



BAY AREA
AIR QUALITY
MANAGEMENT
DISTRICT

BOARD OF DIRECTORS
ADMINISTRATION COMMITTEE

COMMITTEE MEMBERS

CINDY CHAVEZ – CO CHAIR
KAREN MITCHOFF – VICE CHAIR
JOHN BAUTERS
ERIN HANNIGAN
KATIE RICE
BRAD WAGENKNECHT

CAROLE GROOM – CO CHAIR
MARGARET ABE-KOGA
RICH CONSTANTINE
TYRONE JUE
MARK ROSS

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

- **THE PUBLIC MAY OBSERVE THIS MEETING THROUGH THE WEBCAST BY
CLICKING THE LINK AVAILABLE ON THE AIR DISTRICT’S AGENDA
WEBPAGE AVAILABLE AT**

www.baaqmd.gov/bodagendas

- **THE PUBLIC MAY PARTICIPATE REMOTELY VIA ZOOM AT THE
FOLLOWING LINK OR BY PHONE**

<https://bayareametro.zoom.us/j/86936560398>

(669) 900-6833 or (408) 638-0968

WEBINAR ID: 869 3656 0398

- **THOSE PARTICIPATING BY PHONE WHO WOULD LIKE TO MAKE A
COMMENT CAN USE THE “RAISE HAND” FEATURE BY DIALING “*9”. IN
ORDER TO RECEIVE THE FULL ZOOM EXPERIENCE, PLEASE MAKE SURE
YOUR APPLICATION IS UP TO DATE**

**WEDNESDAY
MARCH 17, 2021
9:30 A.M.**

AGENDA

1. CALL TO ORDER - ROLL CALL

PLEDGE OF ALLEGIANCE

PUBLIC MEETING PROCEDURE

The Committee Co-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.

***Public Comment on Agenda Items** The public may comment on each item on the agenda as the item is taken up. Members of the public who wish to speak on matters on the agenda for the meeting, will have three minutes each to address the Committee. No speaker who has already spoken on that item will be entitled to speak to that item again.*

Staff/Phone (415) 749-

2. APPROVAL OF THE MINUTES OF FEBRUARY 17, 2021

Clerk of the Boards/5073

The Committee will consider approving the attached draft minutes of the Administration Committee meeting of February 17, 2021.

3. BAY AREA REGIONAL COLLABORATIVE (BARC) UPDATE

**Allison Brooks
Executive Director, BARC**

The Committee will receive an update from BARC Director, Allison Brooks, on the activities of the Bay Area Regional Collaborative.

4. DISCUSSION OF PROPOSED BUDGET FOR FISCAL YEAR ENDING (FYE) 2022

**J. McKay/4629
jmckay@baaqmd.gov**

The Committee will review the Air District's proposed budget for Fiscal Year Ending (FYE) 2022.

5. **PROPOSED AMENDMENTS TO AIR DISTRICT REGULATION 3: FEES**

F. Tanaka/5065
ftanaka@baaqmd.gov

The Committee will consider recommended amendments to the Air District's fee regulation as part of the budget preparation process.

6. **AUTHORIZATION TO EXECUTE CONTRACT AMENDMENTS FOR PRODUCTION SYSTEM OFFICE**

B. Adams/5187
badams@baaqmd.gov

The Committee will consider recommending Board of Directors authorize the Executive Officer/APCO to execute contract amendments for Production System Office, in an amount not to exceed \$1,991,565.

7. **PROPOSED NEW COMMUTER PROGRAM**

L. Fasano/5170
lfasano@baaqmd.gov

The Committee will receive information regarding new Flex Your Commute program.

8. **AIR DISTRICT COMMUNITY FUNDING ALLOCATIONS REPORT**

Chairperson, Cindy Chavez
Board Secretary, John Bauters

The Committee will give staff direction on providing a comprehensive response to public inquiry on revenues and expenditures made by the Air District related to local environmental monitoring programs and investments.

9. **DISCUSSION ON ADMINISTRATION COMMITTEE WORKPLAN FOR 2021**

J. Broadbent/5052
jbroadbent@baaqmd.gov

Staff will discuss with the committee, the proposed workplan for the Administration Committee for 2021.

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

Members of the public who wish to speak on matters not on the agenda for the meeting, will have three minutes each to address the Committee.

11. **COMMITTEE MEMBER COMMENTS**

Any member of the Committee, 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).

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

Wednesday, April 21, 2021, at 9:30 a.m., via webcast, pursuant to procedures authorized by Executive Order N-29-20 issued by Governor Gavin Newsom.

13. **ADJOURNMENT**

The Committee meeting shall be adjourned by the Committee Co-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 Air 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, Terri Levels, at (415) 749-4667 or by email at tlevels@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 2021

<u>TYPE OF MEETING</u>	<u>DAY</u>	<u>DATE</u>	<u>TIME</u>	<u>ROOM</u>
Board of Directors Stationary Source & Climate Impacts Committee	Monday	15	9:00 a.m.	Webcast only pursuant to Executive Order N-29-20
Board of Directors Administration Committee	Wednesday	17	9:30 a.m.	Webcast only pursuant to Executive Order N-29-20
Board of Directors Legislative Committee	Wednesday	17	1:00 p.m.	Webcast only pursuant to Executive Order N-29-20
Board of Directors Mobile Source & Climate Impacts Committee	Thursday	25	9:30 a.m.	Webcast only pursuant to Executive Order N-29-20

APRIL 2021

<u>TYPE OF MEETING</u>	<u>DAY</u>	<u>DATE</u>	<u>TIME</u>	<u>ROOM</u>
Board of Directors Community Equity, Health & Justice Committee	Thursday	1	9:30 a.m.	Webcast only pursuant to Executive Order N-29-20
Board of Directors Special Meeting	Wednesday	7	8:30 a.m.	Webcast only pursuant to Executive Order N-29-20
Board of Directors Stationary Source & Climate Impacts Committee	Monday	19	9:00 a.m.	Webcast only pursuant to Executive Order N-29-20
Board of Directors Administration Committee	Wednesday	21	9:30 a.m.	Webcast only pursuant to Executive Order N-29-20
Board of Directors Legislative Committee	Wednesday	21	1:00 p.m.	Webcast only pursuant to Executive Order N-29-20
Board of Directors Mobile Source & Climate Impacts Committee	Thursday	22	9:30 a.m.	Webcast only pursuant to Executive Order N-29-20

BAY AREA AIR QUALITY MANAGEMENT DISTRICT

Memorandum

To: Chairpersons Cindy Chavez and Carole Groom and Members
of the Administration Committee

From: Jack P. Broadbent
Executive Officer/APCO

Date: March 12, 2021

Re: Approval of the Minutes of February 17, 2021

RECOMMENDED ACTION

Approve the attached draft minutes of the Administration Committee (Committee) meeting of February 17, 2021.

DISCUSSION

Attached for your review and approval are the draft minutes of the Committee meeting of February 17, 2021.

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 17, 2021

AGENDA 2A – ATTACHMENT

Draft Minutes – Administration Committee Meeting of February 17, 2021

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
Administration Committee Meeting
Wednesday, February 17, 2021

This meeting was conducted under procedures authorized by executive order N-29-20 issued by Governor Gavin Newsom. Members of the committee participated by teleconference.

1. CALL TO ORDER – ROLL CALL

Administration Committee (Committee) Co-Chairperson, Cindy Chavez, called the meeting to order at 9:30 a.m.

Present: Co-Chairpersons Cindy Chavez and Carole Groom; Vice Chairperson Karen Mitchoff; and Directors Margaret Abe-Koga, John Bauters, Rich Constantine, Erin Hannigan, Tyrone Jue, Katie Rice, Mark Ross, and Brad Wagenknecht.

Absent: None.

Also Present: None.

CONSENT CALENDAR (ITEMS 2-5)

- 2. APPROVAL OF THE MINUTES OF THE AD HOC BUILDING OVERSIGHT COMMITTEE MEETING OF APRIL 15, 2020**
- 3. APPROVAL OF THE MINUTES OF THE PERSONNEL COMMITTEE MEETING OF OCTOBER 5, 2020**
- 4. APPROVAL OF THE MINUTES OF THE EXECUTIVE COMMITTEE MEETING OF OCTOBER 21, 2020**
- 5. APPROVAL OF THE MINUTES OF THE BUDGET AND FINANCE COMMITTEE MEETING OF NOVEMBER 23, 2020**

Public Comments

No requests received.

Committee Comments

None.

Committee Action

Director Constantine made a motion, seconded by Director Abe-Koga to **approve** the Consent Calendar Items 2 through 5, inclusive; and the motion carried by the following vote of the Committee:

AYES: Abe-Koga, Bauters, Chavez, Constantine, Groom, Jue, Mitchoff, Ross, Wagenknecht.
NOES: None.
ABSTAIN: Hannigan.
ABSENT: Rice.

6. HEARING BOARD QUARTERLY REPORT: OCTOBER 2020 – DECEMBER 2020

Hearing Board Chairperson, Valerie Armento, presented the Hearing Board Quarterly Report for the period of October 2020 through December 2020, noting that this report used to be presented quarterly at the Board’s former Executive Committee.

Public Comments

No requests received.

Committee Comments

None.

Committee Action

None; receive and file.

7. ADVISORY COUNCIL RECRUITMENT

Greg Nudd, Deputy Air Pollution Control Officer (APCO) of Policy, gave the staff presentation *Advisory Council Recruitment*, including: presentation outcome, outline, and requested action; review of California Health and Safety Code; background on recruitment; review of qualified candidates; Board of Directors selection of candidates; and feedback requested/prompt.

Public Comments

No requests received.

Committee Comments

The Committee and staff discussed the number of open positions; minimum qualifications required of applicants; the current number of applications submitted, and whether those applicants reflect the diverse demographics of the Bay Area; term length and limits for the council; and whether the current Advisory Council members have reapplied.

Committee Action

None; receive and file.

8. SECOND QUARTER FINANCIAL REPORT – FISCAL YEAR ENDING (FYE) 2021

Stephanie Osaze, Finance Manager, gave the staff presentation *Second Quarter Financial Report Fiscal Year Ending (FYE) 2021*, including: presentation outcome, outline, and requested action; second quarter results FYE 2021; revenue and expenditure comparisons (prior versus current year); General Fund expenditures; investments; fund balance and outstanding liabilities; purchasing reporting requirements; FYE 2021 vendor payments; and feedback requested/prompt.

Public Comments

No requests received.

Committee Comments

None.

Committee Action

None; receive and file.

9. AIR DISTRICT FINANCIAL PLAN OVERVIEW

Dr. Jeff McKay, Chief Financial Officer, gave the staff presentation *Air District Financial Plan Overview*, including: presentation outcome, outline, and requested action; Plan purpose; historical financial conditions/trends; actions taken during downturn; actual reserves and policy; historical revenues and expenditures; cost recovery overview and fee increases; FYE 2021 approved budget overview; current financial outlook and reserves; reserves designations; economic outlook – economic indicators for the United States; 2020: worst labor market conditions on record; economic outlook – California labor market and economic growth in California; Bay Area’s labor market trends and analysis; construction activity and property taxes; financial forecast; forecast summary; five-year financial forecast key revenue assumptions; five-year financial forecast; unfunded liabilities – Other Post-Employment Benefits (OPEB) and pension; next steps; and feedback requested/prompt.

Public Comments

Public comments were given by Jed Holtzman, 350 Bay Area.

NOTED PRESENT: Director Rice was noted present at 10:22 a.m.

Committee Comments

The Committee and staff discussed why a staffing deficiency still exists at the Air District, and the suggestion of analyzing the reasons for additional staffing recruitments prior to the finalization of the FYE 2022 Proposed Budget; whether special districts are eligible to receive funding from \$1.9 trillion “American Rescue Plan Act of 2021”; to what extent the principles behind the Air District’s objectives consider challenges of disadvantaged communities; the concern that the Air District is not recovering its cost fully; the suggestion of increasing the Air District’s cost recovery policy to just under 100 percent, how/why the 85 percent of cost recovery target (the current policy) was selected, and the request that a review of the cost recovery policy come to the committee, addressing the fee schedule and delineating on whom fees apply to by business size.

Committee Action

None; receive and file.

10. UPDATE ON SPARE THE AIR ADVERTISING AND MESSAGING CAMPAIGNS

Kristine Roselius, Communications Director, gave the staff presentation *Contract for Spare the Air Advertising and Messaging Campaigns*, including: presentation outcome, outline, and requested action; Spare the Air Request for Proposals (RFP) background; proposals received; RFP evaluation criteria; firm evaluation scores; and feedback requested/prompt.

Public Comments

No requests received.

Committee Comments

The Committee and staff discussed Assembly Bill 339 (Lee & Garcia), which would require all meetings of a house of the Legislature or a committee thereof to be open and public, including gatherings using teleconference technology, to include an opportunity for all persons to attend via a call-in option or an internet-based service option that provides closed captioning services and requires both a call-in and an internet-based service option to be provided to the public, as well as translation services to be provided for the 10 most-spoken languages, other than English, in California; the desire to see changed behavior in transportation use as a result of enhancements to the Spare the Air programs; and the request for contract language to be embedded in the committee and Board meeting packets.

Committee Action

Director Wagenknecht made a motion, seconded by Director Bauters, to recommend the Board of Directors **approve** Allison+Partners as the contractor for the Spare the Air campaign and authorizing the Executive Officer/APCO to execute a contract with them, in an amount not to exceed \$1,950,000 per contract year, during FYE 2022 and FYE 2023, and \$2,019,000 for FYE 2024; and the motion carried by the following vote of the Committee:

AYES: Abe-Koga, Bauters, Chavez, Constantine, Groom, Jue, Mitchoff, Rice, Ross, Wagenknecht.
NOES: None.
ABSTAIN: None.
ABSENT: Hannigan.

11. PROPOSED CONTRACT EXTENSION FOR CLIMATE TECH FINANCE PROGRAM

Derrick Tang, Technology Implementation Office Manager, gave the staff presentation *Proposed Contract Extension for Climate Tech Finance Program*, including: presentation outcome, outline, and requested action; program overview and progress; funded projects; pre-funded projects; existing agreement with California Infrastructure and Economic Development Bank (IBank); changes in proposed extension; terms that remain unchanged; and feedback requested/prompt.

Public Comments

No requests received.

Committee Comments

The Committee and staff discussed the desire to see carbon capture and storage projects in this program’s portfolio, and which entities would own or retain the carbon credits; and the request to publicize this program to entrepreneurs and innovators of color.

Committee Action

Vice Chair Mitchoff made a motion, seconded by Director Wagenknecht, to *recommend the Board of Directors authorize the Executive Officer/APCO to negotiate and execute an agreement with the IBank to continue support for loans and loan guarantees under the Air District Climate Tech Finance Program*; and the motion carried by the following vote of the Committee:

AYES: Abe-Koga, Bauters, Chavez, Constantine, Groom, Jue, Mitchoff, Rice, Ross, Wagenknecht.
NOES: None.
ABSTAIN: None.
ABSENT: Hannigan.

12. AD HOC GOVERNANCE COMMITTEE – NEXT STEPS

Co-Chair Chavez gave an update on the next steps for the proposed Ad Hoc Governance Committee, including: whether governance development of Air District public meetings should be conducted by this committee or an Ad Hoc Governance Committee; what needs to be looked at related to governance; the suggestion of creating an internal work plan; and the possibility of reducing the number of Board members.

Public Comments

Public comments were given by Jed Holtzman, 350 Bay Area.

Committee Comments

The Committee and staff discussed the desire for less Board committees, and the public’s desire for dialogue with staff and Board members.

Committee Action

None; receive and file.

13. PUBLIC COMMENT ON NON-AGENDA MATTERS

No requests received.

14. COMMITTEE MEMBERS’ COMMENTS / OTHER BUSINESS

Co-Chair Chavez announced that the FYE 2022 Proposed Budget will be discussed at the March 3rd Board meeting.

15. TIME AND PLACE OF NEXT MEETING

Wednesday, March 17, 2021, at 9:30 a.m., via webcast, pursuant to procedures authorized by Executive Order N-29-20 issued by Governor Gavin Newsom.

16. ADJOURNMENT

The meeting adjourned at 11:05 a.m.

Marcy Hiratzka
Clerk of the Boards

BAY AREA AIR QUALITY MANAGEMENT DISTRICT

Memorandum

To: Chairpersons Cindy Chavez and Carole Groom and Members
of the Administration Committee

From: Jack P. Broadbent
Executive Officer/APCO

Date: March 12, 2021

Re: Bay Area Regional Collaborative (BARC) Update

RECOMMENDED ACTION

None; receive and file.

BACKGROUND

The Bay Area Regional Collaborative (BARC) consists of Board/Commission representatives of the four regional agencies and provides a forum for discussing issues of regional importance.

DISCUSSION

At the upcoming Administration Committee meeting, the BARC Director, Allison Brooks, will provide an update on the activities of the BARC.

BUDGET CONSIDERATIONS/FINANCIAL IMPACT

None.

Respectfully submitted,

Jack P. Broadbent
Executive Officer/APCO

Prepared by: Amanda Balneg
Reviewed by: Vanessa Johnson

BAY AREA AIR QUALITY MANAGEMENT DISTRICT

Memorandum

To: Chairpersons Cindy Chavez and Carole Groom and Members
of the Administration Committee

From: Jack P. Broadbent
Executive Officer/APCO

Date: March 12, 2021

Re: Discussion of Proposed Budget for Fiscal Year Ending (FYE) 2022

RECOMMENDED ACTION

The Administration Committee will review the Proposed Budget for Fiscal Year Ending (FYE) 2022 and make any recommendations for further discussions at the April 21, 2021 Administration Committee meeting.

BACKGROUND

At the March 3, 2021 Board of Directors meeting, the FYE 2022 Proposed Budget document was referred to the Administration Committee for review at the Committee's March 17, 2021 meeting.

DISCUSSION

Air District staff will present the Proposed Budget for FYE 2022.

Air District staff will publish, prior to April 5, 2021, a notice to the general public that the first of two public hearings on the budget will be conducted on May 5, 2021 and that the second hearing will be conducted on June 2, 2021. Staff requests that the Administration Committee complete its review and take action on the Proposed Budget at the April 21, 2021 Administration 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 5, 2021.

BUDGET CONSIDERATION/FINANCIAL IMPACT

The proposed consolidated budget for FYE 2022 is a balanced budget.

Respectfully submitted,

Jack P. Broadbent
Executive Officer/APCO

Prepared by: Stephanie Osaze
Reviewed by: Jeffrey McKay

Attachment 4A: FYE 2022 Air District Proposed Budget



**BAY AREA
AIR QUALITY
MANAGEMENT
DISTRICT**

PROPOSED BUDGET
FOR
FISCAL YEAR ENDING 2022

March 1, 2021

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, 2022

CONTENTS

	PAGE
Budget Message	1
District-wide Revenue and Expenditure Budgets	
TABLE I: Consolidated Expenditures and Revenues by Major Categories.....	8
TABLE II: Consolidated Revenues.....	9
TABLE III: Consolidated Expenditures.....	10
TABLE IV: General Fund.....	11
TABLE V: Carl Moyor Program (CMP).....	12
TABLE VI: Mobile Source Incentive Fund (MSIF).....	13
TABLE VII: California Good Movement Bond (CGMB).....	14
TABLE VIII: Transportation Fund for Clean Air (TFCA).....	15
TABLE IX: Other Grants Revenues.....	16
TABLE X: Vehicle Mitigation (VW Trust).....	17
TABLE XI: General Fund Expenditures by Division.....	18
Capital Expenditures	
Table XII: Capital Expenditure Summary.....	21
Table XIII: Capital Expenditure Detail.....	22
PROGRAM NARRATIVES AND EXPENDITURE DETAIL	
General Fund	23
Executive Division 24	
104 Executive Office.....	25
105 Bay Area Regional Collaborative (BARC).....	27
121 Board of Directors.....	29
122 Hearing Board.....	31
123 Advisory Council.....	33
128 Flex the Commute.....	35
Diversity, Equity and Inclusion Division 38	
113 Diversity Equity & Inclusion.....	39
Finance Office 42	
701 Finance.....	43
Human Resources Office 46	
106 Payroll.....	47
107 Benefits Administration.....	49
109 Organizational Development.....	51
111 Employment Relations.....	53
114 Recruitment & Testing.....	55
Administrative Resources Division 58	
702 Facilities.....	59
703 Communications.....	61
707 Headquarters East (Richmond).....	63

Bay Area Air Quality Management District

For Fiscal Year Ending June 30, 2022

CONTENTS

	PAGE
708 Purchasing.....	65
709 Headquarters West (Beale Street).....	67
710 Fleet Services.....	69
Legislative Office.....	71
Division Divider.....	37
129 Legislative Program.....	73
Legal Services Division.....	76
201 Legal Council.....	77
202 Hearing Board Proceedings.....	79
203 Penalties Enforcement & Settlement.....	81
205 Litigation.....	83
Communications Office.....	86
301 Media Relations.....	87
303 Intermittent Control.....	89
305 Spare The Air (CMAQ).....	91
Technology Implementation Office.....	94
126 Greenhouse Gas Technologies - Stationary.....	95
Strategic Incentives Division.....	98
311 Non-Mobile Source Grant Programs.....	99
313 Grant Program Development.....	101
Compliance & Enforcement Division.....	104
401 Enforcement.....	105
402 Compliance Assist & Operations.....	107
403 Compliance Assurance.....	109
Engineering Division.....	112
501 Permit Evaluation.....	113
502 Permit Renewals.....	115
503 Air Toxics.....	117
504 Permit Operations.....	119
506 Title V.....	121
507 Engineering Special Projects.....	123
Assessment, Inventory & Model Division.....	126
601 Source Inventories.....	127
603 Air Quality Modeling Support.....	129
604 Air Quality Modeling & Research.....	131
609 Community Air Risk Evaluation.....	133
Planning & Climate Protection Division.....	136
602 Air Quality Plans.....	137
605 Implement Plans, Policies and Measures.....	139
608 Climate Projection.....	141

Bay Area Air Quality Management District

For Fiscal Year Ending June 30, 2022

CONTENTS

	PAGE
Rules Division.....	144
611 Rule Development.....	145
Community Engagement Division.....	148
302 Community Health Protection Office.....	149
Information Services Division.....	152
712 Information Management Records & Content.....	153
726 IT Engineering & Operations.....	155
727 User Desk Services.....	157
My Air Online.....	160
125 My Air Online.....	161
309 Website Development & Maintenance.....	163
725 Legacy Systems Support.....	165
Meteorology & Measurement Division.....	168
802 Ambient Air Monitoring.....	169
803 Laboratory.....	171
804 Source Test.....	173
805 Meteorology.....	175
807 Air Monitoring Instrument Performance Evaluation.....	177
809 BioWatch Monitoring.....	179
810 Technical Infrastructure and Data Management.....	181
811 Ambient Air Quality Analysis.....	183
Special Revenue Fund.....	186
Special Revenue Fund.....	187
Communication Office.....	188
306 Intermittent Control (TFCA).....	189
Strategic Incentives Division.....	192
307 Carl Moyer Program Administration (CMP).....	193
308 Transportation Fund for Clean Air Administration (TFCA).....	195
310 Mobile Source Incentive Fund (MSIF).....	197
312 Vehicle Buy Back (MSIF).....	199
316 Miscellaneous Incentive Program (Other Grant).....	201
323 CA GMB - Grants Administration (CGMB).....	203
324 Vehicle Mitigation (VW Trust).....	205
Technology Implementation Office.....	208
317 Light Duty Electric Vehicle Program (Other Grant).....	209
Compliance & Enforcement Division.....	212
318 Enhanced Mobile Source Inspections (TFCA).....	213
319 Commuter Benefits Program (TFCA).....	215
Community Engagement.....	218
325 Community Engagement - Special Project (Other Grant).....	219

Bay Area Air Quality Management District

For Fiscal Year Ending June 30, 2022

CONTENTS

	PAGE
Appendices	
Appendix A: Program Organizational Chart.....	223
Appendix B: Selected Legal Requirements.....	224
Appendix C: General Fund Balance & Liabilities.....	225
Appendix D: General Fund Revenue Trends (Figure 1).....	227
Appendix E: General Fund Expenditure Trends (Figure 2).....	228
Appendix F: Five Year Budget Projections & Assumptions.....	229
Appendix G: Definitions.....	231

- Page Intentionally Left Blank -

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) 2022. 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. However, cuts in funding such as that associated with AB617 would place severe strain on the Air District's ability to maintain current staffing levels.

In the current year, the Air District took several actions to address the economic slowdown related to the COVID-19 pandemic: there were no increases for the Air District's Existing Fee Schedules, however, a new Community Health Impact Fee was added. There were no increases to Services and Supplies budgets, building improvements to the Richmond Office were postponed, and \$5.2 million from reserves was used to balance the FYE 2021 budget. The Air District's current revenue trends for some of its permit revenues are trending higher than its initial projections. We are cautiously optimistic as we approach the next fiscal year budget process.

The FYE 2022 General Fund Proposed Budget increased by \$10.5M over the current year budget. This budget proposes some increases for the Air District's Existing Fee Schedules, a new fee for Criteria Pollutant and Toxic Emissions Reporting (CTR), increased staffing to address the needs of several core programs, and increases to Services and Supplies to address new and enhanced programs.

The proposed budget for FYE 2022 reflects the priorities established by the Board of Directors (Board), 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 cut across all divisions and 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. The Office of Diversity, Equity & Inclusion (Office) is taking meaningful steps to build an antiracist and inclusive environment. The efforts will be informed by working with the Senior Deputy Executive Officer of Policy & Equity, Board of Directors' Community Health, Equity and Justice Committee and staff to shift long-standing environmental justice inequities throughout the region. Key initiatives for the Office will be the development and implementation of an agency-wide Equity Action Plan and trainings that encompass equity tools to provide a blueprint of systems and structures to operationalize cross-divisional efforts relative to Air District programs. In addition, the Office will work on internal initiatives by applying an equity lens to programs, policies, practices, and procedures related to staffing, recruitment, promotions, inclusive practices in the workplace, contracting for capital projects and services.

Toxics Risk Reduction Rule Implementation – The Air District will continue to implement Regulation 11, Rule 18, Reduction of Risk from Air Toxic Emissions at Existing Facilities (Rule 11-18). Under this rule, staff will improve toxic emission inventories and conduct health risk assessments (HRAs) for about 350 facilities. Sites with elevated health risks will be required to implement risk reduction plans that may include abatement devices, material substitutions, operational changes, or other measures that reduce health risks from stationary sources. The Air District is currently evaluating health risks for 34 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. Inventory reviews for additional facilities will begin in 2021 and continue in later years as part of the rule implementation plan, followed by HRAs, and risk reduction plans when required.

Wildfire Air Quality Response Program – The Air District aims to finalize program guidelines with CARB to fund ventilation retrofits and air filtration improvements as part of Assembly Bill 836, *Wildfire Smoke Clean Air Center Incentive Program for Vulnerable Communities*. To complement this program, the Air District is pursuing a new home air filtration grant program to provide residential air filtration units and filters to those most vulnerable to wildfire smoke. Additional efforts underway include the launch of a new Wildfire Prevention Chipping Pilot Program to provide an alternative to open burning. Coordination with local and state partners will continue to be a primary focus of the wildfire program including a robust public messaging plan to raise awareness on the health impacts of wildfire smoke and wildfire preparedness.

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 2022, 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.

Clean Cars for All Program – The Air District has continued to support the Clean Cars for All program to provide grants for low-income residents in the Bay Area to access clean transportation options, including plug-in hybrid vehicles, battery electric vehicles, or transit. In FYE2022, this program and other electric vehicle incentive programs, will be complemented by expanded public outreach and partnership activities and include a focus on providing incentives in disadvantaged communities.

Grants for Surplus Emissions Reductions to Complement Other Air District Programs – The Air District’s grants programs work to incentivize voluntary emissions reductions, primarily from mobile sources. In FYE 2022, the Air District will be awarding approximately \$138 million to eligible projects that will replace older cars, trucks, and buses, as well as off-road equipment, with newer and cleaner alternatives including zero- and near-zero technologies, and incentivize single-occupancy vehicle trip reduction strategies. Air District funding is prioritized for communities that are identified through the Community Health Protection AB 617 process and for projects that result in permanent reductions in emissions reductions through the adoption of zero- and new-zero emissions technologies.

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.

Up to 60% of these funds received are awarded directly by the Air District to a program referred to as the TFCA Regional Fund and to eligible District programs (e.g., Spare the Air). The remaining 40% is forwarded to the designated county transportation agency within each Bay Area county to be distributed through the TFCA

County Program Manager Fund program. TFCA funding may be 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 including the creation of new bicycle paths and lanes and installation of secure bike parking facilities.

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. Funding to continue this program through 2023 was reauthorized in 2013 and new efforts are currently underway to extend this sunset date. 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, in cooperation with the California Air Resources Board, since the program began in 1999. This program provides funding for 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, forklifts, and refueling infrastructure that supports zero emissions vehicles. Funding to continue this program through 2023 was reauthorized in 2013 and new efforts are currently underway to extend this sunset date. Revenues from this funding source are separate from the General Fund budget for accounting purposes.

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 Air Protection Grant Program (AB 617/134)

In 2017, AB 617 directed the California Air Resources Board, in conjunction with local air districts to establish the Community Air Protection Program (CAPP). Funding for incentives to support the AB 617 effort was approved by the California Legislature beginning in fiscal year ending (FYE) 2018 and comes from the State's Greenhouse Gas Reduction Fund (GGRF), which is used to reduce criteria pollutants, toxic air contaminants, and greenhouse gases. This funding is designed to primarily target hyperlocal reductions in emissions from and exposure to diesel particulate and toxic air contaminants.

These funds are primarily distributed through the Air District's Community Health Protection Grant Program to implement projects eligible under the CMP and optionally on-road truck replacements under the Proposition 1B Goods Movement Emission Reduction Program. Staff has also begun working with CARB to expand eligibility to include stationary source projects and projects that are identified as priorities by communities with a State-approved Community Emissions Reduction Program, pursuant to HSC Section 44391.2. To date the Air District has received three cycles of CAPP incentive funding totaling nearly \$118 million. Approximately \$25 million in new revenue is anticipated to be awarded to the Bay Area for the fourth cycle in fiscal year ending 2022.

Volkswagen Environmental Mitigation Trust (VW Trust)

The VW Trust was established subsequent to a settlement with Volkswagen and other parties for their use of illegal defeat devices and is intended to fully mitigate the lifetime excess oxides of nitrogen (NOx) emissions caused by their actions. The California Air Resources Board 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. IN 2018 the Air District was 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. VW Trust funds will be awarded, and selected projects will be managed over a ten-year period ending in 2028.

Funding Agricultural Replacement Measures for Emission Reductions (FARMER)

In 2018 the California Air Resources Board established the FARMER Program that provides grant funding for eligible projects that reduce criteria, toxic, and greenhouse gas emissions from the agricultural sector. The FARMER program targets the voluntary early replacement of older, dirtier equipment that used in agricultural operations, such as harvesting equipment, heavy-duty trucks, agricultural pump engines, tractors, and other equipment. On October 21, 2019, CARB's Executive Officer approved an update to the FARMER Program Guidelines to include eligibility criteria for demonstration projects. Since the program's inception in 2018, the State has allocated approximately \$1 million annually to the Bay Area Air District for its participation in the FARMER program.

FINANCIAL SUMMARY

The Proposed Consolidated Budget Expenditure for FY 2022 is \$248.0 million; an increase of \$6.4 million, or 2.6% over current year. Of the \$248.0 million, \$131.0 million is classified as Special Revenue Funds for various grant related incentive programs and \$117.0 million for General Fund programs.

General Fund Summary

Total FYE 2022 Proposed General Fund Budget is expected to increase by \$10.5 million or 10% over the current year. This increase is partially attributed to several actions taken in FYE 2021 Budget in addressing the economic slowdown related to the COVID-19 pandemic. Some of these actions were modified in developing the FYE 2022 Proposed Budget. The following actions were taken to develop the FYE 2022 Proposed Budget:

- Reinstate fee increases to the District's Existing Fee Schedules
- Proposed adoption of a new fee schedule for the CTR program
- Restore funding of the 415 Full Time Equivalent (FTE) current authorized positions
- Proposed increase from 415 to 441 FTE positions to address the growing demands on core programs
- Assumes a 5% vacancy savings to account for recruitment timeline to fill new positions and attrition due to retirements
- Increases to the Services and Supplies budget for new and enhanced District programs
- Continue building improvements to the Richmond Office using reserves previously approved by the Board
- Proposed Use of \$0.5 million of reserves for Richmond Office Capital Improvements
- Continue to address unfunded liabilities

The FYE 2022 Proposed Budget is balanced, reflecting a \$0.5 million transfer from General Fund reserves to cover the continued capital improvements for the Richmond Office. The 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 2022 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.

Fee Revenue

This budget year, the Air District proposes adoption of a CTR fee schedule and reinstatement of fee increases to existing permitted-fee schedules 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. If proposed fee increases are approved, the proposed fee schedule will become effective on July 1, 2021.

County Revenue

The County revenue budget is based on property values in the nine Bay Area counties. For the FYE 2022 Proposed Budget projects a \$0.6 million or 1.5% increase in property taxes receipts over the FYE 2021 Approved Budget primarily due to slight increase in property valuations.

Other Sources of General Fund Revenue

Federal grants from the Environmental Protection Agency (EPA) and other state/federal agencies show an increase of \$1.8 million or 11.7%. We anticipate continued funding from the State of \$9.0 million for AB 617 implementation efforts. However, this funding is not guaranteed and may be in jeopardy for future years. 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 2022 is budgeted at \$1.7 million based on actual collections in prior year. Penalties and Settlements fluctuate from time to time; and the FYE 2022 projection is \$2.7 million. Transfer from various grant sources of \$1.3 million will support indirect costs and other eligible activities supporting these grant programs.

Operating Expenditures

The FYE 2022 General Fund Proposed Operating Budget (net personnel & capital) of \$32.1 million increased by \$4.9 million over the FYE 2021 Approved Budget primarily due to necessary increases to address new and enhanced programs of the Air District. A summary of the General Fund Expenditures by Division from FYE 2020 (actual expenditures) through FYE 2022 (projected expenditures) is displayed in Table XI. In addition, the General Fund Expenditures by major categories from FYE 2018 (actuals) through FYE 2022 (projected expenditures) are displayed in Appendix E, Figure 2.

Personnel Expenditures

Currently, the Air District authorized staffing level is 415 FTEs, however; the FYE 2021 Adopted Budget proposed funding only 405 of the 415. During the current year, the Board approved funding an additional 9 FTEs to continue the work related to AB617, as well as, restore and maintain core programs of the Air District. The FYE 2022 budget proposes an authorized staffing level of 441 FTEs, an increase of 26 positions; to meet the growing demands of core Air District programs. The proposed budget also assumes a 5% vacancy savings of \$4.2 million to account for recruitment timeline to fill new positions and attrition due to retirements.

Capital Expenditures

The Proposed Budget for FYE 2022 funds capital expenditures of \$5.2 million. The capital budget is distributed across various General Fund programs. Table XIII provides details of the individual capital items.

PLANNING FOR THE FUTURE AND COST CONTAINMENT

The Air District's Five-year projections anticipate revenue is sufficient to meet projected expenditures within the accuracy level of the projection. Appendix F provides a General Fund Five-Year Projection. 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. If the economic slowdown remains stable, the forecast assumes the Air District will be well above its 20% reserve policy, with the assumption that

AB617 funding from the state of California persists. If the AB617 funding does not persist, severe strain will be placed on the District's ability to maintain current staffing levels. While there is a healthy reserve to address potential fiscal challenges over the next five years of the financial plan, the Air District must be fiscally prudent with its reserves to weather any potential long-term economic recovery.

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, 2019 actuarial valuation study for OPEB, the Air District's plan is approximately 75% funded: leaving an unfunded liability of 25% or \$18.4 million. As a part of the FYE 2016 Budget, the Board adopted a minimum OPEB funding target policy of 90%. The FYE 2022 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 few years. Based on the June 30, 2019 CalPERS actuarial valuation study, the Air District is currently funded at approximately 73%; leaving an unfunded liability of 27% or approximately \$91 million. Given these potential impacts, the FYE 2022 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

	ACTUALS FYE 2020			APPROVED BUDGET FYE 2021			PROPOSED BUDGET FYE 2022		
	GENERAL FUND	SPECIAL FUNDS	TOTAL FUNDS	GENERAL FUNDS	SPECIAL FUNDS	TOTAL FUNDS	GENERAL FUND	SPECIAL FUNDS	TOTAL FUNDS
REVENUES									
County Revenues	37,558,118		37,558,118	38,770,162		38,770,162	39,335,284		39,335,284
Permits / Fees	50,398,318		50,398,318	41,623,723		41,623,723	53,678,690		53,678,690
Grant Revenues	10,295,247	70,702,290	80,997,537	11,225,783	135,108,099	146,333,882	12,967,612	130,964,735	143,932,347
Other Revenues	5,594,165		5,594,165	4,618,711		4,618,711	6,745,848		6,745,848
	103,845,848	70,702,290	174,548,138	96,238,379	135,108,099	231,346,478	112,727,434	130,964,735	243,692,169
Reimbursements Programs	2,035,734		2,035,734	2,375,664		2,375,664	2,426,500		2,426,500
Transfer In	1,665,844		1,665,844	2,700,886		2,700,886	1,361,189		1,361,189
Transfer from / (to) Reserves	(5,872,253)		(5,872,253)	5,159,682		5,159,682	500,000		500,000
Total REVENUES	101,675,173	70,702,290	172,377,463	106,474,611	135,108,099	241,582,710	117,015,123	130,964,735	247,979,858
EXPENDITURES									
Personnel & Benefits	63,388,071	4,874,811	68,262,882	74,994,648	6,219,921	81,214,569	78,193,804	7,503,256	85,697,060
Services & Supplies	30,583,078	7,119,535	37,702,613	27,243,515	11,989,599	39,233,114	32,092,559	10,398,315	42,490,874
Capital Expenditures	5,744,975		5,744,975	4,236,448		4,236,448	5,187,458		5,187,458
Other Financing Uses	841,643		841,643						
	100,557,767	11,994,346	112,552,113	106,474,611	18,209,520	124,684,131	115,473,821	17,901,571	133,375,392
Program Distributions	1,117,406	57,042,100	58,159,506		114,197,693	114,197,693	1,541,302	111,746,976	113,288,278
Transfer Out		1,665,844	1,665,844		2,700,886	2,700,886		1,316,188	1,316,188
Total EXPENDITURES	101,675,173	70,702,290	172,377,463	106,474,611	135,108,099	241,582,710	117,015,123	130,964,735	247,979,858

TABLE II: Consolidated Revenues

	Approved Program Budget		Proposed Program Budget	FTE/Dollar Change	Percent Change
	Program Actuals 2020	2021	2022	\$	%
County Revenues					
Alameda	6,733,882	6,761,810	6,897,046	135,236	2.0%
Contra Costa	4,134,514	4,581,797	4,673,433	91,636	2.0%
Marin	1,648,621	1,676,343	1,688,388	12,045	0.7%
Napa	1,204,466	1,171,563	1,227,157	55,594	4.7%
San Francisco	5,793,645	5,843,403	6,199,930	356,527	6.1%
San Mateo	5,177,940	5,021,259	5,121,684	100,425	2.0%
Santa Clara	10,311,534	10,697,367	10,831,380	134,013	1.3%
Solano	894,376	1,133,592	970,760	(162,832)	(14.4)%
Sonoma	1,659,140	1,883,028	1,725,506	(157,522)	(8.4)%
Total County Revenues	37,558,118	38,770,162	39,335,284	565,122	1.5%
Permits / Fees					
Permit Renewal & Application Fees	36,045,517	30,222,640	37,505,080	7,282,440	24.1%
Community Health Impact		1,000,000	918,891	(81,109)	(8.1)%
Criteria Pollutant and Toxics Emissions			1,300,000	1,300,000	
Title V Fees	6,111,526	5,085,389	6,261,936	1,176,547	23.1%
Asbestos Fees	4,380,504	1,625,000	4,000,000	2,375,000	146.2%
Toxics Inventory Fees	580,333	628,357	731,737	103,380	16.5%
Registration Fees	193,460	276,220	190,000	(86,220)	(31.2)%
Hearing Board Fees	37,093	12,750	25,000	12,250	96.1%
Greenhouse Gas Fees	3,049,885	2,773,367	2,746,046	(27,321)	(1.0)%
Total Permit Fees	50,398,318	41,623,723	53,678,690	12,054,967	29.0%
Grant Revenues					
Federal Grant	2,289,072	2,225,783	3,967,612	1,741,829	78.3%
Other Grants	8,006,175	9,000,000	9,000,000		
Total Grant Revenue	10,295,247	11,225,783	12,967,612	1,741,829	15.5%
Other Revenues					
Penalties & Settlements	1,349,478	1,500,000	2,750,000	1,250,000	83.3%
State Subvention	1,743,099	1,736,000	1,736,000		
PERP (Portable Equip Prog)	660,827	450,000	450,000		
Interest Income	1,383,522	832,711	1,609,848	777,137	93.3%
Miscellaneous Income	457,239	100,000	200,000	100,000	100.0%
Total Other Revenues	5,594,165	4,618,711	6,745,848	2,127,137	46.1%
Total Operating Revenues	103,845,848	96,238,379	112,727,434	16,489,055	17.1%
Reimbursement Programs					
CMAQ Funding	826,677	1,000,000	1,000,000		
DHS Biowatch Funding	1,209,057	1,375,664	1,426,500	50,836	3.7%
Total Reimbursement Programs	2,035,734	2,375,664	2,426,500	50,836	2.1%
Transfer from / (to) Reserves	(5,872,253)	5,159,682	500,000	(4,659,682)	(90.3)%
Transfer In	1,665,844	2,700,886	1,361,189	(1,339,697)	(49.6)%
Total General Fund Revenues	101,675,173	106,474,611	117,015,123	10,540,512	9.9%
Special Revenue Funds					
Grant Programs					
Carl Moyer Fund	23,902,428	51,064,990	59,898,128	8,833,138	17.3%
Mobile Source Incentive Fund (MSIF)	10,954,266	12,799,080	12,000,000	(799,080)	(6.2)%
California Goods Movement Bond (CGMB)	9,131,585	10,250,000	21,388,049	11,138,049	108.7%
Transportation Fund for Clean Air (TFCA)	18,424,980	20,320,567	19,313,364	(1,007,203)	(5.0)%
Other Grants Revenues	7,655,750	21,156,449	7,330,194	(13,826,255)	(65.4)%
Vehicle Settlement	633,281	19,517,013	11,035,000	(8,482,013)	(43.5)%
Total Special Revenue Funds	70,702,290	135,108,099	130,964,735	(4,143,364)	(3.1)%
Total Revenues District Wide	172,377,463	241,582,710	247,979,858	6,397,148	2.6%

TABLE III: Consolidated Expenditures

	Program Actuals	Approved Program Budget	Proposed Program Budget	FTE/Dollar Change	Percent Change
	2020	2021	2022	\$	%
Number of Positions (FTE)	361.00	415.00	441.00	26.00	6.3%
Personnel Expenditures					
Permanent Salaries	46,515,128	52,734,079	57,661,665	4,927,586	9.3%
Overtime Salaries	346,378	429,430	449,830	20,400	4.8%
Temporary Salaries	405,575	377,054	269,006	(108,048)	(28.7)%
Payroll Taxes	941,610	753,511	824,677	71,166	9.4%
Pension Benefits	9,374,553	11,666,066	13,453,506	1,787,440	15.3%
FICA Replacement Benefits	717,948	778,723	840,370	61,647	7.9%
Group Insurance Benefits	9,104,696	10,796,422	11,434,519	638,097	5.9%
Employee Transportation Subsidy	588,235	901,382	635,041	(266,341)	(29.5)%
Workers' Compensation	205,559	229,998	229,998		
Other Post Employment Benefits		4,000,000	4,000,000		
Board Stipends	63,200	92,000	92,000		
Vacancy Savings		(1,544,096)	(4,193,552)	(2,649,456)	171.6%
Total Personnel Expenditures	68,262,882	81,214,569	85,697,060	4,482,491	5.5%
Services & Supplies Expenditures					
Travel In-State	137,004	311,867	323,223	11,356	3.6%
Travel Out-of-State	76,817	232,710	288,960	56,250	24.2%
Training & Education	416,344	738,079	847,729	109,650	14.9%
Repair & Maintenance (Equipment)	634,703	1,008,618	1,087,846	79,228	7.9%
Communications	648,598	833,431	842,556	9,125	1.1%
Building Maintenance	433,106	299,853	671,570	371,717	124.0%
Utilities	218,113	261,452	246,315	(15,137)	(5.8)%
Postage	46,976	148,740	100,215	(48,525)	(32.6)%
Printing & Reproduction	119,430	440,103	440,103		
Equipment Rental	62,120	38,000	67,000	29,000	76.3%
Rents & Leases	2,135,955	3,262,464	3,331,153	68,689	2.1%
Professional Services & Contracts	29,926,463	29,080,483	31,388,305	2,307,822	7.9%
General Insurance	451,178	407,036	557,500	150,464	37.0%
Shop & Field Supplies	281,127	587,411	634,957	47,546	8.1%
Laboratory Supplies	131,344	184,537	186,761	2,224	1.2%
Gasoline & Variable Fuel	177,283	265,000	265,000		
Computer Hardware & Software	566,888	819,414	1,047,715	228,301	27.9%
Stationery & Office Supplies	54,393	146,200	100,450	(45,750)	(31.3)%
Books & Journals	60,264	51,313	52,113	800	1.6%
Minor Office Equipment	65,465	116,403	11,403	(105,000)	(90.2)%
Non-capital assets	1,059,042				
Other Financing Resources	841,643				
Total Services & Supplies Expenditures	38,544,256	39,233,114	42,490,874	3,257,760	8.3%
Capital Expenditures					
Leasehold Improvements	1,507,217				
Building & Grounds	209,579		500,000	500,000	
Office Equipment	7,445				
Computer & Network Equipment	2,989,950	2,890,000	3,253,347	363,347	12.6%
Motorized Equipment	37,368	60,000	110,000	50,000	83.3%
Lab & Monitoring Equipment	949,123	886,448	924,111	37,663	4.2%
Communications Equipment		400,000	400,000		
General Equipment	44,293				
Total Capital Expenditures	5,744,975	4,236,448	5,187,458	951,010	22.4%
Total Expenditures					
Transfer In/Out	112,552,113	124,684,131	133,375,392	8,691,261	7.0%
Program Distribution	1,665,844	2,700,886	1,316,188	(1,384,698)	(51.3)%
	58,159,506	114,197,693	113,288,278	(909,415)	(0.8)%
"Total Expenditures - District Wide"	172,377,463	241,582,710	247,979,858	6,397,148	2.6%

TABLE IV: General Fund

	Program Actuals	Approved Program Budget	Proposed Program Budget	FTE/Dollar Change	Percent Change
	2020	2021	2022	\$	%
Number of Positions (FTE)	331.95	379.58	400.00	20.42	5.4%
Revenues					
Revenues Other Than Transfers	100,009,329	103,773,725	115,653,934	11,880,209	11.4%
Transfer In	1,665,844	2,700,886	1,361,189	(1,339,697)	(49.6)%
Total Revenues - General Fund	101,675,173	106,474,611	117,015,123	10,540,512	9.9%
Personnel Expenditures					
Permanent Salaries	43,055,751	48,577,383	52,696,746	4,119,363	8.5%
Overtime Salaries	249,590	422,430	447,830	25,400	6.0%
Temporary Salaries	357,568	377,054	254,006	(123,048)	(32.6)%
Payroll Taxes	888,327	694,502	754,090	59,588	8.6%
Pension Benefits	8,723,897	10,763,501	12,296,429	1,532,928	14.2%
FICA Replacement Benefits	680,172	712,159	762,223	50,064	7.0%
Group Insurance Benefits	8,635,179	10,206,952	10,671,395	464,443	4.6%
Employee Transportation Subsidy	544,115	824,334	575,989	(248,345)	(30.1)%
Workers' Compensation	190,272	210,339	208,611	(1,728)	(0.8)%
Other Post Employment Benefits		3,658,090	3,628,037	(30,053)	(0.8)%
Board Stipends	63,200	92,000	92,000		
Vacancy Savings		(1,544,096)	(4,193,552)	(2,649,456)	171.6%
Total Personnel Expenditures	63,388,071	74,994,648	78,193,804	3,199,156	4.3%
Services & Supplies Expenditures					
Travel In-State	129,257	235,067	231,823	(3,244)	(1.4)%
Travel Out-of-State	73,033	202,010	194,160	(7,850)	(3.9)%
Training & Education	408,775	703,579	806,229	102,650	14.6%
Repair & Maintenance (Equipment)	634,703	1,008,618	1,087,846	79,228	7.9%
Communications	643,113	826,431	835,556	9,125	1.1%
Building Maintenance	433,106	299,853	671,570	371,717	124.0%
Utilities	217,899	261,452	246,315	(15,137)	(5.8)%
Postage	40,075	139,740	86,215	(53,525)	(38.3)%
Printing & Reproduction	108,680	409,603	409,603		
Equipment Rental	62,120	38,000	67,000	29,000	76.3%
Rents & Leases	2,135,955	3,262,464	3,331,153	68,689	2.1%
Professional Services & Contracts	22,853,153	17,318,723	21,327,530	4,008,807	23.1%
General Insurance	451,178	407,036	557,500	150,464	37.0%
Shop & Field Supplies	280,352	578,911	626,457	47,546	8.2%
Laboratory Supplies	131,344	184,537	186,761	2,224	1.2%
Gasoline & Variable Fuel	177,283	265,000	265,000		
Computer Hardware & Software	564,925	796,915	1,005,215	208,300	26.1%
Stationery & Office Supplies	53,356	141,100	95,350	(45,750)	(32.4)%
Books & Journals	60,264	50,473	51,273	800	1.6%
Minor Office Equipment	65,465	114,003	10,003	(104,000)	(91.2)%
Non-capital assets	1,059,042				
Other Financing Resources	841,643				
Total Services & Supplies Expenditures	31,424,721	27,243,515	32,092,559	4,849,044	17.8%
Capital Expenditures					
Leasehold Improvements	1,507,217				
Building & Grounds	209,579		500,000	500,000	
Office Equipment	7,445				
Computer & Network Equipment	2,989,950	2,890,000	3,253,347	363,347	12.6%
Motorized Equipment	37,368	60,000	110,000	50,000	83.3%
Lab & Monitoring Equipment	949,123	886,448	924,111	37,663	4.2%
Communications Equipment		400,000	400,000		
General Equipment	44,293				
Total Capital Expenditures	5,744,975	4,236,448	5,187,458	951,010	22.4%
Transfer In/Out					
Total Expenditures	100,557,767	106,474,611	115,473,821	8,999,210	8.5%
Program Distribution	1,117,406		1,541,302	1,541,302	
Total Expenditures - General Fund	101,675,173	106,474,611	117,015,123	10,540,512	9.9%

TABLE V: Carl Moyer Fund

	Program Actuals	Approved Program Budget	Proposed Program Budget	FTE/Dollar Change	Percent Change
	2020	2021	2022	\$	%
Number of Positions (FTE)	9.38	11.04	18.82	7.78	70.5%
Revenues					
Admin Revenue	2,283,261	2,293,809	3,760,586	1,466,777	63.9%
Program Income	21,619,167	48,771,181	56,137,542	7,366,361	15.1%
Total Revenue - Carl Moyer	23,902,428	51,064,990	59,898,128	8,833,138	17.3%
Personnel Expenditures					
Permanent Salaries	1,063,186	1,304,746	2,271,087	966,341	74.1%
Overtime Salaries	52				
Temporary Salaries	10,723				
Payroll Taxes	16,424	18,523	32,272	13,749	74.2%
Pension Benefits	205,595	280,794	529,237	248,443	88.5%
FICA Replacement Benefits	11,654	20,721	35,867	15,146	73.1%
Group Insurance Benefits	144,929	182,483	353,206	170,723	93.6%
Employee Transportation Subsidy	13,126	23,985	27,104	3,119	13.0%
Workers' Compensation	4,698	6,120	9,816	3,696	60.4%
Other Post Employment Benefits		106,437	170,720	64,283	60.4%
Board Stipends					
Total Personnel Expenditures	1,470,387	1,943,809	3,429,309	1,485,500	76.4%
Services & Supplies Expenditures					
Travel In-State	1,382	4,000	12,000	8,000	200.0%
Travel Out-of-State		3,000	9,000	6,000	200.0%
Training & Education		1,500	10,000	8,500	566.7%
Repair & Maintenance (Equipment)					
Communications					
Building Maintenance					
Utilities					
Postage					
Printing & Reproduction		2,000	2,000		
Equipment Rental					
Rents & Leases					
Professional Services & Contracts	55,424	334,700	285,477	(49,223)	(14.7)%
General Insurance					
Shop & Field Supplies	650	2,000	2,000		
Laboratory Supplies					
Gasoline & Variable Fuel					
Computer Hardware & Software		1,000	10,000	9,000	900.0%
Stationery & Office Supplies	216	600	600		
Books & Journals		200	200		
Minor Office Equipment		1,000		(1,000)	(100.0)%
Total Services & Supplies Expenditures	57,672	350,000	331,277	(18,723)	(5.3)%
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	755,201				
Total Expenditures	2,283,260	2,293,809	3,760,586	1,466,777	63.9%
Program Distribution	21,619,168	48,771,181	56,137,542	7,366,361	15.1%
Total Expenditures - Carl Moyer	23,902,428	51,064,990	59,898,128	8,833,138	17.3%

TABLE VI: Mobile Source Incentive Fund (MSIF)

	Program Actuals	Approved Program Budget	Proposed Program Budget	FTE/Dollar Change	Percent Change
	2020	2021	2022	\$	%
Number of Positions (FTE)	0.36	3.80	2.75	(1.05)	(27.6)%
Revenues					
Admin Revenue	3,750,099	799,080	769,168	(29,912)	(3.7)%
Program Income	7,204,167	12,000,000	11,230,832	(769,168)	(6.4)%
Total Revenues - MSIF	10,954,266	12,799,080	12,000,000	(799,080)	(6.2)%
Personnel Expenditures					
Permanent Salaries	126,913	415,258	331,057	(84,201)	(20.3)%
Overtime Salaries					
Temporary Salaries					
Payroll Taxes	2,002	5,875	4,704	(1,171)	(19.9)%
Pension Benefits	34,047	88,910	77,143	(11,767)	(13.2)%
FICA Replacement Benefits	1,432	7,140	5,240	(1,900)	(26.6)%
Group Insurance Benefits	17,883	61,749	47,935	(13,814)	(22.4)%
Employee Transportation Subsidy	1,636	8,264	3,960	(4,304)	(52.1)%
Workers' Compensation	561	2,108	1,434	(674)	(32.0)%
Other Post Employment Benefits		36,672	24,943	(11,729)	(32.0)%
Board Stipends					
Total Personnel Expenditures	184,474	625,976	496,416	(129,560)	(20.7)%
Services & Supplies Expenditures					
Travel In-State		8,000	8,000		
Travel Out-of-State					
Training & Education	246	5,000	5,000		
Repair & Maintenance (Equipment)					
Communications					
Building Maintenance					
Utilities					
Postage					
Printing & Reproduction		3,000	3,000		
Equipment Rental					
Rents & Leases					
Professional Services & Contracts	3,468,920	7,238,300	7,238,301	1	
General Insurance					
Shop & Field Supplies					
Laboratory Supplies					
Gasoline & Variable Fuel					
Computer Hardware & Software	1,713	4,000	4,000		
Stationery & Office Supplies		500	500		
Books & Journals		200	200		
Minor Office Equipment		1,000	1,000		
Total Services & Supplies Expenditures	3,470,879	7,260,000	7,260,001	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	94,746	113,104	212,751	99,647	88.1%
Total Expenditures	3,750,099	7,999,080	7,969,168	(29,912)	(0.4)%
Program Distribution	7,204,167	4,800,000	4,030,832	(769,168)	(16.0)%
Total Expenditures - MSIF	10,954,266	12,799,080	12,000,000	(799,080)	(6.2)%

TABLE VII: California Goods Movement Bond (CGMB)

	Program Actuals	Approved Program Budget	Proposed Program Budget	FTE/Dollar Change	Percent Change
	2020	2021	2022	\$	%
Number of Positions (FTE)	0.08	0.85	0.94	0.09	10.6%
Revenues					
Admin Revenue	63,903	250,000	223,537	(26,463)	(10.6)%
Program Income	9,067,682	10,000,000	21,164,512	11,164,512	111.6%
Total Revenues - CGMB	9,131,585	10,250,000	21,388,049	11,138,049	108.7%
Personnel Expenditures					
Permanent Salaries	29,195	104,132	123,006	18,874	18.1%
Overtime Salaries					
Temporary Salaries					
Payroll Taxes	424	1,481	1,761	280	18.9%
Pension Benefits	6,798	22,552	28,713	6,161	27.3%
FICA Replacement Benefits	313	1,595	1,799	204	12.8%
Group Insurance Benefits	3,903	15,526	18,345	2,819	18.2%
Employee Transportation Subsidy	557	1,846	1,359	(487)	(26.4)%
Workers' Compensation	129	471	492	21	4.5%
Other Post Employment Benefits		8,193	8,562	369	4.5%
Board Stipends					
Total Personnel Expenditures	41,319	155,796	184,037	28,241	18.1%
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	214				
Postage					
Printing & Reproduction		500	500		
Equipment Rental					
Rents & Leases					
Professional Services & Contracts	1,148	65,500	30,000	(35,500)	(54.2)%
General Insurance					
Shop & Field Supplies		3,000	3,000		
Laboratory Supplies					
Gasoline & Variable Fuel					
Computer Hardware & Software		1,500	1,500		
Stationery & Office Supplies		1,000	1,000		
Books & Journals					
Minor Office Equipment					
Total Services & Supplies Expenditures	1,362	75,000	39,500	(35,500)	(47.3)%
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	21,222	19,204		(19,204)	(100.0)%
Total Expenditures	63,903	250,000	223,537	(26,463)	(10.6)%
Program Distribution	9,067,682	10,000,000	21,164,512	11,164,512	111.6%
Total Expenditures - CGMB	9,131,585	10,250,000	21,388,049	11,138,049	108.7%

TABLE VIII: Transportation Fund for Clean Air (TFCA)

	Program Actuals	Approved Program Budget	Proposed Program Budget	FTE/Dollar Change	Percent Change
	2020	2021	2022	\$	%
Number of Positions (FTE)	10.86	9.73	7.37	(2.36)	(24.3)%
Revenues					
Admin Revenue	3,448,337	1,768,618	4,028,520	2,259,902	127.8%
Program Income	14,976,643	18,551,949	15,284,844	(3,267,105)	(17.6)%
Total Revenues - TFCA	18,424,980	20,320,567	19,313,364	(1,007,203)	(5.0)%
Personnel Expenditures					
Permanent Salaries	1,251,600	1,102,681	880,353	(222,328)	(20.2)%
Overtime Salaries	79,460	5,000		(5,000)	(100.0)%
Temporary Salaries	16,060				
Payroll Taxes	19,345	15,670	12,510	(3,160)	(20.2)%
Pension Benefits	233,568	240,995	205,138	(35,857)	(14.9)%
FICA Replacement Benefits	13,709	17,860	13,943	(3,917)	(21.9)%
Group Insurance Benefits	170,307	155,724	130,842	(24,882)	(16.0)%
Employee Transportation Subsidy	16,652	20,674	10,536	(10,138)	(49.0)%
Workers' Compensation	5,531	5,275	3,816	(1,459)	(27.7)%
Other Post Employment Benefits		91,742	66,365	(25,377)	(27.7)%
Board Stipends					
Total Personnel Expenditures	1,806,232	1,655,621	1,323,503	(332,118)	(20.1)%
Services & Supplies Expenditures					
Travel In-State	3,647	19,900	28,000	8,100	40.7%
Travel Out-of-State	3,784	14,400	75,000	60,600	420.8%
Training & Education	2,365	16,500	16,500		
Repair & Maintenance (Equipment)					
Communications	4,539	5,000	5,000		
Building Maintenance					
Utilities					
Postage	6,901	9,000	14,000	5,000	55.6%
Printing & Reproduction	10,241	25,000	25,000		
Equipment Rental					
Rents & Leases					
Professional Services & Contracts	1,296,344	1,730,860	1,709,597	(21,263)	(1.2)%
General Insurance					
Shop & Field Supplies	125	3,500	3,500		
Laboratory Supplies					
Gasoline & Variable Fuel					
Computer Hardware & Software	250	13,000	24,000	11,000	84.6%
Stationery & Office Supplies	594	3,000	3,000		
Books & Journals		440	440		
Minor Office Equipment		400	400		
Total Services & Supplies Expenditures	1,328,790	1,841,000	1,904,437	63,437	3.4%
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	313,315	2,215,712	800,580	(1,415,132)	(63.9)%
Total Expenditures	3,448,337	5,712,333	4,028,520	(1,683,813)	(29.5)%
Program Distribution	14,976,643	14,608,234	15,284,844	676,610	4.6%
Total Expenditures - TFCA	18,424,980	20,320,567	19,313,364	(1,007,203)	(5.0)%

TABLE IX: Other Grants Revenues

	Program Actuals	Approved Program Budget	Proposed Program Budget	FTE/Dollar Change	Percent Change
	2020	2021	2022	\$	%
Number of Positions (FTE)	6.01	5.72	7.68	1.96	34.3%
Revenues					
Admin Revenue	3,481,310	3,138,171	2,085,076	(1,053,095)	(33.6)%
Program Income	4,174,440	18,018,278	5,245,118	(12,773,160)	(70.9)%
Total Revenues - Other Grants	7,655,750	21,156,449	7,330,194	(13,826,255)	(65.4)%
Personnel Expenditures					
Permanent Salaries	706,077	708,555	909,194	200,639	28.3%
Overtime Salaries	14,608	2,000	2,000		
Temporary Salaries	21,224		15,000	15,000	
Payroll Taxes	10,853	10,048	12,891	2,843	28.3%
Pension Benefits	134,961	157,495	211,776	54,281	34.5%
FICA Replacement Benefits	7,696	11,273	14,640	3,367	29.9%
Group Insurance Benefits	95,526	90,921	146,725	55,804	61.4%
Employee Transportation Subsidy	8,428	13,048	11,062	(1,986)	(15.2)%
Workers' Compensation	3,123	3,330	4,007	677	20.3%
Other Post Employment Benefits		57,902	69,681	11,779	20.3%
Board Stipends					
Total Personnel Expenditures	1,002,496	1,054,572	1,396,976	342,404	32.5%
Services & Supplies Expenditures					
Travel In-State	2,718	15,300	13,800	(1,500)	(9.8)%
Travel Out-of-State		13,300	10,800	(2,500)	(18.8)%
Training & Education	4,958	10,000	8,500	(1,500)	(15.0)%
Repair & Maintenance (Equipment)					
Communications	946	2,000	2,000		
Building Maintenance					
Utilities					
Postage					
Printing & Reproduction	509				
Equipment Rental					
Rents & Leases					
Professional Services & Contracts	2,178,082	2,040,000	650,000	(1,390,000)	(68.1)%
General Insurance					
Shop & Field Supplies					
Laboratory Supplies					
Gasoline & Variable Fuel					
Computer Hardware & Software		2,999	3,000	1	
Stationery & Office Supplies	227				
Books & Journals					
Minor Office Equipment					
Total Services & Supplies Expenditures	2,187,440	2,083,599	688,100	(1,395,499)	(67.0)%
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	291,374				
Total Expenditures	3,481,310	3,138,171	2,085,076	(1,053,095)	(33.6)%
Program Distribution	4,174,440	18,018,278	5,245,118	(12,773,160)	(70.9)%
Total Expenditures - Other Grants Revenues	7,655,750	21,156,449	7,330,194	(13,826,255)	(65.4)%

TABLE X: Vehicle Settement

	Program Actuals	Approved Program Budget	Proposed Program Budget	FTE/Dollar Change	Percent Change
	2020	2021	2022	\$	%
Number of Positions (FTE)	2.36	4.25	3.44	(0.81)	(19.1)%
Revenues					
Admin Revenue	633,281	1,517,013	1,150,872	(366,141)	(24.1)%
Program Income		18,000,000	9,884,128	(8,115,872)	(45.1)%
Total Revenues - VM	633,281	19,517,013	11,035,000	(8,482,013)	(43.5)%
Personnel Expenditures					
Permanent Salaries	282,406	521,324	450,222	(71,102)	(13.6)%
Overtime Salaries	2,668				
Temporary Salaries					
Payroll Taxes	4,235	7,412	6,449	(963)	(13.0)%
Pension Benefits	35,687	111,819	105,070	(6,749)	(6.0)%
FICA Replacement Benefits	2,972	7,975	6,658	(1,317)	(16.5)%
Group Insurance Benefits	36,969	83,067	66,071	(16,996)	(20.5)%
Employee Transportation Subsidy	3,721	9,231	5,031	(4,200)	(45.5)%
Workers' Compensation	1,245	2,355	1,822	(533)	(22.6)%
Other Post Employment Benefits		40,964	31,692	(9,272)	(22.6)%
Board Stipends					
Total Personnel Expenditures	369,903	784,147	673,015	(111,132)	(14.2)%
Services & Supplies Expenditures					
Travel In-State		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	73,392	352,400	147,400	(205,000)	(58.2)%
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	73,392	380,000	175,000	(205,000)	(53.9)%
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	189,986	352,866	302,857	(50,009)	(14.2)%
Total Expenditures	633,281	1,517,013	1,150,872	(366,141)	(24.1)%
Program Distribution		18,000,000	9,884,128	(8,115,872)	(45.1)%
Total Expenditures - VM	633,281	19,517,013	11,035,000	(8,482,013)	(43.5)%

TABLE XI: General Fund Expenditures by Division

	Program Actuals	Approved Program Budget	Proposed Program Budget	FTE/Dollar Change	Percent Change
	2020	2021	2022	\$	%
Executive Office					
Executive Office	5,724,981	6,452,419	6,889,315	436,896	6.8%
Bay Area Regional Collaborative (BARC)	351,067	255,000	351,000	96,000	37.6%
Board of Directors	518,768	597,816	586,067	(11,749)	(2.0)%
Hearing Board	38,620	63,588	62,852	(736)	(1.2)%
Advisory Council	67,634	450,561	395,451	(55,110)	(12.2)%
Flex the Commute			410,249	410,249	
Total Executive Office	6,701,070	7,819,384	8,694,934	875,550	11.2%
Diversity, Equity and Inclusion Division					
Office of Diversity Equity & Inclusion	444,134	811,576	924,507	112,931	13.9%
Total Diversity, Equity and Inclusion Division	444,134	811,576	924,507	112,931	13.9%
Finance Office					
Finance	2,193,946	3,028,617	3,674,786	646,169	21.3%
Total Finance Office	2,193,946	3,028,617	3,674,786	646,169	21.3%
Human Resources Office					
Payroll	471,636	487,443	469,766	(17,677)	(3.6)%
Benefits Administration	3,234,691	3,568,597	3,660,226	91,629	2.6%
Organizational Development	371,293	468,316	459,958	(8,358)	(1.8)%
Employment Relations	774,091	694,635	1,067,735	373,100	53.7%
Recruitment & Testing	631,540	764,848	688,925	(75,923)	(9.9)%
Total Human Resources Office	5,483,251	5,983,839	6,346,610	362,771	41.0%
Administrative Resources Division					
Facilities	1,309,869	1,351,009	1,612,121	261,112	19.3%
Communications	670,650	775,747	864,971	89,224	11.5%
Headquarters East (Richmond)	2,424,833	200,000	711,000	511,000	255.5%
Purchasing	839,559	1,002,477	962,807	(39,670)	(4.0)%
Headquarters West (Beale Street)	5,338,408	3,410,000	3,800,000	390,000	11.4%
Fleet Services	1,214,234	1,547,566	1,728,212	180,646	11.7%
Total Administrative Resources Division	11,797,553	8,286,799	9,679,111	1,392,312	305.4%
Legislative Office					
Legislative Program			590,849	590,849	
Total Legislative Office			590,849	590,849	
Legal Services Division					
Legal Counsel	1,968,629	2,360,298	2,287,543	(72,755)	(3.1)%
Hearing Board Proceedings	9,223	3,562	12,949	9,387	263.5%
Penalties Enforcement & Settlement	832,621	877,954	1,093,173	215,219	24.5%
Litigation	3,105,316	458,057	426,743	(31,314)	(6.8)%
Total Legal Services Division	5,915,789	3,699,871	3,820,408	120,537	278.1%
Communications Office					
Media Relations	1,388,473	1,676,002	1,333,083	(342,919)	(20.5)%
Intermittent Control	1,105,294	1,492,866	1,650,281	157,415	10.5%
Spare The Air (CMAQ)	826,678	1,000,000	1,000,000		
Total Communications Office	3,320,445	4,168,868	3,983,364	(185,504)	(4.4)%
Technology Implementation Office					
Greenhouse Gas Technologies	549,552	961,985	745,515	(216,470)	(22.5)%
Total Technology Implementation Office	549,552	961,985	745,515	(216,470)	(22.5)%
Strategic Incentives					
Non-Mobile Source Grant Programs	1,019		147,544	147,544	
Grant Program Development	182,008	664,807	663,479	(1,328)	(0.2)%
Total Strategic Incentives	183,027	664,807	811,023	146,216	22.0%
Compliance & Enforcement					
Enforcement	4,498,330	5,986,617	6,037,452	50,835	0.8%
Compliance Assistance & Operations	2,006,928	2,751,416	3,374,570	623,154	22.6%
Compliance Assurance	5,648,492	6,898,256	6,736,380	(161,876)	(2.3)%

TABLE XI: General Fund Expenditures by Division

	Approved Program Budget		Proposed Program Budget	FTE/Dollar Change	Percent Change
	Program Actuals 2020	2021	2022	\$	%
Total Compliance & Enforcement	12,153,750	15,636,289	16,148,402	512,113	3.3%
Engineering					
Permit Evaluation	6,634,979	7,655,342	8,906,514	1,251,172	16.3%
Permit Renewals	128,080				
Air Toxics	1,370,083	1,812,531	1,492,604	(319,927)	(17.7)%
Permit Operations	792,560	1,274,958	1,027,578	(247,380)	(19.4)%
Title V	550,629	1,362,671	1,086,037	(276,634)	(20.3)%
Engineering Special Projects	896,675	1,343,090	1,499,284	156,194	11.6%
Total Engineering	10,373,006	13,448,592	14,012,017	563,425	4.2%
Assessment, Inventory & Model					
Source Inventories	1,369,345	1,516,899	1,781,961	265,062	17.5%
Air Quality Modeling Support	719,607	1,127,026	1,182,142	55,116	4.9%
Air Quality Modeling & Research	732,898	805,396	809,837	4,441	0.6%
Community Air Risk Evaluation	899,010	1,105,786	1,154,539	48,753	4.4%
Total Assessment, Inventory & Model	3,720,860	4,555,107	4,928,479	373,372	8.2%
Planning & Climate Protection					
Air Quality Plans	1,668,717	1,595,158	1,874,045	278,887	17.5%
Implement Plans, Policies and Measures	749,173	1,584,718	1,442,301	(142,417)	(9.0)%
Climate Protection	3,385,956	1,975,739	2,004,463	28,724	1.5%
Total Planning & Climate Protection	5,803,846	5,155,615	5,320,809	165,194	3.2%
Rules Division					
Rule Development	1,876,799	1,965,469	2,402,631	437,162	22.2%
Total Rules Division	1,876,799	1,965,469	2,402,631	437,162	22.2%
Community Engagement					
Community Engagement Office	2,425,219	3,703,403	4,850,952	1,147,549	31.0%
Total Community Engagement	2,425,219	3,703,403	4,850,952	1,147,549	31.0%
Information Services					
Information Management Records & Content	496,093	1,038,794	901,688	(137,106)	(13.2)%
IT Engineering & Operations	2,936,218	3,765,753	3,699,684	(66,069)	(1.8)%
User Support Desk			918,574	918,574	
Total Information Services	3,432,311	4,804,547	5,519,946	715,399	(15.0)%
My Air Online					
New Production System	4,325,660	4,208,378	4,348,141	139,763	3.3%
Website Development & Maintenance	1,255,276	1,545,317	1,506,110	(39,207)	(2.5)%
Legacy Systems Support	879,859	1,488,918	1,282,726	(206,192)	(13.8)%
Total My Air Online	6,460,795	7,242,613	7,136,977	(105,636)	(13.0)%
Meteorology, Measurement & Rules					
Air Monitoring – Operations	5,466,022	6,923,072	5,946,697	(976,375)	(14.1)%
Laboratory	1,445,384	1,732,106	2,412,281	680,175	39.3%
Source Test	2,616,121	2,908,587	3,366,406	457,819	15.7%
Meteorology	1,546,371	909,066	997,022	87,956	9.7%
Air Monitoring Instrument Performance Evaluation	497,339	634,654	619,164	(15,490)	(2.4)%
BioWatch Monitoring	1,209,307	1,375,803	1,426,500	50,697	3.7%
Air Monitoring - Projects & Technology	2,430,007	728,103	4,255,037	3,526,934	484.4%
Ambient Air Quality Analysis	4,376	869,935	1,052,946	183,011	21.0%
Total Meteorology, Measurement & Rules	15,214,927	16,081,326	20,076,053	3,994,727	24.8%
Vacancy Savings		(1,544,096)	(4,193,552)	(2,649,456)	171.6%
Other Financing Resources	841,643				
Program Distribution	1,117,406		1,541,302	1,541,302	
Transfer In/Out	1,665,844				
Total Expenditures - General Fund Divisions	101,675,173	106,474,611	117,015,123	10,540,512	(675.0)%

Capital Expenditure

**TABLE XII
CAPITAL EXPENDITURE SUMMARY**

The list below includes all capital expenditures budgeted for FYE 2022

<u>Description</u>	<u>PGM</u>	<u>Capital Type</u>	<u>Amount</u>	<u>Program Total</u>	<u>Division Total</u>
1 One (1) Equipment for Advanced Testing & Training Laboratory	802	Lab & Monitoring	257,000		
2 One (1) Air Quality Analyzer	802	Lab & Monitoring	360,685		
3 Two (2) Air Quality Analyzers - PM2.5 equipment	802	Lab & Monitoring	49,026	666,711	
4 Four (4) Source Test Analyzers	804	Motorized Equipment	80,000		
5 One (1) PM Field Testing Van	804	Lab & Monitoring	60,000	140,000	
6 One (1) Computerized Gas Dilution System	807	Lab & Monitoring	20,400	20,400	
7 One (1) Gas Calibration Setup for Mobile & Portable Monitoring Systems	810	Lab & Monitoring	25,000		
8 One (1) Enhancements to Portable Monitoring System	810	Lab & Monitoring	32,000	57,000	<u>884,111</u>
9 One (1) Optical Gas Imaging Camera	403	Lab & Monitoring	100,000	100,000	<u>100,000</u>
10 HQE Seismic Retrofit and Security Assessment	707	Building and Grounds	500,000	500,000	
11 Leasing of Additional Vehicles	710	Motorized Equipment	50,000	50,000	<u>550,000</u>
12 Design and Prototype of new IT/Telecom Infrastructure	726	Communications Equipment	400,000		
13 HQE Business Continuity Site Improvement	726	Computer & Network Equipment	200,000		
14 Replace Key End of Life Computer Networking Components	726	Computer & Network Equipment	200,000	800,000	<u>800,000</u>
15 Public Permitting & Compliance Systems	125	Computer & Network Equipment	2,853,347	2,853,347	<u>2,853,347</u>
Total Capital Expenditures					5,187,459

**TABLE XII
CAPITAL EXPENDITURE DETAILS**

	<u>Item Description</u>	<u>Cost</u>	<u>Program/ Capital Type</u>
1	<u>One (1) Equipment for Advanced Testing & Training Laboratory</u> Equipment for training and advanced monitoring method evaluation.	\$257,000	802/Lab & Monitoring
2	<u>One (1) Air Quality Analyzer</u> Replacements / upgrades for aging air monitoring equipment.	\$360,685	802/Lab & Monitoring
3	<u>Two (2) Air Quality Analyzers - PM2.5 equipment</u> Replacements / upgrades for aging air monitoring equipment.	\$49,026	802/Lab & Monitoring
4	<u>Four (4) Source Test Analyzers</u> Replacements for current equipment that reached the end of its useful life.	\$80,000	804/Motorized Equipment
5	<u>One (1) PM Field Testing Van</u> Replacement field testing van for Particulate Matter (PM) program. Current vehicle has high mileage and is due to be taken out of service.	\$60,000	804/Lab & Monitoring
6	<u>One (1) Computerized Gas Dilution System</u> Conduct dynamic performance evaluations (gas audits).	\$20,400	807/Lab & Monitoring
7	<u>One (1) Gas Calibration Setup for Mobile & Portable Monitoring Systems</u> Air Monitoring's mobile and portable measurement platforms, developed for community scale monitoring projects, utilize a variety of gas analyzers that require proper QA/QC to ensure supportable, high quality data.	\$25,000	810/Lab & Monitoring
8	<u>One (1) Enhancements to Portable Monitoring System</u> Adding measurement of PM 2.5 to a portable measurement platform designed for community scale or other monitoring projects. Addition of solar power and battery back-up will allow system to operate off-the-grid in times or places power is not readily available.	\$32,000	810/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>HQE Seismic Retrofit and Security Assessment</u> Preparation of space for staff occupancy.	\$500,000	707/Building and Grounds
11	<u>Leasing of Additional Vehicles</u> Leasing of additional vehicles as a result of increasing staff in Compliance and Enforcement and Meteorology and Measurement Divisions.	\$50,000	710/Motorized Equipment
12	<u>Design and Prototype of new IT/Telecom Infrastructure</u> Every 6 years the District modernizes its telecommunications and information systems infrastructure. This project encompasses the initial design work and proof of concept prototyping for the next generation of technology.	\$400,000	726/Communications Equipment
13	<u>HQE Business Continuity Site Improvement</u> The District is working to improve a Business Continuity site for tasks requiring a physical presence (e.g. printing of invoices and permits) should our Beale Street office be unavailable for use. This site, currently being improved at the Richmond HQE office will require some construction remodeling, including electrical wiring and data cabling.	\$200,000	726/Computer & Network Equipment
14	<u>Replace Key End of Life Computer Networking Components</u> Several of the District's key computer networking components will reach end of life and will not be supported in FYE 22. This project is to replace key components with newer like components before they are no longer supported by their manufacturers.	\$200,000	726/Computer & Network 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.	\$2,853,347	125/Computer & Network Equipment
	Total Capital Expenditures	\$5,187,459	

General Fund Program Narratives and Expenditure Details

Note: Definitions are provided on page 231-233
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 2022, 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 2022, 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 2022	Ongoing

		Program Actuals	Approved Program Budget	Proposed Program Budget	FTE/Dollar Change	Percent Change
		2020	2021	2022	\$	%
Number of Positions (FTE)		17.94	16.88	19.51	2.63	15.6%
Personnel Expenditures						
Permanent Salaries	51100	3,218,277	3,154,527	3,464,614	310,087	9.8%
Overtime Salaries	51150	2,344	2,500	2,500		
Temporary Salaries	51200	12,438				
Payroll Taxes	51300	46,167	47,964	52,840	4,876	10.2%
Pension Benefits	51400	598,493	704,807	813,355	108,548	15.4%
FICA Replacement Benefits	51500	35,065	31,682	37,129	5,447	17.2%
Group Insurance Benefits	51600	435,920	336,667	343,432	6,765	2.0%
Employee Transportation Subsidy	51700	39,748	36,673	28,057	(8,616)	(23.5)%
Workers' Compensation	51800	14,222	9,358	10,162	804	8.6%
Other Post Employment Benefits	51850		162,741	176,726	13,985	8.6%
Board Stipends	51900					
Total Personnel Expenditures		4,402,674	4,486,919	4,928,815	441,896	9.8%
Services & Supplies Expenditures						
Travel In-State	52200	21,232	21,000	18,000	(3,000)	(14.3)%
Travel Out-of-State	52220	31,787	45,000	43,000	(2,000)	(4.4)%
Training & Education	52300	38,512	30,500	30,500		
Repair & Maintenance (Equipment)	52400					
Communications	52500	21,232	5,000	5,000		
Building Maintenance	52600					
Utilities	52700					
Postage	52800	53				
Printing & Reproduction	52900	4,720	2,500	2,500		
Equipment Rental	53100					
Rents & Leases	53200	13,976	100,000	100,000		
Professional Services & Contracts	53300	1,444,104	1,760,000	1,760,000		
General Insurance	53400					
Shop & Field Supplies	53500	20				
Laboratory Supplies	53600					
Gasoline & Variable Fuel	53700					
Computer Hardware & Software	53800	2,355				
Stationery & Office Supplies	53900	3,910	1,000	1,000		
Books & Journals	54100	4,607	500	500		
Minor Office Equipment	54200					
Total Services & Supplies Expenditures		1,586,508	1,965,500	1,960,500	(5,000)	(0.3)%
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		(264,201)				
Total Expenditures		5,724,981	6,452,419	6,889,315	436,896	6.8%

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:	
Not Applicable	
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

	Program Actuals 2020	Approved	Proposed	FTE/Dollar	Percent
		Program Budget 2021	Program Budget 2022	Change \$	Change %
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	53300	351,067	255,000	351,000	96,000 37.6%
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					
	351,067	255,000	351,000	96,000	37.6%
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					
	351,067	255,000	351,000	96,000	37.6%

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:	
Not Applicable	
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.	
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

		Approved Program Budget	Proposed Program Budget	FTE/Dollar Change	Percent Change
	Program Actuals	Program Budget	Program Budget		
	2020	2021	2022	\$	%
Number of Positions (FTE)	3	3	3		
Personnel Expenditures					
Permanent Salaries 51100	270,186	305,807	300,091	(5,716)	(1.9)%
Overtime Salaries 51150	2,104				
Temporary Salaries 51200					
Payroll Taxes 51300	4,151	4,370	4,300	(70)	(1.6)%
Pension Benefits 51400	61,171	64,779	69,889	5,110	7.9%
FICA Replacement Benefits 51500	2,954	4,828	4,864	36	0.7%
Group Insurance Benefits 51600	36,631	45,222	41,766	(3,456)	(7.6)%
Employee Transportation Subsidy 51700	3,613	5,588	3,675	(1,913)	(34.2)%
Workers' Compensation 51800	1,194	1,426	1,331	(95)	(6.7)%
Other Post Employment Benefits 51850		24,796	23,151	(1,645)	(6.6)%
Board Stipends 51900	57,000	60,000	60,000		
Total Personnel Expenditures	439,004	516,816	509,067	(7,749)	(1.5)%
Services & Supplies Expenditures					
Travel In-State 52200	19,708	18,000	15,500	(2,500)	(13.9)%
Travel Out-of-State 52220	157	12,000	10,500	(1,500)	(12.5)%
Training & Education 52300	35,960	28,000	28,000		
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	22,352	23,000	23,000		
General Insurance 53400					
Shop & Field Supplies 53500					
Laboratory Supplies 53600					
Gasoline & Variable Fuel 53700	25				
Computer Hardware & Software 53800					
Stationery & Office Supplies 53900	61				
Books & Journals 54100	1,501				
Minor Office Equipment 54200					
Total Services & Supplies Expenditures	79,764	81,000	77,000	(4,000)	(4.9)%
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					
Biotech Equipment 60145					
Total Capital Expenditures					
Transfer In/Out					
Total Expenditures	518,768	597,816	586,067	(11,749)	(2.0)%

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:	
Not Applicable	
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 and webinar 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

		Program Actuals	Approved Program Budget	Proposed Program Budget	FTE/Dollar Change	Percent Change
		2020	2021	2022	\$	%
Number of Positions (FTE)						
Personnel Expenditures						
Permanent Salaries	51100	22,871	14,867	14,477	(390)	(2.6)%
Overtime Salaries	51150	120				
Temporary Salaries	51200					
Payroll Taxes	51300	351	211	206	(5)	(2.4)%
Pension Benefits	51400	4,535	3,115	3,379	264	8.5%
FICA Replacement Benefits	51500	255	242	211	(31)	(12.8)%
Group Insurance Benefits	51600	3,177	2,057	1,856	(201)	(9.8)%
Employee Transportation Subsidy	51700	319	280	160	(120)	(42.9)%
Workers' Compensation	51800	101	72	58	(14)	(19.4)%
Other Post Employment Benefits	51850		1,244	1,005	(239)	(19.2)%
Board Stipends	51900	6,200	32,000	32,000		
Total Personnel Expenditures		37,929	54,088	53,352	(736)	(1.4)%
Services & Supplies Expenditures						
Travel In-State	52200	338				
Travel Out-of-State	52220		1,000	1,000		
Training & Education	52300	353	1,000	1,000		
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		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		691	9,500	9,500		
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		38,620	63,588	62,852	(736)	(1.2)%

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:	
Not Applicable	
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

		Approved Program Budget	Proposed Program Budget	FTE/Dollar Change	Percent Change
	Program Actuals 2020	Program Budget 2021	Program Budget 2022	\$	%
Number of Positions (FTE)					
Personnel Expenditures					
Permanent Salaries	51100	12,027	18,378	14,991	(3,387) (18.4)%
Overtime Salaries	51150				
Temporary Salaries	51200				
Payroll Taxes	51300	187	260	212	(48) (18.5)%
Pension Benefits	51400	2,513	3,873	3,484	(389) (10.0)%
FICA Replacement Benefits	51500	126	317	264	(53) (16.7)%
Group Insurance Benefits	51600	1,570	2,642	1,976	(666) (25.2)%
Employee Transportation Subsidy	51700	152	367	199	(168) (45.8)%
Workers' Compensation	51800	53	94	72	(22) (23.4)%
Other Post Employment Benefits	51850		1,630	1,253	(377) (23.1)%
Board Stipends	51900				
Total Personnel Expenditures		16,628	27,561	22,451	(5,110) (18.5)%
Services & Supplies Expenditures					
Travel In-State	52200	4,364	4,000	4,000	
Travel Out-of-State	52220	1,845	10,000	10,000	
Training & Education	52300	1,590	3,000	3,000	
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	43,207	405,000	355,000	(50,000) (12.3)%
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		51,006	423,000	373,000	(50,000) (11.8)%
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		67,634	450,561	395,451	(55,110) (12.2)%

Managing Division:	
Executive Division	
Contact Person:	
Lisa Fasano	
Program Purpose:	
Program created to advance employer commuter programs to reduce single occupancy driving during employee commutes.	
Description of Program:	
Flex Your Commute is the new program dedicated to helping reshape employee commutes in the Bay Area and to work with Bay Area employers to encourage them to develop effective commute programs in the workplace. Spare the Air survey and focus group data indicates that employees are more willing to make commuting changes when encouraged to do so by their employers. Flex Your Commute will optimize the experiences employees and employers have learned during the 2020 "shelter-in-place" year to help Bay Area companies develop more robust commuter messaging and programs to reduce daily solo driving commutes. Messaging and programs will be tailored by county based on several factors including availability and access to transit, carpool and casual carpool options, multi-county commutes and established localized commute requirements. Flex Your Commute will target employers registered in the Spare the Air and Metropolitan Transportation Commission employer programs as well as registrants of the Air District's Commuter Benefits Program.	
Justification of Change Request:	
N/A	
Activities	
Major Objectives	Delivery Date
Flex Your Commute will advance commuter options and programs for employers and employees in the Bay Area	Ongoing

	Program Actuals	Approved Program Budget	Proposed Program Budget	FTE/Dollar Change	Percent Change
	2020	2021	2022	\$	%
Number of Positions (FTE)			1.00	1.00	
Personnel Expenditures					
Permanent Salaries	51100		216,391	216,391	
Overtime Salaries	51150				
Temporary Salaries	51200				
Payroll Taxes	51300		3,221	3,221	
Pension Benefits	51400		50,941	50,941	
FICA Replacement Benefits	51500		1,906	1,906	
Group Insurance Benefits	51600		26,758	26,758	
Employee Transportation Subsidy	51700		1,440	1,440	
Workers' Compensation	51800		522	522	
Other Post Employment Benefits	51850		9,070	9,070	
Board Stipends	51900				
Total Personnel Expenditures			310,249	310,249	
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		100,000	100,000	
General Insurance	53400				
Shop & Field Supplies	53500				
Laboratory Supplies	53600				
Gasoline & Variable Fuel	53700				
Computer Hardware & Software	53800				
Stationery & Office Supplies	53900				
Books & Journals	54100				
Minor Office Equipment	54200				
Total Services & Supplies Expenditures			100,000	100,000	
Capital Expenditures					
Leasehold Improvements	60100				
Building & Grounds	60105				
Office Equipment	60110				
Computer & Network Equipment	60115				
Motorized Equipment	60120				
Lab & Monitoring Equipment	60125				
Communications Equipment	60130				
General Equipment	60135				
PM 2.5 Equipment	60140				
Biotech Equipment	60145				
Total Capital Expenditures					
Transfer In/Out					
Total Expenditures			410,249	410,249	

- Page Intentionally Left Blank -

Diversity, Equity and Inclusion Division

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. The Office of Diversity, Equity & Inclusion (Office) is taking meaningful steps to build an antiracist and inclusive environment. The efforts will be informed by working with the Senior Deputy Executive Officer of Policy & Equity, Board of Directors' Community Health, Equity and Justice Committee and staff to shift long-standing environmental justice inequities throughout the region. Key initiatives for the Office will be the development and implementation of an agency-wide Equity Action Plan and trainings that encompass equity tools to provide a blueprint of systems and structures to operationalize cross-divisional efforts relative to Air District programs. In addition, the Office will work on internal initiatives by applying an equity lens to programs, policies, practices and procedures related to staffing, recruitment, promotions, inclusive practices in the workplace, contracting for capital projects and services.

Managing Division:	
Diversity Equity & Inclusion Office	
Contact Person:	
Mary Ann Okpalaugo	
Program Purpose:	
The Air District's Office of Diversity, Equity & Inclusion is responsible for developing initiatives applying an equity lens to programs, policies, practices and procedures. Responsibilities include capacity building related to staffing, recruitment, promotions, inclusive practices in the workplace, contracting for capital projects and services, and equity training. The Office recognized the contributions of all employees and community members and works to sustain an environment where everyone is valued and respected.	
Description of Program:	
The Office of Diversity, Equity & Inclusion (Office) is taking meaningful steps to build an antiracist and inclusive environment. The efforts will be informed by working with the Senior Deputy Executive Officer of Policy & Equity, Board of Directors' Community Health, Equity and Justice Committee and staff to shift long-standing environmental justice inequities throughout the region.	
Justification of Change Request:	
Not Applicable	
Activities	
Work with Board of Directors' Community Equity, Health and Justice Committee on its workplan, meeting agendas, speakers, and community convening meetings	
Manage Employee Resource Teams	
Provide Human Resources guidance on inclusive recruitment and retention strategies (e.g. equity language in job postings, job screenings, panel interviews, promotional opportunities for diverse candidates)	
Work cross-agency on policies, practices and initiatives to mitigate inequities. Review equity aspects within division documents and provide suggested amendment(s)	
Interview departments, outline and create written policy for an Equity Action Plan.	
Leverage Workforce Diversity and Empower Diverse Perspectives throughout Training & Leadership Development	
Major Objectives	Delivery Date
Board of Directors' Community Health, Equity and Justice Committee Support	Ongoing
Development and Implementation of Equity Action Plan	Ongoing
Develop Strategies to Expand Diversity and Inclusion in Human Resources Practices and Processes Applying an Equity Lens	Ongoing
Continue Internal Capacity Building	Ongoing
Creation, Development, and Guidance of Employee Resource Teams	Ongoing

		Approved Program Budget	Proposed Program Budget	FTE/Dollar Change	Percent Change
	2020	2021	2022	\$	%
Number of Positions (FTE)	2	2	2		
Personnel Expenditures					
Permanent Salaries 51100	312,574	327,730	304,542	(23,188)	(7.1)%
Overtime Salaries 51150	2,520	2,000		(2,000)	(100.0)%
Temporary Salaries 51200					
Payroll Taxes 51300	4,822	4,670	4,337	(333)	(7.1)%
Pension Benefits 51400	66,215	75,214	71,308	(3,906)	(5.2)%
FICA Replacement Benefits 51500	3,446	4,174	3,811	(363)	(8.7)%
Group Insurance Benefits 51600	42,925	43,379	41,545	(1,834)	(4.2)%
Employee Transportation Subsidy 51700	3,755	4,832	2,880	(1,952)	(40.4)%
Workers' Compensation 51800	1,381	1,233	1,043	(190)	(15.4)%
Other Post Employment Benefits 51850		21,444	18,141	(3,303)	(15.4)%
Board Stipends 51900					
Total Personnel Expenditures	437,638	484,676	447,607	(37,069)	(7.6)%
Services & Supplies Expenditures					
Travel In-State 52200	48	6,600	6,600		
Travel Out-of-State 52220	5,355	11,600	11,600		
Training & Education 52300	13,573	48,000	48,000		
Repair & Maintenance (Equipment) 52400					
Communications 52500					
Building Maintenance 52600					
Utilities 52700					
Postage 52800					
Printing & Reproduction 52900	320	6,000	6,000		
Equipment Rental 53100					
Rents & Leases 53200					
Professional Services & Contracts 53300	26,759	254,000	404,000	150,000	59.1%
General Insurance 53400					
Shop & Field Supplies 53500	68				
Laboratory Supplies 53600					
Gasoline & Variable Fuel 53700					
Computer Hardware & Software 53800					
Stationery & Office Supplies 53900		700	700		
Books & Journals 54100					
Minor Office Equipment 54200					
Total Services & Supplies Expenditures	46,123	326,900	476,900	150,000	45.9%
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	(39,627)				
Total Expenditures	444,134	811,576	924,507	112,931	13.9%

- Page Intentionally Left Blank -

Finance Office

The Finance Office provides services to internal and external customers and stakeholders, including fee payers, internal divisions, employees, the Clean Air Foundation, and the Richmond Hilltop Commercial Condominium Association.

The Finance Office is responsible for accounting, financial reporting, accounts payable, revenue posting, cost recovery analysis, budget development, budgetary reporting, and asset management.

Managing Division:	
Finance Office	
Contact Person:	
Stephanie Osaze	
Program Purpose:	
The Finance/Accounting Program is responsible for maintaining the fiscal stewardship and financial accountability of the District.	
Description of Program:	
This program includes receipt and disbursement of District funds, and associated accounting activities. Accounting staff ensure that all receipts and expenditures are consistent with the approved District budget. The program is also responsible for the fiscal maintenance of TFCA, MSIF, CMP, Goods Movement as well as Federal and State grant funding.	
Justification of Change Request:	
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
Implement Government Accounting Standards Board Statement No. 87 Leases	December 2021
Provide timely financial reports to Division Directors/Officer using Questica	Ongoing
Complete Annual Financial Report.	Annually
Ensure timely payment of accounts payable.	Daily
Record timely processing of check and credit card receipts.	Daily
Continue to improve and enhance budget features in Questica Budget Software	December 2021
Develop Desk Manuals for Finance Office Staff	December 2021
Update the Air District's Annual Financial Plan	Annually

		Approved Program Budget	Proposed Program Budget	FTE/Dollar Change	Percent Change
	Program Actuals	2021	2022	\$	%
	2020				
Number of Positions (FTE)	9	13	17	4	30.8%
Personnel Expenditures					
Permanent Salaries 51100	1,044,630	1,460,006	2,037,983	577,977	39.6%
Overtime Salaries 51150	648	1,000	1,000		
Temporary Salaries 51200	1,312	220,000	20,000	(200,000)	(90.9)%
Payroll Taxes 51300	16,127	20,669	28,880	8,211	39.7%
Pension Benefits 51400	211,012	321,619	474,847	153,228	47.6%
FICA Replacement Benefits 51500	11,443	24,488	32,386	7,898	32.3%
Group Insurance Benefits 51600	142,363	262,674	335,405	72,731	27.7%
Employee Transportation Subsidy 51700	15,846	28,345	24,473	(3,872)	(13.7)%
Workers' Compensation 51800	4,616	7,233	8,864	1,631	22.5%
Other Post Employment Benefits 51850		125,783	154,148	28,365	22.6%
Board Stipends 51900					
Total Personnel Expenditures	1,447,997	2,471,817	3,117,986	646,169	26.1%
Services & Supplies Expenditures					
Travel In-State 52200	3,224	6,700	5,700	(1,000)	(14.9)%
Travel Out-of-State 52220		1,500	1,500		
Training & Education 52300	8,314	5,000	9,800	4,800	96.0%
Repair & Maintenance (Equipment) 52400		800		(800)	(100.0)%
Communications 52500		1,000		(1,000)	(100.0)%
Building Maintenance 52600					
Utilities 52700					
Postage 52800					
Printing & Reproduction 52900	3,710	8,000	7,000	(1,000)	(12.5)%
Equipment Rental 53100					
Rents & Leases 53200					
Professional Services & Contracts 53300	805,245	532,300	526,800	(5,500)	(1.0)%
General Insurance 53400					
Shop & Field Supplies 53500					
Laboratory Supplies 53600					
Gasoline & Variable Fuel 53700					
Computer Hardware & Software 53800	1,708	1,500	3,000	1,500	100.0%
Stationery & Office Supplies 53900	606		1,000	1,000	
Books & Journals 54100	249		1,000	1,000	
Minor Office Equipment 54200	1,051		1,000	1,000	
Total Services & Supplies Expenditures	824,107	556,800	556,800		
Capital Expenditures					
Leasehold Improvements 60100					
Building & Grounds 60105					
Office Equipment 60110					
Computer & Network Equipment 60115	59,098				
Motorized Equipment 60120					
Lab & Monitoring Equipment 60125					
Communications Equipment 60130					
General Equipment 60135					
PM 2.5 Equipment 60140					
Biotech Equipment 60145					
Total Capital Expenditures	59,098				
Transfer In/Out	(137,256)				
Total Expenditures	2,193,946	3,028,617	3,674,786	646,169	21.3%

- Page Intentionally Left Blank -

Human Resources Office

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

Vision

A work environment in which honesty, integrity, and trust enriches the employee experience.

Mission

Through strategic partnership and collaboration, we attract, retain, support and develop a diverse and inclusive workforce while fostering a fair, healthy and respectful work environment.

Managing Division:	
Human Resources Office	
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 areas dealing with payroll. It includes maintaining and utilizing the current Dayforce payroll system.	
Justification of Change Request:	
Increase funds to improve and add features to payroll system to allow for greater efficiency.	
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. Implement self service features.	Ongoing
Implement document management module in payroll system.	Ongoing

		Approved Program Budget	Proposed Program Budget	FTE/Dollar Change	Percent Change
	Program Actuals	2021	2022	\$	%
	2020				
Number of Positions (FTE)	2	2	2		
Personnel Expenditures					
Permanent Salaries 51100	218,299	238,351	188,831	(49,520)	(20.8)%
Overtime Salaries 51150			10,000	10,000	
Temporary Salaries 51200			10,000	10,000	
Payroll Taxes 51300	3,334	3,376	2,678	(698)	(20.7)%
Pension Benefits 51400	31,225	52,815	44,037	(8,778)	(16.6)%
FICA Replacement Benefits 51500	2,365	3,906	2,884	(1,022)	(26.2)%
Group Insurance Benefits 51600	29,303	40,256	29,842	(10,414)	(25.9)%
Employee Transportation Subsidy 51700	2,817	4,521	2,179	(2,342)	(51.8)%
Workers' Compensation 51800	965	1,154	789	(365)	(31.6)%
Other Post Employment Benefits 51850		20,064	13,726	(6,338)	(31.6)%
Board Stipends 51900					
Total Personnel Expenditures	288,308	364,443	304,966	(59,477)	(16.3)%
Services & Supplies Expenditures					
Travel In-State 52200	122				
Travel Out-of-State 52220	2,308	1,400	2,800	1,400	100.0%
Training & Education 52300	2,295	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	208,526	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	213,251	123,000	164,800	41,800	34.0%
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	(29,923)				
Total Expenditures	471,636	487,443	469,766	(17,677)	(3.6)%

Managing Division:	
Human Resources Office	
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:	
Not Applicable	
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

		Program Actuals	Approved Program Budget	Proposed Program Budget	FTE/Dollar Change	Percent Change
		2020	2021	2022	\$	%
Number of Positions (FTE)		2	2	2		
Personnel Expenditures						
Permanent Salaries	51100	154,977	242,279	204,785	(37,494)	(15.5)%
Overtime Salaries	51150			10,000	10,000	
Temporary Salaries	51200	262		10,000	10,000	
Payroll Taxes	51300	229,495	3,420	2,902	(518)	(15.1)%
Pension Benefits	51400	32,965	50,791	47,720	(3,071)	(6.0)%
FICA Replacement Benefits	51500	209,225	4,526	3,239	(1,287)	(28.4)%
Group Insurance Benefits	51600	2,776,960	3,006,753	3,128,625	121,872	4.1%
Employee Transportation Subsidy	51700	2,430	5,240	2,448	(2,792)	(53.3)%
Workers' Compensation	51800	685	1,337	887	(450)	(33.7)%
Other Post Employment Benefits	51850		23,251	15,420	(7,831)	(33.7)%
Board Stipends	51900					
Total Personnel Expenditures		3,406,999	3,337,597	3,426,026	88,429	2.6%
Services & Supplies Expenditures						
Travel In-State	52200		2,600	2,800	200	7.7%
Travel Out-of-State	52220	1,432	1,400	1,400		
Training & Education	52300	27,668	54,000	55,000	1,000	1.9%
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	151,715	138,000	140,000	2,000	1.4%
General Insurance	53400					
Shop & Field Supplies	53500	453	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		181,268	231,000	234,200	3,200	1.4%
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		(353,576)				
Total Expenditures		3,234,691	3,568,597	3,660,226	91,629	2.6%

Managing Division:	
Human Resources Office	
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 employees.	
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:	
Implementation of learning management system, e-learning, and electronic filing for Form 700.	
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.	
Administer Form 700	
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
Implement a Learning Management System and E-learning.	Ongoing
Develop and administer the wellness program.	Ongoing
Coordinate the employee engagement program	Ongoing

		Approved Program Budget	Proposed Program Budget	FTE/Dollar Change	Percent Change
	Program Actuals	Program Budget	Program Budget		
	2020	2021	2022	\$	%
Number of Positions (FTE)	2	2	1	(1)	(50.0)%
Personnel Expenditures					
Permanent Salaries 51100	164,154	194,694	158,818	(35,876)	(18.4)%
Overtime Salaries 51150					
Temporary Salaries 51200			10,000	10,000	
Payroll Taxes 51300	2,550	2,763	2,255	(508)	(18.4)%
Pension Benefits 51400	25,440	42,062	37,071	(4,991)	(11.9)%
FICA Replacement Benefits 51500	1,820	2,908	2,329	(579)	(19.9)%
Group Insurance Benefits 51600	22,656	21,723	23,204	1,481	6.8%
Employee Transportation Subsidy 51700	1,987	3,367	1,760	(1,607)	(47.7)%
Workers' Compensation 51800	725	859	637	(222)	(25.8)%
Other Post Employment Benefits 51850		14,940	11,084	(3,856)	(25.8)%
Board Stipends 51900					
Total Personnel Expenditures	219,332	283,316	247,158	(36,158)	(12.8)%
Services & Supplies Expenditures					
Travel In-State 52200	2,945	1,400	1,400		
Travel Out-of-State 52220		1,200	1,400	200	16.7%
Training & Education 52300	168,791	182,400	210,000	27,600	15.1%
Repair & Maintenance (Equipment) 52400					
Communications 52500					
Building Maintenance 52600					
Utilities 52700					
Postage 52800					
Printing & Reproduction 52900					
Equipment Rental 53100					
Rents & Leases 53200					
Professional Services & Contracts 53300	2,993				
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	174,729	185,000	212,800	27,800	15.0%
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	(22,768)				
Total Expenditures	371,293	468,316	459,958	(8,358)	(1.8)%

Managing Division:	
Human Resources Office	
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:	
None	
Activities	
Administer, interpret, and implement the Memorandum of Understanding (MOU) and Personnel Policies and Procedures of the Administrative Code.	
Provide management and staff consultation.	
Administer EEO Policy.	
Meet with Employee Association on appropriate subjects.	
Provide support of grievance/arbitration processes.	
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

		Program Actuals	Approved Program Budget	Proposed Program Budget	FTE/Dollar Change	Percent Change
		2020	2021	2022	\$	%
Number of Positions (FTE)		2	2	3	1	50.00%
Personnel Expenditures						
Permanent Salaries	51100	251,081	258,439	499,474	241,035	93.27%
Overtime Salaries	51150	5,622				
Temporary Salaries	51200	15,002				
Payroll Taxes	51300	3,800	3,679	7,119	3,440	93.5%
Pension Benefits	51400	48,382	58,698	117,057	58,359	99.4%
FICA Replacement Benefits	51500	2,666	3,337	5,941	2,604	78.0%
Group Insurance Benefits	51600	33,201	31,491	53,753	22,262	70.7%
Employee Transportation Subsidy	51700	2,912	3,863	4,489	626	16.2%
Workers' Compensation	51800	1,110	986	1,626	640	64.9%
Other Post Employment Benefits	51850		17,142	28,276	11,134	65.0%
Board Stipends	51900					
Total Personnel Expenditures		363,776	377,635	717,735	340,100	90.1%
Services & Supplies Expenditures						
Travel In-State	52200	1,103	6,000	6,000		
Travel Out-of-State	52220					
Training & Education	52300	10,212	9,000	11,000	2,000	22.2%
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	436,304	301,000	332,000	31,000	10.3%
General Insurance	53400					
Shop & Field Supplies	53500					
Laboratory Supplies	53600					
Gasoline & Variable Fuel	53700					
Computer Hardware & Software	53800					
Stationery & Office Supplies	53900	406	500	500		
Books & Journals	54100		500	500		
Minor Office Equipment	54200					
Total Services & Supplies Expenditures		448,025	317,000	350,000	33,000	10.4%
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		(37,710)				
Total Expenditures		774,091	694,635	1,067,735	373,100	53.71%

Managing Division:	
Human Resources Office	
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, maintaining equal employment policy, including diversity, equity and inclusion as part of the recruiting process, 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

		Program Actuals	Approved Program Budget	Proposed Program Budget	FTE/Dollar Change	Percent Change
		2020	2021	2022	\$	%
Number of Positions (FTE)		3	3	3		
Personnel Expenditures						
Permanent Salaries	51100	348,437	424,406	342,203	(82,203)	(19.37)%
Overtime Salaries	51150					
Temporary Salaries	51200	49,098		40,000	40,000	
Payroll Taxes	51300	5,444	6,023	4,851	(1,172)	(19.5)%
Pension Benefits	51400	63,077	95,493	79,768	(15,725)	(16.5)%
FICA Replacement Benefits	51500	3,872	6,380	5,336	(1,044)	(16.4)%
Group Insurance Benefits	51600	48,207	56,806	47,278	(9,528)	(16.8)%
Employee Transportation Subsidy	51700	4,778	7,385	4,032	(3,353)	(45.4)%
Workers' Compensation	51800	1,540	1,884	1,460	(424)	(22.5)%
Other Post Employment Benefits	51850		32,771	25,397	(7,374)	(22.5)%
Board Stipends	51900					
Total Personnel Expenditures		524,453	631,148	550,325	(80,823)	(12.8)%
Services & Supplies Expenditures						
Travel In-State	52200	2,152		2,800	2,800	
Travel Out-of-State	52220	3,879	2,700	2,800	100	3.7%
Training & Education	52300	4,664	1,000	3,000	2,000	200.0%
Repair & Maintenance (Equipment)	52400					
Communications	52500	39,109	50,000	50,000		
Building Maintenance	52600					
Utilities	52700					
Postage	52800					
Printing & Reproduction	52900					
Equipment Rental	53100					
Rents & Leases	53200					
Professional Services & Contracts	53300	111,726	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		161,530	133,700	138,600	4,900	3.7%
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		(54,443)				
Total Expenditures		631,540	764,848	688,925	(75,923)	(9.93)%

- Page Intentionally Left Blank -

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:	
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 (80+) 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:	
Not Applicable	
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
Implement a fire, life and safety preventative maintenance program for all District offices	Ongoing
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

		Approved Program Budget	Proposed Program Budget	FTE/Dollar Change	Percent Change
	Program Actuals	2021	2022	\$	%
	2020				
Number of Positions (FTE)	3	3	4	1	33.33%
Personnel Expenditures					
Permanent Salaries 51100	375,124	343,864	431,728	87,864	25.55%
Overtime Salaries 51150	8,583	9,000	20,000	11,000	122.2%
Temporary Salaries 51200	6,644				
Payroll Taxes 51300	5,742	4,858	6,103	1,245	25.6%
Pension Benefits 51400	62,862	79,018	100,351	21,333	27.0%
FICA Replacement Benefits 51500	4,070	6,250	7,570	1,320	21.1%
Group Insurance Benefits 51600	50,570	60,334	80,643	20,309	33.7%
Employee Transportation Subsidy 51700	4,447	7,235	5,721	(1,514)	(20.9)%
Workers' Compensation 51800	1,658	1,846	2,072	226	12.2%
Other Post Employment Benefits 51850		32,104	36,033	3,929	12.2%
Board Stipends 51900					
Total Personnel Expenditures	519,700	544,509	690,221	145,712	26.8%
Services & Supplies Expenditures					
Travel In-State 52200	517				
Travel Out-of-State 52220					
Training & Education 52300					
Repair & Maintenance (Equipment) 52400		30,000		(30,000)	(100.0)%
Communications 52500	952				
Building Maintenance 52600	430,792	205,000	575,000	370,000	180.5%
Utilities 52700	46,390	67,000	50,100	(16,900)	(25.2)%
Postage 52800					
Printing & Reproduction 52900	441	200	200		
Equipment Rental 53100		3,000	2,000	(1,000)	(33.3)%
Rents & Leases 53200	79,278	1,235	65,000	63,765	5,163.2%
Professional Services & Contracts 53300	230,615	390,565	225,000	(165,565)	(42.4)%
General Insurance 53400					
Shop & Field Supplies 53500	793	3,500	3,600	100	2.9%
Laboratory Supplies 53600					
Gasoline & Variable Fuel 53700					
Computer Hardware & Software 53800					
Stationery & Office Supplies 53900	847		1,000	1,000	
Books & Journals 54100					
Minor Office Equipment 54200	63,773	106,000		(106,000)	(100.0)%
Total Services & Supplies Expenditures	854,398	806,500	921,900	115,400	14.3%
Capital Expenditures					
Leasehold Improvements 60100					
Building & Grounds 60105	(10,741)				
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	(10,741)				
Transfer In/Out	(53,488)				
Total Expenditures	1,309,869	1,351,009	1,612,121	261,112	19.33%

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:	
Not Applicable	
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, business supplies, and mailroom operations.	Ongoing

		Program Actuals	Approved Program Budget	Proposed Program Budget	FTE/Dollar Change	Percent Change
		2020	2021	2022	\$	%
Number of Positions (FTE)		1	1	1		
Personnel Expenditures						
Permanent Salaries	51100	151,247	117,623	183,960	66,337	56.40%
Overtime Salaries	51150	1,700				
Temporary Salaries	51200	25,738				
Payroll Taxes	51300	2,322	1,667	2,627	960	57.6%
Pension Benefits	51400	36,214	25,527	43,188	17,661	69.2%
FICA Replacement Benefits	51500	1,686	1,904	1,967	63	3.3%
Group Insurance Benefits	51600	21,024	16,478	21,844	5,366	32.6%
Employee Transportation Subsidy	51700	1,891	2,204	1,486	(718)	(32.6)%
Workers' Compensation	51800	668	562	538	(24)	(4.3)%
Other Post Employment Benefits	51850		9,782	9,361	(421)	(4.3)%
Board Stipends	51900					
Total Personnel Expenditures		242,490	175,747	264,971	89,224	50.8%
Services & Supplies Expenditures						
Travel In-State	52200					
Travel Out-of-State	52220					
Training & Education	52300		2,500	2,500		
Repair & Maintenance (Equipment)	52400					
Communications	52500	230,175	234,500	246,225	11,725	5.0%
Building Maintenance	52600					
Utilities	52700					
Postage	52800	40,000	92,000	38,475	(53,525)	(58.2)%
Printing & Reproduction	52900					
Equipment Rental	53100	62,120	35,000	65,000	30,000	85.7%
Rents & Leases	53200					
Professional Services & Contracts	53300	120,972	236,000	247,800	11,800	5.0%
General Insurance	53400					
Shop & Field Supplies	53500					
Laboratory Supplies	53600					
Gasoline & Variable Fuel	53700					
Computer Hardware & Software	53800					
Stationery & Office Supplies	53900	36				
Books & Journals	54100					
Minor Office Equipment	54200					
Total Services & Supplies Expenditures		453,303	600,000	600,000		
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		(25,143)				
Total Expenditures		670,650	775,747	864,971	89,224	11.50%

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. This year includes costs associated with building out Phase 2 and 3 of the Richmond Office.	
Justification of Change Request:	
Not Applicable	
Activities	
operating and maintenance costs associated with the Air District's office space located in Richmond, CA	
Major Objectives	Delivery Date
Reconfigure the Richmond Office (Headquarters East) with building out Phase 2 and 3 of the Richmond Office.	Ongoing

		Approved Program Budget	Proposed Program Budget	FTE/Dollar Change	Percent Change
	Program Actuals 2020	Program Budget 2021	Program Budget 2022	\$	%
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	1,780			
Communications	52500				
Building Maintenance	52600				
Utilities	52700	50,224	11,000		
Postage	52800				
Printing & Reproduction	52900				
Equipment Rental	53100				
Rents & Leases	53200				
Professional Services & Contracts	53300	78,264	189,000	200,000	11,000 5.8%
General Insurance	53400				
Shop & Field Supplies	53500				
Laboratory Supplies	53600				
Gasoline & Variable Fuel	53700				
Computer Hardware & Software	53800	266,386			
Stationery & Office Supplies	53900				
Books & Journals	54100				
Minor Office Equipment	54200				
Non-capital assets	54600				
Total Services & Supplies Expenditures					
	681,020	200,000	211,000	11,000	5.5%
Capital Expenditures					
Leasehold Improvements	60100	1,507,217			
Building & Grounds	60105	220,320	500,000	500,000	
Office Equipment	60110	7,445			
Computer & Network Equipment	60115	8,831			
Motorized Equipment	60120				
Lab & Monitoring Equipment	60125				
Communications Equipment	60130				
General Equipment	60135				
PM 2.5 Equipment	60140				
Biotech Equipment	60145				
Total Capital Expenditures					
	1,743,813		500,000	500,000	
Transfer In/Out					
Total Expenditures					
	2,424,833	200,000	711,000	511,000	255.50%

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:	
Not Applicable	
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

		Program Actuals	Approved Program Budget	Proposed Program Budget	FTE/Dollar Change	Percent Change
		2020	2021	2022	\$	%
Number of Positions (FTE)		2	3	2	(1)	(33.33)%
Personnel Expenditures						
Permanent Salaries	51100	269,802	328,330	218,052	(110,278)	(33.59)%
Overtime Salaries	51150	39		20,000	20,000	
Temporary Salaries	51200	8,131				
Payroll Taxes	51300	4,243	4,664	3,083	(1,581)	(33.9)%
Pension Benefits	51400	64,375	74,489	50,688	(23,801)	(32.0)%
FICA Replacement Benefits	51500	2,970	4,721	3,811	(910)	(19.3)%
Group Insurance Benefits	51600	36,925	46,464	34,445	(12,019)	(25.9)%
Employee Transportation Subsidy	51700	3,221	5,465	2,880	(2,585)	(47.3)%
Workers' Compensation	51800	1,192	1,394	1,043	(351)	(25.2)%
Other Post Employment Benefits	51850		24,250	18,141	(6,109)	(25.2)%
Board Stipends	51900					
Total Personnel Expenditures		390,898	489,777	352,143	(137,634)	(28.1)%
Services & Supplies Expenditures						
Travel In-State	52200					
Travel Out-of-State	52220					
Training & Education	52300		1,500	1,500		
Repair & Maintenance (Equipment)	52400					
Communications	52500					
Building Maintenance	52600					
Utilities	52700					
Postage	52800					
Printing & Reproduction	52900		44,164	44,164		
Equipment Rental	53100					
Rents & Leases	53200					
Professional Services & Contracts	53300	4,801				
General Insurance	53400	448,678	352,036	500,000	147,964	42.0%
Shop & Field Supplies	53500					
Laboratory Supplies	53600					
Gasoline & Variable Fuel	53700					
Computer Hardware & Software	53800					
Stationery & Office Supplies	53900	35,765	115,000	65,000	(50,000)	(43.5)%
Books & Journals	54100					
Minor Office Equipment	54200					
Total Services & Supplies Expenditures		489,244	512,700	610,664	97,964	19.1%
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		(40,583)				
Total Expenditures		839,559	1,002,477	962,807	(39,670)	(3.96)%

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:	
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, 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

	Program Actuals	Approved Program Budget	Proposed Program Budget	FTE/Dollar Change	Percent Change
	2020	2021	2022	\$	%
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	1,416				
Postage		52800			
Printing & Reproduction		52900			
Equipment Rental		53100			
Rents & Leases	358,357	1,300,000	1,200,000	(100,000)	(7.7)%
Professional Services & Contracts	4,978,635	2,110,000	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					
	5,338,408	3,410,000	3,800,000	390,000	11.4%
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					
Total Expenditures					
	5,338,408	3,410,000	3,800,000	390,000	11.44%

Managing Division:	
Administrative Resources Division	
Contact Person:	
Maricela Martinez	
Program Purpose:	
Fleet maintenance and inspection to ensure safe and reliable transportation.	
Description of Program:	
<p>The vehicle maintenance section includes the maintenance of the District's 135-vehicle fleet, vehicle financing, tracking and diagnostics fuel records of District vehicles. All vehicle maintenance is outsourced for service. As of FYE 2020/21, one-hundred and five (105) vehicles are leased from Enterprise Fleet Services on a Full Maintenance Program. One (3) Electric vehicle is leased from Nissan Motor Acceptance Corporation where routine services are covered by the vehicle warranty plan; one (3) Hydrogen Fuel Cell vehicle is leased from Anderson Honda Motors Co. Inc; and twenty-seven (23) 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. One (1) Diesel vehicle is owned by the District and is service at a local service shop.</p>	
Justification of Change Request:	
Not Applicable	
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
Implement Telematics vehicle management system	Ongoing
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

710

		Program Actuals	Approved Program Budget	Proposed Program Budget	FTE/Dollar Change	Percent Change
		2020	2021	2022	\$	%
Number of Positions (FTE)		2	3	3		
Personnel Expenditures						
Permanent Salaries	51100	237,567	299,450	288,149	(11,301)	(3.77)%
Overtime Salaries	51150	1,716		25,000	25,000	
Temporary Salaries	51200	10,208				
Payroll Taxes	51300	3,587	4,233	4,069	(164)	(3.9)%
Pension Benefits	51400	37,662	66,139	66,898	759	1.1%
FICA Replacement Benefits	51500	2,528	5,323	5,287	(36)	(0.7)%
Group Insurance Benefits	51600	31,366	39,344	45,204	5,860	14.9%
Employee Transportation Subsidy	51700	4,104	6,162	3,995	(2,167)	(35.2)%
Workers' Compensation	51800	1,050	1,572	1,447	(125)	(8.0)%
Other Post Employment Benefits	51850		27,343	25,163	(2,180)	(8.0)%
Board Stipends	51900					
Total Personnel Expenditures		329,788	449,566	465,212	15,646	3.5%
Services & Supplies Expenditures						
Travel In-State	52200	13,542				
Travel Out-of-State	52220					
Training & Education	52300	1,890	3,000	3,000		
Repair & Maintenance (Equipment)	52400	3,716	12,500	25,000	12,500	100.0%
Communications	52500	1,468				
Building Maintenance	52600					
Utilities	52700					
Postage	52800					
Printing & Reproduction	52900					
Equipment Rental	53100					
Rents & Leases	53200	679,903	750,000	850,000	100,000	13.3%
Professional Services & Contracts	53300	336	12,500	12,500		
General Insurance	53400	2,500	55,000	57,500	2,500	4.5%
Shop & Field Supplies	53500					
Laboratory Supplies	53600					
Gasoline & Variable Fuel	53700	176,962	265,000	265,000		
Computer Hardware & Software	53800					
Stationery & Office Supplies	53900					
Books & Journals	54100					
Minor Office Equipment	54200					
Total Services & Supplies Expenditures		880,317	1,098,000	1,213,000	115,000	10.5%
Capital Expenditures						
Leasehold Improvements	60100					
Building & Grounds	60105					
Office Equipment	60110					
Computer & Network Equipment	60115					
Motorized Equipment	60120	37,368		50,000	50,000	
Lab & Monitoring Equipment	60125					
Communications Equipment	60130					
General Equipment	60135					
PM 2.5 Equipment	60140					
Biotech Equipment	60145					
Total Capital Expenditures		37,368		50,000	50,000	
Transfer In/Out		(33,239)				
Total Expenditures		1,214,234	1,547,566	1,728,212	180,646	11.67%

Legislative Office

The Legislative Office mission is to advocate for Air District policy and budget priorities at both the state and federal levels. The Legislative Office is responsible for tracking and developing positions on state and federal legislation and budget proposals, meeting with legislators and legislative staff about policy proposals and updating them on Air District activities, representing the Air District at legislative hearings, and interacting with stakeholder groups, state and local agencies, and members of the public. The Legislative Office works closely with other divisions within the Air District to help achieve the Air District's commitment to reducing air pollution in California and the Bay Area region by sharing information on current legislative policy and budget proposals that affect Air District programs and policies.

- Page Intentionally Left Blank -

Managing Division:	
Legislative Office	
Contact Person:	
Alan Abbs	
Program Purpose:	
State and Federal legislative advocacy.	
Description of Program:	
The Legislative Office advocates for Air District policy and budget priorities at the state and federal level. The Legislative Office interacts with legislators and staff, advocate and opposition stakeholders, state and local agencies, and members of the public.	
Justification of Change Request:	
This is a new program.	
Activities	
Legislative Advocacy	
Information sharing with Air District staff	
Outreach to Legislature on Air District activities	
Major Objectives	Delivery Date
Track and develop positions on state and federal legislation.	Bi-weekly
Meet with legislators and legislative staff about policy proposals.	Ongoing
Update legislators and staff on Air District activities.	Ongoing
Publish legislative newsletter.	Monthly
Track and develop positions on state and federal budget proposals.	Ongoing
Attend legislative hearings.	Ongoing
Staff Air District Legislative Committee meetings.	Monthly
Represent District at meetings with stakeholder groups.	Monthly
Staff other Air District Board and Committee meetings as necessary.	Ongoing

	Program Actuals	Approved Program Budget	Proposed Program Budget	FTE/Dollar Change	Percent Change
	2020	2021	2022	\$	%
Number of Positions (FTE)			2.00	2.00	
Personnel Expenditures					
Permanent Salaries	51100		313,666	313,666	
Overtime Salaries	51150				
Temporary Salaries	51200				
Payroll Taxes	51300		4,546	4,546	
Pension Benefits	51400		73,483	73,483	
FICA Replacement Benefits	51500		3,811	3,811	
Group Insurance Benefits	51600		42,329	42,329	
Employee Transportation Subsidy	51700		2,880	2,880	
Workers' Compensation	51800		1,043	1,043	
Other Post Employment Benefits	51850		18,141	18,141	
Board Stipends	51900				
Total Personnel Expenditures			459,899	459,899	
Services & Supplies Expenditures					
Travel In-State	52200		3,000	3,000	
Travel Out-of-State	52220		3,450	3,450	
Training & Education	52300		750	750	
Repair & Maintenance (Equipment)	52400				
Communications	52500		2,000	2,000	
Building Maintenance	52600				
Utilities	52700				
Postage	52800				
Printing & Reproduction	52900				
Equipment Rental	53100				
Rents & Leases	53200				
Professional Services & Contracts	53300		121,200	121,200	
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		300	300	
Minor Office Equipment	54200				
Total Services & Supplies Expenditures			130,950	130,950	
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			590,849	590,849	

- Page Intentionally Left Blank -

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:	
Not Applicable	
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

		Program Actuals	Approved Program Budget	Proposed Program Budget	FTE/Dollar Change	Percent Change
		2020	2021	2022	\$	%
Number of Positions (FTE)		8	9	8	(1)	(11.1)%
Personnel Expenditures						
Permanent Salaries	51100	1,507,761	1,562,537	1,541,621	(20,916)	(1.3)%
Overtime Salaries	51150	15				
Temporary Salaries	51200					
Payroll Taxes	51300	23,152	23,099	23,038	(61)	(0.3)%
Pension Benefits	51400	286,169	356,514	362,274	5,760	1.6%
FICA Replacement Benefits	51500	16,396	17,111	15,457	(1,654)	(9.7)%
Group Insurance Benefits	51600	203,462	180,786	148,170	(32,616)	(18.0)%
Employee Transportation Subsidy	51700	18,656	19,806	11,680	(8,126)	(41.0)%
Workers' Compensation	51800	6,663	5,054	4,230	(824)	(16.3)%
Other Post Employment Benefits	51850		87,891	73,573	(14,318)	(16.3)%
Board Stipends	51900					
Total Personnel Expenditures		2,062,274	2,252,798	2,180,043	(72,755)	(3.2)%
Services & Supplies Expenditures						
Travel In-State	52200	4,041	3,000	3,000		
Travel Out-of-State	52220		4,000	4,000		
Training & Education	52300	3,665	6,500	6,500		
Repair & Maintenance (Equipment)	52400					
Communications	52500	3,394	5,000	5,000		
Building Maintenance	52600					
Utilities	52700					
Postage	52800					
Printing & Reproduction	52900	617	4,000	4,000		
Equipment Rental	53100					
Rents & Leases	53200					
Professional Services & Contracts	53300	31,418	44,000	44,000		
General Insurance	53400					
Shop & Field Supplies	53500					
Laboratory Supplies	53600					
Gasoline & Variable Fuel	53700					
Computer Hardware & Software	53800					
Stationery & Office Supplies	53900	359	1,000	1,000		
Books & Journals	54100	53,907	40,000	40,000		
Minor Office Equipment	54200					
Total Services & Supplies Expenditures		97,401	107,500	107,500		
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		(191,046)				
Total Expenditures		1,968,629	2,360,298	2,287,543	(72,755)	(3.1)%

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:	
Not Applicable	
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

		Program Actuals	Approved Program Budget	Proposed Program Budget	FTE/Dollar Change	Percent Change
		2020	2021	2022	\$	%
Number of Positions (FTE)						
Personnel Expenditures						
Permanent Salaries	51100	4,888	2,458	8,958	6,500	264.4%
Overtime Salaries	51150					
Temporary Salaries	51200					
Payroll Taxes	51300	77	35	128	93	265.7%
Pension Benefits	51400	3,407	572	2,104	1,532	267.8%
FICA Replacement Benefits	51500	57	23	93	70	304.3%
Group Insurance Benefits	51600	710	321	1,129	808	251.7%
Employee Transportation Subsidy	51700	62	27	70	43	159.3%
Workers' Compensation	51800	22	7	25	18	257.1%
Other Post Employment Benefits	51850		119	442	323	271.4%
Board Stipends	51900					
Total Personnel Expenditures		9,223	3,562	12,949	9,387	263.5%
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		9,223	3,562	12,949	9,387	263.5%

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:	
Not Applicable	
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

203

		Program Actuals	Approved Program Budget	Proposed Program Budget	FTE/Dollar Change	Percent Change
		2020	2021	2022	\$	%
Number of Positions (FTE)		4	4	5	1	25.0%
Personnel Expenditures						
Permanent Salaries	51100	609,692	596,526	743,340	146,814	24.6%
Overtime Salaries	51150					
Temporary Salaries	51200					
Payroll Taxes	51300	9,345	8,604	10,570	1,966	22.8%
Pension Benefits	51400	113,425	135,208	173,797	38,589	28.5%
FICA Replacement Benefits	51500	6,682	7,307	10,051	2,744	37.6%
Group Insurance Benefits	51600	83,194	76,360	91,424	15,064	19.7%
Employee Transportation Subsidy	51700	7,589	8,458	7,596	(862)	(10.2)%
Workers' Compensation	51800	2,694	2,158	2,751	593	27.5%
Other Post Employment Benefits	51850		37,533	47,844	10,311	27.5%
Board Stipends	51900					
Total Personnel Expenditures		832,621	872,154	1,087,373	215,219	24.7%
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		832,621	877,954	1,093,173	215,219	24.5%

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:	
Not Applicable	
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

		Approved Program Budget	Proposed Program Budget	FTE/Dollar Change	Percent Change
	Program Actuals	2021	2022	\$	%
	2020				
Number of Positions (FTE)	1	1	1		
Personnel Expenditures					
Permanent Salaries	51100	130,229	148,436	126,160	(22,276) (15.0)%
Overtime Salaries	51150				
Temporary Salaries	51200				
Payroll Taxes	51300	1,985	2,286	1,947	(339) (14.8)%
Pension Benefits	51400	41,729	33,914	29,715	(4,199) (12.4)%
FICA Replacement Benefits	51500	1,438	1,288	1,066	(222) (17.2)%
Group Insurance Benefits	51600	17,858	16,343	14,383	(1,960) (12.0)%
Employee Transportation Subsidy	51700	1,595	1,491	806	(685) (45.9)%
Workers' Compensation	51800	576	381	292	(89) (23.4)%
Other Post Employment Benefits	51850		6,618	5,074	(1,544) (23.3)%
Board Stipends	51900				
Total Personnel Expenditures		195,410	210,757	179,443	(31,314) (14.9)%
Services & Supplies Expenditures					
Travel In-State	52200				
Travel Out-of-State	52220				
Training & Education	52300	40	3,000	3,000	
Repair & Maintenance (Equipment)	52400				
Communications	52500				
Building Maintenance	52600				
Utilities	52700				
Postage	52800		2,300	2,300	
Printing & Reproduction	52900	473			
Equipment Rental	53100				
Rents & Leases	53200				
Professional Services & Contracts	53300	2,908,893	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		4,000	4,000	
Minor Office Equipment	54200	500	3,000	3,000	
Total Services & Supplies Expenditures		2,909,906	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		3,105,316	458,057	426,743	(31,314) (6.8)%

- Page Intentionally Left Blank -

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, social media content creation, translation services and videography. The Office also provides Air District presentations and 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:	
Not Applicable	
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
Develop media response / operating procedures, Air District media policy, and social media policy.	Ongoing
Produce Air District Annual Report.	June 2022
Publish quarterly Air Currents newsletter.	June 2022
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 manage Air District social media posts.	Ongoing
Crisis communications and emergency response for air quality incidents.	Ongoing

		Program Actuals	Approved Program Budget	Proposed Program Budget	FTE/Dollar Change	Percent Change
		2020	2021	2022	\$	%
Number of Positions (FTE)		6	6	4	(2)	(33.3)%
Personnel Expenditures						
Permanent Salaries	51100	740,894	751,397	496,369	(255,028)	(33.9)%
Overtime Salaries	51150	5,153	7,000	7,000		
Temporary Salaries	51200	34,910				
Payroll Taxes	51300	11,481	10,733	7,043	(3,690)	(34.4)%
Pension Benefits	51400	160,616	170,715	115,805	(54,910)	(32.2)%
FICA Replacement Benefits	51500	8,214	10,923	7,444	(3,479)	(31.9)%
Group Insurance Benefits	51600	102,315	88,758	63,830	(24,928)	(28.1)%
Employee Transportation Subsidy	51700	9,394	12,643	5,625	(7,018)	(55.5)%
Workers' Compensation	51800	3,277	3,226	2,037	(1,189)	(36.9)%
Other Post Employment Benefits	51850		56,107	35,430	(20,677)	(36.9)%
Board Stipends	51900					
Total Personnel Expenditures		1,076,254	1,111,502	740,583	(370,919)	(33.4)%
Services & Supplies Expenditures						
Travel In-State	52200	945	14,000	14,000		
Travel Out-of-State	52220		6,000	6,000		
Training & Education	52300	4,410	16,500	21,500	5,000	30.3%
Repair & Maintenance (Equipment)	52400					
Communications	52500	11,867	47,000	47,000		
Building Maintenance	52600					
Utilities	52700					
Postage	52800		4,000	4,000		
Printing & Reproduction	52900	38,941	42,000	42,500	500	1.2%
Equipment Rental	53100					
Rents & Leases	53200					
Professional Services & Contracts	53300	293,900	420,000	441,000	21,000	5.0%
General Insurance	53400					
Shop & Field Supplies	53500	184		500	500	
Laboratory Supplies	53600					
Gasoline & Variable Fuel	53700					
Computer Hardware & Software	53800	16,751	11,000	11,000		
Stationery & Office Supplies	53900	7,078	4,000	4,000		
Books & Journals	54100					
Minor Office Equipment	54200			1,000	1,000	
Total Services & Supplies Expenditures		374,076	564,500	592,500	28,000	5.0%
Capital Expenditures						
Leasehold Improvements	60100					
Building & Grounds	60105					
Office Equipment	60110					
Computer & Network Equipment	60115	10,075				
Motorized Equipment	60120					
Lab & Monitoring Equipment	60125					
Communications Equipment	60130					
General Equipment	60135					
PM 2.5 Equipment	60140					
Biotech Equipment	60145					
Total Capital Expenditures		10,075				
Transfer In/Out		(71,932)				
Total Expenditures		1,388,473	1,676,002	1,333,083	(342,919)	(20.5)%

Managing Division:	
Communications Office	
Contact Person:	
Kristina Chu	
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 when a Spare the Air Alert is called for fine particulate pollution. 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:	
No change.	
Activities	
Develop and disseminate a Spare the Air winter 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 Spare the Air winter program.	
Promote cleaner heating options and available incentives.	
Major Objectives	Delivery Date
Launch Spare the Air winter season.	November 2021
Execute and evaluate Spare the Air winter season public outreach campaign.	June 2022
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
Update website alerts and Spare the Air app.	Ongoing
Monitor and measure campaign effectiveness via public opinion surveys.	March 2022
Develop Spare the Air winter season summary.	April 2022
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

		Program Actuals	Approved Program Budget	Proposed Program Budget	FTE/Dollar Change	Percent Change
		2020	2021	2022	\$	%
Number of Positions (FTE)		1	2	3	1	50.0%
Personnel Expenditures						
Permanent Salaries	51100	100,761	246,123	349,558	103,435	42.0%
Overtime Salaries	51150	19,191				
Temporary Salaries	51200	7,607				
Payroll Taxes	51300	1,566	3,505	4,953	1,448	41.3%
Pension Benefits	51400	24,887	55,723	81,443	25,720	46.2%
FICA Replacement Benefits	51500	1,127	3,750	5,565	1,815	48.4%
Group Insurance Benefits	51600	14,081	34,051	51,547	17,496	51.4%
Employee Transportation Subsidy	51700	1,433	4,341	4,205	(136)	(3.1)%
Workers' Compensation	51800	445	1,108	1,523	415	37.5%
Other Post Employment Benefits	51850		19,265	26,487	7,222	37.5%
Board Stipends	51900					
Total Personnel Expenditures		171,098	367,866	525,281	157,415	42.8%
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	934,097	1,125,000	1,125,000		
General Insurance	53400					
Shop & Field Supplies	53500	99				
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		934,196	1,125,000	1,125,000		
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		1,105,294	1,492,866	1,650,281	157,415	10.5%

Managing Division:	
Communications Office	
Contact Person:	
Kristina Chu	
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 transportation sources.	
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 Administrative Committee and Board of Directors.	
Major Objectives	Delivery Date
Develop the Spare the Air campaign.	Ongoing
Launch Spare the Air summer season.	Ongoing
Monitor and measure campaign effectiveness via public opinion surveys.	October 2021
Manage the 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.	Ongoing

		Approved Program Budget	Proposed Program Budget	FTE/Dollar Change	Percent Change
	Program Actuals 2020	2021	2022	\$	%
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	494	52900			
Equipment Rental		53100			
Rents & Leases		53200			
Professional Services & Contracts	826,184	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	826,678	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	826,678	1,000,000	1,000,000		

- Page Intentionally Left Blank -

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 public agencies and entrepreneurs.	
Justification of Change Request:	
Not Applicable	
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. Implement marketing plan and materials to pursue additional partnerships, funding, and programming.	December 2021

		Approved Program Budget	Proposed Program Budget	FTE/Dollar Change	Percent Change	
	Program Actuals	2021	2022	\$	%	
	2020					
Number of Positions (FTE)	3	4	2	(2)	(50.0)%	
Personnel Expenditures						
Permanent Salaries	51100	378,716	481,373	311,043	(170,330)	(35.4)%
Overtime Salaries	51150	425	25,000	25,000		
Temporary Salaries	51200	1,602	50,000	75,000	25,000	50.0%
Payroll Taxes	51300	5,787	6,848	4,421	(2,427)	(35.4)%
Pension Benefits	51400	78,404	103,085	72,691	(30,394)	(29.5)%
FICA Replacement Benefits	51500	4,153	6,590	4,300	(2,290)	(34.7)%
Group Insurance Benefits	51600	51,574	65,266	46,963	(18,303)	(28.0)%
Employee Transportation Subsidy	51700	4,654	7,628	3,250	(4,378)	(57.4)%
Workers' Compensation	51800	1,674	1,946	1,177	(769)	(39.5)%
Other Post Employment Benefits	51850		33,849	20,470	(13,379)	(39.5)%
Board Stipends	51900					
Total Personnel Expenditures		526,989	781,585	564,315	(217,270)	(27.8)%
Services & Supplies Expenditures						
Travel In-State	52200	773	7,000	2,300	(4,700)	(67.1)%
Travel Out-of-State	52220		8,500	3,000	(5,500)	(64.7)%
Training & Education	52300	3,641	10,000	6,000	(4,000)	(40.0)%
Repair & Maintenance (Equipment)	52400					
Communications	52500	1,323	1,500	1,500		
Building Maintenance	52600					
Utilities	52700					
Postage	52800					
Printing & Reproduction	52900	584				
Equipment Rental	53100					
Rents & Leases	53200					
Professional Services & Contracts	53300	13,386	150,000	165,000	15,000	10.0%
General Insurance	53400					
Shop & Field Supplies	53500					
Laboratory Supplies	53600					
Gasoline & Variable Fuel	53700					
Computer Hardware & Software	53800	2,856	3,000	3,000		
Stationery & Office Supplies	53900		400	400		
Books & Journals	54100					
Minor Office Equipment	54200					
Total Services & Supplies Expenditures		22,563	180,400	181,200	800	0.4%
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		549,552	961,985	745,515	(216,470)	(22.5)%

- Page Intentionally Left Blank -

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 2022 the Strategic Incentives Division will administer more than \$100 million in new grant revenue funds.

Non-Mobile Source Grant Programs

311

Managing Division:	
Strategic Incentives Division	
Contact Person:	
Alona Davis	
Program Purpose:	
Administer funding for grant programs related to non-mobile sources.	
Description of Program:	
In 2021, the Air District will implement a program that will provide incentive funding to reduce particulate matter from wood-burning devices in residential homes. The program is funded by a US Environmental Protection Agency (EPA) Targeted Airshed Grant award and funding from the Air District's General Fund as match. On January 20, 2021, the Air District Board of Directors, authorized the District to accept, obligate, and expend up to \$2,120,345 in funding from the US EPA and allocated up to \$500,000 of General Fund from Designated Reserves as match funding. The funding will be awarded on a first-come first-serve basis and is anticipated to have a program duration of two to five years.	
Justification of Change Request:	
Not Applicable	
Activities	
Develop guidelines and policies & procedures for the administration of the woodsmoke reduction program.	
Contract with vendors that wish to participate in the low-income voucher program.	
Conduct workshops and outreach.	
Review and evaluate applications for eligibility with program requirements, and recommend projects to be awarded.	
Prepare and execute contracts and vouchers for projects awarded.	
Monitor status and performance of projects, and conduct inspections.	
Prepare technical, financial, and staff reports.	
Conduct program development for each solicitation cycle	
Major Objectives	Delivery Date
Conduct program development for each solicitation cycle	Ongoing
Open solicitation for first round of woodsmoke program.	July 2021
Issue grant agreements or vouchers for projects awarded.	Ongoing
Process payments, review inspections, and monitor status and performance of projects.	Ongoing
Prepare technical, financial, and staff reports.	Ongoing
Contract with vendors that wish to participate in the low-income voucher program.	November 2022
Review and evaluate applications for eligibility with program requirements, and recommend projects to be awarded.	Ongoing
Open solicitation for second round of program including the voucher option for low-income qualifying residents.	February 2022

Non-Mobile Source Grant Programs

311

	Program Actuals	Approved Program Budget	Proposed Program Budget	FTE/Dollar Change	Percent Change
	2020	2021	2022	\$	%
Number of Positions (FTE)			0.49	0.49	
Personnel Expenditures					
Permanent Salaries	51100		65,097	65,097	
Overtime Salaries	51150				
Temporary Salaries	51200				
Payroll Taxes	51300		929	929	
Pension Benefits	51400		15,202	15,202	
FICA Replacement Benefits	51500		934	934	
Group Insurance Benefits	51600		9,976	9,976	
Employee Transportation Subsidy	51700		706	706	
Workers' Compensation	51800		256	256	
Other Post Employment Benefits	51850		4,444	4,444	
Board Stipends	51900				
Total Personnel Expenditures			97,544	97,544	
Services & Supplies Expenditures					
Travel In-State	52200				
Travel Out-of-State	52220				
Training & Education	52300	1,019			
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		50,000	50,000	
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	1,019		50,000	50,000	
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	1,019		147,544	147,544	

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 2022, 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:	
Not Applicable	
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

		Program Actuals	Approved Program Budget	Proposed Program Budget	FTE/Dollar Change	Percent Change
		2020	2021	2022	\$	%
Number of Positions (FTE)		1	3	2	(1)	(33.3)%
Personnel Expenditures						
Permanent Salaries	51100	101,472	377,300	345,305	(31,995)	(8.5)%
Overtime Salaries	51150	253				
Temporary Salaries	51200					
Payroll Taxes	51300	1,592	5,350	4,927	(423)	(7.9)%
Pension Benefits	51400	22,871	82,777	80,708	(2,069)	(2.5)%
FICA Replacement Benefits	51500	1,186	6,286	4,745	(1,541)	(24.5)%
Group Insurance Benefits	51600	14,856	70,972	50,624	(20,348)	(28.7)%
Employee Transportation Subsidy	51700	1,403	7,276	3,586	(3,690)	(50.7)%
Workers' Compensation	51800	448	1,857	1,299	(558)	(30.0)%
Other Post Employment Benefits	51850		32,289	22,585	(9,704)	(30.1)%
Board Stipends	51900					
Total Personnel Expenditures		144,081	584,107	513,779	(70,328)	(12.0)%
Services & Supplies Expenditures						
Travel In-State	52200		13,200	13,200		
Travel Out-of-State	52220		8,000	8,000		
Training & Education	52300		7,500	7,500		
Repair & Maintenance (Equipment)	52400					
Communications	52500					
Building Maintenance	52600					
Utilities	52700					
Postage	52800					
Printing & Reproduction	52900	14				
Equipment Rental	53100					
Rents & Leases	53200					
Professional Services & Contracts	53300	37,913	51,000	100,000	49,000	96.1%
General Insurance	53400					
Shop & Field Supplies	53500		1,000	1,000		
Laboratory Supplies	53600					
Gasoline & Variable Fuel	53700					
Computer Hardware & Software	53800			20,000	20,000	
Stationery & Office Supplies	53900					
Books & Journals	54100					
Minor Office Equipment	54200					
Total Services & Supplies Expenditures		37,927	80,700	149,700	69,000	85.5%
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		182,008	664,807	663,479	(1,328)	(0.2)%

- Page Intentionally Left Blank -

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 Air District, state, and federal regulations is achieved through a robust Compliance Assurance and Enforcement Program that includes comprehensive inspections and investigations and a complementary Compliance Assistance Program that supports compliance objectives of the Division by maintaining operations and assisting industry with air quality regulations and requirements. The Division works closely with local and state regulatory agencies, regulated industry and members of the community to provide the highest level of service to protect air quality and public health. The Division implements Air District strategies and enforces regulations that pertain to stationary sources, and has some mobile source enforcement authority in collaboration with the California Air Resources Board. Division priorities include conducting Title V and Synthetic Minor facility inspections, locating unpermitted sources of operations, resolving violations at facilities with ongoing non-compliance and responding to and investigating air quality complaints. Staff work collaboratively across Divisions to achieve the Air District's mission and apply the appropriate level of enforcement proportional to the level of non-compliance. The Division vigorously pursues violators who show a disregard for the law and well-being of the public and ensures corrective actions and measures to resolve violations are taken.

The Compliance and Enforcement Division continues to focus on activities that support the Air District's commitment to achieve clean air to protect public health and the environment as follows:

The Compliance Assurance and Enforcement Programs focus on announced and unannounced inspections of air pollution sources to ensure compliance. Targeted strategies are used to guide inspections to identify non-compliance and reduce excess emissions. Sources include: Title V and Synthetic Minors facilities, petroleum refineries, chemical plants, dry cleaners, gasoline dispensing facilities, autobody shops, asbestos renovations and demolitions, agricultural and prescribed burning, and other permitted sources. Other facets of the program requiring Division resources include investigations of Title V deviation reporting, Reportable Compliance Activities, and other inspections pertaining to 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. Air pollution complaints and incident response and investigations are a high priority in the Division that aim to address and resolve air quality concerns of local communities.

The Compliance Assistance Program develops outreach materials, advisories, policies and procedures and guidance information and implements compliance strategies that complement a wide range of enforcement efforts. The program aims to enhance industry and public understanding of compliance and enforcement programs and regulatory requirements, address compliance concerns and assist in resolving air quality violations. Key programs and projects in Compliance Assistance and Operations include the Air District's Wood Smoke Reduction Program, Air Quality Complaint Program, AB617 Community Health Protection Program in West Oakland and Richmond/San Pablo, Wildfire Air Quality Response Program, Commuter Benefits, Title V, Open Burning, Flare Monitoring, Naturally Occurring Asbestos, Inspector Training, Green Business Certifications, Variance and Hearing Board Activities, and many others involving state, federal and Air District regulations and requirements. The program also maintains online web information, the dispatch operating system and the compliance assistance and complaint phone lines which are all integral interfaces with the public.

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

		Program Actuals	Approved Program Budget	Proposed Program Budget	FTE/Dollar Change	Percent Change
		2020	2021	2022	\$	%
Number of Positions (FTE)		29	33	33		
Personnel Expenditures						
Permanent Salaries	51100	3,069,974	3,544,902	3,605,878	60,976	1.7%
Overtime Salaries	51150	41,192	117,000	117,000		
Temporary Salaries	51200	21,694	10,000	10,000		
Payroll Taxes	51300	47,543	50,130	50,977	847	1.7%
Pension Benefits	51400	624,581	784,005	838,168	54,163	6.9%
FICA Replacement Benefits	51500	33,825	62,330	63,171	841	1.3%
Group Insurance Benefits	51600	420,742	626,050	605,071	(20,979)	(3.4)%
Employee Transportation Subsidy	51700	37,145	72,147	47,736	(24,411)	(33.8)%
Workers' Compensation	51800	13,567	18,409	17,289	(1,120)	(6.1)%
Other Post Employment Benefits	51850		320,164	300,682	(19,482)	(6.1)%
Board Stipends	51900					
Total Personnel Expenditures		4,310,263	5,605,137	5,655,972	50,835	0.9%
Services & Supplies Expenditures						
Travel In-State	52200	9,645	18,800	18,800		
Travel Out-of-State	52220		1,450	1,450		
Training & Education	52300	995	6,790	6,790		
Repair & Maintenance (Equipment)	52400	1,109	108,000	91,250	(16,750)	(15.5)%
Communications	52500	94,419	137,000	137,000		
Building Maintenance	52600	390	2,500	2,500		
Utilities	52700	1,716	4,000	4,000		
Postage	52800					
Printing & Reproduction	52900	179	2,000	2,000		
Equipment Rental	53100					
Rents & Leases	53200	59,376	71,850	73,600	1,750	2.4%
Professional Services & Contracts	53300		9,590	23,000	13,410	139.8%
General Insurance	53400					
Shop & Field Supplies	53500	18,899	16,500	18,090	1,590	9.6%
Laboratory Supplies	53600					
Gasoline & Variable Fuel	53700	266				
Computer Hardware & Software	53800	742	2,000	2,000		
Stationery & Office Supplies	53900	331				
Books & Journals	54100					
Minor Office Equipment	54200		1,000	1,000		
Total Services & Supplies Expenditures		188,067	381,480	381,480		
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		4,498,330	5,986,617	6,037,452	50,835	0.8%

Managing Division:	
Compliance & Enforcement Division	
Contact Person:	
Tracy Lee & Edward Giacometti	
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 is an essential part of the Compliance & Enforcement Division. This program focuses on the development of outreach materials, advisories, policies and procedures and guidance information and the implementation of compliance strategies that complement a wide range of enforcement efforts. Staff conduct comprehensive program reviews, analyze and process petitions, plans, reportable compliance activities and other notifications received, maintain compliance and enforcement data tracking systems, and coordinate within the division and across other Air District teams to develop program strategies that address compliance concerns. The program also maintains online web information, the dispatch operating system and compliance assistance and complaint phone lines which are all integral interfaces with the public. The Compliance Assistance and Operations Program provides administrative support to enforcement activities, programs and projects and strives to improve consistency and efficiency of the division through staff training, program and policy development and enhancements.</p>	
Justification of Change Request:	
Not Applicable	
Activities	
<p>Provide industry and members of the public 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, compliance advisories, and other documents/processes to ensure consistent application of enforcement activities. Build partnerships with other public and community organizations to strengthen compliance assistance activities. Conduct compliance assistance and enforcement activities for the woodsmoke reduction and other stationary sources. Maintain compliance assistance phone lines and dispatch operating system 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

		Program Actuals	Approved Program Budget	Proposed Program Budget	FTE/Dollar Change	Percent Change
		2020	2021	2022	\$	%
Number of Positions (FTE)		12	15	18	3	20.0%
Personnel Expenditures						
Permanent Salaries	51100	1,359,722	1,603,894	2,060,331	456,437	28.5%
Overtime Salaries	51150	14,154	5,000	5,000		
Temporary Salaries	51200	4,139	25,000	25,000		
Payroll Taxes	51300	21,169	22,678	29,160	6,482	28.6%
Pension Benefits	51400	323,199	352,050	479,447	127,397	36.2%
FICA Replacement Benefits	51500	15,048	28,261	34,527	6,266	22.2%
Group Insurance Benefits	51600	187,651	316,608	329,523	12,915	4.1%
Employee Transportation Subsidy	51700	16,597	32,712	26,091	(6,621)	(20.2)%
Workers' Compensation	51800	6,007	8,347	9,450	1,103	13.2%
Other Post Employment Benefits	51850		145,166	164,341	19,175	13.2%
Board Stipends	51900					
Total Personnel Expenditures		1,947,686	2,539,716	3,162,870	623,154	24.5%
Services & Supplies Expenditures						
Travel In-State	52200	1,354	9,200	9,200		
Travel Out-of-State	52220		7,000	7,000		
Training & Education	52300	9,456	17,000	17,000		
Repair & Maintenance (Equipment)	52400		4,000	4,000		
Communications	52500	21,529	128,000	128,000		
Building Maintenance	52600					
Utilities	52700					
Postage	52800		1,500	1,500		
Printing & Reproduction	52900	5,782	8,000	8,000		
Equipment Rental	53100					
Rents & Leases	53200		500	500		
Professional Services & Contracts	53300	18,627	30,000	30,000		
General Insurance	53400					
Shop & Field Supplies	53500	100				
Laboratory Supplies	53600					
Gasoline & Variable Fuel	53700					
Computer Hardware & Software	53800	80	1,000	1,000		
Stationery & Office Supplies	53900	2,314	4,000	4,000		
Books & Journals	54100					
Minor Office Equipment	54200		1,500	1,500		
Total Services & Supplies Expenditures		59,242	211,700	211,700		
Capital Expenditures						
Leasehold Improvements	60100					
Building & Grounds	60105					
Office Equipment	60110					
Computer & Network Equipment	60115					
Motorized Equipment	60120					
Lab & Monitoring Equipment	60125					
Communications Equipment	60130					
General Equipment	60135					
PM 2.5 Equipment	60140					
Total Capital Expenditures						
Transfer In/Out						
Total Expenditures		2,006,928	2,751,416	3,374,570	623,154	22.6%

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:	
Not Applicable	
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

		Program Actuals	Approved Program Budget	Proposed Program Budget	FTE/Dollar Change	Percent Change
		2020	2021	2022	\$	%
Number of Positions (FTE)		34	38	36	(2)	(5.3)%
Personnel Expenditures						
Permanent Salaries	51100	3,807,467	4,216,227	4,150,687	(65,540)	(1.6)%
Overtime Salaries	51150	14,928	8,000	8,000		
Temporary Salaries	51200	6,034				
Payroll Taxes	51300	59,069	59,772	58,883	(889)	(1.5)%
Pension Benefits	51400	825,574	939,421	966,135	26,714	2.8%
FICA Replacement Benefits	51500	42,091	70,802	68,811	(1,991)	(2.8)%
Group Insurance Benefits	51600	524,118	730,863	678,884	(51,979)	(7.1)%
Employee Transportation Subsidy	51700	46,155	81,955	51,999	(29,956)	(36.6)%
Workers' Compensation	51800	16,826	20,912	18,833	(2,079)	(9.9)%
Other Post Employment Benefits	51850		363,686	327,530	(36,156)	(9.9)%
Board Stipends	51900					
Total Personnel Expenditures		5,342,262	6,491,638	6,329,762	(161,876)	(2.5)%
Services & Supplies Expenditures						
Travel In-State	52200	14,902	10,000	10,000		
Travel Out-of-State	52220		2,550	2,550		
Training & Education	52300	2,278	5,168	5,168		
Repair & Maintenance (Equipment)	52400	1,495	60,000	60,000		
Communications	52500	53,835	65,000	65,000		
Building Maintenance	52600		4,000	4,000		
Utilities	52700	9,205	3,000	3,000		
Postage	52800					
Printing & Reproduction	52900	215	1,000	1,000		
Equipment Rental	53100					
Rents & Leases	53200	95,875	89,100	89,100		
Professional Services & Contracts	53300	988	15,500	15,500		
General Insurance	53400					
Shop & Field Supplies	53500	20,628	26,000	26,000		
Laboratory Supplies	53600					
Gasoline & Variable Fuel	53700	30				
Computer Hardware & Software	53800	14,805	23,000	23,000		
Stationery & Office Supplies	53900	322	2,300	2,300		
Books & Journals	54100					
Minor Office Equipment	54200	141				
Non-capital assets	54600	31,540				
Total Services & Supplies Expenditures		246,259	306,618	306,618		
Capital Expenditures						
Leasehold Improvements	60100					
Building & Grounds	60105					
Office Equipment	60110					
Computer & Network Equipment	60115					
Motorized Equipment	60120					
Lab & Monitoring Equipment	60125	59,971	100,000	100,000		
Communications Equipment	60130					
General Equipment	60135					
PM 2.5 Equipment	60140					
Total Capital Expenditures		59,971	100,000	100,000		
Transfer In/Out						
Total Expenditures		5,648,492	6,898,256	6,736,380	(161,876)	(2.3)%

- Page Intentionally Left Blank -

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 83 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 Regulation 12, Rule 15.

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 and 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 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 inventories is being developed.

The Division continues to help develop and 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, planning, monitoring and measurement, 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 2022

		Program Actuals	Approved Program Budget	Proposed Program Budget	FTE/Dollar Change	Percent Change
		2020	2021	2022	\$	%
Number of Positions (FTE)		38	38	45	7	18.4%
Personnel Expenditures						
Permanent Salaries	51100	4,638,194	4,803,370	5,648,632	845,262	17.6%
Overtime Salaries	51150	51,810	40,000	40,000		
Temporary Salaries	51200	30,804	64,048		(64,048)	(100.0)%
Payroll Taxes	51300	71,039	68,248	80,183	11,935	17.5%
Pension Benefits	51400	927,129	1,066,004	1,310,784	244,780	23.0%
FICA Replacement Benefits	51500	50,580	70,533	85,544	15,011	21.3%
Group Insurance Benefits	51600	628,703	659,162	826,937	167,775	25.5%
Employee Transportation Subsidy	51700	62,242	81,643	64,643	(17,000)	(20.8)%
Workers' Compensation	51800	20,497	20,832	23,413	2,581	12.4%
Other Post Employment Benefits	51850		362,301	407,177	44,876	12.4%
Board Stipends	51900					
Total Personnel Expenditures		6,480,998	7,236,141	8,487,313	1,251,172	17.3%
Services & Supplies Expenditures						
Travel In-State	52200	1,480	13,000	13,000		
Travel Out-of-State	52220					
Training & Education	52300	149	2,464	2,464		
Repair & Maintenance (Equipment)	52400					
Communications	52500		110	110		
Building Maintenance	52600					
Utilities	52700					
Postage	52800					
Printing & Reproduction	52900	5,374				
Equipment Rental	53100					
Rents & Leases	53200					
Professional Services & Contracts	53300	143,830	401,059	401,059		
General Insurance	53400					
Shop & Field Supplies	53500					
Laboratory Supplies	53600					
Gasoline & Variable Fuel	53700					
Computer Hardware & Software	53800	3,148	2,000	2,000		
Stationery & Office Supplies	53900					
Books & Journals	54100		200	200		
Minor Office Equipment	54200		368	368		
Total Services & Supplies Expenditures		153,981	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		6,634,979	7,655,342	8,906,514	1,251,172	16.3%

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

		Approved Program Budget	Proposed Program Budget	FTE/Dollar Change	Percent Change
	Program Actuals	2021	2022	\$	%
	2020				
Number of Positions (FTE)					
Personnel Expenditures					
Permanent Salaries	51100	74,558			
Overtime Salaries	51150				
Temporary Salaries	51200				
Payroll Taxes	51300	1,198			
Pension Benefits	51400	39,458			
FICA Replacement Benefits	51500	842			
Group Insurance Benefits	51600	10,446			
Employee Transportation Subsidy	51700	1,199			
Workers' Compensation	51800	329			
Other Post Employment Benefits	51850				
Board Stipends	51900				
Total Personnel Expenditures		128,030			
Services & Supplies Expenditures					
Travel In-State	52200	50			
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				
Total Services & Supplies Expenditures		50			
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		128,080			

Managing Division:	
Engineering Division	
Contact Person:	
Carol Allen	
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).	
Prepare refined facility-wide HRAs for facilities 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 and improve air toxics emissions inventory. Support implementation of new CARB toxics emissions reporting requirements. Support District and TARMAC efforts to improve toxic emission factors for various source categories.	
Complete annual air toxics prioritization, Assembly Bill 2588 (AB2588), and conduct or review any new HRAs that may be required for high-priority sites that are exempt from Rule 11-18. Coordinate public notification and risk reduction audits.	
Support rule development efforts to amend Rule 2-5. Provide updates to Table 2-5-1 and gas dispensing facility (GDF) impact data to incorporate new TACs and updated OEHHA health effects data and 2015 OEHHA HRA guidelines for GDFs.	
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
Support AIM's preparation of the annual stationary source toxic emissions inventory to California Air Resources Board (CARB) and EPA which includes sitewide HRAs.	August 2021
Update Toxic Emission Factor Guidelines as needed and publish 1-Hour Toxic Inventory Guidelines	December 2021
Support Rule Development amendments for Regulation 2, Rule 5 including changes to GDF HRA procedures and updates to Table 2-5-1.	December 2021
Publish periodic Air Toxic Emissions and Air Toxics Control Program reports.	Ongoing

		Program Actuals	Approved Program Budget	Proposed Program Budget	FTE/Dollar Change	Percent Change
		2020	2021	2022	\$	%
Number of Positions (FTE)		7	8	6	(2)	(25.0)%
Personnel Expenditures						
Permanent Salaries	51100	984,493	1,186,241	970,113	(216,128)	(18.2)%
Overtime Salaries	51150	2,797	8,000	8,000		
Temporary Salaries	51200					
Payroll Taxes	51300	15,169	16,912	13,825	(3,087)	(18.3)%
Pension Benefits	51400	184,990	269,617	227,104	(42,513)	(15.8)%
FICA Replacement Benefits	51500	10,845	14,946	12,277	(2,669)	(17.9)%
Group Insurance Benefits	51600	134,962	159,039	130,924	(28,115)	(17.7)%
Employee Transportation Subsidy	51700	11,904	17,300	9,277	(8,023)	(46.4)%
Workers' Compensation	51800	4,351	4,414	3,360	(1,054)	(23.9)%
Other Post Employment Benefits	51850		76,772	58,434	(18,338)	(23.9)%
Board Stipends	51900					
Total Personnel Expenditures		1,349,511	1,753,241	1,433,314	(319,927)	(18.2)%
Services & Supplies Expenditures						
Travel In-State	52200		1,300	1,300		
Travel Out-of-State	52220		750	750		
Training & Education	52300		4,600	4,600		
Repair & Maintenance (Equipment)	52400					
Communications	52500					
Building Maintenance	52600					
Utilities	52700					
Postage	52800		39,940	39,940		
Printing & Reproduction	52900	1,274	7,000	7,000		
Equipment Rental	53100					
Rents & Leases	53200					
Professional Services & Contracts	53300	17,409	1,000	1,000		
General Insurance	53400					
Shop & Field Supplies	53500					
Laboratory Supplies	53600					
Gasoline & Variable Fuel	53700					
Computer Hardware & Software	53800	1,889	4,000	4,000		
Stationery & Office Supplies	53900		300	300		
Books & Journals	54100					
Minor Office Equipment	54200		400	400		
Total Services & Supplies Expenditures		20,572	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		1,370,083	1,812,531	1,492,604	(319,927)	(17.7)%

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	July 2021

		Approved Program Budget	Proposed Program Budget	FTE/Dollar Change	Percent Change
	Program Actuals	2021	2022	\$	%
	2020				
Number of Positions (FTE)	4	8	4	(4)	(50.0)%
Personnel Expenditures					
Permanent Salaries 51100	509,873	756,821	626,872	(129,949)	(17.2)%
Overtime Salaries 51150	779	5,000	5,000		
Temporary Salaries 51200	50,027				
Payroll Taxes 51300	7,887	10,682	8,917	(1,765)	(16.5)%
Pension Benefits 51400	94,163	163,732	146,559	(17,173)	(10.5)%
FICA Replacement Benefits 51500	5,628	14,228	8,499	(5,729)	(40.3)%
Group Insurance Benefits 51600	70,077	138,147	89,936	(48,211)	(34.9)%
Employee Transportation Subsidy 51700	7,052	16,469	6,422	(10,047)	(61.0)%
Workers' Compensation 51800	2,253	4,202	2,326	(1,876)	(44.6)%
Other Post Employment Benefits 51850		73,084	40,454	(32,630)	(44.6)%
Board Stipends 51900					
Total Personnel Expenditures	747,739	1,182,365	934,985	(247,380)	(20.9)%
Services & Supplies Expenditures					
Travel In-State 52200					
Travel Out-of-State 52220					
Training & Education 52300	4,351				
Repair & Maintenance (Equipment) 52400					
Communications 52500					
Building Maintenance 52600					
Utilities 52700					
Postage 52800					
Printing & Reproduction 52900	15,118	75,166	75,166		
Equipment Rental 53100					
Rents & Leases 53200					
Professional Services & Contracts 53300	2,040	12,255	12,255		
General Insurance 53400					
Shop & Field Supplies 53500	3,508	4,151	4,151		
Laboratory Supplies 53600					
Gasoline & Variable Fuel 53700					
Computer Hardware & Software 53800	19,804	1,021	1,021		
Stationery & Office Supplies 53900					
Books & Journals 54100					
Minor Office Equipment 54200					
Total Services & Supplies Expenditures	44,821	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	792,560	1,274,958	1,027,578	(247,380)	(19.4)%

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

		Approved Program Budget	Proposed Program Budget	FTE/Dollar Change	Percent Change
	Program Actuals	2021	2022	\$	%
	2020				
Number of Positions (FTE)	3	4	3	(1)	(25.0)%
Personnel Expenditures					
Permanent Salaries	51100	343,954	573,371	386,939	(186,432) (32.5)%
Overtime Salaries	51150	4,218	66,330	66,330	
Temporary Salaries	51200		8,006	8,006	
Payroll Taxes	51300	5,425	8,154	5,501	(2,653) (32.5)%
Pension Benefits	51400	87,217	129,964	90,307	(39,657) (30.5)%
FICA Replacement Benefits	51500	3,872	8,017	5,707	(2,310) (28.8)%
Group Insurance Benefits	51600	48,243	80,872	55,078	(25,794) (31.9)%
Employee Transportation Subsidy	51700	4,886	9,280	4,313	(4,967) (53.5)%
Workers' Compensation	51800	1,520	2,368	1,562	(806) (34.0)%
Other Post Employment Benefits	51850		41,181	27,166	(14,015) (34.0)%
Board Stipends	51900				
Total Personnel Expenditures		499,335	927,543	650,909	(276,634) (29.8)%
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	4,440	28,873	28,873	
Equipment Rental	53100				
Rents & Leases	53200				
Professional Services & Contracts	53300	46,854	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		51,294	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		550,629	1,362,671	1,086,037	(276,634) (20.3)%

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 for permitted facilities are also handled in this program.</p>	
Justification of Change Request:	
Not Applicable	
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 2022
Complete and submit Offset Equivalence report for EPA.	March 2022

		Approved Program Budget	Proposed Program Budget	FTE/Dollar Change	Percent Change
	Program Actuals	2021	2022	\$	%
	2020				
Number of Positions (FTE)	5	6	6		
Personnel Expenditures					
Permanent Salaries 51100	616,614	726,736	842,226	115,490	15.9%
Overtime Salaries 51150	2,572	5,000	5,000		
Temporary Salaries 51200	4,064				
Payroll Taxes 51300	9,560	10,341	12,022	1,681	16.3%
Pension Benefits 51400	114,943	162,588	196,858	34,270	21.1%
FICA Replacement Benefits 51500	6,735	10,444	11,562	1,118	10.7%
Group Insurance Benefits 51600	83,817	112,066	117,582	5,516	4.9%
Employee Transportation Subsidy 51700	8,536	12,088	8,737	(3,351)	(27.7)%
Workers' Compensation 51800	2,725	3,084	3,164	80	2.6%
Other Post Employment Benefits 51850		53,643	55,033	1,390	2.6%
Board Stipends 51900					
Total Personnel Expenditures	849,566	1,095,990	1,252,184	156,194	14.3%
Services & Supplies Expenditures					
Travel In-State 52200	378	5,000	5,000		
Travel Out-of-State 52220					
Training & Education 52300	1,457	65,000	65,000		
Repair & Maintenance (Equipment) 52400					
Communications 52500	6,184	5,000	5,000		
Building Maintenance 52600					
Utilities 52700					
Postage 52800					
Printing & Reproduction 52900	2,005	52,100	52,100		
Equipment Rental 53100					
Rents & Leases 53200					
Professional Services & Contracts 53300	14,341	50,000	50,000		
General Insurance 53400					
Shop & Field Supplies 53500	3,524	10,000	10,000		
Laboratory Supplies 53600					
Gasoline & Variable Fuel 53700					
Computer Hardware & Software 53800	19,197	60,000	60,000		
Stationery & Office Supplies 53900	23				
Books & Journals 54100					
Minor Office Equipment 54200					
Total Services & Supplies Expenditures	47,109	247,100	247,100		
Capital Expenditures					
Leasehold Improvements 60100					
Building & Grounds 60105					
Office Equipment 60110					
Computer & Network Equipment 60115					
Motorized Equipment 60120					
Lab & Monitoring Equipment 60125					
Communications Equipment 60130					
General Equipment 60135					
PM 2.5 Equipment 60140					
Total Capital Expenditures					
Transfer In/Out					
Total Expenditures	896,675	1,343,090	1,499,284	156,194	11.6%

- Page Intentionally Left Blank -

Assessment, Inventory & Model Division

The Assessment, Inventory, and Modeling (AIM) Division prepares comprehensive source emission inventories for the Bay Area and conducts air quality modeling at both regional and community scales. AIM prepares technical assessments that evaluate equity in air pollution exposures and health impacts in support of District programs. AIM coordinates and implements programs to improve and report estimates of emissions of criteria pollutants, toxic air contaminants, and climate forcing pollutants. AIM 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 Assembly Bill (AB) 617 community action plans are being developed. AIM reviews and provides guidance on environmental health risk assessments within environmental review documents prepared pursuant to California Environmental Quality Act (CEQA).

In FYE 2022, AIM 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, AIM 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 2022, in partnership with other Divisions, AIM 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. AIM 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. AIM 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. AIM 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. AIM will investigate transport of pollutants between the Bay Area and neighboring regions and intercontinental transport of pollutants.

In FYE 2022, AIM 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. AIM 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 District programs are supported by updating and reporting inventories of air pollutant emissions. In FYE 2022, AIM 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 2022, AIM 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. AIM 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:	
Not Applicable	
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 2022
Prepare and transmit source emissions estimates to meet State annual reporting requirements.	June 2022
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 2022

Source Inventories

601

		Program Actuals	Approved Program Budget	Proposed Program Budget	FTE/Dollar Change	Percent Change
		2020	2021	2022	\$	%
Number of Positions (FTE)		6	6	7	1	16.7%
Personnel Expenditures						
Permanent Salaries	51100	865,465	898,869	1,072,916	174,047	19.4%
Overtime Salaries	51150		5,000	5,000		
Temporary Salaries	51200					
Payroll Taxes	51300	13,264	12,817	15,297	2,480	19.3%
Pension Benefits	51400	149,127	197,397	251,119	53,722	27.2%
FICA Replacement Benefits	51500	9,335	11,439	13,729	2,290	20.0%
Group Insurance Benefits	51600	115,981	141,500	169,623	28,123	19.9%
Employee Transportation Subsidy	51700	11,430	13,241	10,374	(2,867)	(21.7)%
Workers' Compensation	51800	3,824	3,379	3,757	378	11.2%
Other Post Employment Benefits	51850		58,757	65,346	6,589	11.2%
Board Stipends	51900					
Total Personnel Expenditures		1,168,426	1,342,399	1,607,161	264,762	19.7%
Services & Supplies Expenditures						
Travel In-State	52200	62	3,900	3,900		
Travel Out-of-State	52220		3,100	3,100		
Training & Education	52300	6,654	23,000	23,000		
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	186,972	120,700	121,000	300	0.2%
General Insurance	53400					
Shop & Field Supplies	53500					
Laboratory Supplies	53600					
Gasoline & Variable Fuel	53700					
Computer Hardware & Software	53800	7,231	22,000	22,000		
Stationery & Office Supplies	53900		200	200		
Books & Journals	54100		600	600		
Minor Office Equipment	54200		1,000	1,000		
Total Services & Supplies Expenditures		200,919	174,500	174,800	300	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					
Total Capital Expenditures						
Transfer In/Out						
Total Expenditures		1,369,345	1,516,899	1,781,961	265,062	17.5%

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:	
Not Applicable	
Activities	
Support Assembly Bill 617: perform PM and air toxics modeling; assess air quality and health impacts.	
Perform air quality modeling and data analysis to support the District's rulemaking activities.	
Support District's Air Quality Planning Program: conduct data analysis and modeling.	
Support permitting activities: Prepare meteorological inputs for AERMOD to support permit modeling.	
Support the Strategic Incentives Division: create and update pollutant concentration maps.	
Perform quality assurance and quality control on District's meteorological data.	
Manage the District's data analysis and modeling-related contracts.	
Participate in CARB's Central California Air Quality Study programs.	
Participate in NASA's effort to estimate wildfire ambient and health impacts.	
Major Objectives	Delivery Date
Perform air quality dispersion modeling for selected AB 617 communities.	Ongoing
Perform regional and local air quality modeling and analyses to support the District's rule development efforts.	Ongoing
Perform regional PM and air toxics modeling and analyses to assess pollutant formation in the Bay Area.	Ongoing
Perform source apportionment analyses to quantify the contribution of various emission sources.	Ongoing
Update emissions modeling data, e.g., conduct modeling with improved condensable PM emissions estimates.	Ongoing
Update health impact analyses of ozone and PM; update health risk analyses for air toxics and other pollutants.	Ongoing
Update assessment of regional and local pollutant transport and impacts of primary vs secondary PM.	Ongoing
Assess contribution of locally generated vs transported as well as primary vs secondary PM exposure.	Ongoing

		Program Actuals	Approved Program Budget	Proposed Program Budget	FTE/Dollar Change	Percent Change
		2020	2021	2022	\$	%
Number of Positions (FTE)		3	4	4		
Personnel Expenditures						
Permanent Salaries	51100	441,533	531,902	571,691	39,789	7.5%
Overtime Salaries	51150		5,000		(5,000)	(100.0)%
Temporary Salaries	51200					
Payroll Taxes	51300	6,806	7,582	8,180	598	7.9%
Pension Benefits	51400	87,562	117,522	133,803	16,281	13.9%
FICA Replacement Benefits	51500	4,849	6,943	7,324	381	5.5%
Group Insurance Benefits	51600	60,315	71,667	78,081	6,414	8.9%
Employee Transportation Subsidy	51700	5,810	8,036	5,535	(2,501)	(31.1)%
Workers' Compensation	51800	1,951	2,051	2,005	(46)	(2.2)%
Other Post Employment Benefits	51850		35,663	34,863	(800)	(2.2)%
Board Stipends	51900					
Total Personnel Expenditures		608,826	786,366	841,482	55,116	7.0%
Services & Supplies Expenditures						
Travel In-State	52200	4,652	1,380	1,380		
Travel Out-of-State	52220	2,442	3,780	3,780		
Training & Education	52300	3,075	7,000	7,000		
Repair & Maintenance (Equipment)	52400		8,000	8,000		
Communications	52500					
Building Maintenance	52600					
Utilities	52700					
Postage	52800					
Printing & Reproduction	52900	124				
Equipment Rental	53100					
Rents & Leases	53200					
Professional Services & Contracts	53300	41,889	280,000	320,000	40,000	14.3%
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		52,182	300,660	340,660	40,000	13.3%
Capital Expenditures						
Leasehold Improvements	60100					
Building & Grounds	60105					
Office Equipment	60110					
Computer & Network Equipment	60115	58,599	40,000		(40,000)	(100.0)%
Motorized Equipment	60120					
Lab & Monitoring Equipment	60125					
Communications Equipment	60130					
General Equipment	60135					
PM 2.5 Equipment	60140					
Total Capital Expenditures		58,599	40,000		(40,000)	(100.0)%
Transfer In/Out						
Total Expenditures		719,607	1,127,026	1,182,142	55,116	4.9%

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	
Analyze the Bay Area's status relative to national and state ambient air quality standards.	
Conduct ambient data analyses for ozone, PM2.5, PM0.1 and toxic air contaminants.	
Evaluate and improve model performance for multi-pollutant applications.	
Maintain and apply air pollution health impacts and monetary valuation models.	
Maintain and apply emissions inventory models to prepare inputs to air quality models.	
Conduct source apportionment studies and trend analyses.	
Prepare ambient data for model inputs and evaluation of model outputs.	
Maintain the District's cluster computer system on which models are run.	
Develop in-house staff expertise related to modeling and air quality analysis.	
Major Objectives	Delivery Date
Evaluate and improve regional air quality model performance.	Ongoing
Maintain and evaluate air quality 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 regional air quality model 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

		Approved Program Budget	Proposed Program Budget	FTE/Dollar Change	Percent Change
	Program Actuals	Program Budget	Program Budget		
	2020	2021	2022	\$	%
Number of Positions (FTE)	4	4	4		
Personnel Expenditures					
Permanent Salaries 51100	524,334	517,615	516,642	(973)	(0.2)%
Overtime Salaries 51150	548	5,000		(5,000)	(100.0)%
Temporary Salaries 51200					
Payroll Taxes 51300	8,106	7,373	7,353	(20)	(0.3)%
Pension Benefits 51400	106,941	114,667	120,901	6,234	5.4%
FICA Replacement Benefits 51500	5,772	6,755	6,670	(85)	(1.3)%
Group Insurance Benefits 51600	71,799	73,293	80,480	7,187	9.8%
Employee Transportation Subsidy 51700	6,681	7,819	5,040	(2,779)	(35.5)%
Workers' Compensation 51800	2,317	1,995	1,825	(170)	(8.5)%
Other Post Employment Benefits 51850		34,699	31,746	(2,953)	(8.5)%
Board Stipends 51900					
Total Personnel Expenditures	726,498	769,216	770,657	1,441	0.2%
Services & Supplies Expenditures					
Travel In-State 52200		1,600	1,600		
Travel Out-of-State 52220		2,080	2,080		
Training & Education 52300		2,000	2,000		
Repair & Maintenance (Equipment) 52400	5,440	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	960	7,500	8,000	500	6.7%
Stationery & Office Supplies 53900					
Books & Journals 54100					
Minor Office Equipment 54200					
Total Services & Supplies Expenditures	6,400	36,180	39,180	3,000	8.3%
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					
Total Expenditures	732,898	805,396	809,837	4,441	0.6%

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:	
Not Applicable	
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/San Pablo and other communities; collaborate with other District Divisions to develop community prioritization methods.	June 2022
Develop and document improved methodology/tools for community-scale modeling to support AB 617 Community Action Plan development.	June 2022
Work collaboratively across Air District Divisions to build Technical Assessments Teams and perform community-level technical assessment work.	June 2022

		Program Actuals	Approved Program Budget	Proposed Program Budget	FTE/Dollar Change	Percent Change
		2020	2021	2022	\$	%
Number of Positions (FTE)		3	4	3	(1)	(25.0)%
Personnel Expenditures						
Permanent Salaries	51100	556,413	549,743	590,874	41,131	7.5%
Overtime Salaries	51150		5,000	5,000		
Temporary Salaries	51200					
Payroll Taxes	51300	8,554	7,860	8,488	628	8.0%
Pension Benefits	51400	108,815	118,419	138,627	20,208	17.1%
FICA Replacement Benefits	51500	6,092	6,576	6,589	13	0.2%
Group Insurance Benefits	51600	75,776	71,461	73,118	1,657	2.3%
Employee Transportation Subsidy	51700	6,637	7,611	4,979	(2,632)	(34.6)%
Workers' Compensation	51800	2,459	1,942	1,803	(139)	(7.2)%
Other Post Employment Benefits	51850		33,774	31,361	(2,413)	(7.1)%
Board Stipends	51900					
Total Personnel Expenditures		764,746	802,386	860,839	58,453	7.3%
Services & Supplies Expenditures						
Travel In-State	52200		2,300	2,300		
Travel Out-of-State	52220	1,224	2,600	2,600		
Training & Education	52300	1,788	8,500	8,500		
Repair & Maintenance (Equipment)	52400		5,000	5,000		
Communications	52500	2,928	3,000	3,000		
Building Maintenance	52600					
Utilities	52700					
Postage	52800					
Printing & Reproduction	52900	36	2,000	2,000		
Equipment Rental	53100					
Rents & Leases	53200					
Professional Services & Contracts	53300	116,583	260,200	250,500	(9,700)	(3.7)%
General Insurance	53400					
Shop & Field Supplies	53500					
Laboratory Supplies	53600					
Gasoline & Variable Fuel	53700					
Computer Hardware & Software	53800	11,705	19,000	19,000		
Stationery & Office Supplies	53900		200	200		
Books & Journals	54100		500	500		
Minor Office Equipment	54200		100	100		
Total Services & Supplies Expenditures		134,264	303,400	293,700	(9,700)	(3.2)%
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		899,010	1,105,786	1,154,539	48,753	4.4%

- Page Intentionally Left Blank -

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 2022, 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 2022, 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 included 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:	
Not Applicable	
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.	
Support capacity building in high priority AB 617 communities, including the development of initial community profiles and land use maps for select communities.	
Participate in Statewide planning activities related to AB 617 implementation.	
Prepare documents or technical analyses to meet any new or amended State or Federal planning requirements for ozone and PM2.5.	
Track development of new or amended State or Federal ambient air quality standards.	
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 2022
Lead the development of initial community profiles and land use maps for select high priority AB 617 communities.	June 2022
Prepare and submit planning documents to CARB and EPA as required.	June 2022
Work with cities and counties to implement SB 1000, incorporate EJ and health equity into plans and programs.	Ongoing

		Approved Program Budget	Proposed Program Budget	FTE/Dollar Change	Percent Change
	Program Actuals	2021	2022	\$	%
	2020				
Number of Positions (FTE)	9	7	8	1	14.3%
Personnel Expenditures					
Permanent Salaries 51100	1,179,444	920,324	1,128,590	208,266	22.6%
Overtime Salaries 51150	2,841	3,000		(3,000)	(100.0)%
Temporary Salaries 51200					
Payroll Taxes 51300	17,943	13,118	16,108	2,990	22.8%
Pension Benefits 51400	212,747	206,804	263,891	57,087	27.6%
FICA Replacement Benefits 51500	12,695	12,788	15,201	2,413	18.9%
Group Insurance Benefits 51600	157,484	134,759	143,655	8,896	6.6%
Employee Transportation Subsidy 51700	14,320	14,802	11,487	(3,315)	(22.4)%
Workers' Compensation 51800	5,212	3,777	4,160	383	10.1%
Other Post Employment Benefits 51850		65,686	72,353	6,667	10.1%
Board Stipends 51900					
Total Personnel Expenditures	1,602,686	1,375,058	1,655,445	280,387	20.4%
Services & Supplies Expenditures					
Travel In-State 52200	1,664	2,100	2,100		
Travel Out-of-State 52220		2,000	2,000		
Training & Education 52300	881	2,400	3,000	600	25.0%
Repair & Maintenance (Equipment) 52400					
Communications 52500	6,453	2,100		(2,100)	(100.0)%
Building Maintenance 52600					
Utilities 52700					
Postage 52800					
Printing & Reproduction 52900		11,000	11,000		
Equipment Rental 53100					
Rents & Leases 53200					
Professional Services & Contracts 53300	56,958	200,000	200,000		
General Insurance 53400					
Shop & Field Supplies 53500					
Laboratory Supplies 53600					
Gasoline & Variable Fuel 53700					
Computer Hardware & Software 53800					
Stationery & Office Supplies 53900	75	500	500		
Books & Journals 54100					
Minor Office Equipment 54200					
Total Services & Supplies Expenditures	66,031	220,100	218,600	(1,500)	(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					
Total Expenditures	1,668,717	1,595,158	1,874,045	278,887	17.5%

Managing Division:	
Planning & Climate Protection Division	
Contact Person:	
Wendy Goodfriend	
Program Purpose:	
Implement regional and local air quality, land use, mobile source and transportation plans, policies and measures.	
Description of Program:	
This program focuses on working with state, regional and local agencies and community organizations to 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. On an ongoing basis, potential air quality and greenhouse gas impacts of land use and transportation plans and projects disclosed through CEQA are reviewed and comments are provided to lead agencies. The program also works closely with state, regional and local agencies, community organizations and the private sector to reduce emissions and exposure from ports and goods movement operations, including participation in AB 617 and relevant CARB rulemaking as well as implementing relevant guidelines, plans and programs.	
Justification of Change Request:	
Not Applicable	
Activities	
Track review priority CEQA projects and provide comments to lead agencies. Maintaining up to date CEQA Thresholds of Significance and easy to use Guidelines.	
Lead plan implementation in AB 617 designated communities, including working with state, local and regional agency staff and community members.	
Implement transportation, building and energy measures in the 2017 Clean Air Plan in collaboration with MTC, ABAG, BARC and other regional and local entities.	
Collaborate with MTC to implement Plan Bay Area 2050 to encourage TDM, TOD and smart growth strategies that have air quality improvement co-benefits.	
Participate in Transportation Conformity and provide consultation to Federal agencies regarding general conformity review of non-transportation projects.	
Work with CAPCOA to update land use guidance and the CalEEMod emissions model.	
Work with EPA, CARB, and Federal, State, regional and local agencies to reduce impacts from mobile sources, e.g., ports, goods movement, railroads, shipping.	
Major Objectives	Delivery Date
Update the Air District's CEQA Thresholds of Significance and develop updated CEQA Air Quality Guidelines	December 2021
Continue to track and prioritize CEQA projects for review and comment and provide technical support and assistance on air quality and greenhouse gas environmental analysis.	Ongoing
Lead the implementation of the Owing our Air: The West Oakland Community Action Plan	June 2022
Work with MTC on Plan Bay Area 2050 Implementation to advance AB 617 and 2017 Clean Air Plan goals and objectives.	June 2022

		Program Actuals	Approved Program Budget	Proposed Program Budget	FTE/Dollar Change	Percent Change
		2020	2021	2022	\$	%
Number of Positions (FTE)		3	7	6	(1)	(14.3)%
Personnel Expenditures						
Permanent Salaries	51100	397,328	928,123	813,467	(114,656)	(12.4)%
Overtime Salaries	51150	1,605	3,000		(3,000)	(100.0)%
Temporary Salaries	51200			46,000	46,000	
Payroll Taxes	51300	6,130	13,218	11,595	(1,623)	(12.3)%
Pension Benefits	51400	118,137	208,967	190,252	(18,715)	(9.0)%
FICA Replacement Benefits	51500	4,350	12,572	10,827	(1,745)	(13.9)%
Group Insurance Benefits	51600	54,059	142,645	111,579	(31,066)	(21.8)%
Employee Transportation Subsidy	51700	4,736	14,552	8,182	(6,370)	(43.8)%
Workers' Compensation	51800	1,756	3,713	2,963	(750)	(20.2)%
Other Post Employment Benefits	51850		64,578	51,536	(13,042)	(20.2)%
Board Stipends	51900					
Total Personnel Expenditures		588,101	1,391,368	1,246,401	(144,967)	(10.4)%
Services & Supplies Expenditures						
Travel In-State	52200	651	2,100	2,100		
Travel Out-of-State	52220		1,700	1,700		
Training & Education	52300	5,029	5,000	5,000		
Repair & Maintenance (Equipment)	52400					
Communications	52500	769				
Building Maintenance	52600					
Utilities	52700					
Postage	52800					
Printing & Reproduction	52900	72	600	600		
Equipment Rental	53100					
Rents & Leases	53200					
Professional Services & Contracts	53300	154,426	182,450	185,000	2,550	1.4%
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	125	500	500		
Books & Journals	54100					
Minor Office Equipment	54200					
Total Services & Supplies Expenditures		161,072	193,350	195,900	2,550	1.3%
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						
Total Expenditures		749,173	1,584,718	1,442,301	(142,417)	(9.0)%

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 2022 coordinated by the Climate Protection Section will include: supporting the development of proposed rules to reduce GHGs; continuing to lead and expand a regional campaign to decarbonize new and existing buildings, including supporting local initiatives, building upon Climate Protection Grant projects, coordinating efforts among community choice energy (CCE) programs and supporting 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 CCEs to develop low-carbon alternatives for emergency back-up power and use of battery storage and microgrids; implementing priority actions to reduce F-gas emissions; developing tools and guidance for the implementation of updated CEQA thresholds; collaborating with MTC to develop a strong implementation plan for Plan Bay Area; working with local governments and stakeholder groups to expand messaging on 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.	
Lead outreach, develop tools to support local government implementation of updated CEQA GHG thresholds	
Provide leadership through convening events, providing networking and information-sharing for local governments and stakeholders.	
Lead the implementation of the Diesel Free By '33 initiative.	
Complete implementation and assess results of 2018 Climate Protection Grant projects for potential replicability.	
Collaborate with other divisions on emissions studies to support rule-making and policy development.	
Convene regional events and develop materials promoting low-GHG diet alternatives and reduce food waste.	
Work with community choice energy programs and others in developing low-carbon emergency power alternatives.	
Coordinate the integration of climate protection strategies into existing Air District programs.	
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 2022
Expand the Building Decarbonization Program by focusing regional action on vulnerable communities.	June 2022
Finalize GHG thresholds of significance for CEQA and develop supporting guidance and tools.	June 2022
Redesign and strengthen approach to delivering support to local climate planning and implementation efforts.	June 2022
Complete implementation and assess results from the 2018 Climate Protection Grant Program.	June 2022
Convene region-wide series of events on climate-friendly food and food waste reduction.	June 2022
Develop guidance for local governments and businesses on adopting alternatives to diesel back-up power.	June 2022

		Program Actuals	Approved Program Budget	Proposed Program Budget	FTE/Dollar Change	Percent Change
		2020	2021	2022	\$	%
Number of Positions (FTE)		7	8	7	(1)	(12.5)%
Personnel Expenditures						
Permanent Salaries	51100	1,060,978	1,118,505	1,121,882	3,377	0.3%
Overtime Salaries	51150	313				
Temporary Salaries	51200					
Payroll Taxes	51300	16,447	15,961	16,014	53	0.3%
Pension Benefits	51400	220,521	243,845	262,627	18,782	7.7%
FICA Replacement Benefits	51500	11,678	14,262	14,215	(47)	(0.3)%
Group Insurance Benefits	51600	145,238	129,176	146,922	17,746	13.7%
Employee Transportation Subsidy	51700	13,351	16,509	10,742	(5,767)	(34.9)%
Workers' Compensation	51800	4,689	4,212	3,890	(322)	(7.6)%
Other Post Employment Benefits	51850		73,259	67,661	(5,598)	(7.6)%
Board Stipends	51900					
Total Personnel Expenditures		1,473,215	1,615,729	1,643,953	28,224	1.7%
Services & Supplies Expenditures						
Travel In-State	52200	3,586	5,160	5,160		
Travel Out-of-State	52220	3,556	6,750	6,750		
Training & Education	52300	3,018	6,100	6,600	500	8.2%
Repair & Maintenance (Equipment)	52400	91				
Communications	52500	1,907				
Building Maintenance	52600					
Utilities	52700					
Postage	52800					
Printing & Reproduction	52900	921	1,200	1,200		
Equipment Rental	53100					
Rents & Leases	53200					
Professional Services & Contracts	53300	1,899,298	340,000	340,000		
General Insurance	53400					
Shop & Field Supplies	53500					
Laboratory Supplies	53600					
Gasoline & Variable Fuel	53700					
Computer Hardware & Software	53800					
Stationery & Office Supplies	53900	364	500	500		
Books & Journals	54100		100	100		
Minor Office Equipment	54200		200	200		
Total Services & Supplies Expenditures		1,912,741	360,010	360,510	500	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		3,385,956	1,975,739	2,004,463	28,724	1.5%

- Page Intentionally Left Blank -

Rules Division

The Rules Division 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.

Managing Division:	
Rules 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, staff reviews existing regulations and develops revisions to improve clarity, efficiency and effectiveness.	
Justification of Change Request:	
Not Applicable	
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 2021
Develop amendments to Rule 8-5: Organic Liquid Storage Tanks	September 2021
Develop amendments to Rule 8-8: Refinery Wastewater Treatment Operations	September 2021
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

		Program Actuals	Approved Program Budget	Proposed Program Budget	FTE/Dollar Change	Percent Change
		2020	2021	2022	\$	%
Number of Positions (FTE)		9	9	12	3	33.3%
Personnel Expenditures						
Permanent Salaries	51100	1,295,015	1,190,803	1,445,904	255,101	21.4%
Overtime Salaries	51150	6,772	12,000	12,000		
Temporary Salaries	51200					
Payroll Taxes	51300	19,932	16,956	20,593	3,637	21.4%
Pension Benefits	51400	259,777	262,688	338,135	75,447	28.7%
FICA Replacement Benefits	51500	14,257	16,023	19,331	3,308	20.6%
Group Insurance Benefits	51600	177,441	140,445	174,108	33,663	24.0%
Employee Transportation Subsidy	51700	15,983	18,546	14,608	(3,938)	(21.2)%
Workers' Compensation	51800	5,723	4,732	5,291	559	11.8%
Other Post Employment Benefits	51850		82,301	92,011	9,710	11.8%
Board Stipends	51900					
Total Personnel Expenditures		1,794,900	1,744,494	2,121,981	377,487	21.6%
Services & Supplies Expenditures						
Travel In-State	52200	478	8,250	8,250		
Travel Out-of-State	52220		3,650	3,650		
Training & Education	52300	1,186	8,200	8,200		
Repair & Maintenance (Equipment)	52400					
Communications	52500					
Building Maintenance	52600					
Utilities	52700					
Postage	52800					
Printing & Reproduction	52900	1,679	35,000	35,000		
Equipment Rental	53100					
Rents & Leases	53200					
Professional Services & Contracts	53300	76,473	161,325	221,000	59,675	37.0%
General Insurance	53400					
Shop & Field Supplies	53500		500	500		
Laboratory Supplies	53600					
Gasoline & Variable Fuel	53700					
Computer Hardware & Software	53800	2,083	3,000	3,000		
Stationery & Office Supplies	53900		750	750		
Books & Journals	54100		300	300		
Minor Office Equipment	54200					
Total Services & Supplies Expenditures		81,899	220,975	280,650	59,675	27.0%
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		1,876,799	1,965,469	2,402,631	437,162	22.2%

- Page Intentionally Left Blank -

Community Engagement 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 Division	
Contact Person:	
Kristen Law	
Program Purpose:	
<p>The Community Engagement Office is committed to providing meaningful engagement opportunities for the communities we serve. We strive to improve air quality for every person who lives in the Bay Area. To do that, we connect with our community members, work to understand their values and identify community-informed solutions that work for all of us. The Office is the Air District’s main point of contact with the public to increase awareness, foster relationships, and ensure opportunities for stakeholder participation to inform Air District planning and decision-making.</p>	
Description of Program:	
<p>The Community Engagement Office is specially tasked with coordinating engagement across departments and with the community to ensure we meet our shared mission to create a healthy breathing environment for every Bay Area resident. The Office develops collaborative relationships with diverse communities and seeks opportunities for those that have been historically excluded, discriminated against, under-represented, or under-resourced to participate and shape Air District decisions to enable policy solutions that bolster community power, promote equity, improve regional conditions and improve public health. The Office coordinates and facilitates stakeholder engagement in Air District programs; plays a key role in convening Community-Agency partnerships; develops and deploys community engagement best practices; oversees the Community Grant Program to support capacity-building of impacted communities to engage in air quality issues; convenes issue-specific advisory groups and convenes Resource Teams.</p>	
Justification of Change Request:	
<p>Executive leadership directed an increased Professional Services budget for Community Engagement in response to the Board of Directors’ request to establish a Community Advisory Council and to implement Community Engagement and Environmental Justice Training for Air District staff and partners. A small increase to subscriptions accounts for the growing need for virtual community engagement platforms.</p>	
Activities	
AB 617: Partner with community groups and Air District divisions to implement AB 617	
Bay Air Center: Support communities with technical guidance, training, and relevant resources to build capacity.	
Youth Engagement: Develop and implement a youth engagement plan.	
Community Grant Program: Administer grants to build community capacity and foster community participation	
Training: Develop curriculum and train Air District staff on Community Engagement and Environmental Justice.	
Spare the Air: Provide direction and support to the Air District’s Spare the Air Resource teams.	
General Engagement: Facilitate workshops and support youth organizations, schools, and other groups.	
Community Engagement Guidelines: Develop and support implementation of Community Engagement Guidelines	
Community Advisory Council: Convene a CAC to increase community leadership in District decisions	
PM Design Team: Convene and support community advocates to inform and prioritize PM reduction strategies	
Major Objectives	Delivery Date
Implement multiple aspects of AB 617 and track progress.	Ongoing
Support community capacity building through a Community Grant Program	June 2022
Increase Air District Staff trained in community engagement and environmental justice	June 2022
Develop and implement Community Engagement Guidelines, including youth strategy	June 2022
Coordinate District presence at public events and support community leadership in District decisions	June 2022
Ensure Air District engagement activities are high quality, accessible and culturally appropriate.	Ongoing

		Program Actuals	Approved Program Budget	Proposed Program Budget	FTE/Dollar Change	Percent Change
		2020	2021	2022	\$	%
Number of Positions (FTE)		7	13	14	1	7.7%
Personnel Expenditures						
Permanent Salaries	51100	950,006	1,558,350	2,091,289	532,939	34.2%
Overtime Salaries	51150	13,326	15,000	15,000		
Temporary Salaries	51200	10,188				
Payroll Taxes	51300	14,821	22,182	29,794	7,612	34.3%
Pension Benefits	51400	203,423	337,165	488,305	151,140	44.8%
FICA Replacement Benefits	51500	10,487	23,744	30,188	6,444	27.1%
Group Insurance Benefits	51600	130,390	232,205	309,813	77,608	33.4%
Employee Transportation Subsidy	51700	11,825	27,483	22,812	(4,671)	(17.0)%
Workers' Compensation	51800	4,198	7,013	8,262	1,249	17.8%
Other Post Employment Benefits	51850		121,961	143,689	21,728	17.8%
Board Stipends	51900					
Total Personnel Expenditures		1,348,664	2,345,103	3,139,152	794,049	33.9%
Services & Supplies Expenditures						
Travel In-State	52200	943	5,500	5,500		
Travel Out-of-State	52220		4,800	4,800		
Training & Education	52300	8,803	16,500	16,500		
Repair & Maintenance (Equipment)	52400					
Communications	52500	12,380	13,000	13,000		
Building Maintenance	52600					
Utilities	52700					
Postage	52800					
Printing & Reproduction	52900	1,790	3,000	3,500	500	16.7%
Equipment Rental	53100					
Rents & Leases	53200					
Professional Services & Contracts	53300	1,141,285	1,313,000	1,665,000	352,000	26.8%
General Insurance	53400					
Shop & Field Supplies	53500	394	1,000	2,000	1,000	100.0%
Laboratory Supplies	53600					
Gasoline & Variable Fuel	53700					
Computer Hardware & Software	53800					
Stationery & Office Supplies	53900	568	1,500	1,500		
Books & Journals	54100					
Minor Office Equipment	54200					
Total Services & Supplies Expenditures		1,166,163	1,358,300	1,711,800	353,500	26.0%
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		(89,608)				
Total Expenditures		2,425,219	3,703,403	4,850,952	1,147,549	31.0%

- Page Intentionally Left Blank -

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:	
Not Applicable	
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 2022
Train staff on use of OB software.	June 2022
Migrate records from shared drives to OB software	June 2022

		Program Actuals	Approved Program Budget	Proposed Program Budget	FTE/Dollar Change	Percent Change
		2020	2021	2022	\$	%
Number of Positions (FTE)		2	3	2	(1)	(33.3)%
Personnel Expenditures						
Permanent Salaries	51100	260,045	361,250	276,991	(84,259)	(23.3)%
Overtime Salaries	51150					
Temporary Salaries	51200					
Payroll Taxes	51300	4,031	5,130	3,937	(1,193)	(23.3)%
Pension Benefits	51400	62,957	77,748	64,740	(13,008)	(16.7)%
FICA Replacement Benefits	51500	2,893	5,267	3,811	(1,456)	(27.6)%
Group Insurance Benefits	51600	36,029	58,993	34,445	(24,548)	(41.6)%
Employee Transportation Subsidy	51700	3,405	6,096	2,880	(3,216)	(52.8)%
Workers' Compensation	51800	1,149	1,556	1,043	(513)	(33.0)%
Other Post Employment Benefits	51850		27,054	18,141	(8,913)	(32.9)%
Board Stipends	51900					
Total Personnel Expenditures		370,509	543,094	405,988	(137,106)	(25.2)%
Services & Supplies Expenditures						
Travel In-State	52200		3,000	3,000		
Travel Out-of-State	52220					
Training & Education	52300		15,100	15,100		
Repair & Maintenance (Equipment)	52400					
Communications	52500	7,023	7,800	7,800		
Building Maintenance	52600	1,920	10,200	10,200		
Utilities	52700	4,081	3,800	3,800		
Postage	52800					
Printing & Reproduction	52900	17,592	69,800	69,800		
Equipment Rental	53100					
Rents & Leases	53200	75,227	110,000	110,000		
Professional Services & Contracts	53300		195,000	195,000		
General Insurance	53400					
Shop & Field Supplies	53500		10,000	10,000		
Laboratory Supplies	53600					
Gasoline & Variable Fuel	53700					
Computer Hardware & Software	53800		65,000	65,000		
Stationery & Office Supplies	53900	158	6,000	6,000		
Books & Journals	54100					
Minor Office Equipment	54200					
Non-capital assets	54600					
		35,410				
Total Services & Supplies Expenditures		141,411	495,700	495,700		
Capital Expenditures						
Leasehold Improvements	60100					
Building & Grounds	60105					
Office Equipment	60110					
Computer & Network Equipment	60115					
Motorized Equipment	60120					
Lab & Monitoring Equipment	60125					
Communications Equipment	60130					
General Equipment	60135					
PM 2.5 Equipment	60140					
Transfer In/Out		(15,827)				
Total Expenditures		496,093	1,038,794	901,688	(137,106)	(13.2)%

Managing Division:	
Information Services Division	
Contact Person:	
John Chiladakis	
Program Purpose:	
Provide computer, networking and telecommunications infrastructure. Provide second tier service and support for escalated user support issues.	
Description of Program:	
Operate, engineer, purchase, install, upgrade, secure, monitor, 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

		Program Actuals	Approved Program Budget	Proposed Program Budget	FTE/Dollar Change	Percent Change
		2020	2021	2022	\$	%
Number of Positions (FTE)		7	10	6	(4)	(40.0)%
Personnel Expenditures						
Permanent Salaries	51100	1,108,054	1,342,633	897,519	(445,114)	(33.2)%
Overtime Salaries	51150	13,070				
Temporary Salaries	51200					
Payroll Taxes	51300	17,243	19,171	12,900	(6,271)	(32.7)%
Pension Benefits	51400	233,830	303,125	210,084	(93,041)	(30.7)%
FICA Replacement Benefits	51500	12,283	18,764	11,434	(7,330)	(39.1)%
Group Insurance Benefits	51600	153,223	199,912	129,256	(70,656)	(35.3)%
Employee Transportation Subsidy	51700	13,562	21,720	8,640	(13,080)	(60.2)%
Workers' Compensation	51800	4,897	5,542	3,129	(2,413)	(43.5)%
Other Post Employment Benefits	51850		96,386	54,422	(41,964)	(43.5)%
Board Stipends	51900					
Total Personnel Expenditures		1,556,162	2,007,253	1,327,384	(679,869)	(33.9)%
Services & Supplies Expenditures						
Travel In-State	52200	306	5,000	10,000	5,000	100.0%
Travel Out-of-State	52220	5,325				
Training & Education	52300	12,630	25,000	50,000	25,000	100.0%
Repair & Maintenance (Equipment)	52400	498,688	593,000	689,000	96,000	16.2%
Communications	52500	20,591	17,000	17,000		
Building Maintenance	52600					
Utilities	52700					
Postage	52800	22				
Printing & Reproduction	52900					
Equipment Rental	53100					
Rents & Leases	53200					
Professional Services & Contracts	53300	353,510	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	170,297	223,500	251,300	27,800	12.4%
Stationery & Office Supplies	53900					
Books & Journals	54100					
Minor Office Equipment	54200					
Non-capital assets	54600	480,149				
Total Services & Supplies Expenditures		1,541,518	1,258,500	1,572,300	313,800	24.9%
Capital Expenditures						
Leasehold Improvements	60100					
Building & Grounds	60105					
Office Equipment	60110					
Computer & Network Equipment	60115		100,000	400,000	300,000	300.0%
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			500,000	800,000	300,000	60.0%
Transfer In/Out		(161,462)				
Total Expenditures		2,936,218	3,765,753	3,699,684	(66,069)	(1.8)%

Managing Division:	
Information Services Division	
Contact Person:	
Duane Vazquez	
Program Purpose:	
Provide end user support and manage the procurement of computer workstations and telecommunications systems.	
Description of Program:	
Operate, engineer, procure, install, configure, upgrade, maintain, repair and manage inventory for software and hardware computers, telephone systems, voicemail systems, wireless/cellular, printers and misc. peripheral devices . Provide technical assistance for computer systems, telephone systems, voicemail systems, hardware, and software. Assist in developing user training curriculum. Track and optimize user support metrics.	
Justification of Change Request:	
Activities	
Administration of desktop operating system and applications software.	
Administration of Cisco telephone and voice mail system.	
Configuration and administration of MFC printers, voip handsets, cellular devices, misc handheld & peripheral devices	
Purchase, installation, upgrade, maintenance, and repair of desktop workstations and printers.	
Major Objectives	Delivery Date
Maintain computer operations availability for 10 hours/day, 5 days/week.	Daily
Support, troubleshoot and maintain desktop workstations.	Weekly
Maintain voice messaging system, including menus and changes for field staff.	Monthly

	Program Actuals	Approved Program Budget	Proposed Program Budget	FTE/Dollar Change	Percent Change
	2020	2021	2022	\$	%
Number of Positions (FTE)			4.00	4.00	
Personnel Expenditures					
Permanent Salaries	51100		472,398	472,398	
Overtime Salaries	51150				
Temporary Salaries	51200				
Payroll Taxes	51300		6,692	6,692	
Pension Benefits	51400		110,029	110,029	
FICA Replacement Benefits	51500		7,622	7,622	
Group Insurance Benefits	51600		70,706	70,706	
Employee Transportation Subsidy	51700		5,760	5,760	
Workers' Compensation	51800		2,086	2,086	
Other Post Employment Benefits	51850		36,281	36,281	
Board Stipends	51900				
Total Personnel Expenditures			711,574	711,574	
Services & Supplies Expenditures					
Travel In-State	52200		2,000	2,000	
Travel Out-of-State	52220				
Training & Education	52300		35,000	35,000	
Repair & Maintenance (Equipment)	52400		10,000	10,000	
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		160,000	160,000	
Stationery & Office Supplies	53900				
Books & Journals	54100				
Minor Office Equipment	54200				
Total Services & Supplies Expenditures			207,000	207,000	
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			918,574	918,574	

- Page Intentionally Left Blank -

My Air Online

The Office of My Air Online supports three major District objectives. First is software development for legacy system deprecation. This objective is focused on modernize permitting, compliance and enforcement including optimization via business process reengineering. The second objective is to maintain the Districts public web presence including secure and reliable information access, proactive digital notification, and equity through access to information, 508 compliance, and language translation. The third objective is to create and support a unified digital payment customer experience, grow online adoption, and ultimately expand to include outbound digital payments to enhance business continuity.

Managing Division:	
My Air Online	
Contact Person:	
Joy Chen	
Program Purpose:	
This program provides design, development, quality assurance and implementation support for the District's new permitting and compliance system.	
Description of Program:	
This program is responsible for software development for permitting, compliance and enforcement as well as online payment integration.	
Justification of Change Request:	
Supports a roughly \$50 million dollar District revenue stream derived from the regulated community.	
Activities	
Permitting and compliance development and implementation.	
Major Objectives	Delivery Date
Legacy System Deprecation via: Permitting and Compliance, Business Process Re-engineering, In-Sourced Support Model	Daily
Unified Digital Payments via: Grow Online Payment Adoption, Payment Reconciliation Governance, Expand from Inbound to Outbound	Daily

		Program Actuals	Approved Program Budget	Proposed Program Budget	FTE/Dollar Change	Percent Change
		2020	2021	2022	\$	%
Number of Positions (FTE)		6	5	5		
Personnel Expenditures						
Permanent Salaries	51100	890,552	823,418	857,671	34,253	4.2%
Overtime Salaries	51150	9,586				
Temporary Salaries	51200					
Payroll Taxes	51300	13,882	11,804	12,362	558	4.7%
Pension Benefits	51400	213,124	172,889	201,233	28,344	16.4%
FICA Replacement Benefits	51500	9,886	10,177	9,528	(649)	(6.4)%
Group Insurance Benefits	51600	122,823	105,531	91,341	(14,190)	(13.4)%
Employee Transportation Subsidy	51700	10,739	11,780	7,200	(4,580)	(38.9)%
Workers' Compensation	51800	3,936	3,006	2,608	(398)	(13.2)%
Other Post Employment Benefits	51850		52,273	45,351	(6,922)	(13.2)%
Board Stipends	51900					
Total Personnel Expenditures		1,274,528	1,190,878	1,227,294	36,416	3.1%
Services & Supplies Expenditures						
Travel In-State	52200					
Travel Out-of-State	52220					
Training & Education	52300	357	15,000	15,000		
Repair & Maintenance (Equipment)	52400					
Communications	52500	1,606	2,500	2,500		
Building Maintenance	52600					
Utilities	52700					
Postage	52800					
Printing & Reproduction	52900					
Equipment Rental	53100					
Rents & Leases	53200					
Professional Services & Contracts	53300	116	150,000	150,000		
General Insurance	53400					
Shop & Field Supplies	53500					
Laboratory Supplies	53600					
Gasoline & Variable Fuel	53700					
Computer Hardware & Software	53800	7,017	100,000	100,000		
Stationery & Office Supplies	53900					
Books & Journals	54100					
Minor Office Equipment	54200					
Non-capital assets	54600	188,689				
Total Services & Supplies Expenditures		197,785	267,500	267,500		
Capital Expenditures						
Leasehold Improvements	60100					
Building & Grounds	60105					
Office Equipment	60110					
Computer & Network Equipment	60115	2,853,347	2,750,000	2,853,347	103,347	3.8%
Motorized Equipment	60120					
Lab & Monitoring Equipment	60125					
Communications Equipment	60130					
General Equipment	60135					
PM 2.5 Equipment	60140					
Biotech Equipment	60145					
Total Capital Expenditures		2,853,347	2,750,000	2,853,347	103,347	3.8%
Transfer In/Out						
Total Expenditures		4,325,660	4,208,378	4,348,141	139,763	3.3%

Managing Division:	
My Air Online	
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:	
Supports Diversity, Equity and Inclusion by allowing 24/7 access to 508 compliant information in five languages English, Spanish, Tagalog, Vietnamese and Chinese.	
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
Public Web Presence via: Secure, Reliable Information (Pull), Proactive Digital Notifications (Push), Equity (i.e. 508, Languages, Data Access)	Ongoing

Website Development & Maintenance

309

		Program Actuals	Approved Program Budget	Proposed Program Budget	FTE/Dollar Change	Percent Change
		2020	2021	2022	\$	%
Number of Positions (FTE)		2	2	2		
Personnel Expenditures						
Permanent Salaries	51100	312,476	325,341	303,270	(22,071)	(6.8)%
Overtime Salaries	51150					
Temporary Salaries	51200	8,774				
Payroll Taxes	51300	4,834	4,633	4,319	(314)	(6.8)%
Pension Benefits	51400	61,390	72,034	71,005	(1,029)	(1.4)%
FICA Replacement Benefits	51500	3,424	4,121	3,811	(310)	(7.5)%
Group Insurance Benefits	51600	42,648	44,448	42,060	(2,388)	(5.4)%
Employee Transportation Subsidy	51700	3,735	4,771	2,880	(1,891)	(39.6)%
Workers' Compensation	51800	1,381	1,217	1,043	(174)	(14.3)%
Other Post Employment Benefits	51850		21,171	18,141	(3,030)	(14.3)%
Board Stipends	51900					
Total Personnel Expenditures		438,662	477,736	446,529	(31,207)	(6.5)%
Services & Supplies Expenditures						
Travel In-State	52200					
Travel Out-of-State	52220					
Training & Education	52300		6,000		(6,000)	(100.0)%
Repair & Maintenance (Equipment)	52400					
Communications	52500	1,707	2,000		(2,000)	(100.0)%
Building Maintenance	52600					
Utilities	52700					
Postage	52800					
Printing & Reproduction	52900	1,614				
Equipment Rental	53100					
Rents & Leases	53200					
Professional Services & Contracts	53300	852,138	917,581	917,581		
General Insurance	53400					
Shop & Field Supplies	53500					
Laboratory Supplies	53600					
Gasoline & Variable Fuel	53700					
Computer Hardware & Software	53800	5,167	142,000	142,000		
Stationery & Office Supplies	53900					
Books & Journals	54100					
Minor Office Equipment	54200					
Total Services & Supplies Expenditures		860,626	1,067,581	1,059,581	(8,000)	(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		(44,012)				
Total Expenditures		1,255,276	1,545,317	1,506,110	(39,207)	(2.5)%

Managing Division:	
My Air Online	
Contact Person:	
Blair Adams	
Program Purpose:	
Legacy system data management.	
Description of Program:	
This program provides legacy system data maintenance include extract, transform and load services.	
Justification of Change Request:	
Not applicable.	
Activities	
Major Objectives	Delivery Date
Data Maintenance: Extract, transform and load of legacy data into new system.	Daily

		Program Actuals	Approved Program Budget	Proposed Program Budget	FTE/Dollar Change	Percent Change
		2020	2021	2022	\$	%
Number of Positions (FTE)		5	7	6	(1)	(14.3)%
Personnel Expenditures						
Permanent Salaries	51100	660,178	928,608	797,445	(131,163)	(14.1)%
Overtime Salaries	51150	5,021				
Temporary Salaries	51200					
Payroll Taxes	51300	10,032	13,216	11,343	(1,873)	(14.2)%
Pension Benefits	51400	95,643	212,306	186,498	(25,808)	(12.2)%
FICA Replacement Benefits	51500	7,139	12,389	10,633	(1,756)	(14.2)%
Group Insurance Benefits	51600	88,904	144,766	119,250	(25,516)	(17.6)%
Employee Transportation Subsidy	51700	7,963	14,340	8,035	(6,305)	(44.0)%
Workers' Compensation	51800	2,917	3,659	2,910	(749)	(20.5)%
Other Post Employment Benefits	51850		63,634	50,612	(13,022)	(20.5)%
Board Stipends	51900					
Total Personnel Expenditures		877,797	1,392,918	1,186,726	(206,192)	(14.8)%
Services & Supplies Expenditures						
Travel In-State	52200					
Travel Out-of-State	52220					
Training & Education	52300	68	15,000	15,000		
Repair & Maintenance (Equipment)	52400					
Communications	52500	1,016	1,500	1,500		
Building Maintenance	52600					
Utilities	52700					
Postage	52800					
Printing & Reproduction	52900	59				
Equipment Rental	53100					
Rents & Leases	53200					
Professional Services & Contracts	53300	90	55,000	55,000		
General Insurance	53400					
Shop & Field Supplies	53500					
Laboratory Supplies	53600					
Gasoline & Variable Fuel	53700					
Computer Hardware & Software	53800	829	24,500	24,500		
Stationery & Office Supplies	53900					
Books & Journals	54100					
Minor Office Equipment	54200					
Total Services & Supplies Expenditures		2,062	96,000	96,000		
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						
Total Expenditures		879,859	1,488,918	1,282,726	(206,192)	(13.8)%

- Page Intentionally Left Blank -

Meteorology & Measurement Division

The Meteorology and Measurement Division provides emissions, air quality, and meteorological data; chemical analysis; forecasting; and data analysis to support the activities of the Compliance & Enforcement, Engineering, Planning, Legal, Rules, Assessment, Inventory & Modeling, Communications, and Community Engagement Divisions. The data is used to

- determine if the Air District is in attainment with state and federal standards,
- determine if facilities are in compliance with Air District regulations,
- provide a scientific basis for Air District programmatic decisions, and
- to communicate about air quality with the public.

Managing Division:	
Meteorology & Measurement Division	
Contact Person:	
Ila perkins	
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, community monitoring as well as determine and measure progress of other Air District programs.	
Description of Program:	
The primary function of the Air Monitoring - Operations 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:	
This Program was previously for all Air Monitoring activities. For FYE 2022, Air Monitoring is separated into Operations (Program Code 802) and Projects & Technology (Program Code 810).	
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 existing technologies for air quality measurements.	
Implement community level air quality monitoring 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 monitoring and air quality assessment in support of AB 617 and Reg 12-15	Ongoing

		Program Actuals	Approved Program Budget	Proposed Program Budget	FTE/Dollar Change	Percent Change
		2020	2021	2022	\$	%
Number of Positions (FTE)		24	28	22	(6)	(21.4)%
Personnel Expenditures						
Permanent Salaries	51100	2,749,493	3,081,122	2,419,104	(662,018)	(21.5)%
Overtime Salaries	51150	1,418	8,500	8,500		
Temporary Salaries	51200	396				
Payroll Taxes	51300	42,629	43,660	34,237	(9,423)	(21.6)%
Pension Benefits	51400	563,510	666,717	562,425	(104,292)	(15.6)%
FICA Replacement Benefits	51500	30,398	51,796	42,036	(9,760)	(18.8)%
Group Insurance Benefits	51600	378,173	490,304	387,326	(102,978)	(21.0)%
Employee Transportation Subsidy	51700	33,107	59,955	31,765	(28,190)	(47.0)%
Workers' Compensation	51800	12,151	15,298	11,505	(3,793)	(24.8)%
Other Post Employment Benefits	51850		266,058	200,084	(65,974)	(24.8)%
Board Stipends	51900					
Total Personnel Expenditures		3,811,275	4,683,410	3,696,982	(986,428)	(21.1)%
Services & Supplies Expenditures						
Travel In-State	52200	6,024	25,144	20,000	(5,144)	(20.5)%
Travel Out-of-State	52220		19,000	10,000	(9,000)	(47.4)%
Training & Education	52300	1,960	2,000	5,000	3,000	150.0%
Repair & Maintenance (Equipment)	52400	65,950	75,918	78,196	2,278	3.0%
Communications	52500	2,832				
Building Maintenance	52600		58,103	59,820	1,717	3.0%
Utilities	52700	80,529	120,151	120,151		
Postage	52800					
Printing & Reproduction	52900					
Equipment Rental	53100					
Rents & Leases	53200	395,038	487,549	487,549		
Professional Services & Contracts	53300	179,783	379,438	415,000	35,562	9.4%
General Insurance	53400					
Shop & Field Supplies	53500	166,185	317,407	310,927	(6,480)	(2.0)%
Laboratory Supplies	53600	57,377	74,137	76,361	2,224	3.0%
Gasoline & Variable Fuel	53700					
Computer Hardware & Software	53800					
Stationery & Office Supplies	53900					
Books & Journals	54100					
Minor Office Equipment	54200					
Non-capital assets	54600					
		17,105				
Total Services & Supplies Expenditures		972,783	1,558,847	1,583,004	24,157	1.5%
Capital Expenditures						
Leasehold Improvements	60100					
Building & Grounds	60105					
Office Equipment	60110					
Computer & Network Equipment	60115					
Motorized Equipment	60120					
Lab & Monitoring Equipment	60125	681,964	680,815	666,711	(14,104)	(2.1)%
Communications Equipment	60130					
General Equipment	60135					
PM 2.5 Equipment	60140					
Total Capital Expenditures		681,964	680,815	666,711	(14,104)	(2.1)%
Transfer In/Out						
Total Expenditures		5,466,022	6,923,072	5,946,697	(976,375)	(14.1)%

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:	
Not Applicable	
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

		Program Actuals	Approved Program Budget	Proposed Program Budget	FTE/Dollar Change	Percent Change
		2020	2021	2022	\$	%
Number of Positions (FTE)		7	8	12	4	50.0%
Personnel Expenditures						
Permanent Salaries	51100	882,023	997,416	1,438,580	441,164	44.2%
Overtime Salaries	51150	2,236	2,000	5,000	3,000	150.0%
Temporary Salaries	51200	48,496				
Payroll Taxes	51300	13,629	14,167	20,412	6,245	44.1%
Pension Benefits	51400	168,327	223,753	340,638	116,885	52.2%
FICA Replacement Benefits	51500	9,712	14,963	22,397	7,434	49.7%
Group Insurance Benefits	51600	120,938	160,863	229,991	69,128	43.0%
Employee Transportation Subsidy	51700	12,890	17,319	16,925	(394)	(2.3)%
Workers' Compensation	51800	3,898	4,419	6,130	1,711	38.7%
Other Post Employment Benefits	51850		76,856	106,608	29,752	38.7%
Board Stipends	51900					
Total Personnel Expenditures		1,262,149	1,511,756	2,186,681	674,925	44.6%
Services & Supplies Expenditures						
Travel In-State	52200	48	200	200		
Travel Out-of-State	52220	1,130	5,000	5,000		
Training & Education	52300	1,964	7,000	7,000		
Repair & Maintenance (Equipment)	52400	53,340	78,000	82,000	4,000	5.1%
Communications	52500					
Building Maintenance	52600					
Utilities	52700					
Postage	52800					
Printing & Reproduction	52900					
Equipment Rental	53100					
Rents & Leases	53200					
Professional Services & Contracts	53300	24,358	25,150	26,400	1,250	5.0%
General Insurance	53400					
Shop & Field Supplies	53500	1,673	3,000	3,000		
Laboratory Supplies	53600	71,837	100,000	100,000		
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		154,350	220,350	225,600	5,250	2.4%
Capital Expenditures						
Leasehold Improvements	60100					
Building & Grounds	60105					
Office Equipment	60110					
Computer & Network Equipment	60115					
Motorized Equipment	60120					
Lab & Monitoring Equipment	60125	28,885				
Communications Equipment	60130					
General Equipment	60135					
PM 2.5 Equipment	60140					
Biotech Equipment	60145					
Total Capital Expenditures		28,885				
Transfer In/Out						
Total Expenditures		1,445,384	1,732,106	2,412,281	680,175	39.3%

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:	
Not Applicable	
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

		Program Actuals	Approved Program Budget	Proposed Program Budget	FTE/Dollar Change	Percent Change
		2020	2021	2022	\$	%
Number of Positions (FTE)		11	12	14	2	16.7%
Personnel Expenditures						
Permanent Salaries	51100	1,413,702	1,505,486	1,821,529	316,043	21.0%
Overtime Salaries	51150	1,790	7,500	7,500		
Temporary Salaries	51200					
Payroll Taxes	51300	21,895	21,376	25,873	4,497	21.0%
Pension Benefits	51400	294,105	335,231	419,155	83,924	25.0%
FICA Replacement Benefits	51500	15,558	22,522	26,853	4,331	19.2%
Group Insurance Benefits	51600	193,625	264,279	311,490	47,211	17.9%
Employee Transportation Subsidy	51700	16,958	26,070	20,292	(5,778)	(22.2)%
Workers' Compensation	51800	6,247	6,652	7,349	697	10.5%
Other Post Employment Benefits	51850		115,688	127,815	12,127	10.5%
Board Stipends	51900					
Total Personnel Expenditures		1,963,880	2,304,804	2,767,856	463,052	20.1%
Services & Supplies Expenditures						
Travel In-State	52200	4,188	3,000	3,000		
Travel Out-of-State	52220	5,234	4,000	4,000		
Training & Education	52300	11,961	11,850	11,850		
Repair & Maintenance (Equipment)	52400	380	5,000	5,000		
Communications	52500	214				
Building Maintenance	52600	4	8,800	8,800		
Utilities	52700	23,866	17,250	17,250		
Postage	52800					
Printing & Reproduction	52900					
Equipment Rental	53100					
Rents & Leases	53200	259,445	288,750	288,750		
Professional Services & Contracts	53300	57,328	55,500	55,500		
General Insurance	53400					
Shop & Field Supplies	53500	43,104	54,000	54,000		
Laboratory Supplies	53600	2,130	10,400	10,400		
Gasoline & Variable Fuel	53700					
Computer Hardware & Software	53800					
Stationery & Office Supplies	53900	8				
Books & Journals	54100					
Minor Office Equipment	54200					
Non-capital assets	54600					
Total Services & Supplies Expenditures		429,645	458,550	458,550		
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	178,303	85,233	80,000	(5,233)	(6.1)%
Communications Equipment	60130					
General Equipment	60135	44,293				
PM 2.5 Equipment	60140					
Biotech Equipment	60145					
Total Capital Expenditures		222,596	145,233	140,000	(5,233)	(3.6)%
Transfer In/Out						
Total Expenditures		2,616,121	2,908,587	3,366,406	457,819	15.7%

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

		Program Actuals	Approved Program Budget	Proposed Program Budget	FTE/Dollar Change	Percent Change
		2020	2021	2022	\$	%
Number of Positions (FTE)		8	4	4		
Personnel Expenditures						
Permanent Salaries	51100	1,053,953	481,900	621,628	139,728	29.0%
Overtime Salaries	51150	7,578	30,600		(30,600)	(100.0)%
Temporary Salaries	51200					
Payroll Taxes	51300	16,208	6,854	8,876	2,022	29.5%
Pension Benefits	51400	178,111	103,887	145,346	41,459	39.9%
FICA Replacement Benefits	51500	11,470	6,667	8,388	1,721	25.8%
Group Insurance Benefits	51600	142,462	63,137	77,127	13,990	22.2%
Employee Transportation Subsidy	51700	13,368	7,717	6,338	(1,379)	(17.9)%
Workers' Compensation	51800	4,658	1,969	2,296	327	16.6%
Other Post Employment Benefits	51850		34,247	39,923	5,676	16.6%
Board Stipends	51900					
Total Personnel Expenditures		1,427,808	736,978	909,922	172,944	23.5%
Services & Supplies Expenditures						
Travel In-State	52200	3,775	2,000	2,100	100	5.0%
Travel Out-of-State	52220	7,359	15,000	15,000		
Training & Education	52300	3,161				
Repair & Maintenance (Equipment)	52400		12,000	12,000		
Communications	52500					
Building Maintenance	52600					
Utilities	52700					
Postage	52800					
Printing & Reproduction	52900	92				
Equipment Rental	53100					
Rents & Leases	53200	1,893				
Professional Services & Contracts	53300	99,833	119,008	34,000	(85,008)	(71.4)%
General Insurance	53400					
Shop & Field Supplies	53500	450	4,080	4,000	(80)	(2.0)%
Laboratory Supplies	53600					
Gasoline & Variable Fuel	53700					
Computer Hardware & Software	53800	2,000	20,000	20,000		
Stationery & Office Supplies	53900					
Books & Journals	54100					
Minor Office Equipment	54200					
Total Services & Supplies Expenditures		118,563	172,088	87,100	(84,988)	(49.4)%
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						
Total Expenditures		1,546,371	909,066	997,022	87,956	9.7%

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:	
Not Applicable	
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

807

		Program Actuals	Approved Program Budget	Proposed Program Budget	FTE/Dollar Change	Percent Change
		2020	2021	2022	\$	%
Number of Positions (FTE)		3	3	3		
Personnel Expenditures						
Permanent Salaries	51100	349,532	371,888	360,478	(11,410)	(3.1)%
Overtime Salaries	51150	603				
Temporary Salaries	51200					
Payroll Taxes	51300	5,422	5,281	5,107	(174)	(3.3)%
Pension Benefits	51400	75,034	82,993	83,974	981	1.2%
FICA Replacement Benefits	51500	3,879	5,857	5,780	(77)	(1.3)%
Group Insurance Benefits	51600	48,312	69,785	70,113	328	0.5%
Employee Transportation Subsidy	51700	4,220	6,781	4,368	(2,413)	(35.6)%
Workers' Compensation	51800	1,545	1,730	1,582	(148)	(8.6)%
Other Post Employment Benefits	51850		30,089	27,512	(2,577)	(8.6)%
Board Stipends	51900					
Total Personnel Expenditures		488,547	574,404	558,914	(15,490)	(2.7)%
Services & Supplies Expenditures						
Travel In-State	52200	17	455	455		
Travel Out-of-State	52220		2,500	2,500		
Training & Education	52300	319				
Repair & Maintenance (Equipment)	52400	2,714	6,400	6,400		
Communications	52500					
Building Maintenance	52600		11,250	11,250		
Utilities	52700	472				
Postage	52800					
Printing & Reproduction	52900					
Equipment Rental	53100					
Rents & Leases	53200					
Professional Services & Contracts	53300		2,550	2,550		
General Insurance	53400					
Shop & Field Supplies	53500	5,270	16,535	16,535		
Laboratory Supplies	53600					
Gasoline & Variable Fuel	53700					
Computer Hardware & Software	53800					
Stationery & Office Supplies	53900					
Books & Journals	54100		160	160		
Minor Office Equipment	54200					
Total Services & Supplies Expenditures		8,792	39,850	39,850		
Capital Expenditures						
Leasehold Improvements	60100					
Building & Grounds	60105					
Office Equipment	60110					
Computer & Network Equipment	60115					
Motorized Equipment	60120					
Lab & Monitoring Equipment	60125		20,400	20,400		
Communications Equipment	60130					
General Equipment	60135					
PM 2.5 Equipment	60140					
Biotech Equipment	60145					
Total Capital Expenditures			20,400	20,400		
Transfer In/Out						
Total Expenditures		497,339	634,654	619,164	(15,490)	(2.4)%

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

		Approved Program Budget	Proposed Program Budget	FTE/Dollar Change	Percent Change
	Program Actuals	2021	2022	\$	%
	2020				
Number of Positions (FTE)					
Personnel Expenditures					
Permanent Salaries	51100	9,199	13,721	5,370	(8,351) (60.9)%
Overtime Salaries	51150				
Temporary Salaries	51200				
Payroll Taxes	51300	148	198	75	(123) (62.1)%
Pension Benefits	51400	2,265	2,970	1,239	(1,731) (58.3)%
FICA Replacement Benefits	51500	108	184	119	(65) (35.3)%
Group Insurance Benefits	51600	1,343	1,065	962	(103) (9.7)%
Employee Transportation Subsidy	51700	116	213	91	(122) (57.3)%
Workers' Compensation	51800	41	54	33	(21) (38.9)%
Other Post Employment Benefits	51850		944	571	(373) (39.5)%
Board Stipends	51900				
Total Personnel Expenditures		13,220	19,349	8,460	(10,889) (56.3)%
Services & Supplies Expenditures					
Travel In-State	52200				
Travel Out-of-State	52220				
Training & Education	52300	319			
Repair & Maintenance (Equipment)	52400				
Communications	52500				
Building Maintenance	52600				
Utilities	52700		35,251	37,014	1,763 5.0%
Postage	52800				
Printing & Reproduction	52900				
Equipment Rental	53100				
Rents & Leases	53200	34,816	63,480	66,654	3,174 5.0%
Professional Services & Contracts	53300	1,160,952	1,246,788	1,302,521	55,733 4.5%
General Insurance	53400				
Shop & Field Supplies	53500		8,935	9,851	916 10.3%
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		1,196,087	1,356,454	1,418,040	61,586 4.5%
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		1,209,307	1,375,803	1,426,500	50,697 3.7%

Managing Division:	
Meteorology & Measurement Division	
Contact Person:	
Jonathan P. Bower	
Program Purpose:	
Provide mobile, portable, and short-term air monitoring, develop and manage the Division's quality and data systems, support the development of required analytical and operational tools, and provide communication support for the Division.	
Description of Program:	
The Air Monitoring - Projects & Technology (AMPT) Section performs mobile, portable, and short-term air monitoring and sampling in support of various air monitoring projects. The section researches and develops tools, protocols, and procedures for testing and implementing air monitoring approaches to address a dynamic and growing list of uses cases, particularly at the community scale. AMPT is also responsible for oversight, maintenance, and development of regulatory and other data quality and data management systems. Major expenditures include air monitoring equipment and infrastructure, software development, hardware purchases and support, and telecommunications for remote air monitoring. This Section also supports and maintains data export facilities from the Data Management System.	
Justification of Change Request:	
For FYE 2022, to reflect a separation of Air Monitoring into Operations and Projects & Technology, the budget for Air Monitoring Projects & Technology was moved from Air Monitoring - Operations (Program Code 802) into this Program Code.	
Activities	
Maintain and develop regulatory and other air monitoring data management systems.	
Perform mobile, portable, and short term air monitoring in support of various projects and programs, including AB 617.	
Oversee and develop regulatory and other data quality systems.	
Research, develop, and evaluate emerging technologies, approaches, and procedures for air quality measurements.	
Provide technical feedback and project management of external air monitoring projects as needed.	
Major Objectives	Delivery Date
Maintain a robust Quality Assurance program for the Division.	Ongoing
Manage Data Management System(s) for data collected by the Division.	Ongoing
Implementation of community level screening and other monitoring projects in support of District programs, including AB 617.	Ongoing
Support the Air District's real-time air quality and meteorology web page.	Ongoing

Air Monitoring - Projects & Technology

810

		Approved		Proposed	FTE/Dollar	Percent
		Program Actuals	Program Budget	Program Budget	Change	Change
		2020	2021	2022	\$	%
Number of Positions (FTE)			2	8	6	300.0%
Personnel Expenditures						
Permanent Salaries	51100	62,102	243,501	974,972	731,471	300.4%
Overtime Salaries	51150			5,000	5,000	
Temporary Salaries	51200					
Payroll Taxes	51300	968	3,467	13,821	10,354	298.6%
Pension Benefits	51400	9,165	56,221	227,252	171,031	304.2%
FICA Replacement Benefits	51500	667	3,235	15,245	12,010	371.3%
Group Insurance Benefits	51600	8,242	37,052	135,183	98,131	264.8%
Employee Transportation Subsidy	51700	724	3,745	11,520	7,775	207.6%
Workers' Compensation	51800	274	955	4,172	3,217	336.9%
Other Post Employment Benefits	51850		16,617	72,562	55,945	336.7%
Board Stipends	51900					
Total Personnel Expenditures		82,142	364,793	1,459,727	1,094,934	300.2%
Services & Supplies Expenditures						
Travel In-State	52200					
Travel Out-of-State	52220			5,000	5,000	
Training & Education	52300	319		5,000	5,000	
Repair & Maintenance (Equipment)	52400					
Communications	52500	98,200	97,891	97,891		
Building Maintenance	52600					
Utilities	52700					
Postage	52800					
Printing & Reproduction	52900					
Equipment Rental	53100					
Rents & Leases	53200	82,771				
Professional Services & Contracts	53300	2,143,660	144,641	2,459,641	2,315,000	1,600.5%
General Insurance	53400					
Shop & Field Supplies	53500	15,000	67,303	117,303	50,000	74.3%
Laboratory Supplies	53600					
Gasoline & Variable Fuel	53700					
Computer Hardware & Software	53800	7,915	52,975	52,975		
Stationery & Office Supplies	53900		500	500		
Books & Journals	54100					
Minor Office Equipment	54200					
Total Services & Supplies Expenditures		2,347,865	363,310	2,738,310	2,375,000	653.7%
Capital Expenditures						
Leasehold Improvements	60100					
Building & Grounds	60105					
Office Equipment	60110					
Computer & Network Equipment	60115					
Motorized Equipment	60120					
Lab & Monitoring Equipment	60125			57,000	57,000	
Communications Equipment	60130					
General Equipment	60135					
PM 2.5 Equipment	60140					
Biotech Equipment	60145					
Total Capital Expenditures				57,000	57,000	
Transfer In/Out						
Total Expenditures		2,430,007	728,103	4,255,037	3,526,934	484.4%

Managing Division:	
Meteorology & Measurement Division	
Contact Person:	
Katherine Hoag	
Program Purpose:	
Summarize, analyze, and interpret air quality measurement data, evaluate monitoring networks and approaches, and provide technical support to Air District Divisions and the public.	
Description of Program:	
The Air Quality Analysis Section's primary objective 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 and contributes to community capacity building efforts and other Community Health Protection Program work.	
Justification of Change Request:	
The Bay Air Center project was previously in the budget for Program Code 302 and was transferred to this Program Code (811).	
Activities	
Analyze measurement data to improve understanding of regional and local-scale air quality for routine reports or in support of Air District Divisions and the public.	
Evaluate regulatory ambient air monitoring network with respect to meeting Federal and State requirements or other Air District priorities, coordinate with US EPA on monitoring network modifications.	
Develop or review internal and external monitoring plans and/or air quality reports, including for NOA and DTSC mitigation projects.	
Provide technical support for community projects, including providing context to monitoring data and assisting community-based participatory research projects using air sensors.	
Air District coordinator for the Bay Air Center.	
Use observed air quality data to develop local-scale air quality assessments supporting AB 617 programs including community selection and informing emission or exposure reduction strategies or ongoing progress.	
Major Objectives	Delivery Date
Prepare Air Quality Data reports summarizing regional compliance with standards long-term trends, and community-level air quality assessments.	Ongoing
Prepare and submit Annual Air Monitoring Network Plan to EPA, CARB and the public.	Annually
Evaluate ambient monitoring network and seek EPA approval for changes as needed.	Ongoing
Complete exceptional event notifications or justification packages as needed, in coordination with CARB and EPA.	Ongoing
Public launch of Bay Air Center for independent technical support for communities.	September 2021
Support Richmond-San Pablo AB 617 Monitoring Plan implementation by preparing quarterly reports describing monitoring progress and results.	Ongoing
Support AB617-related activities, including capacity building in priority areas, technical support for District and CARB grants, priority community-scale air quality assessments, and community selection.	Ongoing

Ambient Air Quality Analysis

811

		Program Actuals	Approved Program Budget	Proposed Program Budget	FTE/Dollar Change	Percent Change
		2020	2021	2022	\$	%
Number of Positions (FTE)			4	4		
Personnel Expenditures						
Permanent Salaries	51100	3,411	580,402	634,652	54,250	9.3%
Overtime Salaries	51150		20,000	10,000	(10,000)	(50.0)%
Temporary Salaries	51200					
Payroll Taxes	51300	37	8,274	9,061	787	9.5%
Pension Benefits	51400	483	121,825	148,586	26,761	22.0%
FICA Replacement Benefits	51500	30	7,290	7,993	703	9.6%
Group Insurance Benefits	51600	367	61,712	72,880	11,168	18.1%
Employee Transportation Subsidy	51700	33	8,437	6,040	(2,397)	(28.4)%
Workers' Compensation	51800	15	2,153	2,188	35	1.6%
Other Post Employment Benefits	51850		37,442	38,046	604	1.6%
Board Stipends	51900					
Total Personnel Expenditures		4,376	847,535	929,446	81,911	9.7%
Services & Supplies Expenditures						
Travel In-State	52200					
Travel Out-of-State	52220					
Training & Education	52300		10,000	10,000		
Repair & Maintenance (Equipment)	52400					
Communications	52500			500	500	
Building Maintenance	52600					
Utilities	52700					
Postage	52800					
Printing & Reproduction	52900					
Equipment Rental	53100					
Rents & Leases	53200					
Professional Services & Contracts	53300		7,400	108,000	100,600	1,359.5%
General Insurance	53400					
Shop & Field Supplies	53500					
Laboratory Supplies	53600					
Gasoline & Variable Fuel	53700					
Computer Hardware & Software	53800		3,000	1,500	(1,500)	(50.0)%
Stationery & Office Supplies	53900		500	2,500	2,000	400.0%
Books & Journals	54100		1,500	1,000	(500)	(33.3)%
Minor Office Equipment	54200					
Total Services & Supplies Expenditures			22,400	123,500	101,100	451.3%
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		4,376	869,935	1,052,946	183,011	21.0%

- Page Intentionally Left Blank -

Special Revenue Fund Program Narratives and Expenditure Details

SPECIAL REVENUE FUND

The Air District's Special Revenue also works to support the Air District's mission of improving air quality, protecting public health, and protecting the global climate. The Special Fund revenue is principally derived from state and federal agency grants (e.g., from the California Air Resources Board and US Environmental Protection Agency), Department of Motor Vehicle Registration fees, settlement agreements, environmental mitigation fees, bond-sales, and the Bay Area Clean Air Foundation.

The Air District uses monies from these revenue sources to fund a variety of programs and projects that complement its regulatory and enforcement activities: grant and incentive programs for public agencies businesses, community groups, and residents, community outreach and engagement efforts, air quality monitoring and analysis, commuter benefits and Spare the Air programs, mobile source and anti-idling enforcement activities, and others. Air District staff administrative costs related to the implementation of Air District sponsored projects and programs are mainly provided for by the revenue source. A list of the main sources of revenue is listed below and a description of the programs funded by these sources is found in the section that follows:

- Transportation Fund for Clean Air (TFCA)
- Mobile Source Incentive Fund (MSIF)
- Carl Moyer Program (CMP)
- Community Air Protection Program (CAPP)
- Volkswagen Environmental Mitigation Trust (VW Trust)
- Funding Agricultural Replacement Measures for Emission Reductions (FARMER)
- US Environmental Protection Agency
- California Air Resources Board
- CALTRANS/ Congestion Mitigation and Air Quality Improvement (CMAQ)
- Funding Agricultural Replacement Measures for Emission Reductions (FARMER)
- California Goods Movement I-Bond (CGMB)

Special Revenue Fund

Communication Division

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, social media content creation, translation services and videography. The Office also provides Air District presentations and tours for international delegations, organizations and school groups.

Managing Division:	
Communications Office	
Contact Person:	
Kristina Chu	
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 remote work, 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 remote work, taking public transportation, using electric vehicles, 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 streamlining Spare the Air program, app re-design and website updates.	
Activities	
Prepare and issue media releases, respond to media inquiries and plan employer workshops and events.	
Promote employer transportation programs to reduce the number of single occupancy vehicles commuting to work.	
Support Resource Team activities, projects and promotions.	
Manage and update program websites as well as social media sites such as Twitter, Pinterest and Facebook.	
Provide public outreach at employer events throughout the Bay Area.	
Notify the 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.	
Conduct employer opinion surveys to evaluate Spare the Air program and measure behavior change.	
Inform employees about commuter incentive programs and individual choices to reduce air pollution.	
Provide overview of campaign to the Administrative Committee and Board of Directors.	
Major Objectives	Delivery Date
Coordinate Air District presence at public events, including community events and fairs.	Ongoing
Develop video podcasts, video news releases / statements, displays and infographics for Employer Program and Commuter Benefits Program / events.	Ongoing
Add new visualization, app integration and other features to improve user experience on sparetheair.org website	Ongoing
Manage Spare the Air Employer Program.	Ongoing
Conduct employer workshops and develop employer outreach materials, webinars and website information for new employer commute incentives rule.	Ongoing
Support Air Quality Resource Teams.	Ongoing

		Program Actuals	Approved Program Budget	Proposed Program Budget	FTE/Dollar Change	Percent Change
		2020	2021	2022	\$	%
Number of Positions (FTE)		2.90	3.83	3.72	(0.11)	(2.87)
Personnel Expenditures						
Permanent Salaries	51100	323,465	445,225	436,960	(8,265)	(1.86)
Overtime Salaries	51150	76,445				
Temporary Salaries	51200	10,891				
Payroll Taxes	51300	5,014	6,320	6,191	(129)	(2.04)
Pension Benefits	51400	68,019	98,386	101,798	3,412	3.47
FICA Replacement Benefits	51500	3,551	7,263	6,984	(279)	(3.84)
Group Insurance Benefits	51600	44,071	68,325	66,144	(2,181)	(3.19)
Employee Transportation Subsidy	51700	3,884	8,408	5,277	(3,131)	(37.24)
Workers' Compensation	51800	1,429	2,145	1,911	(234)	(10.91)
Other Post Employment Benefits	51850		37,310	33,242	(4,068)	(10.90)
Board Stipends	51900					
Total Personnel Expenditures		536,769	673,382	658,507	(14,875)	(2.21)
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	6,901		5,000	5,000	
Printing & Reproduction	52900	497	15,000	15,000		
Equipment Rental	53100					
Rents & Leases	53200					
Professional Services & Contracts	53300	1,220,561	1,305,000	1,338,000	33,000	2.53
General Insurance	53400					
Shop & Field Supplies	53500	125				
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		1,228,084	1,320,000	1,358,000	38,000	2.88
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		275,689	303,022	296,328	(6,694)	(2.21)
Total Expenditures		2,040,542	2,296,404	2,312,835	16,431	0.72

- Page Intentionally Left Blank -

Special Revenue Fund

Strategic Incentive 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 2022 the Strategic Incentives Division will administer more than \$100 million in new grant revenue funds.

Managing Division:	
Strategic Incentives Division	
Contact Person:	
Alona Davis	
Program Purpose:	
Administration of the Carl Moyer Program (CMP), which provides grants to businesses and public agencies for 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 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 projects include on-road trucks and buses, off-road equipment, marine vessels, locomotives, stationary agricultural pump engines, and infrastructure that supports clean technologies. 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. The Air District is awarded approximately \$10 million in CMP funds annually.</p> <p>The Air District also received funding from CARB from the Community Air Quality Protection (CAP) Grant Program and the Funding Agricultural Replacement Measures for Emission Reductions (FARMER) Program, under which grant funding is primarily administered through the CMP and Proposition 1B Goods Movement Program. Since 2017, funds included \$118 million from CAP and \$4.2 million from FARMER over each program's last three funding cycles.</p>	
Justification of Change Request:	
Increased expenditure to address the program administrative needs for managing 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.	
Prepare grant award recommendations and coordinate the execution of funding agreements for the selected projects.	
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 and submit reports to CARB on the implementation of the CMP.	
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 2021
Open up a solicitation for the new CMP funding cycle.	August 2021
Evaluate grant applications and prepare grant award recommendations for Board of Directors approval.	Ongoing
Issue funding agreements (contracts) for CMP grants awarded.	Ongoing
Submit annual reports to CARB on the District's implementation of the CMP (annually) and CAP and FARMER (semi-annually).	Annually
Process payments, review project reports, inspect and close out on-going projects.	Ongoing

		Program Actuals	Approved Program Budget	Proposed Program Budget	FTE/Dollar Change	Percent Change
		2020	2021	2022	\$	%
Number of Positions (FTE)		9	11	19	8	72.7
Personnel Expenditures						
Permanent Salaries	51100	1,063,186	1,304,746	2,271,087	966,341	74.06
Overtime Salaries	51150	52				
Temporary Salaries	51200	10,723				
Payroll Taxes	51300	16,424	18,523	32,272	13,749	74.23
Pension Benefits	51400	205,595	280,794	529,237	248,443	88.48
FICA Replacement Benefits	51500	11,654	20,721	35,867	15,146	73.09
Group Insurance Benefits	51600	144,929	182,483	353,206	170,723	93.56
Employee Transportation Subsidy	51700	13,126	23,985	27,104	3,119	13.00
Workers' Compensation	51800	4,698	6,120	9,816	3,696	60.39
Other Post Employment Benefits	51850		106,437	170,720	64,283	60.40
Board Stipends	51900					
Total Personnel Expenditures		1,470,387	1,943,809	3,429,309	1,485,500	76.42
Services & Supplies Expenditures						
Travel In-State	52200	1,382	4,000	12,000	8,000	200.00
Travel Out-of-State	52220		3,000	9,000	6,000	200.00
Training & Education	52300		1,500	10,000	8,500	566.67
Repair & Maintenance (Equipment)	52400					
Communications	52500					
Building Maintenance	52600					
Utilities	52700					
Postage	52800					
Printing & Reproduction	52900		2,000	2,000		
Equipment Rental	53100					
Rents & Leases	53200					
Professional Services & Contracts	53300	55,424	334,700	285,477	(49,223)	(14.71)
General Insurance	53400					
Shop & Field Supplies	53500	650	2,000	2,000		
Laboratory Supplies	53600					
Gasoline & Variable Fuel	53700					
Computer Hardware & Software	53800		1,000	10,000	9,000	900.00
Stationery & Office Supplies	53900	216	600	600		
Books & Journals	54100		200	200		
Minor Office Equipment	54200		1,000		(1,000)	(100.00)
Total Services & Supplies Expenditures		57,672	350,000	331,277	(18,723)	(5.35)
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	755,201				
Total Expenditures		2,283,260	2,293,809	3,760,586	1,466,777	63.95

Managing Division:	
Strategic Incentives Division	
Contact Person:	
Minda Berbeco	
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 for 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 county transportation 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 2023 County Program Manager policies for Board of Directors consideration and distribute guidance and application package to Program Managers	December 2021
Obtain Board of Director approval of proposed FYE 2023 expenditure reports and execute funding agreements with the nine County Program Managers.	June 2022
Open solicitations for FYE 2022 Regional Fund; conduct outreach, review applications, and obtain Board of Directors approval for eligible projects; and execute agreements with grantees.	Ongoing
Prepare FYE 2021 TFCA Report on Regional Fund Expenditures and Effectiveness.	December 2021
Conduct audit of TFCA funded projects and programs completed by 12/31/20	December 2021

Transportation Fund for Clean Air Administration (TFCA)

308

		Program Actuals	Approved Program Budget	Proposed Program Budget	FTE/Dollar Change	Percent Change
		2020	2021	2022	\$	%
Number of Positions (FTE)		8	5	4	(1)	(20.0)
Personnel Expenditures						
Permanent Salaries	51100	880,218	601,647	443,393	(158,254)	(26.30)
Overtime Salaries	51150	3,015	5,000		(5,000)	(100.00)
Temporary Salaries	51200					
Payroll Taxes	51300	13,588	8,559	6,319	(2,240)	(26.17)
Pension Benefits	51400	154,227	129,770	103,340	(26,430)	(20.37)
FICA Replacement Benefits	51500	9,616	9,741	6,959	(2,782)	(28.56)
Group Insurance Benefits	51600	119,476	79,670	64,698	(14,972)	(18.79)
Employee Transportation Subsidy	51700	12,177	11,276	5,259	(6,017)	(53.36)
Workers' Compensation	51800	3,890	2,877	1,905	(972)	(33.79)
Other Post Employment Benefits	51850		50,037	33,123	(16,914)	(33.80)
Board Stipends	51900					
Total Personnel Expenditures		1,196,207	898,577	664,996	(233,581)	(25.99)
Services & Supplies Expenditures						
Travel In-State	52200	3,647	13,900	22,000	8,100	58.27
Travel Out-of-State	52220	3,784	14,400	75,000	60,600	420.83
Training & Education	52300	2,365	16,500	16,500		
Repair & Maintenance (Equipment)	52400					
Communications	52500	1,964	2,000	2,000		
Building Maintenance	52600					
Utilities	52700					
Postage	52800					
Printing & Reproduction	52900	1,404	2,000	2,000		
Equipment Rental	53100					
Rents & Leases	53200					
Professional Services & Contracts	53300	75,783	425,860	371,597	(54,263)	(12.74)
General Insurance	53400					
Shop & Field Supplies	53500		3,500	3,500		
Laboratory Supplies	53600					
Gasoline & Variable Fuel	53700					
Computer Hardware & Software	53800	250	13,000	24,000	11,000	84.62
Stationery & Office Supplies	53900	594	3,000	3,000		
Books & Journals	54100		440	440		
Minor Office Equipment	54200		400	400		
Total Services & Supplies Expenditures		89,791	495,000	520,437	25,437	5.14
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	2	1,875,041	504,252	(1,370,789)	(73.11)
Total Expenditures		1,286,000	3,268,618	1,689,685	(1,578,933)	(48.31)

Managing Division:	
Strategic Incentives Division	
Contact Person:	
Minda Berbeco	
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 2021
Define allocation of available funds to eligible projects and programs.	March 2022
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

		Program Actuals	Approved Program Budget	Proposed Program Budget	FTE/Dollar Change	Percent Change
		2020	2021	2022	\$	%
Number of Positions (FTE)			3	2	(1)	(33.3)
Personnel Expenditures						
Permanent Salaries	51100	123,680	288,146	245,063	(43,083)	(14.95)
Overtime Salaries	51150					
Temporary Salaries	51200					
Payroll Taxes	51300	1,942	4,082	3,493	(589)	(14.43)
Pension Benefits	51400	30,589	60,819	57,225	(3,594)	(5.91)
FICA Replacement Benefits	51500	1,388	4,700	3,525	(1,175)	(25.00)
Group Insurance Benefits	51600	17,310	44,490	33,887	(10,603)	(23.83)
Employee Transportation Subsidy	51700	1,590	5,440	2,664	(2,776)	(51.03)
Workers' Compensation	51800	547	1,388	965	(423)	(30.48)
Other Post Employment Benefits	51850		24,142	16,780	(7,362)	(30.49)
Board Stipends	51900					
Total Personnel Expenditures		177,046	433,207	363,602	(69,605)	(16.07)
Services & Supplies Expenditures						
Travel In-State	52200		8,000	8,000		
Travel Out-of-State	52220					
Training & Education	52300	246	5,000	5,000		
Repair & Maintenance (Equipment)	52400					
Communications	52500					
Building Maintenance	52600					
Utilities	52700					
Postage	52800					
Printing & Reproduction	52900		3,000	3,000		
Equipment Rental	53100					
Rents & Leases	53200					
Professional Services & Contracts	53300		38,300	38,301	1	
General Insurance	53400					
Shop & Field Supplies	53500					
Laboratory Supplies	53600					
Gasoline & Variable Fuel	53700					
Computer Hardware & Software	53800	1,713	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		1,959	60,000	60,001	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		90,931	26,358	163,626	137,268	520.78
Total Expenditures		269,936	519,565	587,229	67,664	13.02

Managing Division:	
Strategic Incentives Division	
Contact Person:	
Minda Berbeco	
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)	June 2022

Vehicle Buy Back (MSIF)

312

		Program Actuals	Approved Program Budget	Proposed Program Budget	FTE/Dollar Change	Percent Change
		2020	2021	2022	\$	%
Number of Positions (FTE)			1	1		
Personnel Expenditures						
Permanent Salaries	51100	3,233	127,112	85,994	(41,118)	(32.35)
Overtime Salaries	51150					
Temporary Salaries	51200					
Payroll Taxes	51300	60	1,793	1,211	(582)	(32.46)
Pension Benefits	51400	3,458	28,091	19,918	(8,173)	(29.09)
FICA Replacement Benefits	51500	44	2,440	1,715	(725)	(29.71)
Group Insurance Benefits	51600	573	17,259	14,048	(3,211)	(18.60)
Employee Transportation Subsidy	51700	46	2,824	1,296	(1,528)	(54.11)
Workers' Compensation	51800	14	720	469	(251)	(34.86)
Other Post Employment Benefits	51850		12,530	8,163	(4,367)	(34.85)
Board Stipends	51900					
Total Personnel Expenditures		7,428	192,769	132,814	(59,955)	(31.10)
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	3,468,920	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		3,468,920	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		3,815	86,746	49,125	(37,621)	(43.37)
Total Expenditures		3,480,163	7,479,515	7,381,939	(97,576)	(1.30)

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

		Program Actuals	Approved Program Budget	Proposed Program Budget	FTE/Dollar Change	Percent Change
		2020	2021	2022	\$	%
Number of Positions (FTE)		1				
Personnel Expenditures						
Permanent Salaries	51100	105,458	63,397	13,731	(49,666)	(78.34)
Overtime Salaries	51150	882				
Temporary Salaries	51200					
Payroll Taxes	51300	1,630	902	194	(708)	(78.49)
Pension Benefits	51400	21,749	13,504	3,194	(10,310)	(76.35)
FICA Replacement Benefits	51500	1,152	934	233	(701)	(75.05)
Group Insurance Benefits	51600	14,236	8,961	2,580	(6,381)	(71.21)
Employee Transportation Subsidy	51700	1,293	1,081	176	(905)	(83.72)
Workers' Compensation	51800	469	276	64	(212)	(76.81)
Other Post Employment Benefits	51850		4,795	1,110	(3,685)	(76.85)
Board Stipends	51900					
Total Personnel Expenditures		146,869	93,850	21,282	(72,568)	(77.32)
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	43,494				
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		43,494	12,600	12,600		
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		46,944				
Total Expenditures		237,307	106,450	33,882	(72,568)	(68.17)

Managing Division:	
Strategic Incentives Division	
Contact Person:	
Minda Berbeco	
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 2022 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.	June 2022
Conduct project inspections, review applications, and prepare reports for submittal to CARB.	June 2022
Monitor the performance of previously funded GMP projects.	Ongoing

		Program Actuals	Approved Program Budget	Proposed Program Budget	FTE/Dollar Change	Percent Change
		2020	2021	2022	\$	%
Number of Positions (FTE)			1	1		
Personnel Expenditures						
Permanent Salaries	51100	29,195	104,132	123,006	18,874	18.13
Overtime Salaries	51150					
Temporary Salaries	51200					
Payroll Taxes	51300	424	1,481	1,761	280	18.91
Pension Benefits	51400	6,798	22,552	28,713	6,161	27.32
FICA Replacement Benefits	51500	313	1,595	1,799	204	12.79
Group Insurance Benefits	51600	3,903	15,526	18,345	2,819	18.16
Employee Transportation Subsidy	51700	557	1,846	1,359	(487)	(26.38)
Workers' Compensation	51800	129	471	492	21	4.46
Other Post Employment Benefits	51850		8,193	8,562	369	4.50
Board Stipends	51900					
Total Personnel Expenditures		41,319	155,796	184,037	28,241	18.13
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	214				
Postage	52800					
Printing & Reproduction	52900		500	500		
Equipment Rental	53100					
Rents & Leases	53200					
Professional Services & Contracts	53300	1,148	65,500	30,000	(35,500)	(54.20)
General Insurance	53400					
Shop & Field Supplies	53500		3,000	3,000		
Laboratory Supplies	53600					
Gasoline & Variable Fuel	53700					
Computer Hardware & Software	53800		1,500	1,500		
Stationery & Office Supplies	53900		1,000	1,000		
Books & Journals	54100					
Minor Office Equipment	54200					
Total Services & Supplies Expenditures		1,362	75,000	39,500	(35,500)	(47.33)
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		21,222	19,204		(19,204)	(100.00)
Total Expenditures		63,903	250,000	223,537	(26,463)	(10.59)

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 in the State of California.	
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>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 2022 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.</p>	
Justification of Change Request:	
Activities	
Develop program solicitation package and open the solicitation.	
Conduct outreach, workgroup meetings, webinars.	
Maintain grants management system.	
Maintain program website and program hotline.	
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.	
Update Program Implementation Manual.	
Major Objectives	Delivery Date
Conduct program development for each solicitation cycle	Ongoing
Conduct outreach and workgroup meetings	Ongoing
Maintain grants management system, program website and hotline	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
Update Program Implementation Manual as needed	Ongoing

Vehicle Mitigation (VW Trust)

324

		Program Actuals	Approved Program Budget	Proposed Program Budget	FTE/Dollar Change	Percent Change
		2020	2021	2022	\$	%
Number of Positions (FTE)		2	4	3	(1)	(25.0)
Personnel Expenditures						
Permanent Salaries	51100	282,406	521,324	450,222	(71,102)	(13.64)
Overtime Salaries	51150	2,668				
Temporary Salaries	51200					
Payroll Taxes	51300	4,235	7,412	6,449	(963)	(12.99)
Pension Benefits	51400	35,687	111,819	105,070	(6,749)	(6.04)
FICA Replacement Benefits	51500	2,972	7,975	6,658	(1,317)	(16.51)
Group Insurance Benefits	51600	36,969	83,067	66,071	(16,996)	(20.46)
Employee Transportation Subsidy	51700	3,721	9,231	5,031	(4,200)	(45.50)
Workers' Compensation	51800	1,245	2,355	1,822	(533)	(22.63)
Other Post Employment Benefits	51850		40,964	31,692	(9,272)	(22.63)
Board Stipends	51900					
Total Personnel Expenditures		369,903	784,147	673,015	(111,132)	(14.17)
Services & Supplies Expenditures						
Travel In-State	52200		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	73,392	352,400	147,400	(205,000)	(58.17)
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		73,392	380,000	175,000	(205,000)	(53.95)
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		189,986	352,866	302,857	(50,009)	(14.17)
Total Expenditures		633,281	1,517,013	1,150,872	(366,141)	(24.14)

- Page Intentionally Left Blank -

Special Revenue Fund

Technology Implementation Division (TIO)

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:	
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 the Clean Cars For All program, including outreach to eligible communities and residents.	June 2022
Complete cycle of Charge! Program on online grant management system.	June 2022
Develop implementation tools based on Bay Area EV Acceleration Plan	June 2022
Organize quarterly Bay Area EV Coordinating Council meetings	Ongoing

Light Duty Electric Vehicle Program (Other Grant)

317

		Program Actuals	Approved Program Budget	Proposed Program Budget	FTE/Dollar Change	Percent Change
		2020	2021	2022	\$	%
Number of Positions (FTE)		5	6	8	2	33.3
Personnel Expenditures						
Permanent Salaries	51100	600,619	645,158	895,463	250,305	38.80
Overtime Salaries	51150	13,726	2,000	2,000		
Temporary Salaries	51200	21,224		15,000	15,000	
Payroll Taxes	51300	9,223	9,146	12,697	3,551	38.83
Pension Benefits	51400	113,212	143,991	208,582	64,591	44.86
FICA Replacement Benefits	51500	6,544	10,339	14,407	4,068	39.35
Group Insurance Benefits	51600	81,290	81,960	144,145	62,185	75.87
Employee Transportation Subsidy	51700	7,135	11,967	10,886	(1,081)	(9.03)
Workers' Compensation	51800	2,654	3,054	3,943	889	29.11
Other Post Employment Benefits	51850		53,107	68,571	15,464	29.12
Board Stipends	51900					
Total Personnel Expenditures		855,627	960,722	1,375,694	414,972	43.19
Services & Supplies Expenditures						
Travel In-State	52200	2,718	9,000	7,500	(1,500)	(16.67)
Travel Out-of-State	52220		7,000	4,500	(2,500)	(35.71)
Training & Education	52300	4,958	10,000	8,500	(1,500)	(15.00)
Repair & Maintenance (Equipment)	52400					
Communications	52500	946	2,000	2,000		
Building Maintenance	52600					
Utilities	52700					
Postage	52800					
Printing & Reproduction	52900	509				
Equipment Rental	53100					
Rents & Leases	53200					
Professional Services & Contracts	53300	528,932	540,000	650,000	110,000	20.37
General Insurance	53400					
Shop & Field Supplies	53500					
Laboratory Supplies	53600					
Gasoline & Variable Fuel	53700					
Computer Hardware & Software	53800		3,000	3,000		
Stationery & Office Supplies	53900	227				
Books & Journals	54100					
Minor Office Equipment	54200					
Total Services & Supplies Expenditures		538,290	571,000	675,500	104,500	18.30
Capital Expenditures						
Leasehold Improvements	60100					
Building & Grounds	60105					
Office Equipment	60110					
Computer & Network Equipment	60115					
Motorized Equipment	60120					
Lab & Monitoring Equipment	60125					
Communications Equipment	60130					
General Equipment	60135					
PM 2.5 Equipment	60140					
Total Capital Expenditures						
Transfer In/Out		244,430				
Total Expenditures		1,638,347	1,531,722	2,051,194	519,472	33.91

- Page Intentionally Left Blank -

Special Revenue Fund

Compliance and Enforcement

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 Air District, state, and federal regulations is achieved through a robust Compliance Assurance and Enforcement Program that includes comprehensive inspections and investigations and a complementary Compliance Assistance Program that supports compliance objectives of the Division by maintaining operations and assisting industry with air quality regulations and requirements. The Division works closely with local and state regulatory agencies, regulated industry and members of the community to provide the highest level of service to protect air quality and public health. The Division implements Air District strategies and enforces regulations that pertain to stationary sources, and has some mobile source enforcement authority in collaboration with the California Air Resources Board. Division priorities include conducting Title V and Synthetic Minor facility inspections, locating unpermitted sources of operations, resolving violations at facilities with ongoing non-compliance and responding to and investigating air quality complaints. Staff work collaboratively across Divisions to achieve the Air District's mission and apply the appropriate level of enforcement proportional to the level of non-compliance. The Division vigorously pursues violators who show a disregard for the law and well-being of the public and ensures corrective actions and measures to resolve violations are taken.

The Compliance and Enforcement Division continues to focus on activities that support the Air District's commitment to achieve clean air to protect public health and the environment as follows:

The Compliance Assurance and Enforcement Programs focus on announced and unannounced inspections of air pollution sources to ensure compliance. Targeted strategies are used to guide inspections to identify non-compliance and reduce excess emissions. Sources include: Title V and Synthetic Minors facilities, petroleum refineries, chemical plants, dry cleaners, gasoline dispensing facilities, autobody shops, asbestos renovations and demolitions, agricultural and prescribed burning, and other permitted sources. Other facets of the program requiring Division resources include investigations of Title V deviation reporting, Reportable Compliance Activities, and other inspections pertaining to 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. Air pollution complaints and incident response and investigations are a high priority in the Division that aim to address and resolve air quality concerns of local communities.

The Compliance Assistance Program develops outreach materials, advisories, policies and procedures and guidance information and implements compliance strategies that complement a wide range of enforcement efforts. The program aims to enhance industry and public understanding of compliance and enforcement programs and regulatory requirements, address compliance concerns and assist in resolving air quality violations. Key programs and projects in Compliance Assistance and Operations include the Air District's Wood Smoke Reduction Program, Air Quality Complaint Program, AB617 Community Health Protection Program in West Oakland and Richmond/San Pablo, Wildfire Air Quality Response Program, Commuter Benefits, Title V, Open Burning, Flare Monitoring, Naturally Occurring Asbestos, Inspector Training, Green Business Certifications, Variance and Hearing Board Activities, and many others involving state, federal and Air District regulations and requirements. The program also maintains online web information, the dispatch operating system and the compliance assistance and complaint phone lines which are all integral interfaces with the public.

Managing Division:	
Compliance & Enforcement Division	
Contact Person:	
Tracy Lee & Edward Giacometti	
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

		Program Actuals	Approved Program Budget	Proposed Program Budget	FTE/Dollar Change	Percent Change
		2020	2021	2022	\$	%
Number of Positions (FTE)						
Personnel Expenditures						
Permanent Salaries	51100	4,760	3,593		(3,593)	(100.00)
Overtime Salaries	51150					
Temporary Salaries	51200	58				
Payroll Taxes	51300	76	50		(50)	(100.00)
Pension Benefits	51400	1,155	780		(780)	(100.00)
FICA Replacement Benefits	51500	56	87		(87)	(100.00)
Group Insurance Benefits	51600	705	711		(711)	(100.00)
Employee Transportation Subsidy	51700	64	100		(100)	(100.00)
Workers' Compensation	51800	21	26		(26)	(100.00)
Other Post Employment Benefits	51850		445		(445)	(100.00)
Board Stipends	51900					
Total Personnel Expenditures		6,895	5,792		(5,792)	(100.00)
Services & Supplies Expenditures						
Travel In-State	52200					
Travel Out-of-State	52220					
Training & Education	52300					
Repair & Maintenance (Equipment)	52400					
Communications	52500	2,575	3,000	3,000		
Building Maintenance	52600					
Utilities	52700					
Postage	52800		4,000	4,000		
Printing & Reproduction	52900	8,340	8,000	8,000		
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		10,915	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		3,541	2,606		(2,606)	(100.00)
Total Expenditures		21,351	23,398	15,000	(8,398)	(35.89)

Managing Division:	
Compliance & Enforcement Division	
Contact Person:	
Tracy Lee & Edward Giacometti	
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

		Approved Program Budget	Proposed Program Budget	FTE/Dollar Change	Percent Change
	Program Actuals 2020	2021	2022	\$	%
Number of Positions (FTE)					
Personnel Expenditures					
Permanent Salaries	51100	43,157	52,216	(52,216)	(100.00)
Overtime Salaries	51150				
Temporary Salaries	51200	5,111			
Payroll Taxes	51300	667	741	(741)	(100.00)
Pension Benefits	51400	10,167	12,059	(12,059)	(100.00)
FICA Replacement Benefits	51500	486	769	(769)	(100.00)
Group Insurance Benefits	51600	6,055	7,018	(7,018)	(100.00)
Employee Transportation Subsidy	51700	527	890	(890)	(100.00)
Workers' Compensation	51800	191	227	(227)	(100.00)
Other Post Employment Benefits	51850		3,950	(3,950)	(100.00)
Board Stipends	51900				
Total Personnel Expenditures		66,361	77,870	(77,870)	(100.00)
Services & Supplies Expenditures					
Travel In-State	52200		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		
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		
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	34,083	35,042		(35,042)	(100.00)
Total Expenditures	100,444	123,912	11,000	(112,912)	(91.12)

- Page Intentionally Left Blank -

Special Revenue Fund

Community Engagement

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 Division	
Contact Person:	
Kristen Law	
Program Purpose:	
This program will implement a Supplemental Environmental Project (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 Project 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. The program will focus on providing filtration to public elementary schools in priority communities identified through AB 617. The Air District will manage a contract to support installation and maintenance of air filtration systems.	
Justification of Change Request:	
N/A	
Activities	
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

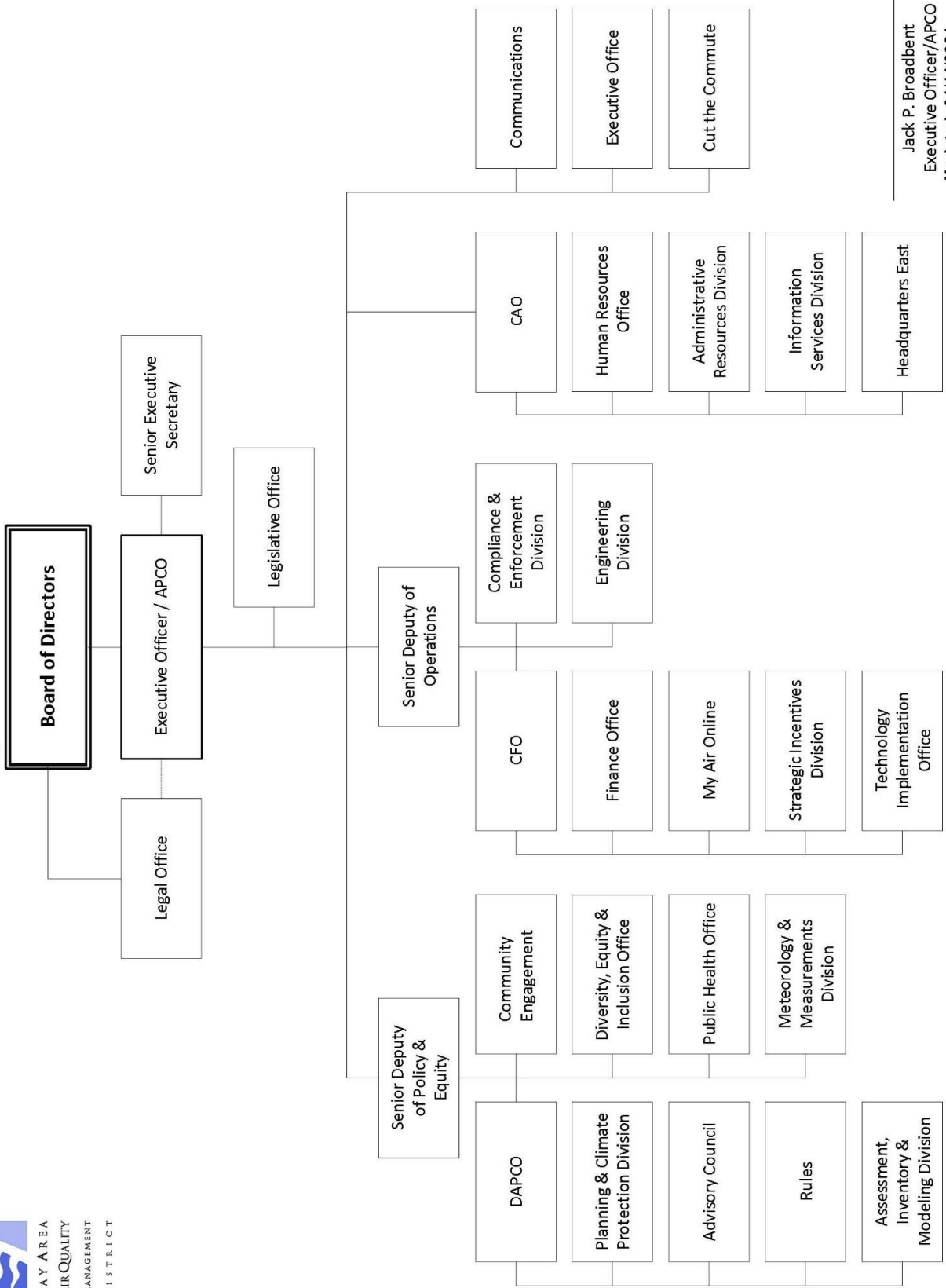
	Program Actuals	Approved Program Budget	Proposed Program Budget	FTE/Dollar Change	Percent Change
	2020	2021	2022	\$	%
Number of Positions (FTE)					
Personnel Expenditures					
Permanent Salaries	51100				
Overtime Salaries	51150				
Temporary Salaries	51200				
Payroll Taxes	51300				
Pension Benefits	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	53300	1,605,656	1,500,000	(1,500,000)	(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	1,605,656	1,500,000		(1,500,000)	(100.00)
Capital Expenditures					
Leasehold Improvements	60100				
Building & Grounds	60105				
Office Equipment	60110				
Computer & Network Equipment	60115				
Motorized Equipment	60120				
Lab & Monitoring Equipment	60125				
Communications Equipment	60130				
General Equipment	60135				
PM 2.5 Equipment	60140				
Biotech Equipment	60145				
Total Capital Expenditures					
Transfer In/Out					
Total Expenditures	1,605,656	1,500,000		(1,500,000)	(100.00)

- Page Intentionally Left Blank -

Appendices

APPENDIX A

Bay Area Air Quality Management District Organizational Chart



Jack P. Broadbent
Executive Officer/APCO
Updated: 01/11/2021

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 2021, receipt of the Federal grant funds for FYE 2022 could be delayed or jeopardized because of this MOE requirement.

APPENDIX C

GENERAL FUND RESERVES AND LIABILITIES

FUND BALANCES	6/30/2020 Actuals	6/30/2021 Projected	6/30/2022 Projected
DESIGNATED: *			
Community Benefits			1,000,000
Economic Contingency	20,082,966	21,294,922	23,303,025
Pension Liability	3,000,000	3,000,000	3,000,000
Technology Implementation Office	3,350,000	3,350,000	3,350,000
Woodsmoke Grant	1,000,000	1,000,000	1,000,000
TOTAL DESIGNATED	\$27,432,966	\$28,644,922	\$31,653,025
UNDESIGNATED	26,401,581	20,029,943	16,521,840
TOTAL DESIGNATED & UNDESIGNATED	\$53,834,547	\$48,674,865	\$48,174,865
TOTAL FUND BALANCE	\$53,834,547	\$48,674,865	\$48,174,865
* Designated Fund Balances are subject to change at Board's discretion.			
ESTIMATED OUTSTANDING LIABILITIES			
CalPERS Pension Retirement			86,309,901
Other Post Employment Benefits			18,368,386
Certificate of Participation Notes			21,556,670
TOTAL ESTIMATED OUTSTANDING LIABILITIES			\$126,234,957

APPENDIX C

GENERAL FUND RESERVES AND LIABILITIES

APPENDIX C depicts the actual unrestricted funds at the end of FYE 2020, as well as, the projected amount for FYE 2021 and FYE 2022. For FYE 2021, a recommendation of \$5.2 million is to balance the operating budget for the Air District. For FYE 2022, a recommendation of \$0.5 million is to continue capital 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. Over the years, staff recommends reserve designations to be set aside for a specific purpose. The following is a brief description summarizing designated categories as shown in the table on the previous page. Any designated and undesignated funds is subject to change at Board's discretion.

- Community Benefits established in FYE2022 to provide community benefits.
- Economic Contingency 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 established 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 established 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.
- Undesignated is any remaining reserves not designated. These funds can be designated at any time.

Appendix C also includes a list of the Air District's Outstanding Liabilities:

- Pension Retirement – The Air District provides a retirement pension benefit plan through California Public Employee Retirement System (CalPERS). As of most recent valuation of the plan, that Air District's unfunded liability for the plan was \$91.0 million.
- Other Post-Employment Benefits – The Air District provides continuation of medical, dental, vision and life insurance coverage to its retired employees through California Employers Retirement Benefit Trust (CERBT). As of most recent valuation of the plan, that Air District's unfunded liability for the plan was \$18.0 million.
- Certificate of Participation Notes (COP) – The Air District issued COPs to finance its headquarters at 375 Beale. As of June 2020, the estimated principal and interest outstanding were \$27 million.

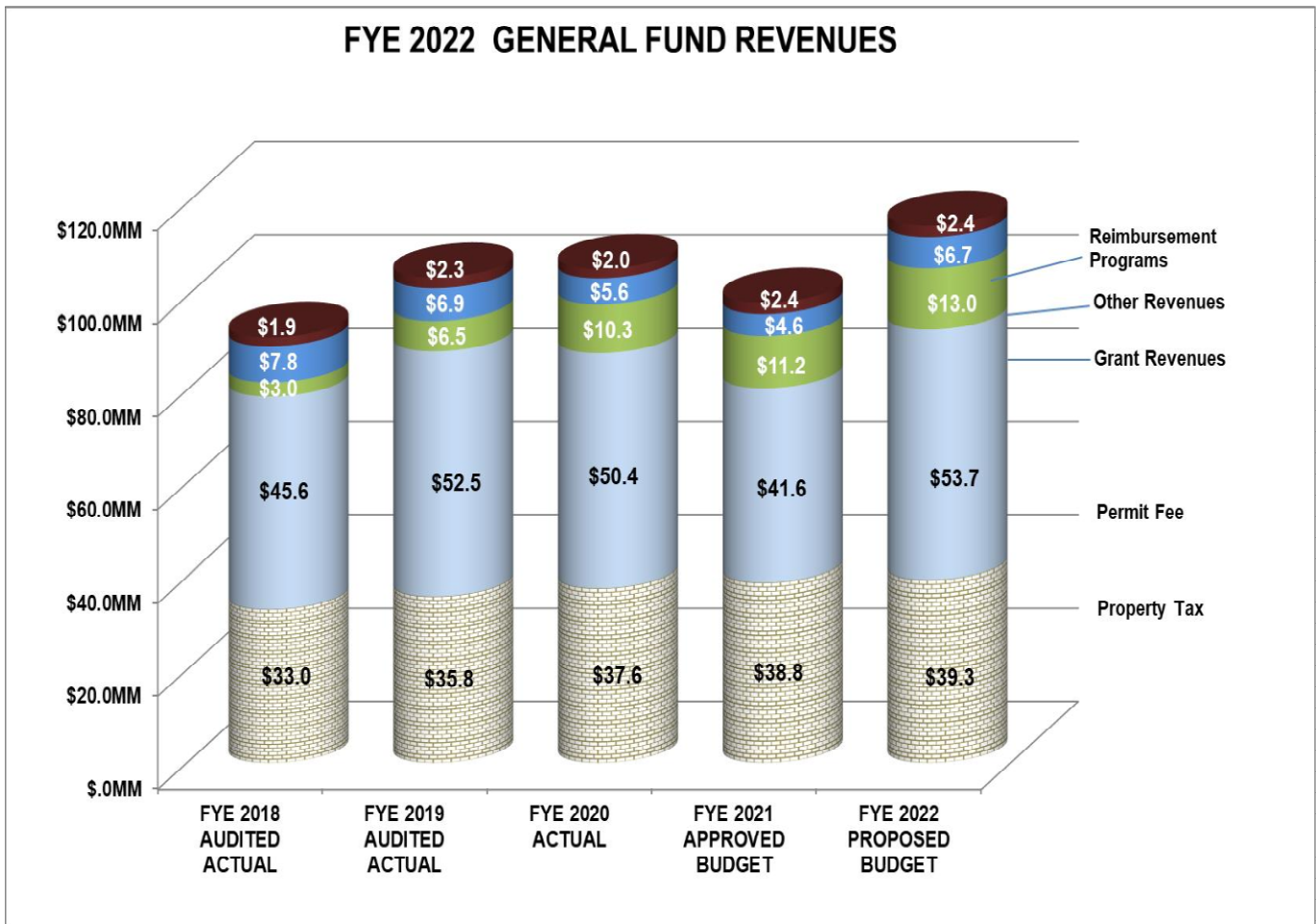
APPENDIX D

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 2018 through FYE2020 along with the adopted and approved budgets for FYE 2021 and FYE 2022, respectively.

As seen from Figure 1, permit fees are the District's largest source of revenue. Permit fees fluctuates from FYE 2018 through FYE 2020 because of certain fees being billed based on economic activities and the proposed fee increases to each individual fee schedule. In FYE 2021, projected fees were expected to decrease due to postponement of fee increase to the economic uncertainty of COVID-19. A new fee for the Air District AB617 Community Protection Program was approved in FYE 2021. In FYE 2022 projected fees are expected to increase due to proposed recommendation to reinstate increases to existing fee schedules, as well as, a new fee for Criteria Pollutant & Toxic Reporting program. County revenues experienced significant increases over the past three years because of increased property valuation and construction activities in the Bay Area. This revenue source is expected to remain steady with slight increase in FYE 2022. Other General Fund sources of revenue have experience slight growth as well over the year, mainly related to new grant funded from EPA.

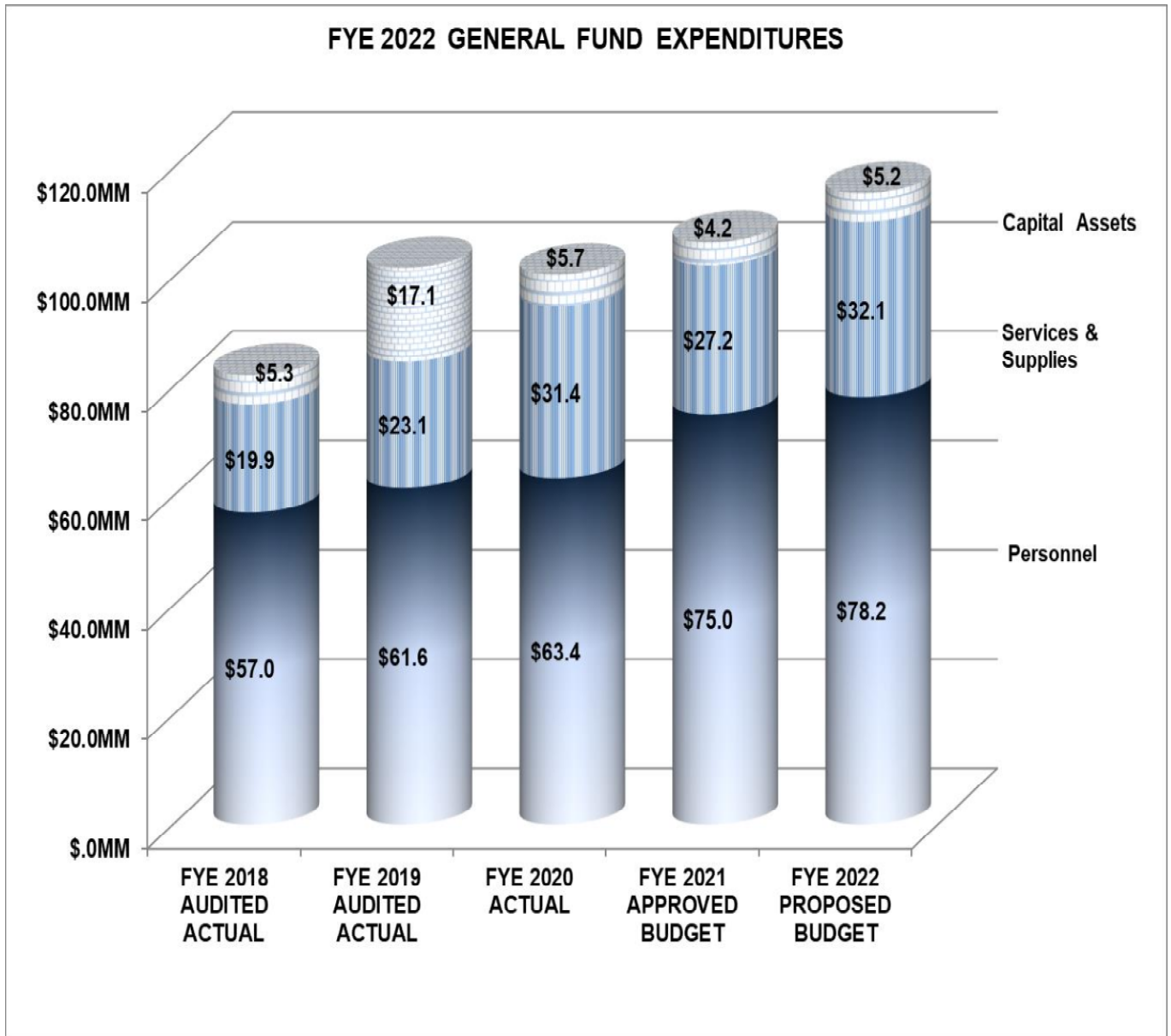


APPENDIX E

Figure 2

General Fund Expenditure Trends

Below Figure 2 shows the trends in actual expenditures from FYE 2018 through FYE 2020 along with the approved expenditure budgets for FYE 2021 and FYE 2022, respectively. From FYE 2018 through FYE 2022, total General Fund have risen at an average rate of 8.9% per year from \$82.2 million to \$115.5 million due to increased Personnel Costs, Services and Capital Programs expenditures. The FYE 2022 General Fund Proposed Budget shows a projected \$9M increase in expenditures over FYE 2021



APPENDIX F

General Fund 5 Year Projection

	FYE 2020 Actuals	FYE 2021 Budget	FYE 2022 Projected	FYE 2023 Projected	FYE 2024 Projected	FYE 2025 Projected
REVENUES						
Property Tax	\$37,558,118	\$38,770,162	\$39,335,284	\$40,515,343	\$41,730,803	\$42,982,727
Permits/Fees	\$50,398,317	\$41,623,723	\$53,678,690	\$55,289,051	\$56,947,722	\$58,656,154
Grant Revenues	\$4,324,806	\$4,601,447	\$6,394,112	\$4,948,054	\$4,987,536	\$5,027,411
AB 617 Funding	\$7,611,383	\$9,000,000	\$9,000,000	\$9,000,000	\$9,000,000	\$9,000,000
Other Revenues	\$5,988,959	\$4,618,711	\$6,745,848	\$6,844,047	\$6,944,189	\$7,046,313
	\$105,881,583	\$98,614,043	\$115,153,934	\$116,596,494	\$119,610,250	\$122,712,605
Transfer from Special Funds	\$1,665,843	\$2,700,886	\$1,361,189	\$1,388,413	\$1,416,181	\$1,444,505
Use of / (Transfer to) Fund Balance	\$ (5,872,253)	\$ 5,159,682	\$ 500,000	\$ 1,032,625	\$ 1,691,011	\$ 143,298
TOTAL REVENUES	\$101,675,174	\$106,474,611	\$117,015,123	\$119,017,532	\$122,717,443	\$124,300,408
EXPENDITURES						
Personnel & Benefits (net Pension/OPEB)	\$51,909,228	\$57,597,447	\$59,173,073	\$61,579,813	\$63,980,575	\$65,801,641
Retirement Pension (Pension)	\$8,723,899	\$10,763,501	\$12,296,429	\$13,899,868	\$14,627,137	\$13,806,492
Other Post Employment Benefits (OPEB)	\$2,754,944	\$6,633,700	\$6,724,301	\$6,051,372	\$6,098,651	\$6,148,160
Services and Supplies	\$32,542,127	\$27,243,515	\$33,633,862	\$32,564,647	\$32,990,812	\$33,423,442
Capital Expenditures	\$5,744,976	\$4,236,448	\$5,187,458	\$4,921,831	\$5,020,268	\$5,120,673
	\$101,675,174	\$106,474,611	\$117,015,123	\$119,017,532	\$122,717,443	\$124,300,408
TOTAL EXPENDITURES	\$101,675,174	\$106,474,611	\$117,015,123	\$119,017,532	\$122,717,443	\$124,300,408
GENERAL FUND RESERVES						
Beginning	\$45,626,864	\$53,834,547	\$48,674,865	\$48,174,865	\$47,142,240	\$45,451,229
(Use of) / (Transfer to) Fund Balance	\$8,207,683	(\$5,159,682)	(\$500,000)	(\$1,032,625)	(\$1,691,011)	(\$143,298)
Ending General Fund Reserves	\$53,834,547	\$48,674,865	\$48,174,865	\$47,142,240	\$45,451,229	\$45,307,931
20% Minimum Reserve Policy	\$20,082,966	\$21,294,922	\$23,303,025	\$23,803,506	\$24,543,489	\$24,860,082

APPENDIX F

Figure 3 and Budget Assumptions

Revenue Assumptions

- a. **Property Tax** shows slow to no growth given current economic conditions of the Bay Area construction and housing markets. The five-year forecast assumes revenues remain flat for year 2022; thereafter, only a 2-3% inflationary growth in years 2023 through 2025.
- b. **Permit Fee** revenues are expected to increase by approximately 5% in year 2022 mainly from the implementation of new fees related to AB617 and CTR. The Air District will continue to assess the impacts of COVID-19. In year 2023 through 2025, the annual forecasted increase is approximately 3%. 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 85% is expected to drop in the year 2022 due to increased staffing levels associated with permit related activities. Projections suggest cost recovery attainment of 85% level before the end of the five-year forecast, as implementation of new and enhanced programs continues, and costs begins to level out.
- c. **Grant Revenues** remain stable through 2025 based on year 2021 funding with one new grant from EPA expected in year 2022.
- d. **Assembly Bill 617** funding of \$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 through year 2025.

Expenditure Assumptions

- a. **Personnel** costs are projected to increase for the five-year period with a small annual cost of living adjustment, a slight increase in health premiums, and the funding and filling of 400 of the 441 proposed authorized positions being funded by the General Fund, remaining 41 positions are funded from Special Revenue Funds. Staffing level of 441 positions is anticipated for the next 5 years. The projection assumes a 5% vacancy rate in 2022, declining by 1% in year 2023 and 2024 and remains stable at 3% in year 2025.
- 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 2025. After that, the \$4.0 million in discretionary funding will shift towards the CalPERS Pension Plan to reduce the UAL.
- d. **Services and Supplies** overall costs are projected to remain to increase in year 2022, assuming only an inflationary increase of approximately 2-3% for year 2023 through 2025.
- e. **Capital Expenditures** assumes ongoing capital equipment and one-time funding in FYE 2022 to pay for office improvement to Headquarters East in Richmond. FYE 2023-2025 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 \$0.5 million in reserves for FYE 2022 to continue capital improvements to the Richmond Office building. Based on current assumptions, reserves are expected to stay above the minimum policy level through year 2025 due to a healthy reserve balance. Air District will need to close monitor the budget and be fiscally prudent to whether the current economic downturn.

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 life, 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: Chairpersons Cindy Chavez and Carole Groom and Members
of the Administration Committee

From: Jack P. Broadbent
Executive Officer/APCO

Date: March 12, 2021

Re: Proposed 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 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.

DISCUSSION

Consistent with the Cost Recovery Policy, draft amendments to specific fee schedules were made in consideration of the 2017-18 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.

Existing fee schedules would be amended as follows:

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

Fees that are administrative in nature would be increased by the annual Consumer Price Index for Bay Area Urban Wage Earners and Clerical Workers (CPI-W) of 1.5 percent from 2020 to 2021.

The annual Assembly Bill 617 Community Health Impact Fee will remain at 6.7 percent of permit renewal fees for Title V facilities.

The following additional amendments are 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 Pollutants and Toxic Emissions Reporting (CTR) Regulation would be charged during permit renewal.
 - As part of Assembly Bill (AB) 617, CARB adopted the CTR Regulation in 2020 for the reporting of criteria air pollutants and toxic air contaminants for stationary sources.
 - The cost to implement the CTR Regulation is estimated at \$1.46 million per year.
 - Staff is proposing a CTR fee of 4.4 percent of the permit renewal fees for all facilities with a Permit to Operate. The maximum CTR fee will be capped at \$50,000 per year per facility.
 - Other Fee Schedule changes:
 - Due to an increase in complexity for conducting a Health Risk Assessment required during an application for a gas dispensing facility (GDF), the Risk Assessment Fee (RAF) in Schedule D.A will be charged at the actual average cost for a new GDF application and will be increased by 15 percent for all other GDF applications requiring Health Risk Assessments (HRAs).

Staff will provide the committee with additional details regarding the draft fee amendments, overall cost recovery and the proposed 6.0 percent average fee increase for the upcoming fiscal year. A summary of public comments received to date, including those received at a public workshop held on February 18, 2021, will be provided.

BUDGET CONSIDERATION/FINANCIAL IMPACT

The proposed fee amendments would increase fee schedule revenue in Fiscal Year Ending 2022 by an estimated \$2.5 million from fee schedule revenue that would otherwise result without the amendments. The proposed new CTR Regulation fee would increase fee revenues by approximately \$1.5 million.

Respectfully submitted,

Jack P. Broadbent
Executive Officer/APCO

Prepared by: Fred Tanaka

Reviewed by: Pamela Leong, Damian Breen, and Jeff McKay

BAY AREA AIR QUALITY MANAGEMENT DISTRICT

Memorandum

To: Chairpersons Cindy Chavez and Carole Groom and Members
of the Administration Committee

From: Jack P. Broadbent
Executive Officer/APCO

Date: March 12, 2021

Re: Authorization to Execute Contract Amendments for Production System Office

RECOMMENDED ACTION

Recommend Board of Directors authorize the Executive Officer/APCO to execute contract amendments with the following vendors in the amounts listed below:

Vendor	Amount	Service Description
Avantpage	\$25,255	Spanish, Chinese, Tagalog, and Vietnamese language translation services to support the Air District's equity goals.
C&G Technology Services	\$345,760	Software testing services for the permitting and compliance system.
Clay Tablet	\$39,234	Language translation integration and automation software for content transmission, editing, and management.
ClearSparc, Inc.	\$604,755	Software development services for the permitting and compliance system.
Cylogy	\$214,437	Website content management system integration, customization, and support.
Dell	\$173,188	Microsoft value-added reseller of Azure cloud infrastructure services.
Farallon Geographics	\$28,678	Geospatial software development services.
ITDependz	\$479,525	Business analysis and design services for the permitting and compliance system.
Malinda Lai	\$28,678	Web content management and infrastructure support.
Support Focus	\$54,718	Data extract, transform and load services for legacy systems.
TOTAL	\$1,991,565	

BACKGROUND

As is its practice, Air District staff recommends amendments to existing vendor contracts biannually to assist with software development and website support in order to meet the Production System Office Fiscal Year Ending (FYE) 2021 goals, as well as FYE 2022 first quarter goals.

DISCUSSION

The Production System Office is composed of the Permitting and Compliance System, Online Services, and unified digital payment process. These systems and services abide by a continuous improvement process whereby functionality is maintained while new features are implemented to meet evolving business requirements.

In order to continue to support system improvements, staff plans to focus on the following activities for the remainder of FYE 2021 through to the first quarter of FYE 2022:

- Annual permit fee updates
- Online payments for all invoice types
- Centralized permit and invoice print automation
- Radio telephone operator's software module
- Website calendar improvements
- Assembly Bill 617 website landing section
- Permit application interface refactor for complex facilities
- Complaint investigation software module
- Material balance emission calculations
- Web content management system upgrade
- Notice of violation legal administration software module
- Bulk email subscription center and template standardization
- Spare the Air website language translation
- Spare the Air resource team software module
- Criteria pollutant and toxics emissions reporting requirements

Staff recommends the continued use of software and professional services providers proven familiar with Air District systems for the remainder of FYE 2021 through to the first quarter of FYE 2022. The Air District has successfully collaborated with Cylogy and Malinda Lai in the design, development, and testing of the language translation system and website content management system in prior technical engagements. The Air District has also successfully collaborated with C&G Technology Services, ClearSparc, Inc., ITDependz, Farallon Geographics, and Support Focus in prior design, software development, and quality assurance engagements. In addition, the Air District has successfully invested in software customization and integration with Clay Tablet, Salesforce, and Microsoft Azure cloud services (via Dell).

Vendor	Type of Services	Contract	Procurement Method
Avantpage	Spanish, Chinese, Tagalog, and Vietnamese language translation services to support the District's equity goals.	FYE 2014	Request for Proposal process in collaboration with the Air District's Business Services Division.
C&G Technology Services	Software testing services for the permitting and compliance system.	FYE 2020	Request for Qualifications process in collaboration with the Air District's Business Services Division.
Clay Tablet	Language translation software for transmission, editing, and managing content.	FYE 2015	Selected through an industry analysis and informal bid process. Staff determined that Clay Tablet provided the features for cost effective Sitecore integration.
ClearSparc, Inc.	Software development services for the permitting and compliance system.	FYE 2020	Request for Qualifications process in collaboration with the Air District's Business Services Division.
Cylogy	Website content management system integration, customization, and support.	FYE 2020	Request for Qualifications process in collaboration with the Air District's Business Services Division.
Dell	Microsoft value-added reseller of Azure cloud infrastructure services.	FYE 2020	Request for Quotations process in collaboration with Information and Business Services Division.
Farallon Geographics	Geospatial software development services.	FYE 2020	Request for Quotations process in collaboration with Information and Business Services Division.
ITDependz	Business analysis and user experience services for the permitting and compliance system.	FYE 2020	Request for Qualifications process in conjunction with the Air District's Business Services Division.
Malinda Lai	Website content management system and infrastructure support.	FYE 2006	Procurement occurred prior to the tenure of the current team.
Support Focus	Data extract, transform and load services for legacy systems.	FYE 2020	Request for Qualifications process in conjunction with the Air District's Business Services Division.

BUDGET CONSIDERATION/FINANCIAL IMPACT

Funding for the vendor contract recommendations is included in 725, 309, and 125 program budgets for FYE 2021.

Respectfully submitted,

Jack P. Broadbent
Executive Officer/APCO

Prepared by: Blair Adams
Reviewed by: Damian Breen

BAY AREA AIR QUALITY MANAGEMENT DISTRICT

Memorandum

To: Chairpersons Cindy Chavez and Carole Groom and Members
of the Administration Committee

From: Jack P. Broadbent
Executive Officer/APCO

Date: March 12, 2021

Re: Proposed New Commuter Program

RECOMMENDED ACTION

None; receive and file.

BACKGROUND

The Cut the Commute initiative was launched in July 2020 to reduce single occupancy commuting based on what was being learned from the regional “shelter-in-place” requirements due to COVID-19. Many Bay Area companies were realizing they could continue operations and profitability with employees working from home. Through the Remote Work Task Force and meetings with the Bay Area Regional Transportation Association, we learned that transit operators were not inclined to support the Cut the Commute initiative because people riding transit consider that ride their commute and transit did not want to promote anything that would drive the public away from transit.

DISCUSSION

Flex Your Commute is a new initiative targeted at employers and employees throughout the Bay Area. This employer-focused program encourages employers to provide a variety of commute options for their employees, including transit, bicycling, carpooling, and telecommuting. The Flex Your Commute program will be directed to employers, promote the benefits of a flexible, but robust commute program and develop resources employers can utilize to create company-wide commute programs that benefits employees and employers.

BUDGET CONSIDERATION/FINANCIAL IMPACT

Initial funding will come from the Executive Office budget. Transportation for Clean Air, Congestion Mitigation and Air Quality Improvement funds will be earmarked to provide the needed funding for a campaign and employer outreach.

Respectfully submitted,

Jack P. Broadbent
Executive Officer/APCO

Prepared by: Lisa Fasano

BAY AREA AIR QUALITY MANAGEMENT DISTRICT

Memorandum

To: Members of the Administration Committee

From: Chairperson Cindy Chavez and Secretary John Bauters

Date: March 12, 2021

Re: Air District Community Funding Allocations Report

RECOMMENDED ACTION

The Committee will give staff direction on providing a comprehensive response to public inquiry on revenues and expenditures made by the Air District related to local environmental monitoring programs and investments at the May 2021 Administration Committee meeting.

BACKGROUND

Community stakeholders asked Air District staff and the Board of Directors for more detailed information about the revenues and expenditures related to local environmental monitoring programs and investments made by the Air District but to date have not received what they had requested.

DISCUSSION

Board Chair Cindy Chavez and Secretary John Bauters request and recommend that the Committee give Air District staff direction to do the following:

1. Compile a comprehensive spreadsheet or other suitable document for public consumption that contains the following information:
 - a. The sources of revenue, public and private, that the Air District received and used for community monitoring and affiliated work;
 - b. Any restrictions, limitations, or other requirements placed on those funds, or their subparts, that guide, require, or otherwise direct the Air District in the expenditure of those funds;
 - c. Information that identifies whether the funding source is ongoing or one-time in nature;
 - d. A breakdown of fund expenditure by county, accompanied by baseline population details about the communities served;
 - e. The type of expenditure that was made in each county, including but not limited to capital investments, staff time, contract services, or operations and supplies, that illustrate how the investments were expended; and

- f. Any additional information staff deems necessary and appropriate to providing a holistic picture as to how district revenues are expended for the community's benefit.
2. Report back to the Administration Committee with the requested information at the May 2021 Committee meeting.

BUDGET CONSIDERATION/FINANCIAL IMPACT

None.

Prepared by: Chairperson Cindy Chavez and Secretary John Bauters

BAY AREA AIR QUALITY MANAGEMENT DISTRICT

Memorandum

To: Chairpersons Cindy Chavez and Carole Groom and Members
of the Administration Committee

From: Jack P. Broadbent
Executive Officer/APCO

Date: March 12, 2020

Re: Discussion on Administration Committee Workplan for 2021

RECOMMENDED ACTION

Recommend the Administration Committee (Committee) approve the 2021 Workplan for the Committee.

BACKGROUND

The Ad Hoc Building Oversight, Budget and Finance, Executive, and Personnel Committees were consolidated into the Administration Committee in 2021. As such, the newly formed Committee will consider items previously discussed in each of the prior committees as part of its 2021 Workplan.

DISCUSSION

As part of its meeting, the Committee will review and discuss its proposed 2021 Workplan.

BUDGET CONSIDERATION/FINANCIAL IMPACT

None.

Respectfully submitted,

Jack P. Broadbent
Executive Officer/APCO

Prepared by: Erica Trask

Attachment 9A: Proposed 2021 Administration Committee Workplan

Proposed 2021 Administration Committee Workplan

Meeting Schedule	Topics
March	<ul style="list-style-type: none"> • BARC Update • Proposed Budget for FYE 2022 • Production System Office Contract Amendments • Proposed Amendments to Regulation 3: Fees • Flex Your Commute Program • Air District Community Funding Allocations Report • Administration Committee Workplan for 2021
April	<ul style="list-style-type: none"> • BARC Update • Continued Discussion of Proposed Budget for FYE 2022 • Third Quarter Financial Report – FYE 2021 • Wildfire Strategies Update • Executive Officer and District Counsel Performance Evaluations • Board Governance Discussion
May	<ul style="list-style-type: none"> • Hearing Board Quarterly Report: January 2020 – March 2020 • BARC Update • Continued Executive Officer and District Counsel Performance Evaluations • Continued Board Governance Discussion • Follow-up on Air District Community Funding Allocations Report
June	<ul style="list-style-type: none"> • BARC Update • Continued Board Governance Discussion • Employee Association Negotiations • Advisory Council Recruitment • Flex Your Commute Update

July	<ul style="list-style-type: none"> • Hearing Board Quarterly Report: April 2020 – June 2020 • BARC Update • Continued Advisory Council Recruitment • Climate Tech Finance Program Update
August	<i>NONE</i>
September	<ul style="list-style-type: none"> • BARC Update • Review FYE 2022 Budget • COVID Response Update
October	<ul style="list-style-type: none"> • Hearing Board Quarterly Report: July 2020 – September 2020 • BARC Update • Production System Office Update
November	<ul style="list-style-type: none"> • BARC Update • Fourth Quarter Financial Report – FYE 2021 • First Quarter Financial Report FYE 2022 • 115 Trust for CalPERS • Mid-Year Financial Review
December	<ul style="list-style-type: none"> • BARC Update • HQE Update • Advisory Council Update