERAL FUND REVENUES AND EXPENDITURES

Details of the FYE 2021 General Fund Revenues and Expenditures by major categories are displayed in Appendix D, Figure 1 and Figure 2, including 3 years of prior year actuals and the approved budget for FYE 2021. In addition, a General Fund Five-Year Financial Forecast is displayed in Appendix F.

Fee Revenue

This budget year, the Air District will continue the process of implementing fee increases as allowed under the *Health and Safety Code*. Increases in permit related fees 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 was completed in 2018. The FYE 2021 proposed budget fee increase also includes an overall average blended rate of 6.4%. If approved, the proposed fee increases will become effective July 1, 2020.

County Revenue

The County revenue budget is based on property values in the nine Bay Area counties. For the FYE 2021 budget, staff is projecting a \$2.6 million or 7.1% increase in property taxes receipts over the FYE 2020 Budget primarily due to increased property valuations.

Other Sources of General Fund Revenue

Federal grants from the EPA and other state/federal agencies show an increase of \$4.7 million or 72.7%. We anticipate continued funding from the State will increase from \$4.8 million to \$9.0 million for AB 617 implementation efforts. 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 2021 is budgeted at \$1.7 million based on actual collections in prior year. Penalties and Settlements fluctuate from time to time; and the FYE 2021 projection is \$2.0 million.

Operating Expenditures

The FYE 2021 General Fund Proposed Operating Budget (net personnel & capital) of \$37.0 million increased by \$9.7 million over the FYE 2020 Approved Budget primarily due to ongoing work related to implementation of Assembly Bill 617 and operating cost associated with Headquarters West Office in Richmond. A summary of the General Fund Expenditures by Division from FYE 2019 (actual expenditures) through FYE 2021 (projected expenditures) is displayed in Table XI. In addition, the General Fund Expenditures by major categories from FYE 2017 (actuals) through FYE 2021 (projected expenditures) are displayed in Appendix E, Figure 2.

Personnel Expenditures

The FYE 2021 budget provides for the filling of 415 FTE, showing an increase of 10 FTEs over the approved FYE 2020 budget. During December 2019, the Board approved 10 additional FTEs to continue the work related to AB617, as well as, restore and maintain core programs of the Air District. This budget also projects a 2% salary savings due to vacancies.

The FYE 2021 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, however, dependent on the terms of a potential Memorandum of Understanding with the Employee's Association.

Capital Expenditures

The budget for FYE 2021 funds capital expenditures from operating revenue and reserves for a total of \$10.2 million. Of the \$10.2 million, \$6 million is for continued building improvements to Headquarters East office in Richmond. The remaining balance is distributed across various General Fund programs. Table XIII provides details of the individual capital items.

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.

The Air District's annual obligation, premiums in employee health benefits, 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, 2017 actuarial valuation study for OPEB, the Air District's plan is approximately 68% funded; leaving an unfunded liability of 32% or \$19.0 million. As a part of the FYE 2016 Budget, the Board adopted a minimum OPEB funding target policy of 90%. The FYE 2021 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, 2018 CalPERS actuarial valuation study, the Air District is currently funded at approximately 74%; leaving an unfunded liability of 26% or approximately \$86 million. Given these potential impacts, the FYE 2021 Budget includes continuation of \$1.0 million in discretionary contributions, 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.

District-Wide Revenue and Expenditure Budgets

TABLE I: Consolidated Expenditures and Revenues by Major Categories

	2019			2020			2021		
	GENERAL FUND	SPECIAL FUNDS	TOTAL FUNDS	GENERAL FUNDS	SPECIAL FUNDS	TOTAL FUNDS	GENERAL FUND	SPECIAL FUNDS	TOTAL FUNDS
REVENUES									
County Revenues	35,823,934		35,823,934	36,186,420		36,186,420	38,770,162		38,770,162
Permits / Fees	52,499,600		52,499,600	48,456,606		48,456,606	56,732,710		56,732,710
Grant Revenues	6,475,311	63,871,745	70,347,056	6,501,565	148,045,010	154,546,575	11,225,783	135,108,099	146,333,882
Other Revenues	6,903,088		6,903,088	6,014,260		6,014,260	5,758,913		5,758,913
	101,701,933	63,871,745	165,573,678	97,158,851	148,045,010	245,203,861	112,487,568	135,108,099	247,595,667
Reimbursements Programs	2,292,759		2,292,759	2,349,776		2,349,776	2,375,664		2,375,664
Transfer In	1,717,691		1,717,691	1,106,205	47,631	1,153,836	1,200,886		1,200,886
Transfer from / (to) Reserves	(2,460,828)		(2,460,828)	4,000,000		4,000,000	6,000,000		6,000,000
Total REVENUES	103,251,555	63,871,745	167,123,300	104,614,832	148,092,641	252,707,473	122,064,118	135,108,099	257,172,217
EXPENDITURES									
Personnel & Benefits	61,550,466	4,157,142	65,707,608	67,884,113	6,233,072	74,117,185	74,770,871	6,219,921	80,990,792
Services & Supplies	22,187,146	6,766,856	28,954,002	27,278,972	11,018,440	38,297,412	37,055,799	11,989,599	49,045,398
Capital Expenditures	17,104,099		17,104,099	9,404,116		9,404,116	10,237,448		10,237,448
Other Financing Uses	919,322		919,322						
	101,761,033	10,923,998	112,685,031	104,567,201	17,251,512	121,818,713	122,064,118	18,209,520	140,273,638
Program Distributions	1,490,522	51,230,056	52,720,578		129,734,924	129,734,924		115,697,693	115,697,693
Transfer Out		1,717,691	1,717,691	47,631	1,106,205	1,153,836		1,200,886	1,200,886
Total EXPENDITURES	103,251,555	63,871,745	167,123,300	104,614,832	148,092,641	252,707,473	122,064,118	135,108,099	257,172,217

TABLE II: Consolidated Revenues

	Audited Program	Approved Program	Proposed Program	FTE/Dollar	Percent
	Expenditures	Budget	Budget	Change	Change
	2019	2020	2021	\$	%
County Revenues					
Alameda	6,219,340	6,407,278	6,761,810	354,532	5.5%
Contra Costa	3,937,334	4,348,666	4,581,797	233,131	5.4%
Marin	1,608,627	1,602,308	1,676,343	74,035	4.6%
Napa	1,126,069	965,511	1,171,563	206,052	21.3%
San Francisco	5,369,698	5,652,990	5,843,403	190,413	3.4%
San Mateo	4,876,953	4,719,052	5,021,259	302,207	6.4%
Santa Clara	10,194,485	10,166,103	10,697,367	531,264	5.2%
Solano	862,298	866,834	1,133,592	266,758	30.8%
Sonoma	1,629,130	1,457,678	1,883,028	425,350	29.2%
Total County Revenues	35,823,934	36,186,420	38,770,162	2,583,742	7.1%
Permits / Fees					
Annual Plant Renewal	37,232,065	35,556,045	42,473,816	6,917,771	19.5%
Title V	6,597,440	5,982,811	6,571,618	588,807	9.8%
Asbestos	4,434,539	3,250,000	3,300,000	50,000	1.5%
Toxic Billing	475,140	65,000	739,244	674,244	1,037.3%
Registration Fees	206,826	324,965	322,349	(2,616)	(0.8)%
Hearing Board Fees	41,674	15,000	15,000		
Greenhouse Gas Fees	3,511,916	3,262,785	3,310,683	47,898	1.5%
Total Permit Fees	52,499,600	48,456,606	56,732,710	8,276,104	17.1%
Grant Revenues					
Federal Grant	2,473,732	1,701,565	2,225,783	524,218	30.8%
Other Grants	4,001,579	4,800,000	9,000,000	4,200,000	87.5%
Total Grant Revenue	6,475,311	6,501,565	11,225,783	4,724,218	72.7%
Other Revenues					
Penalties & Settlements	2,369,125	2,750,000	2,000,000	(750,000)	(27.3)%
State Subvention	1,734,548	1,734,600	1,736,000	1,400	0.1%
PERP (Portable Equip Prog)	673,508	450,000	450,000		
Interest Income	1,622,927	979,660	1,472,913	493,253	50.3%
Miscellaneous Income	502,980	100,000	100,000		
Total Other Revenues	6,903,088	6,014,260	5,758,913	(255,347)	(4.2)%
Total Operating Revenues	101,701,933	97,158,851	112,487,568	15,328,717	15.8%
Reimbursement Programs					
CMAQ Funding	1,074,268	1,000,000	1,000,000		
DHS Biowatch Funding	1,218,491	1,349,776	1,375,664	25,888	1.9%
Total Reimbursement Programs	2,292,759	2,349,776	2,375,664	25,888	1.1%
Transfer from / (to) Reserves	(2,460,828)	4,000,000	6,000,000	2,000,000	50.0%
Transfer In	1,717,691	1,106,205	1,200,886	94,681	8.6%
Total General Fund Revenues	103,251,555	104,614,832	122,064,118	17,449,286	16.7%
Special Revenue Funds					
Grant Programs					
Carl Moyer Program (CMP)	16,729,318	48,536,139	51,064,990	2,528,851	5.2%
Mobile Source Incentive Fund (MSIF)	17,233,899	12,548,948	12,799,080	250,132	2.0%
California Goods Movement Bond (CGMB)	7,467,285	102,369	10,250,000	10,147,631	9,912.8%
Transportation Fund for Clean Air (TFCA)	10,986,897	22,939,116	20,320,567	(2,618,549)	(11.4)%
Other Grants Revenues	11,230,781	17,185,536	21,156,449	3,970,913	23.1%
Vehicle Mitigation (VW Trust)	223,565	46,732,902	19,517,013	(27,215,889)	(58.2)%
Transfer In		47,631		(47,631)	(100.0)%
Total Special Revenue Funds	63,871,745	148,092,641	135,108,099	(12,984,542)	(8.8)%
Total Revenues District Wide	167,123,300	252,707,473	257,172,217	4,464,744	1.8%

TABLE III: Consolidated Expenditures

	Audited Program Expenditures	Approved Program Budget	Proposed Program Budget	FTE/Dollar Change	Percent Change
	2019	2020	2021	\$	%
Number of Positions (FTE)	353.33	405.00	415.00	10.00	2.5%
Personnel Expenditures					
Permanent Salaries	41,904,470	48,646,340	52,734,079	4,087,739	8.4%
Overtime Salaries	423,725	370,580	429,430	58,850	15.9%
Temporary Salaries	527,686	77,554	157,054	79,500	102.5%
Payroll Taxes	848,496	702,636	753,511	50,875	7.2%
Pension Benefits	7,675,964	10,676,826	11,666,066	989,240	9.3%
FICA Replacement Benefits	656,513	710,379	778,723	68,344	9.6%
Group Insurance Benefits	8,900,404	10,340,442	10,796,422	455,980	4.4%
Employee Transportation Subsidy	537,151	567,644	901,382	333,738	58.8%
Workers' Compensation	168,297	230,001	229,998	(3)	
Other Post Employment Benefits	4,000,002	3,999,997	4,000,000	3	
Board Stipends	64,900	92,000	92,000		
Vacancy Savings		(2,297,214)	(1,547,873)	749,341	(32.6)%
Total Personnel Expenditures	65,707,608	74,117,185	80,990,792	6,873,607	9.3%
Services & Supplies Expenditures					
Travel In-State	167,261	309,322	356,387	47,065	15.2%
Travel Out-of-State	242,774	221,510	274,700	53,190	24.0%
Training & Education	388,832	732,839	832,728	99,889	13.6%
Repair & Maintenance (Equipment)	649,660	1,005,367	1,419,418	414,051	41.2%
Communications	596,616	806,731	853,531	46,800	5.8%
Building Maintenance	216,134	454,641	299,853	(154,788)	(34.0)%
Utilities	140,868	244,816	262,952	18,136	7.4%
Postage	52,277	167,240	161,940	(5,300)	(3.2)%
Printing & Reproduction	207,688	456,839	584,803	127,964	28.0%
Equipment Rental	61,816	35,000	88,000	53,000	151.4%
Rents & Leases	1,869,431	3,305,664	3,286,126	(19,538)	(0.6)%
Professional Services & Contracts	21,942,574	27,866,254	37,707,821	9,841,567	35.3%
General Insurance	365,712	419,000	539,250	120,250	28.7%
Shop & Field Supplies	481,760	615,386	605,122	(10,264)	(1.7)%
Laboratory Supplies	107,639	214,529	184,537	(29,992)	(14.0)%
Gasoline & Variable Fuel	237,219	265,000	265,000		
Computer Hardware & Software	307,349	866,915	996,214	129,299	14.9%
Stationery & Office Supplies	47,368	136,400	146,800	10,400	7.6%
Books & Journals	56,222	49,056	63,813	14,757	30.1%
Minor Office Equipment	87,704	124,903	116,403	(8,500)	(6.8)%
Miscellaneous Expenses	5,801				
Non-capital assets	721,297				
Other Financing Resources	919,322				
Total Services & Supplies Expenditures	29,873,324	38,297,412	49,045,398	10,747,986	28.1%
Capital Expenditures					
Leasehold Improvements		4,000,000	6,000,000	2,000,000	50.0%
Building & Grounds	13,185,057	75,000		(75,000)	(100.0)%
Office Equipment		60,000	1,000	(59,000)	(98.3)%
Computer & Network Equipment	3,383,829	2,945,000	2,890,000	(55,000)	(1.9)%
Motorized Equipment	52,717		60,000	60,000	
Lab & Monitoring Equipment	405,742	1,924,116	886,448	(1,037,668)	(53.9)%
Communications Equipment		400,000	400,000		
PM 2.5 Equipment	76,754				
Total Capital Expenditures	17,104,099	9,404,116	10,237,448	833,332	8.9%
Total Expenditures	112,685,031	121,818,713	140,273,638	18,454,925	15.1%
Transfer In/Out	1,717,691	1,153,836	1,200,886	47,050	4.1%
Program Distribution	52,720,578	129,734,924	115,697,693	(14,037,231)	(10.8)%
"Total Expenditures - District Wide"	167,123,300	252,707,473	257,172,217	4,464,744	1.8%

TABLE IV: General Fund

	Audited Program Expenditures	Approved Program Budget	Proposed Program Budget	FTE/Dollar Change	Percent Change
	2019	2020	2021	\$	%
Number of Positions (FTE)	327.54	367.93	379.58	11.65	3.17%
Revenues					
Revenues Other Than Transfers	101,533,864	103,508,627	120,863,232	17,354,605	17%
Transfer In (Rev) - GF	1,717,691	1,106,205	1,200,886	94,681	9%
Total Revenues - General Fund	103,251,555	104,614,832	122,064,118	17,449,286	17%
Personnel Expenditures					
Permanent Salaries	39,135,386	44,519,694	48,577,383	4,057,689	9%
Overtime Salaries	307,040	333,580	422,430	88,850	26.6%
Temporary Salaries	515,617	77,554	157,054	79,500	102.5%
Payroll Taxes	805,980	643,062	694,502	51,440	8.0%
Pension Benefits	7,212,142	9,812,278	10,763,501	951,223	9.7%
FICA Replacement Benefits	626,086	645,358	712,159	66,801	10.4%
Group Insurance Benefits	8,486,122	9,699,290	10,206,952	507,662	5.2%
Employee Transportation Subsidy	501,689	515,687	824,334	308,647	59.9%
Workers' Compensation	159,895	208,949	210,339	1,390	0.7%
Other Post Employment Benefits	3,735,609	3,633,875	3,658,090	24,215	0.7%
Board Stipends	64,900	92,000	92,000		
Vacancy Savings		(2,297,214)	(1,547,873)	749,341	(32.6)%
Total Personnel Expenditures	61,550,466	67,884,113	74,770,871	6,886,758	10.1%
Services & Supplies Expenditures					
Travel In-State	145,865	234,022	279,587	45,565	19.5%
Travel Out-of-State	229,064	202,510	244,000	41,490	20.5%
Training & Education	377,536	707,639	798,228	90,589	12.8%
Repair & Maintenance (Equipment)	649,660	1,005,367	1,419,418	414,051	41.2%
Communications	592,873	801,731	846,531	44,800	5.6%
Building Maintenance	216,134	454,641	299,853	(154,788)	(34.0)%
Utilities	140,661	244,816	262,952	18,136	7.4%
Postage	52,277	153,240	152,940	(300)	(0.2)%
Printing & Reproduction	206,083	426,339	554,303	127,964	30.0%
Equipment Rental	61,816	35,000	88,000	53,000	151.4%
Rents & Leases	1,869,431	3,305,664	3,286,126	(19,538)	(0.6)%
Professional Services & Contracts	15,238,021	17,102,354	25,946,061	8,843,707	51.7%
General Insurance	365,712	419,000	539,250	120,250	28.7%
Shop & Field Supplies	481,098	606,886	596,622	(10,264)	(1.7)%
Laboratory Supplies	107,639	214,529	184,537	(29,992)	(14.0)%
Gasoline & Variable Fuel	237,219	265,000	265,000		
Computer Hardware & Software	300,417	798,715	973,715	175,000	21.9%
Stationery & Office Supplies	44,616	131,050	141,700	10,650	8.1%
Books & Journals	56,222	47,966	62,973	15,007	31.3%
Minor Office Equipment	87,704	122,503	114,003	(8,500)	(6.9)%
Miscellaneous Expenses	5,801				
Non-capital assets	721,297				
Other Financing Resources	919,322				
Total Services & Supplies Expenditures	23,106,468	27,278,972	37,055,799	9,776,827	35.8%
Capital Expenditures					
Leasehold Improvements		4,000,000	6,000,000	2,000,000	50.0%
Building & Grounds	13,185,057	75,000		(75,000)	(100.0)%
Office Equipment		60,000	1,000	(59,000)	(98.3)%
Computer & Network Equipment	3,383,829	2,945,000	2,890,000	(55,000)	(1.9)%
Motorized Equipment	52,717		60,000	60,000	
Lab & Monitoring Equipment	405,742	1,924,116	886,448	(1,037,668)	(53.9)%
Communications Equipment		400,000	400,000		
PM 2.5 Equipment	76,754				
Total Capital Expenditures	17,104,099	9,404,116	10,237,448	833,332	8.9%
Transfer In/Out		47,631		(47,631)	(100.0)%
Total Expenditures	101,761,033	104,614,832	122,064,118	17,449,286	16.7%
Program Distribution	1,490,522				
Total Expenditures - General Fund	103,251,555	104,614,832	122,064,118	17,449,286	16.7%

TABLE V: Carl Moyor Program (CMP)

	Audited Program Expenditures	Approved Program Budget	Proposed Program Budget	FTE/Dollar Change	Percent Change
	2019	2020	2021	\$	%
Number of Positions (FTE)	8.35	8.74	11.04	2.30	26.3%
Revenues					
Admin Revenue	1,919,269	1,870,131	2,293,809	423,678	22.7%
Program Income	14,810,049	46,666,008	48,771,181	2,105,173	4.5%
Total Revenue - Carl Moyor	16,729,318	48,536,139	51,064,990	2,528,851	5.2%
Personnel Expenditures					
Permanent Salaries	897,562	1,000,362	1,304,746	304,384	30.4%
Overtime Salaries		35,000		(35,000)	(100.0)%
Temporary Salaries	1,889				
Payroll Taxes	13,572	14,825	18,523	3,698	24.9%
Pension Benefits	101,385	211,001	280,794	69,793	33.1%
FICA Replacement Benefits	9,794	15,331	20,721	5,390	35.2%
Group Insurance Benefits	133,426	174,779	182,483	7,704	4.4%
Employee Transportation Subsidy	10,624	12,250	23,985	11,735	95.8%
Workers' Compensation	2,723	4,963	6,120	1,157	23.3%
Other Post Employment Benefits	85,665	86,321	106,437	20,116	23.3%
Board Stipends					
Total Personnel Expenditures	1,256,640	1,554,832	1,943,809	388,977	25.0%
Services & Supplies Expenditures					
Travel In-State		4,000	4,000		
Travel Out-of-State		3,000	3,000		
Training & Education		1,500	1,500		
Repair & Maintenance (Equipment)					
Communications					
Building Maintenance					
Utilities					
Postage					
Printing & Reproduction	215	2,000	2,000		
Equipment Rental					
Rents & Leases					
Professional Services & Contracts	40,807	300,000	334,700	34,700	11.6%
General Insurance					
Shop & Field Supplies	157	2,000	2,000		
Laboratory Supplies					
Gasoline & Variable Fuel					
Computer Hardware & Software		1,000	1,000		
Stationery & Office Supplies	761	600	600		
Books & Journals		200	200		
Minor Office Equipment		1,000	1,000		
Total Services & Supplies Expenditures	41,940	315,300	350,000	34,700	11.0%
Capital Expenditures					
Leasehold Improvements					
Building & Grounds					
Office Equipment					
Computer & Network Equipment					
Motorized Equipment					
Lab & Monitoring Equipment					
Communications Equipment					
PM 2.5 Equipment					
Total Capital Expenditures					
Transfer In/Out	620,689				
Total Expenditures	1,919,269	1,870,132	2,293,809	423,677	22.7%
Program Distribution	14,810,049	46,666,008	48,771,181	2,105,173	4.5%
Total Expenditures - Carl Moyor	16,729,318	48,536,140	51,064,990	2,528,850	5.2%

TABLE VI: Mobile Source Incentive Fund (MSIF)

	Audited Program Expenditures	Approved Program Budget	Proposed Program Budget	FTE/Dollar Change	Percent Change
	2019	2020	2021	\$	%
Number of Positions (FTE)	1.15	2.43	3.80	1.37	56.4%
Revenues					
Admin Revenue	5,292,171	784,209	799,080	14,871	1.9%
Program Income	11,941,728	11,764,739	12,000,000	235,261	2.0%
Total Revenues - MSIF	17,233,899	12,548,948	12,799,080	250,132	2.0%
Personnel Expenditures					
Permanent Salaries	135,359	269,727	415,258	145,531	54.0%
Overtime Salaries	13				
Temporary Salaries					
Payroll Taxes	2,230	3,858	5,875	2,017	52.3%
Pension Benefits	55,614	57,156	88,910	31,754	55.6%
FICA Replacement Benefits	1,568	4,262	7,140	2,878	67.5%
Group Insurance Benefits	21,319	44,144	61,749	17,605	39.9%
Employee Transportation Subsidy	1,826	3,406	8,264	4,858	142.6%
Workers' Compensation	410	1,380	2,108	728	52.8%
Other Post Employment Benefits	12,919	24,000	36,672	12,672	52.8%
Board Stipends					
Total Personnel Expenditures	231,258	407,933	625,976	218,043	53.5%
Services & Supplies Expenditures					
Travel In-State	1,615	8,000	8,000		
Travel Out-of-State					
Training & Education	750	5,000	5,000		
Repair & Maintenance (Equipment)					
Communications	114				
Building Maintenance					
Utilities					
Postage					
Printing & Reproduction		3,000	3,000		
Equipment Rental					
Rents & Leases					
Professional Services & Contracts	4,935,794	7,320,000	7,238,300	(81,700)	(1.1)%
General Insurance					
Shop & Field Supplies					
Laboratory Supplies					
Gasoline & Variable Fuel					
Computer Hardware & Software	2,773	4,000	4,000		
Stationery & Office Supplies		500	500		
Books & Journals		200	200		
Minor Office Equipment		1,000	1,000		
Total Services & Supplies Expenditures	4,941,046	7,341,700	7,260,000	(81,700)	(1.1)%
Capital Expenditures					
Leasehold Improvements					
Building & Grounds					
Office Equipment					
Computer & Network Equipment					
Motorized Equipment					
Lab & Monitoring Equipment					
Communications Equipment					
PM 2.5 Equipment					
Total Capital Expenditures					
Transfer In/Out	119,867	234,675	113,104	(121,571)	(51.8)%
Total Expenditures	5,292,171	7,984,308	7,999,080	14,772	0.2%
Program Distribution	11,941,728	4,564,639	4,800,000	235,361	5.2%
Total Expenditures - MSIF	17,233,899	12,548,947	12,799,080	250,133	2.0%

TABLE VII: California Goods Movement Bond (CGMB)

	Audited Program Expenditures	Approved Program Budget	Proposed Program Budget	FTE/Dollar Change	Percent Change
	2019	2020	2021	\$	%
Number of Positions (FTE)	0.14	0.84	0.85	0.01	1.2%
Revenues					
Admin Revenue	104,427	102,369	250,000	147,631	144.2%
Program Income	7,362,858		10,000,000	10,000,000	
Transfer In (Rev) - GF		47,631		(47,631)	(100.0)%
Total Revenues - CGMB	7,467,285	150,000	10,250,000	10,100,000	6,733.3%
Personnel Expenditures					
Permanent Salaries	46,962	89,195	104,132	14,937	16.7%
Overtime Salaries					
Temporary Salaries					
Payroll Taxes	829	1,275	1,481	206	16.2%
Pension Benefits	29,473	18,787	22,552	3,765	20.0%
FICA Replacement Benefits	549	1,473	1,595	122	8.3%
Group Insurance Benefits	7,429	17,450	15,526	(1,924)	(11.0)%
Employee Transportation Subsidy	982	1,177	1,846	669	56.8%
Workers' Compensation	142	477	471	(6)	(1.3)%
Other Post Employment Benefits	4,483	8,296	8,193	(103)	(1.2)%
Board Stipends					
Total Personnel Expenditures	90,849	138,130	155,796	17,666	12.8%
Services & Supplies Expenditures					
Travel In-State		2,000	2,000		
Travel Out-of-State					
Training & Education		1,500	1,500		
Repair & Maintenance (Equipment)					
Communications					
Building Maintenance					
Utilities	207				
Postage					
Printing & Reproduction		500	500		
Equipment Rental					
Rents & Leases					
Professional Services & Contracts	12,895	50,000	65,500	15,500	31.0%
General Insurance					
Shop & Field Supplies		3,000	3,000		
Laboratory Supplies					
Gasoline & Variable Fuel					
Computer Hardware & Software	693	1,500	1,500		
Stationery & Office Supplies		1,000	1,000		
Books & Journals					
Minor Office Equipment					
Total Services & Supplies Expenditures	13,795	59,500	75,000	15,500	26.1%
Capital Expenditures					
Leasehold Improvements					
Building & Grounds					
Office Equipment					
Computer & Network Equipment					
Motorized Equipment					
Lab & Monitoring Equipment					
Communications Equipment					
PM 2.5 Equipment					
Total Capital Expenditures					
Transfer In/Out	(217)	(47,631)	19,204	66,835	(140.3)%
Total Expenditures	104,427	149,999	250,000	100,001	66.7%
Program Distribution	7,362,858		10,000,000	10,000,000	
Total Expenditures - CGMB	7,467,285	149,999	10,250,000	10,100,001	6,733.4%

TABLE VIII: Transportation Fund for Clean Air (TFCA)

	Audited Program Expenditures	Approved Program Budget	Proposed Program Budget	FTE/Dollar Change	Percent Change
	2019	2020	2021	\$	%
Number of Positions (FTE)	10.14	12.52	9.73	(2.79)	(22.3)%
Revenues					
Admin Revenue	3,605,489	1,628,618	1,768,618	140,000	8.6%
Program Income	7,381,408	21,310,498	18,551,949	(2,758,549)	(12.9)%
Total Revenues - TFCA	10,986,897	22,939,116	20,320,567	(2,618,549)	(11.4)%
Personnel Expenditures					
Permanent Salaries	1,029,742	1,383,962	1,102,681	(281,281)	(20.3)%
Overtime Salaries	111,128		5,000	5,000	
Temporary Salaries	6,418				
Payroll Taxes	16,007	19,797	15,670	(4,127)	(20.8)%
Pension Benefits	203,704	291,783	240,995	(50,788)	(17.4)%
FICA Replacement Benefits	11,403	21,960	17,860	(4,100)	(18.7)%
Group Insurance Benefits	155,084	218,358	155,724	(62,634)	(28.7)%
Employee Transportation Subsidy	14,274	17,548	20,674	3,126	17.8%
Workers' Compensation	3,126	7,110	5,275	(1,835)	(25.8)%
Other Post Employment Benefits	98,378	123,654	91,742	(31,912)	(25.8)%
Board Stipends					
Total Personnel Expenditures	1,649,264	2,084,172	1,655,621	(428,551)	(20.6)%
Services & Supplies Expenditures					
Travel In-State	6,318	18,400	19,900	1,500	8.2%
Travel Out-of-State	7,545	9,000	14,400	5,400	60.0%
Training & Education	8,464	14,200	16,500	2,300	16.2%
Repair & Maintenance (Equipment)					
Communications	3,629	4,000	5,000	1,000	25.0%
Building Maintenance					
Utilities					
Postage		14,000	9,000	(5,000)	(35.7)%
Printing & Reproduction	1,390	25,000	25,000		
Equipment Rental					
Rents & Leases					
Professional Services & Contracts	1,249,517	1,392,500	1,730,860	338,360	24.3%
General Insurance					
Shop & Field Supplies	505	3,500	3,500		
Laboratory Supplies					
Gasoline & Variable Fuel					
Computer Hardware & Software	3,466	7,400	13,000	5,600	75.7%
Stationery & Office Supplies	1,291	3,000	3,000		
Books & Journals		440	440		
Minor Office Equipment		400	400		
Total Services & Supplies Expenditures	1,282,125	1,491,840	1,841,000	349,160	23.4%
Capital Expenditures					
Leasehold Improvements					
Building & Grounds					
Office Equipment					
Computer & Network Equipment					
Motorized Equipment					
Lab & Monitoring Equipment					
Communications Equipment					
PM 2.5 Equipment					
Total Capital Expenditures					
Transfer In/Out	674,098	521,329	715,712	194,383	37.3%
Total Expenditures	3,605,487	4,097,341	4,212,333	114,992	2.8%
Program Distribution	7,381,408	18,841,777	16,108,234	(2,733,543)	(14.5)%
Total Expenditures - TFCA	10,986,895	22,939,118	20,320,567	(2,618,551)	(11.4)%

TABLE IX: Other Grants Revenues

	Audited Program Expenditures	Approved Program Budget	Proposed Program Budget	FTE/Dollar Change	Percent Change
	2019	2020	2021	\$	%
Number of Positions (FTE)	5.39	7.42	5.72	(1.70)	(22.9)%
Revenues					
Admin Revenue	1,496,768	1,773,036	3,138,171	1,365,135	77.0%
Program Income	9,734,013	15,412,500	18,018,278	2,605,778	16.9%
Total Revenues - Other Grants	11,230,781	17,185,536	21,156,449	3,970,913	23.1%
Personnel Expenditures					
Permanent Salaries	574,227	798,591	708,555	(90,036)	(11.3)%
Overtime Salaries	2,426	2,000	2,000		
Temporary Salaries	3,762				
Payroll Taxes	8,623	11,449	10,048	(1,401)	(12.2)%
Pension Benefits	67,536	168,064	157,495	(10,569)	(6.3)%
FICA Replacement Benefits	6,227	13,015	11,273	(1,742)	(13.4)%
Group Insurance Benefits	84,908	82,919	90,921	8,002	9.7%
Employee Transportation Subsidy	6,788	10,400	13,048	2,648	25.5%
Workers' Compensation	1,742	4,214	3,330	(884)	(21.0)%
Other Post Employment Benefits	54,813	73,283	57,902	(15,381)	(21.0)%
Board Stipends					
Total Personnel Expenditures	811,052	1,163,935	1,054,572	(109,363)	(9.4)%
Services & Supplies Expenditures					
Travel In-State	3,973	15,300	15,300		
Travel Out-of-State	6,165	7,000	13,300	6,300	90.0%
Training & Education	2,082	3,000	10,000	7,000	233.3%
Repair & Maintenance (Equipment)					
Communications		1,000	2,000	1,000	100.0%
Building Maintenance					
Utilities					
Postage					
Printing & Reproduction					
Equipment Rental					
Rents & Leases					
Professional Services & Contracts	430,745	1,278,000	2,040,000	762,000	59.6%
General Insurance					
Shop & Field Supplies					
Laboratory Supplies					
Gasoline & Variable Fuel					
Computer Hardware & Software		54,300	2,999	(51,301)	(94.5)%
Stationery & Office Supplies	700	250		(250)	(100.0)%
Books & Journals		250		(250)	(100.0)%
Minor Office Equipment					
Total Services & Supplies Expenditures	443,665	1,359,100	2,083,599	724,499	53.3%
Capital Expenditures					
Leasehold Improvements					
Building & Grounds					
Office Equipment					
Computer & Network Equipment					
Motorized Equipment					
Lab & Monitoring Equipment					
Communications Equipment					
General Equipment					
PM 2.5 Equipment					
Biotech Equipment					
Total Capital Expenditures					
Transfer In/Out	242,051				
Total Expenditures	1,496,768	2,523,035	3,138,171	615,136	24.4%
Program Distribution	9,734,013	14,662,500	18,018,278	3,355,778	22.9%
Total Expenditures - Other Grants Revenues	11,230,781	17,185,535	21,156,449	3,970,914	23.1%

TABLE X: Vehicle Mitigation (VW Trust)

	Audited Program Expenditures	Approved Program Budget	Proposed Program Budget	FTE/Dollar Change	Percent Change
	2019	2020	2021	\$	%
Number of Positions (FTE)	0.62	5.12	4.25	(0.87)	(17.0)%
Revenues					
Admin Revenue	223,565	1,732,902	1,517,013	(215,889)	(12.5)%
Program Income		45,000,000	18,000,000	(27,000,000)	(60.0)%
Total Revenues - VM	223,565	46,732,902	19,517,013	(27,215,889)	(58.2)%
Personnel Expenditures					
Permanent Salaries	85,232	584,809	521,324	(63,485)	(10.9)%
Overtime Salaries	3,118				
Temporary Salaries					
Payroll Taxes	1,255	8,370	7,412	(958)	(11.4)%
Pension Benefits	6,110	117,757	111,819	(5,938)	(5.0)%
FICA Replacement Benefits	886	8,980	7,975	(1,005)	(11.2)%
Group Insurance Benefits	12,116	103,502	83,067	(20,435)	(19.7)%
Employee Transportation Subsidy	968	7,176	9,231	2,055	28.6%
Workers' Compensation	259	2,908	2,355	(553)	(19.0)%
Other Post Employment Benefits	8,135	50,568	40,964	(9,604)	(19.0)%
Board Stipends					
Total Personnel Expenditures	118,079	884,070	784,147	(99,923)	(11.3)%
Services & Supplies Expenditures					
Travel In-State	9,490	27,600	27,600		
Travel Out-of-State					
Training & Education					
Repair & Maintenance (Equipment)					
Communications					
Building Maintenance					
Utilities					
Postage					
Printing & Reproduction					
Equipment Rental					
Rents & Leases					
Professional Services & Contracts	34,795	423,400	352,400	(71,000)	(16.8)%
General Insurance					
Shop & Field Supplies					
Laboratory Supplies					
Gasoline & Variable Fuel					
Computer Hardware & Software					
Stationery & Office Supplies					
Books & Journals					
Minor Office Equipment					
Total Services & Supplies Expenditures	44,285	451,000	380,000	(71,000)	(15.7)%
Capital Expenditures					
Leasehold Improvements					
Building & Grounds					
Office Equipment					
Computer & Network Equipment					
Motorized Equipment					
Lab & Monitoring Equipment					
Communications Equipment					
General Equipment					
PM 2.5 Equipment					
Total Capital Expenditures					
Transfer In/Out	61,203	397,832	352,866	(44,966)	(11.3)%
Total Expenditures	223,567	1,732,902	1,517,013	(215,889)	(12.5)%
Program Distribution		45,000,000	18,000,000	(27,000,000)	(60.0)%
Total Expenditures - VM	223,567	46,732,902	19,517,013	(27,215,889)	(58.2)%

TABLE XI: General Fund Expenditures by Division

	Audited Program Expenditures	Approved Program Budget	Proposed Program Budget	FTE/Dollar Change	Percent Change
	2019	2020	2021	\$	%
Executive Office					
Executive Office	5,313,000	5,738,068	6,465,619	727,551	12.7%
Bay Area Regional Collaborative (BARC)	255,434	255,000	370,000	115,000	45.1%
Diversity Equity & Inclusion	445,248	852,186	811,576	(40,610)	(4.8)%
Board of Directors	570,142	373,327	598,416	225,089	60.3%
Hearing Board	38,900	78,500	63,688	(14,812)	(18.9)%
Advisory Council	33,692	432,097	451,561	19,464	4.5%
My Air Online	4,863,391	3,558,076	4,208,378	650,302	18.3%
Website Development & Maintenance	1,347,253	1,436,079	1,644,236	208,157	14.5%
Finance	1,984,104	2,159,493	2,877,117	717,624	33.2%
Total Executive Office	14,851,164	14,882,826	17,490,591	2,607,765	17.5%
Administrative Resources					
Payroll	271,971	284,040	530,643	246,603	86.8%
Benefits Administration	2,969,551	3,127,974	3,570,797	442,823	14.2%
Organizational Development	275,220	351,109	640,916	289,807	82.5%
Employment Relations	806,956	608,700	749,635	140,935	23.2%
Recruitment & Testing	474,959	637,512	774,348	136,836	21.5%
Facilities	14,047,076	5,158,694	1,560,444	(3,598,250)	(69.8)%
Communications	699,751	922,623	1,118,247	195,624	21.2%
Headquarters East (Richmond)	240,562	1,300,000	7,711,000	6,411,000	493.2%
Purchasing	777,784	1,008,426	1,127,691	119,265	11.8%
Headquarters West (Beale Street)	2,340,439	2,110,000	4,200,000	2,090,000	99.1%
Fleet Services	1,060,546	1,367,881	1,556,466	188,585	13.8%
Total Administrative Resources	23,964,815	16,876,959	23,540,187	6,663,228	39.5%
Legal Services					
Legal Counsel	1,704,661	2,038,167	2,419,298	381,131	18.7%
Hearing Board Proceedings	36,576	108,878	3,562	(105,316)	(96.7)%
Penalties Enforcement & Settlement	701,216	736,315	877,954	141,639	19.2%
Litigation	387,964	601,205	458,057	(143,148)	(23.8)%
Total Legal Services	2,830,417	3,484,565	3,758,871	274,306	7.9%
Communications Office					
Media Relations	1,639,177	1,466,909	1,886,002	419,093	28.6%
Intermittent Control	1,345,608	1,497,345	1,692,866	195,521	13.1%
Spare The Air (CMAQ)	1,080,398	1,000,000	1,000,000		
Total Communications Office	4,065,183	3,964,254	4,578,868	614,614	15.5%
Technology Implementation Office					
Greenhouse Gas Technologies - Stationary	1,670,009	812,065	961,985	149,920	18.5%
Total Technology Implementation Office	1,670,009	812,065	961,985	149,920	18.5%
Strategic Incentives					
Grant Program Development	188,352	571,975	704,207	132,232	23.1%
Total Strategic Incentives	188,352	571,975	704,207	132,232	23.1%
Compliance & Enforcement					
Enforcement	4,487,387	4,985,461	5,996,029	1,010,568	20.3%
Compliance Assistance & Operations	2,510,416	3,422,078	2,751,416	(670,662)	(19.6)%
Compliance Assurance	6,077,712	7,384,063	6,902,305	(481,758)	(6.5)%
Total Compliance & Enforcement	13,075,515	15,791,602	15,649,750	(141,852)	(0.9)%
Engineering					
Permit Evaluation	6,074,369	7,865,320	7,655,342	(209,978)	(2.7)%
Permit Renewals	429,129				
Air Toxics	1,189,712	1,201,152	1,812,531	611,379	50.9%
Permit Operations	636,421	1,202,115	1,274,958	72,843	6.1%
Title V	698,524	1,495,238	1,362,671	(132,567)	(8.9)%
Engineering Special Projects	944,101	964,866	1,441,190	476,324	49.4%
Total Engineering	9,972,256	12,728,691	13,546,692	818,001	6.4%

TABLE XI: General Fund Expenditures by Division

	Audited Program Expenditures	Approved Program Budget	Proposed Program Budget	FTE/Dollar Change	Percent Change
	2019	2020	2021	\$	%
Assessment, Inventory & Model					
Source Inventories	1,063,333	1,409,476	1,651,999	242,523	17.2%
Air Quality Modeling Support	779,909	1,102,905	1,128,816	25,911	2.3%
Air Quality Modeling & Research	722,830	772,326	808,516	36,190	4.7%
Community Air Risk Evaluation	807,013	1,029,603	1,246,086	216,483	21.0%
Total Assessment, Inventory & Model	3,373,085	4,314,310	4,835,417	521,107	12.1%
Planning & Climate Protection					
Air Quality Plans	1,260,328	994,250	1,595,158	600,908	60.4%
Implement Plans, Policies and Measures	1,117,985	1,117,537	1,612,968	495,431	44.3%
Climate Protection	2,666,747	2,139,791	1,975,739	(164,052)	(7.7)%
Total Planning & Climate Protection	5,045,060	4,251,578	5,183,865	932,287	21.9%
Community Engagement & Policy					
Community Health Protection Office	1,951,716	3,062,908	4,875,703	1,812,795	59.2%
Rule Development	1,803,373	2,116,703	2,074,144	(42,559)	(2.0)%
Total Community Engagement & Policy	3,755,089	5,179,611	6,949,847	1,770,236	34.2%
Information Services					
Information Management Records & Content	788,355	1,524,639	1,088,894	(435,745)	(28.6)%
Legacy Systems Support	604,541	1,815,031	1,494,418	(320,613)	(17.7)%
IT Engineering & Operations	2,841,833	3,501,668	4,252,553	750,885	21.4%
Total Information Services	4,234,729	6,841,338	6,835,865	(5,473)	(0.1)%
Meteorology, Measurement & Rules					
Ambient Air Monitoring	5,144,383	7,520,703	6,933,179	(587,524)	(7.8)%
Laboratory	1,333,133	2,103,091	1,732,106	(370,985)	(17.6)%
Source Test	2,347,339	2,999,569	2,919,837	(79,732)	(2.7)%
Meteorology	1,138,381	1,864,532	909,066	(955,466)	(51.2)%
Air Monitoring Instrument Performance Evaluation	570,481	620,158	641,355	21,197	3.4%
BioWatch Monitoring	1,222,462	1,349,777	1,375,803	26,026	1.9%
Technical Infrastructure and Data Management	336,687	684,411	3,636,965	2,952,554	431.4%
Ambient Air Quality Analysis	5,480	22,400	1,427,535	1,405,135	6,272.9%
Total Meteorology, Measurement & Rules	12,098,346	17,164,641	19,575,846	2,411,205	14.0%
Vacancy Savings		(2,297,214)	(1,547,873)	749,341	(32.6)%
Other Financing Resources	919,322				
Program Distribution	1,490,522				
Transfer In/Out	1,717,691	47,631		(47,631)	(100.0)%
Total Expenditures - General Fund Divisions	103,251,555	104,614,832	122,064,118	17,449,286	16.7%

Capital Expenditure

**TABLE XII
CAPITAL EXPENDITURE SUMMARY**

The list below includes all capital expenditures budgeted for FYE 2021

	<u>Description</u>	<u>PGM</u>	<u>Capital Type</u>	<u>Amount</u>	<u>Program Total</u>	<u>Division Total</u>
1	One (1) Ambient Air Monitoring Analyzers	802	Lab & Monitoring	330,815		
2	One (1) Particle Speciation Module for PTR/MS	802	Lab & Monitoring	100,000		
3	One (1) Equipment for Testing & Evaluation Lab	802	Lab & Monitoring	250,000	680,815	
4	Two (2) Source Test Analyzers	804	Motorized Equipment	50,000		
5	One (1) Automated Calibration Gas Dilution Manifolds	804	Lab & Monitoring	15,233		
6	Two (2) Automated Isokinetic Sampling Consoles	804	Lab & Monitoring	20,000		
7	One (1) GDF Field Testing Van	804	Lab & Monitoring	60,000	145,233	
8	One (1) Air Monitoring Instrumentation (auditing)	807	Lab & Monitoring	20,400	20,400	846,448
9	One (1) Optical Gas Imaging Camera	403	Lab & Monitoring	100,000	100,000	100,000
10	One (1) Storage Server	603	Computer & Network	40,000	40,000	40,000
11	Richmond Facility Improvement	707	Leasehold Improvement	6,000,000	6,000,000	6,000,000
12	Computer and Equipment	726	Computer & Network Equipment	100,000		
13	Capital Lease for Servers, Telecommunications & Hardware	726	Communications Equipment	400,000	500,000	500,000
14	Office Equipment	701	Office Equipment	1,000	1,000	
15	Public Permitting & Compliance Systems	125	Computer & Network Equipment	2,750,000	2,750,000	2,751,000
Total Capital Expenditures						10,237,448

**TABLE XII
CAPITAL EXPENDITURE DETAILS**

The list below includes all capital expenditures budgeted for FYE 2021

	<u>Item Description</u>	<u>Cost</u>	<u>Program/ Capital Type</u>
1	<u>One (1) Ambient Air Monitoring Analyzers</u> Replacements / upgrades for aging air monitoring equipment.	\$330,815	802/Lab & Monitoring
2	<u>One (1) Particle Speciation Module for PTR/MS</u> Air Monitoring equipment for particle speciation.	\$100,000	802/Lab & Monitoring
3	<u>One (1) Equipment for Testing & Evaluation Lab</u> Equipment for training and advanced monitoring method evaluation	\$250,000	802/Lab & Monitoring
4	<u>Two (2) Source Test Analyzers</u> Replacements for current equipment that reached the end of its useful life.	\$50,000	804/Motorized Equipment
5	<u>One (1) Automated Calibration Gas Dilution Manifolds</u> Automated calibration gas dilution systems for the source test vans to improve efficiency and prevent an increase in current calibration gas inventories while implementing enhanced QA/QC procedures.	\$15,233	804/Lab & Monitoring
6	<u>Two (2) Automated Isokinetic Sampling Consoles</u> Computer controlled and automated isokinetic sampling console to improve source test efficiency, accuracy and QA/QC for particulate and air toxics sampling.	\$20,000	804/Lab & Monitoring
7	<u>One (1) GDF Field Testing Van</u> Replacement field testing van for Gasoline Dispensing Facility (GDF) program. Current vehicle has high mileage and is due to be taken out of service.	\$60,000	804/Lab & Monitoring
8	<u>One (1) Air Monitoring Instrumentation (auditing)</u> Computerized gas dilution system for current equipment that reached the end of its useful life.	\$20,400	807/Lab & Monitoring
9	<u>One (1) Optical Gas Imaging Camera</u> The Optical Gas Imaging Camera is needed for leak detection and repair (LDAR) program for various compliance programs.	\$100,000	403/Lab & Monitoring
10	<u>One (1) Storage Server</u> In support of the AB617 program, the Modeling and Analysis Section analyzes ambient data, conducts regional and local-scale modeling, and prepares data for health impact analyses.	\$40,000	603/Computer & Network
11	<u>Richmond Facility Improvement</u> Office Building Improvement Cost for Richmond Building	\$6,000,000	707/Leasehold Improvement
12	<u>Computer and Equipment</u> Computer & Software Implementation Recordkeeping System	\$100,000	726/Computer & Network Equipment
13	<u>Capital Lease for Servers, Telecommunications & Hardware</u> Lease payment on the District's Capital Lease for Computer, Networking & Telephony equipment	\$400,000	726/Communications Equipment
14	<u>Office Equipment</u> Business Equipment for Finance	\$1,000	701/Office Equipment
15	<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.	\$2,750,000	125/Computer & Network Equipment
	Total Capital Expenditures	\$10,237,448	

General Fund Program Narratives and Expenditure Details

Note: Definitions are provided on page 202-204
And are an integral part of this budget document.

Executive 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 2021, 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:

- Clean Air Plan Implementation
- Climate Action Work Program
- Assembly Bill (AB) 617 Implementation
- Wildfire Air Quality Response Program
- Diesel Free by '33 Campaign
- 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 2021, these key partnerships will also address regional coordination of climate protection activities, and implementation of State initiatives such as SB1339, SB375, and AB32 at the regional level.

Managing Division:	
Executive Division	
Contact Person:	
Vanessa Johnson	
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:	
Not Applicable	
Activities	
Implement and develop key initiatives to meet Air District goals and objectives.	
Coordinate development of Air District's legislative agenda and implement strategy for achieving Air District's legislative goals.	
Coordinate Air District activities with staff, stakeholders, and community groups.	
Help sponsor stakeholder events in support of Air District Initiatives.	
Monitor actions of and serve as liaison to regional governmental agencies (e.g. MTC, ABAG, BCDC), federal and statewide governmental organizations (e.g. U.S. EPA, CARB, CAPCOA), as well as the state legislature, and representatives of the regulated community.	
Compliance and enforcement actions.	
Administer and manage 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
Clean Air Plan Implementation	Ongoing
Assembly Bill (AB) 617 Implementation	Ongoing
Public Participation Plan Implementation	Ongoing
Adopt District Budget for FYE 2021	Ongoing

		Audited Program Expenditures	Approved Program Budget	Proposed Program Budget	FTE/Dollar Change	Percent Change
		2019	2020	2021	\$	%
Number of Positions (FTE)		13.61	16.33	16.88	0.55	3.4%
Personnel Expenditures						
Permanent Salaries	51100	2,508,506	2,648,451	3,154,527	506,076	19.1%
Overtime Salaries	51150	2,537		2,500	2,500	
Temporary Salaries	51200	48,738				
Payroll Taxes	51300	38,811	38,052	47,964	9,912	26.0%
Pension Benefits	51400	469,146	567,392	704,807	137,415	24.2%
FICA Replacement Benefits	51500	27,781	28,644	31,682	3,038	10.6%
Group Insurance Benefits	51600	376,237	296,577	336,667	40,090	13.5%
Employee Transportation Subsidy	51700	32,174	22,888	36,673	13,785	60.2%
Workers' Compensation	51800	7,401	9,274	9,358	84	0.9%
Other Post Employment Benefits	51850	239,554	161,284	162,741	1,457	0.9%
Board Stipends	51900					
Total Personnel Expenditures		3,750,885	3,772,562	4,486,919	714,357	18.9%
Services & Supplies Expenditures						
Travel In-State	52200	29,193	21,000	22,000	1,000	4.8%
Travel Out-of-State	52220	109,097	45,000	45,000		
Training & Education	52300	59,302	30,500	30,500		
Repair & Maintenance (Equipment)	52400					
Communications	52500	15,332	5,000	5,500	500	10.0%
Building Maintenance	52600					
Utilities	52700					
Postage	52800	187		200	200	
Printing & Reproduction	52900	4,076	2,500	2,500		
Equipment Rental	53100					
Rents & Leases	53200	11,072	100,000	109,000	9,000	9.0%
Professional Services & Contracts	53300	1,560,541	1,760,000	1,760,000		
General Insurance	53400					
Shop & Field Supplies	53500	206	6		(6)	(100.0)%
Laboratory Supplies	53600					
Gasoline & Variable Fuel	53700					
Computer Hardware & Software	53800					
Stationery & Office Supplies	53900	5,658	1,000	1,500	500	50.0%
Books & Journals	54100	2,525	500	2,500	2,000	400.0%
Minor Office Equipment	54200					
Total Services & Supplies Expenditures		1,797,189	1,965,506	1,978,700	13,194	0.7%
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					
Total Capital Expenditures						
Transfer In/Out		(235,082)				
Total Expenditures		5,312,992	5,738,068	6,465,619	727,551	12.7%

Managing Division:	
Executive Division	
Contact Person:	
Gregory 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 2020.	
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	Delivery Date
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 Work with BARC and member agency staff to coordinate technical assistance to cities and counties regarding climate action plans	Ongoing
Work with BARC and member agency staff to coordinate technical assistance to cities and counties regarding climate action plans	Ongoing

	Audited Program Expenditures	Approved Program Budget	Proposed Program Budget	FTE/Dollar Change	Percent Change
	2019	2020	2021	\$	%
Number of Positions (FTE)					
Personnel Expenditures					
Permanent Salaries	51100				
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	52220				
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	255,434	255,000	370,000	115,000	45.1%
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				
Total Services & Supplies Expenditures					
	255,434	255,000	370,000	115,000	45.1%
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				
Total Capital Expenditures					
Transfer In/Out					
Total Expenditures					
	255,434	255,000	370,000	115,000	45.1%

Managing Division:	
Executive Division	
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:	
The Air District's Office of DE&I is responsible for developing and integrating principles, practices and strategies for diversity, equity, and inclusion. The primary focus of activities is to review 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:	
None	
Activities	
Facilitate Strategy Initiatives: Communication, Education and Awareness; Employment Practices and Recruiting; Empowerment; Community Outreach and Brand Awareness	
Review Enhanced Complaint Response and Investigation Process	
Leverage Workforce Diversity and Empower Diverse Perspectives throughout Training & Leadership Development	
Establish Practices that Promote Inclusive Voices to Shift Leadership Pipeline	
Oversee Internal Government Alliance on Race & Equity 2020 Learning and Implementation Cohorts	
Major Objectives	Delivery Date
Development of Equity Action Plan	Ongoing
Develop Strategy to Expand Diversity and Inclusion to Recruiting and Promotional Opportunities to Build Pipeline	Ongoing
Implementation of Equity Action Plan	Ongoing
Oversee the Local and Regional Government Alliance on Racial Equity Program 2019 Implementation Cohorts	December 2020

		Audited Program Expenditures	Approved Program Budget	Proposed Program Budget	FTE/Dollar Change	Percent Change
		2019	2020	2021	\$	%
Number of Positions (FTE)		2.40	1.87	2.22	0.35	18.7%
Personnel Expenditures						
Permanent Salaries	51100	308,110	245,622	327,730	82,108	33.4%
Overtime Salaries	51150	1,150		2,000	2,000	
Temporary Salaries	51200					
Payroll Taxes	51300	4,606	3,521	4,670	1,149	32.6%
Pension Benefits	51400	35,036	54,425	75,214	20,789	38.2%
FICA Replacement Benefits	51500	3,200	3,280	4,174	894	27.3%
Group Insurance Benefits	51600	45,480	36,786	43,379	6,593	17.9%
Employee Transportation Subsidy	51700	3,630	2,621	4,832	2,211	84.4%
Workers' Compensation	51800	935	1,062	1,233	171	16.1%
Other Post Employment Benefits	51850	29,407	18,469	21,444	2,975	16.1%
Board Stipends	51900					
Total Personnel Expenditures		431,554	365,786	484,676	118,890	32.5%
Services & Supplies Expenditures						
Travel In-State	52200	1,152	6,200	6,600	400	6.5%
Travel Out-of-State	52220	1,342	8,200	11,600	3,400	41.5%
Training & Education	52300	10,503	65,000	48,000	(17,000)	(26.2)%
Repair & Maintenance (Equipment)	52400					
Communications	52500					
Building Maintenance	52600					
Utilities	52700					
Postage	52800					
Printing & Reproduction	52900	1,558	6,000	6,000		
Equipment Rental	53100					
Rents & Leases	53200					
Professional Services & Contracts	53300	46,987	400,000	254,000	(146,000)	(36.5)%
General Insurance	53400		500		(500)	(100.0)%
Shop & Field Supplies	53500					
Laboratory Supplies	53600					
Gasoline & Variable Fuel	53700					
Computer Hardware & Software	53800					
Stationery & Office Supplies	53900	536	500	700	200	40.0%
Books & Journals	54100					
Minor Office Equipment	54200					
Total Services & Supplies Expenditures		62,078	486,400	326,900	(159,500)	(32.8)%
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					
Total Capital Expenditures						
Transfer In/Out		(48,384)				
Total Expenditures		445,248	852,186	811,576	(40,610)	(4.8)%

Managing Division:	
Executive Division	
Contact Person:	
Vanessa Johnson	
Program Purpose:	
Oversee Activities of the Board of Directors.	
Description of Program:	
Administration of activities of the Board of Directors.	
Justification of Change Request:	
None	
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 and logistics for Board of Directors Committee meetings, approximately 20 per year. 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. Prepare all travel logistics for Board of Directors participation at the Annual Air & Waste Management Association (A&WMA) Conference. Maintain archive of Board materials, including minutes, agendas, correspondence and adopted resolutions. Maintain the Air 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.	
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 and logistics for Board of Directors Committee meetings, approximately 20 per year. Receive, route, and appropriately address all correspondence directed to the Board.	
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.	
Prepare all travel logistics for Board of Directors participation at the Annual Air & Waste Management Association (A&WMA) Conference.	
Maintain archive of Board materials, including minutes, agendas, correspondence and adopted resolutions.	
Maintain the Air 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 and Unconscious Bias Training.	Ongoing
Coordinate New Board Member Orientation.	Ongoing
Coordinate transition to new Chair of the Board of Directors.	Annually
Coordinate Board of Directors Annual Retreat.	Annually
Update of Board Committee assignments.	Ongoing

		Audited Program Expenditures	Approved Program Budget	Proposed Program Budget	FTE/Dollar Change	Percent Change
		2019	2020	2021	\$	%
Number of Positions (FTE)		3.08	1.44	2.57	1.13	78.5%
Personnel Expenditures						
Permanent Salaries	51100	290,044	154,663	305,807	151,144	97.7%
Overtime Salaries	51150	3,157				
Temporary Salaries	51200					
Payroll Taxes	51300	4,273	2,212	4,370	2,158	97.6%
Pension Benefits	51400	32,922	31,714	64,779	33,065	104.3%
FICA Replacement Benefits	51500	3,069	2,526	4,828	2,302	91.1%
Group Insurance Benefits	51600	41,780	24,154	45,222	21,068	87.2%
Employee Transportation Subsidy	51700	3,934	2,018	5,588	3,570	176.9%
Workers' Compensation	51800	880	818	1,426	608	74.3%
Other Post Employment Benefits	51850	27,687	14,222	24,796	10,574	74.3%
Board Stipends	51900	60,600	60,000	60,000		
Total Personnel Expenditures		468,346	292,327	516,816	224,489	76.8%
Services & Supplies Expenditures						
Travel In-State	52200	19,834	14,000	18,000	4,000	28.6%
Travel Out-of-State	52220	37,130	16,000	12,000	(4,000)	(25.0)%
Training & Education	52300	30,041	30,000	28,000	(2,000)	(6.7)%
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	13,565	21,000	23,000	2,000	9.5%
General Insurance	53400					
Shop & Field Supplies	53500					
Laboratory Supplies	53600					
Gasoline & Variable Fuel	53700					
Computer Hardware & Software	53800					
Stationery & Office Supplies	53900	78		100	100	
Books & Journals	54100	1,148		500	500	
Minor Office Equipment	54200					
Total Services & Supplies Expenditures		101,796	81,000	81,600	600	0.7%
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					
Biotech Equipment	60145					
Total Capital Expenditures						
Transfer In/Out						
Total Expenditures		570,142	373,327	598,416	225,089	60.3%

Managing Division:	
Executive Division	
Contact Person:	
Vanessa Johnson	
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.	
Develop and maintain Hearing Board calendar and schedules.	
Attend all hearings of the Hearing Board.	
Draft selected Orders for Hearing Board review and signature.	
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.	
Archive Hearing Board Dockets and related documents.	
Maintain the Air 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

		Audited Program Expenditures	Approved Program Budget	Proposed Program Budget	FTE/Dollar Change	Percent Change
		2019	2020	2021	\$	%
Number of Positions (FTE)		0.19	0.24	0.12	(0.12)	(50.0)%
Personnel Expenditures						
Permanent Salaries	51100	20,649	25,123	14,867	(10,256)	(40.8)%
Overtime Salaries	51150	116				
Temporary Salaries	51200					
Payroll Taxes	51300	345	359	211	(148)	(41.2)%
Pension Benefits	51400	3,977	5,052	3,115	(1,937)	(38.3)%
FICA Replacement Benefits	51500	231	421	242	(179)	(42.5)%
Group Insurance Benefits	51600	3,152	3,203	2,057	(1,146)	(35.8)%
Employee Transportation Subsidy	51700	249	336	280	(56)	(16.7)%
Workers' Compensation	51800	63	136	72	(64)	(47.1)%
Other Post Employment Benefits	51850	1,971	2,370	1,244	(1,126)	(47.5)%
Board Stipends	51900	4,300	32,000	32,000		
Total Personnel Expenditures		35,053	69,000	54,088	(14,912)	(21.6)%
Services & Supplies Expenditures						
Travel In-State	52200	1,170	1,000	1,000		
Travel Out-of-State	52220	1,239				
Training & Education	52300	790	1,000	1,100	100	10.0%
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	648	5,000	5,000		
General Insurance	53400					
Shop & Field Supplies	53500					
Laboratory Supplies	53600					
Gasoline & Variable Fuel	53700					
Computer Hardware & Software	53800					
Stationery & Office Supplies	53900		250	250		
Books & Journals	54100		500	500		
Minor Office Equipment	54200		250	250		
Total Services & Supplies Expenditures		3,847	9,500	9,600	100	1.1%
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					
Biotech Equipment	60145					
Total Capital Expenditures						
Transfer In/Out						
Total Expenditures		38,900	78,500	63,688	(14,812)	(18.9)%

Managing Division:	
Executive Division	
Contact Person:	
Vanessa Johnson	
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:	
None	
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 for 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 four (4) meetings, 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

		Audited Program Expenditures	Approved Program Budget	Proposed Program Budget	FTE/Dollar Change	Percent Change
		2019	2020	2021	\$	%
Number of Positions (FTE)		0.13	0.06	0.16	0.10	166.7%
Personnel Expenditures						
Permanent Salaries	51100	10,928	6,147	18,378	12,231	199.0%
Overtime Salaries	51150	30				
Temporary Salaries	51200					
Payroll Taxes	51300	156	88	260	172	195.5%
Pension Benefits	51400	1,341	1,245	3,873	2,628	211.1%
FICA Replacement Benefits	51500	112	105	317	212	201.9%
Group Insurance Benefits	51600	1,508	801	2,642	1,841	229.8%
Employee Transportation Subsidy	51700	119	84	367	283	336.9%
Workers' Compensation	51800	33	34	94	60	176.5%
Other Post Employment Benefits	51850	1,043	593	1,630	1,037	174.9%
Board Stipends	51900					
Total Personnel Expenditures		15,270	9,097	27,561	18,464	203.0%
Services & Supplies Expenditures						
Travel In-State	52200	2,023	4,000	4,000		
Travel Out-of-State	52220	7,135	11,000	10,000	(1,000)	(9.1)%
Training & Education	52300	3,638	2,000	3,000	1,000	50.0%
Repair & Maintenance (Equipment)	52400					
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	5,626	405,000	406,000	1,000	0.2%
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					
Total Services & Supplies Expenditures		18,422	423,000	424,000	1,000	0.2%
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					
Biotech Equipment	60145					
Total Capital Expenditures						
Transfer In/Out						
Total Expenditures		33,692	432,097	451,561	19,464	4.5%

Managing Division:	
Executive Division	
Contact Person:	
Joy Chan	
Program Purpose:	
This program provides design, development, implementation and business systems support for the District's online services.	
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:	
Activities	
Permitting and compliance development and implementation.	
Public facing data system development and implementation.	
Major Objectives	Delivery Date
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

		Audited Program Expenditures	Approved Program Budget	Proposed Program Budget	FTE/Dollar Change	Percent Change
		2019	2020	2021	\$	%
Number of Positions (FTE)		7.84	3.04	5.42	2.38	78.3%
Personnel Expenditures						
Permanent Salaries	51100	1,058,088	460,145	823,418	363,273	78.9%
Overtime Salaries	51150	18,416				
Temporary Salaries	51200					
Payroll Taxes	51300	15,986	6,607	11,804	5,197	78.7%
Pension Benefits	51400	129,019	93,106	172,889	79,783	85.7%
FICA Replacement Benefits	51500	11,517	5,332	10,177	4,845	90.9%
Group Insurance Benefits	51600	156,763	60,874	105,531	44,657	73.4%
Employee Transportation Subsidy	51700	13,281	4,261	11,780	7,519	176.5%
Workers' Compensation	51800	3,210	1,726	3,006	1,280	74.2%
Other Post Employment Benefits	51850	101,000	30,025	52,273	22,248	74.1%
Board Stipends	51900					
Total Personnel Expenditures		1,507,280	662,076	1,190,878	528,802	79.9%
Services & Supplies Expenditures						
Travel In-State	52200		5,000		(5,000)	(100.0)%
Travel Out-of-State	52220					
Training & Education	52300		15,000	15,000		
Repair & Maintenance (Equipment)	52400					
Communications	52500	2,223		2,500	2,500	
Building Maintenance	52600					
Utilities	52700					
Postage	52800					
Printing & Reproduction	52900		1,000		(1,000)	(100.0)%
Equipment Rental	53100					
Rents & Leases	53200					
Professional Services & Contracts	53300	55	150,000	150,000		
General Insurance	53400					
Shop & Field Supplies	53500					
Laboratory Supplies	53600					
Gasoline & Variable Fuel	53700					
Computer Hardware & Software	53800	13,092	100,000	100,000		
Stationery & Office Supplies	53900					
Books & Journals	54100					
Minor Office Equipment	54200					
Non-capital assets	54600					
Total Services & Supplies Expenditures		208,941	271,000	267,500	(3,500)	(1.3)%
Capital Expenditures						
Leasehold Improvements	60100					
Building & Grounds	60105					
Office Equipment	60110					
Computer & Network Equipment	60115	3,147,170	2,625,000	2,750,000	125,000	4.8%
Motorized Equipment	60120					
Lab & Monitoring Equipment	60125					
Communications Equipment	60130					
General Equipment	60135					
PM 2.5 Equipment	60140					
Biotech Equipment	60145					
Total Capital Expenditures		3,147,170	2,625,000	2,750,000	125,000	4.8%
Transfer In/Out						
Total Expenditures		4,863,391	3,558,076	4,208,378	650,302	18.3%

Managing Division:	
Executive Division	
Contact Person:	
Anja Page	
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	
Collaborate on efforts to increase multilingual translation, accessibility, and legal compliance for Air District websites	
Support, assist, and train Division Content Editors in the use of the web content management system	
Ensure content meets grammatical conventions, reading-level standards, and consistency requirements	
Develop, test, and implement new features and website components while providing technical support for online services	
Maintain and manage website systems with ongoing upgrades and improvements	
Monitor visitor usage through statistics and logs to inform priorities and decisions on feature development	
Document website processes, issue resolution, and functionality	
Major Objectives	Delivery Date
Work to improve functionality, increase visitor engagement, and prioritize content and relevant information	Ongoing
Continuously enhance the translation strategy for multilingual access and usage strategies for insights on visitor needs	Ongoing
Complete ongoing refinements to development plans, content strategies, feature roadmaps, and guidelines	Ongoing
Increase access to websites and online services across a broad range of devices and systems	Ongoing
Continuously improve performance, website structure, information access, usability, and user experience	Ongoing

Website Development & Maintenance

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		Audited Program Expenditures	Approved Program Budget	Proposed Program Budget	FTE/Dollar Change	Percent Change
		2019	2020	2021	\$	%
Number of Positions (FTE)		2.02	1.84	2.19	0.35	19.0%
Personnel Expenditures						
Permanent Salaries	51100	276,477	250,653	325,341	74,688	29.8%
Overtime Salaries	51150					
Temporary Salaries	51200	5,005				
Payroll Taxes	51300	4,262	3,595	4,633	1,038	28.9%
Pension Benefits	51400	48,212	53,516	72,034	18,518	34.6%
FICA Replacement Benefits	51500	3,064	3,227	4,121	894	27.7%
Group Insurance Benefits	51600	41,836	35,710	44,448	8,738	24.5%
Employee Transportation Subsidy	51700	3,332	2,579	4,771	2,192	85.0%
Workers' Compensation	51800	839	1,045	1,217	172	16.5%
Other Post Employment Benefits	51850	26,392	18,173	21,171	2,998	16.5%
Board Stipends	51900					
Total Personnel Expenditures		409,419	368,498	477,736	109,238	29.6%
Services & Supplies Expenditures						
Travel In-State	52200					
Travel Out-of-State	52220					
Training & Education	52300		6,000	6,000		
Repair & Maintenance (Equipment)	52400					
Communications	52500	2,174	2,000	2,500	500	25.0%
Building Maintenance	52600					
Utilities	52700					
Postage	52800					
Printing & Reproduction	52900					
Equipment Rental	53100					
Rents & Leases	53200					
Professional Services & Contracts	53300	960,155	917,581	1,008,000	90,419	9.9%
General Insurance	53400					
Shop & Field Supplies	53500					
Laboratory Supplies	53600					
Gasoline & Variable Fuel	53700					
Computer Hardware & Software	53800	19,934	142,000	150,000	8,000	5.6%
Stationery & Office Supplies	53900					
Books & Journals	54100					
Minor Office Equipment	54200					
Total Services & Supplies Expenditures		982,263	1,067,581	1,166,500	98,919	9.3%
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					
Biotech Equipment	60145					
Total Capital Expenditures						
Transfer In/Out		(44,429)				
Total Expenditures		1,347,253	1,436,079	1,644,236	208,157	14.5%

Managing Division:	
Executive Division	
Contact Person:	
Stephanie Osaze	
Program Purpose:	
The Finance/Accounting Program is responsible for maintaining the fiscal stewardship and financial accountability of the District. test type	
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:	
Not Applicable	
Activities	
Reconcile various grants and assist in preparation of reimbursement request reports.	
Reconcile receipts and disbursements with County 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.	
Analyze and Prepare the annual cost recovery for permitted sources	
Process receipts (checks/credit card payments) on a daily basis. (avg. 1,200 checks/mo).	
Prepare annual proposed budget book.	
Process vendor invoices on a daily basis	
Major Objectives	Delivery Date
Provide budget variance reports to Program Managers within 30 days of period end.	Monthly
Provide timely financial reports to Division Directors/Officer using Qwestica	Ongoing
Complete Annual Financial Report.	Annually
Ensure timely payment of accounts payable.	Daily
Record timely processing of check and credit card receipts.	Daily
Continue implementation of Qwestica Phase 2 and other budget feature enhancements	December 2020
Develop a JDE User Manual for Finance Office	December 2020
Update the Air District's Annual Financial Plan	Annually

		Audited Program Expenditures	Approved Program Budget	Proposed Program Budget	FTE/Dollar Change	Percent Change
		2019	2020	2021	\$	%
Number of Positions (FTE)		9.97	9.95	13.05	3.10	31.2%
Personnel Expenditures						
Permanent Salaries	51100	958,057	1,039,109	1,460,006	420,897	40.5%
Overtime Salaries	51150	245		1,000	1,000	
Temporary Salaries	51200					
Payroll Taxes	51300	14,821	14,853	20,669	5,816	39.2%
Pension Benefits	51400	182,535	224,620	321,619	96,999	43.2%
FICA Replacement Benefits	51500	10,582	17,453	24,488	7,035	40.3%
Group Insurance Benefits	51600	144,031	188,789	262,674	73,885	39.1%
Employee Transportation Subsidy	51700	15,170	13,946	28,345	14,399	103.2%
Workers' Compensation	51800	2,894	5,651	7,233	1,582	28.0%
Other Post Employment Benefits	51850	91,064	98,272	125,783	27,511	28.0%
Board Stipends	51900					
Total Personnel Expenditures		1,419,399	1,602,693	2,251,817	649,124	40.5%
Services & Supplies Expenditures						
Travel In-State	52200	8,123	3,000	9,500	6,500	216.7%
Travel Out-of-State	52220		3,000	1,500	(1,500)	(50.0)%
Training & Education	52300	12,205	6,000	10,000	4,000	66.7%
Repair & Maintenance (Equipment)	52400		1,000	800	(200)	(20.0)%
Communications	52500	184	1,000	1,000		
Building Maintenance	52600					
Utilities	52700					
Postage	52800					
Printing & Reproduction	52900	6,748	8,000	9,000	1,000	12.5%
Equipment Rental	53100					
Rents & Leases	53200					
Professional Services & Contracts	53300	667,393	526,000	591,000	65,000	12.4%
General Insurance	53400					
Shop & Field Supplies	53500					
Laboratory Supplies	53600					
Gasoline & Variable Fuel	53700					
Computer Hardware & Software	53800	3,212	2,000	1,500	(500)	(25.0)%
Stationery & Office Supplies	53900	1,919	3,000		(3,000)	(100.0)%
Books & Journals	54100	157	800		(800)	(100.0)%
Minor Office Equipment	54200	382	3,000		(3,000)	(100.0)%
Total Services & Supplies Expenditures		700,323	556,800	624,300	67,500	12.1%
Capital Expenditures						
Leasehold Improvements	60100					
Building & Grounds	60105					
Office Equipment	60110			1,000	1,000	
Computer & Network Equipment	60115					
Motorized Equipment	60120					
Lab & Monitoring Equipment	60125					
Communications Equipment	60130					
General Equipment	60135					
PM 2.5 Equipment	60140					
Biotech Equipment	60145					
Total Capital Expenditures				1,000	1,000	
Transfer In/Out		(135,618)				
Total Expenditures		1,984,104	2,159,493	2,877,117	717,624	33.2%

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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 Office, Fleet and Facilities 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 Office is responsible for contracts, purchasing, non-workers compensation risk management, and office support services.

The Fleet and Facilities Office is responsible for the acquisition and maintenance of the vehicle fleet, planning, maintenance and operations of Air District facilities, and general security/safety. Testing

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.

Managing Division:	
Administrative Resources Division	
Contact Person:	
Judy Yu	
Program Purpose:	
Administer payroll for District employees.	
Description of Program:	
The Payroll Program includes administering all aspects of the Air District's payroll, leave accruals, disability payments, and other related benefits dealing with payroll. It includes maintaining and utilizing the current Dayforce payroll system.	
Justification of Change Request:	
The new payroll system will require additional customizations to improve process and workflow. Customized training is necessary to maximize the utilization of the payroll system. The budget is increased to reflect these additional cost.	
Activities	
Process biweekly payroll.	
Maintain payroll and time keeping system.	
Monitor leave accruals.	
Audit payroll records.	
Customize payroll system to improve process and workflow.	
Generate payroll reports.	
Respond to employment verifications and other external request for payroll information.	
Monitor and comply with federal, state, and local regulations related to payroll.	
Implement self-service features of payroll system.	
Major Objectives	Delivery Date
Administer and process biweekly payroll in an efficient and effective manner. Assists with problem solving on all aspects of payroll.	Ongoing
Implement new features of the payroll and timekeeping system and customize system to improve process and workflow.	Ongoing

		Audited Program Expenditures	Approved Program Budget	Proposed Program Budget	FTE/Dollar Change	Percent Change
		2019	2020	2021	\$	%
Number of Positions (FTE)		0.78	0.93	2.08	1.15	123.7%
Personnel Expenditures						
Permanent Salaries	51100	95,225	104,057	238,351	134,294	129.1%
Overtime Salaries	51150					
Temporary Salaries	51200					
Payroll Taxes	51300	1,426	1,489	3,376	1,887	126.7%
Pension Benefits	51400	16,496	22,551	52,815	30,264	134.2%
FICA Replacement Benefits	51500	1,023	1,631	3,906	2,275	139.5%
Group Insurance Benefits	51600	13,953	20,296	40,256	19,960	98.3%
Employee Transportation Subsidy	51700	1,168	1,303	4,521	3,218	247.0%
Workers' Compensation	51800	289	528	1,154	626	118.6%
Other Post Employment Benefits	51850	9,084	9,185	20,064	10,879	118.4%
Board Stipends	51900					
Total Personnel Expenditures		138,664	161,040	364,443	203,403	126.3%
Services & Supplies Expenditures						
Travel In-State	52200					
Travel Out-of-State	52220	2,221	1,400	4,200	2,800	200.0%
Training & Education	52300		1,600	2,000	400	25.0%
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	146,633	120,000	160,000	40,000	33.3%
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					
Total Services & Supplies Expenditures		148,854	123,000	166,200	43,200	35.1%
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					
Biotech Equipment	60145					
Total Capital Expenditures						
Transfer In/Out		(15,547)				
Total Expenditures		271,971	284,040	530,643	246,603	86.8%

Managing Division:	
Administrative Resources Division	
Contact Person:	
Judy Yu	
Program Purpose:	
Administer benefits, workers' compensation, and safety programs for District employees.	
Description of Program:	
The Benefits Administration Program includes administering all aspect of employee and retiree benefits, workers' compensation, safety, ergonomics and special events. It includes maintaining and utilizing the human resources information systems.	
Justification of Change Request:	
None	
Activities	
Administer benefits for employees and retirees in compliance with policies and procedures.	
Administer health, dental, vision, life and long term disability plans.	
Administer retirement and pension plans.	
Administer flexible spending accounts, employee assistance program, and transit subsidy.	
Administer onboarding and separation.	
Maintain human resources information systems.	
Administer workers' compensation program.	
Administer safety and ergonomics program.	
Conduct a variety of benefits, safety, special trainings and events.	
Administer requirements for respiratory fitness medical examinations.	
Monitor and comply with federal, state, and local regulations related to benefits.	
Major Objectives	Delivery Date
Administer employee benefit program.	Ongoing
Develop and administer the worker's compensation, safety and ergonomic program.	Ongoing
Provide management and employee consultation regarding benefits administration.	Ongoing
Review and perform cost benefit analysis of existing benefit contracts and consider alternative plans.	Ongoing

		Audited Program Expenditures	Approved Program Budget	Proposed Program Budget	FTE/Dollar Change	Percent Change
		2019	2020	2021	\$	%
Number of Positions (FTE)		1.29	0.89	2.41	1.52	170.8%
Personnel Expenditures						
Permanent Salaries	51100	132,404	91,908	242,279	150,371	163.6%
Overtime Salaries	51150	1,122				
Temporary Salaries	51200	1,773				
Payroll Taxes	51300	204,360	1,314	3,420	2,106	160.3%
Pension Benefits	51400	24,646	19,082	50,791	31,709	166.2%
FICA Replacement Benefits	51500	195,756	1,561	4,526	2,965	189.9%
Group Insurance Benefits	51600	2,625,604	2,772,567	3,006,753	234,186	8.4%
Employee Transportation Subsidy	51700	1,698	1,247	5,240	3,993	320.2%
Workers' Compensation	51800	41,817	505	1,337	832	164.8%
Other Post Employment Benefits	51850	13,715	8,790	23,251	14,461	164.5%
Board Stipends	51900					
Total Personnel Expenditures		3,242,895	2,896,974	3,337,597	440,623	15.2%
Services & Supplies Expenditures						
Travel In-State	52200	1,129	2,600	2,800	200	7.7%
Travel Out-of-State	52220		1,400	1,400		
Training & Education	52300	11,215	66,000	54,000	(12,000)	(18.2)%
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	126,000	140,000	14,000	11.1%
General Insurance	53400					
Shop & Field Supplies	53500	19,957	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					
Total Services & Supplies Expenditures		83,924	231,000	233,200	2,200	1.0%
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					
Total Capital Expenditures						
Transfer In/Out		(362,957)				
Total Expenditures		2,963,862	3,127,974	3,570,797	442,823	14.2%

Managing Division:	
Administrative Resources Division	
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:	
The District will be working on a 5-year employee engagement plan. The budget is increased to reflect the additional cost of this initiative.	
Activities	
Provide District-wide and Division-specific trainings as requested or needed.	
Develop leadership development program and mentorship program as part of overall succession planning.	
Provide Ethics, Harassment Prevention, and any required trainings.	
Provide coaching and development support to management and staff as needed.	
Administer the performance evaluation program.	
Administer the educational reimbursement program.	
Coordinate and implement the various wellness activities and events.	
Coordinate the employee engagement program.	
Monitor and comply with federal, state, and local regulations related to training.	
Major Objectives	Delivery Date
Develop and administer the training programs for all staff level focusing in the changing needs and priorities of the Air District.	Ongoing
Develop a leadership and mentorship program as part of succession planning.	Ongoing
Develop and administer the wellness program.	Ongoing
Administer the performance evaluation online system.	Ongoing
Coordinate the employee engagement program	Ongoing

		Audited Program Expenditures	Approved Program Budget	Proposed Program Budget	FTE/Dollar Change	Percent Change
		2019	2020	2021	\$	%
Number of Positions (FTE)		0.84	1.04	1.55	0.51	49.0%
Personnel Expenditures						
Permanent Salaries	51100	91,978	110,205	194,694	84,489	76.7%
Overtime Salaries	51150	133				
Temporary Salaries	51200					
Payroll Taxes	51300	1,478	1,576	2,763	1,187	75.3%
Pension Benefits	51400	20,162	23,812	42,062	18,250	76.6%
FICA Replacement Benefits	51500	1,033	1,824	2,908	1,084	59.4%
Group Insurance Benefits	51600	14,052	16,371	21,723	5,352	32.7%
Employee Transportation Subsidy	51700	1,365	1,458	3,367	1,909	130.9%
Workers' Compensation	51800	279	591	859	268	45.3%
Other Post Employment Benefits	51850	8,780	10,272	14,940	4,668	45.4%
Board Stipends	51900					
Total Personnel Expenditures		139,260	166,109	283,316	117,207	70.6%
Services & Supplies Expenditures						
Travel In-State	52200	805	2,600	1,400	(1,200)	(46.2)%
Travel Out-of-State	52220		1,400	1,200	(200)	(14.3)%
Training & Education	52300	128,967	181,000	195,000	14,000	7.7%
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	21,761		160,000	160,000	
General Insurance	53400					
Shop & Field Supplies	53500	40				
Laboratory Supplies	53600					
Gasoline & Variable Fuel	53700					
Computer Hardware & Software	53800					
Stationery & Office Supplies	53900					
Books & Journals	54100					
Minor Office Equipment	54200					
Total Services & Supplies Expenditures		151,573	185,000	357,600	172,600	93.3%
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					
Biotech Equipment	60145					
Total Capital Expenditures						
Transfer In/Out		(15,613)				
Total Expenditures		275,220	351,109	640,916	289,807	82.5%

Managing Division:	
Administrative Resources Division	
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: employee relations, labor relations, classification and compensation, Equal Employment Opportunity (EEO) programs, personnel regulatory compliance, research and recordkeeping.	
Justification of Change Request:	
The budget is increased to reflect the increase cost in the employee relation activities.	
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.	
Maintain accurate employment records.	
Provide discipline counseling.	
Monitor and comply with federal, state, and local regulations related to labor.	
Major Objectives	Delivery Date
Administer, interpret, implement and comply with the MOU and Administrative Code.	Ongoing
Continue positive relations with the Employees' Association.	Ongoing
Monitor and comply with federal, state, and local regulations.	Ongoing
Administer the Equal Employment Opportunity policy.	Ongoing
Ensure reliability of employment history and data.	Ongoing

		Audited Program Expenditures	Approved Program Budget	Proposed Program Budget	FTE/Dollar Change	Percent Change
		2019	2020	2021	\$	%
Number of Positions (FTE)		1.70	1.49	1.77	0.28	18.79%
Personnel Expenditures						
Permanent Salaries	51100	228,478	196,589	258,439	61,850	31.46%
Overtime Salaries	51150	833				
Temporary Salaries	51200	62,158				
Payroll Taxes	51300	3,385	2,819	3,679	860	30.5%
Pension Benefits	51400	43,587	43,024	58,698	15,674	36.4%
FICA Replacement Benefits	51500	2,386	2,614	3,337	723	27.7%
Group Insurance Benefits	51600	32,520	29,004	31,491	2,487	8.6%
Employee Transportation Subsidy	51700	2,591	2,088	3,863	1,775	85.0%
Workers' Compensation	51800	661	846	986	140	16.5%
Other Post Employment Benefits	51850	20,811	14,716	17,142	2,426	16.5%
Board Stipends	51900					
Total Personnel Expenditures		397,410	291,700	377,635	85,935	29.5%
Services & Supplies Expenditures						
Travel In-State	52200	4,024	6,000	10,000	4,000	66.7%
Travel Out-of-State	52220					
Training & Education	52300	9,558	9,000	10,000	1,000	11.1%
Repair & Maintenance (Equipment)	52400					
Communications	52500	866				
Building Maintenance	52600					
Utilities	52700					
Postage	52800					
Printing & Reproduction	52900					
Equipment Rental	53100					
Rents & Leases	53200					
Professional Services & Contracts	53300	439,654	301,000	351,000	50,000	16.6%
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					
Total Services & Supplies Expenditures		454,102	317,000	372,000	55,000	17.4%
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					
Biotech Equipment	60145					
Total Capital Expenditures						
Transfer In/Out		(44,556)				
Total Expenditures		806,956	608,700	749,635	140,935	23.15%

Managing Division:	
Administrative Resources Division	
Contact Person:	
Judy Yu	
Program Purpose:	
Administer a merit based recruitment and selection process for external and internal candidates to fill vacant positions.	
Description of Program:	
The Recruitment and Testing Program includes the following activities: testing of internal and external candidates, outreaching and advertising the positions as a choice of employment, maintaining the recruiting online system, and maintaining equal employment policy and compliance with all laws, policies, and requirements.	
Justification of Change Request:	
None	
Activities	
Conduct testing, including application screening, panel and hiring interviews, testing, etc.	
Advertise and outreach vacant positions in various mediums.	
Work with hiring managers to determine recruitment strategies.	
Perform background checks, reference checks, DMV checks and physical abilities checks.	
Participate in local, state and federal job fairs and similar outreach activities.	
Contract professional services for specialized executive management recruitments.	
Maintain online applicant tracking system.	
Monitor and comply with federal, state, and local regulations related to testing	
Major Objectives	Delivery Date
Conduct merit based testing for internal and external candidates.	Ongoing
Comply with all applicable recruitment policies, requirements and law.	Ongoing
Conduct regional, statewide and nationwide outreach to attract quality candidates.	Ongoing
Maintain Air District's Equal Opportunity Policy for recruitment and testing.	Ongoing

		Audited Program Expenditures	Approved Program Budget	Proposed Program Budget	FTE/Dollar Change	Percent Change
		2019	2020	2021	\$	%
Number of Positions (FTE)		2.51	3.10	3.40	0.30	9.68%
Personnel Expenditures						
Permanent Salaries	51100	262,344	329,488	424,406	94,918	28.81%
Overtime Salaries	51150					
Temporary Salaries	51200	13,588				
Payroll Taxes	51300	3,994	4,711	6,023	1,312	27.8%
Pension Benefits	51400	52,810	69,630	95,493	25,863	37.1%
FICA Replacement Benefits	51500	2,885	5,438	6,380	942	17.3%
Group Insurance Benefits	51600	39,238	57,823	56,806	(1,017)	(1.8)%
Employee Transportation Subsidy	51700	4,331	4,345	7,385	3,040	70.0%
Workers' Compensation	51800	793	1,760	1,884	124	7.0%
Other Post Employment Benefits	51850	24,951	30,617	32,771	2,154	7.0%
Board Stipends	51900					
Total Personnel Expenditures		404,934	503,812	631,148	127,336	25.3%
Services & Supplies Expenditures						
Travel In-State	52200	645		5,600	5,600	
Travel Out-of-State	52220	2,144	2,700	5,600	2,900	107.4%
Training & Education	52300	3,600	1,000	2,000	1,000	100.0%
Repair & Maintenance (Equipment)	52400					
Communications	52500	63,915	50,000	50,000		
Building Maintenance	52600					
Utilities	52700					
Postage	52800					
Printing & Reproduction	52900					
Equipment Rental	53100					
Rents & Leases	53200					
Professional Services & Contracts	53300	45,121	80,000	80,000		
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					
Total Services & Supplies Expenditures		115,425	133,700	143,200	9,500	7.1%
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					
Biotech Equipment	60145					
Total Capital Expenditures						
Transfer In/Out		(45,400)				
Total Expenditures		474,959	637,512	774,348	136,836	21.46%

Managing Division:	
Administrative Resources Division	
Contact Person:	
Maricela Martinez	
Program Purpose:	
Facilities Planning and Maintenance of existing Air District owned facilities, leased satellite offices, equipment and supplies.	
Description of Program:	
The Facilities Office provides for the day to day operations of the Air District's offices at 375 Beale Street and 4114 Lakeside Drive and all leased satellite offices. The development of safety protocols is ongoing, security, and maintenance of existing infrastructure and equipment is ongoing and includes satellite offices.	
Justification of Change Request:	
The budget increased to address maintenance services for all District's Offices.	
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.	
Special AD events and workshop logistics.	
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
Special Air District events and workshop logistics	Ongoing

		Audited Program Expenditures	Approved Program Budget	Proposed Program Budget	FTE/Dollar Change	Percent Change
		2019	2020	2021	\$	%
Number of Positions (FTE)		2.75	2.33	3.33	1.00	42.92%
Personnel Expenditures						
Permanent Salaries	51100	239,785	219,468	343,864	124,396	56.68%
Overtime Salaries	51150	8,976		9,000	9,000	
Temporary Salaries	51200					
Payroll Taxes	51300	3,724	3,132	4,858	1,726	55.1%
Pension Benefits	51400	38,701	47,137	79,018	31,881	67.6%
FICA Replacement Benefits	51500	2,658	4,087	6,250	2,163	52.9%
Group Insurance Benefits	51600	36,222	50,769	60,334	9,565	18.8%
Employee Transportation Subsidy	51700	2,880	3,266	7,235	3,969	121.5%
Workers' Compensation	51800	727	1,323	1,846	523	39.5%
Other Post Employment Benefits	51850	22,889	23,012	32,104	9,092	39.5%
Board Stipends	51900					
Total Personnel Expenditures		356,562	352,194	544,509	192,315	54.6%
Services & Supplies Expenditures						
Travel In-State	52200	3,690				
Travel Out-of-State	52220					
Training & Education	52300	16				
Repair & Maintenance (Equipment)	52400		28,000	30,000	2,000	7.1%
Communications	52500	669				
Building Maintenance	52600	194,432	345,000	205,000	(140,000)	(40.6)%
Utilities	52700	20,496	67,000	67,000		
Postage	52800					
Printing & Reproduction	52900	147		200	200	
Equipment Rental	53100	2,704		3,000	3,000	
Rents & Leases	53200	76,117		1,235	1,235	
Professional Services & Contracts	53300	236,264	257,000	600,000	343,000	133.5%
General Insurance	53400					
Shop & Field Supplies	53500	240	3,500	3,500		
Laboratory Supplies	53600					
Gasoline & Variable Fuel	53700					
Computer Hardware & Software	53800					
Stationery & Office Supplies	53900					
Books & Journals	54100					
Minor Office Equipment	54200	86,995	106,000	106,000		
Non-capital assets	54600	1,010				
Total Services & Supplies Expenditures		622,780	806,500	1,015,935	209,435	26.0%
Capital Expenditures						
Leasehold Improvements	60100		4,000,000		(4,000,000)	(100.0)%
Building & Grounds	60105	13,107,711				
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					
Biotech Equipment	60145					
Total Capital Expenditures		13,107,711	4,000,000		(4,000,000)	(100.0)%
Transfer In/Out		(39,977)				
Total Expenditures		14,047,076	5,158,694	1,560,444	(3,598,250)	(69.75)%

Managing Division:	
Administrative Resources Division	
Contact Person:	
Satnam Hundel	
Program Purpose:	
Maintenance of the day-to-day communication and reproduction operations of the Air 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.	
Maintain subscription service for Air District publications.	
Process reproduction requests, including document binding and package preparation.	
Prepare, reproduce and mail board packets, asbestos reports, permits, permit invoices, data update forms, and other materials as requested.	
Receive and deliver incoming packages and deliveries.	
Major Objectives	Delivery Date
Process incoming and outgoing mail as well as packages.	Ongoing
Process reproduction requests.	Ongoing
Manage contracts, RFPs/RFQs, fleet services, business supplies, mailroom, and facilities operations.	Ongoing

		Audited Program Expenditures	Approved Program Budget	Proposed Program Budget	FTE/Dollar Change	Percent Change
		2019	2020	2021	\$	%
Number of Positions (FTE)		2.48	2.67	1.01	(1.66)	(62.17)%
Personnel Expenditures						
Permanent Salaries	51100	179,930	201,971	117,623	(84,348)	(41.76)%
Overtime Salaries	51150	3,132				
Temporary Salaries	51200	14,946				
Payroll Taxes	51300	2,708	2,871	1,667	(1,204)	(41.9)%
Pension Benefits	51400	35,148	41,558	25,527	(16,031)	(38.6)%
FICA Replacement Benefits	51500	1,933	4,683	1,904	(2,779)	(59.3)%
Group Insurance Benefits	51600	26,326	39,912	16,478	(23,434)	(58.7)%
Employee Transportation Subsidy	51700	2,092	3,742	2,204	(1,538)	(41.1)%
Workers' Compensation	51800	546	1,516	562	(954)	(62.9)%
Other Post Employment Benefits	51850	17,173	26,370	9,782	(16,588)	(62.9)%
Board Stipends	51900					
Total Personnel Expenditures		283,934	322,623	175,747	(146,876)	(45.5)%
Services & Supplies Expenditures						
Travel In-State	52200					
Travel Out-of-State	52220					
Training & Education	52300	40	2,000	2,500	500	25.0%
Repair & Maintenance (Equipment)	52400	200				
Communications	52500	184,743	235,000	250,000	15,000	6.4%
Building Maintenance	52600					
Utilities	52700					
Postage	52800	51,048	92,000	105,000	13,000	14.1%
Printing & Reproduction	52900					
Equipment Rental	53100	59,112	35,000	85,000	50,000	142.9%
Rents & Leases	53200					
Professional Services & Contracts	53300	152,451	236,000	500,000	264,000	111.9%
General Insurance	53400					
Shop & Field Supplies	53500	15				
Laboratory Supplies	53600					
Gasoline & Variable Fuel	53700					
Computer Hardware & Software	53800					
Stationery & Office Supplies	53900	42				
Books & Journals	54100					
Minor Office Equipment	54200					
Total Services & Supplies Expenditures		447,651	600,000	942,500	342,500	57.1%
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					
Biotech Equipment	60145					
Total Capital Expenditures						
Transfer In/Out		(31,834)				
Total Expenditures		699,751	922,623	1,118,247	195,624	21.20%

Managing Division:	
Administrative Resources Division	
Contact Person:	
Maricela Martinez	
Program Purpose:	
This program will pay operating and maintenance costs associated with the Air District's office space located in Richmond, CA.	
Description of Program:	
This program will pay for the reconfiguring the Richmond Office and all costs associated with building maintenance of the facility, including shared costs associated with the Condominium Association.	
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 2019/2020	Monthly

	Audited Program Expenditures	Approved Program Budget	Proposed Program Budget	FTE/Dollar Change	Percent Change
	2019	2020	2021	\$	%
Number of Positions (FTE)					
Personnel Expenditures					
Permanent Salaries	51100				
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	52220				
Training & Education	52300				
Repair & Maintenance (Equipment)	52400	2,506			
Communications	52500				
Building Maintenance	52600				
Utilities	52700	2,790	11,000	11,000	
Postage	52800				
Printing & Reproduction	52900				
Equipment Rental	53100				
Rents & Leases	53200	1,300,000		(1,300,000)	(100.0)%
Professional Services & Contracts	53300	157,920	1,700,000	1,700,000	
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				
Total Services & Supplies Expenditures					
	163,216	1,300,000	1,711,000	411,000	31.6%
Capital Expenditures					
Leasehold Improvements	60100		6,000,000	6,000,000	
Building & Grounds	60105	77,346			
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				
Biotech Equipment	60145				
Total Capital Expenditures					
	77,346		6,000,000	6,000,000	
Transfer In/Out					
Total Expenditures					
	240,562	1,300,000	7,711,000	6,411,000	493.15%

Managing Division:	
Administrative Resources Division	
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

		Audited Program Expenditures	Approved Program Budget	Proposed Program Budget	FTE/Dollar Change	Percent Change
		2019	2020	2021	\$	%
Number of Positions (FTE)		2.92	2.87	2.51	(0.36)	(12.54)%
Personnel Expenditures						
Permanent Salaries	51100	326,688	327,913	328,330	417	0.13%
Overtime Salaries	51150	1,415				
Temporary Salaries	51200	5,171				
Payroll Taxes	51300	5,053	4,693	4,664	(29)	(0.6)%
Pension Benefits	51400	55,114	71,267	74,489	3,222	4.5%
FICA Replacement Benefits	51500	3,598	5,034	4,721	(313)	(6.2)%
Group Insurance Benefits	51600	49,027	52,820	46,464	(6,356)	(12.0)%
Employee Transportation Subsidy	51700	4,068	4,023	5,465	1,442	35.8%
Workers' Compensation	51800	991	1,630	1,394	(236)	(14.5)%
Other Post Employment Benefits	51850	31,183	28,346	24,250	(4,096)	(14.5)%
Board Stipends	51900					
Total Personnel Expenditures		482,308	495,726	489,777	(5,949)	(1.2)%
Services & Supplies Expenditures						
Travel In-State	52200					
Travel Out-of-State	52220					
Training & Education	52300		1,200	1,500	300	25.0%
Repair & Maintenance (Equipment)	52400					
Communications	52500					
Building Maintenance	52600					
Utilities	52700					
Postage	52800					
Printing & Reproduction	52900	6,927	42,500	44,164	1,664	3.9%
Equipment Rental	53100					
Rents & Leases	53200					
Professional Services & Contracts	53300					
General Insurance	53400	325,199	364,000	477,250	113,250	31.1%
Shop & Field Supplies	53500					
Laboratory Supplies	53600					
Gasoline & Variable Fuel	53700					
Computer Hardware & Software	53800					
Stationery & Office Supplies	53900	17,425	105,000	115,000	10,000	9.5%
Books & Journals	54100					
Minor Office Equipment	54200					
Total Services & Supplies Expenditures		349,551	512,700	637,914	125,214	24.4%
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					
Biotech Equipment	60145					
Total Capital Expenditures						
Transfer In/Out		(54,075)				
Total Expenditures		777,784	1,008,426	1,127,691	119,265	11.83%

Managing Division:	
Administrative Resources Division	
Contact Person:	
Maricela Martinez	
Program Purpose:	
This program will pay for 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. This program will also pay for the lease payments associated with the Air District's financing ownership interest of its portion of the facility.	
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 and payments related to its lease payments through the issuance of a private placement of Certificate of Participation Notes (COPS) with the Bay Area Housing Authority.	
Justification of Change Request:	
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. Beginning in FYE 2019, the lease payments associated with paying down the COPS are being paid through this program.	
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

	Audited Program Expenditures	Approved Program Budget	Proposed Program Budget	FTE/Dollar Change	Percent Change
	2019	2020	2021	\$	%
Number of Positions (FTE)					
Personnel Expenditures					
Permanent Salaries	51100				
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	52220				
Training & Education	52300				
Repair & Maintenance (Equipment)	52400		300,000	300,000	
Communications	52500				
Building Maintenance	52600				
Utilities	52700				
Postage	52800				
Printing & Reproduction	52900				
Equipment Rental	53100				
Rents & Leases	53200	280,678	1,300,000	1,300,000	
Professional Services & Contracts	53300	2,059,761	2,600,000	490,000	23.2%
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				
Total Services & Supplies Expenditures	2,340,439	2,110,000	4,200,000	2,090,000	99.1%
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				
Biotech Equipment	60145				
Total Capital Expenditures					
Transfer In/Out					
Total Expenditures	2,340,439	2,110,000	4,200,000	2,090,000	99.05%

Managing Division:	
Administrative Resources Division	
Contact Person:	
Maricela Martinez	
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	Ongoing

Fleet Services

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		Audited Program Expenditures	Approved Program Budget	Proposed Program Budget	FTE/Dollar Change	Percent Change
		2019	2020	2021	\$	%
Number of Positions (FTE)		1.07	1.44	2.83	1.39	96.53%
Personnel Expenditures						
Permanent Salaries	51100	129,174	175,467	299,450	123,983	70.66%
Overtime Salaries	51150					
Temporary Salaries	51200	3,237				
Payroll Taxes	51300	1,990	2,513	4,233	1,720	68.4%
Pension Benefits	51400	23,739	37,541	66,139	28,598	76.2%
FICA Replacement Benefits	51500	1,429	2,526	5,323	2,797	110.7%
Group Insurance Benefits	51600	19,464	34,776	39,344	4,568	13.1%
Employee Transportation Subsidy	51700	4,063	2,018	6,162	4,144	205.4%
Workers' Compensation	51800	392	818	1,572	754	92.2%
Other Post Employment Benefits	51850	12,331	14,222	27,343	13,121	92.3%
Board Stipends	51900					
Total Personnel Expenditures		195,819	269,881	449,566	179,685	66.6%
Services & Supplies Expenditures						
Travel In-State	52200	3,056				
Travel Out-of-State	52220	325				
Training & Education	52300		3,000	3,000		
Repair & Maintenance (Equipment)	52400	11,769	12,500	13,700	1,200	9.6%
Communications	52500	605		700	700	
Building Maintenance	52600					
Utilities	52700					
Postage	52800					
Printing & Reproduction	52900					
Equipment Rental	53100					
Rents & Leases	53200	540,477	750,000	750,000		
Professional Services & Contracts	53300	36	12,500	12,500		
General Insurance	53400	40,513	55,000	62,000	7,000	12.7%
Shop & Field Supplies	53500					
Laboratory Supplies	53600					
Gasoline & Variable Fuel	53700	237,184	265,000	265,000		
Computer Hardware & Software	53800					
Stationery & Office Supplies	53900					
Books & Journals	54100					
Minor Office Equipment	54200					
Total Services & Supplies Expenditures		833,965	1,098,000	1,106,900	8,900	0.8%
Capital Expenditures						
Leasehold Improvements	60100					
Building & Grounds	60105					
Office Equipment	60110					
Computer & Network Equipment	60115					
Motorized Equipment	60120	52,717				
Lab & Monitoring Equipment	60125					
Communications Equipment	60130					
General Equipment	60135					
PM 2.5 Equipment	60140					
Biotech Equipment	60145					
Total Capital Expenditures		52,717				
Transfer In/Out		(21,955)				
Total Expenditures		1,060,546	1,367,881	1,556,466	188,585	13.79%

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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.

Managing Division:	
Legal Services Division	
Contact Person:	
Brian 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.	
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
Not Applicable	Ongoing

		Audited Program Expenditures	Approved Program Budget	Proposed Program Budget	FTE/Dollar Change	Percent Change
		2019	2020	2021	\$	%
Number of Positions (FTE)		6.69	7.70	9.11	1.41	18.3%
Personnel Expenditures						
Permanent Salaries	51100	1,192,163	1,368,819	1,562,537	193,718	14.2%
Overtime Salaries	51150					
Temporary Salaries	51200					
Payroll Taxes	51300	18,386	19,682	23,099	3,417	17.4%
Pension Benefits	51400	228,080	294,242	356,514	62,272	21.2%
FICA Replacement Benefits	51500	13,007	13,506	17,111	3,605	26.7%
Group Insurance Benefits	51600	176,903	143,204	180,786	37,582	26.2%
Employee Transportation Subsidy	51700	15,275	10,792	19,806	9,014	83.5%
Workers' Compensation	51800	3,616	4,373	5,054	681	15.6%
Other Post Employment Benefits	51850	113,783	76,049	87,891	11,842	15.6%
Board Stipends	51900					
Total Personnel Expenditures		1,761,213	1,930,667	2,252,798	322,131	16.7%
Services & Supplies Expenditures						
Travel In-State	52200	4,218	3,000	10,000	7,000	233.3%
Travel Out-of-State	52220	6,349	4,000	10,000	6,000	150.0%
Training & Education	52300	11,117	6,500	11,500	5,000	76.9%
Repair & Maintenance (Equipment)	52400					
Communications	52500	3,509	5,000	5,000		
Building Maintenance	52600					
Utilities	52700					
Postage	52800					
Printing & Reproduction	52900	1,459	4,000	4,000		
Equipment Rental	53100					
Rents & Leases	53200					
Professional Services & Contracts	53300	58,342	45,000	75,000	30,000	66.7%
General Insurance	53400					
Shop & Field Supplies	53500					
Laboratory Supplies	53600					
Gasoline & Variable Fuel	53700					
Computer Hardware & Software	53800					
Stationery & Office Supplies	53900	840		1,000	1,000	
Books & Journals	54100	48,896	40,000	50,000	10,000	25.0%
Minor Office Equipment	54200					
Total Services & Supplies Expenditures		134,730	107,500	166,500	59,000	54.9%
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					
Total Capital Expenditures						
Transfer In/Out		(191,282)				
Total Expenditures		1,704,661	2,038,167	2,419,298	381,131	18.7%

Managing Division:	
Legal Services Division	
Contact Person:	
Brian 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
Not applicable.	Ongoing

		Audited Program Expenditures	Approved Program Budget	Proposed Program Budget	FTE/Dollar Change	Percent Change
		2019	2020	2021	\$	%
Number of Positions (FTE)		0.13	0.41	0.01	(0.40)	(97.6)%
Personnel Expenditures						
Permanent Salaries	51100	21,211	76,881	2,458	(74,423)	(96.8)%
Overtime Salaries	51150					
Temporary Salaries	51200					
Payroll Taxes	51300	367	1,106	35	(1,071)	(96.8)%
Pension Benefits	51400	9,118	16,744	572	(16,172)	(96.6)%
FICA Replacement Benefits	51500	241	719	23	(696)	(96.8)%
Group Insurance Benefits	51600	3,289	8,571	321	(8,250)	(96.3)%
Employee Transportation Subsidy	51700	261	575	27	(548)	(95.3)%
Workers' Compensation	51800	64	233	7	(226)	(97.0)%
Other Post Employment Benefits	51850	2,025	4,049	119	(3,930)	(97.1)%
Board Stipends	51900					
Total Personnel Expenditures		36,576	108,878	3,562	(105,316)	(96.7)%
Services & Supplies Expenditures						
Travel In-State	52200					
Travel Out-of-State	52220					
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					
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					
Biotech Equipment	60145					
Total Capital Expenditures						
Transfer In/Out						
Total Expenditures		36,576	108,878	3,562	(105,316)	(96.7)%

Managing Division:	
Legal Services Division	
Contact Person:	
Brian Bunger	
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
Not applicable.	Ongoing

Penalties Enforcement & Settlement

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		Audited Program Expenditures	Approved Program Budget	Proposed Program Budget	FTE/Dollar Change	Percent Change
		2019	2020	2021	\$	%
Number of Positions (FTE)		3.43	3.54	3.89	0.35	9.9%
Personnel Expenditures						
Permanent Salaries	51100	473,633	506,023	596,526	90,503	17.9%
Overtime Salaries	51150					
Temporary Salaries	51200					
Payroll Taxes	51300	7,377	7,261	8,604	1,343	18.5%
Pension Benefits	51400	90,255	109,289	135,208	25,919	23.7%
FICA Replacement Benefits	51500	5,286	6,209	7,307	1,098	17.7%
Group Insurance Benefits	51600	71,929	59,798	76,360	16,562	27.7%
Employee Transportation Subsidy	51700	6,087	4,962	8,458	3,496	70.5%
Workers' Compensation	51800	1,437	2,010	2,158	148	7.4%
Other Post Employment Benefits	51850	45,212	34,963	37,533	2,570	7.4%
Board Stipends	51900					
Total Personnel Expenditures		701,216	730,515	872,154	141,639	19.4%
Services & Supplies Expenditures						
Travel In-State	52200		2,800	2,800		
Travel Out-of-State	52220					
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					
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					
Total Services & Supplies Expenditures			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					
Biotech Equipment	60145					
Total Capital Expenditures						
Transfer In/Out						
Total Expenditures		701,216	736,315	877,954	141,639	19.2%

Managing Division:	
Legal Services Division	
Contact Person:	
Brian 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; he 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
Not applicable.	Ongoing

		Audited Program Expenditures	Approved Program Budget	Proposed Program Budget	FTE/Dollar Change	Percent Change
		2019	2020	2021	\$	%
Number of Positions (FTE)		1.21	1.28	0.68	(0.60)	(46.9)%
Personnel Expenditures						
Permanent Salaries	51100	230,304	249,616	148,436	(101,180)	(40.5)%
Overtime Salaries	51150					
Temporary Salaries	51200					
Payroll Taxes	51300	3,567	3,592	2,286	(1,306)	(36.4)%
Pension Benefits	51400	45,856	54,313	33,914	(20,399)	(37.6)%
FICA Replacement Benefits	51500	2,596	2,245	1,288	(957)	(42.6)%
Group Insurance Benefits	51600	35,397	28,976	16,343	(12,633)	(43.6)%
Employee Transportation Subsidy	51700	2,829	1,794	1,491	(303)	(16.9)%
Workers' Compensation	51800	699	727	381	(346)	(47.6)%
Other Post Employment Benefits	51850	21,982	12,642	6,618	(6,024)	(47.7)%
Board Stipends	51900					
Total Personnel Expenditures		343,230	353,905	210,757	(143,148)	(40.4)%
Services & Supplies Expenditures						
Travel In-State	52200	60				
Travel Out-of-State	52220					
Training & Education	52300	160	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	40,990	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	3,211		4,000	4,000	
Minor Office Equipment	54200	313	7,000	3,000	(4,000)	(57.1)%
Total Services & Supplies Expenditures		44,734	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					
Biotech Equipment	60145					
Total Capital Expenditures						
Transfer In/Out						
Total Expenditures		387,964	601,205	458,057	(143,148)	(23.8)%

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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, 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 and target audiences. This includes publishing newsletters, the annual report, videos and collateral materials. The office also provides and oversees graphic design services and provides Air District tours for international delegations, organizations and school groups.

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 and the impacts of climate change.	
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 and social media. Develop graphically appealing and compelling images and infographics to better message Air District efforts on social media, presentations and displays.	
Justification of Change Request:	
Budget increased due to new staff training requirements, support for AB 617 activities, support for EV programs, general outreach support and additional program management.	
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	
Develop wildfire messaging, procedures, graphics, printed and web materials	
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	
Support Air District's Emergency Operations Plan	
Major Objectives	Delivery Date
Produce Air District Annual Report.	June 2021
Publish quarterly Air Currents newsletter.	June 2021
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
Develop and grow Air District social media platforms.	Ongoing
Crisis communications and emergency response for air quality incidents.	Ongoing

		Audited Program Expenditures	Approved Program Budget	Proposed Program Budget	FTE/Dollar Change	Percent Change
		2019	2020	2021	\$	%
Number of Positions (FTE)		5.86	5.23	5.82	0.59	11.3%
Personnel Expenditures						
Permanent Salaries	51100	756,266	594,118	751,397	157,279	26.5%
Overtime Salaries	51150	6,705		7,000	7,000	
Temporary Salaries	51200	107,153				
Payroll Taxes	51300	11,730	8,502	10,733	2,231	26.2%
Pension Benefits	51400	140,635	129,335	170,715	41,380	32.0%
FICA Replacement Benefits	51500	8,387	9,173	10,923	1,750	19.1%
Group Insurance Benefits	51600	114,132	99,327	88,758	(10,569)	(10.6)%
Employee Transportation Subsidy	51700	9,403	7,330	12,643	5,313	72.5%
Workers' Compensation	51800	2,294	2,970	3,226	256	8.6%
Other Post Employment Benefits	51850	72,190	51,654	56,107	4,453	8.6%
Board Stipends	51900					
Total Personnel Expenditures		1,228,895	902,409	1,111,502	209,093	23.2%
Services & Supplies Expenditures						
Travel In-State	52200	5,968	14,000	14,000		
Travel Out-of-State	52220	3,925	6,000	6,000		
Training & Education	52300	10,508	16,500	21,500	5,000	30.3%
Repair & Maintenance (Equipment)	52400					
Communications	52500	11,734	47,000	52,000	5,000	10.6%
Building Maintenance	52600					
Utilities	52700					
Postage	52800		4,000	4,000		
Printing & Reproduction	52900	9,718	42,000	42,000		
Equipment Rental	53100					
Rents & Leases	53200					
Professional Services & Contracts	53300	438,851	420,000	620,000	200,000	47.6%
General Insurance	53400					
Shop & Field Supplies	53500					
Laboratory Supplies	53600					
Gasoline & Variable Fuel	53700					
Computer Hardware & Software	53800	18,670	11,000	11,000		
Stationery & Office Supplies	53900	3,221	4,000	4,000		
Books & Journals	54100					
Minor Office Equipment	54200					
Total Services & Supplies Expenditures		502,595	564,500	774,500	210,000	37.2%
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					
Biotech Equipment	60145					
Total Capital Expenditures						
Transfer In/Out		(92,313)				
Total Expenditures		1,639,177	1,466,909	1,886,002	419,093	28.6%

Managing Division:	
Communications Office	
Contact Person:	
Kristine Roselius	
Program Purpose:	
The Spare the Air winter program informs the public about the Wood Burning Rule, the health impacts of wood smoke pollution and alternative, cleaner forms of heat and change-out incentives.	
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 Spare the Air winter 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 increase to cover costs of rebranding and streamlining Spare the Air winter program, update the phone alerts and emergency text alerts.	
Activities	
Develop and disseminate a 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 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 Executive 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 and available incentives.	
Major Objectives	Delivery Date
Launch Spare the Air winter season.	November 2020
Execute and evaluate Spare the Air winter season public outreach campaign.	June 2021
Develop video podcasts, video news releases / statements, displays and infographics for Spare the Air winter programs / events.	Ongoing
Respond to public inquiries, provide informational speeches and presentations.	Ongoing
Publicize cleaner heating options.	June 2021
Monitor and measure campaign effectiveness via public opinion surveys.	March 2021
Develop Spare the Air winter season summary.	April 2021
Issue Alert advisories when air quality is forecast to reach unhealthy levels.	Ongoing
Provide information about the health impacts of wood smoke to the public, community organizations and local government leaders.	Ongoing

		Audited Program Expenditures	Approved Program Budget	Proposed Program Budget	FTE/Dollar Change	Percent Change
		2019	2020	2021	\$	%
Number of Positions (FTE)		1.19	2.18	1.99	(0.19)	(8.7)%
Personnel Expenditures						
Permanent Salaries	51100	118,453	249,361	246,123	(3,238)	(1.3)%
Overtime Salaries	51150	23,321				
Temporary Salaries	51200					
Payroll Taxes	51300	1,758	3,569	3,505	(64)	(1.8)%
Pension Benefits	51400	23,787	54,506	55,723	1,217	2.2%
FICA Replacement Benefits	51500	1,247	3,823	3,750	(73)	(1.9)%
Group Insurance Benefits	51600	17,093	35,262	34,051	(1,211)	(3.4)%
Employee Transportation Subsidy	51700	1,379	3,055	4,341	1,286	42.1%
Workers' Compensation	51800	359	1,238	1,108	(130)	(10.5)%
Other Post Employment Benefits	51850	11,306	21,531	19,265	(2,266)	(10.5)%
Board Stipends	51900					
Total Personnel Expenditures		198,703	372,345	367,866	(4,479)	(1.2)%
Services & Supplies Expenditures						
Travel In-State	52200	322				
Travel Out-of-State	52220					
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	1,146,532	1,125,000	1,325,000	200,000	17.8%
General Insurance	53400					
Shop & Field Supplies	53500	51				
Laboratory Supplies	53600					
Gasoline & Variable Fuel	53700					
Computer Hardware & Software	53800					
Stationery & Office Supplies	53900					
Books & Journals	54100					
Minor Office Equipment	54200					
Total Services & Supplies Expenditures		1,146,905	1,125,000	1,325,000	200,000	17.8%
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					
Biotech Equipment	60145					
Total Capital Expenditures						
Transfer In/Out						
Total Expenditures		1,345,608	1,497,345	1,692,866	195,521	13.1%

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, re-design and update website 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, sparetheair.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 Executive Committee and Board of Directors.	
Major Objectives	Delivery Date
Develop the 2020 Spare the Air campaign.	Ongoing
Launch 2020 Spare the Air ozone season.	Ongoing
Monitor and measure campaign effectiveness via public opinion surveys.	October 2020
Manage the 2020 Spare the Air advertising, media relations and social media campaign.	Ongoing
Promote Spare the Air clean air activities at public events.	Ongoing
Develop video podcasts, video news releases / statements, displays and infographics for Spare the Air program / events.	October 2020

		Audited Program	Approved	Proposed	FTE/Dollar	Percent
		Expenditures	Program Budget	Program Budget	Change	Change
		2019	2020	2021	\$	%
Number of Positions (FTE)						
Personnel Expenditures						
Permanent Salaries	51100					
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					
Services & Supplies Expenditures						
Travel In-State	52200					
Travel Out-of-State	52220					
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	1,080,398	1,000,000	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					
Total Services & Supplies Expenditures		1,080,398	1,000,000	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					
Biotech Equipment	60145					
Total Capital Expenditures						
Transfer In/Out						
Total Expenditures		1,080,398	1,000,000	1,000,000		

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Technology Implementation Office

The Technology Implementation Office (TIO) mission is to advance emerging, cost-effective solutions to achieve greenhouse gas emissions reductions for the transportation and industrial source sectors. TIO will connect climate technologies and customers by providing financial incentives (through grants and loans) as well as technical and matchmaking support. Climate technology areas include zero emissions vehicles and infrastructure, zero emissions energy storage and backup systems, composting, and waste-to-energy projects (co-digestion, waste treatment, anaerobic digestion, combined heat and power). By supporting the scale-up of climate technologies, TIO can help achieve state and regional greenhouse gas emissions targets, reduce emissions in impacted communities, while also making technologies cost-effective even in regions without strong climate policies.

Managing Division:	
Technology Implementation Office	
Contact Person:	
Derrick Tang	
Program Purpose:	
The Climate Tech Finance program advances emerging and cost-effective solutions to achieve greenhouse gas emissions reduction. The program'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 throughout and beyond the Bay Area.	
Description of Program:	
The program cultivates partnerships and provides financing to incentivize greenhouse gas emissions reductions for stationary and industrial sources.	
Justification of Change Request:	
Funds to establish the loan program were allocated in FYE2019 and will continue to be used for new projects in FYE2021. The FYE2021 budget supports activities to conduct matchmaking efforts between technologies and customers, research and evaluate new technologies, and administer the loan projects.	
Activities	
Oversee loan and loan guarantee partnership and projects.	
Perform evaluations of climate technologies.	
Identify technologies and customers and provide technical support and financing to implement technologies.	
Convene stakeholders for technology matchmaking and peer-to-peer information exchanges.	
Provide technical resources to partners and the District.	
Major Objectives	Delivery Date
1. Provide loans and loan guarantees for implementing new technologies.	Ongoing
2. Convene stakeholders for regular technology matchmaking events to showcase emerging technologies among potential facility customers.	Quarterly
3. Develop strategic plan and materials to pursue additional partnerships, funding, and programming.	December 2020

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		Audited Program Expenditures	Approved Program Budget	Proposed Program Budget	FTE/Dollar Change	Percent Change
		2019	2020	2021	\$	%
Number of Positions (FTE)		2.88	3.40	3.51	0.11	3.2%
Personnel Expenditures						
Permanent Salaries	51100	353,615	402,097	481,373	79,276	19.7%
Overtime Salaries	51150	2,112	25,000	25,000		
Temporary Salaries	51200			50,000	50,000	
Payroll Taxes	51300	5,299	6,119	6,848	729	11.9%
Pension Benefits	51400	46,470	80,579	103,085	22,506	27.9%
FICA Replacement Benefits	51500	3,800	5,963	6,590	627	10.5%
Group Insurance Benefits	51600	51,747	40,531	65,266	24,735	61.0%
Employee Transportation Subsidy	51700	4,112	4,765	7,628	2,863	60.1%
Workers' Compensation	51800	1,073	1,931	1,946	15	0.8%
Other Post Employment Benefits	51850	33,753	33,580	33,849	269	0.8%
Board Stipends	51900					
Total Personnel Expenditures		501,981	600,565	781,585	181,020	30.1%
Services & Supplies Expenditures						
Travel In-State	52200	2,059	6,000	7,000	1,000	16.7%
Travel Out-of-State	52220	7,243	9,500	8,500	(1,000)	(10.5)%
Training & Education	52300	5,665	10,000	10,000		
Repair & Maintenance (Equipment)	52400					
Communications	52500	1,365	1,500	1,500		
Building Maintenance	52600					
Utilities	52700					
Postage	52800					
Printing & Reproduction	52900	1,868				
Equipment Rental	53100					
Rents & Leases	53200					
Professional Services & Contracts	53300	1,146,630	180,000	150,000	(30,000)	(16.7)%
General Insurance	53400					
Shop & Field Supplies	53500					
Laboratory Supplies	53600					
Gasoline & Variable Fuel	53700					
Computer Hardware & Software	53800	2,760	4,000	3,000	(1,000)	(25.0)%
Stationery & Office Supplies	53900	438	250	400	150	60.0%
Books & Journals	54100		250		(250)	(100.0)%
Minor Office Equipment	54200					
Total Services & Supplies Expenditures		1,168,028	211,500	180,400	(31,100)	(14.7)%
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					
Total Capital Expenditures						
Transfer In/Out						
Total Expenditures		1,670,009	812,065	961,985	149,920	18.5%

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Strategic Incentives Division

The Strategic Incentives Division administers grant programs to facilitate the execution of projects and 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 2021 the Strategic Incentives Division will administer more than \$100 million in new grant revenue funds.

Managing Division:	
Strategic Incentives Division	
Contact Person:	
Chengfeng Wang	
Program Purpose:	
Description of Program:	
Justification of Change Request:	
Activities	
As needed, update policies and guidelines and submit recommendations for award of funds to eligible projects for consideration by Board of Directors	
Conduct workshops and outreach.	
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
Monitor project progress, inspect and audit projects to assure compliance with program requirements, and process reimbursement requests.	Ongoing
Prepare technical, financial, and staff reports.	Ongoing
Prepare and submit the final annual report to California Attorney General.	June 2021

		Audited Program Expenditures	Approved Program Budget	Proposed Program Budget	FTE/Dollar Change	Percent Change
		2019	2020	2021	\$	%
Number of Positions (FTE)						
Personnel Expenditures						
Permanent Salaries	51100					
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					
Services & Supplies Expenditures						
Travel In-State	52200					
Travel Out-of-State	52220					
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					
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					
Total Capital Expenditures						
Transfer In/Out						

Managing Division:	
Strategic Incentives Division	
Contact Person:	
Chengfeng Wang	
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 2021, 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	
Identify new sources of funding and prepare grant applications to secure new funding sources.	
Form partnerships to leverage Air District funding resources.	
Manage Air District funded programs, e.g., Woodsmoke Reduction Incentive Program: conduct outreach, evaluate applications and award funding to eligible recipients, and process reimbursement requests.	
Major Objectives	Delivery Date
Form partnerships to leverage Air District funding sources.	Ongoing
Identify new sources of funding and prepare grant applications to secure new funding sources.	Ongoing
Conduct outreach, evaluate applications and award Woodsmoke Reduction Incentive Program funding to eligible recipients, and process reimbursement requests.	Ongoing

		Audited Program Expenditures	Approved Program Budget	Proposed Program Budget	FTE/Dollar Change	Percent Change
		2019	2020	2021	\$	%
Number of Positions (FTE)		0.99	2.68	3.35	0.67	25.0%
Personnel Expenditures						
Permanent Salaries	51100	113,479	325,087	377,300	52,213	16.1%
Overtime Salaries	51150	85				
Temporary Salaries	51200					
Payroll Taxes	51300	1,791	4,656	5,350	694	14.9%
Pension Benefits	51400	28,834	68,130	82,777	14,647	21.5%
FICA Replacement Benefits	51500	1,306	4,700	6,286	1,586	33.7%
Group Insurance Benefits	51600	17,768	56,955	70,972	14,017	24.6%
Employee Transportation Subsidy	51700	1,413	3,756	7,276	3,520	93.7%
Workers' Compensation	51800	344	1,522	1,857	335	22.0%
Other Post Employment Benefits	51850	10,832	26,469	32,289	5,820	22.0%
Board Stipends	51900					
Total Personnel Expenditures		175,852	491,275	584,107	92,832	18.9%
Services & Supplies Expenditures						
Travel In-State	52200		13,200	13,500	300	2.3%
Travel Out-of-State	52220		8,000	8,600	600	7.5%
Training & Education	52300		7,500	10,000	2,500	33.3%
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	12,500	51,000	87,000	36,000	70.6%
General Insurance	53400					
Shop & Field Supplies	53500		1,000	1,000		
Laboratory Supplies	53600					
Gasoline & Variable Fuel	53700					
Computer Hardware & Software	53800					
Stationery & Office Supplies	53900					
Books & Journals	54100					
Minor Office Equipment	54200					
Total Services & Supplies Expenditures		12,500	80,700	120,100	39,400	48.8%
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					
Total Capital Expenditures						
Transfer In/Out						
Total Expenditures		188,352	571,975	704,207	132,232	23.1%

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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 voluntary compliance through its compliance assistance programs to assist companies comply 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 2021, 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. The Division will continue to assist cross-divisional efforts in AB617 to develop and implement new enforcement strategies to address community concerns in West Oakland and Richmond. 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. And, the Division will continue to ensure the Air District's Wildfire Air Quality Response Program achieves its mission through establishing program elements to prepare, prevent and respond to wildfire smoke impacts within the region. 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.

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 as follows:

- 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 twelfth winter of the wood smoke regulation.

Managing Division:	
Compliance & Enforcement Division	
Contact Person:	
John Marvin	
Program Purpose:	
Enforce applicable Federal, State, and District air pollution regulations and permit conditions.	
Description of Program:	
<p>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 the 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.</p>	
Justification of Change Request:	
Not Applicable	
Activities	
Investigate and enforce air quality violations; 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.	
CARB Mobile Source regulations enforcement in CARE impacted areas with special focus on AB617 communities of West Oakland and Richmond.	
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
Not applicable	Ongoing

		Audited Program Expenditures	Approved Program Budget	Proposed Program Budget	FTE/Dollar Change	Percent Change
		2019	2020	2021	\$	%
Number of Positions (FTE)		26.97	27.47	33.34	5.87	21.4%
Personnel Expenditures						
Permanent Salaries	51100	2,832,442	2,904,030	3,544,902	640,872	22.1%
Overtime Salaries	51150	80,490	117,000	117,000		
Temporary Salaries	51200	22,415	5,500	10,000	4,500	81.8%
Payroll Taxes	51300	43,699	43,295	50,130	6,835	15.8%
Pension Benefits	51400	515,549	619,216	784,005	164,789	26.6%
FICA Replacement Benefits	51500	31,281	48,184	62,330	14,146	29.4%
Group Insurance Benefits	51600	426,136	541,345	626,050	84,705	15.6%
Employee Transportation Subsidy	51700	34,219	38,502	72,147	33,645	87.4%
Workers' Compensation	51800	8,592	15,600	18,409	2,809	18.0%
Other Post Employment Benefits	51850	270,334	271,309	320,164	48,855	18.0%
Board Stipends	51900					
Total Personnel Expenditures		4,265,157	4,603,981	5,605,137	1,001,156	21.7%
Services & Supplies Expenditures						
Travel In-State	52200	7,588	18,800	18,800		
Travel Out-of-State	52220		1,450	1,450		
Training & Education	52300	1,114	6,790	6,790		
Repair & Maintenance (Equipment)	52400		108,000	108,000		
Communications	52500	111,133	137,000	137,000		
Building Maintenance	52600	1,690	2,500	2,500		
Utilities	52700	1,722	4,000	4,000		
Postage	52800					
Printing & Reproduction	52900	143	2,000	2,000		
Equipment Rental	53100					
Rents & Leases	53200	60,092	71,850	75,262	3,412	4.7%
Professional Services & Contracts	53300	38	9,590	9,590		
General Insurance	53400					
Shop & Field Supplies	53500	24,550	16,500	22,500	6,000	36.4%
Laboratory Supplies	53600					
Gasoline & Variable Fuel	53700					
Computer Hardware & Software	53800	1,317	2,000	2,000		
Stationery & Office Supplies	53900					
Books & Journals	54100					
Minor Office Equipment	54200		1,000	1,000		
Total Services & Supplies Expenditures		209,387	381,480	390,892	9,412	2.5%
Capital Expenditures						
Leasehold Improvements	60100					
Building & Grounds	60105					
Office Equipment	60110					
Computer & Network Equipment	60115					
Motorized Equipment	60120					
Lab & Monitoring Equipment	60125	12,843				
Communications Equipment	60130					
General Equipment	60135					
PM 2.5 Equipment	60140					
Biotech Equipment	60145					
Total Capital Expenditures		12,843				
Transfer In/Out						
Total Expenditures		4,487,387	4,985,461	5,996,029	1,010,568	20.3%

Managing Division:	
Compliance & Enforcement Division	
Contact Person:	
Juan Ortellado	
Program Purpose:	
Promote compliance with Air District regulations through program development and industry/source education.	
Description of Program:	
<p>The Compliance Assistance and Operations Program provides both industry and Compliance and Enforcement Division (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. Maintaining 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 School (ICS), including a Small Business ICS incentive program, is 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.</p>	
Justification of Change Request:	
<p>With new staff joining the Division, there is a need for additional funding to provide relevant internal training events, like the 40-hour HAZWOPER, and attend external training opportunities, such as the annual California Association of Air Pollution Control Officers (CAPCOA) Enforcement Symposium and other training events like the Odor Conference. Division staff have assumed new responsibilities in the CAPCOA Vapor Recovery Sub-Committee, which also results in the need for additional travel funding.</p>	
Activities	
<p>Compliance Assistance to Industry: 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 public through dispatch or other 1-800 or 1-877 telephone 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. Division staff identify and translate Compliance Assistance materials for small businesses and other industry sectors where non-English speaking operators need additional assistance.</p>	
<p>Develop and maintain Division Policies and Procedures and other documents/processes to ensure consistent application of enforcement activities. Conduct ICS for small businesses 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.</p>	
<p>Training and 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.</p>	
<p>Operations: develop and maintain air programs to support Air District and California Air Resources Board (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 and 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.</p>	
Major Objectives	Delivery Date
Not applicable.	Ongoing

	Audited Program Expenditures	Approved Program Budget	Proposed Program Budget	FTE/Dollar Change	Percent Change
	2019	2020	2021	\$	%
Number of Positions (FTE)	16.77	20.79	15.06	(5.73)	(27.6)%
Personnel Expenditures					
Permanent Salaries 51100	1,623,451	2,055,143	1,603,894	(451,249)	(22.0)%
Overtime Salaries 51150	6,779		5,000	5,000	
Temporary Salaries 51200	23,791		25,000	25,000	
Payroll Taxes 51300	25,068	29,353	22,678	(6,675)	(22.7)%
Pension Benefits 51400	330,101	438,493	352,050	(86,443)	(19.7)%
FICA Replacement Benefits 51500	17,981	36,466	28,261	(8,205)	(22.5)%
Group Insurance Benefits 51600	244,738	391,144	316,608	(74,536)	(19.1)%
Employee Transportation Subsidy 51700	20,464	29,139	32,712	3,573	12.3%
Workers' Compensation 51800	4,925	11,807	8,347	(3,460)	(29.3)%
Other Post Employment Benefits 51850	154,973	205,333	145,166	(60,167)	(29.3)%
Board Stipends 51900					
Total Personnel Expenditures	2,452,271	3,196,878	2,539,716	(657,162)	(20.6)%
Services & Supplies Expenditures					
Travel In-State 52200	2,947	9,200	9,200		
Travel Out-of-State 52220		7,000	7,000		
Training & Education 52300	9,202	17,000	17,000		
Repair & Maintenance (Equipment) 52400		4,000	4,000		
Communications 52500	26,142	128,000	128,000		
Building Maintenance 52600					
Utilities 52700					
Postage 52800	1,042	15,000	1,500	(13,500)	(90.0)%
Printing & Reproduction 52900	596	8,000	8,000		
Equipment Rental 53100					
Rents & Leases 53200		500	500		
Professional Services & Contracts 53300	14,363	30,000	30,000		
General Insurance 53400					
Shop & Field Supplies 53500	60				
Laboratory Supplies 53600					
Gasoline & Variable Fuel 53700					
Computer Hardware & Software 53800		1,000	1,000		
Stationery & Office Supplies 53900	3,793	4,000	4,000		
Books & Journals 54100					
Minor Office Equipment 54200		1,500	1,500		
Total Services & Supplies Expenditures	58,145	225,200	211,700	(13,500)	(6.0)%
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					
Total Capital Expenditures					
Transfer In/Out					
Total Expenditures	2,510,416	3,422,078	2,751,416	(670,662)	(19.6)%

Managing Division:	
Compliance & Enforcement Division	
Contact Person:	
Tracy Lee & Edward Giacometti	
Program Purpose:	
A robust inspection program aimed to ensure facilities operating in the Bay Area comply with all applicable Air District, State and Federal regulations to protect air quality and public health.	
Description of Program:	
The program involves conducting comprehensive compliance inspections and investigations of stationary sources ranging from large industrial facilities such as refineries, chemical plants, wastewater treatment, landfills, power plants and metal facilities to smaller businesses such as gas stations, auto body shops, and dry cleaners. The program also includes enforcement of State Airborne Toxic Control Measures for sources that generate asbestos and diesel particulate. Beyond routine inspections to ensure equipment, emission monitoring, abatement and controls operate in compliance with regulatory requirements, the program involves responding to major incidents and potential air emission releases of hazardous chemicals and pollutants. Facilities discovered to be in violation are required to initiate timely corrective actions, minimize offsite community impacts and take steps to resolve air quality violations. Enforcement actions may require enhanced communications and coordination with other local agencies and first responders that result in joint investigations and enforcement case development.	
Justification of Change Request:	
None.	
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.	
Asbestos, Grant, diesel PM, and Refrigeration Management 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.	Annually
Prepare and submit required reports to EPA, Negotiation of EPA 105 Grant Program Outputs.	Ongoing

		Audited Program Expenditures	Approved Program Budget	Proposed Program Budget	FTE/Dollar Change	Percent Change
		2019	2020	2021	\$	%
Number of Positions (FTE)		36.15	42.45	37.73	(4.72)	(11.1)%
Personnel Expenditures						
Permanent Salaries	51100	3,882,228	4,615,210	4,216,227	(398,983)	(8.6)%
Overtime Salaries	51150	35,023		8,000	8,000	
Temporary Salaries	51200	18,419				
Payroll Taxes	51300	60,483	66,009	59,772	(6,237)	(9.4)%
Pension Benefits	51400	787,090	988,656	939,421	(49,235)	(5.0)%
FICA Replacement Benefits	51500	43,263	74,459	70,802	(3,657)	(4.9)%
Group Insurance Benefits	51600	589,202	830,247	730,863	(99,384)	(12.0)%
Employee Transportation Subsidy	51700	47,330	59,498	81,955	22,457	37.7%
Workers' Compensation	51800	11,781	24,107	20,912	(3,195)	(13.3)%
Other Post Employment Benefits	51850	370,666	419,259	363,686	(55,573)	(13.3)%
Board Stipends	51900					
Total Personnel Expenditures		5,845,485	7,077,445	6,491,638	(585,807)	(8.3)%
Services & Supplies Expenditures						
Travel In-State	52200	12,417	10,000	11,500	1,500	15.0%
Travel Out-of-State	52220		2,550	2,550		
Training & Education	52300	3,427	5,168	5,217	49	0.9%
Repair & Maintenance (Equipment)	52400	15,676	60,000	60,000		
Communications	52500	13,226	65,000	65,000		
Building Maintenance	52600	4,840	4,000	4,000		
Utilities	52700	9,940	3,000	4,500	1,500	50.0%
Postage	52800					
Printing & Reproduction	52900	322	1,000	1,000		
Equipment Rental	53100					
Rents & Leases	53200	94,282	89,100	89,100		
Professional Services & Contracts	53300	313	15,500	15,500		
General Insurance	53400					
Shop & Field Supplies	53500	8,634	26,000	27,000	1,000	3.8%
Laboratory Supplies	53600					
Gasoline & Variable Fuel	53700	35				
Computer Hardware & Software	53800	10,146	23,000	23,000		
Stationery & Office Supplies	53900	1,262	2,300	2,300		
Books & Journals	54100					
Minor Office Equipment	54200					
Total Services & Supplies Expenditures		174,520	306,618	310,667	4,049	1.3%
Capital Expenditures						
Leasehold Improvements	60100					
Building & Grounds	60105					
Office Equipment	60110					
Computer & Network Equipment	60115					
Motorized Equipment	60120					
Lab & Monitoring Equipment	60125	57,707		100,000	100,000	
Communications Equipment	60130					
General Equipment	60135					
PM 2.5 Equipment	60140					
Total Capital Expenditures		57,707		100,000	100,000	
Transfer In/Out						
Total Expenditures		6,077,712	7,384,063	6,902,305	(481,758)	(6.5)%

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Engineering Division

Engineering Division (Division) gives high priority to the timely review of New Source Review 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' offset requirements, New Source Review (NSR) of Toxic Air Contaminants (TACs) and California Environmental Quality Act (CEQA). There are about 10,000 facilities with about 23,000 devices and operations that have Air District permits. The Division processes, reviews, issues, and renews Title V (Major Facility Review) permits for about 85 facilities.

The Division is working on projects associated with the petroleum refineries, including developing improved emission factors for fugitive emission leaks from heavy liquid service components and implementing the Regulation 12, Rule 15 emission inventory guidelines.

The Division implements Regulation 11, Rule 18, Reduction of Risk from Air Toxic Emissions at Existing Facilities. The Division expects to refine toxic emissions and prioritization scores for approximately 350 facilities and expects to conduct refined site-wide health risk assessments (HRAs) for about 200 facilities. HRA results will 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). Based on the annual TACs emissions inventory, the Division calculates prioritization scores for facilities, conducts HRAs for high priority facilities, and reports HRA results to CARB.

In December 2018, CARB adopted a Criteria Air Pollutants and Toxic Air Contaminants Reporting (CTR) Regulation, which became effective on January 1, 2020. The purpose of the regulation is to establish a uniform statewide system of annual reporting of emissions of criteria air pollutants and toxic air contaminants for specified permitted facilities. The Division has been actively working with other agencies in the development of the new regulation & uniform emissions inventory guidelines, and in the implementation of the regulation. The implementation will require significant changes to the Air District's permit renewal process systems and operations.

Due to PG&E Public Safety Power Shutoffs (PSPS), an increase in the number of applications for backup generators and from PG&E for substation backup and distributed generation is expected. The Division participates with other agencies on uniform permitting policies and emission impacts from PSPS events.

The Division is participating in the Air District's Assembly Bill 617 (AB 617) implementation, which includes a new Community Health Protection Program to benefit communities most directly affected by air pollution. The Division participates in the workgroups for the CARB BARCT/BACT Technology Clearinghouse, Technical Assessment Coordination, Emissions Inventory with CARB and other air districts, and the community workgroups. Through CAPCOA, a uniform method of calculating emissions is being developed.

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 provides technical support to other divisions, agencies and programs, including rule development, emissions inventory, compliance and enforcement, the Technology Implementation Office, and the Air District's Regional Climate Action Plan. Key rule development efforts include amendments to Regulation 3 (Fees), amendments to Regulation 13 (climate pollutants), amendments to organic recovery rules, amendments to petroleum refining rules, and amendments to rules to implement Expedited Best Available Retrofit Control Technology (BARCT).

Managing Division:	
Engineering Division	
Contact Person:	
Nicolas Maiden	
Program Purpose:	
Evaluate all Non-Title V permit applications. Review and process data updates and permit renewals.	
Description of Program:	
<p>The Permit Evaluation 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.</p> <p>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.</p>	
Justification of Change Request:	
Not Applicable	
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.	
Assist 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).	
Support implementation of rules (e.g., Refinery Regulations, GHG Regulations).	
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
Implement Regulation 12-15 Petroleum Refining Emissions Tracking Emission Inventory Guidelines	June 2021

		Audited Program Expenditures	Approved Program Budget	Proposed Program Budget	FTE/Dollar Change	Percent Change
		2019	2020	2021	\$	%
Number of Positions (FTE)		34.53	38.44	37.71	(0.73)	(1.9)%
Personnel Expenditures						
Permanent Salaries	51100	4,058,246	4,747,328	4,803,370	56,042	1.2%
Overtime Salaries	51150	37,793	40,000	40,000		
Temporary Salaries	51200	49,889	64,048	64,048		
Payroll Taxes	51300	62,048	68,988	68,248	(740)	(1.1)%
Pension Benefits	51400	699,522	1,324,517	1,066,004	(258,513)	(19.5)%
FICA Replacement Benefits	51500	44,561	67,425	70,533	3,108	4.6%
Group Insurance Benefits	51600	607,361	678,451	659,162	(19,289)	(2.8)%
Employee Transportation Subsidy	51700	54,094	53,878	81,643	27,765	51.5%
Workers' Compensation	51800	12,307	21,830	20,832	(998)	(4.6)%
Other Post Employment Benefits	51850	387,244	379,654	362,301	(17,353)	(4.6)%
Board Stipends	51900					
Total Personnel Expenditures		6,013,065	7,446,119	7,236,141	(209,978)	(2.8)%
Services & Supplies Expenditures						
Travel In-State	52200	3,019	13,000	13,000		
Travel Out-of-State	52220	1,621				
Training & Education	52300	1,857	2,464	2,464		
Repair & Maintenance (Equipment)	52400					
Communications	52500		110	110		
Building Maintenance	52600					
Utilities	52700					
Postage	52800					
Printing & Reproduction	52900	2,728				
Equipment Rental	53100					
Rents & Leases	53200					
Professional Services & Contracts	53300	33,575	401,059	401,059		
General Insurance	53400					
Shop & Field Supplies	53500	9,970				
Laboratory Supplies	53600					
Gasoline & Variable Fuel	53700					
Computer Hardware & Software	53800	8,534	2,000	2,000		
Stationery & Office Supplies	53900					
Books & Journals	54100		200	200		
Minor Office Equipment	54200		368	368		
Total Services & Supplies Expenditures		61,304	419,201	419,201		
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					
Total Capital Expenditures						
Transfer In/Out						
Total Expenditures		6,074,369	7,865,320	7,655,342	(209,978)	(2.7)%

Managing Division:	
Engineering Division	
Contact Person:	
Fred Tanaka	
Program Purpose:	
Not applicable.	
Description of Program:	
Not applicable.	
Justification of Change Request:	
Program 502 was merged with program 501	
Activities	
Not applicable.	
Major Objectives	Delivery Date
Not applicable	Ongoing

Permit Renewals

502

		Audited Program Expenditures	Approved Program Budget	Proposed Program Budget	FTE/Dollar Change	Percent Change
		2019	2020	2021	\$	%
Number of Positions (FTE)		2.22				
Personnel Expenditures						
Permanent Salaries	51100	256,997				
Overtime Salaries	51150	4,810				
Temporary Salaries	51200	11,448				
Payroll Taxes	51300	4,215				
Pension Benefits	51400	78,542				
FICA Replacement Benefits	51500	3,053				
Group Insurance Benefits	51600	41,498				
Employee Transportation Subsidy	51700	3,254				
Workers' Compensation	51800	780				
Other Post Employment Benefits	51850	24,532				
Board Stipends	51900					
Total Personnel Expenditures		429,129				
Services & Supplies Expenditures						
Travel In-State	52200					
Travel Out-of-State	52220					
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					
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					
Total Capital Expenditures						
Transfer In/Out						
Total Expenditures		429,129				

Managing Division:	
Engineering Division	
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 conducts health risk assessments (HRAs), provides guidance on toxic emission calculations, controls, and impacts, maintains the toxic emission inventory, and assists with incident and compliance evaluation, as needed.	
Justification of Change Request:	
Not applicable.	
Activities	
Perform HRAs, as required, for permit applications involving new or modified sources (estimated 300 HRAs per year).	
Implement Regulation 11, Rule 18, Reduction of risk from air toxic emissions at existing facilities. Refine toxics emission inventory, update prioritization scores, and perform refined facility-wide HRAs to determine if these facilities are subject to Rule 11-18 (approximately 185 facility-wide HRAs over 4 years). Conduct HRAs for alternative scenarios and proposed revisions, as needed, to support implementation and verification of risk reduction measures.	
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 (estimate of 165 sites remain high-priority and need HRAs, these sites are exempt from Rule 11-18). Coordinate public notification and risk reduction audits.	
Collect gas dispensing facility (GDF) risk data to incorporate 2015 OEHHA HRA guidelines for gas stations in the Toxics NSR Rule 2-5.	
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 Phase 1 of Regulation 11, Rule 18, Reduction of Risk from Air Toxic Emissions at Existing Facilities.	Ongoing
Conduct HRAs and other modeling analyses for new source review projects that trigger Rule 2-5 or PSD requirements.	Ongoing
Produce annual stationary source toxic emissions inventory to California Air Resources Board (CARB) and EPA which includes sitewide HRAs.	September 2020
Publish Toxic Emission Factor Guidelines and 1-Hour Toxic Inventory Guidelines	December 2020
Rule Development amendments for Regulation 2, Rule 5 including changes to GDF HRA procedures	June 2021
Publish periodic Air Toxic Emissions and Air Toxics Control Program reports.	Ongoing

		Audited Program Expenditures	Approved Program Budget	Proposed Program Budget	FTE/Dollar Change	Percent Change
		2019	2020	2021	\$	%
Number of Positions (FTE)		5.81	5.30	7.96	2.66	50.2%
Personnel Expenditures						
Permanent Salaries	51100	780,676	779,321	1,186,241	406,920	52.2%
Overtime Salaries	51150	255	8,000	8,000		
Temporary Salaries	51200					
Payroll Taxes	51300	12,278	11,302	16,912	5,610	49.6%
Pension Benefits	51400	177,002	170,984	269,617	98,633	57.7%
FICA Replacement Benefits	51500	8,748	9,297	14,946	5,649	60.8%
Group Insurance Benefits	51600	119,125	100,174	159,039	58,865	58.8%
Employee Transportation Subsidy	51700	9,495	7,428	17,300	9,872	132.9%
Workers' Compensation	51800	2,368	3,010	4,414	1,404	46.6%
Other Post Employment Benefits	51850	74,513	52,346	76,772	24,426	46.7%
Board Stipends	51900					
Total Personnel Expenditures		1,184,460	1,141,862	1,753,241	611,379	53.5%
Services & Supplies Expenditures						
Travel In-State	52200	61	1,300	1,300		
Travel Out-of-State	52220		750	750		
Training & Education	52300	4,631	4,600	4,600		
Repair & Maintenance (Equipment)	52400					
Communications	52500					
Building Maintenance	52600					
Utilities	52700					
Postage	52800		39,940	39,940		
Printing & Reproduction	52900		7,000	7,000		
Equipment Rental	53100					
Rents & Leases	53200					
Professional Services & Contracts	53300	560	1,000	1,000		
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		
Total Services & Supplies Expenditures		5,252	59,290	59,290		
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					
Total Capital Expenditures						
Transfer In/Out						
Total Expenditures		1,189,712	1,201,152	1,812,531	611,379	50.9%

Managing Division:	
Engineering Division	
Contact Person:	
Fred Tanaka	
Program Purpose:	
Develop and maintain permit systems & provide administrative services	
Description of Program:	
The Permit Operations program involves the collection, updating and maintenance of data from permitted sources of air pollution, and the development and maintenance of systems to manage these data. Data include source/device locations, operational data, emission factors, emissions inventory, emissions banking and "no net increase" tracking. Additional program activities include maintaining procedures, coordination & tracking of permit-related activities, general administrative activities and customer support.	
Justification of Change Request:	
Not applicable	
Activities	
Process and maintain data from permitted facilities.	
Update and correct data from permitted facilities.	
Maintain and update database systems.	
Maintain program forms.	
Manage and improve data quality.	
Provide administrative support.	
Maintain permit tracking and management programs.	
Maintain emissions bank and small facility bank.	
Maintain division pages on website.	
Manage division records including metadata and documents.	
Provide customer support.	
Major Objectives	Delivery Date
Produce annual stationary source emissions inventory to California Air Resources Board (CARB) and EPA	February 2021

		Audited Program Expenditures	Approved Program Budget	Proposed Program Budget	FTE/Dollar Change	Percent Change
		2019	2020	2021	\$	%
Number of Positions (FTE)		3.61	7.08	7.58	0.50	7.1%
Personnel Expenditures						
Permanent Salaries	51100	393,056	708,561	756,821	48,260	6.8%
Overtime Salaries	51150	13,793	5,000	5,000		
Temporary Salaries	51200	17,797				
Payroll Taxes	51300	6,024	10,195	10,682	487	4.8%
Pension Benefits	51400	74,287	151,237	163,732	12,495	8.3%
FICA Replacement Benefits	51500	4,262	12,419	14,228	1,809	14.6%
Group Insurance Benefits	51600	58,006	138,240	138,147	(93)	(0.1)%
Employee Transportation Subsidy	51700	5,403	9,923	16,469	6,546	66.0%
Workers' Compensation	51800	1,192	4,021	4,202	181	4.5%
Other Post Employment Benefits	51850	37,519	69,926	73,084	3,158	4.5%
Board Stipends	51900					
Total Personnel Expenditures		611,339	1,109,522	1,182,365	72,843	6.6%
Services & Supplies Expenditures						
Travel In-State	52200					
Travel Out-of-State	52220					
Training & Education	52300	802				
Repair & Maintenance (Equipment)	52400					
Communications	52500					
Building Maintenance	52600					
Utilities	52700					
Postage	52800					
Printing & Reproduction	52900	2,787	75,166	75,166		
Equipment Rental	53100					
Rents & Leases	53200					
Professional Services & Contracts	53300	13,353	12,255	12,255		
General Insurance	53400					
Shop & Field Supplies	53500	193	4,151	4,151		
Laboratory Supplies	53600					
Gasoline & Variable Fuel	53700					
Computer Hardware & Software	53800		1,021	1,021		
Stationery & Office Supplies	53900	7,947				
Books & Journals	54100					
Minor Office Equipment	54200					
Total Services & Supplies Expenditures		25,082	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					
Total Capital Expenditures						
Transfer In/Out						
Total Expenditures		636,421	1,202,115	1,274,958	72,843	6.1%

Managing Division:	
Engineering Division	
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 Air 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 Air District requirements applicable to sources of air pollution at subject facilities.	
Justification of Change Request:	
Not applicable.	
Activities	
Evaluate and process Title V applications (initial, renewal, revision, administrative amendment and reopening).	
Conduct Title V outreach activities and public hearings, as needed.	
Provide Title V training to the Air District staff.	
Track EPA rulemaking related to Title V, Section 112, compliance monitoring and acid rain.	
Major Objectives	Delivery Date
Implement streamlining measures and ensure timely issuance of the Title V applications.	Ongoing

		Audited Program Expenditures	Approved Program Budget	Proposed Program Budget	FTE/Dollar Change	Percent Change
		2019	2020	2021	\$	%
Number of Positions (FTE)		3.84	5.15	4.27	(0.88)	(17.1)%
Personnel Expenditures						
Permanent Salaries	51100	455,669	660,087	573,371	(86,716)	(13.1)%
Overtime Salaries	51150	1,352	66,330	66,330		
Temporary Salaries	51200		8,006	8,006		
Payroll Taxes	51300	7,267	10,539	8,154	(2,385)	(22.6)%
Pension Benefits	51400	97,636	143,095	129,964	(13,131)	(9.2)%
FICA Replacement Benefits	51500	5,146	9,033	8,017	(1,016)	(11.2)%
Group Insurance Benefits	51600	70,024	102,013	80,872	(21,141)	(20.7)%
Employee Transportation Subsidy	51700	6,563	7,218	9,280	2,062	28.6%
Workers' Compensation	51800	1,382	2,925	2,368	(557)	(19.0)%
Other Post Employment Benefits	51850	43,495	50,864	41,181	(9,683)	(19.0)%
Board Stipends	51900					
Total Personnel Expenditures		688,534	1,060,110	927,543	(132,567)	(12.5)%
Services & Supplies Expenditures						
Travel In-State	52200		378	378		
Travel Out-of-State	52220					
Training & Education	52300		907	907		
Repair & Maintenance (Equipment)	52400					
Communications	52500		530	530		
Building Maintenance	52600					
Utilities	52700					
Postage	52800					
Printing & Reproduction	52900	9,990	28,873	28,873		
Equipment Rental	53100					
Rents & Leases	53200					
Professional Services & Contracts	53300		402,723	402,723		
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		
Total Services & Supplies Expenditures		9,990	435,128	435,128		
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					
Total Capital Expenditures						
Transfer In/Out						
Total Expenditures		698,524	1,495,238	1,362,671	(132,567)	(8.9)%

Managing Division:	
Engineering Division	
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:	
<p>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 and other tools 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 and tools for internal and external customers. In addition, new programs or changes to existing programs are developed and implemented.</p> <p>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.</p>	
Justification of Change Request:	
<p>The account for Legal Notices (Public Notices) is being increased by an additional \$100,000. Averaged over the last 3 years, the cost for implementing the public notice program is \$140,500, but has steadily increased every year. In the FY2019 budget process, this account was short changed \$50,000 when the public notice program was moved from Program 503 to 507. Public notice costs are recovered by permit application fees paid by the applicant. Due to PG&E's Public Safety Power Shutoff Program, there will continue to be an increase in backup generator applications and public notices if within 1000 feet of a school.</p>	
Activities	
Develop and maintain District permit rules, policies and procedures.	
Update permitting tools such as Permit Handbook, Best Available Control Technology (BACT) and Toxic Best Available Control Technology (TBACT) Workbook documents.	
Review and improve the point source emissions inventory.	
Manage training program.	
Coordinate Public Noticing activities.	
Process Public Records Requests for division records.	
Develop/update permitting programs including emissions factors, standard permit conditions, permit handbook chapters, BACT workbook and other manuals to streamline permitting and increase consistency.	
Develop and implement AB 617 work including inventory, rule development, reporting, technology clearinghouse development, community risk reduction and re-envisioning of permitting in impacted communities.	
Major Objectives	Delivery Date
Complete and submit Interchangeable Emission Reduction Credit (IERC) report to California Air Resources Board (CARB).	March 2021
Complete and submit Offset Equivalence report for EPA.	March 2021

		Audited Program Expenditures	Approved Program Budget	Proposed Program Budget	FTE/Dollar Change	Percent Change
		2019	2020	2021	\$	%
Number of Positions (FTE)		4.12	3.67	5.56	1.89	51.5%
Personnel Expenditures						
Permanent Salaries	51100	507,031	479,821	726,736	246,915	51.5%
Overtime Salaries	51150	1,696	5,000	5,000		
Temporary Salaries	51200	5,413				
Payroll Taxes	51300	7,808	6,951	10,341	3,390	48.8%
Pension Benefits	51400	77,561	102,313	162,588	60,275	58.9%
FICA Replacement Benefits	51500	5,671	6,437	10,444	4,007	62.2%
Group Insurance Benefits	51600	77,270	73,769	112,066	38,297	51.9%
Employee Transportation Subsidy	51700	8,655	5,144	12,088	6,944	135.0%
Workers' Compensation	51800	1,538	2,084	3,084	1,000	48.0%
Other Post Employment Benefits	51850	48,394	36,247	53,643	17,396	48.0%
Board Stipends	51900					
Total Personnel Expenditures		741,037	717,766	1,095,990	378,224	52.7%
Services & Supplies Expenditures						
Travel In-State	52200		5,000	5,000		
Travel Out-of-State	52220	399				
Training & Education	52300	5,746	65,000	65,000		
Repair & Maintenance (Equipment)	52400					
Communications	52500	7,710	5,000	5,000		
Building Maintenance	52600					
Utilities	52700					
Postage	52800					
Printing & Reproduction	52900	100,119	50,200	150,200	100,000	199.2%
Equipment Rental	53100					
Rents & Leases	53200	1,000				
Professional Services & Contracts	53300	73,009	50,000	50,000		
General Insurance	53400					
Shop & Field Supplies	53500	10,266	10,000	10,000		
Laboratory Supplies	53600					
Gasoline & Variable Fuel	53700					
Computer Hardware & Software	53800	4,769	60,000	60,000		
Stationery & Office Supplies	53900	46				
Books & Journals	54100		400		(400)	(100.0)%
Minor Office Equipment	54200		1,500		(1,500)	(100.0)%
Total Services & Supplies Expenditures		203,064	247,100	345,200	98,100	39.7%
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					
Total Capital Expenditures						
Transfer In/Out						
Total Expenditures		944,101	964,866	1,441,190	476,324	49.4%

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Assessment, Inventory & Model Division

The Assessment, Inventory, and Modeling Division prepares comprehensive source emission inventories for the Bay Area, conducts air quality modeling at both regional and community scales, and prepares technical assessments that combine modeling and measurements. Division staff coordinates and implements programs to improve and report estimates of emissions of criteria pollutants, toxic air contaminants, and climate forcing pollutants. Division staff assesses emissions, concentrations, and exposures of toxic air contaminants, particulate matter, ozone and their precursors, to support targeted strategies that reduce impacts of air pollution both regionally and within communities, especially where AB 617 community action plans are being developed. Division staff reviews and provides guidance on environmental health risk assessments within environmental review documents prepared pursuant to California Environmental Quality Act (CEQA). In FYE 2021, 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 requirements of AB 617, staff will work to produce technical assessments to support community air quality action plans, including: identifying and prioritizing impacted communities, coordinating with community co-leads Steering Committees to reduce emissions and exposures, and providing tools and products that inform local strategies. In FYE 2021, staff will analyze aerometric data, conduct regional modeling, and apply statistical analyses to support the District's grant programs, 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 regional modeling, 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 2021, 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. Division staff supports the work of other Divisions in reviewing health risk assessments within CEQA documents to provide comments where assessments are inconsistent with Air District guidance. Many programs in the Division are supported by updating and reporting inventories of air pollutant emissions. In FYE 2021, 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 the Criteria and Toxic Report Rule, 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. In FYE 2021, staff will 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. Staff will coordinate with other Divisions to develop improved methane emissions from the waste sector, including composting.

Managing Division:	
Assessment, Inventory & Model Division	
Contact Person:	
Song Bai	
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; assess emissions estimates to support 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 inventories of air pollution emissions (criteria pollutants, TAC, and GHGs) from industrial sources, motor vehicles, commercial and agricultural activities, consumer products, and natural sources, which are used for air quality planning, rules development, and air quality progress tracking. To meet State requirements, the Source Inventories Program reports permitted source emissions to the California Air Resources Board (CARB) annually; CARB's newly adopted Criteria and Toxics Reporting (CTR) Regulation requires additional staff time and resources to report emissions from permitted facilities using methods standardized across California air districts. Staff estimates emissions for local-scale exposure assessments and Community Action Plans required by Assembly Bill (AB) 617. Staff also prepares and maintains GHG emission inventories and forecasts for the region, with near-term focus on volatile organic compounds (VOC) and methane from permitted facilities.	
Justification of Change Request:	
AB 617 continues to impose major new requirements, such as meeting CTR Regulation requirements and developing quality-assured, hyper-local emissions estimates in AB 617 communities, which demand additional resources from the Source Inventories Program.	
Activities	
Develop emissions inventories and improve the District's ability to assess emissions estimates.	
Prepare and improve emissions estimates to report to CARB; coordinate with Engineering Division to ensure consistent reporting under state requirements and the new CTR regulation.	
Refine and evaluate emissions estimates to support Air District programs, with emphasis on methane, TAC, and fine particulate matter and incorporation of new measurement and analysis techniques.	
Provide inventory information to support Air District staff in various programs, including assessment of AB 617 communities and development of local air quality Action Plans.	
Provide inventory information and emissions estimates under public record request.	
Major Objectives	Delivery Date
Develop activity datasets and methods for hyper-local emissions estimates to support AB 617.	June 2021
Prepare and transmit source emissions estimates to meet State annual reporting requirements.	June 2021
Improve emissions methods by incorporating measurements and/or new models to develop VOC and methane emissions estimates for Bay Area refinery sector and waste sector.	June 2021

Source Inventories

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		Audited Program Expenditures	Approved Program Budget	Proposed Program Budget	FTE/Dollar Change	Percent Change
		2019	2020	2021	\$	%
Number of Positions (FTE)		4.49	6.20	6.09	(0.11)	(1.8)%
Personnel Expenditures						
Permanent Salaries	51100	590,513	832,239	898,869	66,630	8.0%
Overtime Salaries	51150	2,344		5,000	5,000	
Temporary Salaries	51200					
Payroll Taxes	51300	9,103	11,934	12,817	883	7.4%
Pension Benefits	51400	112,361	176,007	197,397	21,390	12.2%
FICA Replacement Benefits	51500	6,522	10,875	11,439	564	5.2%
Group Insurance Benefits	51600	88,760	130,475	141,500	11,025	8.4%
Employee Transportation Subsidy	51700	7,069	8,690	13,241	4,551	52.4%
Workers' Compensation	51800	1,792	3,521	3,379	(142)	(4.0)%
Other Post Employment Benefits	51850	56,369	61,235	58,757	(2,478)	(4.0)%
Board Stipends	51900					
Total Personnel Expenditures		874,833	1,234,976	1,342,399	107,423	8.7%
Services & Supplies Expenditures						
Travel In-State	52200	1,209	3,900	4,600	700	17.9%
Travel Out-of-State	52220	3,825	3,100	5,200	2,100	67.7%
Training & Education	52300	14,771	23,000	25,000	2,000	8.7%
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	168,555	120,900	251,000	130,100	107.6%
General Insurance	53400					
Shop & Field Supplies	53500					
Laboratory Supplies	53600					
Gasoline & Variable Fuel	53700					
Computer Hardware & Software	53800		22,000	22,000		
Stationery & Office Supplies	53900	140		200	200	
Books & Journals	54100		600	600		
Minor Office Equipment	54200		1,000	1,000		
Total Services & Supplies Expenditures		188,500	174,500	309,600	135,100	77.4%
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					
Total Capital Expenditures						
Transfer In/Out						
Total Expenditures		1,063,333	1,409,476	1,651,999	242,523	17.2%

Managing Division:	
Assessment, Inventory & Model Division	
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: Assembly Bill 617 related programs, the Air Quality Planning Program, Strategic Incentives Division programs, the Climate Protection Program, the Spare the Air Program, the ambient data Quality Assurance (QA)/Quality Control (QC) Program, the Central California Air Quality Studies (CCAQS), and the California Baseline Ozone Transport Study (CABOTS). 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 exposure, health impacts and international pollutant transport.	
Justification of Change Request:	
A storage device will be purchased for sharing AB617-related modeling and analysis data.	
Activities	
Support Assembly Bill 617: perform PM and air toxics modeling; assess air quality and health impacts.	
Support District's Air Quality Planning Program: conduct data analysis and modeling.	
Support the Strategic Incentives Division: create and update pollutant concentration maps.	
Manage the District's data analysis and modeling-related contracts.	
Perform air quality modeling and data analysis to support the District's rulemaking activities.	
Support permitting activities: Prepare meteorological inputs for AERMOD to support permit modeling.	
Participate in CARB's Central California Air Quality Study programs.	
Perform quality assurance and quality control on District's meteorological data.	
Participate in NASA's effort to estimate wildfire health impacts.	
Major Objectives	Delivery Date
Perform PM and air toxics modeling and analyses to assess pollutant formation in the Bay Area.	Ongoing
Update health impact analyses of ozone and PM.	Ongoing
Perform source apportionment analyses to quantify the contribution of various emission sources.	Ongoing
Verify the District's aerometric data for 2019.	Ongoing
Perform WRF/CMAQ modeling and analyses to support the District's rule development efforts.	Ongoing
Update emissions modeling data, e.g., conduct modeling with improved condensable PM emissions estimates.	Ongoing
Develop a conceptual model for pollutant formation.	Ongoing
Update health risk analysis for air toxics and other pollutants.	Ongoing

		Audited Program Expenditures	Approved Program Budget	Proposed Program Budget	FTE/Dollar Change	Percent Change
		2019	2020	2021	\$	%
Number of Positions (FTE)		3.00	3.75	3.70	(0.05)	(1.3)%
Personnel Expenditures						
Permanent Salaries	51100	380,735	497,760	531,902	34,142	6.9%
Overtime Salaries	51150			5,000	5,000	
Temporary Salaries	51200					
Payroll Taxes	51300	5,917	7,137	7,582	445	6.2%
Pension Benefits	51400	72,448	106,284	117,522	11,238	10.6%
FICA Replacement Benefits	51500	4,255	6,578	6,943	365	5.5%
Group Insurance Benefits	51600	57,970	70,063	71,667	1,604	2.3%
Employee Transportation Subsidy	51700	5,876	5,256	8,036	2,780	52.9%
Workers' Compensation	51800	1,155	2,130	2,051	(79)	(3.7)%
Other Post Employment Benefits	51850	36,341	37,037	35,663	(1,374)	(3.7)%
Board Stipends	51900					
Total Personnel Expenditures		564,697	732,245	786,366	54,121	7.4%
Services & Supplies Expenditures						
Travel In-State	52200		1,380	1,400	20	1.4%
Travel Out-of-State	52220	2,611	3,780	4,550	770	20.4%
Training & Education	52300	765	7,000	8,000	1,000	14.3%
Repair & Maintenance (Equipment)	52400		8,000	8,000		
Communications	52500					
Building Maintenance	52600					
Utilities	52700					
Postage	52800					
Printing & Reproduction	52900					
Equipment Rental	53100					
Rents & Leases	53200					
Professional Services & Contracts	53300	211,732	280,000	280,000		
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					
Total Services & Supplies Expenditures		215,108	300,660	302,450	1,790	0.6%
Capital Expenditures						
Leasehold Improvements	60100					
Building & Grounds	60105					
Office Equipment	60110					
Computer & Network Equipment	60115		70,000	40,000	(30,000)	(42.9)%
Motorized Equipment	60120					
Lab & Monitoring Equipment	60125					
Communications Equipment	60130					
General Equipment	60135					
PM 2.5 Equipment	60140					
Total Capital Expenditures			70,000	40,000	(30,000)	(42.9)%
Transfer In/Out						
Total Expenditures		779,805	1,102,905	1,128,816	25,911	2.3%

Managing Division:	
Assessment, Inventory & Model Division	
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 (PM2.5 and PM0.1), and toxic air contaminants in the Bay Area; assesses the attainment status of the Bay Area with respect to Federal and State standards; supports Federal and State air quality plan development activities; quantifies the 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:	
Not applicable.	
Activities	
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, PM2.5, PM0.1 and toxic air contaminants.	
Evaluate and improve model performance for multi-pollutant applications.	
Maintain the District's cluster computer system on which models are run.	
Develop in-house staff expertise related to modeling and air quality analysis.	
Analyze the Bay Area's status relative to national and state ambient air quality standards.	
Conduct source apportionment studies and trend analyses.	
Major Objectives	Delivery Date
Evaluate and improve CMAQ model performance.	Ongoing
Maintain and evaluate dispersion models.	Ongoing
Evaluate and improve WRF meteorological model performance.	Ongoing
Evaluate and update BenMAP for assessing health impacts of pollutants.	Ongoing
Maintain the meteorological and air quality database for modeling.	Ongoing
Update analysis of CMAQ sensitivity to emission reductions for PM and toxics.	Ongoing
Update and improve emissions estimates for modeling.	Ongoing
Maintain modeling computers, update modeling software and computer libraries.	Ongoing

		Audited Program Expenditures	Approved Program Budget	Proposed Program Budget	FTE/Dollar Change	Percent Change
		2019	2020	2021	\$	%
Number of Positions (FTE)		3.81	3.65	3.60	(0.05)	(1.4)%
Personnel Expenditures						
Permanent Salaries	51100	486,125	496,621	517,615	20,994	4.2%
Overtime Salaries	51150			5,000	5,000	
Temporary Salaries	51200					
Payroll Taxes	51300	7,466	7,123	7,373	250	3.5%
Pension Benefits	51400	89,841	106,633	114,667	8,034	7.5%
FICA Replacement Benefits	51500	5,314	6,402	6,755	353	5.5%
Group Insurance Benefits	51600	72,341	76,129	73,293	(2,836)	(3.7)%
Employee Transportation Subsidy	51700	6,961	5,116	7,819	2,703	52.8%
Workers' Compensation	51800	1,475	2,073	1,995	(78)	(3.8)%
Other Post Employment Benefits	51850	46,399	36,049	34,699	(1,350)	(3.7)%
Board Stipends	51900					
Total Personnel Expenditures		715,922	736,146	769,216	33,070	4.5%
Services & Supplies Expenditures						
Travel In-State	52200	27	1,600	1,700	100	6.3%
Travel Out-of-State	52220		2,080	2,100	20	1.0%
Training & Education	52300	350	2,000	2,000		
Repair & Maintenance (Equipment)	52400	4,427	10,000	12,000	2,000	20.0%
Communications	52500					
Building Maintenance	52600					
Utilities	52700					
Postage	52800					
Printing & Reproduction	52900		3,500	3,500		
Equipment Rental	53100					
Rents & Leases	53200					
Professional Services & Contracts	53300		9,500	10,000	500	5.3%
General Insurance	53400					
Shop & Field Supplies	53500					
Laboratory Supplies	53600					
Gasoline & Variable Fuel	53700					
Computer Hardware & Software	53800	2,104	7,500	8,000	500	6.7%
Stationery & Office Supplies	53900					
Books & Journals	54100					
Minor Office Equipment	54200					
Total Services & Supplies Expenditures		6,908	36,180	39,300	3,120	8.6%
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					
Total Capital Expenditures						
Transfer In/Out						
Total Expenditures		722,830	772,326	808,516	36,190	4.7%

Managing Division:	
Assessment, Inventory & Model Division	
Contact Person:	
Song Bai	
Program Purpose:	
Evaluate community health risks from ambient toxic air contaminants (TACs), fine particulate matter (PM) and other pollutants. Develop mitigation strategies and measures for local sources and locations with higher exposures and risk levels and vulnerable populations.	
Description of Program:	
The District's CARE program targets community risk reduction activities and actively supports the development of local air quality Action Plans required by Assembly Bill 617. The CARE program coordinates emissions estimation, air modeling and 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 for risk reduction activities, such as rulemaking, grant and incentive programs, local air quality plans, collaboration with public health professionals, advocacy of State and local regulatory programs, and community engagement processes.	
Justification of Change Request:	
AB 617 continues to impose major new requirements, which demand additional products and resources from the CARE Program on a specified timeline to assess community-scale air quality, engage with communities, and provide technical support to local Community Action Plans.	
Activities	
Conduct local-scale modeling and analyses to support assessment of AB 617 communities and development of action plans.	
Develop and improve modeling methods to identify emission sources affecting impacted communities and improve data analysis.	
Compile demographic, business, and activity data; enhance data visualization/analysis for community partnerships and local planning guidance.	
Develop mitigation strategies for development near busy roadways and other air pollution sources.	
Participate in outreach and assist in evaluating community risks and hazards, through measurement and modeling programs.	
Major Objectives	Delivery Date
Conduct community-scale assessments in Richmond and other communities; collaborate with other District Divisions to develop community prioritization methods.	June 2021
Develop and document improved methodology/tools for community-scale modeling to support AB 617 Community Action Plan development.	June 2021
Work collaboratively across Air District Divisions to build Technical Assessments Teams.	June 2021

		Audited Program Expenditures	Approved Program Budget	Proposed Program Budget	FTE/Dollar Change	Percent Change
		2019	2020	2021	\$	%
Number of Positions (FTE)		3.54	3.28	3.50	0.22	6.7%
Personnel Expenditures						
Permanent Salaries	51100	474,691	499,095	549,743	50,648	10.1%
Overtime Salaries	51150	1,183		5,000	5,000	
Temporary Salaries	51200	26,018				
Payroll Taxes	51300	7,260	7,166	7,860	694	9.7%
Pension Benefits	51400	79,995	105,018	118,419	13,401	12.8%
FICA Replacement Benefits	51500	5,189	5,753	6,576	823	14.3%
Group Insurance Benefits	51600	70,710	70,316	71,461	1,145	1.6%
Employee Transportation Subsidy	51700	5,653	4,597	7,611	3,014	65.6%
Workers' Compensation	51800	1,448	1,863	1,942	79	4.2%
Other Post Employment Benefits	51850	45,561	32,395	33,774	1,379	4.3%
Board Stipends	51900					
Total Personnel Expenditures		717,708	726,203	802,386	76,183	10.5%
Services & Supplies Expenditures						
Travel In-State	52200	59	1,900	2,300	400	21.1%
Travel Out-of-State	52220		2,000	2,600	600	30.0%
Training & Education	52300	275	11,000	8,500	(2,500)	(22.7)%
Repair & Maintenance (Equipment)	52400		5,000	5,000		
Communications	52500	2,667	1,000	3,000	2,000	200.0%
Building Maintenance	52600					
Utilities	52700					
Postage	52800					
Printing & Reproduction	52900		2,000	2,000		
Equipment Rental	53100					
Rents & Leases	53200					
Professional Services & Contracts	53300	71,965	260,700	400,500	139,800	53.6%
General Insurance	53400					
Shop & Field Supplies	53500					
Laboratory Supplies	53600					
Gasoline & Variable Fuel	53700					
Computer Hardware & Software	53800	13,977	19,000	19,000		
Stationery & Office Supplies	53900	77	200	200		
Books & Journals	54100	285	500	500		
Minor Office Equipment	54200		100	100		
Total Services & Supplies Expenditures		89,305	303,400	443,700	140,300	46.2%
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					
Total Capital Expenditures						
Transfer In/Out						
Total Expenditures		807,013	1,029,603	1,246,086	216,483	21.0%

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Planning & Climate Protection Division

The Planning and Climate Protection Division develops and implements local community emissions reduction plans per AB 617, prepares plans to meet State and Federal air quality standards, and coordinates and implements climate protection activities. Division staff analyze ambient conditions and local and regional toxic air contaminants, particulate matter, ozone and their precursors, and greenhouse gas emissions to develop and implements program to reduce impacts on people and the planet. Division staff works with cities, counties and other agencies to encourage transportation and land use decisions that improve air quality and protect the climate, and prepares, reviews and provides guidance on environmental documents prepared pursuant to California Environmental Quality Act (CEQA).

In FYE 2021, 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 requirements of AB 617 staff will work in close coordination with community partners and steering committees in West Oakland and the Richmond-San Pablo Area to identify and prioritize pollution and exposure reduction strategies, conduct community engagement, implement measures to reduce emissions and exposure, and provide land use guidance. Staff will continue to work on updating and implementing the CEQA Thresholds and Guidelines in partnership with local lead agencies, regional agencies, and others. Staff will provide technical assistance to cities and counties on advancing climate protection activities and improving local plans to address air quality and environmental justice elements per SB 1000. Staff will track the development of new national ambient air quality standards and address any associated planning requirements as needed. 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 2021, staff will implement GHG emission reduction measures identified in the 2017 Plan, guided by staff's work to implement region-wide strategies to reduce methane, CO₂ and F-gases. Staff will: administer the Climate Protection Grant Program; develop and implement the Building Decarbonization Program; support the Diesel Free by '33 initiative; complete an update to CEQA Thresholds for GHGs; work with local governments and community choice energy programs to develop low-carbon alternatives for emergency back-up power and use of battery storage and microgrids; convene a region-wide event on climate change and food for food industry professionals and local governments, including low-carbon diets and reducing food waste; develop best practices and resources for local governments related to VMT reduction and organic waste diversion per SB 1383; develop rules and rule amendments to reduce GHGs; 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 develop a strong Plan Bay Area 2050; work with partner agencies to implement regional GHG reduction strategies through the Bay Area Regional Collaborative.

Managing Division:	
Planning & Climate Protection Division	
Contact Person:	
Wendy Goodfriend	
Program Purpose:	
Prepare and track regional plans to attain and maintain State and National ambient air quality standards and lead development of community emission reduction plans per AB 617.	
Description of Program:	
Historically, this program has focused on preparing regional air quality plans to attain or maintain State and National air quality standards. This work has including preparation and submission of State Triennial Updates (i.e., Clean Air Plan) and SIP related documents. Currently, this program is working closely with the most overburdened communities and impacted neighborhoods across the region to implement Assembly Bill 617 through the Air District’s Community Health Protection Program. District staff are working closely with community co-leads, Steering Committees and community members to develop community emission reduction plans that incorporate local scale emissions and exposure analyses and diverse and varied strategies to improve community health by reducing exposure to air pollutants. Preparing regional and local air quality plan requires collaboration across the Air District, and trusted partnerships with local, regional and State agencies, community groups and community members. As part of this program, District staff prepare and obtain certification of CEQA documents as necessary; track the effectiveness of air quality plans; track, comment and ensure compliance with State and National air quality planning requirements; and report to CARB and EPA on status and progress.	
Justification of Change Request:	
Activities	
Lead the development of community emission reduction plans in AB 617 communities.	
Prepare and obtain certification of CEQA documents for any AB 617 community action plans.	
Lead the development of initial community profiles and land use maps for year 2-5 AB 617 communities.	
Support capacity building activities in year 2-5 AB 617 communities.	
Participate in planning activities related to State and Federal ambient air quality standards.	
Track development of new or amended State or Federal ambient air quality standards.	
Prepare documents or technical analyses to meet any new or amended State or Federal planning requirements for ozone and PM2.5.	
Maintain the Air District website with current air quality planning requirements and/or information related to proposed revisions to State or Federal ambient air quality standards.	
Major Objectives	Delivery Date
Lead the development of a community emission reduction plan for the Richmond-San Pablo area.	Ongoing
Lead the preparation of CEQA documents for the Richmond-San Pablo area community emission reduction plan.	June 2021
Lead the development of initial community profiles and land use maps for select year 2-5 AB 617 communities.	June 2021
Prepare and submit planning documents to CARB and EPA as required.	June 2021

		Audited Program Expenditures	Approved Program Budget	Proposed Program Budget	FTE/Dollar Change	Percent Change
		2019	2020	2021	\$	%
Number of Positions (FTE)		6.36	4.27	6.81	2.54	59.5%
Personnel Expenditures						
Permanent Salaries	51100	864,546	498,042	920,324	422,282	84.8%
Overtime Salaries	51150	2,390		3,000	3,000	
Temporary Salaries	51200	6,200				
Payroll Taxes	51300	13,041	7,130	13,118	5,988	84.0%
Pension Benefits	51400	127,354	106,582	206,804	100,222	94.0%
FICA Replacement Benefits	51500	9,310	7,490	12,788	5,298	70.7%
Group Insurance Benefits	51600	127,132	71,008	134,759	63,751	89.8%
Employee Transportation Subsidy	51700	10,275	5,985	14,802	8,817	147.3%
Workers' Compensation	51800	2,623	2,425	3,777	1,352	55.8%
Other Post Employment Benefits	51850	82,528	42,173	65,686	23,513	55.8%
Board Stipends	51900					
Total Personnel Expenditures		1,245,399	740,835	1,375,058	634,223	85.6%
Services & Supplies Expenditures						
Travel In-State	52200	1,227	2,215	2,100	(115)	(5.2)%
Travel Out-of-State	52220	1,262		2,000	2,000	
Training & Education	52300	2,271	1,200	4,500	3,300	275.0%
Repair & Maintenance (Equipment)	52400					
Communications	52500	7,654				
Building Maintenance	52600					
Utilities	52700					
Postage	52800					
Printing & Reproduction	52900	50		11,000	11,000	
Equipment Rental	53100					
Rents & Leases	53200					
Professional Services & Contracts	53300	2,428	250,000	200,000	(50,000)	(20.0)%
General Insurance	53400					
Shop & Field Supplies	53500					
Laboratory Supplies	53600					
Gasoline & Variable Fuel	53700					
Computer Hardware & Software	53800	37				
Stationery & Office Supplies	53900			500	500	
Books & Journals	54100					
Minor Office Equipment	54200					
Total Services & Supplies Expenditures		14,929	253,415	220,100	(33,315)	(13.1)%
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					
Total Capital Expenditures						
Transfer In/Out						
Total Expenditures		1,260,328	994,250	1,595,158	600,908	60.4%

Managing Division:	
Planning & Climate Protection Division	
Contact Person:	
Wendy Goodfriend	
Program Purpose:	
Implement regional and local land use, mobile source and transportation plans, policies and measures.	
Description of Program:	
<p>This program focuses on working with state, regional and local agencies and community organizations to encourage and facilitate implementation of mobile source and transportation measures to attain and maintain ambient air quality standards and reduce emissions and exposure to fine particulate matter and toxic air contaminants in overburdened communities. Support and assistance are provided to land use and transportation planning agencies to help them avoid potential land use conflicts and ensure sensitive receptors are not located near local sources of air pollution. On an ongoing basis, potential air quality and greenhouse gas impacts of land use and transportation plans and projects as disclosed through CEQA and other environmental review are reviewed and comments are provided to local lead agencies. The program also works closely with state, regional and local agencies, community organizations and the private sector to reduce emissions from ports and goods movement operations, including participation in AB 617 and relevant CARB rulemaking as well as implementing relevant guidelines, plans and programs.</p>	
Justification of Change Request:	
Not Applicable	
Activities	
Assist with the implementation of community emission reduction plans in AB 617 designated communities.	
Provide technical assistance and support to cities, counties and other lead agencies in developing high quality environmental analyses pursuant to CEQA.	
Collaborate with MTC to develop and implement a Plan Bay Area 2050 that encourages air quality improvement co-benefits.	
Implement transportation, building and energy measures in the 2017 Clean Air Plan in collaboration with other regional and local entities.	
Implement, evaluate and improve the Commuter Benefits Program in collaboration with MTC and the Compliance and Enforcement Division.	
Participate in Transportation Conformity Task Forces and provide consultation regarding general conformity review of non-transportation projects.	
Track CARB actions related to on-road and off-road mobile sources and fuels, attend workshops and hearings and prepare comments as appropriate.	
Work with Federal, State, regional and local agencies on mobile source programs, e.g., ports, goods movement, railroads, shipping.	
Track CEQA projects within the SFBAAB, review priority projects and plans, and provide comments to lead agencies.	
Major Objectives	Delivery Date
Lead the implementation of the West Oakland Community Action Plan with community co-leads, Steering Committee, subcommittees and agency staff.	March 2021
Update the Air District's CEQA Thresholds of Significance for air quality and climate change impacts.	June 2021
Develop updated CEQA Air Quality Guidelines that provide guidance on air quality and GHG analyses, healthy development best practices, and CEQA exemptions and streamlining.	March 2021
Work with MTC on Plan Bay Area 2050 to advance Air District AB 617 and 2017 Clean Air Plan goals and objectives.	June 2021
Continue to track, review and comment on CEQA projects and provide technical assistance on air quality and greenhouse gas impact analyses.	June 2021

Implement Plans, Policies and Measures

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		Audited Program Expenditures	Approved Program Budget	Proposed Program Budget	FTE/Dollar Change	Percent Change
		2019	2020	2021	\$	%
Number of Positions (FTE)		4.59	4.62	6.70	2.08	45.0%
Personnel Expenditures						
Permanent Salaries	51100	642,082	630,900	928,123	297,223	47.1%
Overtime Salaries	51150	4,354	3,000	3,000		
Temporary Salaries	51200					
Payroll Taxes	51300	10,073	9,092	13,218	4,126	45.4%
Pension Benefits	51400	117,053	137,415	208,967	71,552	52.1%
FICA Replacement Benefits	51500	7,209	8,103	12,572	4,469	55.2%
Group Insurance Benefits	51600	98,320	80,948	142,645	61,697	76.2%
Employee Transportation Subsidy	51700	7,853	6,475	14,552	8,077	124.7%
Workers' Compensation	51800	1,948	2,624	3,713	1,089	41.5%
Other Post Employment Benefits	51850	61,292	45,630	64,578	18,948	41.5%
Board Stipends	51900					
Total Personnel Expenditures		950,184	924,187	1,391,368	467,181	50.6%
Services & Supplies Expenditures						
Travel In-State	52200	3,305	2,300	2,100	(200)	(8.7)%
Travel Out-of-State	52220	1,328	1,300	2,000	700	53.8%
Training & Education	52300	3,440	3,400	5,000	1,600	47.1%
Repair & Maintenance (Equipment)	52400					
Communications	52500	765				
Building Maintenance	52600					
Utilities	52700					
Postage	52800					
Printing & Reproduction	52900	296	4,000	11,000	7,000	175.0%
Equipment Rental	53100					
Rents & Leases	53200					
Professional Services & Contracts	53300	158,551	181,900	200,000	18,100	10.0%
General Insurance	53400					
Shop & Field Supplies	53500					
Laboratory Supplies	53600					
Gasoline & Variable Fuel	53700					
Computer Hardware & Software	53800			1,000	1,000	
Stationery & Office Supplies	53900	116	450	500	50	11.1%
Books & Journals	54100					
Minor Office Equipment	54200					
Total Services & Supplies Expenditures		167,801	193,350	221,600	28,250	14.6%
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					
Total Capital Expenditures						
Transfer In/Out						
Total Expenditures		1,117,985	1,117,537	1,612,968	495,431	44.3%

Managing Division:	
Planning & Climate Protection Division	
Contact Person:	
Abby Young	
Program Purpose:	
Set the strategic direction for and coordinate agency-wide efforts to accelerate the reduction of climate pollutants and integrate climate protection into Air District programs to reduce criteria and toxic air pollutants.	
Description of Program:	
Air District climate protection activities for FYE 2021 will be coordinated by the Climate Protection Section and will include: implementing activities identified in the regional CO ₂ - Methane- and F-Gas- reduction strategies; administering and assessing results from the 2018 Climate Protection Grant Program; supporting the development of proposed rules to reduce GHGs; developing and leading regional campaign to decarbonize new and existing buildings, including supporting local initiatives, building upon Climate Protection Grant projects and investigating rulemaking; supporting local implementation of GHG reductions by developing model policies, best practices and toolkits through efforts such as the Building Decarbonization program and the Diesel Free By '33 initiative; working with local governments and community choice energy programs to develop low-carbon alternatives for emergency back-up power and use of battery storage and microgrids; collaborating with MTC to include robust VMT reduction in Plan Bay Area; working with local governments and stakeholder groups to develop public outreach and education initiatives on the topic of low-GHG diets and reducing food waste; 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:	
Not Applicable	
Activities	
Provide local governments with policy resources to accelerate local building decarbonization efforts.	
Coordinate the integration of climate protection strategies in existing Air District programs.	
Collaborate with other divisions on emissions studies to support rule-making and policy development.	
Continue implementing and assess 2018 Climate Protection Grant Program projects for potential replicability.	
Develop program and convene regional event promoting low-GHG diet alternatives and reduce food waste.	
Support community choice energy programs in developing cost-effective, low-carbon emergency power alternatives.	
Support local GHG reduction in organic waste reduction, and active and low-carbon transportation.	
Develop technical and policy tools for the Diesel Free By '33 initiative.	
Provide leadership through convening events, providing networking and information-sharing for local governments and stakeholders.	
Participate in Statewide and regional climate protection programs with BARC, MTC, ABAG, and BCDC.	
Major Objectives	Delivery Date
Implement GHG reduction strategies identified in the 2017 Clean Air Plan.	June 2021
Launch the Building Decarbonization Initiative with a suite of online policy support tools.	June 2021
Convene region-wide event on climate-friendly food and food waste reduction.	June 2021
Collaborate with MTC on including robust VMT-reduction measures in Plan Bay Area 2050.	June 2021
Administer the 2018 Climate Protection Grant Program.	June 2021
Develop and implement activities to support the Diesel Free initiative	June 2021
Implement strategies to divert organics from the waste stream.	June 2021

	Audited Program Expenditures	Approved Program Budget	Proposed Program Budget	FTE/Dollar Change	Percent Change
	2019	2020	2021	\$	%
Number of Positions (FTE)	7.58	8.98	7.60	(1.38)	(15.4)%
Personnel Expenditures					
Permanent Salaries 51100	1,007,410	1,223,483	1,118,505	(104,978)	(8.6)%
Overtime Salaries 51150	766				
Temporary Salaries 51200					
Payroll Taxes 51300	15,685	17,548	15,961	(1,587)	(9.0)%
Pension Benefits 51400	198,776	259,342	243,845	(15,497)	(6.0)%
FICA Replacement Benefits 51500	11,201	15,751	14,262	(1,489)	(9.5)%
Group Insurance Benefits 51600	152,298	156,890	129,176	(27,714)	(17.7)%
Employee Transportation Subsidy 51700	12,881	12,586	16,509	3,923	31.2%
Workers' Compensation 51800	3,056	5,100	4,212	(888)	(17.4)%
Other Post Employment Benefits 51850	96,160	88,691	73,259	(15,432)	(17.4)%
Board Stipends 51900					
Total Personnel Expenditures	1,498,233	1,779,391	1,615,729	(163,662)	(9.2)%
Services & Supplies Expenditures					
Travel In-State 52200	5,959	4,300	5,160	860	20.0%
Travel Out-of-State 52220	4,007	7,500	6,750	(750)	(10.0)%
Training & Education 52300	3,653	6,100	6,100		
Repair & Maintenance (Equipment) 52400	3,716				
Communications 52500	2,079				
Building Maintenance 52600					
Utilities 52700					
Postage 52800					
Printing & Reproduction 52900	72	100	1,200	1,100	1,100.0%
Equipment Rental 53100					
Rents & Leases 53200					
Professional Services & Contracts 53300	1,148,655	340,000	340,000		
General Insurance 53400					
Shop & Field Supplies 53500					
Laboratory Supplies 53600					
Gasoline & Variable Fuel 53700					
Computer Hardware & Software 53800		1,800		(1,800)	(100.0)%
Stationery & Office Supplies 53900	359	300	500	200	66.7%
Books & Journals 54100		100	100		
Minor Office Equipment 54200	14	200	200		
Total Services & Supplies Expenditures	1,168,514	360,400	360,010	(390)	(0.1)%
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					
Total Capital Expenditures					
Transfer In/Out					
Total Expenditures	2,666,747	2,139,791	1,975,739	(164,052)	(7.7)%

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Community Engagement & Policy Division

The Community Engagement and Policy Division engages the public in Air District programs and policies. The Community Engagement Program is the Air District's main point of contact with the public and employs inclusive and equitable community engagement strategies to increase awareness, foster relationships, and ensure opportunities for stakeholder participation in planning and decision-making. Staff particularly seek opportunities for those that have been historically excluded, discriminated against, under-represented, or under-resourced to participate and shape Air District decisions that impact their lives and improve public health. 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. Additionally, staff review existing regulations and develop revisions to improve clarity, efficiency and effectiveness.

Managing Division:	
Community Engagement & Policy Division	
Contact Person:	
Elizabeth Yura	
Program Purpose:	
Act as the District's main point of contact with the public to increase awareness, foster relationships, and ensure opportunities for stakeholder participation in planning and decision-making.	
Description of Program:	
The Community Engagement Office also facilitates stakeholder engagement in Air District programs; plays a key role in AB 617 implementation; develops and supports implementation of community engagement best practices; oversees the Community Grant Program; manages issue-specific advisory groups, and oversees Supplemental Environmental Programs and Resource Teams.	
Justification of Change Request:	
The Professional Services budget has increased from FYE 2020 to account for the continuation and expansion of AB 617 implementation efforts, the development of the Marie Harrison scholarship program, the creation of a bench of experts for neutral facilitation services, and the development and pilot of a school support system through the Bay Air Center. Other Services and Supplies expenditures remain the same as prior years, or have been reduced.	
Activities	
AB 617: Work in partnership with community groups and across Air District divisions to implement AB 617 West Oakland Action Plan, Richmond-San Pablo Monitoring and Action Plan, and other community engagement activities.	
Bay Air Center: Support communities with technical guidance, training, and relevant resources to build capacity.	
Youth Engagement: Refine and implement youth engagement strategy.	
Community Grant Program: Support design and implementation of strategies to foster community participation.	
Develop and train staff on Public Participation Continuum/Community Engagement Principles.	
Supplemental Environmental Projects (SEP): Manage program to install air filtration systems at schools.	
Transformative Climate Communities: Manage contract and support implementation of climate-protective projects.	
Represent Air District with stakeholders, community organizations and regional collaborations, including race and equity programs/initiatives.	
Provide direction to the Air District's Spare the Air Resource teams.	
Facilitate informational presentations by Air District staff to students and community groups.	
Engage Limited English Proficient populations in Air District programs and decisions.	
Major Objectives	Delivery Date
Implement multiple aspects of AB 617 and track progress.	Ongoing
Implement coordinated youth engagement strategy and Marie Harrison Scholarship Program.	June 2021
Continue Community Grant Program.	June 2021
Develop Public Participation Continuum/Community Engagement Principles.	June 2021
Implement first CARB SEP for filtration systems at elementary schools in AB 617 priority communities.	June 2021
Coordinate District presence at diverse public events.	June 2021

		Audited Program Expenditures	Approved Program Budget	Proposed Program Budget	FTE/Dollar Change	Percent Change
		2019	2020	2021	\$	%
Number of Positions (FTE)		7.79	9.10	12.65	3.55	39.0%
Personnel Expenditures						
Permanent Salaries	51100	932,546	1,152,105	1,558,350	406,245	35.3%
Overtime Salaries	51150	5,948		15,000	15,000	
Temporary Salaries	51200	22,146				
Payroll Taxes	51300	14,404	16,510	22,182	5,672	34.4%
Pension Benefits	51400	157,664	247,814	337,165	89,351	36.1%
FICA Replacement Benefits	51500	10,367	15,962	23,744	7,782	48.8%
Group Insurance Benefits	51600	141,249	164,417	232,205	67,788	41.2%
Employee Transportation Subsidy	51700	11,469	12,755	27,483	14,728	115.5%
Workers' Compensation	51800	2,832	5,168	7,013	1,845	35.7%
Other Post Employment Benefits	51850	89,094	89,877	121,961	32,084	35.7%
Board Stipends	51900					
Total Personnel Expenditures		1,387,719	1,704,608	2,345,103	640,495	37.6%
Services & Supplies Expenditures						
Travel In-State	52200	1,093	7,800	5,800	(2,000)	(25.6)%
Travel Out-of-State	52220	4,054	8,000	4,800	(3,200)	(40.0)%
Training & Education	52300	14,675	17,500	16,500	(1,000)	(5.7)%
Repair & Maintenance (Equipment)	52400					
Communications	52500	10,833	2,000	13,000	11,000	550.0%
Building Maintenance	52600					
Utilities	52700					
Postage	52800					
Printing & Reproduction	52900	3,331	6,000	3,000	(3,000)	(50.0)%
Equipment Rental	53100					
Rents & Leases	53200					
Professional Services & Contracts	53300	655,525	1,313,000	2,485,000	1,172,000	89.3%
General Insurance	53400					
Shop & Field Supplies	53500	1,929	2,500	1,000	(1,500)	(60.0)%
Laboratory Supplies	53600					
Gasoline & Variable Fuel	53700					
Computer Hardware & Software	53800					
Stationery & Office Supplies	53900	683	1,500	1,500		
Books & Journals	54100					
Minor Office Equipment	54200					
Total Services & Supplies Expenditures		692,123	1,358,300	2,530,600	1,172,300	86.3%
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					
Total Capital Expenditures						
Transfer In/Out		(128,126)				
Total Expenditures		1,951,716	3,062,908	4,875,703	1,812,795	59.2%

Managing Division:	
Community Engagement & Policy Division	
Contact Person:	
Victor Douglas	
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. 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. 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 2017 Clean Air Plan, AB 617 BARCT Schedule, Methane and PM Strategies as directed by the Board of Directors.	
Justification of Change Request:	
An anticipated increase in rule development projects due to the AB 617, Community Health Protection efforts, 2017 Clean Air Plan, and the PM Strategy will require additional contracted CEQA and socioeconomic analyses. Additional resources will be needed to assist in Legislative analyses and draft Air District formal comments on proposed federal and state legislation and regulation impacting Bay Area air quality or our ability to regulate air pollutants.	
Activities	
Develop amendments to Rule 6-5: Refinery Fluid Catalytic Cracking Units to reduce PM	
Develop amendments to Rule 8-5: Organic Liquid Storage Tanks and Rule 8-8: Refinery Wastewater Treatment to reduce VOCs and toxic emissions	
Develop amendments to Rule 9-14: Petroleum Coke Calcining Operations to reduce NOx emissions	
Finalize a new Rule 13-5: Refinery Hydrogen Systems to reduce methane and VOCs.	
Finalize new rules to reduce methane and VOCs from organic materials handling and composting (Rules 13-2 & 13-3)	
Develop suite of rulemaking actions to reduce sulfur emissions from the refining sector.	
Develop rules to reduce methane and VOC emissions from landfills (Rule 8-34) and sewage treatment (Rule 13-4)	
Manage rule development process led by staff in other Sections and Divisions.	
Major Objectives	Delivery Date
Develop amendments to Rule 6-5: Refinery Fluid Catalytic Cracking Units	November 2020
Develop amendments to Rule 8-5: Organic Liquid Storage Tanks	September 2020
Develop amendments to Rule 8-8: Refinery Wastewater Treatment Operations	September 2020
Develop amendments to Rule 9-14: Petroleum Coke Calcining to reduce NOx emissions	Ongoing
Finalize Rules 13-2 & 13-3 to reduce methane and VOCs from organic materials handling / composting	Ongoing
Finalize a new Rule 13-5: Refinery Hydrogen Systems to reduce methane and VOCs.	Ongoing

		Audited Program Expenditures	Approved Program Budget	Proposed Program Budget	FTE/Dollar Change	Percent Change
		2019	2020	2021	\$	%
Number of Positions (FTE)		9.13	9.95	8.53	(1.42)	(14.3)%
Personnel Expenditures						
Permanent Salaries	51100	1,152,662	1,291,943	1,190,803	(101,140)	(7.8)%
Overtime Salaries	51150	14,896	10,000	12,000	2,000	20.0%
Temporary Salaries	51200					
Payroll Taxes	51300	17,635	18,664	16,956	(1,708)	(9.2)%
Pension Benefits	51400	199,924	274,241	262,688	(11,553)	(4.2)%
FICA Replacement Benefits	51500	12,589	17,453	16,023	(1,430)	(8.2)%
Group Insurance Benefits	51600	171,503	165,558	140,445	(25,113)	(15.2)%
Employee Transportation Subsidy	51700	14,130	13,946	18,546	4,600	33.0%
Workers' Compensation	51800	3,497	5,651	4,732	(919)	(16.3)%
Other Post Employment Benefits	51850	110,031	98,272	82,301	(15,971)	(16.3)%
Board Stipends	51900					
Total Personnel Expenditures		1,696,867	1,895,728	1,744,494	(151,234)	(8.0)%
Services & Supplies Expenditures						
Travel In-State	52200	1,302	7,750	8,250	500	6.5%
Travel Out-of-State	52220	1,878	3,775	3,650	(125)	(3.3)%
Training & Education	52300	1,435	7,850	10,200	2,350	29.9%
Repair & Maintenance (Equipment)	52400					
Communications	52500					
Building Maintenance	52600					
Utilities	52700					
Postage	52800					
Printing & Reproduction	52900	19,486	35,000	40,000	5,000	14.3%
Equipment Rental	53100					
Rents & Leases	53200					
Professional Services & Contracts	53300	80,340	160,400	263,000	102,600	64.0%
General Insurance	53400					
Shop & Field Supplies	53500	1,110	500	500		
Laboratory Supplies	53600					
Gasoline & Variable Fuel	53700					
Computer Hardware & Software	53800	955	5,000	3,000	(2,000)	(40.0)%
Stationery & Office Supplies	53900		500	750	250	50.0%
Books & Journals	54100		200	300	100	50.0%
Minor Office Equipment	54200					
Total Services & Supplies Expenditures		106,506	220,975	329,650	108,675	49.2%
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					
Total Capital Expenditures						
Transfer In/Out						
Total Expenditures		1,803,373	2,116,703	2,074,144	(42,559)	(2.0)%

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Information Services Division

The Information Services Division focuses on Information technology operations, engineering, user support and the management of District records.

Under this Division, Engineering and Operations Program staff provide design, implementation, security and maintenance of all computer server infrastructures including but not limited to email, telecommunications, network, file storage, business continuity/disaster recovery, and remote connectivity. 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.

Records Management Program Staff (RM) are responsible for storing, maintaining, securing, and providing copies of Air District official documents. These documents are made available for public, regulated community and internal request in accordance with Policy and Procedures.

In FY2021, the RM program procured Hyland OnBase software and is working to implement and deploy the system to meet the needs and requirements of the District. RM provides assistance for staff from each Division individually as official records are migrated to OnBase. RM digitizes paper documents as needed for all Divisions.

Managing Division:	
Information Services Division	
Contact Person:	
Magen Holloway	
Program Purpose:	
To provide archival and retrieval services for the District's records produced by various Divisions.	
Description of Program:	
The Records Management Program (RM) is responsible for maintaining the Air District official records for each Division. These documents are made available for public, industry and internal request in accordance to the APCO Policy and Procedures.	
Justification of Change Request:	
Increased budget reflects cost associated with purchase of new record management system. New software will assist RM meet the program objects. Consultants will assist RM in configuring the new Hyland OnBase (OB) software as specified by each Division.	
Activities	
Manage and Support of Physical and Electronic Storage of District Records.	
RM is configuring and implementing the new OB software with the assistance of consultants from Xerox. The Xerox is contracted to configure Air District records and corresponding Record Retention in OB. Xerox will also migrate historic records from AppXtender software and the Air District shared drives.	
Train Division Records Custodians on new OB software.	
Major Objectives	Delivery Date
Configure new OB software.	June 2021
Train staff on use of OB software.	June 2021
Migrate records from shared drives to OB software	June 2021

		Audited Program Expenditures	Approved Program Budget	Proposed Program Budget	FTE/Dollar Change	Percent Change
		2019	2020	2021	\$	%
Number of Positions (FTE)		2.77	4.03	2.80	(1.23)	(30.5)%
Personnel Expenditures						
Permanent Salaries	51100	307,766	480,380	361,250	(119,130)	(24.8)%
Overtime Salaries	51150					
Temporary Salaries	51200					
Payroll Taxes	51300	4,776	6,879	5,130	(1,749)	(25.4)%
Pension Benefits	51400	58,591	102,124	77,748	(24,376)	(23.9)%
FICA Replacement Benefits	51500	3,414	7,069	5,267	(1,802)	(25.5)%
Group Insurance Benefits	51600	46,431	74,748	58,993	(15,755)	(21.1)%
Employee Transportation Subsidy	51700	3,822	5,648	6,096	448	7.9%
Workers' Compensation	51800	934	2,289	1,556	(733)	(32.0)%
Other Post Employment Benefits	51850	29,379	39,802	27,054	(12,748)	(32.0)%
Board Stipends	51900					
Total Personnel Expenditures		455,113	718,939	543,094	(175,845)	(24.5)%
Services & Supplies Expenditures						
Travel In-State	52200		3,000	3,000		
Travel Out-of-State	52220					
Training & Education	52300		5,100	20,000	14,900	292.2%
Repair & Maintenance (Equipment)	52400					
Communications	52500	4,713	7,700	7,800	100	1.3%
Building Maintenance	52600	2,710	10,200	10,200		
Utilities	52700	4,993	3,700	3,800	100	2.7%
Postage	52800					
Printing & Reproduction	52900	33,662	95,000	100,000	5,000	5.3%
Equipment Rental	53100					
Rents & Leases	53200	66,076	90,000	110,000	20,000	22.2%
Professional Services & Contracts	53300	173	195,000	210,000	15,000	7.7%
General Insurance	53400					
Shop & Field Supplies	53500		20,000	10,000	(10,000)	(50.0)%
Laboratory Supplies	53600					
Gasoline & Variable Fuel	53700					
Computer Hardware & Software	53800	315	60,000	65,000	5,000	8.3%
Stationery & Office Supplies	53900		6,000	6,000		
Books & Journals	54100					
Minor Office Equipment	54200					
Non-capital assets	54600					
Total Services & Supplies Expenditures		160,415	495,700	545,800	50,100	10.1%
Capital Expenditures						
Leasehold Improvements	60100					
Building & Grounds	60105					
Office Equipment	60110		60,000		(60,000)	(100.0)%
Computer & Network Equipment	60115	198,309	250,000		(250,000)	(100.0)%
Motorized Equipment	60120					
Lab & Monitoring Equipment	60125					
Communications Equipment	60130					
General Equipment	60135					
PM 2.5 Equipment	60140					
Total Capital Expenditures		198,309	310,000		(310,000)	(100.0)%
Transfer In/Out		(25,482)				
Total Expenditures		788,355	1,524,639	1,088,894	(435,745)	(28.6)%

Managing Division:	
Information Services Division	
Contact Person:	
Blair 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:	
Not applicable.	
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

		Audited Program Expenditures	Approved Program Budget	Proposed Program Budget	FTE/Dollar Change	Percent Change
		2019	2020	2021	\$	%
Number of Positions (FTE)		2.44	9.26	6.60	(2.66)	(28.7)%
Personnel Expenditures						
Permanent Salaries	51100	322,696	1,153,895	928,608	(225,287)	(19.5)%
Overtime Salaries	51150	1,530				
Temporary Salaries	51200					
Payroll Taxes	51300	5,188	16,533	13,216	(3,317)	(20.1)%
Pension Benefits	51400	121,977	245,656	212,306	(33,350)	(13.6)%
FICA Replacement Benefits	51500	3,633	16,242	12,389	(3,853)	(23.7)%
Group Insurance Benefits	51600	49,412	177,010	144,766	(32,244)	(18.2)%
Employee Transportation Subsidy	51700	3,940	12,979	14,340	1,361	10.5%
Workers' Compensation	51800	979	5,259	3,659	(1,600)	(30.4)%
Other Post Employment Benefits	51850	30,803	91,457	63,634	(27,823)	(30.4)%
Board Stipends	51900					
Total Personnel Expenditures		540,158	1,719,031	1,392,918	(326,113)	(19.0)%
Services & Supplies Expenditures						
Travel In-State	52200					
Travel Out-of-State	52220					
Training & Education	52300		15,000	15,000		
Repair & Maintenance (Equipment)	52400					
Communications	52500	1,411	1,000	1,500	500	50.0%
Building Maintenance	52600					
Utilities	52700					
Postage	52800					
Printing & Reproduction	52900					
Equipment Rental	53100					
Rents & Leases	53200					
Professional Services & Contracts	53300	62,972	55,000	60,000	5,000	9.1%
General Insurance	53400					
Shop & Field Supplies	53500					
Laboratory Supplies	53600					
Gasoline & Variable Fuel	53700					
Computer Hardware & Software	53800		25,000	25,000		
Stationery & Office Supplies	53900					
Books & Journals	54100					
Minor Office Equipment	54200					
Total Services & Supplies Expenditures		64,383	96,000	101,500	5,500	5.7%
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					
Total Capital Expenditures						
Transfer In/Out						
Total Expenditures		604,541	1,815,031	1,494,418	(320,613)	(17.7)%

Managing Division:	
Information Services Division	
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 server hardware, and operating system and application software.	
Justification of Change Request:	
Not applicable.	
Activities	
Operation and system administration of HP-3000 servers.	
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 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

		Audited Program Expenditures	Approved Program Budget	Proposed Program Budget	FTE/Dollar Change	Percent Change
		2019	2020	2021	\$	%
Number of Positions (FTE)		9.00	9.00	10.00	1.00	11.1%
Personnel Expenditures						
Permanent Salaries	51100	1,110,263	1,190,099	1,342,633	152,534	12.8%
Overtime Salaries	51150	4,387				
Temporary Salaries	51200					
Payroll Taxes	51300	17,242	17,063	19,171	2,108	12.4%
Pension Benefits	51400	215,198	262,421	303,125	40,704	15.5%
FICA Replacement Benefits	51500	12,337	15,786	18,764	2,978	18.9%
Group Insurance Benefits	51600	168,008	176,185	199,912	23,727	13.5%
Employee Transportation Subsidy	51700	13,818	12,614	21,720	9,106	72.2%
Workers' Compensation	51800	3,368	5,111	5,542	431	8.4%
Other Post Employment Benefits	51850	105,984	88,889	96,386	7,497	8.4%
Board Stipends	51900					
Total Personnel Expenditures		1,650,605	1,768,168	2,007,253	239,085	13.5%
Services & Supplies Expenditures						
Travel In-State	52200		5,000	10,000	5,000	100.0%
Travel Out-of-State	52220					
Training & Education	52300		25,000	75,000	50,000	200.0%
Repair & Maintenance (Equipment)	52400	489,275	593,000	697,000	104,000	17.5%
Communications	52500	16,126	10,000	17,000	7,000	70.0%
Building Maintenance	52600					
Utilities	52700					
Postage	52800					
Printing & Reproduction	52900					
Equipment Rental	53100					
Rents & Leases	53200					
Professional Services & Contracts	53300	226,220	395,000	555,000	160,000	40.5%
General Insurance	53400					
Shop & Field Supplies	53500					
Laboratory Supplies	53600					
Gasoline & Variable Fuel	53700					
Computer Hardware & Software	53800	168,949	230,500	391,300	160,800	69.8%
Stationery & Office Supplies	53900					
Books & Journals	54100					
Minor Office Equipment	54200					
Non-capital assets	54600					
Total Services & Supplies Expenditures		1,337,939	1,258,500	1,745,300	486,800	38.7%
Capital Expenditures						
Leasehold Improvements	60100					
Building & Grounds	60105		75,000		(75,000)	(100.0)%
Office Equipment	60110					
Computer & Network Equipment	60115	38,350		100,000	100,000	
Motorized Equipment	60120					
Lab & Monitoring Equipment	60125					
Communications Equipment	60130		400,000	400,000		
General Equipment	60135					
PM 2.5 Equipment	60140					
Total Capital Expenditures		38,350	475,000	500,000	25,000	5.3%
Transfer In/Out		(185,061)				
Total Expenditures		2,841,833	3,501,668	4,252,553	750,885	21.4%

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Meteorology & Measurement 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:

- Continuing development, operation, maintenance, evaluation and improvement of over 30 air monitoring locations throughout the Bay Area
- 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:

- Providing gravimetric, ion, OC/EC and metals analysis on PM2.5 filter samples.
- Continuation of upgrades to laboratory analytical instruments to enhance the laboratory's ability to analyze for additional organic and toxic compounds.

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 PM2.5 testing at affected sources.
- Providing technical support and data associated with AB 617 and other programs for 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 of enhanced data analysis capabilities in support of AB 617 and other programs.

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, communications systems and operate and maintain data bases to decrease downtime and increase cost effectiveness.

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:

Managing Division:	
Meteorology & Measurement Division	
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, perform monitoring as part of AB 617 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 air quality and meteorological measurement 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 Precursor Air Monitoring Stations (PAMS) and PM2.5 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, AB 617 monitoring and Environmental Impact Reports (EIRs).	
Justification of Change Request:	
The budgets for Shop and Field (53505), Lab Supplies (53600), and Repair & Maintenance (52400) have been increased due to a combination of inflationary pressures, aging equipment, and new monitoring system development. The travel budget has been increased to facilitate attendance at the National Ambient Air Monitoring and other conferences. Capital equipment requests are \$580,815 to support replacement of aging meteorology and air monitoring equipment, and to equip an advanced diagnostics and training lab to help facilitate instrument evaluations and staff development.	
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 non-criteria pollutant monitors to provide data on ozone precursors, data for ozone forecasting, and data for fine particulate forecasting.	
Operate a PAMS network that meets EPA requirements.	
Operate a gaseous toxics network to provide data for State and Air District programs.	
Operate a network of fine particulate (PM2.5), black carbon, and particulate matter speciation samplers and analyzers in support of the determination of compliance with the National Ambient Air Quality Standards for PM2.5, wood smoke trends, and other area wide particulate matter studies.	
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.	
Aid in the development and evaluation of emerging technologies for air quality measurements.	
Implement community level air quality screening, monitoring, and assessment tools and procedures in support of AB617 and Rule 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.	Ongoing
Implementation of community level screening and air quality assessment in support of AB 617 and Reg 12-15	Ongoing

		Audited Program Expenditures	Approved Program Budget	Proposed Program Budget	FTE/Dollar Change	Percent Change
		2019	2020	2021	\$	%
Number of Positions (FTE)		24.54	29.95	27.60	(2.35)	(7.8)%
Personnel Expenditures						
Permanent Salaries	51100	2,536,745	3,112,150	3,081,122	(31,028)	(1.0)%
Overtime Salaries	51150	1,441	8,500	8,500		
Temporary Salaries	51200	4,396				
Payroll Taxes	51300	39,091	44,606	43,660	(946)	(2.1)%
Pension Benefits	51400	435,875	647,339	666,717	19,378	3.0%
FICA Replacement Benefits	51500	27,899	52,533	51,796	(737)	(1.4)%
Group Insurance Benefits	51600	379,816	546,155	490,304	(55,851)	(10.2)%
Employee Transportation Subsidy	51700	30,440	41,978	59,955	17,977	42.8%
Workers' Compensation	51800	7,697	17,009	15,298	(1,711)	(10.1)%
Other Post Employment Benefits	51850	242,181	295,802	266,058	(29,744)	(10.1)%
Board Stipends	51900					
Total Personnel Expenditures		3,705,581	4,766,072	4,683,410	(82,662)	(1.7)%
Services & Supplies Expenditures						
Travel In-State	52200	4,456	25,144	25,144		
Travel Out-of-State	52220	20,935	10,500	19,000	8,500	81.0%
Training & Education	52300	3,031	2,000	2,000		
Repair & Maintenance (Equipment)	52400	22,932	74,067	75,918	1,851	2.5%
Communications	52500	4,796				
Building Maintenance	52600	11,664	68,103	58,103	(10,000)	(14.7)%
Utilities	52700	77,461	120,151	120,151		
Postage	52800					
Printing & Reproduction	52900					
Equipment Rental	53100					
Rents & Leases	53200	339,132	487,549	487,549		
Professional Services & Contracts	53300	259,374	379,438	379,438		
General Insurance	53400					
Shop & Field Supplies	53500	280,853	317,923	327,514	9,591	3.0%
Laboratory Supplies	53600	27,797	72,329	74,137	1,808	2.5%
Gasoline & Variable Fuel	53700					
Computer Hardware & Software	53800					
Stationery & Office Supplies	53900					
Books & Journals	54100		1,643		(1,643)	(100.0)%
Minor Office Equipment	54200					
Non-capital assets	54600					
Total Services & Supplies Expenditures		1,075,869	1,558,847	1,568,954	10,107	0.6%
Capital Expenditures						
Leasehold Improvements	60100					
Building & Grounds	60105					
Office Equipment	60110					
Computer & Network Equipment	60115					
Motorized Equipment	60120					
Lab & Monitoring Equipment	60125	286,179	1,195,784	680,815	(514,969)	(43.1)%
Communications Equipment	60130					
General Equipment	60135					
PM 2.5 Equipment	60140	76,754				
Total Capital Expenditures		362,933	1,195,784	680,815	(514,969)	(43.1)%
Transfer In/Out						
Total Expenditures		5,144,383	7,520,703	6,933,179	(587,524)	(7.8)%

Managing Division:	
Meteorology & Measurement Division	
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 implements analytical methods as required by new, analytical capabilities or amendments and additions to Air District regulations. The analytical services of the program 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 Professional Services (53305) were increased due to inflationary pressure and contractual obligations in addition to needs associated with the East Bay Laboratory Annex. Lab Supplies (53300) was decreased after a one-time need for funds to stock the East Bay Laboratory Annex. Training (52310) and Computer Hardware (53805) were increased to accommodate necessary training and computer hardware needs associated with new technology.	
Activities	
Perform gravimetric analyses on various filter media for BAAQMD and other agencies.	
Perform speciation analyses on various filter media including ion, carbon, and metals.	
Perform analyses associated with the Air District's toxics network.	
Perform analyses in support of Compliance and Enforcement and Source Test actions.	
Perform analyses of incident samples collected by the Air District.	
Perform analyses to provide comparative data for new and proposed field instrumentation.	
Identify and recommend analytical methods to support various Air District actions.	
Provide information on suitability of analyses proposed by outside laboratories.	
Participate in internal and external laboratory audits.	
Major Objectives	Delivery Date
Provide gravimetric and speciation data to MQA and AAQA.	Ongoing
Provide analytical data in support of Compliance and Enforcement actions.	Ongoing
Provide analytical data in support of the Source Test section.	Ongoing
Provide Air Monitoring Special Projects group and other agencies comparative data for the evaluation of new instrumentation.	Ongoing
Participate in internal and external safety evaluations and reporting.	Ongoing
Participate in internal and external laboratory audits.	Ongoing
Provide technical expertise and advice to other Air District divisions regarding laboratory methods and capabilities.	Ongoing

		Audited Program Expenditures	Approved Program Budget	Proposed Program Budget	FTE/Dollar Change	Percent Change
		2019	2020	2021	\$	%
Number of Positions (FTE)		6.02	7.23	7.97	0.74	10.2%
Personnel Expenditures						
Permanent Salaries	51100	735,212	899,225	997,416	98,191	10.9%
Overtime Salaries	51150		1,700	2,000	300	17.6%
Temporary Salaries	51200	45,916				
Payroll Taxes	51300	11,243	12,908	14,167	1,259	9.8%
Pension Benefits	51400	137,642	194,920	223,753	28,833	14.8%
FICA Replacement Benefits	51500	8,010	12,681	14,963	2,282	18.0%
Group Insurance Benefits	51600	109,047	141,810	160,863	19,053	13.4%
Employee Transportation Subsidy	51700	11,299	10,134	17,319	7,185	70.9%
Workers' Compensation	51800	2,230	4,106	4,419	313	7.6%
Other Post Employment Benefits	51850	70,176	71,407	76,856	5,449	7.6%
Board Stipends	51900					
Total Personnel Expenditures		1,130,775	1,348,891	1,511,756	162,865	12.1%
Services & Supplies Expenditures						
Travel In-State	52200	33	200	200		
Travel Out-of-State	52220		5,000	5,000		
Training & Education	52300	575	1,500	7,000	5,500	366.7%
Repair & Maintenance (Equipment)	52400	86,310	73,000	78,000	5,000	6.8%
Communications	52500					
Building Maintenance	52600					
Utilities	52700					
Postage	52800					
Printing & Reproduction	52900					
Equipment Rental	53100					
Rents & Leases	53200					
Professional Services & Contracts	53300	14,795	22,500	25,150	2,650	11.8%
General Insurance	53400					
Shop & Field Supplies	53500	1,480	3,000	3,000		
Laboratory Supplies	53600	79,527	132,000	100,000	(32,000)	(24.2)%
Gasoline & Variable Fuel	53700					
Computer Hardware & Software	53800			2,000	2,000	
Stationery & Office Supplies	53900					
Books & Journals	54100					
Minor Office Equipment	54200					
Total Services & Supplies Expenditures		182,720	237,200	220,350	(16,850)	(7.1)%
Capital Expenditures						
Leasehold Improvements	60100					
Building & Grounds	60105					
Office Equipment	60110					
Computer & Network Equipment	60115					
Motorized Equipment	60120					
Lab & Monitoring Equipment	60125	19,638	517,000		(517,000)	(100.0)%
Communications Equipment	60130					
General Equipment	60135					
PM 2.5 Equipment	60140					
Biotech Equipment	60145					
Total Capital Expenditures		19,638	517,000		(517,000)	(100.0)%
Transfer In/Out						
Total Expenditures		1,333,133	2,103,091	1,732,106	(370,985)	(17.6)%

Managing Division:	
Meteorology & Measurement Division	
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; research and develop new analytical source test procedures: and, provide technical expertise and advice to other Divisions. 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 including AB 617, and develop applicable standards and produce emissions data for new or revised regulations.	
Justification of Change Request:	
Specific accounts were increased to reflect inflationary pressure and contractual obligations.	
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 to support rule development and implementation efforts.	
Manage South Bay Odor Study contracts and deliverables	
Provide Rule 12-15 refinery fence line monitoring program oversight	
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
Participate in source attribution studies associated with AB 617	Ongoing
Implement new emission testing methods and technologies	Ongoing

		Audited Program Expenditures	Approved Program Budget	Proposed Program Budget	FTE/Dollar Change	Percent Change
		2019	2020	2021	\$	%
Number of Positions (FTE)		11.70	12.95	12.00	(0.95)	(7.3)%
Personnel Expenditures						
Permanent Salaries	51100	1,343,639	1,532,626	1,505,486	(27,140)	(1.8)%
Overtime Salaries	51150	3,176	7,500	7,500		
Temporary Salaries	51200					
Payroll Taxes	51300	20,729	22,054	21,376	(678)	(3.1)%
Pension Benefits	51400	240,845	329,604	335,231	5,627	1.7%
FICA Replacement Benefits	51500	14,850	22,715	22,522	(193)	(0.8)%
Group Insurance Benefits	51600	202,229	282,182	264,279	(17,903)	(6.3)%
Employee Transportation Subsidy	51700	16,119	18,151	26,070	7,919	43.6%
Workers' Compensation	51800	4,076	7,354	6,652	(702)	(9.5)%
Other Post Employment Benefits	51850	128,248	127,901	115,688	(12,213)	(9.5)%
Board Stipends	51900					
Total Personnel Expenditures		1,973,911	2,350,087	2,304,804	(45,283)	(1.9)%
Services & Supplies Expenditures						
Travel In-State	52200	6,426	3,000	3,000		
Travel Out-of-State	52220	4,945	4,000	4,000		
Training & Education	52300	5,478	11,350	11,850	500	4.4%
Repair & Maintenance (Equipment)	52400	2,589	5,000	5,000		
Communications	52500					
Building Maintenance	52600	798	8,800	8,800		
Utilities	52700	22,770	16,950	17,250	300	1.8%
Postage	52800					
Printing & Reproduction	52900					
Equipment Rental	53100					
Rents & Leases	53200	241,997	290,250	300,000	9,750	3.4%
Professional Services & Contracts	53300	33,973	55,000	55,500	500	0.9%
General Insurance	53400					
Shop & Field Supplies	53500	26,955	54,000	54,000		
Laboratory Supplies	53600		10,200	10,400	200	2.0%
Gasoline & Variable Fuel	53700					
Computer Hardware & Software	53800					
Stationery & Office Supplies	53900					
Books & Journals	54100					
Minor Office Equipment	54200					
Non-capital assets	54600					
		13,247				
Total Services & Supplies Expenditures		359,178	458,550	469,800	11,250	2.5%
Capital Expenditures						
Leasehold Improvements	60100					
Building & Grounds	60105					
Office Equipment	60110					
Computer & Network Equipment	60115					
Motorized Equipment	60120			60,000	60,000	
Lab & Monitoring Equipment	60125	14,250	190,932	85,233	(105,699)	(55.4)%
Communications Equipment	60130					
General Equipment	60135					
PM 2.5 Equipment	60140					
Biotech Equipment	60145					
Total Capital Expenditures		14,250	190,932	145,233	(45,699)	(23.9)%
Transfer In/Out						
Total Expenditures		2,347,339	2,999,569	2,919,837	(79,732)	(2.7)%

Managing Division:	
Meteorology & Measurement Division	
Contact Person:	
Charles Knoderer	
Program Purpose:	
Provide air quality and open burning forecasts, support for wildfire impacts, 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, forecasts for wildfire smoke impacts, and episode/alert forecasts. Data analysis objectives include the validation, compilation and interpretation of meteorological and air quality data, and distribution of data to various data systems. Other objectives include evaluation for legal actions and determination of long-term air quality trends.	
Justification of Change Request:	
The Overtime Budget (51155) was increased to account for inflation. This includes additional meetings to coordinate open burning with other agencies (such as CalFire and ARB) and additional forecast responsibilities due to increased wildfire impacts on local air quality. The budget for Professional Services (53300) was increased due to inflationary pressure and contractual agreements. The budget for Out-of-State Travel (52225) was reduced because of reorganization with the M&M division, moving the Air Quality Analysis group to 811.	
Activities	
Provide support for tracking and forecasting smoke plume impacts during wildfire events.	
Provide reliable and timely Air Quality forecasts to the Air District and the public on weekdays, weekends and holidays.	
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.	
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.	
Review air quality and meteorological data from the five oil refinery Ground Level Monitoring (GLM) Networks and evaluate Excess Reports for the Compliance & Enforcement Division regarding compliance with Air District Regulations 1 & 9.	
Respond to record requests for information on air quality and meteorological data from the public. Provide presentations for Air District functions including Board and Committee meetings, and community outreach and public information meetings.	
Major Objectives	Delivery Date
Provide daily air quality forecasts and burn acreage allocations to meet Air District needs. Provide additional support during wildfire impacts.	Ongoing
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 Plan to EPA, CARB and the public.	June 2021
Continue improvements to databases for air quality and meteorological data.	Ongoing

		Audited Program Expenditures	Approved Program Budget	Proposed Program Budget	FTE/Dollar Change	Percent Change
		2019	2020	2021	\$	%
Number of Positions (FTE)		5.47	8.68	3.55	(5.13)	(59.1)%
Personnel Expenditures						
Permanent Salaries	51100	691,159	1,135,154	481,900	(653,254)	(57.5)%
Overtime Salaries	51150	6,327	30,000	30,600	600	2.0%
Temporary Salaries	51200					
Payroll Taxes	51300	10,451	16,708	6,854	(9,854)	(59.0)%
Pension Benefits	51400	98,821	230,635	103,887	(126,748)	(55.0)%
FICA Replacement Benefits	51500	7,508	15,225	6,667	(8,558)	(56.2)%
Group Insurance Benefits	51600	102,278	156,979	63,137	(93,842)	(59.8)%
Employee Transportation Subsidy	51700	8,945	12,166	7,717	(4,449)	(36.6)%
Workers' Compensation	51800	2,097	4,929	1,969	(2,960)	(60.1)%
Other Post Employment Benefits	51850	65,969	85,728	34,247	(51,481)	(60.1)%
Board Stipends	51900					
Total Personnel Expenditures		993,555	1,687,524	736,978	(950,546)	(56.3)%
Services & Supplies Expenditures						
Travel In-State	52200	6,608	2,000	2,000		
Travel Out-of-State	52220	2,219	20,000	15,000	(5,000)	(25.0)%
Training & Education	52300	2,713				
Repair & Maintenance (Equipment)	52400		12,000	12,000		
Communications	52500					
Building Maintenance	52600					
Utilities	52700					
Postage	52800					
Printing & Reproduction	52900					
Equipment Rental	53100					
Rents & Leases	53200	1,848				
Professional Services & Contracts	53300	120,091	119,008	119,008		
General Insurance	53400					
Shop & Field Supplies	53500	7,886	4,000	4,080	80	2.0%
Laboratory Supplies	53600	315				
Gasoline & Variable Fuel	53700					
Computer Hardware & Software	53800	3,146	20,000	20,000		
Stationery & Office Supplies	53900					
Books & Journals	54100					
Minor Office Equipment	54200					
Total Services & Supplies Expenditures		144,826	177,008	172,088	(4,920)	(2.8)%
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					
Biotech Equipment	60145					
Total Capital Expenditures						
Transfer In/Out						
Total Expenditures		1,138,381	1,864,532	909,066	(955,466)	(51.2)%

Managing Division:	
Meteorology & Measurement Division	
Contact Person:	
Charles Knoderer	
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 H2S and SO2 ground level monitors (GLMs) and operation of H2S and SO2 mobile sampling units for odor complaint investigations and episodic sampling. Provide episodic ambient air-sampling after incidents at local refineries and chemical plants. Measure pollutants significant enough to cause wide-spread complaints.	
Justification of Change Request:	
Specific accounts were increased to reflect inflationary pressure and expected increases in resources necessary for auditing of Regulation 12, Rule 15 monitoring systems. Out of State Travel was increased to account for additional training that will be necessary for staff development. The Repair & Maintenance budget was adjusted to better reflect actual repair expenses in 2018 and 2019.	
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 SO2 and H2S 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.	
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
Maintain criteria pollutant calibration standards and calibrators to meet EPA requirements.	Ongoing
Revise Standard Operating Procedures (SOPs) to reflect changes in procedures.	Ongoing

Air Monitoring Instrument Performance Evaluation

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		Audited Program Expenditures	Approved Program Budget	Proposed Program Budget	FTE/Dollar Change	Percent Change
		2019	2020	2021	\$	%
Number of Positions (FTE)		3.15	3.12	3.12		
Personnel Expenditures						
Permanent Salaries	51100	347,589	357,401	371,888	14,487	4.1%
Overtime Salaries	51150	2,822	2,550		(2,550)	(100.0)%
Temporary Salaries	51200					
Payroll Taxes	51300	5,410	5,152	5,281	129	2.5%
Pension Benefits	51400	65,254	77,181	82,993	5,812	7.5%
FICA Replacement Benefits	51500	3,877	5,472	5,857	385	7.0%
Group Insurance Benefits	51600	52,794	75,192	69,785	(5,407)	(7.2)%
Employee Transportation Subsidy	51700	4,199	4,373	6,781	2,408	55.1%
Workers' Compensation	51800	1,055	1,772	1,730	(42)	(2.4)%
Other Post Employment Benefits	51850	33,180	30,815	30,089	(726)	(2.4)%
Board Stipends	51900					
Total Personnel Expenditures		516,180	559,908	574,404	14,496	2.6%
Services & Supplies Expenditures						
Travel In-State	52200	658	455	455		
Travel Out-of-State	52220	1,830	2,125	5,000	2,875	135.3%
Training & Education	52300		110		(110)	(100.0)%
Repair & Maintenance (Equipment)	52400	10,260	6,400	10,000	3,600	56.3%
Communications	52500					
Building Maintenance	52600		11,250	11,250		
Utilities	52700	489				
Postage	52800					
Printing & Reproduction	52900					
Equipment Rental	53100					
Rents & Leases	53200					
Professional Services & Contracts	53300	2,311	2,550	2,550		
General Insurance	53400					
Shop & Field Supplies	53500	18,739	16,800	17,136	336	2.0%
Laboratory Supplies	53600					
Gasoline & Variable Fuel	53700					
Computer Hardware & Software	53800					
Stationery & Office Supplies	53900					
Books & Journals	54100		160	160		
Minor Office Equipment	54200					
Non-capital assets	54600					
Total Services & Supplies Expenditures		39,176	39,850	46,551	6,701	16.8%
Capital Expenditures						
Leasehold Improvements	60100					
Building & Grounds	60105					
Office Equipment	60110					
Computer & Network Equipment	60115					
Motorized Equipment	60120					
Lab & Monitoring Equipment	60125	15,125	20,400	20,400		
Communications Equipment	60130					
General Equipment	60135					
PM 2.5 Equipment	60140					
Biotech Equipment	60145					
Total Capital Expenditures		15,125	20,400	20,400		
Transfer In/Out						
Total Expenditures		570,481	620,158	641,355	21,197	3.4%

Managing Division:	
Meteorology & Measurement Division	
Contact Person:	
Charles Knoderer	
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

		Audited Program Expenditures	Approved Program Budget	Proposed Program Budget	FTE/Dollar Change	Percent Change
		2019	2020	2021	\$	%
Number of Positions (FTE)		0.07	0.06	0.09	0.03	50.0%
Personnel Expenditures						
Permanent Salaries	51100	11,405	12,294	13,721	1,427	11.6%
Overtime Salaries	51150		4,000		(4,000)	(100.0)%
Temporary Salaries	51200					
Payroll Taxes	51300	178	235	198	(37)	(15.7)%
Pension Benefits	51400	2,453	2,743	2,970	227	8.3%
FICA Replacement Benefits	51500	126	105	184	79	75.2%
Group Insurance Benefits	51600	1,722	859	1,065	206	24.0%
Employee Transportation Subsidy	51700	138	84	213	129	153.6%
Workers' Compensation	51800	35	34	54	20	58.8%
Other Post Employment Benefits	51850	1,089	593	944	351	59.2%
Board Stipends	51900					
Total Personnel Expenditures		17,146	20,947	19,349	(1,598)	(7.6)%
Services & Supplies Expenditures						
Travel In-State	52200					
Travel Out-of-State	52220					
Training & Education	52300					
Repair & Maintenance (Equipment)	52400					
Communications	52500					
Building Maintenance	52600					
Utilities	52700		30,015	35,251	5,236	17.4%
Postage	52800					
Printing & Reproduction	52900					
Equipment Rental	53100					
Rents & Leases	53200	76,108	50,065	63,480	13,415	26.8%
Professional Services & Contracts	53300	1,129,208	1,238,750	1,246,788	8,038	0.6%
General Insurance	53400					
Shop & Field Supplies	53500		8,000	8,935	935	11.7%
Laboratory Supplies	53600					
Gasoline & Variable Fuel	53700					
Computer Hardware & Software	53800		2,000	2,000		
Stationery & Office Supplies	53900					
Books & Journals	54100					
Minor Office Equipment	54200					
Total Services & Supplies Expenditures		1,205,316	1,328,830	1,356,454	27,624	2.1%
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					
Biotech Equipment	60145					
Total Capital Expenditures						
Transfer In/Out						
Total Expenditures		1,222,462	1,349,777	1,375,803	26,026	1.9%

Managing Division:	
Meteorology & Measurement Division	
Contact Person:	
Steven 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:	
Professional Services (53300) has been increased by \$2,990,000 to fund the second year of the \$5,980,000 Aclima contract approved and signed last fiscal year.	
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.	Ongoing

Technical Infrastructure and Data Management

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		Audited Program Expenditures	Approved Program Budget	Proposed Program Budget	FTE/Dollar Change	Percent Change
		2019	2020	2021	\$	%
Number of Positions (FTE)		0.11	1.55	1.72	0.17	11.0%
Personnel Expenditures						
Permanent Salaries	51100	31,817	215,800	243,501	27,701	12.8%
Overtime Salaries	51150					
Temporary Salaries	51200					
Payroll Taxes	51300	545	3,096	3,467	371	12.0%
Pension Benefits	51400	17,154	47,998	56,221	8,223	17.1%
FICA Replacement Benefits	51500	383	2,719	3,235	516	19.0%
Group Insurance Benefits	51600	5,291	33,127	37,052	3,925	11.8%
Employee Transportation Subsidy	51700	421	2,172	3,745	1,573	72.4%
Workers' Compensation	51800	97	880	955	75	8.5%
Other Post Employment Benefits	51850	3,037	15,309	16,617	1,308	8.5%
Board Stipends	51900					
Total Personnel Expenditures		58,745	321,101	364,793	43,692	13.6%
Services & Supplies Expenditures						
Travel In-State	52200					
Travel Out-of-State	52220					
Training & Education	52300					
Repair & Maintenance (Equipment)	52400					
Communications	52500	96,299	97,891	97,891		
Building Maintenance	52600		4,788		(4,788)	(100.0)%
Utilities	52700					
Postage	52800					
Printing & Reproduction	52900					
Equipment Rental	53100					
Rents & Leases	53200	80,552	76,350		(76,350)	(100.0)%
Professional Services & Contracts	53300	10,071	63,500	3,053,500	2,990,000	4,708.7%
General Insurance	53400					
Shop & Field Supplies	53500	62,484	67,306	67,306		
Laboratory Supplies	53600					
Gasoline & Variable Fuel	53700					
Computer Hardware & Software	53800	28,500	52,975	52,975		
Stationery & Office Supplies	53900	36	500	500		
Books & Journals	54100					
Minor Office Equipment	54200					
Total Services & Supplies Expenditures		277,942	363,310	3,272,172	2,908,862	800.7%
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					
Biotech Equipment	60145					
Total Capital Expenditures						
Transfer In/Out						
Total Expenditures		336,687	684,411	3,636,965	2,952,554	431.4%

Managing Division:	
Meteorology & Measurement Division	
Contact Person:	
Katherine Hoag	
Program Purpose:	
Summarize, analyze, and interpret air quality measurement data and provide technical support to communities.	
Description of Program:	
<p>The primary purpose of the Air Quality Analysis Section is to characterize regional and local air quality using observed meteorological and air quality data, including preparing air quality summaries, determining compliance with National or State standards, and analyzing long-term trends to assess progress. District air monitoring program support includes developing an annual summary of the Air District’s fixed-site air monitoring network, and a long-term assessment of the network’s effectiveness every five years. This section is also responsible for reviewing or designing studies to characterize local air quality and providing analyses to assist developing air quality improvement strategies. This section provides technical support to community-led air quality efforts including leading the AB 617 Monitoring Plan area efforts and contributing to community capacity building efforts and other Community Health Protection Program work.</p>	
Justification of Change Request:	
<p>This section consolidates air quality data analyses to meet the increased need for technical coordination with communities and external partners driven by an increased interest in air quality and use of air sensors, and the Community Health Protection Program (AB617).</p>	
Activities	
Air District coordinator for the Bay Air Center.	
Conduct exceptional event notifications or justification packages as needed.	
Coordinate with Community Engagement to provide support for technical community projects, including community-based participatory research projects using air sensors, and providing context to monitoring data.	
Coordinate with other agencies or researchers conducting measurements in the Bay Area.	
Coordinate with other divisions on AB 617 activities, using observed air quality data to develop technical products supporting community selection and local-scale air quality assessments of priority areas to inform emission or exposure reduction strategies or progress.	
Develop or review internal and external monitoring plans and/or air quality reports, including for NOA and DTSC mitigation projects.	
Perform routine and event-driven air quality summaries and analyses to support other Air District programs.	
Technical lead for AB 617 Air Monitoring Plan Area activities, including the development and implementation of the plan, capacity building for the community partners and analyzing monitoring data.	
Major Objectives	Delivery Date
Coordinate or support AB617-related activities, including capacity building in priority areas, technical support for District and CARB grants, air quality assessments, and community air monitoring.	Ongoing
Prepare and submit 5-Year Network Assessment to EPA, CARB and the public.	July 2020
Prepare and submit Annual Air Monitoring Network Plan to EPA, CARB and the public.	Annually
Prepare local air quality data reports for AB 617 priority areas.	Ongoing
Prepare Regional Air Quality Data reports summarizing compliance with standards and long-term trends.	Ongoing
Richmond-San Pablo AB 617 Monitoring Plan development and implementation.	Ongoing

Ambient Air Quality Analysis

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	Audited Program Expenditures	Approved Program Budget	Proposed Program Budget	FTE/Dollar Change	Percent Change
	2019	2020	2021	\$	%
Number of Positions (FTE)			3.88	3.88	
Personnel Expenditures					
Permanent Salaries	51100		580,402	580,402	
Overtime Salaries	51150		20,000	20,000	
Temporary Salaries	51200				
Payroll Taxes	51300		8,274	8,274	
Pension Benefits	51400		121,825	121,825	
FICA Replacement Benefits	51500		7,290	7,290	
Group Insurance Benefits	51600		61,712	61,712	
Employee Transportation Subsidy	51700		8,437	8,437	
Workers' Compensation	51800		2,153	2,153	
Other Post Employment Benefits	51850		37,442	37,442	
Board Stipends	51900				
Total Personnel Expenditures			847,535	847,535	
Services & Supplies Expenditures					
Travel In-State	52200		15,000	15,000	
Travel Out-of-State	52220		25,000	25,000	
Training & Education	52300	800	10,000	9,200	1,150.0%
Repair & Maintenance (Equipment)	52400	5,400		(5,400)	(100.0)%
Communications	52500				
Building Maintenance	52600				
Utilities	52700				
Postage	52800				
Printing & Reproduction	52900				
Equipment Rental	53100				
Rents & Leases	53200				
Professional Services & Contracts	53300		525,000	525,000	
General Insurance	53400				
Shop & Field Supplies	53500	5,480	16,200	(16,200)	(100.0)%
Laboratory Supplies	53600				
Gasoline & Variable Fuel	53700				
Computer Hardware & Software	53800		3,000	3,000	
Stationery & Office Supplies	53900		500	500	
Books & Journals	54100		1,500	1,500	
Minor Office Equipment	54200				
Total Services & Supplies Expenditures	5,480	22,400	580,000	557,600	2,489.3%
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				
Biotech Equipment	60145				
Total Capital Expenditures					
Transfer In/Out					
Total Expenditures	5,480	22,400	1,427,535	1,405,135	6,272.9%

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Special Revenue Fund Program Narratives and Expenditure Details

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. The program provides 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:	
The Spare the Air program works with 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 and Commuter Benefits Program outreach, as well as staff time associated with the Spare the Air programs and grass roots education.	
Justification of Change Request:	
Budget increase to cover costs of rebranding and streamlining Spare the Air program, app re-design and website updates.	
Activities	
Inform employees about commuter incentive programs and individual choices to reduce air pollution.	
Promote employer transportation programs 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.	
Support Resource Team activities, projects and promotions.	
Manage and update program websites as well as social media sites.	
Provide public outreach at employer events throughout the Bay Area.	
Notify the media and employers of Spare the Air Alerts through AirAlerts, press releases, websites, apps 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 the Executive Committee and Board of Directors.	
Major Objectives	Delivery Date
Support Air Quality Resource Teams.	June 2021
Manage Spare the Air Employer Program.	June 2021
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.	June 2021
Develop video podcasts, video news releases / statements, displays and infographics for Employer Program and Commuter Benefits Program / events.	June 2021
Add new visualization, app integration and other features to improve user experience on sparetheair.org website	June 2021

Intermittent Control (TFCA)

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		Audited Program Expenditures	Approved Program Budget	Proposed Program Budget	FTE/Dollar Change	Percent Change
		2019	2020	2021	\$	%
Number of Positions (FTE)		3.82	4.78	3.83	(0.95)	(19.87)
Personnel Expenditures						
Permanent Salaries	51100	318,945	529,946	445,225	(84,721)	(15.99)
Overtime Salaries	51150	107,662				
Temporary Salaries	51200	3,239				
Payroll Taxes	51300	5,145	7,581	6,320	(1,261)	(16.63)
Pension Benefits	51400	78,519	114,371	98,386	(15,985)	(13.98)
FICA Replacement Benefits	51500	3,637	8,384	7,263	(1,121)	(13.37)
Group Insurance Benefits	51600	49,351	83,191	68,325	(14,866)	(17.87)
Employee Transportation Subsidy	51700	3,889	6,700	8,408	1,708	25.49
Workers' Compensation	51800	968	2,715	2,145	(570)	(20.99)
Other Post Employment Benefits	51850	30,445	47,210	37,310	(9,900)	(20.97)
Board Stipends	51900					
Total Personnel Expenditures		601,800	800,098	673,382	(126,716)	(15.84)
Services & Supplies Expenditures						
Travel In-State	52200	934				
Travel Out-of-State	52220					
Training & Education	52300					
Repair & Maintenance (Equipment)	52400					
Communications	52500					
Building Maintenance	52600					
Utilities	52700					
Postage	52800		5,000		(5,000)	(100.00)
Printing & Reproduction	52900	1,390	15,000	15,000		
Equipment Rental	53100					
Rents & Leases	53200					
Professional Services & Contracts	53300	1,094,859	1,005,000	1,305,000	300,000	29.85
General Insurance	53400					
Shop & Field Supplies	53500	58				
Laboratory Supplies	53600					
Gasoline & Variable Fuel	53700					
Computer Hardware & Software	53800					
Stationery & Office Supplies	53900					
Books & Journals	54100					
Minor Office Equipment	54200					
Total Services & Supplies Expenditures		1,097,241	1,025,000	1,320,000	295,000	28.78
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					
Total Capital Expenditures						
Transfer In/Out		311,929	360,043	303,022	(57,021)	(15.84)
Total Expenditures		2,010,970	2,185,141	2,296,404	111,263	5.09

Managing Division:	
Strategic Incentives Division	
Contact Person:	
Chengfeng Wang	
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:	
<p>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.</p> <p>The Air District has been allocated \$50 million from AB 134 (2017) and \$40 million from SB 856 (2018) for emissions reduction projects that provide early actions of the AB 617 process through a Community Air Quality Protection Grant Program. Consistent with legislation, grant funding will be primarily administered through the CMP and Proposition 1B Goods Movement Program. The AB 134 funds must be spent by June 2021, and SB 856 funds must be spent by June 2022.</p>	
Justification of Change Request:	
Increased expenditure to address the program administrative needs for increased revenue.	
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, consistent with CARB guidelines.	July 2020
Open up a solicitation for the new CMP funding cycle.	August 2020
Evaluate grant applications and prepare grant award recommendations for Board of Directors approval.	Ongoing
Issue funding agreements (contracts) for CMP grants awarded.	Ongoing
Submit reports to CARB on the District's implementation of the CMP.	August 2020
Process payments, review project reports, inspect and close out on-going projects.	Ongoing

		Audited Program Expenditures	Approved Program Budget	Proposed Program Budget	FTE/Dollar Change	Percent Change
		2019	2020	2021	\$	%
Number of Positions (FTE)		8	9	11	2	26.32
Personnel Expenditures						
Permanent Salaries	51100	897,562	1,000,362	1,304,746	304,384	30.43
Overtime Salaries	51150		35,000		(35,000)	(100.00)
Temporary Salaries	51200	1,889				
Payroll Taxes	51300	13,572	14,825	18,523	3,698	24.94
Pension Benefits	51400	101,385	211,001	280,794	69,793	33.08
FICA Replacement Benefits	51500	9,794	15,331	20,721	5,390	35.16
Group Insurance Benefits	51600	133,426	174,779	182,483	7,704	4.41
Employee Transportation Subsidy	51700	10,624	12,250	23,985	11,735	95.80
Workers' Compensation	51800	2,723	4,963	6,120	1,157	23.31
Other Post Employment Benefits	51850	85,665	86,321	106,437	20,116	23.30
Board Stipends	51900					
Total Personnel Expenditures		1,256,640	1,554,832	1,943,809	388,977	25.02
Services & Supplies Expenditures						
Travel In-State	52200		4,000	4,000		
Travel Out-of-State	52220		3,000	3,000		
Training & Education	52300		1,500	1,500		
Repair & Maintenance (Equipment)	52400					
Communications	52500					
Building Maintenance	52600					
Utilities	52700					
Postage	52800					
Printing & Reproduction	52900	215	2,000	2,000		
Equipment Rental	53100					
Rents & Leases	53200					
Professional Services & Contracts	53300	40,807	300,000	334,700	34,700	11.57
General Insurance	53400					
Shop & Field Supplies	53500	157	2,000	2,000		
Laboratory Supplies	53600					
Gasoline & Variable Fuel	53700					
Computer Hardware & Software	53800		1,000	1,000		
Stationery & Office Supplies	53900	761	600	600		
Books & Journals	54100		200	200		
Minor Office Equipment	54200		1,000	1,000		
Total Services & Supplies Expenditures		41,940	315,300	350,000	34,700	11.01
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					
Total Capital Expenditures						
Transfer In/Out	70005	620,689				
Total Expenditures		1,919,269	1,870,132	2,293,809	423,677	22.65

Managing Division:	
Strategic Incentives Division	
Contact Person:	
Chengfeng Wang	
Program Purpose:	
Administer motor vehicle registration fee surcharge revenues to reduce on-road vehicle emissions.	
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 Sections 44241 and 44242. Sixty percent of the funds are awarded directly by the Air District to eligible Air District programs (e.g., 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.</p>	
Justification of Change Request:	
Not applicable.	
Activities	
Prepare recommendations for updates to program policies for consideration by the Board of Directors; update program guidance and administrative operating procedures; and develop solicitation packages and conduct outreach.	
Review and evaluate project applications to determine their eligibility, and prepare recommendations for award of eligible projects for approval by the Board of Directors.	
Prepare contracts, amendments, and correspondence; review progress reports, inspect, and audit programs and projects to assure compliance with District policies and statutory requirements; 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
Complete updates to the FYE 2022 County Program Manager policies for Board of Directors consideration and distribute guidance and application package to Program Managers	December 2020
Obtain Board of Director approval of proposed FYE 2022 expenditure reports and execute funding agreements with the nine County Program Managers.	June 2021
Open solicitations for FYE 2021 Regional Fund; conduct outreach, review applications, and obtain Board of Directors approval for eligible projects; and execute agreements with grantees.	Ongoing
Prepare FYE 2020 TFCA Report on Regional Fund Expenditures and Effectiveness.	December 2020
Conduct audit of TFCA funded projects and programs completed by 6/30/2019.	December 2020

Transportation Fund for Clean Air Administration (TFCA)

308

		Audited Program Expenditures	Approved Program Budget	Proposed Program Budget	FTE/Dollar Change	Percent Change
		2019	2020	2021	\$	%
Number of Positions (FTE)		5.83	6.78	5.46	(1.32)	(19.47)
Personnel Expenditures						
Permanent Salaries	51100	655,849	734,463	601,647	(132,816)	(18.08)
Overtime Salaries	51150	3,466		5,000	5,000	
Temporary Salaries	51200					
Payroll Taxes	51300	10,031	10,504	8,559	(1,945)	(18.52)
Pension Benefits	51400	120,143	151,392	129,770	(21,622)	(14.28)
FICA Replacement Benefits	51500	7,162	11,892	9,741	(2,151)	(18.09)
Group Insurance Benefits	51600	97,490	117,864	79,670	(38,194)	(32.41)
Employee Transportation Subsidy	51700	9,730	9,503	11,276	1,773	18.66
Workers' Compensation	51800	1,992	3,850	2,877	(973)	(25.27)
Other Post Employment Benefits	51850	62,688	66,963	50,037	(16,926)	(25.28)
Board Stipends	51900					
Total Personnel Expenditures		968,551	1,106,431	898,577	(207,854)	(18.79)
Services & Supplies Expenditures						
Travel In-State	52200	5,384	12,400	13,900	1,500	12.10
Travel Out-of-State	52220	7,545	9,000	14,400	5,400	60.00
Training & Education	52300	8,464	14,200	16,500	2,300	16.20
Repair & Maintenance (Equipment)	52400					
Communications	52500	885	1,000	2,000	1,000	100.00
Building Maintenance	52600					
Utilities	52700					
Postage	52800					
Printing & Reproduction	52900		2,000	2,000		
Equipment Rental	53100					
Rents & Leases	53200					
Professional Services & Contracts	53300	146,318	387,500	425,860	38,360	9.90
General Insurance	53400					
Shop & Field Supplies	53500	447	3,500	3,500		
Laboratory Supplies	53600					
Gasoline & Variable Fuel	53700					
Computer Hardware & Software	53800	3,466	7,400	13,000	5,600	75.68
Stationery & Office Supplies	53900	1,291	3,000	3,000		
Books & Journals	54100		440	440		
Minor Office Equipment	54200		400	400		
Total Services & Supplies Expenditures		173,800	440,840	495,000	54,160	12.29
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					
Total Capital Expenditures						
Transfer In/Out	70005	321,264	81,347	375,041	293,694	361.04
Total Expenditures		1,463,615	1,628,618	1,768,618	140,000	8.60

Managing Division:	
Strategic Incentives Division	
Contact Person:	
Chengfeng Wang	
Program Purpose:	
Administer funding from motor vehicle surcharge revenues, authorized by AB 923, for emission reduction projects.	
Description of Program:	
<p>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).</p> <p>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.</p>	
Justification of Change Request:	
None.	
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.	August 2020
Define allocation of available funds to eligible projects and programs.	March 2021
Conduct outreach, and solicit project applications.	Ongoing
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

Mobile Source Incentive Fund (MSIF)

310

		Audited Program Expenditures	Approved Program Budget	Proposed Program Budget	FTE/Dollar Change	Percent Change
		2019	2020	2021	\$	%
Number of Positions (FTE)		0.81	2.06	2.50	0.44	21.36
Personnel Expenditures						
Permanent Salaries	51100	110,586	235,581	288,146	52,565	22.31
Overtime Salaries	51150	13				
Temporary Salaries	51200					
Payroll Taxes	51300	1,854	3,371	4,082	711	21.09
Pension Benefits	51400	51,665	49,983	60,819	10,836	21.68
FICA Replacement Benefits	51500	1,297	3,613	4,700	1,087	30.09
Group Insurance Benefits	51600	17,632	39,031	44,490	5,459	13.99
Employee Transportation Subsidy	51700	1,531	2,887	5,440	2,553	88.43
Workers' Compensation	51800	335	1,170	1,388	218	18.63
Other Post Employment Benefits	51850	10,554	20,346	24,142	3,796	18.66
Board Stipends	51900					
Total Personnel Expenditures		195,467	355,982	433,207	77,225	21.69
Services & Supplies Expenditures						
Travel In-State	52200	1,615	8,000	8,000		
Travel Out-of-State	52220					
Training & Education	52300	750	5,000	5,000		
Repair & Maintenance (Equipment)	52400					
Communications	52500	114				
Building Maintenance	52600					
Utilities	52700					
Postage	52800					
Printing & Reproduction	52900		3,000	3,000		
Equipment Rental	53100					
Rents & Leases	53200					
Professional Services & Contracts	53300	41,648	120,000	38,300	(81,700)	(68.08)
General Insurance	53400					
Shop & Field Supplies	53500					
Laboratory Supplies	53600					
Gasoline & Variable Fuel	53700					
Computer Hardware & Software	53800	2,773	4,000	4,000		
Stationery & Office Supplies	53900		500	500		
Books & Journals	54100		200	200		
Minor Office Equipment	54200		1,000	1,000		
Total Services & Supplies Expenditures		46,900	141,700	60,000	(81,700)	(57.66)
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					
Total Capital Expenditures						
Transfer In/Out		101,316	234,675	26,358	(208,317)	(88.77)
Total Expenditures		343,683	732,357	519,565	(212,792)	(29.06)

Managing Division:	
Strategic Incentives Division	
Contact Person:	
Chengfeng Wang	
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	Delivery Date
Implement the Vehicle Buy-Back program, monitor contractor performance, review/ pay program invoices.	Ongoing
Report program expenditures to the California Air Resources Board (CARB)	August 2020

Vehicle Buy Back (MSIF)

312

		Audited Program Expenditures	Approved Program Budget	Proposed Program Budget	FTE/Dollar Change	Percent Change
		2019	2020	2021	\$	%
Number of Positions (FTE)		0.34	0.37	1.30	0.93	251.35
Personnel Expenditures						
Permanent Salaries	51100	24,773	34,146	127,112	92,966	272.26
Overtime Salaries	51150					
Temporary Salaries	51200					
Payroll Taxes	51300	376	487	1,793	1,306	268.17
Pension Benefits	51400	3,949	7,173	28,091	20,918	291.62
FICA Replacement Benefits	51500	271	649	2,440	1,791	275.96
Group Insurance Benefits	51600	3,687	5,113	17,259	12,146	237.55
Employee Transportation Subsidy	51700	295	519	2,824	2,305	444.12
Workers' Compensation	51800	75	210	720	510	242.86
Other Post Employment Benefits	51850	2,365	3,654	12,530	8,876	242.91
Board Stipends	51900					
Total Personnel Expenditures		35,791	51,951	192,769	140,818	271.06
Services & Supplies Expenditures						
Travel In-State	52200					
Travel Out-of-State	52220					
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	4,894,146	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					
Total Services & Supplies Expenditures		4,894,146	7,200,000	7,200,000		
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					
Total Capital Expenditures						
Transfer In/Out		18,551		86,746	86,746	
Total Expenditures		4,948,488	7,251,951	7,479,515	227,564	3.14

Managing Division:	
Strategic Incentives Division	
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).	
Justification of Change Request:	
None.	
Activities	
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 grant agreements, 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
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 (Other Grant)

316

		Audited Program Expenditures	Approved Program Budget	Proposed Program Budget	FTE/Dollar Change	Percent Change
		2019	2020	2021	\$	%
Number of Positions (FTE)		0.79	0.84	0.22	(0.62)	(73.81)
Personnel Expenditures						
Permanent Salaries	51100	97,552	97,120	63,397	(33,723)	(34.72)
Overtime Salaries	51150	316				
Temporary Salaries	51200					
Payroll Taxes	51300	1,478	1,390	902	(488)	(35.11)
Pension Benefits	51400	13,227	20,056	13,504	(6,552)	(32.67)
FICA Replacement Benefits	51500	1,054	1,473	934	(539)	(36.59)
Group Insurance Benefits	51600	14,367	13,972	8,961	(5,011)	(35.86)
Employee Transportation Subsidy	51700	1,149	1,177	1,081	(96)	(8.16)
Workers' Compensation	51800	296	477	276	(201)	(42.14)
Other Post Employment Benefits	51850	9,312	8,296	4,795	(3,501)	(42.20)
Board Stipends	51900					
Total Personnel Expenditures		138,751	143,961	93,850	(50,111)	(34.81)
Services & Supplies Expenditures						
Travel In-State	52200		6,300	6,300		
Travel Out-of-State	52220			6,300	6,300	
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	71,622	4,000		(4,000)	(100.00)
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					
Total Services & Supplies Expenditures		71,622	10,300	12,600	2,300	22.33
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					
Total Capital Expenditures						
Transfer In/Out		22,355				
Total Expenditures		232,728	154,261	106,450	(47,811)	(30.99)

Managing Division:	
Technology Implementation Office	
Contact Person:	
Anthony Fournier	
Program Purpose:	
Administer funding, outreach, and planning to accelerate the adoption of light-duty (passenger) electric vehicles (EVs) and EV infrastructure in the Bay Area.	
Description of Program:	
The Air District's 2017 Clean Air Plan established a goal of 90% of Bay Area vehicles being zero emissions by 2050. To support this goal, this program incentives publicly available charging infrastructure, vehicle fleets, and electric vehicles for low-income consumers. This program includes the Charge! program for EV infrastructure, Clean Fleets for light-duty vehicle fleets, and the Clean Cars For All program for income-eligible residents in impacted communities. To complement and increase utilization of the incentives programs, this program also includes outreach, regional coordination, and planning to remove potential barriers and accelerate EV deployment throughout the Bay Area.	
Justification of Change Request:	
Grant funding from the California Air Resources Board and Federal Highway Administration to expand incentives for income-eligible consumers (ARB) and support outreach, partnerships, and planning (FHWA).	
Activities	
Administer grant programs, including updating policies and guidelines, conducting outreach, preparing program documents and communications, processing reimbursement requests, tracking project status, and conducting audits, for Charge!, Clean Fleets, and Clean Cars For All.	
Organize and participate in workgroups and events to increase awareness about EVs, support deployment, sharing best practices, and regional coordination.	
Conduct analyses and planning to inform Air District strategy and programs.	
Prepare technical, financial, and staff reports.	
Major Objectives	Delivery Date
Complete awards for first two funding cycles and begin third cycle available for Clean Cars For All program, including outreach to eligible communities and residents.	June 2021
Complete cycle of Charge! Program on online grant management system.	June 2021
Develop implementation tools based on Bay Area EV Acceleration Plan	June 2021
Organize quarterly Bay Area EV Coordinating Council meetings	Ongoing

Light Duty Electric Vehicle Program (Other Grant)

317

		Audited Program Expenditures	Approved Program Budget	Proposed Program Budget	FTE/Dollar Change	Percent Change
		2019	2020	2021	\$	%
Number of Positions (FTE)		4.60	6.08	5.50	(0.58)	(9.54)
Personnel Expenditures						
Permanent Salaries	51100	476,675	641,671	645,158	3,487	0.54
Overtime Salaries	51150	2,110	2,000	2,000		
Temporary Salaries	51200	3,762				
Payroll Taxes	51300	7,145	9,203	9,146	(57)	(0.62)
Pension Benefits	51400	54,309	134,731	143,991	9,260	6.87
FICA Replacement Benefits	51500	5,173	10,665	10,339	(326)	(3.06)
Group Insurance Benefits	51600	70,541	58,908	81,960	23,052	39.13
Employee Transportation Subsidy	51700	5,639	8,522	11,967	3,445	40.42
Workers' Compensation	51800	1,446	3,453	3,054	(399)	(11.56)
Other Post Employment Benefits	51850	45,501	60,049	53,107	(6,942)	(11.56)
Board Stipends	51900					
Total Personnel Expenditures		672,301	929,202	960,722	31,520	3.39
Services & Supplies Expenditures						
Travel In-State	52200	3,973	9,000	9,000		
Travel Out-of-State	52220	6,165	7,000	7,000		
Training & Education	52300	2,082	3,000	10,000	7,000	233.33
Repair & Maintenance (Equipment)	52400					
Communications	52500		1,000	2,000	1,000	100.00
Building Maintenance	52600					
Utilities	52700					
Postage	52800					
Printing & Reproduction	52900					
Equipment Rental	53100					
Rents & Leases	53200					
Professional Services & Contracts	53300	359,123	524,000	540,000	16,000	3.05
General Insurance	53400					
Shop & Field Supplies	53500					
Laboratory Supplies	53600					
Gasoline & Variable Fuel	53700					
Computer Hardware & Software	53800		54,300	3,000	(51,300)	(94.48)
Stationery & Office Supplies	53900	700	250		(250)	(100.00)
Books & Journals	54100		250		(250)	(100.00)
Minor Office Equipment	54200					
Total Services & Supplies Expenditures		372,043	598,800	571,000	(27,800)	(4.64)
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					
Total Capital Expenditures						
Transfer In/Out		219,696				
Total Expenditures		1,264,040	1,528,002	1,531,722	3,720	0.24

Managing Division:	
Compliance & Enforcement Division	
Contact Person:	
Juan Ortellado	
Program Purpose:	
Conduct enhanced inspection patrols to report smoking vehicles and to promote repair or retirement of these vehicles for the protection of 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 of 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 (DTR) 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 and incentives.	
Justification of Change Request:	
None.	
Activities	
Smoking Vehicles: Conduct inspection patrols for smoking vehicles. Vehicle owners are identified using 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 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 the California Air Resources Board's DTR. 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. Air District staff also 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 Notice of Violations 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 Trucker Workgroup meetings at the Port, as needed.	
Major Objectives	Delivery Date
Not applicable.	Ongoing

Enhanced Mobile Source Inspections (TFCA)

318

		Audited Program Expenditures	Approved Program Budget	Proposed Program Budget	FTE/Dollar Change	Percent Change
		2019	2020	2021	\$	%
Number of Positions (FTE)		0.06	0.16	0.04	(0.12)	(75.00)
Personnel Expenditures						
Permanent Salaries	51100	6,064	13,304	3,593	(9,711)	(72.99)
Overtime Salaries	51150					
Temporary Salaries	51200	163				
Payroll Taxes	51300	93	189	50	(139)	(73.54)
Pension Benefits	51400	842	2,822	780	(2,042)	(72.36)
FICA Replacement Benefits	51500	66	281	87	(194)	(69.04)
Group Insurance Benefits	51600	901	2,781	711	(2,070)	(74.43)
Employee Transportation Subsidy	51700	72	224	100	(124)	(55.36)
Workers' Compensation	51800	18	91	26	(65)	(71.43)
Other Post Employment Benefits	51850	579	1,580	445	(1,135)	(71.84)
Board Stipends	51900					
Total Personnel Expenditures		8,798	21,272	5,792	(15,480)	(72.77)
Services & Supplies Expenditures						
Travel In-State	52200					
Travel Out-of-State	52220					
Training & Education	52300					
Repair & Maintenance (Equipment)	52400					
Communications	52500	2,744	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	8,340				
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					
Total Services & Supplies Expenditures		11,084	15,000	15,000		
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					
Total Capital Expenditures						
Transfer In/Out		4,561	9,572	2,606	(6,966)	(72.77)
Total Expenditures		24,443	45,844	23,398	(22,446)	(48.96)

Commuter Benefits Program (TFCA)

319

Managing Division:	
Compliance & Enforcement Division	
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. Enforcement actions will be taken as appropriate.	
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.	Ongoing

Commuter Benefits Program (TFCA)

319

		Audited Program Expenditures	Approved Program Budget	Proposed Program Budget	FTE/Dollar Change	Percent Change
		2019	2020	2021	\$	%
Number of Positions (FTE)		0.43	0.80	0.40	(0.40)	(50.00)
Personnel Expenditures						
Permanent Salaries	51100	48,884	106,249	52,216	(54,033)	(50.86)
Overtime Salaries	51150					
Temporary Salaries	51200	3,016				
Payroll Taxes	51300	738	1,523	741	(782)	(51.35)
Pension Benefits	51400	4,200	23,198	12,059	(11,139)	(48.02)
FICA Replacement Benefits	51500	538	1,403	769	(634)	(45.19)
Group Insurance Benefits	51600	7,342	14,522	7,018	(7,504)	(51.67)
Employee Transportation Subsidy	51700	583	1,121	890	(231)	(20.61)
Workers' Compensation	51800	148	454	227	(227)	(50.00)
Other Post Employment Benefits	51850	4,666	7,901	3,950	(3,951)	(50.01)
Board Stipends	51900					
Total Personnel Expenditures		70,115	156,371	77,870	(78,501)	(50.20)
Services & Supplies Expenditures						
Travel In-State	52200		6,000	6,000		
Travel Out-of-State	52220					
Training & Education	52300					
Repair & Maintenance (Equipment)	52400					
Communications	52500					
Building Maintenance	52600					
Utilities	52700					
Postage	52800		5,000	5,000		
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					
Total Services & Supplies Expenditures			11,000	11,000		
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					
Total Capital Expenditures						
Transfer In/Out		36,344	70,367	35,042	(35,325)	(50.20)
Total Expenditures		106,459	237,738	123,912	(113,826)	(47.88)

Managing Division:	
Strategic Incentives Division	
Contact Person:	
Chengfeng Wang	
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 2020 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.	
Justification of Change Request:	
Not applicable.	
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.	December 2020
Conduct project inspections, review applications, and prepare reports for submittal to CARB.	December 2020
Monitor the performance of previously funded GMP projects.	Ongoing

		Audited Program Expenditures	Approved Program Budget	Proposed Program Budget	FTE/Dollar Change	Percent Change
		2019	2020	2021	\$	%
Number of Positions (FTE)		0.14	0.84	0.85	0.01	1.19
Personnel Expenditures						
Permanent Salaries	51100	46,962	89,195	104,132	14,937	16.75
Overtime Salaries	51150					
Temporary Salaries	51200					
Payroll Taxes	51300	829	1,275	1,481	206	16.16
Pension Benefits	51400	29,473	18,787	22,552	3,765	20.04
FICA Replacement Benefits	51500	549	1,473	1,595	122	8.28
Group Insurance Benefits	51600	7,429	17,450	15,526	(1,924)	(11.03)
Employee Transportation Subsidy	51700	982	1,177	1,846	669	56.84
Workers' Compensation	51800	142	477	471	(6)	(1.26)
Other Post Employment Benefits	51850	4,483	8,296	8,193	(103)	(1.24)
Board Stipends	51900					
Total Personnel Expenditures		90,849	138,130	155,796	17,666	12.79
Services & Supplies Expenditures						
Travel In-State	52200		2,000	2,000		
Travel Out-of-State	52220					
Training & Education	52300		1,500	1,500		
Repair & Maintenance (Equipment)	52400					
Communications	52500					
Building Maintenance	52600					
Utilities	52700	207				
Postage	52800					
Printing & Reproduction	52900		500	500		
Equipment Rental	53100					
Rents & Leases	53200					
Professional Services & Contracts	53300	12,895	50,000	65,500	15,500	31.00
General Insurance	53400					
Shop & Field Supplies	53500		3,000	3,000		
Laboratory Supplies	53600					
Gasoline & Variable Fuel	53700					
Computer Hardware & Software	53800	693	1,500	1,500		
Stationery & Office Supplies	53900		1,000	1,000		
Books & Journals	54100					
Minor Office Equipment	54200					
Total Services & Supplies Expenditures		13,795	59,500	75,000	15,500	26.05
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					
Total Capital Expenditures						
Transfer In/Out		(217)	(47,631)	19,204	66,835	(140.32)
Total Expenditures		104,427	149,999	250,000	100,001	66.67

Managing Division:	
Strategic Incentives Division	
Contact Person:	
Chengfeng Wang	
Program Purpose:	
The purpose of this program is to administer the Volkswagen Environmental Mitigation Trust funds to mitigate the lifetime excess oxides of nitrogen (NOx) emissions caused by VW's use of an illegal defeat device.	
Description of Program:	
<p>On May 25, 2018, the California Air Resources Board (CARB) approved the Volkswagen Environmental Mitigation Trust (VW Trust) Beneficiary Mitigation Plan and approved the selection of the Bay Area Air District to administer Trust funding on a statewide-basis for the zero-emission freight and marine and the light-duty zero emission vehicle infrastructure categories.</p> <p>The Trust is an element of the settlement with VW for their use of an illegal defeat device and is intended to fully mitigate the lifetime excess oxides of nitrogen (NOx) emissions caused by VW's actions. CARB is the designated Lead Agency acting on the State's behalf as beneficiary to implement California's \$423 million in VW Trust funds for eligible project categories, including \$77 million to fund zero-emission freight and marine projects, such as forklifts and port cargo handling equipment, airport ground support equipment, oceangoing vessel shore power, zero-emission ferry, tugboat, and towboat repowers, and \$11 million to fund light-duty electric vehicle charging and hydrogen fueling infrastructure projects.</p> <p>In FYE 2021 staff will work with CARB and other air districts to update the Implementation Manual, issue project solicitations, evaluate project applications, recommend award for funding, execute contracts with grantees, monitor project progress, and report the use of funds, conduct public outreach, maintain a Program website and a grants management system, etc.</p>	
Justification of Change Request:	
Activities	
Update Program Implementation Manual.	
Conduct outreach, workgroup meetings, webinars.	
Maintain grants management system.	
Maintain program website and program hotline.	
Develop program solicitation package and open the solicitation.	
Evaluate applications and prepare recommendations for awards.	
Contract with selected grantees.	
Inspect and monitor projects.	
Review project invoices and process payments.	
Prepare and submit funding disbursement requests and reports to CARB.	
Major Objectives	Delivery Date
Conduct outreach and workgroup meetings	Ongoing
Maintain grants management system, program website and hotline	Ongoing
Update Program Implementation Manual as needed	Ongoing
Evaluate project applications, recommend award for funding, execute contracts with grantees, monitor project progress, review reimbursement request and process payments	Ongoing
Submit reports and funding disbursement requests to CARB	Ongoing

Vehicle Mitigation (VW Trust)

324

		Audited Program Expenditures	Approved Program Budget	Proposed Program Budget	FTE/Dollar Change	Percent Change
		2019	2020	2021	\$	%
Number of Positions (FTE)		0.62	5.12	4.25	(0.87)	(16.99)
Personnel Expenditures						
Permanent Salaries	51100	85,232	584,809	521,324	(63,485)	(10.86)
Overtime Salaries	51150	3,118				
Temporary Salaries	51200					
Payroll Taxes	51300	1,255	8,370	7,412	(958)	(11.45)
Pension Benefits	51400	6,110	117,757	111,819	(5,938)	(5.04)
FICA Replacement Benefits	51500	886	8,980	7,975	(1,005)	(11.19)
Group Insurance Benefits	51600	12,116	103,502	83,067	(20,435)	(19.74)
Employee Transportation Subsidy	51700	968	7,176	9,231	2,055	28.64
Workers' Compensation	51800	259	2,908	2,355	(553)	(19.02)
Other Post Employment Benefits	51850	8,135	50,568	40,964	(9,604)	(18.99)
Board Stipends	51900					
Total Personnel Expenditures		118,079	884,070	784,147	(99,923)	(11.30)
Services & Supplies Expenditures						
Travel In-State	52200	9,490	27,600	27,600		
Travel Out-of-State	52220					
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	34,795	423,400	352,400	(71,000)	(16.77)
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					
Total Services & Supplies Expenditures		44,285	451,000	380,000	(71,000)	(15.74)
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					
Total Capital Expenditures						
Transfer In/Out		61,203	397,832	352,866	(44,966)	(11.30)
Total Expenditures		223,567	1,732,902	1,517,013	(215,889)	(12.46)

Managing Division:	
Community Engagement & Policy Division	
Contact Person:	
Elizabeth Yura	
Program Purpose:	
This program will implement Supplemental Environmental Program (SEP) funded by the California Air Resources Board (CARB). The goal of the program is to provide high efficiency indoor air filtration systems in some of the most impacted communities in the Bay Area.	
Description of Program:	
In 2018 the Air District applied for a Supplemental Environmental Program grant from CARB and received \$2,000,000 to provide air filtration systems at sensitive receptor facilities in disproportionately impacted and disadvantaged communities in the Bay Area. During FY20 the program will focus on providing filtration to public elementary schools in priority communities identified through AB 617. The Air District will contract with a provider to do site assessment, installation and maintenance.	
Justification of Change Request:	
The Air District received the funds in early 2019, and there will be no impact on the Air District's general fund.	
Activities	
Supplemental Environmental Project (SEP): Program to install air filtration systems at schools in AB 617 priority communities.	
Manage contract with IQAir for filtration system installation and 5-year maintenance at priority schools identified through site assessments.	
Provide program and contract oversight.	
Major Objectives	Delivery Date
Implement first CARB SEP for filtration systems at elementary schools in AB 617 priority communities	June 2021

Community Engagement - Special Project (Other Grant)

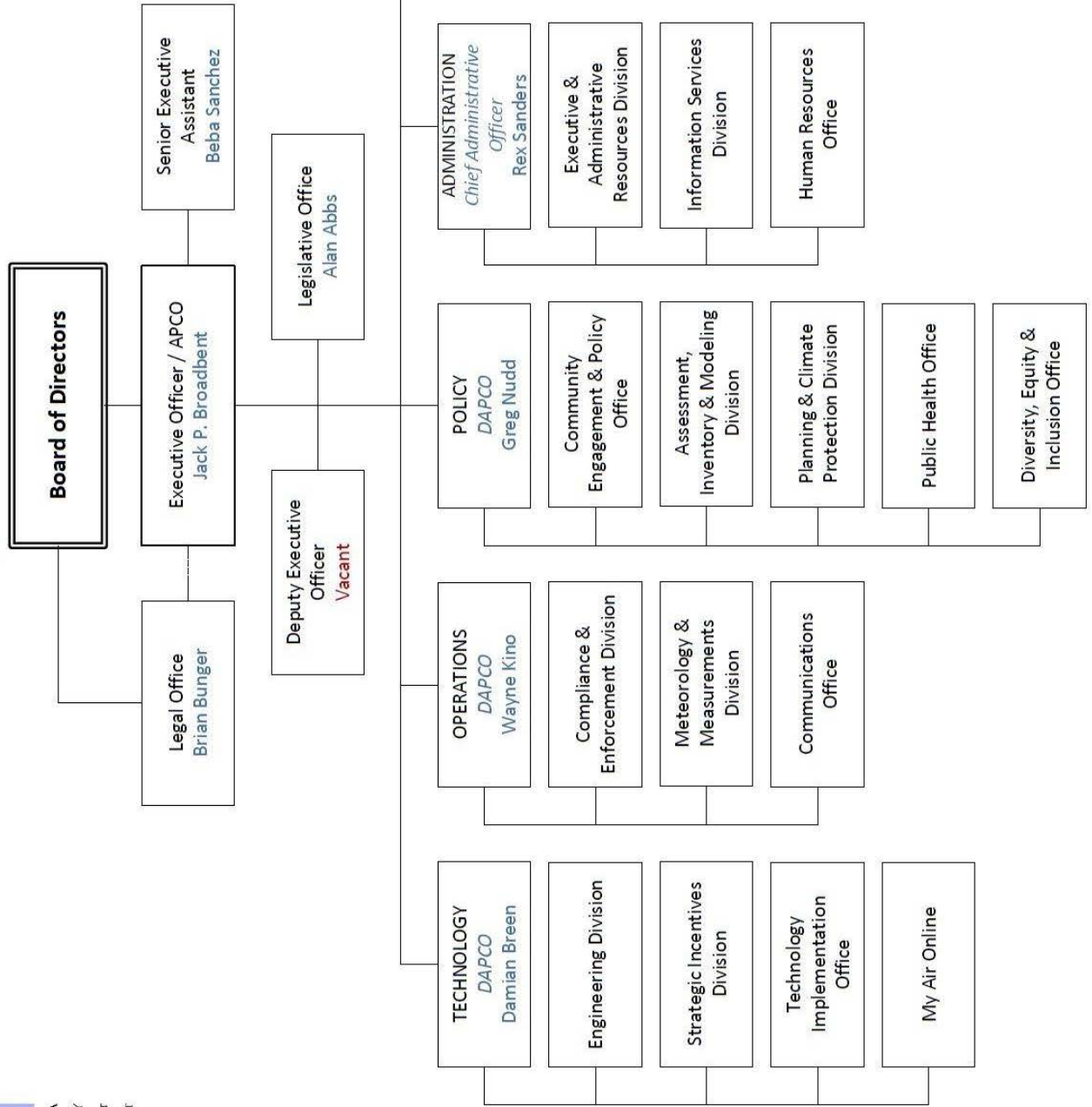
325

	Audited Program Expenditures	Approved Program Budget	Proposed Program Budget	FTE/Dollar	Percent
				Change	Change
	2019	2020	2021	\$	%
Number of Positions (FTE)		0.50		(0.50)	(100.00)
Personnel Expenditures					
Permanent Salaries	51100	59,800		(59,800)	(100.00)
Overtime Salaries	51150				
Temporary Salaries	51200				
Payroll Taxes	51300	856		(856)	(100.0)
Pension Benefits	51400	13,277		(13,277)	(100.0)
FICA Replacement Benefits	51500	877		(877)	(100.0)
Group Insurance Benefits	51600	10,039		(10,039)	(100.0)
Employee Transportation Subsidy	51700	701		(701)	(100.0)
Workers' Compensation	51800	284		(284)	(100.0)
Other Post Employment Benefits	51850	4,938		(4,938)	(100.0)
Board Stipends	51900				
Total Personnel Expenditures		90,772		(90,772)	(100.0)
Services & Supplies Expenditures					
Travel In-State	52200				
Travel Out-of-State	52220				
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	750,000	1,500,000	750,000	100.0
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				
Total Services & Supplies Expenditures		750,000	1,500,000	750,000	100.0
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				
Biotech Equipment	60145				
Total Capital Expenditures					
Transfer In/Out					
Total Expenditures		840,772	1,500,000	659,228	78.41

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Appendices

Bay Area Air Quality Management District Organizational Chart



Jack P. Broadbent
Executive Officer/APCO
Updated: 02/06/2020

APPENDIX A

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.
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.
6. 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 2020, receipt of the Federal grant funds for FYE 2021 could be delayed or jeopardized because of this MOE requirement.

APPENDIX C

GENERAL FUND RESERVES AND LIABILITIES

FUND RESERVES	6/30/2019 Audited	6/30/2020 Projected	6/30/2021 Projected
DESIGNATED: *			
Economic Contingency	19,084,769	20,082,966	23,212,824
Napa/Sonoma Fireplace Replacement Gra	1,000,000	0	0
PensionLiability	2,000,000	2,000,000	2,000,000
Technology Implementation Office	0	3,350,000	3,350,000
Woodsmoke Grant	1,000,000	1,000,000	1,000,000
TOTAL DESIGNATED	\$23,084,769	\$26,432,966	\$29,562,824
UNDESIGNATED	22,332,606	12,444,186	3,314,328
TOTAL DESIGNATED & UNDESIGNATED	\$45,417,375	\$38,876,864	\$32,876,864
BUILDING PROCEEDS:	209,489	0	0
TOTAL FUND RESERVE	\$45,626,864	\$38,876,864	\$32,876,864
* Designated Fund Reserves are subject to change at Board's discretion.			
UNFUNDED LIABILITIES (Based on recent Actuarial Valuation Report)			
CalPERS Pension Retirement			86,309,901
Other Post Employment Benefits			18,840,854
TOTAL UNFUNDED LIABILITIES			\$105,150,755
CERTIFICATE OF PARTICIPATION NOTES (Est. @June 2019)			\$27,130,400

APPENDIX C

GENERAL FUND RESERVES AND LIABILITIES

APPENDIX C depicts the actual unrestricted funds at the end of FYE 2019, as well as, the projected amount for FYE 2020 and FYE 2021. For FYE 2020, a recommendation of \$4.0 million is to fund building improvements for the Air District's Richmond Office. For FYE 2021, a recommendation of \$6.0 million is to fund building improvements for the Air District's Richmond Office. 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 reserve. The following is a brief description summarizing designated categories as shown in the table on the previous page:

- 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.
- Napa/Sonoma Fireplace Replacement Grant establish in FYE 2019 to assist fire victims rebuild home fireplaces with cleaner heating options.
- Pension Liability established in FYE2018 to reduce future rate increases to pension benefits over time.
- Technology Implementation Office establish in FYE2019 to fund projects using a revolving loan arrangement to leverage funding.
- Wood Smoke Grant established in FYE2018 to extend the grants program especially to high wood smoke areas.
- 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.

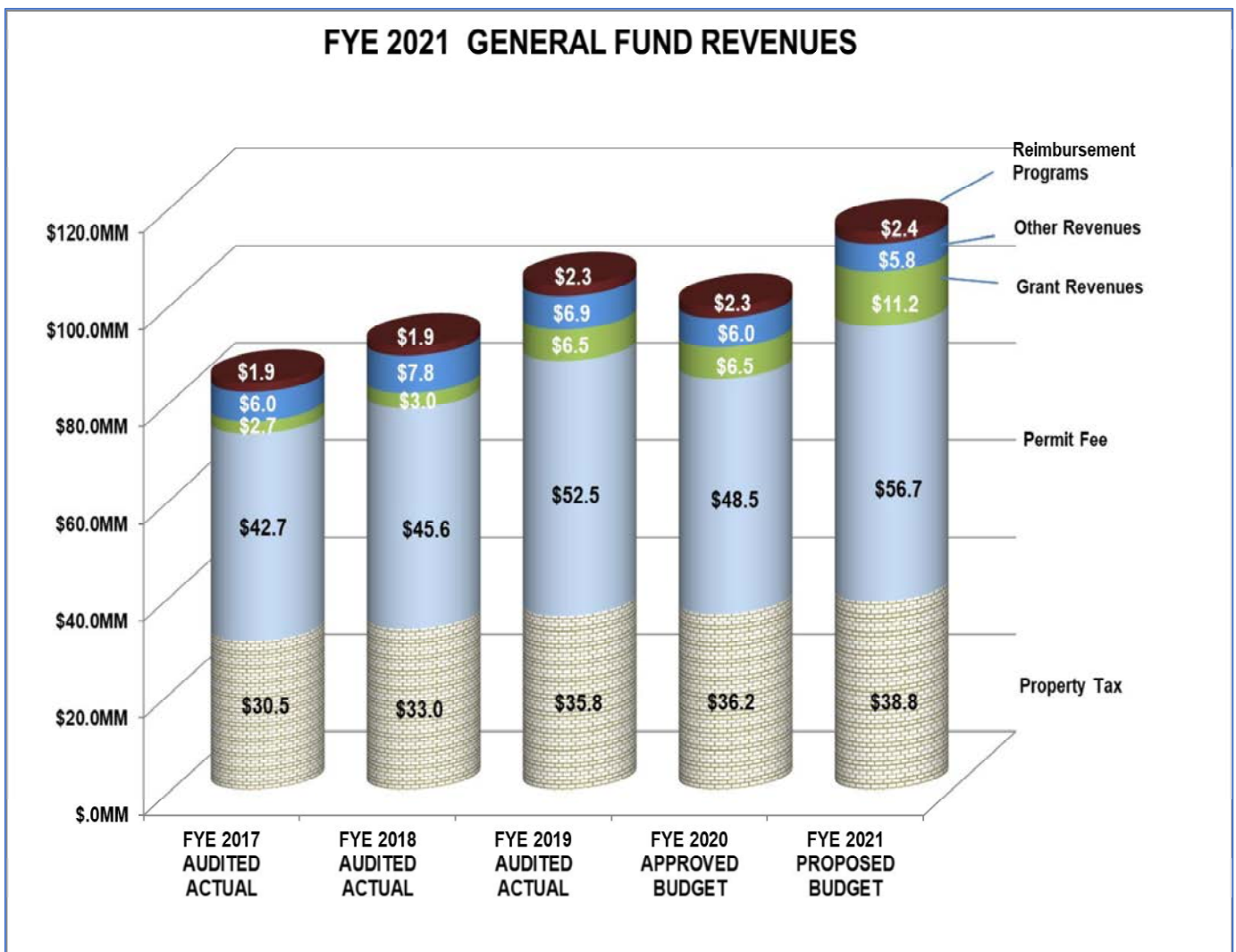
APPENDIX D

Figure 1

General Fund Revenue Trends

Figure 1 below graphically displays the trends in the sources of revenue used to fund expenditures each year from FYE 2017 through FYE2019 along with the adopted and approved budgets for FYE 2020 and FYE 2021, respectively.

As seen from Figure 1, permit fees are the District's largest single source of revenue. Permit fees fluctuates from FYE 2017 through FYE 2019 as a result of certain fees being billed based on economic activities and the proposed fee increases to each individual fee schedule. Projected fees are expected to increase due to proposed fee increase consistent with the Air District's cost recovery policy, well as, new fees for AB617 Community Protection activities and . 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 2021. Other General Fund sources of revenue have experience slight growth as well over the year, mainly related to AB617 State funding.

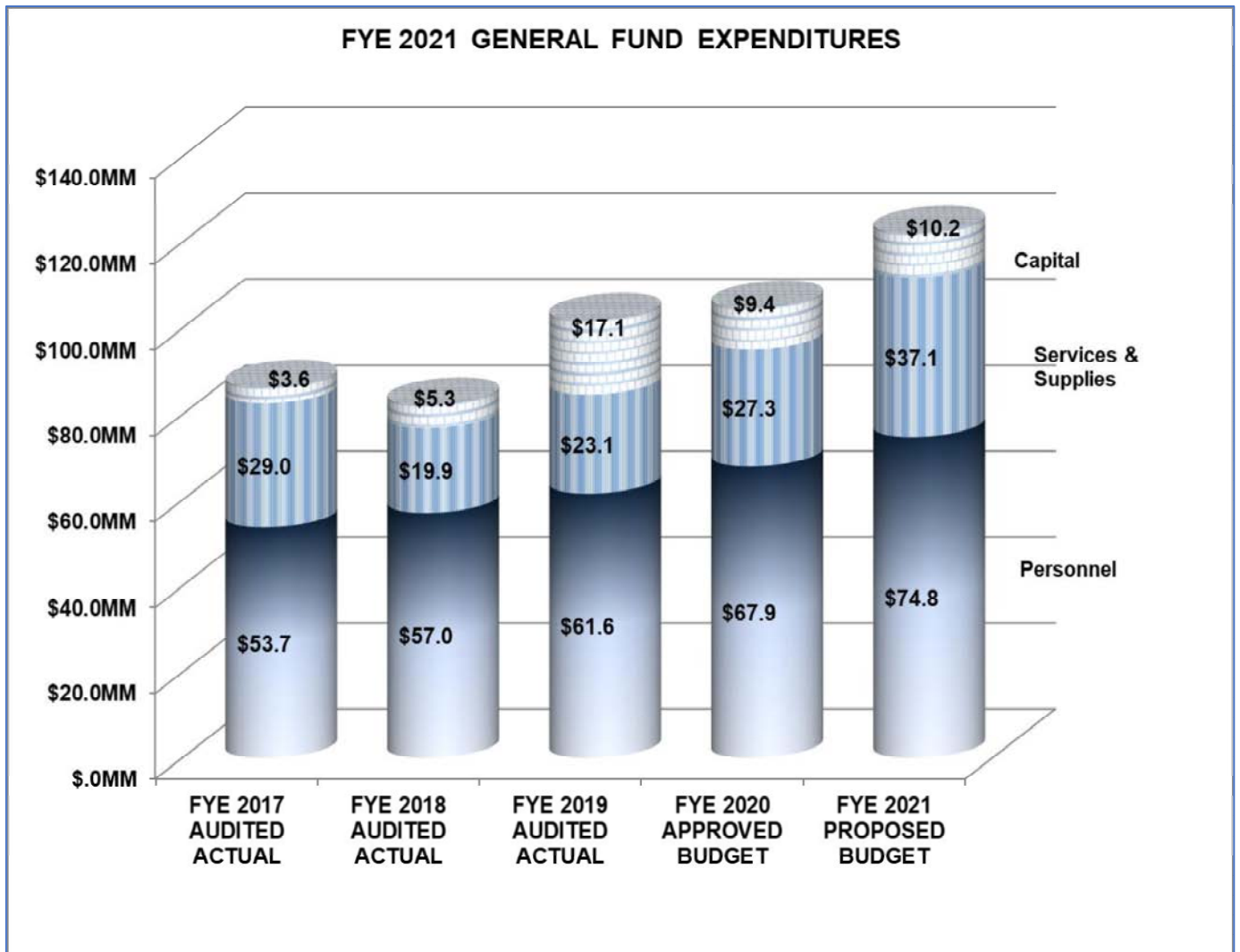


APPENDIX E

Figure 2

General Fund Expenditure Trends

Below Figure 2 shows the trends in actual expenditures from FYE 2017 through FYE 2019 along with the approved expenditure budgets for FYE 2020 and FYE 2021, respectively. From FYE 2017 through FYE 2021, total General Fund have risen at an average rate of 8.3% per year from \$86.3 million to \$122.0 million due to increased Personnel Costs, Services and Capital Programs expenditures. The FYE 2021 General Fund Proposed Budget shows a projected \$17.4 million increase in expenditures over FYE 2020; which is mainly attributed to increase General Fund Budget positions, increased AB 617 services and capital building improvements.



APPENDIX F

General Fund 5 Year Projection

	FYE 2019 Audited	FYE 2020 Adopted	FYE 2021 Projected	FYE 2022 Projected	FYE 2023 Projected	FYE 2024 Projected
REVENUES						
Property Tax	\$35,823,934	\$36,186,420	\$38,770,162	\$40,772,650	\$42,599,510	\$43,845,162
Permits/Fees	\$52,499,600	\$48,456,606	\$56,732,710	\$59,345,321	\$61,152,829	\$62,905,225
Grant Revenues	\$4,766,491	\$4,051,341	\$4,601,447	\$4,637,462	\$4,673,837	\$4,710,576
AB 617 Funding	\$3,995,451	\$4,800,000	\$9,000,000	\$9,000,000	\$9,000,000	\$9,000,000
Other Revenues	\$6,909,204	\$6,014,260	\$5,758,913	\$5,838,373	\$5,919,411	\$6,002,059
	\$103,994,680	\$99,508,627	\$114,863,232	\$119,593,807	\$123,345,586	\$126,463,021
Transfer from Special Funds	\$1,717,691	\$1,106,205	\$1,200,886	\$1,224,904	\$1,249,402	\$1,274,390
(Use of /Transfer to) Reserves	\$ (2,460,828)	\$4,000,000	\$6,000,000	(\$45,680)	(\$507,048)	(\$668,366)
TOTAL REVENUES	\$103,251,543	\$104,614,832	\$122,064,118	\$120,773,030	\$124,087,940	\$127,069,045
EXPENDITURES						
Personnel & Benefits (net Pension/OPEB)	\$48,000,386	\$51,681,324	\$57,373,670	\$58,984,643	\$60,640,908	\$62,377,850
Retirement Pension	\$7,212,142	\$9,812,280	\$10,763,501	\$13,022,306	\$13,574,510	\$15,382,525
Other Post Employment Benefits (OPEB)	\$6,337,935	\$6,390,512	\$6,633,700	\$7,952,422	\$8,249,654	\$6,847,501
Services and Supplies	\$24,596,982	\$27,278,966	\$37,055,799	\$36,492,482	\$37,215,267	\$37,965,417
Capital Expenditures	\$17,104,098	\$9,404,116	\$10,237,448	\$4,321,177	\$4,407,600	\$4,495,753
	\$103,251,543	\$104,567,198	\$122,064,118	\$120,773,030	\$124,087,940	\$127,069,045
TOTAL EXPENDITURES	\$103,251,543	\$104,614,832	\$122,064,118	\$120,773,030	\$124,087,940	\$127,069,045
GENERAL FUND RESERVES						
	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024
Beginning	\$50,470,741	\$45,626,864	\$38,876,864	\$32,876,864	\$32,922,544	\$33,429,593
(Use of /Transfer to) Reserves	\$ (4,843,877)	(\$6,750,000)	(\$6,000,000)	\$45,680	\$507,048	\$668,366
Ending General Fund Reserves	\$45,626,864	\$38,876,864	\$32,876,864	\$32,922,544	\$33,429,593	\$34,097,959

APPENDIX F

Figure 3 and Budget Assumptions

Revenue Assumptions

- a. **Property Tax** continues to grow as the Bay Area experiences robust construction and housing markets. The five-year forecast assumes continued growth of approximately 4% in revenues for year 2020 and 2021; thereafter, only a 3% inflationary growth in years 2022 through 2023.
- b. **Permit Fee** revenues are expected to increase annually by approximately 4% during the five-year forecast as a result of the Air District's Cost Recovery policy, which allows the Air District to increase its fee schedule to recover costs for permit related activities. The current cost recovery level of 84% is expected to drop in the current year due in part to the new and enhanced program costs. Projections suggest attainment of the 85% cost recovery policy level before the end of the five-year forecast, as new and enhanced programs are fully implemented, and costs begins to level out.
- c. **Grant Revenues** remain stable based on current funding with no expected new grants anticipated through 2023.
- d. **Assembly Bill 617** funding of \$4.8 million increased to \$9.0 million from the State continues for the next 5 years.
- e. **Other Revenues** mainly account for penalties, State subvention, and interest income. These revenues are expected to remain stable.

Expenditure Assumptions

- a. **Personnel** costs are projected to increase for the five-year period with a 3% annual cost of living adjustment, a slight increase in health premiums, and the filling of some open positions. No increase in staffing level (other than the filling of open positions) is anticipated for the next 5 years.
- b. **Retirement Pension** costs are rising due to recent discount rate reduction by CalPERS and escalating unfunded liability payments. The forecast assumes implementation of the Air District's approved policy to make discretionary payments to CalPERS to reduce the unfunded actuarial liability (UAL).
- c. **Other Post-Employment Benefits (OPEB)** for retiree medical benefits are projected to be approximately 100% funded by FYE 2024. After that, the \$4.0 million in discretionary funding will shift towards the CalPERS Pension Plan to reduce the UAL.
- d. **Services and Supplies** costs are projected to level off, assuming only an inflationary increase of approximately 1-2%.
- e. **Capital Expenditures** assumes ongoing capital equipment and one-time funding in FYE 2020 and FYE 2021 to pay for office improvement to Headquarters East in Richmond. FYE 2022 assumes normal capital equipment replacement only with an inflationary increase.

General Fund Reserves are used to fund one-time costs, and to cover temporary revenue shortfalls. The Air District plan to use approximately \$6 million in reserves for FYE 2021 to pay for continued office improvements for Headquarters East in Richmond. Reserves are expected to stay above the minimum policy level ensuring continuation of the Air District's operations, should another economic downturn occur.

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

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

Fund Reserves – Undesignated – That portion of the unreserved fund reserve 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 Reserves – 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.

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, 2020

Re: Proposed Guiding Principles for Amendments to Air District Regulation 3: Fees

RECOMMENDED ACTION

None; receive and file.

BACKGROUND

Staff develops recommended amendments to the Air District's fee regulation as part of the budget preparation process. On March 7, 2012, the Board of Directors (Board) adopted a Cost Recovery Policy that established a goal of increasing fee revenue sufficient to achieve a minimum of 85 percent recovery of regulatory program costs. Progress towards this target is reported to the Board annually by staff and is periodically reviewed by outside consultants.

In addition, staff intends to propose new fees associated with mandates, such as Assembly Bill (AB) 617.

However, the impact of restricted economic activity, due to the COVID-19 outbreak, requires modifications to this approach.

DISCUSSION

Staff will propose a set of guiding principles to reduce the impact of originally contemplated fee increases.

Consistent with the Cost Recovery Policy, draft amendments to specific fee schedules will be made in consideration of the 2017-2018 Matrix Consultant Group cost recovery and containment analysis. This work, conducted at the fee schedule-level, recommends larger increases being proposed for the schedules that have larger cost recovery gaps.

The following new fees may be proposed:

- Revise Section 3-327, Permit to Operate, Renewal Fees as follows:
 - A new fee for each facility subject to California Air Resource Board’s (CARB’s) Criteria Pollutant and Toxics Emissions Reporting (CTR) Regulation would be charged during permit renewal.
 - As part of AB 617, CARB recently adopted the CTR Regulation for the reporting of criteria air pollutants and toxic air contaminants for stationary sources.
 - We are tasked with implementing the CTR Regulation in the Bay Area and estimate costs of \$1.5 million per year.
 - Staff is proposing the below tiered fees based on the number of sources at each facility, since the costs are commensurate with the number of sources at each facility. The maximum would be capped at \$50,000 per year.

Number of Permitted Sources per Facility	\$ per Permitted Source
1 to 4	25
5 to 9	75
10 to 14	150
15 to 19	200
20 to 24	250
25 and greater	300

- A new community health impact fee would be charged during permit renewal to each permitted facility.
 - This fee would help cover the Air District’s costs associated with CARB’s AB 617 “Community Air Protection Program.”
 - We are tasked with implementing AB 617 in the Bay Area and estimate costs of \$2.4 million per year in excess of direct funding from CARB.
 - Staff is proposing a fee equal to 5.7 percent of the annual total permit/registration renewal fees for each facility with a maximum cap of \$70,000 per year.

A summary of public comments received to date, including those received at a public workshop held on February 18, 2020, will be provided.

BUDGET CONSIDERATION/FINANCIAL IMPACT

The original proposed fee amendments would have increased fee schedule revenue in Fiscal Year Ending (FYE) 2021 by an estimated \$2.52 million from fee schedule revenue that would otherwise result without the amendments. However, this increase will be reduced by the set of guiding principles that will be proposed to the Committee.

In addition, the proposed new CTR Regulation and AB 617 fees would increase fee revenues by \$3.7 million.

Respectfully submitted,

Jack P. Broadbent
Executive Officer/APCO

Prepared by: Barry Young and Jeff McKay
Reviewed by: Pamela Leong and Damian Breen