



BAY AREA
AIR QUALITY
MANAGEMENT
DISTRICT

BOARD OF DIRECTORS
BUDGET AND FINANCE COMMITTEE

COMMITTEE MEMBERS

CAROLE GROOM – CHAIR
JOHN BAUTERS
DAVID HUDSON
KATIE RICE

BRAD WAGENKNECHT - VICE CHAIR
DAVID CANEPA
KAREN MITCHOFF

THIS MEETING WILL BE CONDUCTED UNDER PROCEDURES AUTHORIZED BY ASSEMBLY BILL 361 (RIVAS 2021) ALLOWING REMOTE MEETINGS. THIS MEETING WILL BE ACCESSIBLE VIA WEBCAST, TELECONFERENCE, AND ZOOM. A ZOOM PANELIST LINK WILL BE SENT SEPARATELY TO COMMITTEE OR BOARD MEMBERS

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

www.baaqmd.gov/bodagendas

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

<https://bayareametro.zoom.us/j/87482182212>

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BUDGET AND FINANCE COMMITTEE MEETING AGENDA

WEDNESDAY, APRIL 27, 2022

9:30 AM

1. **Call to Order - Roll Call**
2. **Pledge of Allegiance**
3. **Public Meeting Procedure**

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

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

***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 two minutes each to address the Committee. No speaker who has already spoken on that item will be entitled to speak to that item again.*

CONSENT CALENDAR (Item 4)

4. Approval of the Minutes of March 23, 2022

The Committee will consider approving the draft minutes of the Budget and Finance Committee meeting of March 23, 2022.

PRESENTATION(S) (Items 5 - 9)

5. Continued Discussion of Proposed Budget for Fiscal Year Ending (FYE) 2023 and Consideration to Recommend Adoption

This is an action item to recommend the Budget and Finance Committee continue discussion of the proposed budget for FYE 2023 and will be presented by Jeff McKay, Chief Financial Officer, and Stephanie Osaze, Director of Finance.

6. Third Quarter Financial Report - Fiscal Year Ending (FYE) 2022

This is an informational item only and will be presented by Stephanie Osaze, Director of Finance

7. Proposed Amendments to Air District Regulation 3: Fees

This is an informational item only and will be presented by Fred Tanaka, Manager, Engineering Division.

8. 2022 Cost Recovery and Containment Study Update

This item is informational only and will be presented by Fred Tanaka, Manager, Engineering Division and Khushboo Hussain of the Matrix Consulting Group.

9. California Employers' Pension Prefunding Trust (CEPPT) Participation and Recommended Adoption

This is an action item to recommend the Budget and Finance Committee recommend the Board of Directors to adopt a resolution to authorize the Air District to participate in CEPPT, and will be presented by Jeff McKay, Chief Financial Officer.

OTHER BUSINESS

10. Public Comment on Non-Agenda Matters

Pursuant to Government Code Section 54954.3

Members of the public who wish to speak on matters not on the agenda for the meeting, will have two 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, May 25, 2022, at 9:30 a.m., via webcast, teleconference, or Zoom, pursuant to procedures in accordance with Assembly Bill 361 (Rivas 2021).

13. Adjournment

The Committee meeting shall be adjourned by the 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, Suma Peesapati, at (415) 749-4967 or by email at speesapati@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

APRIL 2022

<u>TYPE OF MEETING</u>	<u>DAY</u>	<u>DATE</u>	<u>TIME</u>	<u>ROOM</u>
Path to Clean Air Community Emissions Reduction Plan Steering Committee	Monday	25	5:30 p.m.	Webcast only pursuant to Assembly Bill 361
Board of Directors Budget and Finance Committee	Wednesday	27	9:30 a.m.	Webcast only pursuant to Assembly Bill 361
Board of Directors Mobile Source and Climate Impacts Committee	Thursday	28	9:30 a.m.	Webcast only pursuant to Assembly Bill 361

MAY 2022

<u>TYPE OF MEETING</u>	<u>DAY</u>	<u>DATE</u>	<u>TIME</u>	<u>ROOM</u>
Board of Directors Special Meeting Budget Hearing	Wednesday	4	8:30 a.m.	1 st Floor, Board Room (In person option available) and REMOTE pursuant to Assembly Bill 361
Board of Directors Meeting	Wednesday	4	9:00 a.m.	1 st Floor, Board Room (In person option available) and REMOTE pursuant to Assembly Bill 361
Board of Directors Community Equity, Health and Justice Committee	Thursday	5	9:30 a.m.	Webcast only pursuant to Assembly Bill 361
Board of Directors Legislative Committee	Monday	9	1:00 p.m.	Webcast only pursuant to Assembly Bill 361
Technology Implementation Office (TIO) Steering Committee	Friday	13	1:00 p.m.	Webcast only pursuant to Assembly Bill 361
Board of Directors Stationary Source and Climate Impacts Committee	Monday	16	9:00 a.m.	Webcast only pursuant to Assembly Bill 361
Path to Clean Air Community Emissions Reduction Plan Steering Committee	Monday	16	5:30 p.m.	Webcast only pursuant to Assembly Bill 361
Board of Directors Meeting	Wednesday	18	9:00 a.m.	1 st Floor, Board Room (In person option available) and REMOTE pursuant to Assembly Bill 361

MAY 2022

<u>TYPE OF MEETING</u>	<u>DAY</u>	<u>DATE</u>	<u>TIME</u>	<u>ROOM</u>
Board of Directors Administration Committee	Wednesday	18	11:00 a.m.	1 st Floor, Board Room (In person option available) <u>and</u> REMOTE pursuant to Assembly Bill 361
Board of Directors Budget and Finance Committee	Wednesday	25	9:30 a.m.	Webcast only pursuant to Assembly Bill 361
Board of Directors Mobile Source and Climate Impacts Committee	Thursday	26	9:30 a.m.	Webcast only pursuant to Assembly Bill 361

ADG 4/21/2022 – 1:20 P.M.

G/Board/Executive Office/Moncal

BAY AREA AIR QUALITY MANAGEMENT DISTRICT
Memorandum

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

From: Alexander Crockett
Interim Acting Executive Officer/APCO

Date: April 27, 2022

Re: Approval of the Minutes of March 23, 2022

RECOMMENDED ACTION

Approve the attached draft minutes of the Budget and Finance Committee meeting of March 23, 2022.

BACKGROUND

None.

DISCUSSION

Attached for your review and approval are the draft minutes of the Budget and Finance Committee meeting of March 23, 2022.

BUDGET CONSIDERATION/FINANCIAL IMPACT

None.

Respectfully submitted,

Alexander Crockett
Interim Acting Executive Officer/APCO

Prepared by: Marcy Hiratzka
Reviewed by: Vanessa Johnson

ATTACHMENTS:

1. Draft Minutes of the Budget and Finance Committee Meeting of March 23, 2022

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

DRAFT MINUTES

Budget & Finance Committee Meeting
Wednesday, March 23, 2022

**This meeting was conducted under procedures in accordance with Assembly Bill 361.
Members of the Committee participated by teleconference.**

- 1. PLEDGE OF ALLEGIANCE (OUT OF ORDER, ITEM 2)**
- 2. CALL TO ORDER – ROLL CALL (ITEM 1)**

Committee Chairperson Carole Groom called the meeting to order at 9:30 a.m.

Present: Committee Chairperson Carole Groom; Committee Vice Chairperson Brad Wagenknecht; and Directors John Bauters, David Hudson, Karen Mitchoff, and Katie Rice.

Absent: Director David Canepa.

- 3. PUBLIC MEETING PROCEDURE**
- 4. APPROVAL OF THE MINUTES OF FEBRUARY 23, 2022**

Public Comments

No requests received.

Committee Comments

None.

Committee Action

Director Hudson made a motion, seconded by Director Bauters, to **approve** the Minutes of the Meeting of February 23, 2022; and the motion carried by the following vote of the Committee:

AYES: Bauters, Groom, Hudson, Mitchoff, Rice.
NOES: None.
ABSTAIN: None.
ABSENT: Canepa, Wagenknecht.

5. AIR DISTRICT FINANCIAL AUDIT REPORT FOR FISCAL YEAR ENDING (FYE) 2021

Dr. Jeff McKay, Chief Financial Officer, introduced Joseph Moussa from Simpson & Simpson, LLP, the Air District’s audit partner. Mr. Moussa gave the presentation *FYE 2021 BAAQMD Presentation of Audit Results to the Budget and Finance Committee*, including: agenda; auditor’s required communications; audit results and highlights of the basic financial statements; audit results and highlights of the basic financial statements; and audit results and highlights of the single audit.

Public Comments

No requests received.

Committee Comments

None.

Committee Action

None; receive and file.

6. PROPOSED AMENDMENTS TO AIR DISTRICT REGULATION 3: FEES

Damian Breen, Senior Deputy Executive Officer of Operations, introduced Fred Tanaka, Engineering Manager, who gave the staff presentation *Amendments to Regulation 3, Fees*, including: outcome; outline; requested action; cost recovery background; proposed changes to fee scheduled – options 1 and 2; draft fee amendments - proposed changes to fee schedules; other proposed amendments (Regulations 2-1 and 2-5 implementation and naturally occurring asbestos); impact on large facilities (power plants and petroleum refineries); impact on small businesses - renewal fees and impact; and rule development schedule.

Public Comments

Public comments were given by Bob Brown, Western States Petroleum Association; and Christine Wolfe, California Council for Environmental and Economic Balance.

Committee Comments

The Committee and staff discussed whether, in Option 2, schedules that generate a revenue 95-110% or higher of their costs would be subsidizing the six schedules that generate less than 50% of their costs; the option of charging an additional application fee of \$1,000 if a Health Risk Assessment is required of a permitted facility in an overburdened community; predicted versus actual percent fee changes for 2022; the request for the formula used by Air District staff to determine the overburdened community fees (Options 1 and 2); whether the requested additional staff (which are incorporated into the estimated budget increase) are positions that have already been proposed and considered by the Board; the details of Schedules H and N, and whether operations of Intel or Google are permitted by the Air District; whether inflation is calculated into

the proposed fee schedule changes; the way in which Option 1 differs from the Air District's current fee amendments and cost recovery structure; which fee schedules (recovering less than the fully recovered rate and administrative fees) can be increased by fifteen percent within Option 2; the composition/members of the Budget Advisory Group; whether the Committee can discuss this item again prior to the first of the two public hearings to receive testimony on Proposed Amendments to Air District Regulation 3: Fees; and the request to clarify for the public and Board the fact that staff requests within this item do not cover new responsibilities, but existing ones.

Committee Action

None; receive and file.

7. DISCUSSION ON PROPOSED BUDGET FOR FYE 2023

Dr. Jeff McKay, Chief Financial Officer, and Stephanie Osaze, Director of Finance, gave the staff presentation *Discussion of Proposed Budget for FY 2022-2023*, including: outcome; outline; requested action; financial history (actual reserves and policy trends, General Fund revenue and expenditure trends, staffing trends, cost recovery trends, fees and cost recovery overview); current FY Budget overview; FY 2022-2023 Proposed Budget overview; breakdown of FY 2023 General Fund revenues and expenditures; breakdown of \$11.5 million budget increase; proposed 20 new staff; alternative proposed budget; possible proposed budget options; budget options: 6.5% vs. 10.9% rate; capital budget detail; funding of retirement liabilities; reserves designation; FY 2022-2023 Proposed Budget summary; and feedback requested/prompt.

NOTED PRESENT: Vice Chair Wagenknecht was noted present at 10:40 a.m.

Public Comments

Public comments were given by Bob Brown, Western States Petroleum Association.

Committee Comments

The Committee and staff discussed whether the Committee should recommend the Board approve the proposed 26 positions placed on hold, pending the results of the management audit; how much would we have left in reserves if the proposed budget is adopted; concerns about funding positions that do not yet exist/have not yet been authorized; the frequency and time of year that pension and unfunded liability are evaluated; and clarification regarding filled positions versus the current number of total vacancies.

Committee Action

None; receive and file.

8. PUBLIC COMMENT ON NON-AGENDA MATTERS

No requests received.

9. COMMITTEE MEMBER COMMENTS

None.

10. TIME AND PLACE OF NEXT MEETING

Wednesday, April 27, 2022, at 9:30 a.m., via webcast, teleconference, or Zoom, pursuant to procedures in accordance with Assembly Bill 361 (Rivas 2021).

11. ADJOURNMENT

The meeting adjourned at 11:05 a.m.

Marcy Hiratzka
Clerk of the Boards

BAY AREA AIR QUALITY MANAGEMENT DISTRICT

Memorandum

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

From: Alexander Crockett
Interim Acting Executive Officer/APCO

Date: April 27, 2022

Re: Continued Discussion of Proposed Budget for Fiscal Year Ending (FYE) 2023 and
Consideration to Recommend Adoption

RECOMMENDED ACTION

The Interim Executive Officer/APCO requests that the Budget and Finance Committee continue discussion of the proposed budget for FYE 2023 and consider recommending that the Board of Directors:

1. Conduct public hearings on the Fiscal Year Ending (FYE) 2023 Proposed Budget; and
2. Adopt the Fiscal Year Ending (FYE) 2023 Proposed Budget

BACKGROUND

The Committee received its first presentation on the FYE 2023 Proposed Budget on March 23, 2022. At the meeting, staff presented three budget options for Committee consideration:

- Adopt the Proposed Budget which includes a 10.9% blended rate increase for permit fees
- Adopt the Alternative Budget which includes a 6.4% blended rate for permit fees. This option would reduce permit fee revenue by approximately \$3.3M and remove the 20 new positions, which will reduce personnel costs by \$3.3M to balance the budget. This option will likely require a discussion of agency priorities and cutting back on certain initiatives.
- Adopt the Alternative Budget and wait for the results of the management audit. Then amend the budget to increase fees to fund any additional staffing recommended.

DISCUSSION

The Committee will continue its discussion of the FYE 2023 Proposed Budget at its April 27, 2022, meeting. The proposed budget includes a 10.9% blended rate increase for permit fees. If the Committee does not wish to support the higher fee increase proposed in the budget and prefers to support the 6.4% blended rate for an increase in permit fees, the following budget adjustments would be needed to balance the budget:

- Permit fee revenue would be reduced by approx. \$3.3M; and
- Removal of the 20 new positions will reduce personnel costs by \$3.3M

The FYE 2023 Proposed Budget includes the following recommendations for the Committee's consideration:

- Continuation of fee increases to the District's Existing Fee Schedules up to a maximum of 15% where applicable.
- Proposed adoption of an application and renewal fee for overburdened communities
- Proposed increase from 445 Full-Time Equivalent (FTE) to 465 FTE positions to address the growing demand for core programs
- Assumes a 6% 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
- Proposed use of \$4.7 million of reserves; \$3.7 million for funding the James Carey Smith grants program and \$1.0 million for information technology improvements and buildout of space for Meteorology and Measurement staff at the Richmond Office.
- Continuation of \$1.0 million discretionary contributions towards CalPERS pension plan
- Reallocate \$4.0 million in discretionary contributions previously allocated for OPEB to the CalPERS pension plan

Staff requests that the Committee at its April 27, 2022, meeting, complete its review and recommend the adoption of the proposed budget to the Board. This will allow staff the necessary time required to amend, if necessary, the budget for the first public hearing of the proposed budget to be held on May 4, 2022.

Staff will publish, prior to April 27, 2022, a public notice that the first of two public hearings on the budget will be conducted on May 4, 2022, and that the second hearing will be conducted on June 15, 2022.

BUDGET CONSIDERATION/FINANCIAL IMPACT

The proposed consolidated budget for FYE 2023 is \$246,940,691 and is a balanced budget.

Respectfully submitted,

Alexander Crockett
Interim Acting Executive Officer/APCO

Prepared by: Stephanie Osaze

Reviewed by: Jeff McKay

ATTACHMENTS:

1. BAAQMD FYE 2023 Proposed Budget revised 4.12.2022



**BAY AREA
AIR QUALITY
MANAGEMENT
DISTRICT**

**PROPOSED BUDGET
FOR
FISCAL YEAR ENDING 2023**

April 11, 2022

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, 2023

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BUDGET MESSAGE

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 June 30, 2023 (FY 2023). The Air District continues its commitment to fulfill its mission, goals, and objectives, through activities which focus on core and mandated programs, fiscally conservative internal controls, long range financial planning and the development of short and long-term sustainable approaches toward achieving cleaner air to protect the public's health and the environment.

The FY 2023 General Fund Proposed Budget increased by \$15.2 million over the current year budget. This budget proposes increases to the Air District's Existing Fee Schedules, implementation of a new fee for overburdened communities, and increased staffing to address staffing needs to several core programs.

The proposed budget for FY 2023 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 (AB 617)

The Air District will expand the AB 617 program by deepening partnerships with the East Oakland community to launch a new community Steering Committee and co-develop a community emissions reduction plan. The Air District will also finalize, adopt, and begin to implement a community emissions reduction plan with the Richmond-North Richmond-San Pablo Steering Committee; continue implementation of the West Oakland Community Action Plan in partnership with West Oakland Environmental Indicators Project and the Steering Committee; and continue to engage and provide support to other AB 617 communities. 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, including identifying impacted communities, engaging communities to co-develop action plans to analyze and reduce localized cumulative exposure to air pollution to improve health in the most disproportionately impacted communities. AB 617 implementation activities cut across all divisions and represent a major priority for the agency in FY 2023.

Environmental Justice Policy

The Air District will deepen the Agency's progress towards Environmental Justice goals. To operationalize these goals, the Senior Deputy Executive Officer of Policy & Equity and the Environmental Justice & Community Engagement Officer will spearhead an Environmental Justice Policy in consultation with the Community Advisory Council to bring to the Board of Directors. The policy will jumpstart efforts to remove silos between the Community Engagement Office and other divisions/ programs and create a plan by which every division develops environmental justice strategies that support more transparency and accountability, support communities to speak for themselves, support community-led and decision-making, build partnerships with environmental justice communities, and provide environmental justice training for staff and participatory budgeting and funding, among other equity-driven objectives.

James Cary Smith Community Grant Program

The Air District has improved and expanded its community grant program to uplift local efforts that improve air quality disparities in environmental justice communities in the Bay Area. For the 2022 grant cycle, the Air District has aligned its two community grants into the James Cary Smith Community Grant Program and offered individual grants up to \$100,000 per year for three years. The program will support more than 30 local organizations in assessing community needs, mobilizing the community to action, leveraging

community power, and authentically engaging community in air pollution reduction efforts and policy decisions.

Diversity, Equity, and Inclusion

The Air District's Office of Diversity, Equity & Inclusion (Office) is responsible for ensuring an equity lens is applied to all programs, policies, practices, and procedures across the agency. The Office utilizes the cycle of change model of normalizing, organizing, and operationalizing to achieve equitable results. Normalizing involves working to establish a shared understanding of diversity, equity and inclusion related key concepts among board, staff, and community members. Organizing involves fostering a workforce specifically designed to address some of the most complex technical air quality issues that we face. Operationalizing involves ensuring staff has the tools and information necessary to have a positive impact and track data driven results. Specific Office responsibilities include providing equity training, creating, and executing cultural awareness events and activities, partnering with Human Resources to implement recruitment and retention strategies, ensuring equity is factored into outreach efforts for grants and contract opportunities, and developing an agency-wide equity workplan. The Office will continue to ensure the contributions of all employees and community members are valued and respected with a goal to achieve equitable outcomes.

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 2022 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 implement projects for 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 FY 2023, 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 FY 2023, 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 FY 2023, the Air District will be awarding approximately \$105 million to eligible projects that will replace older cars, trucks, buses, and off-road equipment, with newer and cleaner alternatives including zero-and near-zero technologies. Incentive funds will also be awarded to projects that support single-occupancy vehicle trip reduction strategies. Air District funding is prioritized for providing benefits to the region's most disproportionately impacted communities 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 replacements and fleet expansion of eligible zero-emissions on-road passenger vehicles, trucks, and buses, 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. This program was reauthorized through 2023 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. This program was reauthorized through 2023 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 Air District is currently administering the final round of CGMB funding.

Community Air Protection Grant Program (AB 617)

In 2017, AB 617 directed the California Air Resources Board, in conjunction with local air districts to establish the Community Air Protection Program (CAPP). To date, four rounds of funding for incentives to support the AB 617 effort have been approved by the California Legislature beginning in fiscal year ending (FY) 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 2023.

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 selected by the California Air Resources Board to administer VW Trust funding on a statewide-basis for the zero-emission freight and marine category totaling \$70 million and the light-duty zero emission vehicle infrastructure category totaling \$10 million. VW Trust funds will be awarded and 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.

Clean Cars for All Program (CCFA)

The Air District has participated in the Clean Cars for All Program since 2018. The program is a partnership between the California Air Resources Board and local air districts that provides incentives for low-income households to retire older, high-polluting vehicles and replace them with a newer, cleaner vehicle or with mobility options. The CCFA Program reduces criteria pollutants and greenhouse gas emissions throughout the Bay Area and supports the goal of equitable access to electric vehicles and clean transportation. State funding for this program has come from the California Climate Investments (CCI) initiative that puts Cap-

and-Trade dollars to work reducing greenhouse gas emissions, the Volkswagen settlement fund, and the Air Quality Improvement Program.

Environmental Protection Agency -- Targeted Airshed Grant (TAG)

In 2021, the EPA awarded the Bay Area Air District \$2.2 million in TAG funding to expedite reductions emissions of particulate matter through projects that will replace approximately 320 wood burning stoves and wood inserts with electric heat pumps in the Bay Area's most disproportionately impacted communities. This new program is tentatively scheduled to launch in fiscal year 2023 as a pilot. Funding is matched by the Air District's General Fund.

FINANCIAL SUMMARY

The Proposed Consolidated Budget Expenditure for FY 2023 is \$246.9 million; a decrease of \$1.0 million or 0.4% over current year. Of the \$246.9 million, \$114.8 million is classified as Special Revenue Funds for various grant related incentive programs and \$132.2 million for General Fund programs.

General Fund Summary

Total FY 2023 Proposed General Fund Budget is expected to increase by \$15.2 million or 13.0% over the current year. The following actions were taken to develop the FY 2023 Proposed Budget:

- Continuation of fee increases to the District's Existing Fee Schedules
- Proposed adoption of an application and renewal fee for the overburdened communities
- Funding of the 445 Full Time Equivalent (FTE) current authorized positions; approximately 403 are funded through the General Fund and remaining 42 with Special Revenue Funds from various grant sources.
- Proposed funding 20 additional positions; increasing the current authorized 445 FTE to 465 FTE to address the growing demands on core programs. Further details on the additional 20 new positions will be presented during the 2023 fiscal year.
- Assumes a 6% vacancy savings to account for recruitment timeline to fill new positions and attrition due to retirements.
- Proposed use of \$4.7 million of reserves; \$3.7 million for funding the James Carey Smith grants program and \$1.0 million for information technology improvements and buildout of space for Meteorology and Measurement staff at the Richmond Office.
- Continue to address unfunded liabilities
- A 3.4 % cost of living increase for air district employees

The FY 2023 Proposed Budget is balanced, reflecting a \$4.7 million transfer from General Fund reserves; of which \$3.7 million will go towards funding the James Carey Smith grants program and \$1.0 million for information technology improvements and build-out of space for Meteorology and Measurement staff at the Richmond Office. The proposed budget includes an economic contingency reserve policy of 20% of the operating budget. This policy allows for a sound financial footing and provides the Air 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 including proposed designations.

GENERAL FUND REVENUES AND EXPENDITURES

Details of the FY 2023 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 FY 2022.

Fee Revenue

This budget year, the Air District proposes the adoption of an overburdened community fee and implements maximum increases as applicable to existing permitted-fee schedules as allowed under the *Health and Safety Code*. Increases in permit-related fees reflect 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 in underway and is expected to be completed by March 2022. This study will also address options for 100% cost recovery target. If proposed fee increases are approved, the proposed fee schedule will become effective on July 1, 2022.

County Revenue

The County revenue budget is based on property values in the nine Bay Area counties. For the FY 2023 Proposed Budget projects a \$2.9 million or 7.0% increase in property taxes receipts over the FY 2022 Approved Budget primarily due to Bay Area's high real estate prices especially in the housing market leading to increased property valuations and higher property taxes.

Other Sources of General Fund Revenue

Federal grants from the Environmental Protection Agency (EPA) and other state/federal agencies show decreased by \$0.8 million or 6.0% under current year budget. We anticipate continued funding from the State of \$9.0 million (CAPP 21) 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 FY 2023 is budgeted at \$1.7 million based on actual collections in prior year. Penalties and Settlements fluctuate from time to time; and the FY 2023 projection is \$2.7 million. Transfer from various grant sources of \$1.1 million will support indirect costs and other eligible activities supporting these grant programs.

Operating Expenditures

The FY 2023 General Fund Proposed Operating Budget (net personnel & capital) of \$38.1 million increased by \$6.1 million over the FY 2022 Approved Budget primarily due to the necessary increase to address new and enhanced programs of the Air District. A summary of the General Fund Expenditures by Division from FY 2021 (actual expenditures) through FY 2023 (projected expenditures) is displayed in Table XI. In addition, the General Fund Expenditures by major categories from FY 2019 (actuals) through FY 2023 (projected expenditures) are displayed in Appendix E, Figure 2.

Personnel Expenditures

The current authorized staffing level is 445 FTE, of which 26 positions were approved in the FY 2022 adopted budget and are placed on hold for hiring pending the results of a management audit. The proposed FY 2023 budget includes funding of approximately \$3.3 million to fund an additional 20 FTEs to meet the growing demands of core Air District programs. The proposed budget also assumes a 6% vacancy savings of \$5.2 million to account for recruitment timeline to fill new positions and attrition due to retirements.

Capital Expenditures

The Proposed Budget for FY 2023 funds capital expenditures of \$6.6 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, the severe strain will be placed on the Air 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 FY 2016 Budget, the Board adopted a minimum

OPEB funding target policy of 90%. The FY 2023 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 June 30, 2020, CalPERS actuarial valuation study, the Air District is currently funded at approximately 72%, leaving an unfunded liability of 28% or approximately \$100.0 million. Given these potential impacts, the FY 2023 budget includes the 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.

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District-Wide Revenue and Expenditure Budgets

TABLE I: Consolidated Expenditures and Revenues by Major Categories

	AUDITED ACTUALS FYE 2021			APPROVED BUDGET FYE 2022			PROPOSED BUDGET FYE 2023		
	GENERAL FUND	SPECIAL FUNDS	TOTAL FUNDS	GENERAL FUNDS	SPECIAL FUNDS	TOTAL FUNDS	GENERAL FUND	SPECIAL FUNDS	TOTAL FUNDS
REVENUES									
County Revenues	39,778,799		39,778,799	39,335,284		39,335,284	42,197,180		42,197,180
Permits / Fees	52,164,262		52,164,262	53,678,690		53,678,690	63,259,929		63,259,929
Grant Revenues	9,971,613	94,317,931	104,289,544	12,967,612	130,964,735	143,932,347	12,189,755	114,766,988	126,956,743
Other Revenues	7,826,002		7,826,002	6,745,848		6,745,848	6,273,876		6,273,876
	109,740,676	94,317,931	204,058,607	112,727,434	130,964,735	243,692,169	123,920,740	114,766,988	238,687,728
Reimbursements Programs	2,354,590		2,354,590	2,426,500		2,426,500	2,516,418		2,516,418
Transfer In	1,296,698		1,296,698	1,361,189		1,361,189	1,066,545		1,066,545
Transfer from / (to) Reserves	(11,729,493)		(11,729,493)	500,000		500,000	4,670,000		4,670,000
Total REVENUES	101,662,471	94,317,931	195,980,402	117,015,123	130,964,735	247,979,858	132,173,703	114,766,988	246,940,691
EXPENDITURES									
Personnel & Benefits	72,942,049	5,566,133	78,508,182	78,193,804	7,503,256	85,697,060	86,419,734	7,987,249	94,406,983
Services & Supplies	23,926,472	4,902,247	28,828,719	32,092,559	10,398,315	42,490,874	38,191,792	10,720,089	48,911,881
Capital Expenditures	3,501,906		3,501,906	5,187,458		5,187,458	6,562,177		6,562,177
Other Financing Uses	635,062		635,062						
	101,005,489	10,468,380	111,473,869	115,473,821	17,901,571	133,375,392	131,173,703	18,707,338	149,881,041
Program Distributions	656,982	82,552,853	83,209,835	1,541,302	111,746,976	113,288,278	1,000,000	94,993,105	95,993,105
Transfer Out		1,296,698	1,296,698		1,316,188	1,316,188		1,066,545	1,066,545
Total EXPENDITURES	101,662,471	94,317,931	195,980,402	117,015,123	130,964,735	247,979,858	132,173,703	114,766,988	246,940,691

TABLE II: Consolidated Revenues

	Audited Program	Approved Program	Proposed Program	FTE/Dollar	Percent
	Actuals	Budget	Budget	Change	Change
	2021	2022	2023	\$	%
County Revenues					
Alameda	7,160,542	6,897,046	7,452,947	555,901	8.1%
Contra Costa	4,301,160	4,673,433	4,693,206	19,773	0.4%
Marin	1,730,658	1,688,388	1,845,270	156,882	9.3%
Napa	1,255,553	1,227,157	1,306,277	79,120	6.4%
San Francisco	6,273,268	6,199,930	6,775,407	575,477	9.3%
San Mateo	5,467,678	5,121,684	5,730,760	609,076	11.9%
Santa Clara	10,980,081	10,831,380	11,624,285	792,905	7.3%
Solano	917,871	970,760	1,009,361	38,601	4.0%
Sonoma	1,691,988	1,725,506	1,759,667	34,161	2.0%
Total County Revenues	39,778,799	39,335,284	42,197,180	2,861,896	7.3%
Permits / Fees					
Permit Renewal & Application Fees	35,818,857	37,505,080	43,531,573	6,026,493	16.1%
Community Health Impact	750,623	918,891	1,108,600	189,709	20.6%
Criteria Pollutant and Toxics Emissions		1,300,000	1,219,460	(80,540)	(6.2)%
Title V Fees	6,210,781	6,261,936	8,065,278	1,803,342	28.8%
Asbestos Fees	4,094,654	4,000,000	4,000,000		
Toxics Inventory Fees	1,995,672	731,737	1,659,680	927,943	126.8%
Registration Fees	200,522	190,000	318,870	128,870	67.8%
Hearing Board Fees	14,318	25,000	25,000		
Greenhouse Gas Fees	3,078,835	2,746,046	3,331,468	585,422	21.3%
Total Permit Fees	52,164,262	53,678,690	63,259,929	9,581,239	17.8%
Grant Revenues					
Federal Grant	2,434,644	3,967,612	3,189,755	(777,857)	(19.6)%
Other Grants	7,536,969	9,000,000	9,000,000		
Total Grant Revenue	9,971,613	12,967,612	12,189,755	(777,857)	(6.0)%
Other Revenues					
Penalties & Settlements	4,212,013	2,750,000	2,750,000		
State Subvention	1,748,876	1,736,000	1,748,876	12,876	0.7%
PERP (Portable Equip Prog)	786,669	450,000	475,000	25,000	5.6%
Interest Income	938,034	1,609,848	1,000,000	(609,848)	(37.9)%
Miscellaneous Income	140,410	200,000	300,000	100,000	50.0%
Total Other Revenues	7,826,002	6,745,848	6,273,876	(471,972)	(7.0)%
Total Operating Revenues	109,740,676	112,727,434	123,920,740	11,193,306	9.9%
Reimbursement Programs					
CMAQ Funding	1,176,610	1,000,000	1,000,000		
DHS Biowatch Funding	1,177,980	1,426,500	1,516,418	89,918	6.3%
Total Reimbursement Programs	2,354,590	2,426,500	2,516,418	89,918	3.7%
Transfer from / (to) Reserves	(11,729,493)	500,000	4,670,000	4,170,000	834.0%
Transfer In	1,296,698	1,361,189	1,066,545	(294,644)	(21.6)%
Total General Fund Revenues	101,662,471	117,015,123	132,173,703	15,158,580	13.0%
Special Revenue Funds					
Grant Programs					
Carl Moyer Fund	50,347,537	59,898,128	55,058,440	(4,839,688)	(8.1)%
Mobile Source Incentive Fund (MSIF)	15,726,766	12,000,000	12,350,000	350,000	2.9%
California Goods Movement Bond (CGMB)	16,811	21,388,049	5,100,000	(16,288,049)	(76.2)%
Transportation Fund for Clean Air (TFCA)	17,381,695	19,313,364	20,400,000	1,086,636	5.6%
Other Grants Revenues	9,964,910	7,330,194	8,190,000	859,806	11.7%
Vehicle Mitigation	880,212	11,035,000	13,668,548	2,633,548	23.9%
Total Special Revenue Funds	94,317,931	130,964,735	114,766,988	(16,197,747)	(12.4)%
Total Revenues District Wide	195,980,402	247,979,858	246,940,691	(1,039,167)	(0.4)%

TABLE III: Consolidated Expenditures

	Audited Program Actuals	Approved Program Budget	Proposed Program Budget	FTE/Dollar Change	Percent Change
	2021	2022	2023	\$	%
Number of Positions (FTE)	400.86	445.00	465.00	20.00	4.5%
Personnel Expenditures					
Permanent Salaries	50,975,942	57,661,665	62,526,352	4,864,687	8.4%
Overtime Salaries	299,144	449,830	370,830	(79,000)	(17.6)%
Temporary Salaries	240,813	269,006	273,006	4,000	1.5%
Payroll Taxes	1,040,008	824,677	897,076	72,399	8.8%
Pension Benefits	10,695,192	13,453,506	14,348,290	894,784	6.7%
FICA Replacement Benefits	767,289	840,370	869,678	29,308	3.5%
Group Insurance Benefits	9,606,009	11,434,519	11,988,182	553,663	4.8%
Employee Transportation Subsidy	500,294	635,041	661,039	25,998	4.1%
Workers' Compensation	296,140	229,998	230,000	2	
Other Post Employment Benefits	4,000,001	4,000,000	4,000,000		
Board Stipends	87,350	92,000	118,000	26,000	28.3%
20 FTE Sal & Ben Estimate			3,290,386	3,290,386	
Vacancy Savings		(4,193,552)	(5,165,856)	(972,304)	23.2%
Total Personnel Expenditures	78,508,182	85,697,060	94,406,983	8,709,923	10.2%
Services & Supplies Expenditures					
Travel In-State	34,205	323,223	311,043	(12,180)	(3.8)%
Travel Out-of-State		288,960	234,700	(54,260)	(18.8)%
Training & Education	365,002	847,729	1,085,923	238,194	28.1%
Repair & Maintenance (Equipment)	801,858	1,087,846	1,243,491	155,645	14.3%
Communications	670,530	842,556	868,072	25,516	3.0%
Building Maintenance	267,813	671,570	828,794	157,224	23.4%
Utilities	275,220	246,315	272,416	26,101	10.6%
Postage	42,208	100,215	127,260	27,045	27.0%
Printing & Reproduction	67,791	440,103	484,138	44,035	10.0%
Equipment Rental	56,052	67,000	107,000	40,000	59.7%
Rents & Leases	2,461,382	3,331,153	3,428,751	97,598	2.9%
Professional Services & Contracts	21,580,911	31,388,305	36,324,960	4,936,655	15.7%
General Insurance	419,403	557,500	847,500	290,000	52.0%
Shop & Field Supplies	322,571	634,957	600,256	(34,701)	(5.5)%
Laboratory Supplies	68,837	186,761	198,215	11,454	6.1%
Gasoline & Variable Fuel	147,596	265,000	350,000	85,000	32.1%
Computer Hardware & Software	338,533	1,047,715	1,391,546	343,831	32.8%
Stationery & Office Supplies	29,320	100,450	98,000	(2,450)	(2.4)%
Books & Journals	45,703	52,113	58,813	6,700	12.9%
Minor Office Equipment	51,424	11,403	50,003	38,600	338.5%
Miscellaneous Expenses	184,720				
Non-Capital Assets	597,640		1,000	1,000	
Other Financing Sources	635,062				
Total Services & Supplies Expenditures	29,463,781	42,490,874	48,911,881	6,421,007	15.1%
Capital Expenditures					
Leasehold Improvements	25,411				
Building & Grounds	145,544	500,000	500,000		
Computer & Network Equipment	2,825,035	3,253,347	3,947,660	694,313	21.3%
Motorized Equipment	46,566	110,000	150,000	40,000	36.4%
Lab & Monitoring Equipment	459,350	924,111	1,764,517	840,406	90.9%
Communications Equipment		400,000	200,000	(200,000)	(50.0)%
Total Capital Expenditures	3,501,906	5,187,458	6,562,177	1,374,719	26.5%
Total Expenditures	111,473,869	133,375,392	149,881,041	16,505,649	12.4%
Transfer In/Out	1,296,698	1,316,188	1,066,545	(249,643)	(19.0)%
Program Distribution	83,209,835	113,288,278	95,993,105	(17,295,173)	(15.3)%
"Total Expenditures - District Wide"	195,980,402	247,979,858	246,940,691	(1,039,167)	(0.4)%

TABLE IV: General Fund

	Audited Program Actuals	Approved Program Budget	Proposed Program Budget	FTE/Dollar Change	Percent Change
	2021	2022	2023	\$	%
Number of Positions (FTE)	367.47	404.00	423.86	19.86	4.9%
Revenues					
Revenues	112,095,266	115,153,934	126,437,158	11,283,224	9.8%
Transfer from / (to) Reserves	(11,729,493)	500,000	4,670,000	4,170,000	834.0%
Transfer In	1,296,698	1,361,189	1,066,545	(294,644)	(21.6)%
Total Revenues - General Fund	101,662,471	117,015,123	132,173,703	15,158,580	13.0%
Personnel Expenditures					
Permanent Salaries	47,222,158	52,696,746	57,125,727	4,428,981	8.4%
Overtime Salaries	279,163	447,830	365,830	(82,000)	(18.3)%
Temporary Salaries	193,694	254,006	258,006	4,000	1.6%
Payroll Taxes	983,013	754,090	820,601	66,511	8.8%
Pension Benefits	9,891,483	12,296,429	13,121,880	825,451	6.7%
FICA Replacement Benefits	726,278	762,223	789,274	27,051	3.5%
Group Insurance Benefits	9,103,740	10,671,395	11,257,028	585,633	5.5%
Employee Transportation Subsidy	463,313	575,989	599,925	23,936	4.2%
Workers' Compensation	284,015	208,611	208,737	126	0.1%
Other Post Employment Benefits	3,707,842	3,628,037	3,630,196	2,159	0.1%
Board Stipends	87,350	92,000	118,000	26,000	28.3%
20 FTE Sal & Ben Estimate			3,290,386	3,290,386	
Vacancy Savings		(4,193,552)	(5,165,856)	(972,304)	23.2%
Total Personnel Expenditures	72,942,049	78,193,804	86,419,734	8,225,930	10.5%
Services & Supplies Expenditures					
Travel In-State	34,205	231,823	247,743	15,920	6.9%
Travel Out-of-State		194,160	212,200	18,040	9.3%
Training & Education	358,927	806,229	1,019,923	213,694	26.5%
Repair & Maintenance (Equipment)	801,858	1,087,846	1,243,491	155,645	14.3%
Communications	663,819	835,556	852,572	17,016	2.0%
Building Maintenance	267,813	671,570	828,794	157,224	23.4%
Utilities	274,976	246,315	272,416	26,101	10.6%
Postage	42,199	86,215	113,260	27,045	31.4%
Printing & Reproduction	57,360	409,603	453,138	43,535	10.6%
Equipment Rental	56,052	67,000	107,000	40,000	59.7%
Rents & Leases	2,461,382	3,331,153	3,428,751	97,598	2.9%
Professional Services & Contracts	16,706,590	21,327,530	25,915,611	4,588,081	21.5%
General Insurance	419,403	557,500	847,500	290,000	52.0%
Shop & Field Supplies	322,571	626,457	595,756	(30,701)	(4.9)%
Laboratory Supplies	68,837	186,761	198,215	11,454	6.1%
Gasoline & Variable Fuel	147,596	265,000	350,000	85,000	32.1%
Computer Hardware & Software	334,724	1,005,215	1,316,546	311,331	31.0%
Stationery & Office Supplies	28,749	95,350	95,200	(150)	(0.2)%
Books & Journals	45,627	51,273	57,673	6,400	12.5%
Minor Office Equipment	51,424	10,003	35,003	25,000	249.9%
Miscellaneous Expenses	184,720				
Non-Capital Assets	597,640		1,000	1,000	
Other Financing Sources	635,062				
Total Services & Supplies Expenditures	24,561,534	32,092,559	38,191,792	6,099,233	19.0%
Capital Expenditures					
Leasehold Improvements	25,411				
Building & Grounds	145,544	500,000	500,000		
Computer & Network Equipment	2,825,035	3,253,347	3,947,660	694,313	21.3%
Motorized Equipment	46,566	110,000	150,000	40,000	36.4%
Lab & Monitoring Equipment	459,350	924,111	1,764,517	840,406	90.9%
Communications Equipment		400,000	200,000	(200,000)	(50.0)%
Total Capital Expenditures	3,501,906	5,187,458	6,562,177	1,374,719	26.5%
Transfer In/Out					
Total Expenditures	101,005,489	115,473,821	131,173,703	15,699,882	13.6%
Program Distribution	656,982	1,541,302	1,000,000	(541,302)	(35.1)%
Total Expenditures - General Fund	101,662,471	117,015,123	132,173,703	15,158,580	13.0%

TABLE V: Carl Moyer Fund

	Audited Program Actuals	Approved Program Budget	Proposed Program Budget	FTE/Dollar Change	Percent Change
	2021	2022	2023	\$	%
Number of Positions (FTE)	14.35	18.82	16.62	(2.20)	(11.7)%
Revenues					
Admin Revenue	1,923,904	3,760,586	3,681,826	(78,760)	(2.1)%
Program Income	48,423,633	56,137,542	51,376,614	(4,760,928)	(8.5)%
Total Revenue - Carl Moyer	50,347,537	59,898,128	55,058,440	(4,839,688)	(8.1)%
Personnel Expenditures					
Permanent Salaries	1,266,634	2,271,087	2,172,379	(98,708)	(4.3)%
Overtime Salaries	665				
Temporary Salaries					
Payroll Taxes	18,868	32,272	30,677	(1,595)	(4.9)%
Pension Benefits	227,206	529,237	492,245	(36,992)	(7.0)%
FICA Replacement Benefits	13,495	35,867	32,486	(3,381)	(9.4)%
Group Insurance Benefits	165,597	353,206	290,841	(62,365)	(17.7)%
Employee Transportation Subsidy	12,145	27,104	24,692	(2,412)	(8.9)%
Workers' Compensation	4,084	9,816	8,591	(1,225)	(12.5)%
Other Post Employment Benefits	96,071	170,720	149,415	(21,305)	(12.5)%
Board Stipends					
Total Personnel Expenditures	1,804,765	3,429,309	3,201,326	(227,983)	(6.6)%
Services & Supplies Expenditures					
Travel In-State		12,000	12,500	500	4.2%
Travel Out-of-State		9,000	7,500	(1,500)	(16.7)%
Training & Education		10,000	22,000	12,000	120.0%
Repair & Maintenance (Equipment)					
Communications			5,000	5,000	
Building Maintenance					
Utilities					
Postage					
Printing & Reproduction		2,000	3,000	1,000	50.0%
Equipment Rental					
Rents & Leases					
Professional Services & Contracts	67,460	285,477	400,000	114,523	40.1%
General Insurance					
Shop & Field Supplies		2,000	2,000		
Laboratory Supplies					
Gasoline & Variable Fuel					
Computer Hardware & Software		10,000	22,000	12,000	120.0%
Stationery & Office Supplies		600	1,000	400	66.7%
Books & Journals	36	200	500	300	150.0%
Minor Office Equipment			5,000	5,000	
Total Services & Supplies Expenditures	67,496	331,277	480,500	149,223	45.0%
Capital Expenditures					
Leasehold Improvements					
Building & Grounds					
Office Equipment					
Computer & Network Equipment					
Motorized Equipment					
Lab & Monitoring Equipment					
Communications Equipment					
PM 2.5 Equipment					
Total Capital Expenditures					
Transfer In/Out	51,643				
Total Expenditures	1,923,904	3,760,586	3,681,826	(78,760)	(2.1)%
Program Distribution	48,423,633	56,137,542	51,376,614	(4,760,928)	(8.5)%
Total Expenditures - Carl Moyer	50,347,537	59,898,128	55,058,440	(4,839,688)	(8.1)%

TABLE VI: Mobile Source Incentive Fund (MSIF)

	Audited Program Actuals	Approved Program Budget	Proposed Program Budget	FTE/Dollar Change	Percent Change
	2021	2022	2023	\$	%
Number of Positions (FTE)	0.72	2.75	3.72	0.97	35.3%
Revenues					
Admin Revenue	4,141,538	769,168	1,235,821	466,653	60.7%
Program Income	11,585,228	11,230,832	11,114,179	(116,653)	(1.0)%
Total Revenues - MSIF	15,726,766	12,000,000	12,350,000	350,000	2.9%
Personnel Expenditures					
Permanent Salaries	357,729	331,057	474,241	143,184	43.3%
Overtime Salaries	60				
Temporary Salaries	74				
Payroll Taxes	5,348	4,704	6,700	1,996	42.4%
Pension Benefits	72,602	77,143	107,666	30,523	39.6%
FICA Replacement Benefits	3,848	5,240	7,268	2,028	38.7%
Group Insurance Benefits	47,252	47,935	67,711	19,776	41.3%
Employee Transportation Subsidy	3,467	3,960	5,524	1,564	39.5%
Workers' Compensation	1,154	1,434	1,921	487	34.0%
Other Post Employment Benefits	26,885	24,943	33,425	8,482	34.0%
Board Stipends					
Total Personnel Expenditures	518,419	496,416	704,456	208,040	41.9%
Services & Supplies Expenditures					
Travel In-State		8,000	8,000		
Travel Out-of-State			2,500	2,500	
Training & Education	725	5,000	23,500	18,500	370.0%
Repair & Maintenance (Equipment)					
Communications			2,000	2,000	
Building Maintenance					
Utilities					
Postage					
Printing & Reproduction		3,000	3,000		
Equipment Rental					
Rents & Leases					
Professional Services & Contracts	3,376,115	7,238,301	7,350,000	111,699	1.5%
General Insurance					
Shop & Field Supplies					
Laboratory Supplies					
Gasoline & Variable Fuel					
Computer Hardware & Software		4,000	30,000	26,000	650.0%
Stationery & Office Supplies		500	800	300	60.0%
Books & Journals		200	200		
Minor Office Equipment		1,000	5,000	4,000	400.0%
Total Services & Supplies Expenditures	3,376,840	7,260,001	7,425,000	164,999	2.3%
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	246,279	212,751	306,365	93,614	44.0%
Total Expenditures	4,141,538	7,969,168	8,435,821	466,653	5.9%
Program Distribution	11,585,228	4,030,832	3,914,179	(116,653)	(2.9)%
Total Expenditures - MSIF	15,726,766	12,000,000	12,350,000	350,000	2.9%

TABLE VII: California Goods Movement Bond (CGMB)

	Audited Program Actuals	Approved Program Budget	Proposed Program Budget	FTE/Dollar Change	Percent Change
	2021	2022	2023	\$	%
Number of Positions (FTE)	0.88	0.94	1.11	0.17	18.1%
Revenues					
Admin Revenue	16,811	223,537	272,911	49,374	22.1%
Program Income		21,164,512	4,827,089	(16,337,423)	(77.2)%
Total Revenues - CGMB	16,811	21,388,049	5,100,000	(16,288,049)	(76.2)%
Personnel Expenditures					
Permanent Salaries	122,435	123,006	153,527	30,521	24.8%
Overtime Salaries					
Temporary Salaries					
Payroll Taxes	1,838	1,761	2,171	410	23.3%
Pension Benefits	14,513	28,713	34,970	6,257	21.8%
FICA Replacement Benefits	1,307	1,799	2,169	370	20.6%
Group Insurance Benefits	16,143	18,345	17,373	(972)	(5.3)%
Employee Transportation Subsidy	1,174	1,359	1,649	290	21.3%
Workers' Compensation	396	492	574	82	16.7%
Other Post Employment Benefits	8,693	8,562	9,978	1,416	16.5%
Board Stipends					
Total Personnel Expenditures	166,499	184,037	222,411	38,374	20.9%
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	244				
Postage					
Printing & Reproduction	1,217	500	1,000	500	100.0%
Equipment Rental					
Rents & Leases					
Professional Services & Contracts	13,860	30,000	45,000	15,000	50.0%
General Insurance					
Shop & Field Supplies		3,000	1,000	(2,000)	(66.7)%
Laboratory Supplies					
Gasoline & Variable Fuel					
Computer Hardware & Software		1,500		(1,500)	(100.0)%
Stationery & Office Supplies	21	1,000		(1,000)	(100.0)%
Books & Journals					
Minor Office Equipment					
Total Services & Supplies Expenditures	15,342	39,500	50,500	11,000	27.8%
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	(165,030)				
Total Expenditures	16,811	223,537	272,911	49,374	22.1%
Program Distribution		21,164,512	4,827,089	(16,337,423)	(77.2)%
Total Expenditures - CGMB	16,811	21,388,049	5,100,000	(16,288,049)	(76.2)%

TABLE VIII: Transportation Fund for Clean Air (TFCA)

	Audited Program Actuals	Approved Program Budget	Proposed Program Budget	FTE/Dollar Change	Percent Change
	2021	2022	2023	\$	%
Number of Positions (FTE)	6.56	7.37	8.34	0.97	13.2%
Revenues					
Admin Revenue	2,884,486	4,028,520	3,936,342	(92,178)	(2.3)%
Program Income	14,497,209	15,284,844	16,463,658	1,178,814	7.7%
Total Revenues - TFCA	17,381,695	19,313,364	20,400,000	1,086,636	5.6%
Personnel Expenditures					
Permanent Salaries	820,294	880,353	1,128,978	248,625	28.2%
Overtime Salaries	11,415				
Temporary Salaries	231				
Payroll Taxes	12,759	12,510	16,000	3,490	27.9%
Pension Benefits	243,265	205,138	258,106	52,968	25.8%
FICA Replacement Benefits	9,297	13,943	16,294	2,351	16.9%
Group Insurance Benefits	113,177	130,842	156,912	26,070	19.9%
Employee Transportation Subsidy	8,420	10,536	12,385	1,849	17.5%
Workers' Compensation	2,653	3,816	4,309	493	12.9%
Other Post Employment Benefits	68,089	66,365	74,941	8,576	12.9%
Board Stipends					
Total Personnel Expenditures	1,289,600	1,323,503	1,667,925	344,422	26.0%
Services & Supplies Expenditures					
Travel In-State		28,000	14,000	(14,000)	(50.0)%
Travel Out-of-State		75,000	8,000	(67,000)	(89.3)%
Training & Education	5,000	16,500	11,000	(5,500)	(33.3)%
Repair & Maintenance (Equipment)					
Communications	4,536	5,000	6,000	1,000	20.0%
Building Maintenance					
Utilities					
Postage	9	14,000	14,000		
Printing & Reproduction	9,214	25,000	24,000	(1,000)	(4.0)%
Equipment Rental					
Rents & Leases					
Professional Services & Contracts	941,893	1,709,597	1,714,349	4,752	0.3%
General Insurance					
Shop & Field Supplies		3,500	1,500	(2,000)	(57.1)%
Laboratory Supplies					
Gasoline & Variable Fuel					
Computer Hardware & Software	2,970	24,000	20,000	(4,000)	(16.7)%
Stationery & Office Supplies	550	3,000	1,000	(2,000)	(66.7)%
Books & Journals	40	440	440		
Minor Office Equipment		400	5,000	4,600	1,150.0%
Total Services & Supplies Expenditures	964,212	1,904,437	1,819,289	(85,148)	(4.5)%
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	630,674	800,580	449,128	(351,452)	(43.9)%
Total Expenditures	2,884,486	4,028,520	3,936,342	(92,178)	(2.3)%
Program Distribution	14,497,209	15,284,844	16,463,658	1,178,814	7.7%
Total Expenditures - TFCA	17,381,695	19,313,364	20,400,000	1,086,636	5.6%

TABLE IX: Other Grants Revenues

	Audited Program Actuals	Approved Program Budget	Proposed Program Budget	FTE/Dollar Change	Percent Change
	2021	2022	2023	\$	%
Number of Positions (FTE)	7.70	7.68	7.85	0.17	2.2%
Revenues					
Admin Revenue	1,918,127	2,085,076	2,329,704	244,628	11.7%
Program Income	8,046,783	5,245,118	5,860,296	615,178	11.7%
Total Revenues - Other Grants	9,964,910	7,330,194	8,190,000	859,806	11.7%
Personnel Expenditures					
Permanent Salaries	819,994	909,194	1,001,684	92,490	10.2%
Overtime Salaries	7,393	2,000	5,000	3,000	150.0%
Temporary Salaries	46,814	15,000	15,000		
Payroll Taxes	12,740	12,891	14,282	1,391	10.8%
Pension Benefits	176,442	211,776	227,454	15,678	7.4%
FICA Replacement Benefits	9,163	14,640	15,347	707	4.8%
Group Insurance Benefits	112,123	146,725	134,829	(11,896)	(8.1)%
Employee Transportation Subsidy	8,267	11,062	11,665	603	5.5%
Workers' Compensation	2,652	4,007	4,059	52	1.3%
Other Post Employment Benefits	65,024	69,681	70,584	903	1.3%
Board Stipends					
Total Personnel Expenditures	1,260,612	1,396,976	1,499,904	102,928	7.4%
Services & Supplies Expenditures					
Travel In-State		13,800	13,800		
Travel Out-of-State		10,800	4,500	(6,300)	(58.3)%
Training & Education	350	8,500	6,000	(2,500)	(29.4)%
Repair & Maintenance (Equipment)					
Communications	2,175	2,000	2,500	500	25.0%
Building Maintenance					
Utilities					
Postage					
Printing & Reproduction					
Equipment Rental					
Rents & Leases					
Professional Services & Contracts	393,020	650,000	800,000	150,000	23.1%
General Insurance					
Shop & Field Supplies					
Laboratory Supplies					
Gasoline & Variable Fuel					
Computer Hardware & Software	839	3,000	3,000		
Stationery & Office Supplies					
Books & Journals					
Minor Office Equipment					
Total Services & Supplies Expenditures	396,384	688,100	829,800	141,700	20.6%
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	261,131				
Total Expenditures	1,918,127	2,085,076	2,329,704	244,628	11.7%
Program Distribution	8,046,783	5,245,118	5,860,296	615,178	11.7%
Total Expenditures - Other Grants Revenues	9,964,910	7,330,194	8,190,000	859,806	11.7%

TABLE X: Vehicle Mitigation

	Audited Program Actuals	Approved Program Budget	Proposed Program Budget	FTE/Dollar Change	Percent Change
	2021	2022	2023	\$	%
Number of Positions (FTE)	3.18	3.44	3.50	0.06	1.7%
Revenues					
Admin Revenue	880,212	1,150,872	1,117,279	(33,593)	(2.9)%
Program Income		9,884,128	12,551,269	2,667,141	27.0%
Total Revenues - VM	880,212	11,035,000	13,668,548	2,633,548	23.9%
Personnel Expenditures					
Permanent Salaries	366,698	450,222	469,816	19,594	4.4%
Overtime Salaries	448				
Temporary Salaries					
Payroll Taxes	5,442	6,449	6,645	196	3.0%
Pension Benefits	69,681	105,070	105,969	899	0.9%
FICA Replacement Benefits	3,901	6,658	6,840	182	2.7%
Group Insurance Benefits	47,977	66,071	63,488	(2,583)	(3.9)%
Employee Transportation Subsidy	3,508	5,031	5,199	168	3.3%
Workers' Compensation	1,186	1,822	1,809	(13)	(0.7)%
Other Post Employment Benefits	27,397	31,692	31,461	(231)	(0.7)%
Board Stipends					
Total Personnel Expenditures	526,238	673,015	691,227	18,212	2.7%
Services & Supplies Expenditures					
Travel In-State		27,600	13,000	(14,600)	(52.9)%
Travel Out-of-State					
Training & Education			2,000	2,000	
Repair & Maintenance (Equipment)					
Communications					
Building Maintenance					
Utilities					
Postage					
Printing & Reproduction					
Equipment Rental					
Rents & Leases					
Professional Services & Contracts	81,973	147,400	100,000	(47,400)	(32.2)%
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	81,973	175,000	115,000	(60,000)	(34.3)%
Capital Expenditures					
Leasehold Improvements					
Building & Grounds					
Office Equipment					
Computer & Network Equipment					
Motorized Equipment					
Lab & Monitoring Equipment					
Communications Equipment					
General Equipment					
PM 2.5 Equipment					
Total Capital Expenditures					
Transfer In/Out	272,001	302,857	311,052	8,195	2.7%
Total Expenditures	880,212	1,150,872	1,117,279	(33,593)	(2.9)%
Program Distribution		9,884,128	12,551,269	2,667,141	27.0%
Total Expenditures - VM	880,212	11,035,000	13,668,548	2,633,548	23.9%

TABLE XI: General Fund Expenditures by Division

	Audited Program Actuals 2021	Approved Program Budget 2022	Proposed Program Budget 2023	FTE/Dollar Change \$	Percent Change %
Executive Office					
Executive Office	7,139,404	6,889,315	8,867,174	1,977,859	28.7%
Bay Area Regional Collaborative (BARC)	326,266	351,000		(351,000)	(100.0)%
Board of Directors	507,978	586,067	469,186	(116,881)	(19.9)%
Hearing Board	37,031	62,852	56,974	(5,878)	(9.4)%
Advisory Council & Community Advisory Council	27,912	395,451	448,792	53,341	13.5%
External Affairs		410,249	672,859	262,610	64.0%
Total Executive Office	8,038,591	8,694,934	10,514,985	1,820,051	20.9%
Diversity, Equity and Inclusion Division					
Office of Diversity Equity & Inclusion	572,593	924,507	972,885	48,378	5.2%
Total Diversity, Equity and Inclusion Division	572,593	924,507	972,885	48,378	5.2%
Finance Office					
Finance	2,293,320	3,674,786	3,744,665	69,879	1.9%
Total Finance Office	2,293,320	3,674,786	3,744,665	69,879	1.9%
Human Resources Office					
Payroll	677,599	469,766	660,525	190,759	40.6%
Benefits Administration	3,678,234	3,660,226	3,887,680	227,454	6.2%
Organizational Development	495,870	459,958	666,644	206,686	44.9%
Employment Relations	785,484	1,067,735	1,109,416	41,681	3.9%
Recruitment & Testing	618,727	688,925	817,309	128,384	18.6%
Total Human Resources Office	6,255,914	6,346,610	7,141,574	794,964	114.2%
Administrative Resources Division					
Facilities	1,356,943	1,612,121	1,990,716	378,595	23.5%
Mail and Reproduction	690,344	864,971	1,153,373	288,402	33.3%
Headquarters East (Richmond)	311,533	711,000	813,000	102,000	14.3%
Purchasing	741,797	962,807	1,314,829	352,022	36.6%
Headquarters West (Beale Street)	2,916,578	3,800,000	4,210,000	410,000	10.8%
Fleet Services	1,273,637	1,728,212	1,952,518	224,306	13.0%
Total Administrative Resources Division	7,290,832	9,679,111	11,434,436	1,755,325	131.5%
Legislative Office					
Legislative Program		590,849	623,159	32,310	5.5%
Total Legislative Office		590,849	623,159	32,310	5.5%
Legal Services Division					
Legal Counsel	2,365,572	2,287,543	2,910,984	623,441	27.3%
Hearing Board Proceedings	38,196	12,949	34,434	21,485	165.9%
Penalties Enforcement & Settlement	929,223	1,093,173	1,174,823	81,650	7.5%
Litigation	582,613	426,743	374,227	(52,516)	(12.3)%
Total Legal Services Division	3,915,604	3,820,408	4,494,468	674,060	188.4%
Communications Office					
Media Relations	1,572,034	1,333,083	1,919,880	586,797	44.0%
Intermittent Control	1,334,702	1,650,281	1,275,457	(374,824)	(22.7)%
Spare The Air (CMAQ)	1,177,825	1,000,000	1,000,000		
Total Communications Office	4,084,561	3,983,364	4,195,337	211,973	5.3%
Technology Implementation Office					
Greenhouse Gas Technologies	678,297	745,515	1,018,977	273,462	36.7%
Total Technology Implementation Office	678,297	745,515	1,018,977	273,462	36.7%
Strategic Incentives					
Non-Mobile Source Grant Programs		147,544	138,492	(9,052)	(6.1)%
Grant Program Development	120,630	663,479	260,372	(403,107)	(60.8)%
Total Strategic Incentives	120,630	811,023	398,864	(412,159)	(50.8)%
Compliance & Enforcement					
Enforcement	4,995,029	6,037,452	6,944,654	907,202	15.0%
Compliance Assistance & Operations	2,548,990	3,374,570	3,714,328	339,758	10.1%
Compliance Assurance	6,108,430	6,736,380	7,113,062	376,682	5.6%

TABLE XI: General Fund Expenditures by Division

	Audited Program Actuals 2021	Approved Program Budget 2022	Proposed Program Budget 2023	FTE/Dollar Change \$	Percent Change %
Total Compliance & Enforcement	13,652,449	16,148,402	17,772,044	1,623,642	10.1%
Engineering					
Permit Evaluation	7,724,123	8,906,514	8,741,400	(165,114)	(1.9)%
Air Toxics	1,497,690	1,492,604	1,811,164	318,560	21.3%
Permit Operations	939,144	1,027,578	1,018,692	(8,886)	(0.9)%
Title V	408,092	1,086,037	1,001,787	(84,250)	(7.8)%
Engineering Special Projects	1,065,202	1,499,284	1,681,586	182,302	12.2%
Total Engineering	11,634,251	14,012,017	14,254,629	242,612	1.7%
Assessment, Inventory & Model					
Source Inventories	1,573,703	1,781,961	1,736,608	(45,353)	(2.5)%
Air Quality Modeling Support	1,017,773	1,182,142	1,183,162	1,020	0.1%
Air Quality Modeling & Research	728,275	809,837	841,676	31,839	3.9%
Community Air Risk Evaluation	997,554	1,154,539	1,301,746	147,207	12.8%
Total Assessment, Inventory & Model	4,317,305	4,928,479	5,063,192	134,713	2.7%
Planning & Climate Protection					
Air Quality Plans	1,681,643	1,874,045	2,183,721	309,676	16.5%
Implement Plans, Policies and Measures	1,459,697	1,442,301	1,363,472	(78,829)	(5.5)%
Climate Protection	2,516,618	2,004,463	1,852,820	(151,643)	(7.6)%
Total Planning & Climate Protection	5,657,958	5,320,809	5,400,013	79,204	1.5%
Rules Division					
Rule Development	2,179,437	2,402,631	2,957,742	555,111	23.1%
Total Rules Division	2,179,437	2,402,631	2,957,742	555,111	23.1%
Community Engagement					
Community Engagement Office	2,480,821	4,850,952	8,732,937	3,881,985	80.0%
Total Community Engagement	2,480,821	4,850,952	8,732,937	3,881,985	80.0%
Information Services					
Information Management Records & Content	508,577	901,688	1,134,316	232,628	25.8%
IT Engineering & Operations	2,989,546	3,699,684	4,923,201	1,223,517	33.1%
User Support Desk		918,574	460,181	(458,393)	(49.9)%
Total Information Services	3,498,123	5,519,946	6,517,698	997,752	9.0%
My Air Online					
Permitting and Compliance System	4,253,992	4,348,141	4,792,733	444,592	10.2%
Website Development & Maintenance	1,592,535	1,506,110	1,606,838	100,728	6.7%
Legacy Systems Support	1,128,605	1,282,726	1,311,775	29,049	2.3%
Total My Air Online	6,975,132	7,136,977	7,711,346	574,369	19.2%
Meteorology, Measurement & Rules					
Air Monitoring – Operations	5,373,718	5,946,697	6,794,452	847,755	14.3%
Laboratory	1,540,989	2,412,281	2,082,770	(329,511)	(13.7)%
Source Test	2,970,534	3,366,406	3,534,372	167,966	5.0%
Meteorology	1,142,589	997,022	948,802	(48,220)	(4.8)%
Air Monitoring Instrument Performance Evaluation	560,942	619,164	863,942	244,778	39.5%
BioWatch Monitoring	1,177,959	1,426,500	1,516,419	89,919	6.3%
Air Monitoring - Projects & Technology	1,940,573	4,255,037	2,622,879	(1,632,158)	(38.4)%
Ambient Air Quality Analysis	720,607	1,052,946	1,736,586	683,640	64.9%
Total Meteorology, Measurement & Rules	15,427,911	20,076,053	20,100,222	24,169	0.1%
Others					
20 FTE Sal & Ben Estimate			3,290,386	3,290,386	
Vacancy Savings		(4,193,552)	(5,165,856)	(972,304)	23.2%
Other Financing Sources	635,062				
Program Distribution	656,982	1,541,302	1,000,000	(541,302)	(35.1)%
Transfer In/Out	1,296,698				
Total Expenditures - General Fund Divisions	101,662,471	117,015,123	132,173,703	15,158,580	(565.0)%

Capital Expenditure

**TABLE XII
CAPITAL EXPENDITURE SUMMARY**

The list below includes all capital expenditures budgeted for FYE 2023

	<u>Description</u>	<u>PGM</u>	<u>Capital Type</u>	<u>Amount</u>	<u>Program Total</u>	<u>Division Total</u>
1	One (1) Air Quality Analyzer	802	Lab & Monitoring	655,000		
2	One (1) Air Quality Analyzers - PM2.5 equipment	802	Lab & Monitoring	129,517		
3	One (1) Air Quality Analyzers - Schedule X equipment	802	Lab & Monitoring	450,000	1,234,517	
4	Three (3) Source Test Analyzers	804	Lab & Monitoring	60,000		
5	One (1) Multi Test Program Field Testing Van	804	Motorized Equipment	60,000		
6	One (1) PM Van Custom Equipment and Build Out	804	Motorized Equipment	40,000	160,000	
7	One (1) Lab & Monitoring Equipment (Picarro G2401)	807	Lab & Monitoring	90,000	90,000	
8	One (1) Volatile Organic Compounds Monitor	810	Lab & Monitoring	20,000		
9	One (1) Instrumentation for Particulate Matter Speciation (Metals)	810	Lab & Monitoring	185,000		
10	One (1) Instrumentation for Particulate Matter Speciation (EC/OC)	810	Lab & Monitoring	75,000	280,000	<u>1,764,517</u>
11	One (1) Optical Gas Imaging Camera	403	Lab & Monitoring	100,000	100,000	<u>100,000</u>
12	Phase 2 HQE build out for Meterology & Measurement staff	707	Building and Grounds	500,000	500,000	
13	Leasing of Additional Vehicles	710	Motorized Equipment	50,000	50,000	<u>550,000</u>
14	Design & POC for IT Infrastructure Datacenter Refresh	726	Computer & Network Equipment	400,000		
15	Replacement of End-of-Life Network Components	726	Computer & Network Equipment	500,000		
16	Communication Equipment	726	Communications Equipment	200,000	1,100,000	<u>1,100,000</u>
17	Public Permitting & Compliance Systems	125	Computer & Network Equipment	3,047,660	3,047,660	<u>3,047,660</u>
Total Capital Expenditures						<u>6,562,177</u>

**TABLE XII
CAPITAL EXPENDITURE DETAILS**

THE LIST BELOW INCLUDES ALL CAPITAL EXPENDITURES BUDGETED FOR FYE 2023

Item Description	Cost	Program/ Capital Type
1 <u>One (1) Air Quality Analyzer</u> Replacements / upgrades for aging air monitoring equipment.	\$655,000	802/Lab & Monitoring
2 <u>One (1) Air Quality Analyzers - PM2.5 equipment</u> Replacements / upgrades for aging air monitoring equipment. PM2.5 equipment only.	\$129,517	802/Lab & Monitoring
3 <u>One (1) Air Quality Analyzers - Schedule X equipment</u> Replacements / upgrades for aging air monitoring equipment. Schedule X equipment only.	\$450,000	802/Lab & Monitoring
4 <u>Three (3) Source Test Analyzers</u> Replacements for current equipment that reached the end of its useful life.	\$60,000	804/Lab & Monitoring
5 <u>One (1) Multi Test Program Field Testing Van</u> Field testing van to be used for multiple source testing programs. Current vehicle inventory limits the sections ability to transport equipment and personnel during larger field measurement projects.	\$60,000	804/Motorized Equipment
6 <u>One (1) PM Van Custom Equipment and Build Out</u> Field testing new particulate matter van custom equipment and build out to include instrument racks, plumbing, cylinder storage, and work areas.	\$40,000	804/Motorized Equipment
7 <u>One (1) Lab & Monitoring Equipment (Picarro G2401)</u> The equipment is needed as a back-up for performing EPA-mandated audits on Air District Air Monitoring Stations.	\$90,000	807/Lab & Monitoring
8 <u>One (1) Volatile Organic Compounds Monitor</u> Instrumentation for a portable platform to identify and quantify gaseous VOC contributions from sources of air pollution in complex urban industrial areas. Speciation and quantitation of gaseous VOCs are important in resolving suspected air toxics issues and odor complaints.	\$20,000	810/Lab & Monitoring
9 <u>One (1) Instrumentation for Particulate Matter Speciation (Metals)</u> Instrumentation for a portable platform to identify and quantify contributions from sources of air pollution in complex urban industrial areas. Continuous monitoring of particle-bound metals is needed to identify and quantify ambient concentrations of these types of emissions near large and small sources.	\$185,000	810/Lab & Monitoring
10 <u>One (1) Instrumentation for Particulate Matter Speciation (EC/OC)</u> Instrumentation for a portable platform to provide consolidated, near-real time data of TOC, OC, and EC or BC to provide critical information for teasing apart the contributions of sources in complex urban industrial environments.	\$75,000	810/Lab & Monitoring
11 <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
12 <u>Phase 2 HQE build out for Meterology & Measurement staff</u> Preparation of space for Meterology & Measurement staff.	\$500,000	707/Building and Grounds
13 <u>Leasing of Additional Vehicles</u> Leasing of additional vehicles as a result of an increase in Air District field	\$50,000	710/Motorized Equipment
14 <u>Design & POC for IT Infrastructure Datacenter Refresh</u> Every 6-8 years the District modernizes its information technology infrastructure. This project encompasses the initial design work and proof of concept prototyping for the next generation of technology.	\$400,000	726/Computer & Network Equipment
15 <u>Replacement of End-of-Life Network Components</u> Replace key end of life computer networking components. Several of the District's key computer networking components will reach end of life and will not be supported in FYE23. This project is to replace key components with newer like components before they are no longer supported by their	\$500,000	726/Computer & Network Equipment
16 <u>Communication Equipment</u> The District's phone systems and associated equipment telecommunications equipment is approaching fifteen years old, and is reaching the end of its useful life. Additionally, key functionality required to support distributed/remote work is either not supported or supported insufficiently in the current system.	\$200,000	726/Communications Equipment
17 <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.	\$3,047,660	125/Computer & Network Equipment
Total Capital Expenditures	\$6,562,177	

General Fund Program Narratives and Expenditure Details

Note: Definitions are provided on page 232-234
And are an integral part of this budget document.

Executive Division

Despite the continuing challenges of the pandemic, the Air District furthered our vision of providing a healthy breathing environment for all Bay Area residents. We continued to address disparities in air quality and health protections by expanding partnerships in historically disadvantaged communities. At the same time, our climate protection work progressed to accelerate electrification and incentivize greenhouse gas reductions by funding cutting-edge technologies.

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 2023, 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 2023, these key partnerships will also address regional coordination of climate protection activities, and implementation of State initiatives 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 2023	Ongoing

		Audited Program Actuals 2021	Approved Program Budget 2022	Proposed Program Budget 2023	FTE/Dollar Change \$	Percent Change %
Number of Positions (FTE)		21.52	21.51	22.41	0.90	4.2%
Personnel Expenditures						
Permanent Salaries	51100	4,047,740	3,464,614	4,290,537	825,923	23.8%
Overtime Salaries	51150	4,538	2,500	10,000	7,500	300.0%
Temporary Salaries	51200					
Payroll Taxes	51300	60,615	52,840	65,737	12,897	24.4%
Pension Benefits	51400	799,535	813,355	993,880	180,525	22.2%
FICA Replacement Benefits	51500	43,564	37,129	43,803	6,674	18.0%
Group Insurance Benefits	51600	533,849	343,432	422,067	78,635	22.9%
Employee Transportation Subsidy	51700	39,265	28,057	33,295	5,238	18.7%
Workers' Compensation	51800	13,068	10,162	11,585	1,423	14.0%
Other Post Employment Benefits	51850	312,746	176,726	201,470	24,744	14.0%
Board Stipends	51900					
Total Personnel Expenditures		5,854,920	4,928,815	6,072,374	1,143,559	23.2%
Services & Supplies Expenditures						
Travel In-State	52200	3,950	18,000	18,000		
Travel Out-of-State	52220		43,000	45,000	2,000	4.7%
Training & Education	52300	29,868	30,500	36,000	5,500	18.0%
Repair & Maintenance (Equipment)	52400	278				
Communications	52500	18,450	5,000	5,000		
Building Maintenance	52600					
Utilities	52700					
Postage	52800	154		200	200	
Printing & Reproduction	52900	9,303	2,500	4,000	1,500	60.0%
Equipment Rental	53100					
Rents & Leases	53200	30,452	100,000	50,000	(50,000)	(50.0)%
Professional Services & Contracts	53300	1,245,719	1,760,000	2,630,000	870,000	49.4%
General Insurance	53400					
Shop & Field Supplies	53500	955				
Laboratory Supplies	53600					
Gasoline & Variable Fuel	53700					
Computer Hardware & Software	53800	2,329		4,000	4,000	
Stationery & Office Supplies	53900	903	1,000	1,100	100	10.0%
Books & Journals	54100	1,058	500	1,500	1,000	200.0%
Minor Office Equipment	54200					
Total Services & Supplies Expenditures		1,343,419	1,960,500	2,794,800	834,300	42.6%
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		(243,655)				
Total Expenditures		6,954,684	6,889,315	8,867,174	1,977,859	28.7%

Managing Division:	
Executive Division	
Contact Person:	
Vanessa Johnson	
Program Purpose:	
Not Applicable	
Description of Program:	
Not Applicable	
Justification of Change Request:	
Program 105 now merged with program 104	
Activities	
Major Objectives	Delivery Date

	Audited Program Actuals 2021	Approved Program Budget 2022	Proposed Program Budget 2023	FTE/Dollar Change \$	Percent 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	326,266	351,000	(351,000)	(100.0)%
General Insurance	53400				
Shop & Field Supplies	53500				
Laboratory Supplies	53600				
Gasoline & Variable Fuel	53700				
Computer Hardware & Software	53800				
Stationery & Office Supplies	53900				
Books & Journals	54100				
Minor Office Equipment	54200				
Total Services & Supplies Expenditures	326,266	351,000		(351,000)	(100.0)%
Capital Expenditures					
Leasehold Improvements	60100				
Building & Grounds	60105				
Office Equipment	60110				
Computer & Network Equipment	60115				
Motorized Equipment	60120				
Lab & Monitoring Equipment	60125				
Communications Equipment	60130				
General Equipment	60135				
PM 2.5 Equipment	60140				
Total Capital Expenditures					
Transfer In/Out					
Total Expenditures	326,266	351,000		(351,000)	(100.0)%

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 25 per year. Receive, route, and appropriately address all correspondence directed to the Board.	
Receive, route, and appropriately address all correspondence directed to the Board.	
Track, process and issue monthly travel reimbursement and per diem payments for each member of the Board of Directors.	
Prepare all travel logistics for Board of Directors participation at the Annual Air & Waste Management Association (A&WMA) Conference.	
Maintain archive of Board materials, including minutes, agendas, correspondence and adopted resolutions.	
Maintain the Air District's website as it relates to the Board of Directors membership, calendar, meeting materials and minutes.	
Assure timely filing of Statement of Economic Interests with the California Fair Political Practices Commission.	
Major Objectives	Delivery Date
Coordinate all Board and Committee meetings.	Ongoing
Coordinate Board Ethics Training and Unconscious Bias Training.	Ongoing
Coordinate New Board Member Orientation.	Ongoing
Coordinate transition to new Chair of the Board of Directors.	Annually
Coordinate Board of Directors Annual Retreat.	Annually
Update of Board Committee assignments.	Ongoing

		Audited Program Actuals 2021	Approved Program Budget 2022	Proposed Program Budget 2023	FTE/Dollar Change \$	Percent Change %
Number of Positions (FTE)		2.71	2.55	1.78	(0.77)	(30.2)%
Personnel Expenditures						
Permanent Salaries	51100	290,018	300,091	204,192	(95,899)	(32.0)%
Overtime Salaries	51150	2,252				
Temporary Salaries	51200					
Payroll Taxes	51300	4,380	4,300	2,866	(1,434)	(33.3)%
Pension Benefits	51400	61,450	69,889	45,447	(24,442)	(35.0)%
FICA Replacement Benefits	51500	3,113	4,864	3,480	(1,384)	(28.5)%
Group Insurance Benefits	51600	38,167	41,766	31,132	(10,634)	(25.5)%
Employee Transportation Subsidy	51700	2,928	3,675	2,645	(1,030)	(28.0)%
Workers' Compensation	51800	939	1,331	920	(411)	(30.9)%
Other Post Employment Benefits	51850	23,066	23,151	16,004	(7,147)	(30.9)%
Board Stipends	51900	78,000	60,000	78,000	18,000	30.0%
Total Personnel Expenditures		504,313	509,067	384,686	(124,381)	(24.4)%
Services & Supplies Expenditures						
Travel In-State	52200	174	15,500	19,500	4,000	25.8%
Travel Out-of-State	52220		10,500	13,500	3,000	28.6%
Training & Education	52300	111	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	3,380	23,000	23,500	500	2.2%
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		3,665	77,000	84,500	7,500	9.7%
Capital Expenditures						
Leasehold Improvements	60100					
Building & Grounds	60105					
Office Equipment	60110					
Computer & Network Equipment	60115					
Motorized Equipment	60120					
Lab & Monitoring Equipment	60125					
Communications Equipment	60130					
General Equipment	60135					
PM 2.5 Equipment	60140					
Biotech Equipment	60145					
Total Capital Expenditures						
Transfer In/Out						
Total Expenditures		507,978	586,067	469,186	(116,881)	(19.9)%

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

		Audited Program Actuals 2021	Approved Program Budget 2022	Proposed Program Budget 2023	FTE/Dollar Change \$	Percent Change %
Number of Positions (FTE)		0.14	0.09	0.04	(0.05)	(55.6)%
Personnel Expenditures						
Permanent Salaries	51100	17,626	14,477	4,957	(9,520)	(65.8)%
Overtime Salaries	51150	288				
Temporary Salaries	51200					
Payroll Taxes	51300	271	206	70	(136)	(66.0)%
Pension Benefits	51400	4,584	3,379	1,097	(2,282)	(67.5)%
FICA Replacement Benefits	51500	195	211	78	(133)	(63.0)%
Group Insurance Benefits	51600	2,384	1,856	612	(1,244)	(67.0)%
Employee Transportation Subsidy	51700	193	160	59	(101)	(63.1)%
Workers' Compensation	51800	57	58	21	(37)	(63.8)%
Other Post Employment Benefits	51850	1,565	1,005	360	(645)	(64.2)%
Board Stipends	51900	9,350	32,000	40,000	8,000	25.0%
Total Personnel Expenditures		36,513	53,352	47,254	(6,098)	(11.4)%
Services & Supplies Expenditures						
Travel In-State	52200	88				
Travel Out-of-State	52220		1,000	1,000		
Training & Education	52300		1,000	1,000		
Repair & Maintenance (Equipment)	52400					
Communications	52500					
Building Maintenance	52600					
Utilities	52700					
Postage	52800	93		120	120	
Printing & Reproduction	52900		1,500	1,500		
Equipment Rental	53100					
Rents & Leases	53200					
Professional Services & Contracts	53300	337	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	600	100	20.0%
Minor Office Equipment	54200		250	250		
Total Services & Supplies Expenditures		518	9,500	9,720	220	2.3%
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		37,031	62,852	56,974	(5,878)	(9.4)%

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. The Community Advisory Council will advise the Board of Directors and the Executive Officer on technical, community, health, and policy matters.	
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 Community Advisory Council was created at the request of community advocates in the Bay Area. The CAC is a Brown Act Committee and consists of 17 community members. The Councilmembers reflect the diversity of the communities in the Bay Area, the lived experiences in communities heavily impacted by air pollution and are individuals with diverse skill sets and a range of relevant knowledge and technical experience.	
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.	
The Community Advisory Council, which is a Brown Act advisory committee of the Board, will choose its own areas of focus, and provide input on key Air District policies and programs. Potential activities include: Disbursing the Community Benefits Fund; EJ Policy and Community Engagement Guidelines; Racial Equity Framework.	
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 presentations, materials and recommendations received meetings, and prepare and present a report to the Board of Directors.	Ongoing
The CAC advises the Board of Directors and the Executive Officer on technical, community, health, and policy matters.	Ongoing
The Council also exercises its own initiative to select areas for exploration or develop air quality projects or programs that emerge from impacted communities.	Ongoing

Advisory Council & Community Advisory Council

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		Audited	Approved	Proposed	FTE/Dollar	Percent
		Program Actuals	Program Budget	Program Budget	Change	Change
		2021	2022	2023	\$	%
Number of Positions (FTE)		0.07	0.14	0.11	(0.03)	(21.4)%
Personnel Expenditures						
Permanent Salaries	51100	7,475	14,991	13,549	(1,442)	(9.6)%
Overtime Salaries	51150	1,638				
Temporary Salaries	51200					
Payroll Taxes	51300	117	212	191	(21)	(9.9)%
Pension Benefits	51400	2,275	3,484	3,010	(474)	(13.6)%
FICA Replacement Benefits	51500	90	264	213	(51)	(19.3)%
Group Insurance Benefits	51600	1,066	1,976	1,631	(345)	(17.5)%
Employee Transportation Subsidy	51700	93	199	162	(37)	(18.6)%
Workers' Compensation	51800	24	72	56	(16)	(22.2)%
Other Post Employment Benefits	51850	833	1,253	980	(273)	(21.8)%
Board Stipends	51900					
Total Personnel Expenditures		13,611	22,451	19,792	(2,659)	(11.8)%
Services & Supplies Expenditures						
Travel In-State	52200		4,000	22,000	18,000	450.0%
Travel Out-of-State	52220		10,000	20,500	10,500	105.0%
Training & Education	52300		3,000	10,500	7,500	250.0%
Repair & Maintenance (Equipment)	52400					
Communications	52500					
Building Maintenance	52600					
Utilities	52700					
Postage	52800					
Printing & Reproduction	52900		1,000	1,000		
Equipment Rental	53100					
Rents & Leases	53200					
Professional Services & Contracts	53300	14,301	355,000	375,000	20,000	5.6%
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		14,301	373,000	429,000	56,000	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						
Total Expenditures		27,912	395,451	448,792	53,341	13.5%

Managing Division:	
Executive Division	
Contact Person:	
Lisa Fasano	
Program Purpose:	
The External Affairs Office was created to advance rules, partnerships and messaging programs to to address the need to develop solutions to reducing air pollution from drive alone vehicles, Program created to advance employer commuter programs to reduce single occupancy driving during employee commutes.	
Description of Program:	
<p>Directs the programming of initiatives to help reduce drive alone commuting through the employer program, Flex Your Commute and the Commuter Benefit Program. Flex Your Commute is a new program targeted to employers and will actively message to companies registered in the Commuter Benefits Program. 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 pandemic to help Bay Area companies develop strong commuter partnerships and messaging programs to reduce daily solo commuting.</p> <p>Air District liaison to local, statewide and national organizations. Directs event planning and coordination for Air District events and conferences as well as track and optimize the agency's presence at sponsored events. 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. Video production of Air District initiatives and new programming as well as internal training and messaging campaigns.</p>	
Justification of Change Request:	
N/A	
Activities	
Major Objectives	Delivery Date
Increase awareness and adoption of the benefits of commuting options.	Ongoing

External Affairs

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	Audited Program Actuals 2021	Approved Program Budget 2022	Proposed Program Budget 2023	FTE/Dollar Change \$	Percent Change %
Number of Positions (FTE)		1.00	1.00		
Personnel Expenditures					
Permanent Salaries	51100	216,391	224,663	8,272	3.82%
Overtime Salaries	51150				
Temporary Salaries	51200				
Payroll Taxes	51300	3,221	3,394	173	5.4%
Pension Benefits	51400	50,941	53,971	3,030	5.9%
FICA Replacement Benefits	51500	1,906	1,954	48	2.5%
Group Insurance Benefits	51600	26,758	27,886	1,128	4.2%
Employee Transportation Subsidy	51700	1,440	1,485	45	3.1%
Workers' Compensation	51800	522	517	(5)	(1.0)%
Other Post Employment Benefits	51850	9,070	8,989	(81)	(0.9)%
Board Stipends	51900				
Total Personnel Expenditures		310,249	322,859	12,610	4.1%
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	350,000	250,000	250.0%
General Insurance	53400				
Shop & Field Supplies	53500				
Laboratory Supplies	53600				
Gasoline & Variable Fuel	53700				
Computer Hardware & Software	53800				
Stationery & Office Supplies	53900				
Books & Journals	54100				
Minor Office Equipment	54200				
Total Services & Supplies Expenditures		100,000	350,000	250,000	250.0%
Capital Expenditures					
Leasehold Improvements	60100				
Building & Grounds	60105				
Office Equipment	60110				
Computer & Network Equipment	60115				
Motorized Equipment	60120				
Lab & Monitoring Equipment	60125				
Communications Equipment	60130				
General Equipment	60135				
PM 2.5 Equipment	60140				
Biotech Equipment	60145				
Total Capital Expenditures					
Transfer In/Out					
Total Expenditures		410,249	672,859	262,610	64.01%

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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:	
Tim Williams	
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

		Audited Program Actuals	Approved Program Budget	Proposed Program Budget	FTE/Dollar Change	Percent Change
		2021	2022	2023	\$	%
Number of Positions (FTE)		3.73	2.00	2.38	0.38	19.0%
Personnel Expenditures						
Permanent Salaries	51100	362,142	304,542	345,131	40,589	13.3%
Overtime Salaries	51150	3,023		4,000	4,000	
Temporary Salaries	51200					
Payroll Taxes	51300	5,240	4,337	4,878	541	12.5%
Pension Benefits	51400	72,388	71,308	80,402	9,094	12.8%
FICA Replacement Benefits	51500	3,745	3,811	4,652	841	22.1%
Group Insurance Benefits	51600	45,930	41,545	38,260	(3,285)	(7.9)%
Employee Transportation Subsidy	51700	3,373	2,880	3,536	656	22.8%
Workers' Compensation	51800	1,132	1,043	1,230	187	17.9%
Other Post Employment Benefits	51850	26,632	18,141	21,396	3,255	17.9%
Board Stipends	51900					
Total Personnel Expenditures		523,605	447,607	503,485	55,878	12.5%
Services & Supplies Expenditures						
Travel In-State	52200		6,600	3,100	(3,500)	(53.0)%
Travel Out-of-State	52220		11,600	6,600	(5,000)	(43.1)%
Training & Education	52300	2,055	48,000	48,000		
Repair & Maintenance (Equipment)	52400					
Communications	52500					
Building Maintenance	52600					
Utilities	52700					
Postage	52800					
Printing & Reproduction	52900		6,000	6,000		
Equipment Rental	53100					
Rents & Leases	53200					
Professional Services & Contracts	53300	85,669	404,000	405,000	1,000	0.2%
General Insurance	53400					
Shop & Field Supplies	53500					
Laboratory Supplies	53600					
Gasoline & Variable Fuel	53700					
Computer Hardware & Software	53800					
Stationery & Office Supplies	53900	143	700	700		
Books & Journals	54100					
Minor Office Equipment	54200					
Total Services & Supplies Expenditures		87,867	476,900	469,400	(7,500)	(1.6)%
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		(38,879)				
Total Expenditures		572,593	924,507	972,885	48,378	5.2%

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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:	
The Finance Office is responsible for maintaining the fiscal stewardship and financial accountability of the District. These responsibilities include accounting activities, financial audits, and reporting, vendor payments, receipt of permit fees, asset management, and maintenance of the District's financial system. The office is also responsible for the development of the District's annual budget and annual cost recovery analysis, the fiscal maintenance, and financial reporting of all federal and state grants.	
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 analysis	
Process receipts (checks/credit card payments) on a daily basis.	
Prepare annual proposed budget book.	
Process vendor invoices on a daily basis	
Major Objectives	Delivery Date
Implement Concur State Travel Program	June 2022
Complete implementation of Government Accounting Standards Board Statement No. 87 Leases	July 2022
Provide timely financial reports to Division Directors/Officer	Ongoing
Complete Annual Financial Report.	Annually
Ensure timely payment of accounts payable.	Daily
Record timely processing of check and credit card receipts.	Daily
Update and maintain Finance Procedures and Desk Manuals for Finance Office Staff	December 2022
Update the Air District's Annual Financial Plan	Annually

		Audited Program Actuals 2021	Approved Program Budget 2022	Proposed Program Budget 2023	FTE/Dollar Change \$	Percent Change %
Number of Positions (FTE)		11.14	17.00	16.92	(0.08)	(0.5)%
Personnel Expenditures						
Permanent Salaries	51100	1,218,480	2,037,983	2,079,226	41,243	2.0%
Overtime Salaries	51150	1,560	1,000	2,000	1,000	100.0%
Temporary Salaries	51200	18,495	20,000	20,000		
Payroll Taxes	51300	18,337	28,880	34,299	5,419	18.8%
Pension Benefits	51400	246,730	474,847	472,651	(2,196)	(0.5)%
FICA Replacement Benefits	51500	13,150	32,386	33,074	688	2.1%
Group Insurance Benefits	51600	161,286	335,405	360,093	24,688	7.4%
Employee Transportation Subsidy	51700	12,003	24,473	25,139	666	2.7%
Workers' Compensation	51800	3,943	8,864	8,747	(117)	(1.3)%
Other Post Employment Benefits	51850	93,341	154,148	152,120	(2,028)	(1.3)%
Board Stipends	51900					
Total Personnel Expenditures		1,787,325	3,117,986	3,187,349	69,363	2.2%
Services & Supplies Expenditures						
Travel In-State	52200		5,700	5,700		
Travel Out-of-State	52220		1,500	1,500		
Training & Education	52300	9,885	9,800	9,800		
Repair & Maintenance (Equipment)	52400	38				
Communications	52500					
Building Maintenance	52600					
Utilities	52700					
Postage	52800					
Printing & Reproduction	52900	4,414	7,000	7,000		
Equipment Rental	53100					
Rents & Leases	53200					
Professional Services & Contracts	53300	594,992	526,800	527,316	516	0.1%
General Insurance	53400					
Shop & Field Supplies	53500					
Laboratory Supplies	53600					
Gasoline & Variable Fuel	53700					
Computer Hardware & Software	53800	1,337	3,000	3,000		
Stationery & Office Supplies	53900	596	1,000	1,000		
Books & Journals	54100		1,000	1,000		
Minor Office Equipment	54200	1,060	1,000	1,000		
Total Services & Supplies Expenditures		612,322	556,800	557,316	516	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					
Biotech Equipment	60145					
Transfer In/Out		(106,327)				
Total Expenditures		2,293,320	3,674,786	3,744,665	69,879	1.9%

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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, deductions, 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, and increase in professional service fees.	
Activities	
Process biweekly payroll.	
Maintain payroll and time keeping system.	
Monitor leave accruals.	
Audit payroll records.	
Customize payroll system to improve process and workflow.	
Submit required 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. Expand and implement self service features.	Ongoing
Implement document management module in payroll system.	Ongoing

		Audited Program Actuals 2021	Approved Program Budget 2022	Proposed Program Budget 2023	FTE/Dollar Change \$	Percent Change %
Number of Positions (FTE)		2.89	1.51	1.62	0.11	7.3%
Personnel Expenditures						
Permanent Salaries	51100	312,078	188,831	242,961	54,130	28.7%
Overtime Salaries	51150	5,781	10,000		(10,000)	(100.0)%
Temporary Salaries	51200		10,000	40,000	30,000	300.0%
Payroll Taxes	51300	4,713	2,678	3,564	886	33.1%
Pension Benefits	51400	56,775	44,037	56,402	12,365	28.1%
FICA Replacement Benefits	51500	3,378	2,884	3,165	281	9.7%
Group Insurance Benefits	51600	41,461	29,842	31,850	2,008	6.7%
Employee Transportation Subsidy	51700	3,043	2,179	2,406	227	10.4%
Workers' Compensation	51800	1,020	789	834	45	5.7%
Other Post Employment Benefits	51850	22,829	13,726	14,543	817	6.0%
Board Stipends	51900					
Total Personnel Expenditures		451,078	304,966	395,725	90,759	29.8%
Services & Supplies Expenditures						
Travel In-State	52200					
Travel Out-of-State	52220		2,800	2,800		
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	256,872	160,000	260,000	100,000	62.5%
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		256,872	164,800	264,800	100,000	60.7%
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		(30,351)				
Total Expenditures		677,599	469,766	660,525	190,759	40.6%

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 current Dayforce human resources information system.	
Justification of Change Request:	
None	
Activities	
Administer benefits for employees and retirees in compliance with policies and procedures.	
Administer health, dental, vision, life and long term disability plans.	
Administer retirement and pension plans.	
Administer flexible spending accounts, employee assistance program, and transit subsidy.	
Administer onboarding and separation.	
Maintain human resources information systems.	
Administer workers' compensation program.	
Administer safety and ergonomics program.	
Conduct a variety of benefits, safety, special trainings and events.	
Administer requirements for 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
Review and perform cost benefit analysis of existing benefit contracts and consider alternative plans.	Ongoing

		Audited Program Actuals	Approved Program Budget	Proposed Program Budget	FTE/Dollar Change	Percent Change
		2021	2022	2023	\$	%
Number of Positions (FTE)		2.17	1.70	1.40	(0.30)	(17.6)%
Personnel Expenditures						
Permanent Salaries	51100	228,479	204,785	186,950	(17,835)	(8.7)%
Overtime Salaries	51150	21,287	10,000		(10,000)	(100.0)%
Temporary Salaries	51200	15,126	10,000	40,000	30,000	300.0%
Payroll Taxes	51300	276,067	2,902	2,636	(266)	(9.2)%
Pension Benefits	51400	41,175	47,720	42,235	(5,485)	(11.5)%
FICA Replacement Benefits	51500	217,832	3,239	2,736	(503)	(15.5)%
Group Insurance Benefits	51600	2,877,679	3,128,625	3,362,535	233,910	7.5%
Employee Transportation Subsidy	51700	2,934	2,448	2,080	(368)	(15.0)%
Workers' Compensation	51800	132,030	887	724	(163)	(18.4)%
Other Post Employment Benefits	51850	18,249	15,420	12,584	(2,836)	(18.4)%
Board Stipends	51900					
Total Personnel Expenditures		3,830,858	3,426,026	3,652,480	226,454	6.6%
Services & Supplies Expenditures						
Travel In-State	52200		2,800	2,800		
Travel Out-of-State	52220		1,400	1,400		
Training & Education	52300	42,520	55,000	56,000	1,000	1.8%
Repair & Maintenance (Equipment)	52400					
Communications	52500	320				
Building Maintenance	52600					
Utilities	52700					
Postage	52800					
Printing & Reproduction	52900					
Equipment Rental	53100					
Rents & Leases	53200					
Professional Services & Contracts	53300	62,194	140,000	140,000		
General Insurance	53400					
Shop & Field Supplies	53500	27	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		105,061	234,200	235,200	1,000	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		(257,685)				
Total Expenditures		3,678,234	3,660,226	3,887,680	227,454	6.2%

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:	
Increase in professional service fees and employee engagement program.	
Activities	
Provide District-wide and Division-specific trainings.	
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 and loan 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
Administer Learning Management System and E-learning.	Ongoing
Coordinate the employee engagement program	Ongoing
Develop and administer the wellness program.	Ongoing

		Audited Program Actuals 2021	Approved Program Budget 2022	Proposed Program Budget 2023	FTE/Dollar Change \$	Percent Change %
Number of Positions (FTE)		2.20	1.23	1.40	0.17	13.8%
Personnel Expenditures						
Permanent Salaries	51100	245,139	158,818	205,052	46,234	29.1%
Overtime Salaries	51150	1,636				
Temporary Salaries	51200	287	10,000		(10,000)	(100.0)%
Payroll Taxes	51300	3,679	2,255	2,909	654	29.0%
Pension Benefits	51400	43,286	37,071	46,898	9,827	26.5%
FICA Replacement Benefits	51500	2,641	2,329	2,727	398	17.1%
Group Insurance Benefits	51600	32,349	23,204	30,920	7,716	33.3%
Employee Transportation Subsidy	51700	2,377	1,760	2,073	313	17.8%
Workers' Compensation	51800	793	637	721	84	13.2%
Other Post Employment Benefits	51850	18,720	11,084	12,544	1,460	13.2%
Board Stipends	51900					
Total Personnel Expenditures		350,907	247,158	303,844	56,686	22.9%
Services & Supplies Expenditures						
Travel In-State	52200		1,400	1,400		
Travel Out-of-State	52220		1,400	1,400		
Training & Education	52300	168,162	210,000	360,000	150,000	71.4%
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	150				
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		168,312	212,800	362,800	150,000	70.5%
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		(23,349)				
Total Expenditures		495,870	459,958	666,644	206,686	44.9%

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, regulatory compliance, research and recordkeeping.	
Justification of Change Request:	
Increase in professional service fees.	
Activities	
Administer, interpret, and implement the Memorandum of Understanding (MOU) and Personnel Policies and Procedures of the Administrative Code.	
Provide management and staff consultation.	
Meet with Employee Association on appropriate subjects.	
Administer EEO Policy.	
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
Negotiate successor contract and 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

Employment Relations

		Audited Program Actuals	Approved Program Budget	Proposed Program Budget	FTE/Dollar Change	Percent Change
		2021	2022	2023	\$	%
Number of Positions (FTE)		2.00	3.12	3.15	0.03	0.96%
Personnel Expenditures						
Permanent Salaries	51100	311,933	499,474	515,841	16,367	3.28%
Overtime Salaries	51150	1,434				
Temporary Salaries	51200					
Payroll Taxes	51300	4,630	7,119	7,342	223	3.1%
Pension Benefits	51400	60,629	117,057	119,573	2,516	2.1%
FICA Replacement Benefits	51500	3,296	5,941	6,160	219	3.7%
Group Insurance Benefits	51600	40,525	53,753	55,857	2,104	3.9%
Employee Transportation Subsidy	51700	2,964	4,489	4,682	193	4.3%
Workers' Compensation	51800	1,009	1,626	1,629	3	0.2%
Other Post Employment Benefits	51850	22,736	28,276	28,332	56	0.2%
Board Stipends	51900					
Total Personnel Expenditures		449,156	717,735	739,416	21,681	3.0%
Services & Supplies Expenditures						
Travel In-State	52200	110	6,000	6,000		
Travel Out-of-State	52220					
Training & Education	52300	8,486	11,000	11,000		
Repair & Maintenance (Equipment)	52400					
Communications	52500	332				
Building Maintenance	52600					
Utilities	52700					
Postage	52800					
Printing & Reproduction	52900					
Equipment Rental	53100					
Rents & Leases	53200					
Professional Services & Contracts	53300	357,580	332,000	352,000	20,000	6.0%
General Insurance	53400					
Shop & Field Supplies	53500					
Laboratory Supplies	53600					
Gasoline & Variable Fuel	53700					
Computer Hardware & Software	53800					
Stationery & Office Supplies	53900		500	500		
Books & Journals	54100		500	500		
Minor Office Equipment	54200					
Total Services & Supplies Expenditures		366,508	350,000	370,000	20,000	5.7%
Capital Expenditures						
Leasehold Improvements	60100					
Building & Grounds	60105					
Office Equipment	60110					
Computer & Network Equipment	60115					
Motorized Equipment	60120					
Lab & Monitoring Equipment	60125					
Communications Equipment	60130					
General Equipment	60135					
PM 2.5 Equipment	60140					
Biotech Equipment	60145					
Total Capital Expenditures						
Transfer In/Out		(30,180)				
Total Expenditures		785,484	1,067,735	1,109,416	41,681	3.90%

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 and diversity of candidates.	Ongoing
Maintain Air District's Equal Opportunity Policy for recruitment and testing.	Ongoing
Update classification specifications.	Ongoing

Recruitment & Testing

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		Audited Program Actuals	Approved Program Budget	Proposed Program Budget	FTE/Dollar Change	Percent Change
		2021	2022	2023	\$	%
Number of Positions (FTE)		2.80	2.80	3.10	0.30	10.71%
Personnel Expenditures						
Permanent Salaries	51100	377,994	342,203	428,786	86,583	25.30%
Overtime Salaries	51150	3,185				
Temporary Salaries	51200	23,429	40,000	40,000		
Payroll Taxes	51300	5,674	4,851	6,063	1,212	25.0%
Pension Benefits	51400	79,912	79,768	100,105	20,337	25.5%
FICA Replacement Benefits	51500	4,084	5,336	6,058	722	13.5%
Group Insurance Benefits	51600	50,096	47,278	53,625	6,347	13.4%
Employee Transportation Subsidy	51700	3,677	4,032	4,605	573	14.2%
Workers' Compensation	51800	1,223	1,460	1,602	142	9.7%
Other Post Employment Benefits	51850	28,541	25,397	27,865	2,468	9.7%
Board Stipends	51900					
Total Personnel Expenditures		577,815	550,325	668,709	118,384	21.5%
Services & Supplies Expenditures						
Travel In-State	52200		2,800	2,800		
Travel Out-of-State	52220		2,800	2,800		
Training & Education	52300	262	3,000	3,000		
Repair & Maintenance (Equipment)	52400					
Communications	52500	36,744	50,000	50,000		
Building Maintenance	52600					
Utilities	52700					
Postage	52800					
Printing & Reproduction	52900	145				
Equipment Rental	53100					
Rents & Leases	53200					
Professional Services & Contracts	53300	38,968	80,000	90,000	10,000	12.5%
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		76,119	138,600	148,600	10,000	7.2%
Capital Expenditures						
Leasehold Improvements	60100					
Building & Grounds	60105					
Office Equipment	60110					
Computer & Network Equipment	60115					
Motorized Equipment	60120					
Lab & Monitoring Equipment	60125					
Communications Equipment	60130					
General Equipment	60135					
PM 2.5 Equipment	60140					
Biotech Equipment	60145					
Total Capital Expenditures						
Transfer In/Out		(35,207)				
Total Expenditures		618,727	688,925	817,309	128,384	18.64%

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Administrative Resources Division

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

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

The Business Office is responsible for contracts, purchasing, non-workers compensation risk management, mailroom services, and office support services.

The Fleet Office is responsible for the acquisition and maintenance of Air District pool vehicles and fleet, management of vehicle accidents and procurement of new vehicles. The facilities office is responsible for the planning, maintenance, construction oversight and operations of all Air District facilities, and manage security and safety measures.

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

		Audited Program Actuals 2021	Approved Program Budget 2022	Proposed Program Budget 2023	FTE/Dollar Change \$	Percent Change %
Number of Positions (FTE)		4.52	3.97	4.00	0.03	0.76%
Personnel Expenditures						
Permanent Salaries	51100	422,174	431,728	464,145	32,417	7.51%
Overtime Salaries	51150	25,426	20,000		(20,000)	(100.0)%
Temporary Salaries	51200					
Payroll Taxes	51300	6,512	6,103	6,518	415	6.8%
Pension Benefits	51400	88,167	100,351	109,773	9,422	9.4%
FICA Replacement Benefits	51500	4,686	7,570	7,817	247	3.3%
Group Insurance Benefits	51600	57,393	80,643	84,149	3,506	4.3%
Employee Transportation Subsidy	51700	4,223	5,721	5,942	221	3.9%
Workers' Compensation	51800	1,402	2,072	2,067	(5)	(0.2)%
Other Post Employment Benefits	51850	33,844	36,033	35,955	(78)	(0.2)%
Board Stipends	51900					
Total Personnel Expenditures		643,827	690,221	716,366	26,145	3.8%
Services & Supplies Expenditures						
Travel In-State	52200	2,187				
Travel Out-of-State	52220					
Training & Education	52300			2,000	2,000	
Repair & Maintenance (Equipment)	52400					
Communications	52500	5,809				
Building Maintenance	52600	254,463	575,000	575,000		
Utilities	52700	59,210	50,100	50,250	150	0.3%
Postage	52800					
Printing & Reproduction	52900		200	200		
Equipment Rental	53100		2,000	2,000		
Rents & Leases	53200	91,166	65,000	65,000		
Professional Services & Contracts	53300	268,122	225,000	550,250	325,250	144.6%
General Insurance	53400					
Shop & Field Supplies	53500	53	3,600	3,650	50	1.4%
Laboratory Supplies	53600					
Gasoline & Variable Fuel	53700					
Computer Hardware & Software	53800					
Stationery & Office Supplies	53900	219	1,000	1,000		
Books & Journals	54100					
Minor Office Equipment	54200	49,796		25,000	25,000	
Total Services & Supplies Expenditures		731,025	921,900	1,274,350	352,450	38.2%
Capital Expenditures						
Leasehold Improvements	60100	25,411				
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		25,411				
Transfer In/Out		(43,320)				
Total Expenditures		1,356,943	1,612,121	1,990,716	378,595	23.48%

Managing Division:	
Administrative Resources Division	
Contact Person:	
Satnam Hundel	
Program Purpose:	
Maintenance and administration of the day to day incoming/outgoing mail 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 requests.	
Justification of Change Request:	
Not Applicable	
Activities	
Process incoming and outgoing mail.	
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

		Audited Program Actuals 2021	Approved Program Budget 2022	Proposed Program Budget 2023	FTE/Dollar Change \$	Percent Change %
Number of Positions (FTE)		1.03	1.03	1.08	0.05	4.85%
Personnel Expenditures						
Permanent Salaries	51100	224,309	183,960	197,612	13,652	7.42%
Overtime Salaries	51150	187				
Temporary Salaries	51200	16,855				
Payroll Taxes	51300	3,391	2,627	2,808	181	6.9%
Pension Benefits	51400	39,965	43,188	47,297	4,109	9.5%
FICA Replacement Benefits	51500	2,434	1,967	2,104	137	7.0%
Group Insurance Benefits	51600	29,908	21,844	23,751	1,907	8.7%
Employee Transportation Subsidy	51700	2,190	1,486	1,599	113	7.6%
Workers' Compensation	51800	733	538	556	18	3.3%
Other Post Employment Benefits	51850	17,147	9,361	9,676	315	3.4%
Board Stipends	51900					
Total Personnel Expenditures		337,119	264,971	285,403	20,432	7.7%
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	241,249	246,225	295,470	49,245	20.0%
Building Maintenance	52600					
Utilities	52700					
Postage	52800	41,849	38,475	65,000	26,525	68.9%
Printing & Reproduction	52900					
Equipment Rental	53100	56,052	65,000	105,000	40,000	61.5%
Rents & Leases	53200					
Professional Services & Contracts	53300	36,758	247,800	400,000	152,200	61.4%
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		375,908	600,000	867,970	267,970	44.7%
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		(22,683)				
Total Expenditures		690,344	864,971	1,153,373	288,402	33.34%

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 of the Headquarters East (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

		Audited Program Actuals 2021	Approved Program Budget 2022	Proposed Program Budget 2023	FTE/Dollar Change \$	Percent 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	5,515		6,000	6,000	
Utilities	52700	91,276	11,000	56,000	45,000	409.1%
Postage	52800					
Printing & Reproduction	52900					
Equipment Rental	53100					
Rents & Leases	53200					
Professional Services & Contracts	53300	57,376	200,000	250,000	50,000	25.0%
General Insurance	53400					
Shop & Field Supplies	53500					
Laboratory Supplies	53600					
Gasoline & Variable Fuel	53700					
Computer Hardware & Software	53800					
Stationery & Office Supplies	53900					
Books & Journals	54100					
Minor Office Equipment	54200					
Non-Capital Assets	54600	11,822		1,000	1,000	
Total Services & Supplies Expenditures						
		165,989	211,000	313,000	102,000	48.3%
Capital Expenditures						
Leasehold Improvements	60100					
Building & Grounds	60105	145,544	500,000	500,000		
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						
		145,544	500,000	500,000		
Transfer In/Out						
Total Expenditures						
		311,533	711,000	813,000	102,000	14.35%

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

		Audited Program Actuals	Approved Program Budget	Proposed Program Budget	FTE/Dollar Change	Percent Change
		2021	2022	2023	\$	%
Number of Positions (FTE)		2.03	2.00	2.00		
Personnel Expenditures						
Permanent Salaries	51100	219,107	218,052	258,340	40,288	18.48%
Overtime Salaries	51150	46	20,000		(20,000)	(100.0)%
Temporary Salaries	51200					
Payroll Taxes	51300	3,304	3,083	3,640	557	18.1%
Pension Benefits	51400	55,515	50,688	59,490	8,802	17.4%
FICA Replacement Benefits	51500	2,377	3,811	3,909	98	2.6%
Group Insurance Benefits	51600	29,148	34,445	35,567	1,122	3.3%
Employee Transportation Subsidy	51700	2,141	2,880	2,971	91	3.2%
Workers' Compensation	51800	709	1,043	1,034	(9)	(0.9)%
Other Post Employment Benefits	51850	17,397	18,141	17,978	(163)	(0.9)%
Board Stipends	51900					
Total Personnel Expenditures		329,744	352,143	382,929	30,786	8.7%
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	370	44,164	75,400	31,236	70.7%
Equipment Rental	53100					
Rents & Leases	53200					
Professional Services & Contracts	53300					
General Insurance	53400	416,903	500,000	790,000	290,000	58.0%
Shop & Field Supplies	53500					
Laboratory Supplies	53600					
Gasoline & Variable Fuel	53700					
Computer Hardware & Software	53800					
Stationery & Office Supplies	53900	16,967	65,000	65,000		
Books & Journals	54100					
Minor Office Equipment	54200					
Total Services & Supplies Expenditures		434,240	610,664	931,900	321,236	52.6%
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					
Biotech Equipment	60145					
Total Capital Expenditures						
Transfer In/Out		(22,187)				
Total Expenditures		741,797	962,807	1,314,829	352,022	36.56%

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

	Audited Program Actuals 2021	Approved Program Budget 2022	Proposed Program Budget 2023	FTE/Dollar Change \$	Percent 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	3,416	5,000	5,000	
Postage	52800				
Printing & Reproduction	52900				
Equipment Rental	53100				
Rents & Leases	53200	564,938	1,200,000		
Professional Services & Contracts	53300	2,348,224	2,600,000	3,005,000	405,000 15.6%
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	2,916,578	3,800,000	4,210,000	410,000	10.8%
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	2,916,578	3,800,000	4,210,000	410,000	10.79%

Managing Division:	
Administrative Resources Division	
Contact Person:	
Maricela Martinez	
Program Purpose:	
Fleet maintenance and inspection to ensure safe and reliable transportation.	
Description of Program:	
The vehicle maintenance section includes the maintenance of the District's 135-vehicle fleet, vehicle financing, tracking and diagnostics fuel records of District vehicles. All vehicle maintenance is outsourced for service. As of FYE 2021/22, 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.	
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

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.

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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 Air District at meetings with stakeholder groups.	Monthly
Staff other Air District Board and Committee meetings, as necessary.	Ongoing

Legislative Program

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	Audited Program Actuals 2021	Approved Program Budget 2022	Proposed Program Budget 2023	FTE/Dollar Change \$	Percent Change %
Number of Positions (FTE)		2.00	2.00		
Personnel Expenditures					
Permanent Salaries	51100	313,666	334,811	21,145	6.74%
Overtime Salaries	51150				
Temporary Salaries	51200				
Payroll Taxes	51300	4,546	4,938	392	8.6%
Pension Benefits	51400	73,483	74,671	1,188	1.6%
FICA Replacement Benefits	51500	3,811	3,909	98	2.6%
Group Insurance Benefits	51600	42,329	49,297	6,968	16.5%
Employee Transportation Subsidy	51700	2,880	2,971	91	3.2%
Workers' Compensation	51800	1,043	1,034	(9)	(0.9)%
Other Post Employment Benefits	51850	18,141	17,978	(163)	(0.9)%
Board Stipends	51900				
Total Personnel Expenditures		459,899	489,609	29,710	6.5%
Services & Supplies Expenditures					
Travel In-State	52200	3,000	3,250	250	8.3%
Travel Out-of-State	52220	3,450	3,750	300	8.7%
Training & Education	52300	750	2,500	1,750	233.3%
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	600	300	100.0%
Minor Office Equipment	54200				
Total Services & Supplies Expenditures		130,950	133,550	2,600	2.0%
Capital Expenditures					
Leasehold Improvements	60100				
Building & Grounds	60105				
Office Equipment	60110				
Computer & Network Equipment	60115				
Motorized Equipment	60120				
Lab & Monitoring Equipment	60125				
Communications Equipment	60130				
General Equipment	60135				
PM 2.5 Equipment	60140				
Biotech Equipment	60145				
Total Capital Expenditures					
Transfer In/Out					
Total Expenditures		590,849	623,159	32,310	5.47%

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Legal Services Division

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

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

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

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

Managing Division:	
Legal Services Division	
Contact Person:	
Adan Schwartz	
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

		Audited Program Actuals 2021	Approved Program Budget 2022	Proposed Program Budget 2023	FTE/Dollar Change \$	Percent Change %
Number of Positions (FTE)		8.00	10.00	10.00		
Personnel Expenditures						
Permanent Salaries	51100	1,649,228	1,541,621	1,964,311	422,690	27.4%
Overtime Salaries	51150	7,617				
Temporary Salaries	51200					
Payroll Taxes	51300	24,825	23,038	29,557	6,519	28.3%
Pension Benefits	51400	348,024	362,274	460,191	97,917	27.0%
FICA Replacement Benefits	51500	17,946	15,457	19,178	3,721	24.1%
Group Insurance Benefits	51600	219,714	148,170	207,390	59,220	40.0%
Employee Transportation Subsidy	51700	16,194	11,680	14,577	2,897	24.8%
Workers' Compensation	51800	5,334	4,230	5,072	842	19.9%
Other Post Employment Benefits	51850	132,552	73,573	88,208	14,635	19.9%
Board Stipends	51900					
Total Personnel Expenditures		2,421,434	2,180,043	2,788,484	608,441	27.9%
Services & Supplies Expenditures						
Travel In-State	52200	3,387	3,000	3,000		
Travel Out-of-State	52220		4,000	4,000		
Training & Education	52300	5,980	6,500	6,500		
Repair & Maintenance (Equipment)	52400					
Communications	52500	3,066	5,000	5,000		
Building Maintenance	52600					
Utilities	52700					
Postage	52800					
Printing & Reproduction	52900		4,000	4,000		
Equipment Rental	53100					
Rents & Leases	53200					
Professional Services & Contracts	53300	35,942	44,000	54,000	10,000	22.7%
General Insurance	53400					
Shop & Field Supplies	53500					
Laboratory Supplies	53600					
Gasoline & Variable Fuel	53700					
Computer Hardware & Software	53800					
Stationery & Office Supplies	53900	208	1,000	1,000		
Books & Journals	54100	44,569	40,000	45,000	5,000	12.5%
Minor Office Equipment	54200					
Total Services & Supplies Expenditures		93,152	107,500	122,500	15,000	14.0%
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		(149,014)				
Total Expenditures		2,365,572	2,287,543	2,910,984	623,441	27.3%

Managing Division:	
Legal Services Division	
Contact Person:	
Adan Schwartz	
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

		Audited Program Actuals 2021	Approved Program Budget 2022	Proposed Program Budget 2023	FTE/Dollar Change \$	Percent Change %
Number of Positions (FTE)		0.17	0.05	0.15	0.10	200.0%
Personnel Expenditures						
Permanent Salaries	51100	29,814	8,958	24,059	15,101	168.6%
Overtime Salaries	51150					
Temporary Salaries	51200					
Payroll Taxes	51300	382	128	341	213	166.4%
Pension Benefits	51400	2,873	2,104	5,361	3,257	154.8%
FICA Replacement Benefits	51500	244	93	293	200	215.1%
Group Insurance Benefits	51600	3,095	1,129	2,731	1,602	141.9%
Employee Transportation Subsidy	51700	218	70	223	153	218.6%
Workers' Compensation	51800	96	25	78	53	212.0%
Other Post Employment Benefits	51850	1,474	442	1,348	906	205.0%
Board Stipends	51900					
Total Personnel Expenditures		38,196	12,949	34,434	21,485	165.9%
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		38,196	12,949	34,434	21,485	165.9%

Managing Division:	
Legal Services Division	
Contact Person:	
Adan Schwartz	
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

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		Audited	Approved	Proposed	FTE/Dollar	Percent
		Program Actuals	Program Budget	Program Budget	Change	Change
		2021	2022	2023	\$	%
Number of Positions (FTE)		4.58	5.27	5.18	(0.09)	(1.7)%
Personnel Expenditures						
Permanent Salaries	51100	630,117	743,340	814,158	70,818	9.5%
Overtime Salaries	51150	178				
Temporary Salaries	51200					
Payroll Taxes	51300	9,536	10,570	11,562	992	9.4%
Pension Benefits	51400	137,097	173,797	186,992	13,195	7.6%
FICA Replacement Benefits	51500	6,923	10,051	10,114	63	0.6%
Group Insurance Benefits	51600	84,426	91,424	89,315	(2,109)	(2.3)%
Employee Transportation Subsidy	51700	6,249	7,596	7,688	92	1.2%
Workers' Compensation	51800	2,038	2,751	2,675	(76)	(2.8)%
Other Post Employment Benefits	51850	52,659	47,844	46,519	(1,325)	(2.8)%
Board Stipends	51900					
Total Personnel Expenditures		929,223	1,087,373	1,169,023	81,650	7.5%
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		929,223	1,093,173	1,174,823	81,650	7.5%

Managing Division:	
Legal Services Division	
Contact Person:	
Adan Schwartz	
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

		Audited Program Actuals	Approved Program Budget	Proposed Program Budget	FTE/Dollar Change	Percent Change
		2021	2022	2023	\$	%
Number of Positions (FTE)		0.45	0.56	0.46	(0.10)	(17.9)%
Personnel Expenditures						
Permanent Salaries	51100	93,535	126,160	88,490	(37,670)	(29.9)%
Overtime Salaries	51150					
Temporary Salaries	51200					
Payroll Taxes	51300	1,451	1,947	1,278	(669)	(34.4)%
Pension Benefits	51400	25,833	29,715	20,760	(8,955)	(30.1)%
FICA Replacement Benefits	51500	1,063	1,066	905	(161)	(15.1)%
Group Insurance Benefits	51600	12,856	14,383	10,704	(3,679)	(25.6)%
Employee Transportation Subsidy	51700	961	806	688	(118)	(14.6)%
Workers' Compensation	51800	303	292	239	(53)	(18.2)%
Other Post Employment Benefits	51850	8,385	5,074	4,163	(911)	(18.0)%
Board Stipends	51900					
Total Personnel Expenditures		144,387	179,443	127,227	(52,216)	(29.1)%
Services & Supplies Expenditures						
Travel In-State	52200	36				
Travel Out-of-State	52220					
Training & Education	52300		3,000	3,000		
Repair & Maintenance (Equipment)	52400					
Communications	52500					
Building Maintenance	52600					
Utilities	52700					
Postage	52800	16	2,300	2,000	(300)	(13.0)%
Printing & Reproduction	52900					
Equipment Rental	53100					
Rents & Leases	53200					
Professional Services & Contracts	53300	437,606	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	568	3,000	3,000		
Total Services & Supplies Expenditures		438,226	247,300	247,000	(300)	(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					
Biotech Equipment	60145					
Total Capital Expenditures						
Transfer In/Out						
Total Expenditures		582,613	426,743	374,227	(52,516)	(12.3)%

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Communications Office

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

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

Office functions include production of publications and digital collateral for the general public and target audiences. This includes publishing newsletters, the annual report, videos and collateral materials. The Office also provides and oversees graphic design services, 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:	
Budget increase due to ongoing AB617 support, increased videography and website accessibility needs.	
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 for AB617 efforts.	
Major Objectives	Delivery Date
Develop media response / operating procedures, Air District media policy, and social media policy.	Ongoing
Produce Air District Annual Report.	June 2023
Publish quarterly Air Currents newsletter.	Quarterly
Conduct media training for public information officers and other Air District staff.	Ongoing
Develop videos, 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
Develop and maintain media relations.	Ongoing
Host media events to promote Air District programs and initiatives.	Ongoing

		Audited Program Actuals	Approved Program Budget	Proposed Program Budget	FTE/Dollar Change	Percent Change
		2021	2022	2023	\$	%
Number of Positions (FTE)		7.88	3.91	6.48	2.57	65.7%
Personnel Expenditures						
Permanent Salaries	51100	890,185	496,369	863,334	366,965	73.9%
Overtime Salaries	51150	12,407	7,000	7,000		
Temporary Salaries	51200					
Payroll Taxes	51300	13,413	7,043	12,210	5,167	73.4%
Pension Benefits	51400	177,100	115,805	200,888	85,083	73.5%
FICA Replacement Benefits	51500	9,629	7,444	12,668	5,224	70.2%
Group Insurance Benefits	51600	117,895	63,830	118,290	54,460	85.3%
Employee Transportation Subsidy	51700	8,671	5,625	9,628	4,003	71.2%
Workers' Compensation	51800	2,906	2,037	3,350	1,313	64.5%
Other Post Employment Benefits	51850	69,896	35,430	58,262	22,832	64.4%
Board Stipends	51900					
Total Personnel Expenditures		1,302,102	740,583	1,285,630	545,047	73.6%
Services & Supplies Expenditures						
Travel In-State	52200	686	14,000	14,000		
Travel Out-of-State	52220		6,000	6,000		
Training & Education	52300	5,058	21,500	21,500		
Repair & Maintenance (Equipment)	52400					
Communications	52500	9,205	47,000	47,000		
Building Maintenance	52600					
Utilities	52700					
Postage	52800		4,000	4,000		
Printing & Reproduction	52900	19,003	42,500	42,500		
Equipment Rental	53100					
Rents & Leases	53200					
Professional Services & Contracts	53300	289,543	441,000	482,750	41,750	9.5%
General Insurance	53400					
Shop & Field Supplies	53500		500	500		
Laboratory Supplies	53600					
Gasoline & Variable Fuel	53700					
Computer Hardware & Software	53800	1,803	11,000	11,000		
Stationery & Office Supplies	53900	3,258	4,000	4,000		
Books & Journals	54100					
Minor Office Equipment	54200		1,000	1,000		
Total Services & Supplies Expenditures		328,556	592,500	634,250	41,750	7.0%
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		(58,624)				
Total Expenditures		1,572,034	1,333,083	1,919,880	586,797	44.0%

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 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
Media outreach for Spare the Air winter.	Ongoing
Launch Spare the Air winter season.	November 2022
Execute and evaluate Spare the Air winter season public outreach campaign.	June 2023
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 2023
Develop Spare the Air winter season summary.	April 2023
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

Intermittent Control

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		Audited Program Actuals	Approved Program Budget	Proposed Program Budget	FTE/Dollar Change	Percent Change
		2021	2022	2023	\$	%
Number of Positions (FTE)		0.77	2.92	0.80	(2.12)	(72.6)%
Personnel Expenditures						
Permanent Salaries	51100	84,758	349,558	100,716	(248,842)	(71.2)%
Overtime Salaries	51150	1,884				
Temporary Salaries	51200					
Payroll Taxes	51300	1,286	4,953	1,418	(3,535)	(71.4)%
Pension Benefits	51400	20,694	81,443	23,415	(58,028)	(71.2)%
FICA Replacement Benefits	51500	961	5,565	1,569	(3,996)	(71.8)%
Group Insurance Benefits	51600	11,746	51,547	14,513	(37,034)	(71.8)%
Employee Transportation Subsidy	51700	868	4,205	1,193	(3,012)	(71.6)%
Workers' Compensation	51800	274	1,523	415	(1,108)	(72.8)%
Other Post Employment Benefits	51850	9,308	26,487	7,218	(19,269)	(72.7)%
Board Stipends	51900					
Total Personnel Expenditures		131,779	525,281	150,457	(374,824)	(71.4)%
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	1,202,923	1,125,000	1,125,000		
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		1,202,923	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		1,334,702	1,650,281	1,275,457	(374,824)	(22.7)%

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 2022
Manage the Spare the Air advertising, media relations and social media campaign.	Ongoing
Promote Spare the Air at public events.	Ongoing
Develop videos, news releases / statements, displays and infographics for Spare the Air program / events.	Ongoing

		Audited Program Actuals 2021	Approved Program Budget 2022	Proposed Program Budget 2023	FTE/Dollar Change \$	Percent Change %
Number of Positions (FTE)						
Personnel Expenditures						
Permanent Salaries	51100	745				
Overtime Salaries	51150					
Temporary Salaries	51200					
Payroll Taxes	51300	11				
Pension Benefits	51400	249				
FICA Replacement Benefits	51500	9				
Group Insurance Benefits	51600	108				
Employee Transportation Subsidy	51700	8				
Workers' Compensation	51800	2				
Other Post Employment Benefits	51850	83				
Board Stipends	51900					
Total Personnel Expenditures		1,215				
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	1,176,610	1,000,000	1,000,000		
General Insurance	53400					
Shop & Field Supplies	53500					
Laboratory Supplies	53600					
Gasoline & Variable Fuel	53700					
Computer Hardware & Software	53800					
Stationery & Office Supplies	53900					
Books & Journals	54100					
Minor Office Equipment	54200					
Total Services & Supplies Expenditures		1,176,610	1,000,000	1,000,000		
Capital Expenditures						
Leasehold Improvements	60100					
Building & Grounds	60105					
Office Equipment	60110					
Computer & Network Equipment	60115					
Motorized Equipment	60120					
Lab & Monitoring Equipment	60125					
Communications Equipment	60130					
General Equipment	60135					
PM 2.5 Equipment	60140					
Biotech Equipment	60145					
Total Capital Expenditures						
Transfer In/Out						
Total Expenditures		1,177,825	1,000,000	1,000,000		

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Technology Implementation Office

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

Managing Division:	
Technology Implementation Office	
Contact Person:	
Derrick Tang	
Program Purpose:	
The Air District's Climate Investments 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 Climate Tech Finance program increases access to capital for entrepreneurs and public agencies to develop and adopt technologies that reduce greenhouse gases. The Clean Air Centers program establishes a network of publicly accessible facilities with high-end air filtration for use during smoke events in communities most impacted by those events.	
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.	
Implement grant program to fund the purchase of air filtration units for publicly accessible Clean Air Centers.	
Major Objectives	Delivery Date
1. Provide loans and loan guarantees for implementing new technologies.	Ongoing
2. Expand partnerships to offer enhanced climate loan services statewide.	December 2022
3. Launch, implement, and maintain Clean Air Centers grant program.	June 2023

		Audited Program Actuals 2021	Approved Program Budget 2022	Proposed Program Budget 2023	FTE/Dollar Change \$	Percent Change %
Number of Positions (FTE)		3.29	2.26	3.12	0.86	38.1%
Personnel Expenditures						
Permanent Salaries	51100	362,877	311,043	441,447	130,404	41.9%
Overtime Salaries	51150	434	25,000	25,000		
Temporary Salaries	51200		75,000	75,000		
Payroll Taxes	51300	5,500	4,421	6,250	1,829	41.4%
Pension Benefits	51400	80,802	72,691	98,326	25,635	35.3%
FICA Replacement Benefits	51500	3,905	4,300	6,101	1,801	41.9%
Group Insurance Benefits	51600	47,724	46,963	66,341	19,378	41.3%
Employee Transportation Subsidy	51700	3,521	3,250	4,637	1,387	42.7%
Workers' Compensation	51800	1,174	1,177	1,614	437	37.1%
Other Post Employment Benefits	51850	27,606	20,470	28,061	7,591	37.1%
Board Stipends	51900					
Total Personnel Expenditures		533,543	564,315	752,777	188,462	33.4%
Services & Supplies Expenditures						
Travel In-State	52200	35	2,300	2,300		
Travel Out-of-State	52220		3,000	3,000		
Training & Education	52300	65	6,000	6,000		
Repair & Maintenance (Equipment)	52400					
Communications	52500	1,225	1,500	1,500		
Building Maintenance	52600					
Utilities	52700					
Postage	52800					
Printing & Reproduction	52900					
Equipment Rental	53100					
Rents & Leases	53200					
Professional Services & Contracts	53300	143,429	165,000	250,000	85,000	51.5%
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		400	400		
Books & Journals	54100					
Minor Office Equipment	54200					
Total Services & Supplies Expenditures		144,754	181,200	266,200	85,000	46.9%
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						
Total Expenditures		678,297	745,515	1,018,977	273,462	36.7%

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Strategic Incentives Division

The Strategic Incentives Division administers grant programs to facilitate the execution of projects and programs focused primarily on the reduction of emissions from mobile sources in the Bay Area. The primary grant programs include the Transportation Fund for Clean Air (TFCA), the Carl Moyer Program (CMP), the Mobile Source Incentive Fund (MSIF), the Lower-Emission School Bus Program (LESBP), in addition to other miscellaneous grant programs. These programs support the implementation of transportation and mobile source measures, as well as other incentive-based initiatives that improve air quality in the region. In FYE 2022 the Strategic Incentives Division will administer more than \$100 million in new grant revenue funds.

Non-Mobile Source Grant Programs

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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 2022, 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
Update online grants management system.	July 2022
Open solicitation for first round of woodsmoke program.	July 2022
Submit quarterly reports and other required reports to funding source (EPA).	Ongoing
Contract with vendors that wish to participate in the low-income voucher program.	December 2022

Non-Mobile Source Grant Programs

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	Audited Program Actuals 2021	Approved Program Budget 2022	Proposed Program Budget 2023	FTE/Dollar Change \$	Percent Change %
Number of Positions (FTE)		0.49	0.43	(0.06)	(12.24)%
Personnel Expenditures					
Permanent Salaries	51100	65,097	60,073	(5,024)	(7.72)%
Overtime Salaries	51150				
Temporary Salaries	51200				
Payroll Taxes	51300	929	854	(75)	(8.1)%
Pension Benefits	51400	15,202	13,594	(1,608)	(10.6)%
FICA Replacement Benefits	51500	934	840	(94)	(10.1)%
Group Insurance Benefits	51600	9,976	8,405	(1,571)	(15.7)%
Employee Transportation Subsidy	51700	706	639	(67)	(9.5)%
Workers' Compensation	51800	256	222	(34)	(13.3)%
Other Post Employment Benefits	51850	4,444	3,865	(579)	(13.0)%
Board Stipends	51900				
Total Personnel Expenditures		97,544	88,492	(9,052)	(9.3)%
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	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		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		147,544	138,492	(9,052)	(6.14)%

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. Also manage small pilot and demonstration projects funded by Air District general funds.	
Description of Program:	
This program, established in 2010, is focused on identifying and securing new sources of funding for the Bay Area region. Staff identifies and secures 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. This program is also used to conduct activities to support pilot and demonstration projects that are not funded by non-Air District funding 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: 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
Secure new sources of funding	Ongoing

		Audited	Approved	Proposed	FTE/Dollar	Percent
		Program Actuals	Program Budget	Program Budget	Change	Change
		2021	2022	2023	\$	%
Number of Positions (FTE)		0.61	2.49	0.54	(1.95)	(78.3)%
Personnel Expenditures						
Permanent Salaries	51100	80,445	345,305	79,177	(266,128)	(77.1)%
Overtime Salaries	51150	572				
Temporary Salaries	51200					
Payroll Taxes	51300	1,181	4,927	1,138	(3,789)	(76.9)%
Pension Benefits	51400	20,723	80,708	18,132	(62,576)	(77.5)%
FICA Replacement Benefits	51500	832	4,745	1,055	(3,690)	(77.8)%
Group Insurance Benefits	51600	10,360	50,624	10,235	(40,389)	(79.8)%
Employee Transportation Subsidy	51700	745	3,586	802	(2,784)	(77.6)%
Workers' Compensation	51800	260	1,299	279	(1,020)	(78.5)%
Other Post Employment Benefits	51850	5,512	22,585	4,854	(17,731)	(78.5)%
Board Stipends	51900					
Total Personnel Expenditures		120,630	513,779	115,672	(398,107)	(77.5)%
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					
Equipment Rental	53100					
Rents & Leases	53200					
Professional Services & Contracts	53300		100,000	95,000	(5,000)	(5.0)%
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			149,700	144,700	(5,000)	(3.3)%
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		120,630	663,479	260,372	(403,107)	(60.8)%

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Compliance & Enforcement Division

The Compliance & Enforcement Division ensures the Air District will realize the emission reductions achieved by the air quality regulations adopted by the Board of Directors, and permit conditions issued by the Executive Officer/APCO. Compliance with 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 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 NOVs and NTCs; re-inspect sources to verify compliance status after issuance. Work with Legal Division to procure penalty settlement and/or successful prosecution.	
Receive and investigate citizen inquiries and general air pollution complaints. Respond to these complaints as soon as possible where highest priority response is given to ongoing complaints alleged against potential nuisance sites.	
Prepare enforcement cases in coordination with Legal Division; conduct/coordinate investigations to support their development for legal actions.	
Provide technical analysis and support for variances, abatement orders, and permit appeals to the Hearing Board. Prepare a weekly District position report on all matters before the Hearing Board. Ensure that increments of progress are met.	
Refinery Flares: review, comment, approve and enforce provisions in Regulation 12, Rules 11 and 12.	
Provide staff at community meetings to present information on the complaint process, enforcement activities, etc.	
Participate in interagency environmental task force programs to coordinate District enforcement activities with other County/State/Federal governmental agencies.	
CARB Mobile Source regulations enforcement in CARE impacted areas with special focus on AB617 communities of West Oakland and Richmond.	
Major Objectives	Delivery Date
Not applicable	Ongoing

		Audited Program Actuals 2021	Approved Program Budget 2022	Proposed Program Budget 2023	FTE/Dollar Change \$	Percent Change %
Number of Positions (FTE)		31.87	33.15	34.55	1.40	4.2%
Personnel Expenditures						
Permanent Salaries	51100	3,296,880	3,605,878	4,164,545	558,667	15.5%
Overtime Salaries	51150	22,099	117,000	117,000		
Temporary Salaries	51200	1,414	10,000	10,000		
Payroll Taxes	51300	49,610	50,977	58,651	7,674	15.1%
Pension Benefits	51400	699,988	838,168	952,894	114,726	13.7%
FICA Replacement Benefits	51500	35,663	63,171	67,519	4,348	6.9%
Group Insurance Benefits	51600	436,760	605,071	709,341	104,270	17.2%
Employee Transportation Subsidy	51700	32,209	47,736	51,321	3,585	7.5%
Workers' Compensation	51800	10,668	17,289	17,856	567	3.3%
Other Post Employment Benefits	51850	259,649	300,682	310,547	9,865	3.3%
Board Stipends	51900					
Total Personnel Expenditures		4,844,940	5,655,972	6,459,674	803,702	14.2%
Services & Supplies Expenditures						
Travel In-State	52200	2,734	18,800	18,800		
Travel Out-of-State	52220		1,450	1,450		
Training & Education	52300		6,790	6,790		
Repair & Maintenance (Equipment)	52400	50	91,250	191,250	100,000	109.6%
Communications	52500	64,041	137,000	137,000		
Building Maintenance	52600		2,500	2,500		
Utilities	52700	1,403	4,000	4,000		
Postage	52800					
Printing & Reproduction	52900	1,240	2,000	2,000		
Equipment Rental	53100					
Rents & Leases	53200	63,465	73,600	77,100	3,500	4.8%
Professional Services & Contracts	53300	12	23,000	23,000		
General Insurance	53400					
Shop & Field Supplies	53500	16,430	18,090	18,090		
Laboratory Supplies	53600					
Gasoline & Variable Fuel	53700					
Computer Hardware & Software	53800	678	2,000	2,000		
Stationery & Office Supplies	53900	36				
Books & Journals	54100					
Minor Office Equipment	54200		1,000	1,000		
Total Services & Supplies Expenditures		150,089	381,480	484,980	103,500	27.1%
Capital Expenditures						
Leasehold Improvements	60100					
Building & Grounds	60105					
Office Equipment	60110					
Computer & Network Equipment	60115					
Motorized Equipment	60120					
Lab & Monitoring Equipment	60125					
Communications Equipment	60130					
General Equipment	60135					
PM 2.5 Equipment	60140					
Biotech Equipment	60145					
Total Capital Expenditures						
Transfer In/Out						
Total Expenditures		4,995,029	6,037,452	6,944,654	907,202	15.0%

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

		Audited Program Actuals	Approved Program Budget	Proposed Program Budget	FTE/Dollar Change	Percent Change
		2021	2022	2023	\$	%
Number of Positions (FTE)		14.53	18.12	18.32	0.20	1.1%
Personnel Expenditures						
Permanent Salaries	51100	1,712,292	2,060,331	2,317,396	257,065	12.5%
Overtime Salaries	51150	7,360	5,000	5,000		
Temporary Salaries	51200		25,000	25,000		
Payroll Taxes	51300	25,812	29,160	32,629	3,469	11.9%
Pension Benefits	51400	332,646	479,447	534,721	55,274	11.5%
FICA Replacement Benefits	51500	18,429	34,527	35,803	1,276	3.7%
Group Insurance Benefits	51600	226,420	329,523	350,221	20,698	6.3%
Employee Transportation Subsidy	51700	16,576	26,091	27,214	1,123	4.3%
Workers' Compensation	51800	5,587	9,450	9,469	19	0.2%
Other Post Employment Benefits	51850	126,559	164,341	164,675	334	0.2%
Board Stipends	51900					
Total Personnel Expenditures		2,471,681	3,162,870	3,502,128	339,258	10.7%
Services & Supplies Expenditures						
Travel In-State	52200	336	9,200	9,200		
Travel Out-of-State	52220		7,000	7,000		
Training & Education	52300	14,912	17,000	17,000		
Repair & Maintenance (Equipment)	52400		4,000	4,000		
Communications	52500	23,826	128,000	128,000		
Building Maintenance	52600					
Utilities	52700					
Postage	52800		1,500	2,000	500	33.3%
Printing & Reproduction	52900	4,232	8,000	8,000		
Equipment Rental	53100					
Rents & Leases	53200		500	500		
Professional Services & Contracts	53300	30,094	30,000	30,000		
General Insurance	53400					
Shop & Field Supplies	53500	243				
Laboratory Supplies	53600					
Gasoline & Variable Fuel	53700					
Computer Hardware & Software	53800		1,000	1,000		
Stationery & Office Supplies	53900	3,666	4,000	4,000		
Books & Journals	54100					
Minor Office Equipment	54200		1,500	1,500		
Total Services & Supplies Expenditures		77,309	211,700	212,200	500	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		2,548,990	3,374,570	3,714,328	339,758	10.1%

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 gasoline 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 matter. Beyond routine inspections to ensure that equipment, emissions 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

		Audited Program Actuals 2021	Approved Program Budget 2022	Proposed Program Budget 2023	FTE/Dollar Change \$	Percent Change %
Number of Positions (FTE)		34.86	36.11	35.31	(0.80)	(2.2)%
Personnel Expenditures						
Permanent Salaries	51100	3,859,877	4,150,687	4,470,612	319,925	7.7%
Overtime Salaries	51150	12,738	8,000	8,000		
Temporary Salaries	51200	23,002				
Payroll Taxes	51300	58,053	58,883	63,138	4,255	7.2%
Pension Benefits	51400	833,756	966,135	1,029,185	63,050	6.5%
FICA Replacement Benefits	51500	41,831	68,811	69,005	194	0.3%
Group Insurance Benefits	51600	511,410	678,884	709,917	31,033	4.6%
Employee Transportation Subsidy	51700	37,702	51,999	52,451	452	0.9%
Workers' Compensation	51800	12,483	18,833	18,250	(583)	(3.1)%
Other Post Employment Benefits	51850	307,284	327,530	317,386	(10,144)	(3.1)%
Board Stipends	51900					
Total Personnel Expenditures		5,698,136	6,329,762	6,737,944	408,182	6.4%
Services & Supplies Expenditures						
Travel In-State	52200	4,682	10,000	10,000		
Travel Out-of-State	52220		2,550	2,550		
Training & Education	52300	5,014	5,168	5,168		
Repair & Maintenance (Equipment)	52400	9,939	60,000	60,000		
Communications	52500	71,907	65,000	33,500	(31,500)	(48.5)%
Building Maintenance	52600		4,000	4,000		
Utilities	52700	9,054	3,000	3,000		
Postage	52800					
Printing & Reproduction	52900		1,000	1,000		
Equipment Rental	53100					
Rents & Leases	53200	99,502	89,100	89,100		
Professional Services & Contracts	53300	98	15,500	15,500		
General Insurance	53400					
Shop & Field Supplies	53500	59,601	26,000	26,000		
Laboratory Supplies	53600					
Gasoline & Variable Fuel	53700	193				
Computer Hardware & Software	53800	6,297	23,000	23,000		
Stationery & Office Supplies	53900	1,618	2,300	2,300		
Books & Journals	54100					
Minor Office Equipment	54200					
Non-Capital Assets	54600					
		30,078				
Total Services & Supplies Expenditures		297,983	306,618	275,118	(31,500)	(10.3)%
Capital Expenditures						
Leasehold Improvements	60100					
Building & Grounds	60105					
Office Equipment	60110					
Computer & Network Equipment	60115					
Motorized Equipment	60120					
Lab & Monitoring Equipment	60125	112,311	100,000	100,000		
Communications Equipment	60130					
General Equipment	60135					
PM 2.5 Equipment	60140					
Total Capital Expenditures		112,311	100,000	100,000		
Transfer In/Out						
Total Expenditures		6,108,430	6,736,380	7,113,062	376,682	5.6%

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Engineering Division

Engineering Division (Division) gives high priority to the timely review of New Source Review permit applications and permit renewals. The typical application evaluation includes analyzing emissions impacts and determining compliance with applicable air quality requirements, including Best Available Control Technology (BACT), 'No Net Increase' offset requirements, New Source Review (NSR) of Toxic Air Contaminants (TACs) and California Environmental Quality Act (CEQA). There are about 10,000 facilities with about 26,000 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. Risk reduction plans will be reviewed, approved, and tracked. The toxics programs also support Community Health Protection Program goals to eliminate health disparities in overburdened communities.

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.

The Division will implement the permit reforms adopted on December 15, 2021. Regulations 2-1 and 2-5 were amended to increase health protections in overburdened communities by: (1) defining overburdened communities, (2) establishing a more stringent cancer risk limit in overburdened communities, (3) enhancing public notifications in the overburdened communities, (4) updating gasoline station health risk screening guidelines, and (5) amending permit review timelines.

The Division continues to implement the Criteria Air Pollutants and Toxic Air Contaminants Reporting (CTR) Regulation. The latest amendments to the rule became effective on January 1, 2022. 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 permitted facilities. The Division has been actively working with other agencies and CAPCOA in the development of uniform emissions inventory guidelines for different source categories.

Due to PG&E Public Safety Power Shutoffs (PSPS), there is a large increase in the number of applications for backup generators.

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, CARB Permitting FAQs for Environmental Justice Workgroup, Technical Assessment Coordination, Emissions Inventory with CARB and other air districts, and the community workgroups.

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), and amendments to rules to implement Expedited Best Available Retrofit Control Technology (BARCT) for AB617.

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

		Audited Program Actuals 2021	Approved Program Budget 2022	Proposed Program Budget 2023	FTE/Dollar Change \$	Percent Change %
Number of Positions (FTE)		40.11	44.91	42.42	(2.49)	(5.5)%
Personnel Expenditures						
Permanent Salaries	51100	5,046,102	5,648,632	5,593,547	(55,085)	(1.0)%
Overtime Salaries	51150	56,780	40,000	40,000		
Temporary Salaries	51200	26,788				
Payroll Taxes	51300	76,247	80,183	78,920	(1,263)	(1.6)%
Pension Benefits	51400	1,074,549	1,310,784	1,283,358	(27,426)	(2.1)%
FICA Replacement Benefits	51500	54,935	85,544	82,886	(2,658)	(3.1)%
Group Insurance Benefits	51600	671,775	826,937	777,335	(49,602)	(6.0)%
Employee Transportation Subsidy	51700	49,678	64,643	63,002	(1,641)	(2.5)%
Workers' Compensation	51800	16,340	23,413	21,921	(1,492)	(6.4)%
Other Post Employment Benefits	51850	403,140	407,177	381,230	(25,947)	(6.4)%
Board Stipends	51900					
Total Personnel Expenditures		7,476,334	8,487,313	8,322,199	(165,114)	(1.9)%
Services & Supplies Expenditures						
Travel In-State	52200	212	13,000	13,000		
Travel Out-of-State	52220					
Training & Education	52300		2,464	2,464		
Repair & Maintenance (Equipment)	52400					
Communications	52500		110	110		
Building Maintenance	52600					
Utilities	52700					
Postage	52800					
Printing & Reproduction	52900					
Equipment Rental	53100					
Rents & Leases	53200					
Professional Services & Contracts	53300	247,322	401,059	401,059		
General Insurance	53400					
Shop & Field Supplies	53500					
Laboratory Supplies	53600					
Gasoline & Variable Fuel	53700					
Computer Hardware & Software	53800	255	2,000	2,000		
Stationery & Office Supplies	53900					
Books & Journals	54100		200	200		
Minor Office Equipment	54200		368	368		
Total Services & Supplies Expenditures		247,789	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		7,724,123	8,906,514	8,741,400	(165,114)	(1.9)%

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 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, and the Air Toxics "Hot Spots" Program (AB2588). The Air Toxics Program also provides support to other Community Health Protection programs that seek to eliminate air quality disparities in overburden communities. Staff provides guidance on toxic emission calculations, controls, and impacts, maintains the toxic emission inventory, assists with incident and compliance evaluation, conducts health risk assessments (HRAs) for stationary sources, and approves risk reduction plans for existing facilities.	
Justification of Change Request:	
Not applicable.	
Activities	
Perform HRAs for permit applications involving new or modified sources (estimated 300 HRAs per year).	
Prepare facility-wide HRAs for facilities subject to Rule 11-18 (about 185 HRAs over 4 years). Conduct HRAs for alternative scenarios and proposed revisions to support implementation and verification of risk reduction measures.	
Support implementation of amendments to Rule 2-1 and 2-5. Update health effects values and add new TACs to databases. Develop updated procedures for gas dispensing facility (GDF) HRAs.	
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 for Hot Spots Program and conduct or review new HRAs required for high-priority sites that are exempt from Rule 11-18. Coordinate public notification and risk reduction audits.	
Review HRAs and Prevention of Significant Deterioration (PSD) modeling analyses for major permit applications.	
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).	
Review and approve Rule 11-18 risk reduction plans and TBARCT determinations and support emission reduction permitting activities.	
Major Objectives	Delivery Date
Conduct HRAs and other modeling analyses for NSR projects that trigger Rule 2-5 or PSD.	Ongoing
Conduct preliminary, draft, and final HRAs for Phase 1 Rule 11-18 facilities.	Ongoing
Create and implement updated HRA procedures for GDFs based on approved Rule 2-5 amendments.	July 2022
Continue updating Toxic Emission Factor Guidelines including 1-hour guidance.	December 2022
Support AIM's preparation of annual stationary source toxic inventories and HRA results for CARB and EPA.	October 2022
Publish periodic Air Toxic Emissions and Air Toxics Control Program reports.	Ongoing
Develop procedures for review and approval of Rule 11-18 risk reduction plans.	August 2022

		Audited Program Actuals 2021	Approved Program Budget 2022	Proposed Program Budget 2023	FTE/Dollar Change \$	Percent Change %
Number of Positions (FTE)		7.07	6.44	7.86	1.42	22.0%
Personnel Expenditures						
Permanent Salaries	51100	1,000,940	970,113	1,186,479	216,366	22.3%
Overtime Salaries	51150	5,605	8,000	8,000		
Temporary Salaries	51200					
Payroll Taxes	51300	15,219	13,825	16,815	2,990	21.6%
Pension Benefits	51400	218,204	227,104	277,930	50,826	22.4%
FICA Replacement Benefits	51500	10,970	12,277	15,351	3,074	25.0%
Group Insurance Benefits	51600	134,295	130,924	160,961	30,037	22.9%
Employee Transportation Subsidy	51700	9,891	9,277	11,669	2,392	25.8%
Workers' Compensation	51800	3,253	3,360	4,060	700	20.8%
Other Post Employment Benefits	51850	78,768	58,434	70,609	12,175	20.8%
Board Stipends	51900					
Total Personnel Expenditures		1,477,145	1,433,314	1,751,874	318,560	22.2%
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	1,642	7,000	7,000		
Equipment Rental	53100					
Rents & Leases	53200					
Professional Services & Contracts	53300	18,751	1,000	1,000		
General Insurance	53400					
Shop & Field Supplies	53500					
Laboratory Supplies	53600					
Gasoline & Variable Fuel	53700					
Computer Hardware & Software	53800	152	4,000	4,000		
Stationery & Office Supplies	53900		300	300		
Books & Journals	54100					
Minor Office Equipment	54200		400	400		
Total Services & Supplies Expenditures		20,545	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		1,497,690	1,492,604	1,811,164	318,560	21.3%

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 2022

Permit Operations

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		Audited Program Actuals 2021	Approved Program Budget 2022	Proposed Program Budget 2023	FTE/Dollar Change \$	Percent Change %
Number of Positions (FTE)		4.55	4.46	4.61	0.15	3.4%
Personnel Expenditures						
Permanent Salaries	51100	593,473	626,872	610,417	(16,455)	(2.6)%
Overtime Salaries	51150	1,164	5,000	5,000		
Temporary Salaries	51200	63,522				
Payroll Taxes	51300	8,920	8,917	8,616	(301)	(3.4)%
Pension Benefits	51400	120,553	146,559	142,723	(3,836)	(2.6)%
FICA Replacement Benefits	51500	6,419	8,499	9,014	515	6.1%
Group Insurance Benefits	51600	78,869	89,936	99,638	9,702	10.8%
Employee Transportation Subsidy	51700	5,778	6,422	6,851	429	6.7%
Workers' Compensation	51800	1,919	2,326	2,384	58	2.5%
Other Post Employment Benefits	51850	44,910	40,454	41,456	1,002	2.5%
Board Stipends	51900					
Total Personnel Expenditures		925,527	934,985	926,099	(8,886)	(1.0)%
Services & Supplies Expenditures						
Travel In-State	52200					
Travel Out-of-State	52220					
Training & Education	52300					
Repair & Maintenance (Equipment)	52400					
Communications	52500					
Building Maintenance	52600					
Utilities	52700					
Postage	52800					
Printing & Reproduction	52900	9,339	75,166	75,166		
Equipment Rental	53100					
Rents & Leases	53200					
Professional Services & Contracts	53300	1,935	12,255	12,255		
General Insurance	53400					
Shop & Field Supplies	53500		4,151	4,151		
Laboratory Supplies	53600					
Gasoline & Variable Fuel	53700					
Computer Hardware & Software	53800	2,343	1,021	1,021		
Stationery & Office Supplies	53900					
Books & Journals	54100					
Minor Office Equipment	54200					
Total Services & Supplies Expenditures		13,617	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		939,144	1,027,578	1,018,692	(8,886)	(0.9)%

Managing Division:	
Engineering Division	
Contact Person:	
Sanjeev Kamboj	
Program Purpose:	
Implementation of Federal Operating Permit Program for Major Facilities.	
Description of Program:	
The Title V program involves activities related to Title V of the Federal Clean Air Act (CAA), which requires the Air District to issue federally enforceable permits to major and other designated facilities. The program is intended to enhance compliance with the CAA via permits that explicitly include all Federal, State, and Air District requirements applicable to sources of air pollution at subject facilities.	
Justification of Change Request:	
Not applicable.	
Activities	
Evaluate and process Title V applications (initial, renewal, revision, administrative amendment and reopening).	
Conduct Title V outreach activities and public hearings, as needed.	
Provide Title V training to the Air District staff.	
Track EPA rulemaking related to Title V, Section 112, compliance monitoring and acid rain.	
Major Objectives	Delivery Date
Implement streamlining measures and ensure timely issuance of the Title V applications.	Ongoing

		Audited Program Actuals	Approved Program Budget	Proposed Program Budget	FTE/Dollar Change	Percent Change
		2021	2022	2023	\$	%
Number of Positions (FTE)		2.22	3.00	2.51	(0.49)	(16.3)%
Personnel Expenditures						
Permanent Salaries	51100	268,803	386,939	334,681	(52,258)	(13.5)%
Overtime Salaries	51150	1,096	66,330	66,330		
Temporary Salaries	51200		8,006	8,006		
Payroll Taxes	51300	4,058	5,501	4,738	(763)	(13.9)%
Pension Benefits	51400	69,789	90,307	78,142	(12,165)	(13.5)%
FICA Replacement Benefits	51500	2,912	5,707	4,905	(802)	(14.1)%
Group Insurance Benefits	51600	35,741	55,078	42,269	(12,809)	(23.3)%
Employee Transportation Subsidy	51700	2,680	4,313	3,729	(584)	(13.5)%
Workers' Compensation	51800	863	1,562	1,297	(265)	(17.0)%
Other Post Employment Benefits	51850	21,000	27,166	22,562	(4,604)	(16.9)%
Board Stipends	51900					
Total Personnel Expenditures		406,942	650,909	566,659	(84,250)	(12.9)%
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	1,025	28,873	28,873		
Equipment Rental	53100					
Rents & Leases	53200					
Professional Services & Contracts	53300		402,723	402,723		
General Insurance	53400					
Shop & Field Supplies	53500					
Laboratory Supplies	53600					
Gasoline & Variable Fuel	53700					
Computer Hardware & Software	53800	125	919	919		
Stationery & Office Supplies	53900					
Books & Journals	54100		613	613		
Minor Office Equipment	54200		185	185		
Total Services & Supplies Expenditures		1,150	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		408,092	1,086,037	1,001,787	(84,250)	(7.8)%

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, including Criteria Air Pollutants and Toxic Air Contaminants Reporting (CTR).</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 2023
Complete and submit Offset Equivalence report for EPA.	March 2023

Engineering Special Projects

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		Audited Program Actuals 2021	Approved Program Budget 2022	Proposed Program Budget 2023	FTE/Dollar Change \$	Percent Change %
Number of Positions (FTE)		5.05	6.07	6.66	0.59	9.7%
Personnel Expenditures						
Permanent Salaries	51100	709,746	842,226	969,272	127,046	15.1%
Overtime Salaries	51150	3,261	5,000	5,000		
Temporary Salaries	51200	1,496				
Payroll Taxes	51300	10,685	12,022	13,767	1,745	14.5%
Pension Benefits	51400	143,855	196,858	226,253	29,395	14.9%
FICA Replacement Benefits	51500	7,675	11,562	13,019	1,457	12.6%
Group Insurance Benefits	51600	93,671	117,582	133,959	16,377	13.9%
Employee Transportation Subsidy	51700	6,939	8,737	9,895	1,158	13.3%
Workers' Compensation	51800	2,296	3,164	3,443	279	8.8%
Other Post Employment Benefits	51850	57,773	55,033	59,878	4,845	8.8%
Board Stipends	51900					
Total Personnel Expenditures		1,037,397	1,252,184	1,434,486	182,302	14.6%
Services & Supplies Expenditures						
Travel In-State	52200	116	5,000	5,000		
Travel Out-of-State	52220					
Training & Education	52300	6,800	65,000	65,000		
Repair & Maintenance (Equipment)	52400					
Communications	52500	5,201	5,000	5,000		
Building Maintenance	52600					
Utilities	52700					
Postage	52800	15				
Printing & Reproduction	52900	806	52,100	52,100		
Equipment Rental	53100					
Rents & Leases	53200					
Professional Services & Contracts	53300		50,000	50,000		
General Insurance	53400					
Shop & Field Supplies	53500	10,902	10,000	10,000		
Laboratory Supplies	53600					
Gasoline & Variable Fuel	53700					
Computer Hardware & Software	53800	3,965	60,000	60,000		
Stationery & Office Supplies	53900					
Books & Journals	54100					
Minor Office Equipment	54200					
Total Services & Supplies Expenditures		27,805	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		1,065,202	1,499,284	1,681,586	182,302	12.2%

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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 2023, 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 2023, 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 conduct equity assessments in support of AB 617 and rule develop activities. 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 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 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 2023, 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 2023, 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 2023, AIM will conduct modeling studies to evaluate the impacts of residential wood burning on outdoor air quality and health.

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, modeling and 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 particulate matter (PM), volatile organic compounds (VOC), and methane emissions from permitted facilities.	
Justification of Change Request:	
Emissions inventory is fundamental for air quality source apportionment analysis, as well as planning, rule development, modeling and exposure assessments, and public information sharing. AB 617 continues to impose major new requirements, such as meeting CTR Regulation requirements and developing quality-assured, hyper-local emissions estimates in AB 617 communities, which demand additional resources from the Source Inventories Program.	
Activities	
Develop emissions inventories and improve the District's ability to assess emissions estimates.	
Prepare and improve emissions estimates to report to CARB; coordinate with Engineering Division to ensure consistent reporting under state requirements and the new CTR regulation.	
Refine and evaluate emissions estimates to support Air District programs, with emphasis on methane, TAC, and fine particulate matter and incorporation of new measurement and analysis techniques.	
Provide inventory information to support Air District staff in various programs, including assessment of AB 617 communities and development of local air quality Action Plans.	
Provide inventory information and emissions estimates under public record request.	
Major Objectives	Delivery Date
Develop activity datasets and methods for hyper-local emissions estimates to support AB 617.	June 2023
Prepare and transmit source emissions estimates to meet State annual reporting requirements.	June 2023
Improve emissions methods by incorporating measurements and/or new models to develop PM, VOC, and methane emissions estimates for Bay Area refinery sector and waste sector.	June 2023

Source Inventories

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		Audited Program Actuals 2021	Approved Program Budget 2022	Proposed Program Budget 2023	FTE/Dollar Change \$	Percent Change %
Number of Positions (FTE)		6.41	7.20	6.82	(0.38)	(5.3)%
Personnel Expenditures						
Permanent Salaries	51100	921,683	1,072,916	1,051,250	(21,666)	(2.0)%
Overtime Salaries	51150		5,000	5,000		
Temporary Salaries	51200					
Payroll Taxes	51300	13,929	15,297	14,905	(392)	(2.6)%
Pension Benefits	51400	197,339	251,119	240,664	(10,455)	(4.2)%
FICA Replacement Benefits	51500	10,025	13,729	13,338	(391)	(2.8)%
Group Insurance Benefits	51600	122,803	169,623	163,643	(5,980)	(3.5)%
Employee Transportation Subsidy	51700	9,155	10,374	10,138	(236)	(2.3)%
Workers' Compensation	51800	2,981	3,757	3,527	(230)	(6.1)%
Other Post Employment Benefits	51850	70,880	65,346	61,343	(4,003)	(6.1)%
Board Stipends	51900					
Total Personnel Expenditures		1,348,795	1,607,161	1,563,808	(43,353)	(2.7)%
Services & Supplies Expenditures						
Travel In-State	52200		3,900	2,400	(1,500)	(38.5)%
Travel Out-of-State	52220		3,100	2,600	(500)	(16.1)%
Training & Education	52300	7,339	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	215,125	121,000	121,000		
General Insurance	53400					
Shop & Field Supplies	53500					
Laboratory Supplies	53600					
Gasoline & Variable Fuel	53700					
Computer Hardware & Software	53800	1,870	22,000	22,000		
Stationery & Office Supplies	53900	574	200	200		
Books & Journals	54100		600	600		
Minor Office Equipment	54200		1,000	1,000		
Total Services & Supplies Expenditures		224,908	174,800	172,800	(2,000)	(1.1)%
Capital Expenditures						
Leasehold Improvements	60100					
Building & Grounds	60105					
Office Equipment	60110					
Computer & Network Equipment	60115					
Motorized Equipment	60120					
Lab & Monitoring Equipment	60125					
Communications Equipment	60130					
General Equipment	60135					
PM 2.5 Equipment	60140					
Total Capital Expenditures						
Transfer In/Out						
Total Expenditures		1,573,703	1,781,961	1,736,608	(45,353)	(2.5)%

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

		Audited Program Actuals	Approved Program Budget	Proposed Program Budget	FTE/Dollar Change	Percent Change
		2021	2022	2023	\$	%
Number of Positions (FTE)		3.91	3.84	3.71	(0.13)	(3.4)%
Personnel Expenditures						
Permanent Salaries	51100	566,878	571,691	577,183	5,492	1.0%
Overtime Salaries	51150					
Temporary Salaries	51200					
Payroll Taxes	51300	8,499	8,180	8,212	32	0.4%
Pension Benefits	51400	108,146	133,803	133,122	(681)	(0.5)%
FICA Replacement Benefits	51500	6,095	7,324	7,251	(73)	(1.0)%
Group Insurance Benefits	51600	74,585	78,081	76,317	(1,764)	(2.3)%
Employee Transportation Subsidy	51700	5,493	5,535	5,511	(24)	(0.4)%
Workers' Compensation	51800	1,829	2,005	1,918	(87)	(4.3)%
Other Post Employment Benefits	51850	44,750	34,863	33,348	(1,515)	(4.3)%
Board Stipends	51900					
Total Personnel Expenditures		816,275	841,482	842,862	1,380	0.2%
Services & Supplies Expenditures						
Travel In-State	52200		1,380	1,400	20	1.4%
Travel Out-of-State	52220		3,780	3,900	120	3.2%
Training & Education	52300	300	7,000	6,500	(500)	(7.1)%
Repair & Maintenance (Equipment)	52400	414	8,000	8,000		
Communications	52500					
Building Maintenance	52600					
Utilities	52700					
Postage	52800					
Printing & Reproduction	52900					
Equipment Rental	53100					
Rents & Leases	53200					
Professional Services & Contracts	53300	200,767	320,000	320,000		
General Insurance	53400					
Shop & Field Supplies	53500					
Laboratory Supplies	53600					
Gasoline & Variable Fuel	53700					
Computer Hardware & Software	53800					
Stationery & Office Supplies	53900	17	500	500		
Books & Journals	54100					
Minor Office Equipment	54200					
Total Services & Supplies Expenditures		201,498	340,660	340,300	(360)	(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					
Transfer In/Out						
Total Expenditures		1,017,773	1,182,142	1,183,162	1,020	0.1%

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

		Audited Program Actuals 2021	Approved Program Budget 2022	Proposed Program Budget 2023	FTE/Dollar Change \$	Percent Change %
Number of Positions (FTE)		3.37	3.50	3.50		
Personnel Expenditures						
Permanent Salaries	51100	485,326	516,642	543,478	26,836	5.2%
Overtime Salaries	51150					
Temporary Salaries	51200					
Payroll Taxes	51300	7,301	7,353	7,695	342	4.7%
Pension Benefits	51400	112,905	120,901	125,667	4,766	3.9%
FICA Replacement Benefits	51500	5,254	6,670	6,840	170	2.5%
Group Insurance Benefits	51600	64,340	80,480	79,827	(653)	(0.8)%
Employee Transportation Subsidy	51700	4,737	5,040	5,199	159	3.2%
Workers' Compensation	51800	1,563	1,825	1,809	(16)	(0.9)%
Other Post Employment Benefits	51850	38,177	31,746	31,461	(285)	(0.9)%
Board Stipends	51900					
Total Personnel Expenditures		719,603	770,657	801,976	31,319	4.1%
Services & Supplies Expenditures						
Travel In-State	52200		1,600	1,600		
Travel Out-of-State	52220		2,080	2,100	20	1.0%
Training & Education	52300		2,000	2,000		
Repair & Maintenance (Equipment)	52400	8,672	12,000	12,000		
Communications	52500					
Building Maintenance	52600					
Utilities	52700					
Postage	52800					
Printing & Reproduction	52900		3,500	4,000	500	14.3%
Equipment Rental	53100					
Rents & Leases	53200					
Professional Services & Contracts	53300		10,000	10,000		
General Insurance	53400					
Shop & Field Supplies	53500					
Laboratory Supplies	53600					
Gasoline & Variable Fuel	53700					
Computer Hardware & Software	53800		8,000	8,000		
Stationery & Office Supplies	53900					
Books & Journals	54100					
Minor Office Equipment	54200					
Total Services & Supplies Expenditures		8,672	39,180	39,700	520	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		728,275	809,837	841,676	31,839	3.9%

Managing Division:	
Assessment, Inventory & Model Division	
Contact Person:	
Song Bai	
Program Purpose:	
Evaluate community health risks from ambient toxic air contaminants (TACs), fine particulate matter (PM) and other pollutants. Develop mitigation strategies and measures for local sources and locations with higher exposures and risk levels and vulnerable populations.	
Description of Program:	
The District's CARE program targets community risk reduction activities and actively supports the development of local air quality Action Plans required by Assembly Bill 617. The CARE program coordinates emissions estimation, air modeling and monitoring, analysis of health records and socio-economic datasets, and exposure and health assessments to identify areas with vulnerable populations and relatively high air pollution. Information derived from these activities is used for risk reduction activities, such as rulemaking, grant and incentive programs, local air quality plans, collaboration with public health professionals, advocacy of State and local regulatory programs, and community engagement processes.	
Justification of Change Request:	
AB 617 continues to impose major new requirements, which demand additional products and resources from the CARE Program on a specified timeline to assess community-scale air quality, engage with communities, and provide technical support to local Community Action Plans.	
Activities	
Conduct local-scale modeling and analyses to support assessment of AB 617 communities and development of action plans.	
Develop and improve modeling methods to identify emission sources affecting impacted communities and improve data analysis.	
Compile demographic, business, and activity data; enhance data visualization/analysis for community partnerships and local planning guidance.	
Develop mitigation strategies for development near busy roadways and other air pollution sources.	
Participate in outreach and assist in evaluating community risks and hazards, through measurement and modeling programs.	
Major Objectives	Delivery Date
Conduct community-scale assessments in Richmond/San Pablo and other communities; collaborate with other District Divisions to develop community prioritization methods.	June 2023
Develop and document improved methodology/tools for community-scale modeling to support AB 617 Community Emission Reduction Plan (CERP) development.	June 2023
Work collaboratively across Air District Divisions to build Technical Assessments Teams and perform community-level technical assessment work.	June 2023

		Audited Program Actuals 2021	Approved Program Budget 2022	Proposed Program Budget 2023	FTE/Dollar Change \$	Percent Change %
Number of Positions (FTE)		3.23	3.46	3.92	0.46	13.3%
Personnel Expenditures						
Permanent Salaries	51100	567,638	590,874	701,171	110,297	18.7%
Overtime Salaries	51150		5,000	5,000		
Temporary Salaries	51200					
Payroll Taxes	51300	8,623	8,488	10,084	1,596	18.8%
Pension Benefits	51400	124,805	138,627	159,217	20,590	14.9%
FICA Replacement Benefits	51500	6,214	6,589	7,652	1,063	16.1%
Group Insurance Benefits	51600	76,188	73,118	81,886	8,768	12.0%
Employee Transportation Subsidy	51700	5,607	4,979	5,816	837	16.8%
Workers' Compensation	51800	1,836	1,803	2,024	221	12.3%
Other Post Employment Benefits	51850	45,008	31,361	35,196	3,835	12.2%
Board Stipends	51900					
Total Personnel Expenditures		835,919	860,839	1,008,046	147,207	17.1%
Services & Supplies Expenditures						
Travel In-State	52200		2,300	2,300		
Travel Out-of-State	52220		2,600	2,600		
Training & Education	52300		8,500	8,500		
Repair & Maintenance (Equipment)	52400	1,581	5,000	5,000		
Communications	52500	2,137	3,000	3,000		
Building Maintenance	52600					
Utilities	52700					
Postage	52800					
Printing & Reproduction	52900		2,000	2,000		
Equipment Rental	53100					
Rents & Leases	53200					
Professional Services & Contracts	53300	148,415	250,500	250,500		
General Insurance	53400					
Shop & Field Supplies	53500					
Laboratory Supplies	53600					
Gasoline & Variable Fuel	53700					
Computer Hardware & Software	53800	9,502	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		161,635	293,700	293,700		
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		997,554	1,154,539	1,301,746	147,207	12.8%

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Planning & Climate Protection Division

The Planning and Climate Protection Division develops and implements local community emissions reduction plans per AB 617, prepares plans to meet State and Federal air quality standards, and coordinates and implements climate protection activities. Division staff analyze ambient conditions and local and regional toxic air contaminants, particulate matter, ozone and their precursors, and greenhouse gas emissions to develop and implement programs 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 2023, 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). To meet the requirements of AB 617 staff will work in close coordination with community partners and steering committees in West Oakland, Richmond-North Richmond-San Pablo Area, and East Oakland to identify and prioritize pollution and exposure reduction strategies, implement measures to reduce emissions and exposure, and provide support and assistance to local and regional partner agencies on taking action. Staff will update and continue implementing the CEQA Thresholds and Guidelines in consultation with local lead agencies, regional agencies, and others. Staff will provide assistance to cities and counties on advancing local plans and policies that improve air quality, address health disparities, and recognize environmental injustices, including General Plan updates and EJ 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 2023, staff will implement GHG emission reduction measures identified in the 2017 Plan. Staff will: expand the Bay Area Healthy Home Initiative in Contra Costa and Alameda counties; continue to lead and expand a regional Building Decarbonization Program; elevate and expand best practices resulting from the Climate Protection Grant 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; support the development of rules and rule amendments to reduce GHGs, including improving the GHG emissions inventory; work with CARB to develop a robust Scoping Plan Update; 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 (Richmond-North Richmond-San Pablo and East Oakland).	
Support capacity building in high priority AB 617 communities, including the development of Getting Started/Starter Kits, and supporting local planning efforts.	
Support local government planning and policy development efforts to improve air quality in overburdened communities, including SB1000 support.	
Create and disseminate accessible and relevant information on air quality planning, CEQA Thresholds and Guidelines, and planning to achieve State and Federal ambient air quality standards.	
Lead updates of the regional Clean Air Plan in collaboration with all Divisions, track progress, adjust implementation as necessary.	
Track development of new or amended State or Federal ambient air quality standards, and prepare documents or analyses to meet new or amended standards.	
Major Objectives	Delivery Date
Lead the development of a community emission reduction plan for the Path to Clean Air Richmond-North Richmond-San Pablo area.	August 2022
Lead the development of a community emission reduction plan for the East Oakland area.	Ongoing
Coordinate the development of Getting Started/Starter Kits for select high priority AB 617 communities.	Ongoing
Work with cities and counties to implement SB 1000, incorporate EJ and health equity into plans and programs.	Ongoing
Develop an easy to use virtual repository of air quality planning, CEQA, local land use policy tools, and information to support local and community action.	Ongoing

		Audited Program Actuals 2021	Approved Program Budget 2022	Proposed Program Budget 2023	FTE/Dollar Change \$	Percent Change %
Number of Positions (FTE)		7.80	7.98	9.30	1.32	16.5%
Personnel Expenditures						
Permanent Salaries	51100	1,122,447	1,128,590	1,349,150	220,560	19.5%
Overtime Salaries	51150					
Temporary Salaries	51200					
Payroll Taxes	51300	16,932	16,108	19,173	3,065	19.0%
Pension Benefits	51400	257,229	263,891	312,469	48,578	18.4%
FICA Replacement Benefits	51500	12,113	15,201	18,166	2,965	19.5%
Group Insurance Benefits	51600	148,554	143,655	163,998	20,343	14.2%
Employee Transportation Subsidy	51700	10,916	11,487	13,808	2,321	20.2%
Workers' Compensation	51800	3,631	4,160	4,804	644	15.5%
Other Post Employment Benefits	51850	86,839	72,353	83,553	11,200	15.5%
Board Stipends	51900					
Total Personnel Expenditures		1,658,661	1,655,445	1,965,121	309,676	18.7%
Services & Supplies Expenditures						
Travel In-State	52200	130	2,100	2,100		
Travel Out-of-State	52220		2,000	2,000		
Training & Education	52300		3,000	3,000		
Repair & Maintenance (Equipment)	52400					
Communications	52500	6,701				
Building Maintenance	52600					
Utilities	52700					
Postage	52800					
Printing & Reproduction	52900	471	11,000	11,000		
Equipment Rental	53100					
Rents & Leases	53200					
Professional Services & Contracts	53300	15,604	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	76	500	500		
Books & Journals	54100					
Minor Office Equipment	54200					
Total Services & Supplies Expenditures		22,982	218,600	218,600		
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						
Total Expenditures		1,681,643	1,874,045	2,183,721	309,676	16.5%

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 partners to facilitate implementation of land use 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 provided to lead agencies. The program works closely with community partners, state, regional and local agencies, and the private sector to reduce emissions and exposure through implementation of clean air plans and projects, including AB617 Community Emissions Reductions Plans, projects to address ports and goods movement operations, relevant CARB rulemaking, guidelines, plans and programs.	
Justification of Change Request:	
Not Applicable	
Activities	
Lead AB617 plan implementation, e.g., Owing our Air: West Oakland Community Action Plan, in partnership with community co-leads, steering committee, community members and state, local and regional agencies.	
Update CEQA Thresholds of Significance and maintain easy to use Guidelines with current best practice methods and mitigation measures.	
Track and review priority CEQA projects, provide comments to lead agencies, support lead agencies with tools, data and methods.	
Implement transportation, building and energy measures in the 2017 Clean Air Plan in collaboration with MTC, ABAG, BARC and other regional and local entities.	
Work with EPA, CARB, and Federal, State, regional and local agencies to reduce impacts from mobile sources, e.g., ports, goods movement, railroads, shipping.	
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.	
Major Objectives	Delivery Date
Update the Air District's CEQA Thresholds of Significance and Guidelines, disseminate and support lead agencies in their use.	June 2022
Continue to provide technical support and assistance to lead agencies and local governments on air quality and greenhouse gas analysis and mitigation.	Ongoing
Lead the implementation of Owing our Air: The West Oakland Community Action Plan.	Ongoing
Continue to track and prioritize CEQA projects for review and provide outcome oriented comments to lead agencies.	Ongoing
Lead the implementation of the Path to Clean Air Richmond-North Richmond-San Pablo CERP once adopted.	Ongoing

Implement Plans, Policies and Measures

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		Audited	Approved	Proposed	FTE/Dollar	Percent
		Program Actuals	Program Budget	Program Budget	Change	Change
		2021	2022	2023	\$	%
Number of Positions (FTE)		6.24	5.68	5.36	(0.32)	(5.6)%
Personnel Expenditures						
Permanent Salaries	51100	874,679	813,467	795,518	(17,949)	(2.2)%
Overtime Salaries	51150	3,712		4,000	4,000	
Temporary Salaries	51200		46,000		(46,000)	(100.0)%
Payroll Taxes	51300	13,035	11,595	11,271	(324)	(2.8)%
Pension Benefits	51400	127,832	190,252	183,761	(6,491)	(3.4)%
FICA Replacement Benefits	51500	9,374	10,827	10,484	(343)	(3.2)%
Group Insurance Benefits	51600	114,713	111,579	103,575	(8,004)	(7.2)%
Employee Transportation Subsidy	51700	8,445	8,182	7,969	(213)	(2.6)%
Workers' Compensation	51800	2,808	2,963	2,773	(190)	(6.4)%
Other Post Employment Benefits	51850	68,508	51,536	48,221	(3,315)	(6.4)%
Board Stipends	51900					
Total Personnel Expenditures		1,223,106	1,246,401	1,167,572	(78,829)	(6.3)%
Services & Supplies Expenditures						
Travel In-State	52200		2,100	2,100		
Travel Out-of-State	52220		1,700	1,700		
Training & Education	52300	7,215	5,000	5,000		
Repair & Maintenance (Equipment)	52400					
Communications	52500	732				
Building Maintenance	52600					
Utilities	52700					
Postage	52800					
Printing & Reproduction	52900		600	600		
Equipment Rental	53100					
Rents & Leases	53200					
Professional Services & Contracts	53300	228,644	185,000	185,000		
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		500	500		
Books & Journals	54100					
Minor Office Equipment	54200					
Total Services & Supplies Expenditures		236,591	195,900	195,900		
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		1,459,697	1,442,301	1,363,472	(78,829)	(5.5)%

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 2023 coordinated by the Climate Protection Section will include: supporting the development of proposed rules to reduce GHGs, including coordinating a Working Group to support implementation of indoor appliance rules; implementing and continuing to expand the Bay Area Healthy Homes Initiative; finalizing an update and supporting use of the GHG CEQA thresholds of significance; continuing to lead and expand a regional campaign to decarbonize new and existing buildings, including supporting local initiatives, building upon Climate Protection Grant projects and coordinating efforts among community choice energy (CCE) programs; supporting local implementation of GHG reductions by developing model policies, best practices and toolkits through efforts such as the Building Decarbonization Program and 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; collaborating with the CA Air Resources Board and other State agencies on the 2022 Scoping Plan Update; collaborating with MTC to implement Plan Bay Area; 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	
Coordinate the integration of climate protection strategies into existing Air District programs.	
Provide local governments with policy resources to accelerate local building decarbonization efforts.	
Expand the Bay Area Healthy Homes Initiative in Contra Costa and Alameda counties.	
Update and provide outreach and support for local government implementation of GHG CEQA thresholds.	
Lead the implementation of the Diesel Free By '33 initiative.	
Collaborate with CARB and other State agencies on the 2022 Scoping Plan Update.	
Work with community choice energy programs and others in developing low-carbon emergency power alternatives.	
Provide leadership through convening events, providing networking and information-sharing for local governments and stakeholders.	
Participate in Statewide and regional climate protection programs with BARC, MTC, ABAG, and BCDC.	
Major Objectives	Delivery Date
Implement GHG reduction strategies identified in the 2017 Clean Air Plan.	June 2023
Expand the Building Decarbonization Program by focusing regional action on vulnerable communities.	June 2023
Finalize GHG thresholds of significance for CEQA and develop supporting guidance and tools.	June 2023
Redesign and strengthen approach to delivering support to local climate planning and implementation efforts.	June 2023
Work with state agencies to strengthen GHG reduction from the Scoping Plan and other key policies.	June 2023
Support all divisions by tracking and assessing the latest GHG science and studies.	June 2023
Develop methods to evaluate the efficacy of Air District climate programs.	June 2023

		Audited Program Actuals 2021	Approved Program Budget 2022	Proposed Program Budget 2023	FTE/Dollar Change \$	Percent Change %
Number of Positions (FTE)		6.11	7.46	6.37	(1.09)	(14.6)%
Personnel Expenditures						
Permanent Salaries	51100	936,798	1,121,882	1,025,049	(96,833)	(8.6)%
Overtime Salaries	51150	4,208				
Temporary Salaries	51200					
Payroll Taxes	51300	14,272	16,014	14,589	(1,425)	(8.9)%
Pension Benefits	51400	225,226	262,627	232,573	(30,054)	(11.4)%
FICA Replacement Benefits	51500	10,291	14,215	12,447	(1,768)	(12.4)%
Group Insurance Benefits	51600	125,789	146,922	138,850	(8,072)	(5.5)%
Employee Transportation Subsidy	51700	9,284	10,742	9,461	(1,281)	(11.9)%
Workers' Compensation	51800	3,051	3,890	3,292	(598)	(15.4)%
Other Post Employment Benefits	51850	76,298	67,661	57,249	(10,412)	(15.4)%
Board Stipends	51900					
Total Personnel Expenditures		1,405,217	1,643,953	1,493,510	(150,443)	(9.2)%
Services & Supplies Expenditures						
Travel In-State	52200	817	5,160	3,660	(1,500)	(29.1)%
Travel Out-of-State	52220		6,750	6,750		
Training & Education	52300	300	6,600	6,900	300	4.5%
Repair & Maintenance (Equipment)	52400					
Communications	52500	1,783				
Building Maintenance	52600					
Utilities	52700					
Postage	52800					
Printing & Reproduction	52900		1,200	1,200		
Equipment Rental	53100					
Rents & Leases	53200					
Professional Services & Contracts	53300	1,108,370	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	131	500	500		
Books & Journals	54100		100	100		
Minor Office Equipment	54200		200	200		
Total Services & Supplies Expenditures		1,111,401	360,510	359,310	(1,200)	(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						
Total Expenditures		2,516,618	2,004,463	1,852,820	(151,643)	(7.6)%

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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 and propose emissions reductions strategies to reduce air pollutant emissions in the Bay Area.	
Description of Program:	
The Rule Development Program is responsible for evaluating sources for potential emissions control strategies and the development of regulations 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	
Continue creating a new Rule 13-5: Refinery Hydrogen Systems to reduce methane and volatile organic compounds	
Continue to develop amendments to Rule 9-4 and 9-6 Building Appliances to reduce NOx emissions	
Create Prioritization Framework to align source evaluation priorities with the priorities of the Air District Board and the Community	
Analyze potential for additional emissions reductions from amendments to Rule 9-13: Portland Cement Manufacturing to reduce particulate matter	
Analyze potential for additional emissions reductions from amendments to Rule 9-14: Petroleum Coke Calcining Operations to reduce NOx emissions	
Continue supporting the Richmond/North Richmond/San Pablo Community Emission Reduction Planning process by providing staff resources to help the Steering Committee develop and prioritize emissions reduction measures	
Continue to develop amendments to Rule 8-8: Wastewater Collection and Separation Systems to reduce organic compounds	
Continue to develop amendments to Rule 8-5: Storage of Organic Liquids to reduce organic compounds from storage tanks	
Continue to develop amendments to 8-18: Equipment Leaks to reduce organic compounds	
Perform new source evaluations as resources allow	
Major Objectives	Delivery Date
Finalize new Rule 13-5: Refinery Hydrogen Systems to reduce methane and volatile organic compounds	April 2022
Finalize amendments to Rule 9-4 and 9-6 Building Appliances to reduce NOx emissions	June 2022
Finish analysis of amendments to Rule 9-14: Petroleum Coke Calcining Operations to reduce NOx emissions	July 2022
Finish analysis of amendments to Rule 9-13: Portland Cement Manufacturing to reduce particulate matter	July 2022
Finalize Prioritization Framework to align source evaluation priorities with the priorities of the Air District Board and the Community	December 2022
Finalize amendments on at least one of the following AB 617 BARCT Schedule rules: 8-5 (Storage of Organic Liquids), 8-8 (Wastewater Collection and Separation Systems), or 8-18 (Equipment Leaks)	December 2022

		Audited Program Actuals 2021	Approved Program Budget 2022	Proposed Program Budget 2023	FTE/Dollar Change \$	Percent Change %
Number of Positions (FTE)		9.68	12.14	10.99	(1.15)	(9.5)%
Personnel Expenditures						
Permanent Salaries	51100	1,454,267	1,445,904	1,711,544	265,640	18.4%
Overtime Salaries	51150	5,949	12,000	5,000	(7,000)	(58.3)%
Temporary Salaries	51200					
Payroll Taxes	51300	21,822	20,593	24,423	3,830	18.6%
Pension Benefits	51400	301,087	338,135	394,186	56,051	16.6%
FICA Replacement Benefits	51500	15,718	19,331	21,485	2,154	11.1%
Group Insurance Benefits	51600	192,937	174,108	200,275	26,167	15.0%
Employee Transportation Subsidy	51700	14,178	14,608	16,330	1,722	11.8%
Workers' Compensation	51800	4,704	5,291	5,682	391	7.4%
Other Post Employment Benefits	51850	112,258	92,011	98,817	6,806	7.4%
Board Stipends	51900					
Total Personnel Expenditures		2,122,920	2,121,981	2,477,742	355,761	16.8%
Services & Supplies Expenditures						
Travel In-State	52200	30	8,250	4,000	(4,250)	(51.5)%
Travel Out-of-State	52220		3,650		(3,650)	(100.0)%
Training & Education	52300		8,200	8,700	500	6.1%
Repair & Maintenance (Equipment)	52400					
Communications	52500					
Building Maintenance	52600					
Utilities	52700					
Postage	52800					
Printing & Reproduction	52900	471	35,000	22,000	(13,000)	(37.1)%
Equipment Rental	53100					
Rents & Leases	53200					
Professional Services & Contracts	53300	55,718	221,000	441,000	220,000	99.5%
General Insurance	53400					
Shop & Field Supplies	53500		500	500		
Laboratory Supplies	53600					
Gasoline & Variable Fuel	53700					
Computer Hardware & Software	53800	298	3,000	3,000		
Stationery & Office Supplies	53900		750	500	(250)	(33.3)%
Books & Journals	54100		300	300		
Minor Office Equipment	54200					
Total Services & Supplies Expenditures		56,517	280,650	480,000	199,350	71.0%
Capital Expenditures						
Leasehold Improvements	60100					
Building & Grounds	60105					
Office Equipment	60110					
Computer & Network Equipment	60115					
Motorized Equipment	60120					
Lab & Monitoring Equipment	60125					
Communications Equipment	60130					
General Equipment	60135					
PM 2.5 Equipment	60140					
Total Capital Expenditures						
Transfer In/Out						
Total Expenditures		2,179,437	2,402,631	2,957,742	555,111	23.1%

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Community Engagement Division

The Community Engagement Office is the Air District's main point of contact with the public and engages the public in Air District programs and policies. Community Engagement staff collaborate with diverse communities and other partners to advance public health, equity, and environmental justice in the Bay Area. To that end, staff work with community members and other partners to increase community awareness and transparency of air quality issues, build capacity, implement community-identified solutions, and increase opportunities for the public to participate in Air District decision-making. Community Engagement staff particularly seek opportunities for communities that have been historically excluded, discriminated against, under-represented, or under-resourced to participate and shape Air District decisions.

Managing Division:	
Community Engagement Division	
Contact Person:	
Anna Lee	
Program Purpose:	
The Community Engagement Office is committed to providing meaningful engagement, reducing disparities in air quality impacts, and improving air quality for all Bay Area communities. To do that, we connect with community members, develop and maintain lasting partnerships to understand community needs and desired solutions, and work alongside communities toward positive change. The Office is the Air District’s main point of contact with the public to increase awareness, foster relationships, and ensure stakeholder participation to guide Air District planning and decision-making.	
Description of Program:	
The 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 seeks opportunities for those that have been historically excluded, discriminated against, under-represented, or under-resourced to participate and shape Air District decisions. The Office co-leads efforts with communities to enable policy solutions that bolster community power, promote public health and equity, and improve regional conditions. The Office coordinates and facilitates stakeholder engagement in programs; supports the Community Advisory Council; leads the implementation of the District's AB 617 program; develops and implements an agency-wide Environmental Justice policy; plays a key role in convening Community-Agency partnerships; develops and deploys community engagement best practices; administers various equity-focused grant programs that support community-led initiatives to improve air quality in impacted communities.	
Justification of Change Request:	
The Board nominated East Oakland as the new AB 617 CERP Community for 2022 and expanded the Community Grant Program. The Office is supporting an agency-wide Environmental Justice Policy and has been tasked with providing expanded capacity-building support for pollution-burdened communities. Expanded engagement requires increased language access and increased staff overtime for new staff. The FYE 2023 budget assumes 5th year of funding (CAPP21) in the amount of \$9M to support AB617 program activities.	
Activities	
Environmental Justice Policy: Launch an agency-wide policy that implements environmental justice principles.	
Community Advisory Council: Provide staffing support to Council to increase community leadership in District decisions.	
AB 617: Partner with community groups and Air District divisions to implement AB 617.	
Community Grant Program: Administer grants to build community capacity and foster community participation	
Administer Title VI of the Civil Rights Act of 1964.	
Training: Develop curriculum and train Air District staff on Community Engagement and Environmental Justice.	
Youth Engagement: Develop and implement a youth engagement plan.	
Air Filtration: Develop and administer air filtration programs to impacted communities.	
Spare the Air: Provide direction and support to the Air District’s Spare the Air Resource teams.	
General Engagement: Community workshops, events, and other engagement opportunities.	
Major Objectives	Delivery Date
Support an agency-wide Environmental Justice Policy and community engagement guidelines	Ongoing
Support Community Advisory Council and inclusive, transparent, accessible community engagement	Ongoing
Launch new AB 617 community collaboration, continue to implement AB 617 and track progress.	Ongoing
Support community capacity building through a Community Grant Program	Ongoing
Increase Air District Staff trained in community engagement and environmental justice	Ongoing
Support ongoing engagement of communities, including impacted communities and hard-to reach populations, in Air District activities and the reduction of disparities of air pollution impacts.	Ongoing

		Audited Program Actuals 2021	Approved Program Budget 2022	Proposed Program Budget 2023	FTE/Dollar Change \$	Percent Change %
Number of Positions (FTE)		9.27	13.84	16.05	2.21	16.0%
Personnel Expenditures						
Permanent Salaries	51100	1,026,925	2,091,289	2,200,979	109,690	5.2%
Overtime Salaries	51150	13,591	15,000	22,500	7,500	50.0%
Temporary Salaries	51200					
Payroll Taxes	51300	15,229	29,794	31,130	1,336	4.5%
Pension Benefits	51400	210,451	488,305	494,251	5,946	1.2%
FICA Replacement Benefits	51500	10,972	30,188	31,360	1,172	3.9%
Group Insurance Benefits	51600	134,729	309,813	287,848	(21,965)	(7.1)%
Employee Transportation Subsidy	51700	9,879	22,812	23,837	1,025	4.5%
Workers' Compensation	51800	3,294	8,262	8,294	32	0.4%
Other Post Employment Benefits	51850	77,375	143,689	144,238	549	0.4%
Board Stipends	51900					
Total Personnel Expenditures		1,502,445	3,139,152	3,244,437	105,285	3.4%
Services & Supplies Expenditures						
Travel In-State	52200		5,500	5,500		
Travel Out-of-State	52220		4,800	4,800		
Training & Education	52300	28,648	16,500	16,700	200	1.2%
Repair & Maintenance (Equipment)	52400					
Communications	52500	13,737	13,000	13,000		
Building Maintenance	52600					
Utilities	52700					
Postage	52800					
Printing & Reproduction	52900		3,500	3,500		
Equipment Rental	53100					
Rents & Leases	53200					
Professional Services & Contracts	53300	1,002,163	1,665,000	5,441,500	3,776,500	226.8%
General Insurance	53400					
Shop & Field Supplies	53500		2,000	2,000		
Laboratory Supplies	53600					
Gasoline & Variable Fuel	53700					
Computer Hardware & Software	53800					
Stationery & Office Supplies	53900	110	1,500	1,500		
Books & Journals	54100					
Minor Office Equipment	54200					
Total Services & Supplies Expenditures		1,044,658	1,711,800	5,488,500	3,776,700	220.6%
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		(66,282)				
Total Expenditures		2,480,821	4,850,952	8,732,937	3,881,985	80.0%

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Information Services Division

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

Under this Division, Engineering and Operations Program staff provide design, implementation, security and maintenance of all computer server infrastructures including but not limited to email, telecommunications, network, file storage, business continuity/disaster recovery, and remote connectivity. The support team in this program provides user support to District staff for all technologies and user support to outside members of the regulated community that utilize on-line District technologies.

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

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

Managing Division:	
Information Services Division	
Contact Person:	
Magen Holloway	
Program Purpose:	
To provide archival and retrieval services for the District's records produced by various Divisions.	
Description of Program:	
The Records Management Program (RM) is responsible for maintaining the Air District official records for each Division. These documents are made available for public, industry and internal request in accordance to the APCO Policy and Procedures.	
Justification of Change Request:	
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 2023
Train staff on use of OB software.	June 2023
Migrate records from shared drives to OB software	June 2023

		Audited	Approved	Proposed	FTE/Dollar	Percent
		Program Actuals	Program Budget	Program Budget	Change	Change
		2021	2022	2023	\$	%
Number of Positions (FTE)		1.98	2.00	2.00		
Personnel Expenditures						
Permanent Salaries	51100	265,556	276,991	299,098	22,107	8.0%
Overtime Salaries	51150	1,730				
Temporary Salaries	51200					
Payroll Taxes	51300	3,848	3,937	4,231	294	7.5%
Pension Benefits	51400	57,327	64,740	66,528	1,788	2.8%
FICA Replacement Benefits	51500	2,762	3,811	3,909	98	2.6%
Group Insurance Benefits	51600	33,840	34,445	35,567	1,122	3.3%
Employee Transportation Subsidy	51700	2,489	2,880	2,971	91	3.2%
Workers' Compensation	51800	828	1,043	1,034	(9)	(0.9)%
Other Post Employment Benefits	51850	19,680	18,141	17,978	(163)	(0.9)%
Board Stipends	51900					
Total Personnel Expenditures		388,060	405,988	431,316	25,328	6.2%
Services & Supplies Expenditures						
Travel In-State	52200		3,000	3,000		
Travel Out-of-State	52220					
Training & Education	52300	3,397	15,100	10,000	(5,100)	(33.8)%
Repair & Maintenance (Equipment)	52400					
Communications	52500	11,330	7,800	4,000	(3,800)	(48.7)%
Building Maintenance	52600		10,200		(10,200)	(100.0)%
Utilities	52700	4,709	3,800		(3,800)	(100.0)%
Postage	52800					
Printing & Reproduction	52900	1,998	69,800	90,000	20,200	28.9%
Equipment Rental	53100					
Rents & Leases	53200	88,673	110,000	245,000	135,000	122.7%
Professional Services & Contracts	53300		195,000	270,000	75,000	38.5%
General Insurance	53400					
Shop & Field Supplies	53500	1,404	10,000	10,000		
Laboratory Supplies	53600					
Gasoline & Variable Fuel	53700					
Computer Hardware & Software	53800	990	65,000	65,000		
Stationery & Office Supplies	53900		6,000	6,000		
Books & Journals	54100					
Minor Office Equipment	54200					
Non-Capital Assets	54600					
		147,623				
Total Services & Supplies Expenditures		260,124	495,700	703,000	207,300	41.8%
Capital Expenditures						
Leasehold Improvements	60100					
Building & Grounds	60105					
Office Equipment	60110					
Computer & Network Equipment	60115	(127,390)				
Motorized Equipment	60120					
Lab & Monitoring Equipment	60125					
Communications Equipment	60130					
General Equipment	60135					
PM 2.5 Equipment	60140					
Total Capital Expenditures		(127,390)				
Transfer In/Out		(12,217)				
Total Expenditures		508,577	901,688	1,134,316	232,628	25.8%

Managing Division:	
Information Services Division	
Contact Person:	
Derek Klein	
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

		Audited Program Actuals	Approved Program Budget	Proposed Program Budget	FTE/Dollar Change	Percent Change
		2021	2022	2023	\$	%
Number of Positions (FTE)		8.06	6.00	9.00	3.00	50.0%
Personnel Expenditures						
Permanent Salaries	51100	979,835	897,519	1,296,285	398,766	44.4%
Overtime Salaries	51150	14,397				
Temporary Salaries	51200					
Payroll Taxes	51300	14,702	12,900	18,507	5,607	43.5%
Pension Benefits	51400	234,399	210,084	303,004	92,920	44.2%
FICA Replacement Benefits	51500	10,577	11,434	17,589	6,155	53.8%
Group Insurance Benefits	51600	129,416	129,256	175,796	46,540	36.0%
Employee Transportation Subsidy	51700	9,528	8,640	13,369	4,729	54.7%
Workers' Compensation	51800	3,169	3,129	4,652	1,523	48.7%
Other Post Employment Benefits	51850	76,501	54,422	80,899	26,477	48.7%
Board Stipends	51900					
Total Personnel Expenditures		1,472,524	1,327,384	1,910,101	582,717	43.9%
Services & Supplies Expenditures						
Travel In-State	52200	22	10,000	11,700	1,700	17.0%
Travel Out-of-State	52220					
Training & Education	52300		50,000	60,000	10,000	20.0%
Repair & Maintenance (Equipment)	52400	675,929	689,000	735,000	46,000	6.7%
Communications	52500	30,156	17,000	21,600	4,600	27.1%
Building Maintenance	52600					
Utilities	52700					
Postage	52800	72				
Printing & Reproduction	52900					
Equipment Rental	53100					
Rents & Leases	53200					
Professional Services & Contracts	53300	224,468	555,000	575,000	20,000	3.6%
General Insurance	53400					
Shop & Field Supplies	53500					
Laboratory Supplies	53600					
Gasoline & Variable Fuel	53700					
Computer Hardware & Software	53800	285,153	251,300	509,800	258,500	102.9%
Stationery & Office Supplies	53900	227				
Books & Journals	54100					
Minor Office Equipment	54200					
Non-Capital Assets	54600					
Total Services & Supplies Expenditures		1,615,577	1,572,300	1,913,100	340,800	21.7%
Capital Expenditures						
Leasehold Improvements	60100					
Building & Grounds	60105					
Office Equipment	60110					
Computer & Network Equipment	60115		400,000	900,000	500,000	125.0%
Motorized Equipment	60120					
Lab & Monitoring Equipment	60125					
Communications Equipment	60130		400,000	200,000	(200,000)	(50.0)%
General Equipment	60135					
PM 2.5 Equipment	60140					
Total Capital Expenditures			800,000	1,100,000	300,000	37.5%
Transfer In/Out		(98,555)				
Total Expenditures		2,989,546	3,699,684	4,923,201	1,223,517	33.1%

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

	Audited Program Actuals 2021	Approved Program Budget 2022	Proposed Program Budget 2023	FTE/Dollar Change \$	Percent Change %
Number of Positions (FTE)		4.00	1.00	(3.00)	(75.00)%
Personnel Expenditures					
Permanent Salaries	51100	472,398	159,285	(313,113)	(66.28)%
Overtime Salaries	51150				
Temporary Salaries	51200				
Payroll Taxes	51300	6,692	2,257	(4,435)	(66.3)%
Pension Benefits	51400	110,029	35,484	(74,545)	(67.8)%
FICA Replacement Benefits	51500	7,622	1,954	(5,668)	(74.4)%
Group Insurance Benefits	51600	70,706	18,210	(52,496)	(74.2)%
Employee Transportation Subsidy	51700	5,760	1,485	(4,275)	(74.2)%
Workers' Compensation	51800	2,086	517	(1,569)	(75.2)%
Other Post Employment Benefits	51850	36,281	8,989	(27,292)	(75.2)%
Board Stipends	51900				
Total Personnel Expenditures		711,574	228,181	(483,393)	(67.9)%
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	185,000	25,000	15.6%
Stationery & Office Supplies	53900				
Books & Journals	54100				
Minor Office Equipment	54200				
Total Services & Supplies Expenditures		207,000	232,000	25,000	12.1%
Capital Expenditures					
Leasehold Improvements	60100				
Building & Grounds	60105				
Office Equipment	60110				
Computer & Network Equipment	60115				
Motorized Equipment	60120				
Lab & Monitoring Equipment	60125				
Communications Equipment	60130				
General Equipment	60135				
PM 2.5 Equipment	60140				
Biotech Equipment	60145				
Total Capital Expenditures					
Transfer In/Out					
Total Expenditures		918,574	460,181	(458,393)	(49.90)%

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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

		Audited Program Actuals	Approved Program Budget	Proposed Program Budget	FTE/Dollar Change	Percent Change
		2021	2022	2023	\$	%
Number of Positions (FTE)		5.14	5.00	6.00	1.00	20.0%
Personnel Expenditures						
Permanent Salaries	51100	880,062	857,671	1,027,255	169,584	19.8%
Overtime Salaries	51150	1,608				
Temporary Salaries	51200					
Payroll Taxes	51300	13,185	12,362	14,766	2,404	19.4%
Pension Benefits	51400	196,583	201,233	231,907	30,674	15.2%
FICA Replacement Benefits	51500	9,485	9,528	11,726	2,198	23.1%
Group Insurance Benefits	51600	116,254	91,341	107,755	16,414	18.0%
Employee Transportation Subsidy	51700	8,544	7,200	8,913	1,713	23.8%
Workers' Compensation	51800	2,846	2,608	3,101	493	18.9%
Other Post Employment Benefits	51850	67,383	45,351	53,933	8,582	18.9%
Board Stipends	51900					
Total Personnel Expenditures		1,295,950	1,227,294	1,459,356	232,062	18.9%
Services & Supplies Expenditures						
Travel In-State	52200					
Travel Out-of-State	52220					
Training & Education	52300		15,000	16,022	1,022	6.8%
Repair & Maintenance (Equipment)	52400					
Communications	52500	3,081	2,500	2,670	170	6.8%
Building Maintenance	52600					
Utilities	52700					
Postage	52800					
Printing & Reproduction	52900					
Equipment Rental	53100					
Rents & Leases	53200					
Professional Services & Contracts	53300		150,000	160,215	10,215	6.8%
General Insurance	53400					
Shop & Field Supplies	53500					
Laboratory Supplies	53600					
Gasoline & Variable Fuel	53700					
Computer Hardware & Software	53800	2,536	100,000	106,810	6,810	6.8%
Stationery & Office Supplies	53900					
Books & Journals	54100					
Minor Office Equipment	54200					
Total Services & Supplies Expenditures		5,617	267,500	285,717	18,217	6.8%
Capital Expenditures						
Leasehold Improvements	60100					
Building & Grounds	60105					
Office Equipment	60110					
Computer & Network Equipment	60115	2,952,425	2,853,347	3,047,660	194,313	6.8%
Motorized Equipment	60120					
Lab & Monitoring Equipment	60125					
Communications Equipment	60130					
General Equipment	60135					
PM 2.5 Equipment	60140					
Biotech Equipment	60145					
Total Capital Expenditures		2,952,425	2,853,347	3,047,660	194,313	6.8%
Transfer In/Out						
Total Expenditures		4,253,992	4,348,141	4,792,733	444,592	10.2%

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

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		Audited Program Actuals	Approved Program Budget	Proposed Program Budget	FTE/Dollar Change	Percent Change
		2021	2022	2023	\$	%
Number of Positions (FTE)		2.01	2.00	2.04	0.04	2.0%
Personnel Expenditures						
Permanent Salaries	51100	313,675	303,270	320,907	17,637	5.8%
Overtime Salaries	51150	178				
Temporary Salaries	51200					
Payroll Taxes	51300	4,716	4,319	4,545	226	5.2%
Pension Benefits	51400	69,386	71,005	74,446	3,441	4.8%
FICA Replacement Benefits	51500	3,390	3,811	3,992	181	4.7%
Group Insurance Benefits	51600	41,591	42,060	43,900	1,840	4.4%
Employee Transportation Subsidy	51700	3,056	2,880	3,035	155	5.4%
Workers' Compensation	51800	1,014	1,043	1,056	13	1.2%
Other Post Employment Benefits	51850	24,677	18,141	18,363	222	1.2%
Board Stipends	51900					
Total Personnel Expenditures		461,683	446,529	470,244	23,715	5.3%
Services & Supplies Expenditures						
Travel In-State	52200					
Travel Out-of-State	52220					
Training & Education	52300					
Repair & Maintenance (Equipment)	52400					
Communications	52500	1,645		1,757	1,757	
Building Maintenance	52600					
Utilities	52700					
Postage	52800					
Printing & Reproduction	52900	2,901		3,099	3,099	
Equipment Rental	53100					
Rents & Leases	53200					
Professional Services & Contracts	53300	1,156,928	917,581	980,068	62,487	6.8%
General Insurance	53400					
Shop & Field Supplies	53500					
Laboratory Supplies	53600					
Gasoline & Variable Fuel	53700					
Computer Hardware & Software	53800		142,000	151,670	9,670	6.8%
Stationery & Office Supplies	53900					
Books & Journals	54100					
Minor Office Equipment	54200					
Total Services & Supplies Expenditures		1,161,474	1,059,581	1,136,594	77,013	7.3%
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		(30,622)				
Total Expenditures		1,592,535	1,506,110	1,606,838	100,728	6.7%

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

		Audited	Approved	Proposed	FTE/Dollar	Percent
		Program Actuals	Program Budget	Program Budget	Change	Change
		2021	2022	2023	\$	%
Number of Positions (FTE)		5.49	5.58	5.81	0.23	4.1%
Personnel Expenditures						
Permanent Salaries	51100	765,338	797,445	868,253	70,808	8.9%
Overtime Salaries	51150	13,098				
Temporary Salaries	51200					
Payroll Taxes	51300	11,539	11,343	12,281	938	8.3%
Pension Benefits	51400	155,428	186,498	204,318	17,820	9.6%
FICA Replacement Benefits	51500	8,331	10,633	11,358	725	6.8%
Group Insurance Benefits	51600	101,967	119,250	122,314	3,064	2.6%
Employee Transportation Subsidy	51700	7,879	8,035	8,633	598	7.4%
Workers' Compensation	51800	2,475	2,910	3,004	94	3.2%
Other Post Employment Benefits	51850	61,818	50,612	52,241	1,629	3.2%
Board Stipends	51900					
Total Personnel Expenditures		1,127,873	1,186,726	1,282,402	95,676	8.1%
Services & Supplies Expenditures						
Travel In-State	52200					
Travel Out-of-State	52220					
Training & Education	52300		15,000	16,022	1,022	6.8%
Repair & Maintenance (Equipment)	52400					
Communications	52500	732	1,500		(1,500)	(100.0)%
Building Maintenance	52600					
Utilities	52700					
Postage	52800					
Printing & Reproduction	52900					
Equipment Rental	53100					
Rents & Leases	53200					
Professional Services & Contracts	53300		55,000		(55,000)	(100.0)%
General Insurance	53400					
Shop & Field Supplies	53500					
Laboratory Supplies	53600					
Gasoline & Variable Fuel	53700					
Computer Hardware & Software	53800		24,500	13,351	(11,149)	(45.5)%
Stationery & Office Supplies	53900					
Books & Journals	54100					
Minor Office Equipment	54200					
Total Services & Supplies Expenditures		732	96,000	29,373	(66,627)	(69.4)%
Capital Expenditures						
Leasehold Improvements	60100					
Building & Grounds	60105					
Office Equipment	60110					
Computer & Network Equipment	60115					
Motorized Equipment	60120					
Lab & Monitoring Equipment	60125					
Communications Equipment	60130					
General Equipment	60135					
PM 2.5 Equipment	60140					
Total Capital Expenditures						
Transfer In/Out						
Total Expenditures		1,128,605	1,282,726	1,311,775	29,049	2.3%

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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, National and State sampling strategies, as well as provide more targeted community level air quality assessment monitoring in support of AB617 activities and refinery (Schedule X funded) 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 Photochemical Assessment 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:	
Program Code 802 was previously for all Air Monitoring activities. Effective 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 Photochemical Assessment Monitoring Station (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 two 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 near road site positioned 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 Schedule X (communities near refineries)	
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 Schedule X	Ongoing

		Audited Program Actuals	Approved Program Budget	Proposed Program Budget	FTE/Dollar Change	Percent Change
		2021	2022	2023	\$	%
Number of Positions (FTE)		26.00	22.00	20.00	(2.00)	(9.10)%
Personnel Expenditures						
Permanent Salaries	51100	2,889,710	2,419,104	2,421,787	2,683	0.1%
Overtime Salaries	51150	525	8,500		(8,500)	(100.0)%
Temporary Salaries	51200					
Payroll Taxes	51300	43,626	34,237	34,087	(150)	(0.4)%
Pension Benefits	51400	620,294	562,425	548,458	(13,967)	(2.5)%
FICA Replacement Benefits	51500	31,462	42,036	39,255	(2,781)	(6.6)%
Group Insurance Benefits	51600	384,360	387,326	387,599	273	0.1%
Employee Transportation Subsidy	51700	28,380	31,765	29,837	(1,928)	(6.1)%
Workers' Compensation	51800	9,345	11,505	10,382	(1,123)	(9.8)%
Other Post Employment Benefits	51850	236,273	200,084	180,548	(19,536)	(9.8)%
Board Stipends	51900					
Total Personnel Expenditures		4,243,975	3,696,982	3,651,953	(45,029)	(1.2)%
Services & Supplies Expenditures						
Travel In-State	52200	5,842	20,000	22,700	2,700	13.5%
Travel Out-of-State	52220		10,000	20,000	10,000	100.0%
Training & Education	52300		5,000	34,500	29,500	590.0%
Repair & Maintenance (Equipment)	52400	36,974	78,196	81,841	3,645	4.7%
Communications	52500	4,465		73,685	73,685	
Building Maintenance	52600	3,007	59,820	221,244	161,424	269.8%
Utilities	52700	83,613	120,151	132,166	12,015	10.0%
Postage	52800					
Printing & Reproduction	52900					
Equipment Rental	53100					
Rents & Leases	53200	418,885	487,549	507,051	19,502	4.0%
Professional Services & Contracts	53300	92,159	415,000	415,000		
General Insurance	53400					
Shop & Field Supplies	53500	156,381	310,927	311,980	1,053	0.3%
Laboratory Supplies	53600	18,460	76,361	87,815	11,454	15.0%
Gasoline & Variable Fuel	53700					
Computer Hardware & Software	53800					
Stationery & Office Supplies	53900					
Books & Journals	54100					
Minor Office Equipment	54200					
Non-Capital Assets	54600					
Total Services & Supplies Expenditures		825,730	1,583,004	1,907,982	324,978	20.5%
Capital Expenditures						
Leasehold Improvements	60100					
Building & Grounds	60105					
Office Equipment	60110					
Computer & Network Equipment	60115					
Motorized Equipment	60120					
Lab & Monitoring Equipment	60125	304,013	666,711	1,234,517	567,806	85.2%
Communications Equipment	60130					
General Equipment	60135					
PM 2.5 Equipment	60140					
Total Capital Expenditures		304,013	666,711	1,234,517	567,806	85.2%
Transfer In/Out						
Total Expenditures		5,373,718	5,946,697	6,794,452	847,755	14.3%

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

Laboratory

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		Audited Program Actuals	Approved Program Budget	Proposed Program Budget	FTE/Dollar Change	Percent Change
		2021	2022	2023	\$	%
Number of Positions (FTE)		8.00	12.00	9.00	(3.00)	(25.00)%
Personnel Expenditures						
Permanent Salaries	51100	963,918	1,438,580	1,242,489	(196,091)	(13.6)%
Overtime Salaries	51150	1	5,000	5,000		
Temporary Salaries	51200	3,280				
Payroll Taxes	51300	14,477	20,412	17,551	(2,861)	(14.0)%
Pension Benefits	51400	202,272	340,638	287,527	(53,111)	(15.6)%
FICA Replacement Benefits	51500	10,405	22,397	18,004	(4,393)	(19.6)%
Group Insurance Benefits	51600	127,323	229,991	180,345	(49,646)	(21.6)%
Employee Transportation Subsidy	51700	10,425	16,925	13,685	(3,240)	(19.1)%
Workers' Compensation	51800	3,118	6,130	4,761	(1,369)	(22.3)%
Other Post Employment Benefits	51850	75,662	106,608	82,808	(23,800)	(22.3)%
Board Stipends	51900					
Total Personnel Expenditures		1,410,881	2,186,681	1,852,170	(334,511)	(15.3)%
Services & Supplies Expenditures						
Travel In-State	52200		200	200		
Travel Out-of-State	52220		5,000	5,000		
Training & Education	52300	4,020	7,000	7,000		
Repair & Maintenance (Equipment)	52400	67,518	82,000	90,000	8,000	9.8%
Communications	52500					
Building Maintenance	52600					
Utilities	52700					
Postage	52800					
Printing & Reproduction	52900					
Equipment Rental	53100					
Rents & Leases	53200					
Professional Services & Contracts	53300	11,407	26,400	26,400		
General Insurance	53400					
Shop & Field Supplies	53500	360	3,000		(3,000)	(100.0)%
Laboratory Supplies	53600	45,036	100,000	100,000		
Gasoline & Variable Fuel	53700					
Computer Hardware & Software	53800	1,767	2,000	2,000		
Stationery & Office Supplies	53900					
Books & Journals	54100					
Minor Office Equipment	54200					
Total Services & Supplies Expenditures		130,108	225,600	230,600	5,000	2.2%
Capital Expenditures						
Leasehold Improvements	60100					
Building & Grounds	60105					
Office Equipment	60110					
Computer & Network Equipment	60115					
Motorized Equipment	60120					
Lab & Monitoring Equipment	60125					
Communications Equipment	60130					
General Equipment	60135					
PM 2.5 Equipment	60140					
Biotech Equipment	60145					
Transfer In/Out						
Total Expenditures		1,540,989	2,412,281	2,082,770	(329,511)	(13.7)%

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	
Evaluate up to 400 facility submitted source test reports	
Conduct up to 45 particulate or gaseous toxics source tests.	
Conduct at least 90 instrumental gaseous source tests.	
Conduct up to 24 source tests at gasoline bulk terminals and bulk plants.	
Conduct up to 400 source tests on gasoline cargo tanks.	
Conduct up to 30 Enhanced Vapor Recovery source tests at Gasoline Distribution Facilities (GDF)	
Conduct up to 150 Field Accuracy Tests (FATs) on CEM systems.	
Evaluate up to 450 indicated excesses and other CEM-related call-ins.	
Maintain an electronic list of all source tests conducted at Title V facilities.	
Provide source testing to support rule development and implementation efforts.	
Manage South Bay Odor Study contracts and deliverables	
Provide Rule 12-15 refinery fence line monitoring program oversight	
Major Objectives	Delivery Date
Prepare reports on emissions from various source categories.	Ongoing
Prepare reports on particulate/gaseous toxic emissions from specific sources.	Ongoing
Prepare quarterly and annual summary of CEM data from specific sources.	Ongoing
Prepare reports on VOC emissions from gasoline bulk terminals and plants.	Ongoing
Prepare reports on VOC emissions from gasoline cargo tanks.	Ongoing
Provide monthly reports on indicated excesses from CEM systems.	Ongoing
Prepare reports on compliance rates and emissions, based on outside contractor tests.	Ongoing
Participate in source attribution studies associated with AB 617	Ongoing
Implement new emission testing methods and technologies	Ongoing

		Audited Program Actuals 2021	Approved Program Budget 2022	Proposed Program Budget 2023	FTE/Dollar Change \$	Percent Change %
Number of Positions (FTE)		12.88	14.09	14.19	0.10	0.7%
Personnel Expenditures						
Permanent Salaries	51100	1,611,204	1,821,529	1,936,627	115,098	6.3%
Overtime Salaries	51150	625	7,500	6,000	(1,500)	(20.0)%
Temporary Salaries	51200					
Payroll Taxes	51300	24,122	25,873	27,365	1,492	5.8%
Pension Benefits	51400	328,852	419,155	444,035	24,880	5.9%
FICA Replacement Benefits	51500	17,280	26,853	27,737	884	3.3%
Group Insurance Benefits	51600	211,741	311,490	322,614	11,124	3.6%
Employee Transportation Subsidy	51700	15,569	20,292	21,083	791	3.9%
Workers' Compensation	51800	5,181	7,349	7,336	(13)	(0.2)%
Other Post Employment Benefits	51850	125,788	127,815	127,575	(240)	(0.2)%
Board Stipends	51900					
Total Personnel Expenditures		2,340,362	2,767,856	2,920,372	152,516	5.5%
Services & Supplies Expenditures						
Travel In-State	52200		3,000	3,000		
Travel Out-of-State	52220		4,000	4,000		
Training & Education	52300	7,725	11,850	10,850	(1,000)	(8.4)%
Repair & Maintenance (Equipment)	52400	389	5,000	3,000	(2,000)	(40.0)%
Communications	52500	1,774		1,800	1,800	
Building Maintenance	52600	820	8,800	8,800		
Utilities	52700	21,765	17,250	22,000	4,750	27.5%
Postage	52800					
Printing & Reproduction	52900					
Equipment Rental	53100					
Rents & Leases	53200	290,636	288,750	295,000	6,250	2.2%
Professional Services & Contracts	53300	225,167	55,500	45,500	(10,000)	(18.0)%
General Insurance	53400					
Shop & Field Supplies	53500	46,201	54,000	49,650	(4,350)	(8.1)%
Laboratory Supplies	53600	5,341	10,400	10,400		
Gasoline & Variable Fuel	53700					
Computer Hardware & Software	53800					
Stationery & Office Supplies	53900					
Books & Journals	54100					
Minor Office Equipment	54200					
Non-Capital Assets	54600					
Total Services & Supplies Expenditures		602,441	458,550	454,000	(4,550)	(1.0)%
Capital Expenditures						
Leasehold Improvements	60100					
Building & Grounds	60105					
Office Equipment	60110					
Computer & Network Equipment	60115					
Motorized Equipment	60120		60,000	100,000	40,000	66.7%
Lab & Monitoring Equipment	60125	27,731	80,000	60,000	(20,000)	(25.0)%
Communications Equipment	60130					
General Equipment	60135					
PM 2.5 Equipment	60140					
Biotech Equipment	60145					
Total Capital Expenditures		27,731	140,000	160,000	20,000	14.3%
Transfer In/Out						
Total Expenditures		2,970,534	3,366,406	3,534,372	167,966	5.0%

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, including EPA's AQS database. 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.	
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.	
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
Continue improvements to databases for air quality and meteorological data.	Ongoing

		Audited Program Actuals 2021	Approved Program Budget 2022	Proposed Program Budget 2023	FTE/Dollar Change \$	Percent Change %
Number of Positions (FTE)		4.37	4.40	3.98	(0.42)	(9.5)%
Personnel Expenditures						
Permanent Salaries	51100	663,439	621,628	586,338	(35,290)	(5.7)%
Overtime Salaries	51150	7,872		5,000	5,000	
Temporary Salaries	51200					
Payroll Taxes	51300	10,024	8,876	8,311	(565)	(6.4)%
Pension Benefits	51400	200,833	145,346	132,495	(12,851)	(8.8)%
FICA Replacement Benefits	51500	7,241	8,388	7,786	(602)	(7.2)%
Group Insurance Benefits	51600	88,641	77,127	74,486	(2,641)	(3.4)%
Employee Transportation Subsidy	51700	6,533	6,338	5,918	(420)	(6.6)%
Workers' Compensation	51800	2,144	2,296	2,059	(237)	(10.3)%
Other Post Employment Benefits	51850	53,762	39,923	35,809	(4,114)	(10.3)%
Board Stipends	51900					
Total Personnel Expenditures		1,040,489	909,922	858,202	(51,720)	(5.7)%
Services & Supplies Expenditures						
Travel In-State	52200		2,100	2,100		
Travel Out-of-State	52220		15,000	15,000		
Training & Education	52300	805				
Repair & Maintenance (Equipment)	52400		12,000	12,000		
Communications	52500			3,500	3,500	
Building Maintenance	52600					
Utilities	52700					
Postage	52800					
Printing & Reproduction	52900					
Equipment Rental	53100					
Rents & Leases	53200	1,940				
Professional Services & Contracts	53300	98,535	34,000	34,000		
General Insurance	53400					
Shop & Field Supplies	53500		4,000	4,000		
Laboratory Supplies	53600					
Gasoline & Variable Fuel	53700					
Computer Hardware & Software	53800	820	20,000	20,000		
Stationery & Office Supplies	53900					
Books & Journals	54100					
Minor Office Equipment	54200					
Total Services & Supplies Expenditures		102,100	87,100	90,600	3,500	4.0%
Capital Expenditures						
Leasehold Improvements	60100					
Building & Grounds	60105					
Office Equipment	60110					
Computer & Network Equipment	60115					
Motorized Equipment	60120					
Lab & Monitoring Equipment	60125					
Communications Equipment	60130					
General Equipment	60135					
PM 2.5 Equipment	60140					
Biotech Equipment	60145					
Total Capital Expenditures						
Transfer In/Out						
Total Expenditures		1,142,589	997,022	948,802	(48,220)	(4.8)%

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

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		Audited	Approved	Proposed	FTE/Dollar	Percent
		Program Actuals	Program Budget	Program Budget	Change	Change
		2021	2022	2023	\$	%
Number of Positions (FTE)		4.00	3.00	4.00	1.00	33.30%
Personnel Expenditures						
Permanent Salaries	51100	364,351	360,478	495,178	134,700	37.4%
Overtime Salaries	51150	985				
Temporary Salaries	51200					
Payroll Taxes	51300	5,478	5,107	7,010	1,903	37.3%
Pension Benefits	51400	78,813	83,974	114,540	30,566	36.4%
FICA Replacement Benefits	51500	3,932	5,780	6,964	1,184	20.5%
Group Insurance Benefits	51600	48,230	70,113	69,987	(126)	(0.2)%
Employee Transportation Subsidy	51700	3,542	4,368	5,293	925	21.2%
Workers' Compensation	51800	1,179	1,582	1,842	260	16.4%
Other Post Employment Benefits	51850	28,141	27,512	32,028	4,516	16.4%
Board Stipends	51900					
Total Personnel Expenditures		534,651	558,914	732,842	173,928	31.1%
Services & Supplies Expenditures						
Travel In-State	52200		455	455		
Travel Out-of-State	52220		2,500	3,750	1,250	50.0%
Training & Education	52300					
Repair & Maintenance (Equipment)	52400		6,400	6,400		
Communications	52500					
Building Maintenance	52600		11,250	11,250		
Utilities	52700	530				
Postage	52800					
Printing & Reproduction	52900					
Equipment Rental	53100					
Rents & Leases	53200					
Professional Services & Contracts	53300	929	2,550	2,550		
General Insurance	53400					
Shop & Field Supplies	53500	9,537	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		10,996	39,850	41,100	1,250	3.1%
Capital Expenditures						
Leasehold Improvements	60100					
Building & Grounds	60105					
Office Equipment	60110					
Computer & Network Equipment	60115					
Motorized Equipment	60120					
Lab & Monitoring Equipment	60125	15,295	20,400	90,000	69,600	341.2%
Communications Equipment	60130					
General Equipment	60135					
PM 2.5 Equipment	60140					
Biotech Equipment	60145					
Total Capital Expenditures		15,295	20,400	90,000	69,600	341.2%
Transfer In/Out						
Total Expenditures		560,942	619,164	863,942	244,778	39.5%

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

		Audited Program Actuals 2021	Approved Program Budget 2022	Proposed Program Budget 2023	FTE/Dollar Change \$	Percent Change %
Number of Positions (FTE)		0.08	0.06	0.10	0.04	66.7%
Personnel Expenditures						
Permanent Salaries	51100	7,859	5,370	12,548	7,178	133.7%
Overtime Salaries	51150					
Temporary Salaries	51200					
Payroll Taxes	51300	115	75	177	102	136.0%
Pension Benefits	51400	1,922	1,239	2,859	1,620	130.8%
FICA Replacement Benefits	51500	84	119	189	70	58.8%
Group Insurance Benefits	51600	1,038	962	1,755	793	82.4%
Employee Transportation Subsidy	51700	75	91	144	53	58.2%
Workers' Compensation	51800	25	33	50	17	51.5%
Other Post Employment Benefits	51850	451	571	872	301	52.7%
Board Stipends	51900					
Total Personnel Expenditures		11,569	8,460	18,594	10,134	119.8%
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		37,014		(37,014)	(100.0)%
Postage	52800					
Printing & Reproduction	52900					
Equipment Rental	53100					
Rents & Leases	53200	40,189	66,654		(66,654)	(100.0)%
Professional Services & Contracts	53300	1,126,201	1,302,521	1,485,825	183,304	14.1%
General Insurance	53400					
Shop & Field Supplies	53500		9,851	10,000	149	1.5%
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		1,166,390	1,418,040	1,497,825	79,785	5.6%
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					
Biotech Equipment	60145					
Total Capital Expenditures						
Transfer In/Out						
Total Expenditures		1,177,959	1,426,500	1,516,419	89,919	6.3%

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, and support the development of required analytical and operational tools.	
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:	
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.	
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

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		Audited	Approved	Proposed	FTE/Dollar	Percent
		Program Actuals	Program Budget	Program Budget	Change	Change
		2021	2022	2023	\$	%
Number of Positions (FTE)		0.84	8.00	9.35	1.35	16.9%
Personnel Expenditures						
Permanent Salaries	51100	146,413	974,972	1,278,107	303,135	31.1%
Overtime Salaries	51150	2,500	5,000	5,000		
Temporary Salaries	51200					
Payroll Taxes	51300	2,117	13,821	18,059	4,238	30.7%
Pension Benefits	51400	18,977	227,252	283,615	56,363	24.8%
FICA Replacement Benefits	51500	1,479	15,245	18,278	3,033	19.9%
Group Insurance Benefits	51600	18,262	135,183	165,598	30,415	22.5%
Employee Transportation Subsidy	51700	1,318	11,520	13,893	2,373	20.6%
Workers' Compensation	51800	474	4,172	4,834	662	15.9%
Other Post Employment Benefits	51850	8,303	72,562	84,070	11,508	15.9%
Board Stipends	51900					
Total Personnel Expenditures		199,843	1,459,727	1,871,454	411,727	28.2%
Services & Supplies Expenditures						
Travel In-State	52200					
Travel Out-of-State	52220		5,000	5,000		
Training & Education	52300		5,000	5,000		
Repair & Maintenance (Equipment)	52400					
Communications	52500	102,124	97,891	14,950	(82,941)	(84.7)%
Building Maintenance	52600					
Utilities	52700					
Postage	52800					
Printing & Reproduction	52900					
Equipment Rental	53100					
Rents & Leases	53200	97,473				
Professional Services & Contracts	53300	1,514,817	2,459,641	300,500	(2,159,141)	(87.8)%
General Insurance	53400					
Shop & Field Supplies	53500	13,812	117,303	92,500	(24,803)	(21.1)%
Laboratory Supplies	53600					
Gasoline & Variable Fuel	53700					
Computer Hardware & Software	53800	12,504	52,975	52,975		
Stationery & Office Supplies	53900		500	500		
Books & Journals	54100					
Minor Office Equipment	54200					
Total Services & Supplies Expenditures		1,740,730	2,738,310	471,425	(2,266,885)	(82.8)%
Capital Expenditures						
Leasehold Improvements	60100					
Building & Grounds	60105					
Office Equipment	60110					
Computer & Network Equipment	60115					
Motorized Equipment	60120					
Lab & Monitoring Equipment	60125		57,000	280,000	223,000	391.2%
Communications Equipment	60130					
General Equipment	60135					
PM 2.5 Equipment	60140					
Biotech Equipment	60145					
Total Capital Expenditures			57,000	280,000	223,000	391.2%
Transfer In/Out						
Total Expenditures		1,940,573	4,255,037	2,622,879	(1,632,158)	(38.4)%

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 also provides technical support to community-led air quality measurement and data analysis efforts.	
Justification of Change Request:	
Activities	
Analyze measurement data to improve understanding of regional and local-scale air quality for routine reports or in support of Air District programs 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.	
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
Oversight of Bay Air Center's technical support for community-led monitoring projects funded by CARB Community Air Grants	Ongoing
Complete Richmond-San Pablo AB 617 Monitoring Plan implementation by analyzing data, preparing reports, and working with the Monitoring Outreach Team to communicate insights to the public.	Ongoing

Ambient Air Quality Analysis

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		Audited	Approved	Proposed	FTE/Dollar	Percent
		Program Actuals	Program Budget	Program Budget	Change	Change
		2021	2022	2023	\$	%
Number of Positions (FTE)		3.69	4.19	5.15	0.96	22.9%
Personnel Expenditures						
Permanent Salaries	51100	533,826	634,652	796,906	162,254	25.6%
Overtime Salaries	51150		10,000	1,000	(9,000)	(90.0)%
Temporary Salaries	51200					
Payroll Taxes	51300	8,036	9,061	11,310	2,249	24.8%
Pension Benefits	51400	45,444	148,586	177,407	28,821	19.4%
FICA Replacement Benefits	51500	5,779	7,993	10,059	2,066	25.8%
Group Insurance Benefits	51600	70,574	72,880	88,332	15,452	21.2%
Employee Transportation Subsidy	51700	5,211	6,040	7,646	1,606	26.6%
Workers' Compensation	51800	1,725	2,188	2,660	472	21.6%
Other Post Employment Benefits	51850	42,942	38,046	46,266	8,220	21.6%
Board Stipends	51900					
Total Personnel Expenditures		713,537	929,446	1,141,586	212,140	22.8%
Services & Supplies Expenditures						
Travel In-State	52200					
Travel Out-of-State	52220					
Training & Education	52300		10,000	20,000	10,000	100.0%
Repair & Maintenance (Equipment)	52400					
Communications	52500	582	500	1,500	1,000	200.0%
Building Maintenance	52600					
Utilities	52700					
Postage	52800					
Printing & Reproduction	52900					
Equipment Rental	53100					
Rents & Leases	53200					
Professional Services & Contracts	53300		108,000	550,000	442,000	409.3%
General Insurance	53400					
Shop & Field Supplies	53500	6,488				
Laboratory Supplies	53600					
Gasoline & Variable Fuel	53700					
Computer Hardware & Software	53800		1,500	20,000	18,500	1,233.3%
Stationery & Office Supplies	53900		2,500	2,500		
Books & Journals	54100		1,000	1,000		
Minor Office Equipment	54200					
Total Services & Supplies Expenditures		7,070	123,500	595,000	471,500	381.8%
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		720,607	1,052,946	1,736,586	683,640	64.9%

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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

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:	
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 and employer 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

Intermittent Control (TFCA)

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		Audited Program Actuals	Approved Program Budget	Proposed Program Budget	FTE/Dollar Change	Percent Change
		2021	2022	2023	\$	%
Number of Positions (FTE)		2.37	3.72	3.26	(0.46)	(12.37)
Personnel Expenditures						
Permanent Salaries	51100	256,530	436,960	418,044	(18,916)	(4.33)
Overtime Salaries	51150	10,371				
Temporary Salaries	51200					
Payroll Taxes	51300	3,940	6,191	5,901	(290)	(4.68)
Pension Benefits	51400	66,921	101,798	96,155	(5,643)	(5.54)
FICA Replacement Benefits	51500	2,839	6,984	6,368	(616)	(8.82)
Group Insurance Benefits	51600	34,631	66,144	61,344	(4,800)	(7.26)
Employee Transportation Subsidy	51700	2,564	5,277	4,840	(437)	(8.28)
Workers' Compensation	51800	830	1,911	1,684	(227)	(11.88)
Other Post Employment Benefits	51850	18,149	33,242	29,288	(3,954)	(11.89)
Board Stipends	51900					
Total Personnel Expenditures		396,775	658,507	623,624	(34,883)	(5.30)
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		5,000	5,000		
Printing & Reproduction	52900	165	15,000	15,000		
Equipment Rental	53100					
Rents & Leases	53200					
Professional Services & Contracts	53300	899,876	1,338,000	1,338,000		
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		900,041	1,358,000	1,358,000		
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		205,084	296,328	278,719	(17,609)	(5.94)
Total Expenditures		1,501,900	2,312,835	2,260,343	(52,492)	(2.27)

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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.

Managing Division:	
Strategic Incentives Division	
Contact Person:	
Alona Davis	
Program Purpose:	
Administration of the Carl Moyer Program (CMP) and other State funds, which provide 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 trucks, buses, agricultural equipment, marine vessels, locomotives, off-road construction and industrial equipment, and infrastructure that supports clean technologies. The program prioritizes projects that benefit the most impacted communities. Air District staff conducts outreach and solicits grant applications, evaluates grant applications according to established criteria, recommends allocation of the funding, prepares contracts with grantees, monitors progress in implementing funded projects, and reports on the use of funds.</p> <p>This program is funded by State sources including the CMP, the Community Air Protection (CAP) Program, and the Funding Agricultural Replacement Measures for Emission Reductions (FARMER) Program.</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.	March 2023
Open a solicitation for the new CMP/FARMER/CAP funding cycle.	April 2023
Meet funding source disbursement and liquidation deadlines.	June 2023
Submit annual reports to CARB on the District's implementation of the CMP (annually) and CAP and FARMER (semi-annually).	Annually
Meet funding source requirements to fund projects benefitting priority areas.	Ongoing

		Audited Program Actuals	Approved Program Budget	Proposed Program Budget	FTE/Dollar Change	Percent Change
		2021	2022	2023	\$	%
Number of Positions (FTE)		14.35	18.82	16.62	(2.20)	(11.7)
Personnel Expenditures						
Permanent Salaries	51100	1,266,634	2,271,087	2,172,379	(98,708)	(4.35)
Overtime Salaries	51150	665				
Temporary Salaries	51200					
Payroll Taxes	51300	18,868	32,272	30,677	(1,595)	(4.94)
Pension Benefits	51400	227,206	529,237	492,245	(36,992)	(6.99)
FICA Replacement Benefits	51500	13,495	35,867	32,486	(3,381)	(9.43)
Group Insurance Benefits	51600	165,597	353,206	290,841	(62,365)	(17.66)
Employee Transportation Subsidy	51700	12,145	27,104	24,692	(2,412)	(8.90)
Workers' Compensation	51800	4,084	9,816	8,591	(1,225)	(12.48)
Other Post Employment Benefits	51850	96,071	170,720	149,415	(21,305)	(12.48)
Board Stipends	51900					
Total Personnel Expenditures		1,804,765	3,429,309	3,201,326	(227,983)	(6.65)
Services & Supplies Expenditures						
Travel In-State	52200		12,000	12,500	500	4.17
Travel Out-of-State	52220		9,000	7,500	(1,500)	(16.67)
Training & Education	52300		10,000	22,000	12,000	120.00
Repair & Maintenance (Equipment)	52400					
Communications	52500			5,000	5,000	
Building Maintenance	52600					
Utilities	52700					
Postage	52800					
Printing & Reproduction	52900		2,000	3,000	1,000	50.00
Equipment Rental	53100					
Rents & Leases	53200					
Professional Services & Contracts	53300	67,460	285,477	400,000	114,523	40.12
General Insurance	53400					
Shop & Field Supplies	53500		2,000	2,000		
Laboratory Supplies	53600					
Gasoline & Variable Fuel	53700					
Computer Hardware & Software	53800		10,000	22,000	12,000	120.00
Stationery & Office Supplies	53900		600	1,000	400	66.67
Books & Journals	54100	36	200	500	300	150.00
Minor Office Equipment	54200			5,000	5,000	
Total Services & Supplies Expenditures		67,496	331,277	480,500	149,223	45.04
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	51,643				
Total Expenditures		1,923,904	3,760,586	3,681,826	(78,760)	(2.09)

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
Open solicitations for FYE 2023 Regional Fund; conduct outreach, review applications, and obtain Board of Directors approval for eligible projects; and execute agreements with grantees.	Ongoing
Complete updates to the FYE 2024 County Program Manager policies for Board of Directors consideration and distribute guidance and application package to Program Managers	December 2022
Prepare FYE 2022 TFCA Report on Regional Fund Expenditures and Effectiveness.	December 2022
Conduct audit of TFCA funded projects and programs completed by 6/30/21	December 2022
Obtain Board of Director approval of proposed FYE 2024 expenditure reports and execute funding agreements with the nine County Program Managers.	June 2023

Transportation Fund for Clean Air Administration (TFCA)

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		Audited Program Actuals	Approved Program Budget	Proposed Program Budget	FTE/Dollar Change	Percent Change
		2021	2022	2023	\$	%
Number of Positions (FTE)		3.82	3.65	5.08	1.43	39.2
Personnel Expenditures						
Permanent Salaries	51100	521,879	443,393	710,934	267,541	60.34
Overtime Salaries	51150	1,044				
Temporary Salaries	51200	231				
Payroll Taxes	51300	8,165	6,319	10,099	3,780	59.82
Pension Benefits	51400	166,278	103,340	161,951	58,611	56.72
FICA Replacement Benefits	51500	5,972	6,959	9,926	2,967	42.64
Group Insurance Benefits	51600	72,668	64,698	95,568	30,870	47.71
Employee Transportation Subsidy	51700	5,414	5,259	7,545	2,286	43.47
Workers' Compensation	51800	1,688	1,905	2,625	720	37.80
Other Post Employment Benefits	51850	45,254	33,123	45,653	12,530	37.83
Board Stipends	51900					
Total Personnel Expenditures		828,593	664,996	1,044,301	379,305	57.04
Services & Supplies Expenditures						
Travel In-State	52200		22,000	8,000	(14,000)	(63.64)
Travel Out-of-State	52220		75,000	8,000	(67,000)	(89.33)
Training & Education	52300	5,000	16,500	11,000	(5,500)	(33.33)
Repair & Maintenance (Equipment)	52400					
Communications	52500	2,022	2,000	3,000	1,000	50.00
Building Maintenance	52600					
Utilities	52700					
Postage	52800	9				
Printing & Reproduction	52900	1,404	2,000	1,000	(1,000)	(50.00)
Equipment Rental	53100					
Rents & Leases	53200					
Professional Services & Contracts	53300	42,017	371,597	376,349	4,752	1.28
General Insurance	53400					
Shop & Field Supplies	53500		3,500	1,500	(2,000)	(57.14)
Laboratory Supplies	53600					
Gasoline & Variable Fuel	53700					
Computer Hardware & Software	53800	2,970	24,000	20,000	(4,000)	(16.67)
Stationery & Office Supplies	53900	550	3,000	1,000	(2,000)	(66.67)
Books & Journals	54100	40	440	440		
Minor Office Equipment	54200		400	5,000	4,600	1,150.00
Total Services & Supplies Expenditures		54,012	520,437	435,289	(85,148)	(16.36)
Capital Expenditures						
Leasehold Improvements	60100					
Building & Grounds	60105					
Office Equipment	60110					
Computer & Network Equipment	60115					
Motorized Equipment	60120					
Lab & Monitoring Equipment	60125					
Communications Equipment	60130					
General Equipment	60135					
PM 2.5 Equipment	60140					
Total Capital Expenditures						
Transfer In/Out	70005	392,389	504,252	170,409	(333,843)	(66.21)
Total Expenditures		1,274,994	1,689,685	1,649,999	(39,686)	(2.35)

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 eligible 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:	
Increased expenditure to address the program administrative needs for updating databases and systems.	
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 and project data to CARB.	August 2022
Obtain Board of Directors approval of project recommendations.	Ongoing
Manage updates to the grants management system.	Ongoing

Mobile Source Incentive Fund (MSIF)

310

		Audited Program Actuals	Approved Program Budget	Proposed Program Budget	FTE/Dollar Change	Percent Change
		2021	2022	2023	\$	%
Number of Positions (FTE)		0.65	1.85	3.16	1.31	70.8
Personnel Expenditures						
Permanent Salaries	51100	354,603	245,063	407,980	162,917	66.48
Overtime Salaries	51150	60				
Temporary Salaries	51200	74				
Payroll Taxes	51300	5,300	3,493	5,767	2,274	65.10
Pension Benefits	51400	71,885	57,225	92,400	35,175	61.47
FICA Replacement Benefits	51500	3,817	3,525	6,173	2,648	75.12
Group Insurance Benefits	51600	46,858	33,887	55,946	22,059	65.10
Employee Transportation Subsidy	51700	3,439	2,664	4,692	2,028	76.13
Workers' Compensation	51800	1,144	965	1,632	667	69.12
Other Post Employment Benefits	51850	26,726	16,780	28,391	11,611	69.20
Board Stipends	51900					
Total Personnel Expenditures		513,906	363,602	602,981	239,379	65.84
Services & Supplies Expenditures						
Travel In-State	52200		8,000	8,000		
Travel Out-of-State	52220			2,500	2,500	
Training & Education	52300	725	5,000	23,500	18,500	370.00
Repair & Maintenance (Equipment)	52400					
Communications	52500			2,000	2,000	
Building Maintenance	52600					
Utilities	52700					
Postage	52800					
Printing & Reproduction	52900		3,000	3,000		
Equipment Rental	53100					
Rents & Leases	53200					
Professional Services & Contracts	53300	13,023	38,301	150,000	111,699	291.63
General Insurance	53400					
Shop & Field Supplies	53500					
Laboratory Supplies	53600					
Gasoline & Variable Fuel	53700					
Computer Hardware & Software	53800		4,000	30,000	26,000	650.00
Stationery & Office Supplies	53900		500	800	300	60.00
Books & Journals	54100		200	200		
Minor Office Equipment	54200		1,000	5,000	4,000	400.00
Total Services & Supplies Expenditures		13,748	60,001	225,000	164,999	274.99
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		244,135	163,626	271,341	107,715	65.83
Total Expenditures		771,789	587,229	1,099,322	512,093	87.20

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 2023

Vehicle Buy Back (MSIF)

312

		Audited Program Actuals	Approved Program Budget	Proposed Program Budget	FTE/Dollar Change	Percent Change
		2021	2022	2023	\$	%
Number of Positions (FTE)		0.07	0.90	0.56	(0.34)	(37.8)
Personnel Expenditures						
Permanent Salaries	51100	3,126	85,994	66,261	(19,733)	(22.95)
Overtime Salaries	51150					
Temporary Salaries	51200					
Payroll Taxes	51300	48	1,211	933	(278)	(22.96)
Pension Benefits	51400	717	19,918	15,266	(4,652)	(23.36)
FICA Replacement Benefits	51500	31	1,715	1,095	(620)	(36.15)
Group Insurance Benefits	51600	394	14,048	11,765	(2,283)	(16.25)
Employee Transportation Subsidy	51700	28	1,296	832	(464)	(35.80)
Workers' Compensation	51800	10	469	289	(180)	(38.38)
Other Post Employment Benefits	51850	159	8,163	5,034	(3,129)	(38.33)
Board Stipends	51900					
Total Personnel Expenditures		4,513	132,814	101,475	(31,339)	(23.60)
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	3,363,092	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		3,363,092	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		2,144	49,125	35,024	(14,101)	(28.70)
Total Expenditures		3,369,749	7,381,939	7,336,499	(45,440)	(0.62)

Miscellaneous Incentive Program (Other Grant)

316

Managing Division:	
Strategic Incentives Division	
Contact Person:	
Chengfeng Wang	
Program Purpose:	
Administer one-time pass through funding to implement emissions reductions projects	
Description of Program:	
<p>This program is used to manage grant revenues the Air District receives from sources such as the Bay Area Clean Air Foundation, State of California, Federal government, and settlement agreements. Grant funding from these sources is used to administer "one-off" or single-cycle of funding for projects and programs that have a limited duration, e.g., 1 to 5 years.</p> <p>These funding sources may also be used to augment and complement funding from other Air District sources of funding.</p>	
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
Meet all funding source requirements including project obligation/encumbrance and liquidation deadlines	Ongoing
Submit required reports to funding source agencies	Ongoing

Miscellaneous Incentive Program (Other Grant)

316

		Audited	Approved	Proposed	FTE/Dollar	Percent
		Program Actuals	Program Budget	Program Budget	Change	Change
		2021	2022	2023	\$	%
Number of Positions (FTE)		0.36	0.12		(0.12)	(100.0)
Personnel Expenditures						
Permanent Salaries	51100	44,556	13,731		(13,731)	(100.00)
Overtime Salaries	51150	2,665				
Temporary Salaries	51200					
Payroll Taxes	51300	724	194		(194)	(100.00)
Pension Benefits	51400	18,488	3,194		(3,194)	(100.00)
FICA Replacement Benefits	51500	543	233		(233)	(100.00)
Group Insurance Benefits	51600	6,546	2,580		(2,580)	(100.00)
Employee Transportation Subsidy	51700	495	176		(176)	(100.00)
Workers' Compensation	51800	144	64		(64)	(100.00)
Other Post Employment Benefits	51850	4,188	1,110		(1,110)	(100.00)
Board Stipends	51900					
Total Personnel Expenditures		78,349	21,282		(21,282)	(100.00)
Services & Supplies Expenditures						
Travel In-State	52200		6,300	6,300		
Travel Out-of-State	52220		6,300		(6,300)	(100.00)
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	43,137				
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		43,137	12,600	6,300	(6,300)	(50.00)
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					
Total Capital Expenditures						
Transfer In/Out		(41,923)				
Total Expenditures		79,563	33,882	6,300	(27,582)	(81.41)

Managing Division:	
Strategic Incentives Division	
Contact Person:	
Minda Berbeco	
Program Purpose:	
Administration of the Proposition 1B: Goods Movement Emission Reduction Program to reduce air pollution by replacing diesel equipment associated with goods movement activities.	
Description of Program:	
<p>In 2007, the California State Legislature enacted Senate Bill 88 authorizing \$1 billion in bond funding for projects to protect public health from emissions associated with goods movement activities along California trade corridors. The Proposition 1B: Goods Movement Emission Reduction Program is a partnership between the California Air Resources Board and local agencies and Air District administers this Program for the Bay Area.</p> <p>The Program funds replacement of old diesel on- and off-road vehicles, equipment, and locomotives with near- and zero-emission technologies. The Program also provides funding for shorepower electrification project for ocean-going vessel at berth.</p> <p>Air District staff conducts outreach and solicits grant applications, evaluates grant applications according to established criteria, recommends allocation of the funding, prepares contracts with grantees, monitors progress in implementing funded projects, and reports on the use of funds.</p>	
Justification of Change Request:	
Not applicable.	
Activities	
Develop/update 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
Meet all funding source requirements including project obligation/encumbrance and liquidation deadlines	Ongoing
Submit required reports to funding source agencies	Ongoing

		Audited Program Actuals	Approved Program Budget	Proposed Program Budget	FTE/Dollar Change	Percent Change
		2021	2022	2023	\$	%
Number of Positions (FTE)		0.88	0.94	1.11	0.17	18.1
Personnel Expenditures						
Permanent Salaries	51100	122,435	123,006	153,527	30,521	24.81
Overtime Salaries	51150					
Temporary Salaries	51200					
Payroll Taxes	51300	1,838	1,761	2,171	410	23.28
Pension Benefits	51400	14,513	28,713	34,970	6,257	21.79
FICA Replacement Benefits	51500	1,307	1,799	2,169	370	20.57
Group Insurance Benefits	51600	16,143	18,345	17,373	(972)	(5.30)
Employee Transportation Subsidy	51700	1,174	1,359	1,649	290	21.34
Workers' Compensation	51800	396	492	574	82	16.67
Other Post Employment Benefits	51850	8,693	8,562	9,978	1,416	16.54
Board Stipends	51900					
Total Personnel Expenditures		166,499	184,037	222,411	38,374	20.85
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	244				
Postage	52800					
Printing & Reproduction	52900	1,217	500	1,000	500	100.00
Equipment Rental	53100					
Rents & Leases	53200					
Professional Services & Contracts	53300	13,860	30,000	45,000	15,000	50.00
General Insurance	53400					
Shop & Field Supplies	53500		3,000	1,000	(2,000)	(66.67)
Laboratory Supplies	53600					
Gasoline & Variable Fuel	53700					
Computer Hardware & Software	53800		1,500		(1,500)	(100.00)
Stationery & Office Supplies	53900	21	1,000		(1,000)	(100.00)
Books & Journals	54100					
Minor Office Equipment	54200					
Total Services & Supplies Expenditures		15,342	39,500	50,500	11,000	27.85
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		(165,030)				
Total Expenditures		16,811	223,537	272,911	49,374	22.09

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>California Air Resources Board (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. On May 25, 2018, 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 two of the five project categories: 1) zero-emission freight and marine (ZEFM), and 2) light-duty zero emission vehicle infrastructure (LDI).</p> <p>The ZEFM program will award \$70 to eligible 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 the LDI program will award \$10 to eligible light-duty electric vehicle charging and hydrogen fueling infrastructure projects.</p> <p>Air District staff works 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
Award the remaining of	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 required reports and funding disbursement requests to CARB	Ongoing

Vehicle Mitigation (VW Trust)

324

		Audited Program Actuals	Approved Program Budget	Proposed Program Budget	FTE/Dollar Change	Percent Change
		2021	2022	2023	\$	%
Number of Positions (FTE)		3.18	3.44	3.50	0.06	1.7
Personnel Expenditures						
Permanent Salaries	51100	366,698	450,222	469,816	19,594	4.35
Overtime Salaries	51150	448				
Temporary Salaries	51200					
Payroll Taxes	51300	5,442	6,449	6,645	196	3.04
Pension Benefits	51400	69,681	105,070	105,969	899	0.86
FICA Replacement Benefits	51500	3,901	6,658	6,840	182	2.73
Group Insurance Benefits	51600	47,977	66,071	63,488	(2,583)	(3.91)
Employee Transportation Subsidy	51700	3,508	5,031	5,199	168	3.34
Workers' Compensation	51800	1,186	1,822	1,809	(13)	(0.71)
Other Post Employment Benefits	51850	27,397	31,692	31,461	(231)	(0.73)
Board Stipends	51900					
Total Personnel Expenditures		526,238	673,015	691,227	18,212	2.71
Services & Supplies Expenditures						
Travel In-State	52200		27,600	13,000	(14,600)	(52.90)
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	81,973	147,400	100,000	(47,400)	(32.16)
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		81,973	175,000	115,000	(60,000)	(34.29)
Capital Expenditures						
Leasehold Improvements	60100					
Building & Grounds	60105					
Office Equipment	60110					
Computer & Network Equipment	60115					
Motorized Equipment	60120					
Lab & Monitoring Equipment	60125					
Communications Equipment	60130					
General Equipment	60135					
PM 2.5 Equipment	60140					
Total Capital Expenditures						
Transfer In/Out		272,001	302,857	311,052	8,195	2.71
Total Expenditures		880,212	1,150,872	1,117,279	(33,593)	(2.92)

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Special Revenue Fund

Technology Implementation Office (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.	Ongoing
Complete cycle of Charge! Program on online grant management system.	Ongoing
Develop implementation tools based on Bay Area EV Acceleration Plan	Ongoing
Organize quarterly Bay Area EV Coordinating Council meetings	Ongoing

Light Duty Electric Vehicle Program (Other Grant)

317

		Audited	Approved	Proposed	FTE/Dollar	Percent
		Program Actuals	Program Budget	Program Budget	Change	Change
		2021	2022	2023	\$	%
Number of Positions (FTE)		6.73	7.56	7.85	0.29	3.8
Personnel Expenditures						
Permanent Salaries	51100	701,969	895,463	1,001,684	106,221	11.86
Overtime Salaries	51150	4,728	2,000	5,000	3,000	150.00
Temporary Salaries	51200	46,814	15,000	15,000		
Payroll Taxes	51300	10,901	12,697	14,282	1,585	12.48
Pension Benefits	51400	143,469	208,582	227,454	18,872	9.05
FICA Replacement Benefits	51500	7,812	14,407	15,347	940	6.52
Group Insurance Benefits	51600	95,669	144,145	134,829	(9,316)	(6.46)
Employee Transportation Subsidy	51700	7,044	10,886	11,665	779	7.16
Workers' Compensation	51800	2,270	3,943	4,059	116	2.94
Other Post Employment Benefits	51850	54,915	68,571	70,584	2,013	2.94
Board Stipends	51900					
Total Personnel Expenditures		1,075,591	1,375,694	1,499,904	124,210	9.03
Services & Supplies Expenditures						
Travel In-State	52200		7,500	7,500		
Travel Out-of-State	52220		4,500	4,500		
Training & Education	52300	350	8,500	6,000	(2,500)	(29.41)
Repair & Maintenance (Equipment)	52400					
Communications	52500	2,175	2,000	2,500	500	25.00
Building Maintenance	52600					
Utilities	52700					
Postage	52800					
Printing & Reproduction	52900					
Equipment Rental	53100					
Rents & Leases	53200					
Professional Services & Contracts	53300	366,180	650,000	800,000	150,000	23.08
General Insurance	53400					
Shop & Field Supplies	53500					
Laboratory Supplies	53600					
Gasoline & Variable Fuel	53700					
Computer Hardware & Software	53800	839	3,000	3,000		
Stationery & Office Supplies	53900					
Books & Journals	54100					
Minor Office Equipment	54200					
Total Services & Supplies Expenditures		369,544	675,500	823,500	148,000	21.91
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		289,725				
Total Expenditures		1,734,860	2,051,194	2,323,404	272,210	13.27

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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

		Audited Program Actuals	Approved Program Budget	Proposed Program Budget	FTE/Dollar Change	Percent Change
		2021	2022	2023	\$	%
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	2,514	3,000	3,000		
Building Maintenance	52600					
Utilities	52700					
Postage	52800		4,000	4,000		
Printing & Reproduction	52900	7,645	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		10,159	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		335				
Total Expenditures		10,494	15,000	15,000		

Commuter Benefits Program (TFCA)

319

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

		Audited Program Actuals	Approved Program Budget	Proposed Program Budget	FTE/Dollar Change	Percent Change
		2021	2022	2023	\$	%
Number of Positions (FTE)		0.37				
Personnel Expenditures						
Permanent Salaries	51100	41,885				
Overtime Salaries	51150					
Temporary Salaries	51200					
Payroll Taxes	51300	654				
Pension Benefits	51400	10,066				
FICA Replacement Benefits	51500	486				
Group Insurance Benefits	51600	5,878				
Employee Transportation Subsidy	51700	442				
Workers' Compensation	51800	135				
Other Post Employment Benefits	51850	4,686				
Board Stipends	51900					
Total Personnel Expenditures		64,232				
Services & Supplies Expenditures						
Travel In-State	52200		6,000	6,000		
Travel Out-of-State	52220					
Training & Education	52300					
Repair & Maintenance (Equipment)	52400					
Communications	52500					
Building Maintenance	52600					
Utilities	52700					
Postage	52800		5,000	5,000		
Printing & Reproduction	52900					
Equipment Rental	53100					
Rents & Leases	53200					
Professional Services & Contracts	53300					
General Insurance	53400					
Shop & Field Supplies	53500					
Laboratory Supplies	53600					
Gasoline & Variable Fuel	53700					
Computer Hardware & Software	53800					
Stationery & Office Supplies	53900					
Books & Journals	54100					
Minor Office Equipment	54200					
Total Services & Supplies Expenditures			11,000	11,000		
Capital Expenditures						
Leasehold Improvements	60100					
Building & Grounds	60105					
Office Equipment	60110					
Computer & Network Equipment	60115					
Motorized Equipment	60120					
Lab & Monitoring Equipment	60125					
Communications Equipment	60130					
General Equipment	60135					
PM 2.5 Equipment	60140					
Total Capital Expenditures						
Transfer In/Out		32,866				
Total Expenditures		97,098	11,000	11,000		

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Special Revenue Fund

Community Engagement

The Community Engagement Office is the Air District's main point of contact with the public and engages the public in Air District programs and policies. Community Engagement staff collaborate with diverse communities and other partners to advance public health, equity, and environmental justice in the Bay Area. To that end, staff work with community members and other partners to increase community awareness and transparency of air quality issues, build capacity, implement community-identified solutions, and increase opportunities for the public to participate in Air District decision-making. Community Engagement staff particularly seek opportunities for communities that have been historically excluded, discriminated against, under-represented, or under-resourced to participate and shape Air District decisions.

Managing Division:	
Community Engagement Division	
Contact Person:	
Anna Lee	
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:	
Program not continued	
Activities	
Major Objectives	Delivery Date

Community Engagement - Special Project (Other Grant)

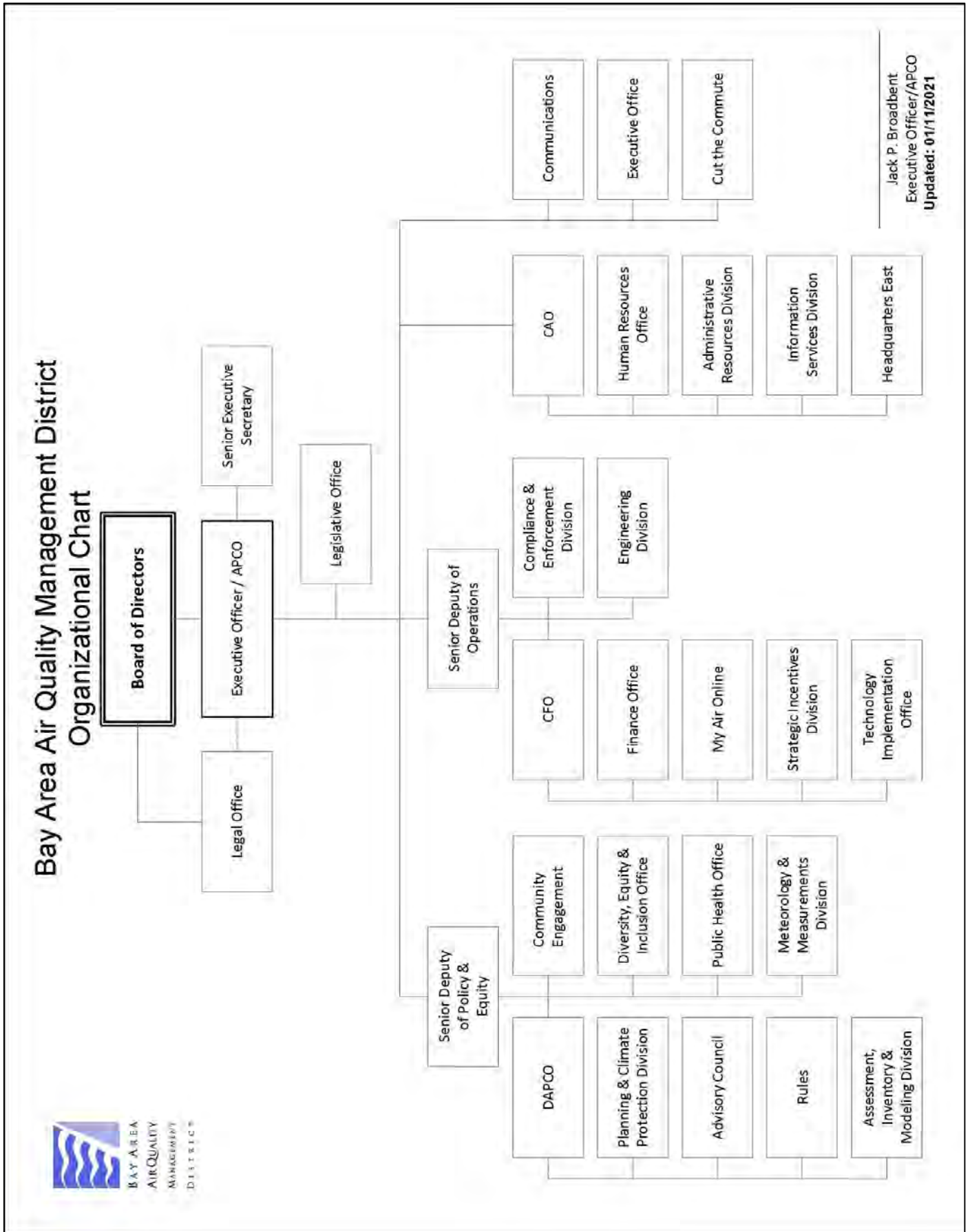
325

		Audited Program Actuals	Approved Program Budget	Proposed Program Budget	FTE/Dollar Change	Percent Change
		2021	2022	2023	\$	%
Number of Positions (FTE)		0.61				
Personnel Expenditures						
Permanent Salaries	51100	73,469				
Overtime Salaries	51150					
Temporary Salaries	51200					
Payroll Taxes	51300	1,115				
Pension Benefits	51400	14,485				
FICA Replacement Benefits	51500	808				
Group Insurance Benefits	51600	9,908				
Employee Transportation Subsidy	51700	728				
Workers' Compensation	51800	238				
Other Post Employment Benefits	51850	5,921				
Board Stipends	51900					
Total Personnel Expenditures		106,672				
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	(16,297)				
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		(16,297)				
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		13,329				
Total Expenditures		103,704				

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Appendices

APPENDIX A



APPENDIX B

SELECTED LEGAL REQUIREMENTS

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

1. Federal law requires that the Air District collect fees from affected facilities to fund the implementation of Title V of the Federal Clean Air Act (42 U.S.C. Section 7401, et seq. and implementing regulations in 40 CFR Parts 60 and 70). Implementation of Title V includes all activities involved in the review, issuance, and enforcement of Title V Permits. "Affected facilities" include all major stationary sources as defined in the Federal Clean Air Act.
2. Revenue received by the Air District pursuant to *California Health and Safety Code* Section 44220, et seq. (Transportation Fund for Clean Air (TFCA)) may only be used to fund approved projects, and certain expenditures incurred for administration of the TFCA program, including audits. The expenditures for the administration of TFCA grants are contained in the Transportation Fund for Clean Air Administration.
3. Permit fee revenue may only be used to fund activities associated with the permitting, monitoring, and enforcement of regulations affecting permitted stationary sources. Past audits of District activities have shown that the Air District's programs meet this test.
4. Funding from several sources, including grants, is restricted, and thus may only be used to fund certain activities. Air District accounts are periodically audited to ensure that such funds are used appropriately.
5. *California Health and Safety Code* Section 40131(a)(3) requires that two public hearings be held regarding the adoption of the District budget. The first hearing is for the exclusive purpose of reviewing the budget and providing the public with the opportunity to comment upon the proposed budget. This hearing must be separate from the hearing at which the District adopts its budget. The adoption hearing may not be held any sooner than two weeks after the first hearing. Thirty (30) days public notice must be given before the first public hearing.
6. The Maintenance of Effort (MOE) level refers to a Federal EPA Section 105 grant condition. This condition states that, "No agency shall receive any grant under this section during any fiscal year when its expenditures of non-Federal funds for recurrent expenditures for air pollution control programs will be less than its expenditures were for such programs during the preceding fiscal year unless the Administrator, after notice and opportunity for public hearing, determines that a reduction in expenditures is attributable to a non-selective reduction in the expenditures in the programs of all Executive branch agencies of the applicable unit of Government." Depending on the expenditures reported on the Federal Status Report (FSR) at the conclusion of the federal FYE 2022, receipt of the Federal grant funds for FYE 2023 could be delayed or jeopardized because of this MOE requirement.

APPENDIX C

GENERAL FUND RESERVES AND LIABILITIES

FUND BALANCE	6/30/2021 Audited	6/30/2022 Projected	6/30/2023 Projected
DESIGNATED: *			
AB617 Staffing Contingency		6,000,000	7,679,746
Community Benefits		3,000,000	3,000,000
Economic Contingency	21,294,922	23,303,025	25,500,741
Litigation Contingency			3,000,000
Pandemic Contingency		7,000,000	4,000,000
Pension Liability	4,000,000	4,000,000	4,000,000
Richmond Improvements (HQE)			5,000,000
Technology Implementation Office	3,350,000	3,350,000	3,350,000
Wildfire Mitigation	1,000,000	2,000,000	2,000,000
	\$29,644,922	\$48,653,025	\$57,530,487
UNDESIGNATED	34,385,565	14,877,462	1,330,000
TOTAL DESIGNATED & UNDESIGNATED	\$64,030,487	\$63,530,487	\$58,860,487
TOTAL FUND BALANCE	\$64,030,487	\$63,530,487	\$58,860,487
* Designated Fund Balances are subject to change at Board's discretion.			
ESTIMATED OUTSTANDING LIABILITIES			
CalPERS Pension Retirement			101,305,734
Other Post-Employment Benefits			-
Certificate of Participation Notes			21,173,770
TOTAL ESTIMATED OUTSTANDING LIABILITIES			\$122,479,504

APPENDIX C

GENERAL FUND RESERVES AND LIABILITIES

APPENDIX C depicts the actual unrestricted funds at the end of FY 2021, as well as the projected amount for FY 2022 and FY 2023. For FY 2022, a recommendation of \$0.5 million is to continue building improvements for the Air District's Richmond Office. For FY 2023, a recommendation of \$4.7 million transfer from General Fund reserves; of which \$3.7 million will go towards funding the James Carey Smith grants program and \$1.0 million for information technology improvements and build-out of space for Meteorology and Measurement staff at the Richmond Office. To remain fiscally prudent, the Air 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.

- AB617 Staffing Contingency established in FY 2022 to allow staffing continuity for the AB617 program.
- Community Benefits established in FY 2022 to provide community benefits.
- Economic Contingency established in FY 2008 at the request of the Board for unplanned expenditures and/or unanticipated loss in revenues. In FY 2016, the Board approved a 20% reserve policy as a funding target.
- Litigation Contingency established in FY 2023 to address potential litigations.
- Pandemic Contingency established in FY 2022 to address potential operating revenue shortfall due to the COVID-19 pandemic.
- Pension Liability established in FY 2018 to reduce future rate increases to pension benefits over time.
- Richmond Improvements (HDE) established in FY 2023 to continue office space improvements.
- Technology Implementation Office established in FY 2019 to fund projects using a revolving loan arrangement to leverage funding.
- Wildfire Mitigation established in FY 2022 to fund the wildfire air quality response program.
- 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 \$101.3 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 the 2021 valuation of the plan, that Air District's has no funded unfunded liability, and the plan is fully funded.
- Certificate of Participation Notes (COP) – The Air District issued COPs to finance its headquarters at 375 Beale. As of June 2021, the estimated principal and interest outstanding were \$21.2 million.

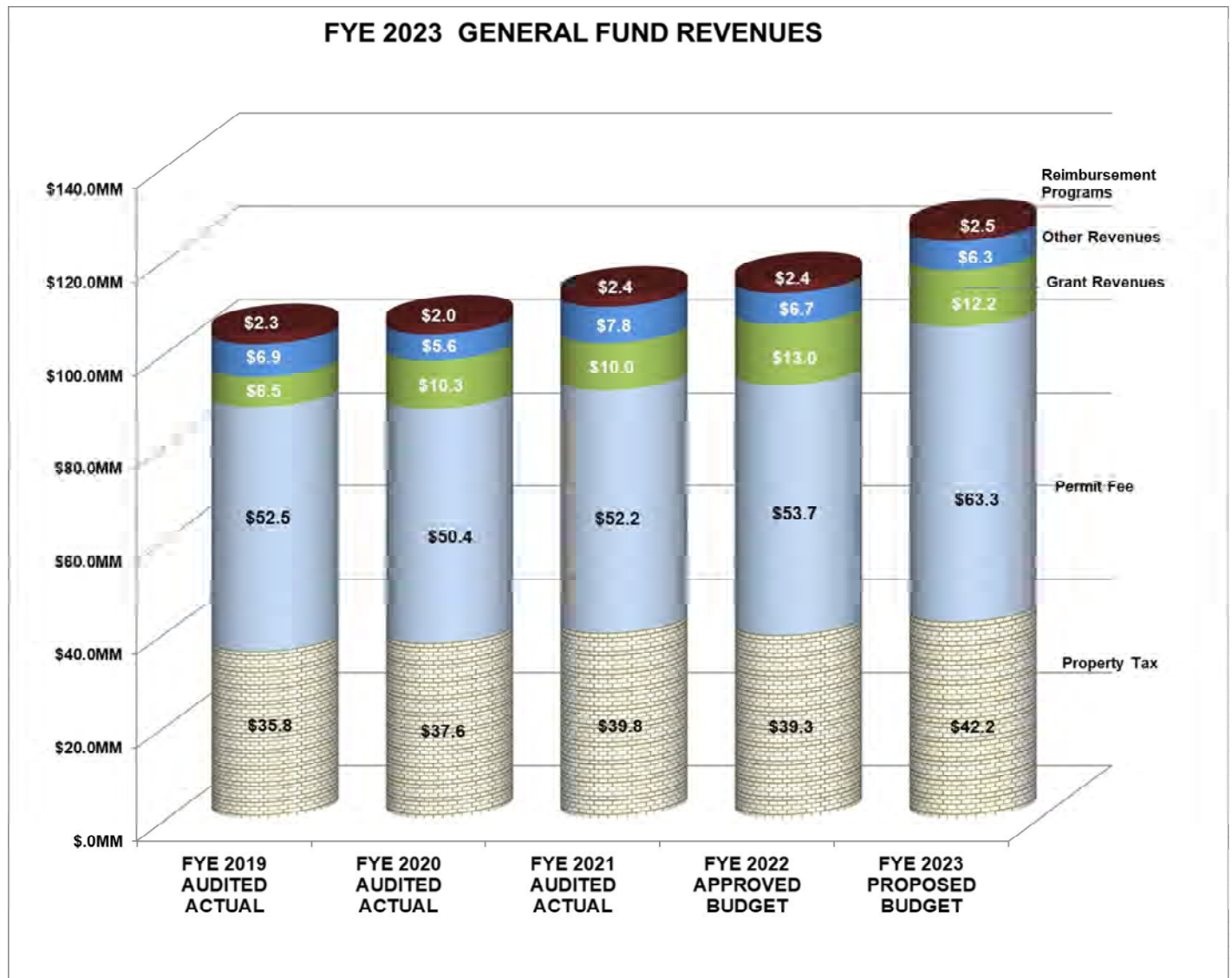
APPENDIX D

Figure 1

General Fund Revenue Trends

Figure 1 below graphically displays the trends in the sources of actual revenues used to fund actual expenditures each year from FYE 2019 through FYE 2021 along with the approved and proposed budget for FYE 2022 and FYE 2023, respectively.

As seen from Figure 1, permit fees are the Air District's largest source of revenue. Actual permit revenues fluctuate from FYE 2019 through FYE 2021 because of certain fees being billed based on economic activities and the proposed fee increases to each individual fee schedule. In FYE 2023 projected permit revenues are expected to increase due to the proposed recommendation to increase the Air District's existing fee schedules, as well as a new fee for overburdened communities. Actual county revenues maintained an increasing trend over the past three years because of increased property valuation due to higher real estate prices in the Bay Area. This revenue source is expected to continue to increase in FYE 2023. Other General Fund sources of revenue have experienced small fluctuations over the years, with a small decrease in FYE 2023 in grant funding.

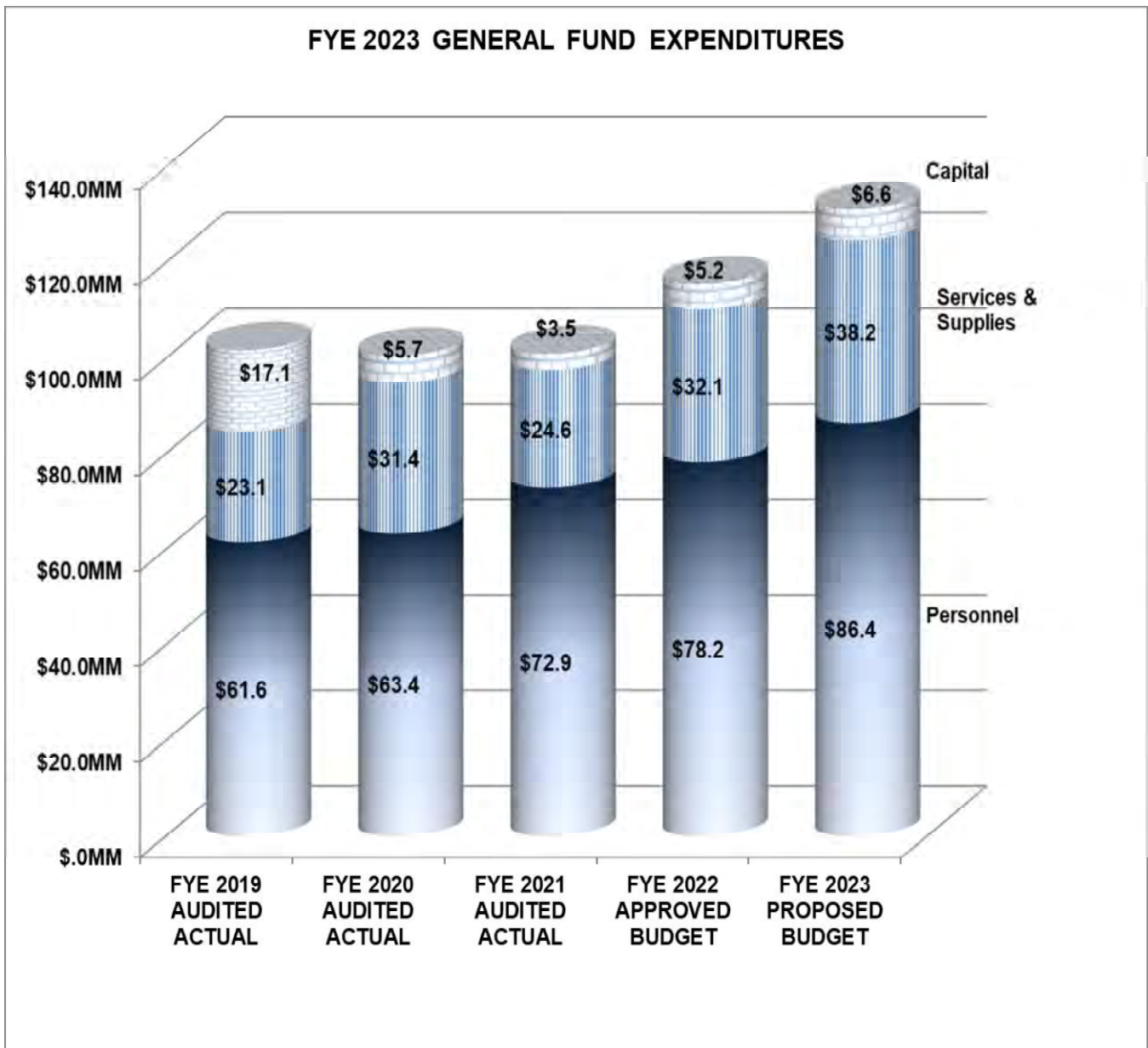


APPENDIX E

Figure 2

General Fund Expenditure Trends

Below Figure 2 shows the trends in actual expenditures from FYE 2019 through FYE 2021 along with the approved and proposed expenditure budgets for FYE 2022 and FYE 2023, respectively. From FYE 2019 through FYE 2023, the total General Fund has risen at an average rate of 6.7% per year from \$101.8 million to \$131.2 million due to increased Personnel Costs, Services, and Capital Programs expenditures. The FYE 2023 General Fund Proposed Budget shows a projected \$15 million increase in expenditures over FYE 2022. This increase is mainly due to additional positions, capital expenditures, community grants, and services and supplies increased in FYE 2023.



APPENDIX F

General Fund 5 Year Projection

	FY 2021 Actuals	FY 2022 Budget	FY 2023 Projected	FY 2024 Projected	FY 2025 Projected	FY 2026 Projected
REVENUES						
Property Tax	\$39,778,793	\$39,335,284	\$42,197,160	\$43,781,609	\$45,426,332	\$47,133,648
Permits/Fees	\$52,164,262	\$53,678,690	\$63,259,929	\$66,323,263	\$69,536,108	\$72,905,805
Grant Revenues	\$4,789,235	\$6,394,112	\$5,706,173	\$5,753,236	\$5,800,769	\$5,848,777
AB 617 Funding	\$7,536,969	\$9,000,000	\$9,000,000	\$8,000,000	\$8,000,000	\$8,000,000
Other Revenues	\$7,825,991	\$6,745,848	\$6,273,876	\$6,361,378	\$6,450,600	\$6,541,574
	\$112,095,249	\$115,153,934	\$126,437,138	\$130,219,485	\$135,213,809	\$140,429,804
Transfer from Special Funds	\$1,296,699	\$1,361,189	\$1,066,545	\$1,087,876	\$1,109,633	\$1,131,826
Use of/(Transfer to) Fund Balance	\$(11,729,493)	\$500,000	\$ 4,670,000	\$ 2,241,292	\$ 1,213,479	\$ (1,493,963)
TOTAL REVENUES	\$101,662,456	\$117,015,123	\$132,173,683	\$133,548,652	\$137,536,922	\$140,067,667
EXPENDITURES						
Personnel & Benefits (net Pension/OPEB)	\$56,496,107	\$59,173,076	\$66,327,235	\$68,901,500	\$71,495,457	\$74,190,571
Retirement Pension (Pension)	\$9,891,480	\$12,296,429	\$13,121,880	\$17,755,000	\$17,650,000	\$15,970,000
Other Post Employment Benefits (OPEB)	\$6,554,447	\$6,724,299	\$6,970,619	\$3,700,000	\$3,860,000	\$3,990,000
Services and Supplies	\$25,218,516	\$33,633,861	\$39,191,792	\$36,826,866	\$38,038,873	\$39,294,653
Capital Expenditures	\$3,501,905	\$5,187,458	\$6,562,177	\$6,365,286	\$6,492,592	\$6,622,443
	\$101,662,455	\$117,015,123	\$132,173,703	\$133,548,652	\$137,536,922	\$140,067,667
TOTAL EXPENDITURES	\$101,662,455	\$117,015,123	\$132,173,703	\$133,548,652	\$137,536,922	\$140,067,667
GENERAL FUND RESERVES						
	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026
Beginning	\$53,834,547	\$64,030,487	\$63,530,487	\$58,860,487	\$56,619,195	\$55,405,716
Use of/Transfer to Fund Balance	\$ 10,195,940	(\$500,000)	(\$4,670,000)	(\$2,241,292)	(\$1,213,479)	\$ 1,493,963
Ending General Fund Reserves	\$64,030,487	\$63,530,487	\$58,860,487	\$56,619,195	\$55,405,716	\$56,899,679
20% Minimum Reserve Policy	\$21,294,922	\$23,303,025	\$25,500,741	\$26,709,730	\$27,507,384	\$28,013,533

APPENDIX F

Figure 3 and Budget Assumptions

Revenue Assumptions

- a. **Property Tax** shows increases across the Bay Area much higher than the 2% average increase given the rising real estate prices in the housing markets. The five-year forecast assumes revenues will increase for year 2023; thereafter, only a 3-4% inflationary growth in years 2024 through 2026.
- b. **Permit Fee** revenues are expected to increase by approximately 17% in year 2023 as the Air District increase fees to recover more of its permit related costs and implement a new fee for overburdened communities. In year 2024 through 2026, the annual forecasted average increase is approximately 4-5%. The Air District's Cost Recovery policy, which allows the Air District to increase its fee schedule to recover costs for permit related activities. The current cost recovery level of 84% remains stable in year 2023 as the proposed budget includes higher fee increases to all its eligible regulation fee schedule, as well as a new fee for overburdened communities. These increases are expected to cover proposed staffing increases as the Air District continues to address staffing needs for core programs associated with permit related activities. Projections suggest cost recovery attainment of 85% level during the five-year forecast, however, these projections could change based on the results of the management audit and cost recovery study recommendations.
- c. **Grant Revenues** are expected to drop slightly in 2023 to reflect adjustment of one-time grant funding and remains stable through 2026.
- d. **Assembly Bill 617** funding of \$9.0 million from the State continues for year 2023 and drops to \$8.0 million through year 2026 as future funding is expected to decrease.
- e. **Other Revenues** mainly account for penalties, State subvention, and interest income. These revenues are expected to remain stable through year 2026.

Expenditure Assumptions

- a. **Personnel** costs are projected to increase for the five-year period with projected annual cost of living adjustment, a slight increase in health premiums, and the funding and filling of 403 of the 445 authorized positions being funded by the General Fund, remaining 42 positions are funded from Special Revenue Funds. An additional 20 positions are projected in year 2023 to address growing demands on core programs; taking staffing levels of 445 to 465 positions is anticipated for the next 5 years. The projection assumes a 6% vacancy rate in 2023, declining by 3% in year 2024 remains stable at 3% through year 2026.
- 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 reach 90% funding level by year 2024. After that, the \$4.0 million in discretionary funding will shift towards the CalPERS Pension Plan to reduce the UAL.
- d. **Services and Supplies** overall costs are projected to increase in year 2023, assuming only an inflationary increase of approximately 2-4% for the five-year forecast.
- e. **Capital Expenditures** assumes ongoing capital equipment and one-time funding in FYE 2023 to pay for continued office improvement to Headquarters East in Richmond, equipment purchases and information technology improvements, etc. FYE 2024-2026 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 \$4.7 million in reserves for FYE 2023 for community grant, continue capital improvements to the Richmond Office building and information technology improvements. The forecast projects use of reserves in year 2024 and 2025 to cover the temporary revenue shortfall. Based on current assumptions, reserves are expected to stay above the minimum policy level through year 2026 due to a healthy reserve balance. Approximately \$57 million in reserves have been designated. Please see Appendix C for a detail list of proposed designations.

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

From: Alexander Crockett
Interim Acting Executive Officer/APCO

Date: April 27, 2022

Re: Third Quarter Financial Report - Fiscal Year Ending (FYE) 2022

RECOMMENDED ACTION

None; receive and file.

BACKGROUND

None.

DISCUSSION

Staff will present an update on the Air District's financial results for the third quarter of the 2021-2022 Fiscal Year.

BUDGET CONSIDERATION/FINANCIAL IMPACT

None.

Respectfully submitted,

Alexander Crockett
Interim Acting Executive Officer/APCO

Prepared by: Stephanie Osaze
Reviewed by: Jeff McKay

ATTACHMENTS:

1. Third Quarter Financial Report FYE 2022

Attachment A: Financial Summary

The following information summarizes the financial results of the 3rd quarter of the fiscal year ending 2022.

GENERAL FUND: STATEMENT OF REVENUES – Comparison of Prior Year Quarter Actual and Current Year Budget to Actual

REVENUE TYPE	3rd QTR FY 2021	3rd QTR FY 2022	FY 2022 - % of BUDGETED REVENUE
County Receipts	\$22,631,738	\$23,074,260	59%
Permit Fee Receipts	\$35,297,532	\$33,864,929	85%
Title V Permit Fees	\$4,797,828	\$6,156,708	98%
Asbestos Fees	\$3,046,389	\$3,170,213	79%
Toxic Inventory Fees	\$1,269,361	\$1,184,867	162%
Community Health Impact	\$0	\$1,136,154	124%
Criteria Pollutant Toxic	\$0	\$981,619	76%
Penalties and Settlements	\$1,518,623	\$4,265,511	155%
Interest Income	\$500,669	\$436,609	27%
Total Revenue	\$69,062,141	\$74,270,869	77%

GENERAL FUND: STATEMENT OF EXPENDITURES - Comparison of Prior Year Quarter Actual and Current Year Budget to Actual

EXPENDITURE TYPE	3rd QTR FY 2021	3rd QTR FY 2022	FY 2022 - % of BUDGETED EXPENDITURES
Personnel - Salaries*	\$36,149,108	\$38,232,802	69%
Personnel - Benefits*	\$18,539,288	\$23,964,193	79%
Operational Services / Supplies	\$17,415,016	\$18,722,346	58%
Capital Outlay	\$3,022,554	\$2,186,648	42%
Total Expenditures	\$75,125,967	\$83,105,989	68%
* Consolidated (includes Special Funds)			

CASH INVESTMENTS IN COUNTY TREASURY – Account Balances as of Third Quarter

CASH/INVESTMENTS	3rd QTR FY 2021	3rd QTR FY 2022
General Fund	\$87,973,981	\$99,319,031
TFCA	\$121,729,525	\$125,249,984
MSIF	\$50,774,585	\$55,217,042
Carl Moyer	\$83,819,333	\$68,843,706
CA Goods Movement	\$21,132,412	\$21,325,610
AQ Projects	\$1,604,829	\$3,244,845
Vehicles Mitigation	\$7,647,530	\$23,582,385
Total	\$374,682,195	\$396,782,602

FUND BALANCES	6/30/2020	6/30/2021	6/30/2022
	Audited	Projected	Projected
DESIGNATED: *			
Community Benefits			\$3,000,000
Economic Contingency	\$20,082,966	\$21,294,922	\$23,303,025
Pension Liability	\$3,000,000	\$4,000,000	\$4,000,000
Technology Implementation Office	\$3,350,000	\$3,350,000	\$3,350,000
Wildfire Mitigation	\$1,000,000	\$1,000,000	\$2,000,000
AB617 Staffing Contingency			\$6,000,000
Pandemic Contingency			\$7,000,000
Total Designated Reserves	\$27,432,966	\$29,644,922	\$48,653,025
Undesignated Fund Balance	\$26,401,581	\$34,385,565	\$14,877,462
TOTAL DESIGNATED & UNDESIGNATED	\$53,834,547	\$64,030,487	\$63,530,487
TOTAL FUND BALANCE	\$53,834,547	\$64,030,487	\$63,530,487
* Designated Fund Balances are subject to change at Board's discretion.			
OUTSTANDING LIABILITIES			
CalPERS Pension Retirement			\$101,305,734
Certificate of Participation Notes			\$21,173,770
TOTAL OUTSTANDING LIABILITIES			\$122,479,504

VENDOR PAYMENTS

In accordance with provisions of the Administrative Code, Division II Fiscal Policies and Procedures - Section 4 Purchasing Procedures: 4.3 Contract Limitations, the staff is required to present recurring payments for routine business needs such as utilities, licenses, office supplies and the like, more than, or accumulating to more than \$100,000 for the fiscal year. In addition, this report includes all of the vendors receiving payments in excess of \$100,000 under contracts that have not been previously reviewed by the Board. In addition, staff will report on vendors that undertook work for the Air District on several projects that individuals were less than \$100,000, but cumulatively exceed \$100,000.

Below is a list of vendors with cumulative payments made through the Third quarter of 2021-22 fiscal year that exceeded \$100,000 and meets the reporting criteria noted above. All expenditures have been appropriately budgeted as a part of the overall Air District budget for The fiscal Year 2021-22.

	VENDOR NAME	AMOUNT PAID (July 2021 - March 2022)	Explanation
1	Alliant Insurance Services	\$730,435	Various Business Insurance Policies
2	BAAQMD Employee Association	\$159,184	Employee Union Dues
3	Bay Area Headquarters Authority	\$2,250,353	Shared Services & Common Areas
4	Benefits Coordinators Corp.	\$862,204	Life Insurance Plan & LTD Insurance
5	CA Public Employee Retirement System (Heath)	\$6,575,363	Health Insurance Plan
6	CA Public Employee Retirement System (Retirement)	\$5,515,096	Retirement Benefits & 457 Supplemental Plan
7	CAPCOA	\$619,325	Pass through EPA grants
8	Ceridian Corp	\$124,361	Payroll Processing Services
9	Comcast Cable Communications	\$134,609	Internet data services
10	Cubic Transportation Systems	\$347,531	Clipper Transit Subsidy
11	Denovo Ventures, LLC	\$142,570	Financial application JD Edward services
12	Enterprise Fleet Services	\$450,846	Fleet Leasing and Maintenance services
13	Pacific Gas & Electric	\$135,256	Utility services
14	EPlus Technology	\$164,565	Cisco computer network equipment warranty
15	P&A Administrative Services	\$235,803	Flexible Spending & Cobra Benefit Services
16	Pacific Gas & Electric	\$135,256	Utility services
17	Preferred Benefit Insurance AD	\$480,550	Dental Insurance Plan
18	Robert Half, Inc.	\$470,308	Temporary Staffing Services
19	Sloan Sakai Yeung & Wong LLP	\$202,744	Human Resources Consulting Services
20	Thermo Environmental Instrument	\$104,623	Equipment purchase and maintenance
21	True North Research	\$118,800	Survey and Analysis Services
22	Verizon Wireless	\$157,544	Cell phone services
23	Wang Brothers Investment LLC	\$384,749	Richmond Site Lease

BAY AREA AIR QUALITY MANAGEMENT DISTRICT
Memorandum

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

From: Alexander Crockett
Interim Acting Executive Officer/APCO

Date: April 27, 2022

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 for fee-based activity that established a goal of increasing fee revenue sufficient to achieve at least 85 percent recovery of regulatory program costs. Staff will provide two options for fee schedule increase strategies as well as proposals for other fees.

DISCUSSION

This is a follow-up to the March 23, 2022 Budget and Committee meeting presentation by incorporating committee member feedback.

Two options will be provided to the Board for consideration on fee schedule increases:

- With a blended fee increase of 10.9%, Option 1 proposes a 15% fee increase for fee and fee schedules not deemed fully cost recovered (a rate above 110%). Fees that are administrative in nature would also be increased by 15 percent.
 - The proposed FYE2023 budget is based on this scenario.
 - The "blended fee increase of 10.9%" is estimated to increase the budget by \$3.9 million compared to the "blended fee increase of 6.4%"
- With a blended fee increase of 6.4%, Option 2 follows the 2018 Cost Recovery and Containment recommendations for fee increases based on the cost recovery rate. Fees that are administrative in nature would also be increased by 4.1 percent.

The impacted fee schedules are:

Schedule A: Hearing Board Fees

Schedule B:	Combustion of Fuels
Schedule Da:	Gasoline Dispensing Facilities – Risk Assessment Fee only for existing facilities
Schedule E:	Solvent Evaporating Sources
Schedule F:	Misc. Sources (e.g., storage silos, abrasive blasting)
Schedule G-1:	Misc. Sources (e.g., glass manufacturing, soil remediation)
Schedule G-2:	Misc. Sources (e.g., asphaltic concrete, furnaces)
Schedule G-3:	Misc. Sources (e.g., metal melting, cracking units)
Schedule G-4:	Misc. Sources (e.g., cement kilns, sulfur removal & coking units)
Schedule H:	Semiconductor and Related Operations
Schedule K:	Solid Waste Disposal Sites
Schedule M:	Major Stationary Source Fees
Schedule N:	Toxic Inventory Fees
Schedule P:	Major Facility Review Fees
Schedule S:	Naturally Occurring Asbestos Operations
Schedule T:	Greenhouse Gas Fees
Schedule V:	Open Burning
Schedule W:	Petroleum Refining Emissions Tracking Fees

The following additional amendments are proposed:

- Fees to implement the amendments to Regulation 2 (Permits), Rules 1 (General Requirements) and 5 (New Source Review for Toxic Air Contaminants), which were adopted by the board in December 2021 and take effect on July 1, 2022, are proposed as follows:
 - Revise Section 3-302, Fees for New and Modified Sources to add a new fee for a permit application for projects in an Overburdened Community (OBC).
 - Revise Section 3-318, to have the public notice fees apply to applicable permit applications in an OBC.
 - Revise Section 3-327, Permit to Operate, Renewal Fees to add a new fee for each permitted facility located in an OBC would be charged during permit renewal.
- Staff proposes an OBC renewal fee of 15 percent of the permit renewal fees for all facilities with a Permit to Operate. The maximum OBC renewal fee will be capped at \$250,000 per year per facility. This fee would impact approximately 2,400 facilities.
- The OBC renewal fee is estimated to increase the budget by \$2.4 million.
- Add a new fee in Schedule S: Naturally Occurring Asbestos Operations for a geologic evaluation which may be required before an Asbestos Dust Mitigation Plan (ADMP) application is submitted. The geologic evaluation is currently being done without any cost recovery.

Staff will provide the committee with additional details regarding the draft fee amendments, overall cost recovery and the proposed percent average fee increase for the upcoming fiscal year.

BUDGET CONSIDERATION/FINANCIAL IMPACT

The proposed fee amendments would increase fee schedule revenue in FYE 2023 by an estimated \$6.5 million for the "blended fee increase of 10.9%" option or \$3.1 million for the "blended fee increase of 6.4%" option. The proposed new OBC fees would add an estimated \$2.4 million to the budget.

Respectfully submitted,

Alexander Crockett
Interim Acting Executive Officer/APCO

Prepared by: Fred Tanaka
Reviewed by: Pamela J. Leong, Damian Breen, Jeff McKay

ATTACHMENTS:

None

BAY AREA AIR QUALITY MANAGEMENT DISTRICT
Memorandum

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

From: Alexander Crockett
Interim Acting Executive Officer/APCO

Date: April 27, 2022

Re: 2022 Cost Recovery and Containment Study Update

RECOMMENDED ACTION

None; receive and file.

BACKGROUND

On July 12, 2021, the Air District entered into a contract with the Matrix Consulting Group to evaluate the Air District's Cost Recovery and Containment practices and policy for fee-based activity. This study included evaluating the concept of reaching 100% cost recovery from fee-based programs. Khushboo Hussain is Matrix's project manager.

The current Cost Recovery Policy was adopted by the Board of Directors on March 7, 2022. The policy established goals of increasing fee revenue sufficient to achieve at least 85 percent recovery of regulatory program costs. The previous study was initiated in 2017 and the report was finalized in February 2018.

DISCUSSION

The Air District provides a variety of fee-related services including but not limited to: issuing and maintaining permits, processing asbestos and open burn notifications, verifying and enforcing applicable requirements, maintaining the point-source emissions inventory, and developing and updating regulations that apply to permitted and registered facilities. Periodically, the Air District contracts an outside review of its cost recovery and containment methods, policies and procedures.

Matrix began work on the study in August 2021 when they collected data and conducted interviews with Air District staff, industry representatives and community members. Khushboo Hussain will present an overview of the study, potential options of achieving 100% overall cost recovery and other key recommendations.

BUDGET CONSIDERATION/FINANCIAL IMPACT

None.

Respectfully submitted,

Alexander Crockett
Interim Acting Executive Officer/APCO

Prepared by: Fred Tanaka
Reviewed by: Pamela J. Leong, Damian Breen, Jeff McKay

ATTACHMENTS:

None

BAY AREA AIR QUALITY MANAGEMENT DISTRICT

Memorandum

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

From: Alexander Crockett
Interim Acting Executive Officer/APCO

Date: April 27, 2022

Re: California Employers' Pension Prefunding Trust (CEPPT) Participation and
Recommended Adoption

RECOMMENDED ACTION

Recommend the Board of Directors to adopt a resolution to authorize the Air District to participate in CEPPT; delegate the Executive Officer and Chief Financial Officer with authority to request disbursements; and, authorize the Executive Officer to execute the CEPPT legal and administrative documents on behalf of the Air District.

BACKGROUND

The Air District provides a defined-benefit pension for its retirees through the California Public Employees Retirement System (CalPERS). Funding for CalPERS pensions relies on three sources: employee contributions, employer contributions, and investment returns (which vary per the performance of financial markets). In 2012, the Government Accounting Standards Board (GASB) issued Statement No. 68, Accounting and Financial Reporting for Pensions. GASB 68 requires that governmental employers that sponsor defined benefit plans (i.e. CalPERS) must recognize a net pension liability (also known as an unfunded actuarial accrued liability (UAAL)) on their balance sheet. This is the difference between the Air District's total pension liability and actual plan assets. Audited financial statements for Fiscal Year Ending (FYE) 2021 show an unfunded pension liability of \$100 million. A recent ruling received from the Internal Revenue Service established that public agencies could create a separate trust to "pre-fund" its unfunded pension liability. This would provide the Air District with an option to invest funds directly in a Section 115 Trust. Like the California Employers Retirement Benefit Trust (CERBT) for Other Post-Employment Benefits (OPEB), also administered by CalPERS, CEPPT participation will allow the Air District to realize similar investment earnings.

DISCUSSION

As part of the FYE 2019 Budget process, the Board directed staff to conduct independent analysis of strategies and consider options for pre-funding pension liability. The Air District hired an independent consulting firm, NHA Advisors, to identify investment options and identify

strategies to pay down the long-term liabilities for the Other Post-Employment Benefits (OPEB) and Pension Plans. Staff will provide a presentation of NHA Advisors' analysis and staff's recommendations based on the results of the independent analysis. The Committee can consider staff's recommendation further, if needed, or recommend moving ahead with CEPPT to the full Board of Directors (Board).

BUDGET CONSIDERATION/FINANCIAL IMPACT

Between FYE 2018 and FYE 2022, in the Adopted Budgets, the Board set aside \$1 million annually for prefunding the pension obligation. The decision on an investment vehicle was postponed pending staff recommendations and Board approval. Upon Board approval, a total set aside of \$5 million will be invested in the CEPPT program; \$4 million from the General Fund's Designated Fund Balance and \$1 million from the FYE 2022 Adopted Budget; respectively. All funds placed into the irrevocable trust fund can only be used to pay for retirement obligations. The Air District will pay fees to CEPPT for management of the trust. These fees will be paid from the trust assets. Staff anticipates that the investment earnings will be more than adequate to pay the fees.

Respectfully submitted,

Alexander Crockett
Interim Acting Executive Officer/APCO

Prepared by: Leonid Bak
Reviewed by: Jeffrey McKay

ATTACHMENTS:

1. CEPPT Resolution
2. CEPPT Participation Agreement
3. CEPPT Delegation of Authority to Request Disbursements

BAY AREA AIR QUALITY MANAGEMENT DISTRICT

RESOLUTION NO. _____

**RESOLUTION OF THE GOVERNING BOARD OF DIRECTORS
OF THE BAY AREA AIR QUALITY MANAGEMENT DISTRICT
APPROVING THE ADOPTION OF THE
CALIFORNIA EMPLOYERS' PENSION PREFUNDING TRUST FUND (CEPPT)
ADMINISTERED BY CALIFORNIA PUBLIC EMPLOYEES' RETIREMENT SYSTEM (CALPERS)**

WHEREAS CALPERS has made available the California Employers' Pension Prefunding Trust Fund (the "Program") for the purpose of allowing eligible employers to prefund their required pension contributions to a defined pension plan by receiving and holding in the CEPPT amounts that are intended to be contributed to an Employer Pension Plan at a later date; and

WHEREAS the Bay Area Air Quality Management District ("District") is eligible to participate in the Program, a tax-exempt trust performing an essential governmental function within the meaning of Section 115 of the Internal Revenue Code, as amended, and the Regulations issued there under, and is a tax-exempt trust under the relevant statutory provisions of the State of California; and

WHEREAS the District's adoption and operation of the Program has no effect on any current or former employee's entitlement to pension benefits; and

WHEREAS the terms and conditions of pension benefit entitlement are governed by contracts separate from and independent of the Program; and

WHEREAS the District's funding of the Program does not, and is not intended to, create any new vested right to any benefit nor strengthen any existing vested right; and

WHEREAS the District reserves the right to make contributions, if any, to the Program; and

WHEREAS the District's participation in the Program requires the Board to approve the CEPPT Participation Agreement and the Delegation of Authority to Request Disbursements; and

NOW THEREFORE, BE IT RESOLVED THAT:

1. The Governing Board hereby approves the District to participate in the California Employers' Pension Prefunding Trust Fund (CEPPT) program, effective _____, 2022; and
2. The Governing Board hereby approves the Election Agreement and appoints the Executive Officer/APCO and the Chief Financial Officer/CFO, or his/her successor as the Delegation of Authority to Request Disbursements for the Program; and
3. The Executive Officer/APCO or his/her successor, or his/her designee is hereby authorized to execute the CEPPT administrative documents on behalf of the District and to take whatever additional actions are necessary to maintain the District's participation in the Program and to

maintain compliance of any relevant regulation issued or as may be issued; therefore, authorizing him/her to take whatever additional actions are required to administer the District's Program.

The foregoing resolution was duly and regularly introduced, passed and adopted at a regular meeting of the Board of Directors of the Bay Area Air Quality Management District on the Motion of Director _____, seconded by Director _____, on the _____ day of _____ 2022

by the following vote of the Board:

AYES:

NOES:

ABSENT:

Karen Mitchoff
Chairperson of the Board of Directors

ATTEST:

Davina Hurt
Secretary of the Board of Directors

CALIFORNIA EMPLOYERS' PENSION PREFUNDING TRUST PROGRAM

**AGREEMENT AND ELECTION
OF**

(NAME OF EMPLOYER)

**to Prefund Employer Contributions to a Defined Benefit
Pension Plan**

WHEREAS (1) Government Code (GC) Section 21711(a) establishes in the State Treasury the California Employers' Pension Prefunding Trust Fund (CEPPT), a special trust fund for the purpose of allowing eligible employers to prefund their required pension contributions to a defined benefit pension plan (each an Employer Pension Plan) by receiving and holding in the CEPPT amounts that are intended to be contributed to an Employer Pension Plan at a later date; and

WHEREAS (2) GC Section 21711(b) provides that the California Public Employees' Retirement System (CalPERS) Board of Administration (Board) has sole and exclusive control of the administration and investment of the CEPPT, the purposes of which include, but are not limited to (i) receiving contributions from participating employers; (ii) investing contributed amounts and income thereon, if any, in order to receive yield on the funds; and (iii) disbursing contributed amounts and income thereon, if any, to pay for costs of administration of the CEPPT and to deposit employer contributions into Employer Pension Plans in accordance with their terms; and

WHEREAS (3) _____
(NAME OF EMPLOYER)

(Employer) desires to participate in the CEPPT upon the terms and conditions set by the Board and as set forth herein; and

WHEREAS (4) Employer may participate in the CEPPT upon (i) approval by the Board and (ii) filing a duly adopted and executed Agreement and Election to Prefund Employer Contributions to a Defined Benefit Pension Plan (Agreement) as provided in the terms and conditions of the Agreement; and

WHEREAS (5) The CEPPT is a trust fund that is intended to perform an essential governmental function (that is, the investment of funds by a State, political subdivision or 115 entity) within the meaning of Internal Revenue Code (Code) Section 115 and Internal Revenue Service Revenue Ruling 77-261, and as an Investment Trust Fund, as defined in Governmental Accounting Standards Board (GASB) Statement No. 84, Paragraph 16, for accounting and financial reporting of fiduciary activities from the

external portion of investment pools and individual investment accounts that are held in a trust that meets the criteria in Paragraph 11c(1).

WHEREAS (6) The CEPPT is not a Code Section 401(a) qualified trust and the assets held in the CEPPT are not assets of any Employer Pension Plan or any plan qualified under Code Section 401(a).

NOW, THEREFORE, BE IT RESOLVED THAT EMPLOYER HEREBY MAKES THE FOLLOWING REPRESENTATION AND WARRANTY AND THAT THE BOARD AND EMPLOYER AGREE TO THE FOLLOWING TERMS AND CONDITIONS:

A. Employer Representation and Warranty

Employer hereby represents and warrants that it is the State of California or a political subdivision thereof, or an entity whose income is excluded from gross income under Code Section 115(1).

B. Adoption and Approval of the Agreement; Effective Date; Amendment

(1) Employer's governing body shall elect to participate in the CEPPT by adopting this Agreement and filing with the Board a true and correct original or certified copy of this Agreement as follows:

Filing by mail, send to: CalPERS
CEPPT
P.O. Box 1494
Sacramento, CA 95812-1494

Filing in person, deliver to: CalPERS Mailroom
CEPPT
400 Q Street
Sacramento, CA 95811

(2) Upon receipt of the executed Agreement, and after approval by the Board, the Board shall fix an effective date and shall promptly notify Employer of the effective date of the Agreement. Employer shall provide the Board such other documents as the Board may request, including, but not limited to a certified copy of the resolution(s) of the governing body of Employer authorizing the adoption of the Agreement and documentation naming Employer's successor entity in the event that Employer ceases to exist prior to termination of this Agreement.

(3) The terms of this Agreement may be amended only in writing upon the agreement of both the Board and Employer, except as otherwise provided herein. Any such amendment or modification to this Agreement shall be adopted and executed in the same manner as required for the Agreement. Upon receipt of the executed amendment or modification, the Board shall fix the effective date of the amendment or modification.

(4) The Board shall institute such procedures and processes as it deems necessary to administer the CEPPT, to carry out the purposes of this Agreement, and to maintain the tax-exempt status of the CEPPT. Employer agrees to follow such procedures and processes.

C. Employer Reports Provided for the Board's Use in Trust Administration and Financial Reporting and Employer Contributions

(1) Employer shall provide to the Board a defined benefit pension plan cost report on the basis of the actuarial assumptions and methods prescribed by Actuarial Standards of Practice (ASOP) or prescribed by GASB. Such report shall be for the Board's use in trust administration and financial reporting and shall be prepared at least as often as the minimum frequency required by applicable GASB Standards. This defined benefit pension plan cost report may be prepared as an actuarial valuation report or as a GASB compliant financial report. Such report shall be:

- 1) prepared and signed by a Fellow or Associate of the Society of Actuaries who is also a Member of the American Academy of Actuaries or a person with equivalent qualifications acceptable to the Board;
- 2) prepared in accordance with ASOP or with GASB; and
- 3) provided to the Board prior to the Board's acceptance of contributions for the reporting period or as otherwise required by the Board.

(2) In the event that the Board determines, in its sole discretion, that Employer's cost report is not suitable for the Board's purposes and use or if Employer fails to provide a required report, the Board may obtain, at Employer's expense, a report that meets the Board's trust administration and financial reporting needs. At the Board's option, the Board may recover the costs of obtaining the report either by billing and collecting such amount from Employer or through a deduction from Employer's Prefunding Account (as defined in Paragraph D(2) below).

(3) Employer shall notify the Board in writing of the amount and timing of contributions to the CEPPT, which contributions shall be made in the manner established by the Board and in accordance with the terms of this Agreement and any procedures adopted by the Board.

(4) The Board may limit Employer's contributions to the CEPPT to the amount necessary to fully fund the actuarial present value of total projected benefit payments not otherwise prefunded through the applicable Employer Pension Plan (Unfunded PVFB), as set forth in Employer's cost report for the applicable period. If Employer's contribution would cause the assets in Employer's Prefunding Account to exceed the Unfunded PVFB, the Board may refuse to accept the contribution. If Employer's cost report for the applicable period does not set forth the Unfunded PVFB, the Board may

refuse to accept a contribution from Employer if the contribution would cause the assets in Employer's Prefunding Account to exceed Employer's total pension liability, as set forth in Employer's cost report.

(5) No contributions are required. Contributions can be made at any time following the effective date of this Agreement if Employer has first complied with the requirements of this Agreement, including Paragraph C.

(6) Employer acknowledges and agrees that assets held in the CEPPT are not assets of any Employer Pension Plan or any plan qualified under Code Section 401(a), and will not become assets of such a plan unless and until such time as they are distributed from the CEPPT and deposited into an Employer Pension Plan.

D. Administration of Accounts; Investments; Allocation of Income

(1) The Board has established the CEPPT as a trust fund consisting of an aggregation of separate single-employer accounts, with pooled administrative and investment functions.

(2) All Employer contributions and assets attributable to Employer contributions shall be separately accounted for in the CEPPT (Employer's Prefunding Account). Assets in Employer's Prefunding Account will be held for the exclusive purpose of funding Employer's contributions to its Employer Pension Plan(s) and defraying the administrative expenses of the CEPPT.

(3) The assets in Employer's Prefunding Account may be aggregated with the assets of other participating employers and may be co-invested by the Board in any asset classes appropriate for a Code Section 115 trust, subject to any additional requirements set forth in applicable law, including, but not limited to, subdivision (d) of GC Section 21711. Employer shall select between available investment strategies in accordance with applicable Board procedures.

(4) The Board may deduct the costs of administration of the CEPPT from the investment income of the CEPPT or from Employer's Prefunding Account in a manner determined by the Board.

(5) Investment income earned shall be allocated among participating employers and posted to Employer's Prefunding Account daily Monday through Friday, except on holidays, when the allocation will be posted the following business day.

(6) If, at the Board's sole discretion and in compliance with accounting and legal requirements applicable to an Investment Trust Fund and to a Code Section 115 compliant trust, the Board determines to its satisfaction that all obligations to pay defined benefit pension plan benefits in accordance with the applicable Employer Pension Plan terms have been satisfied by payment or by defeasance with no remaining risk regarding the amounts to be paid or the value of assets held in the

CEPPT, then the residual Employer assets held in Employer's Prefunding Account may be returned to Employer.

E. Reports and Statements

- (1) Employer shall submit with each contribution a contribution report in the form and containing the information prescribed by the Board.
- (2) The Board, at its discretion but at least annually, shall prepare and provide a statement of Employer's Prefunding Account reflecting the balance in Employer's Prefunding Account, contributions made during the period covered by the statement, investment income allocated during such period, and such other information as the Board may determine.

F. Disbursements

- (1) Employer may receive disbursements from the CEPPT not to exceed, on an annual basis, the amount of the total annual Employer contributions to Employer's Pension Plan for such year.
- (2) Employer shall notify the Board in writing in the manner specified by the Board of the persons authorized to request disbursements from the CEPPT on behalf of Employer.
- (3) Employer's request for disbursement shall be in writing signed by Employer's authorized representative, in accordance with procedures established by the Board, and the Board may rely conclusively upon such writing. The Board may, but is not required to, require that Employer certify or otherwise demonstrate that amounts disbursed from Employer's Prefunding Account will be used solely for the purposes of the CEPPT. However, in no event shall the Board have any responsibility regarding the application of distributions from Employer's Prefunding Account.
- (4) No disbursement shall be made from the CEPPT which exceeds the balance in Employer's Prefunding Account.
- (5) Requests for disbursements that satisfy the above requirements will be processed on at least a monthly basis.
- (6) The Board shall not be liable for amounts disbursed in error if it has acted upon the written instruction of an individual authorized by Employer to request disbursements, and is under no duty to make any investigation or inquiry about the correctness of such instruction. In the event of any other erroneous disbursement, the extent of the Board's liability shall be the actual dollar amount of the disbursement, plus interest at the actual earnings rate but not less than zero.

G. Costs of Administration

Employer shall pay its share of the costs of administration of the CEPPT, as determined by the Board and in accordance with Paragraph D.

H. Termination of Employer's Participation in the CEPPT

(1) The Board may terminate Employer's participation in the CEPPT if:

- (a) Employer's governing body gives written notice to the Board of its election to terminate; or
- (b) The Board determines, in its sole discretion, that Employer has failed to satisfy the terms and conditions of applicable law, this Agreement or the Board's rules, regulations or procedures.

(2) If Employer's participation in the CEPPT terminates for either of the foregoing reasons, all assets in Employer's Prefunding Account shall remain in the CEPPT, except as otherwise provided below, and shall continue to be invested and accrue income as provided in Paragraph D, and Employer shall remain subject to the terms of this Agreement with respect to such assets.

(3) After Employer's participation in the CEPPT terminates, Employer may not make further contributions to the CEPPT.

(4) After Employer's participation in the CEPPT terminates, disbursements from Employer's Prefunding Account may continue upon Employer's instruction or otherwise in accordance with the terms of this Agreement.

(5) After Employer's participation in the CEPPT terminates, the governing body of Employer may request either:

- (a) A trustee to trustee transfer of the assets in Employer's Prefunding Account to a trust dedicated to prefunding Employer's required pension contributions; provided that the Board shall have no obligation to make such transfer unless the Board determines that the transfer will satisfy applicable requirements of the Code, other law and accounting standards, and the Board's fiduciary duties. If the Board determines that the transfer will satisfy these requirements, the Board shall then have one hundred fifty (150) days from the date of such determination to effect the transfer. The amount to be transferred shall be the amount in Employer's Prefunding Account as of the date of the transfer (the "transfer date") and shall include investment earnings up to an investment earnings allocation date preceding the transfer date. In no event shall the investment earnings allocation date precede the transfer date by more than 150 days.

- (b) A disbursement of the assets in Employer's Prefunding Account; provided that the Board shall have no obligation to make such disbursement unless the Board determines that, in compliance with the Code, other law and accounting standards, and the Board's fiduciary duties, all of Employer's obligations for payment of defined benefit pension plan benefits and reasonable administrative costs of the Board have been satisfied. If the Board determines that the disbursement will satisfy these requirements, the Board shall then have one hundred fifty (150) days from the date of such determination to effect the disbursement. The amount to be disbursed shall be the amount in Employer's Prefunding Account as of the date of the disbursement (the "disbursement date") and shall include investment earnings up to an investment earnings allocation date preceding the disbursement date. In no event shall the investment earnings allocation date precede the disbursement date by more than 150 days.

(6) After Employer's participation in the CEPPT terminates and at such time that no assets remain in Employer's Prefunding Account, this Agreement shall terminate. To the extent that assets remain in Employer's Prefunding Account, this Agreement shall remain in full force and effect.

(7) If, for any reason, the Board terminates the CEPPT, the assets in Employer's Prefunding Account shall be paid to Employer to the extent permitted by law and Code Section 115 after retention of (i) an amount sufficient to pay the Unfunded PVFB as set forth in a current defined benefit pension plan(s) cost report prepared in compliance with ASOP and the requirements of Paragraph C(1), and (ii) amounts sufficient to pay reasonable administrative costs of the Board. Amounts retained by the Board to pay the Unfunded PVFB shall be transferred to (i) another Code Section 115 trust dedicated to prefunding Employer's required pension contributions, subject to the Board's determination that such transfer will satisfy applicable requirements of the Code, other law and accounting standards, and the Board's fiduciary duties or (ii) Employer's Pension Plan, subject to acceptance by Employer's Pension Plan.

(8) If Employer ceases to exist but Employer's Prefunding Account continues to exist, and if no provision has been made to the Board's satisfaction by Employer with respect to Employer's Prefunding Account, the Board shall be permitted to identify and appoint a successor to Employer under this Agreement, provided that the Board first determines, in its sole discretion, that there is a reasonable basis upon which to identify and appoint such a successor and provided further that such successor agrees in writing to be bound by the terms of this Agreement. If the Board is unable to identify or appoint a successor as provided in the preceding sentence, then the Board is authorized to appoint a third-party administrator or other successor to act on behalf of Employer under this Agreement and to otherwise carry out the intent of this Agreement with respect to Employer's Prefunding Account. Any and all costs associated with such appointment shall be paid from the assets attributable to Employer's Prefunding Account. At the Board's option, and subject to acceptance by Employer's Pension Plan,

the Board may instead transfer the assets in Employer's Prefunding Account to Employer's Pension Plan and terminate this Agreement.

(9) If the Board determines, in its sole discretion, that Employer has breached the representation and warranty set forth in Paragraph A., the Board shall take whatever action it deems necessary to preserve the tax-exempt status of the CEPPT.

I. Indemnification

Employer shall indemnify, defend, and hold harmless CalPERS, the Board, the CEPPT, and all of the officers, trustees, agents and employees of the foregoing from and against any loss, liability, claims, causes of action, suits, or expense (including reasonable attorneys' fees and defense costs, lien fees, judgments, fines, penalties, expert witness fees, appeals, and claims for damages of any nature whatsoever) not charged to the CEPPT and imposed as a result of, arising out of, related to or in connection with (1) the performance of the Board's duties or responsibilities under this Agreement, except to the extent that such loss, liability, suit or expense results or arises from the Board's own gross negligence, willful misconduct or material breach of this Agreement, or (2) without limiting the scope of Paragraph F(6) of this Agreement, any acts taken or transactions effected in accordance with written directions from Employer or any of its authorized representatives or any failure of the Board to act in the absence of such written directions to the extent the Board is authorized to act only at the direction of Employer.

J. General Provisions

(1) Books and Records

Employer shall keep accurate books and records connected with the performance of this Agreement. Such books and records shall be kept in a secure location at Employer's office(s) and shall be available for inspection and copying by the Board and its representatives.

(2) Notice

(a) Any notice or other written communication pursuant to this Agreement will be deemed effective immediately upon personal delivery, or if mailed, three (3) days after the date of mailing, or if delivered by express mail or e-mail, immediately upon the date of confirmed delivery, to the following:

For the Board:

Filing by mail, send to:
CalPERS
CEPPT
P.O. Box 1494
Sacramento, CA 95812-1494

Filing in person, deliver to:
CalPERS Mailroom
CEPPT
400 Q Street
Sacramento, CA 95811

For Employer:

(b) Either party to this Agreement may, from time to time by notice in writing served upon the other, designate a different mailing address to which, or a different person to whom, all such notices thereafter are to be addressed.

(3) Survival

All representations, warranties, and covenants contained in this Agreement, or in any instrument, certificate, exhibit, or other writing intended by the parties to be a part of this Agreement shall survive the termination of this Agreement.

(4) Waiver

No waiver of a breach, failure of any condition, or any right or remedy contained in or granted by the provisions of this Agreement shall be effective unless it is in writing and signed by the party waiving the breach, failure, right, or remedy. No waiver of any breach, failure, right, or remedy shall be deemed a waiver of any other breach, failure, right, or remedy, whether or not similar, nor shall any waiver constitute a continuing waiver unless the writing so specifies.

(5) Necessary Acts; Further Assurances

The parties shall at their own cost and expense execute and deliver such further documents and instruments and shall take such other actions as may be reasonably required or appropriate to evidence or carry out the intent and purposes of this Agreement.

(6) Incorporation of Amendments to Applicable Laws and Accounting Standards

Any references to sections of federal or state statutes or regulations or accounting standards shall be deemed to include a reference to any amendments thereof and any successor provisions thereto.

(7) Days

Wherever in this Agreement a set number of days is stated or allowed for a particular event to occur, the days are understood to include all calendar days, including weekends and holidays, unless otherwise stated.

(8) No Third Party Beneficiaries

Except as expressly provided herein, this Agreement is for the sole benefit of the parties hereto and their permitted successors and assignees, and nothing herein, expressed or implied, will give or be construed to give any other person any legal or equitable rights hereunder. Notwithstanding the foregoing, CalPERS, the CEPPT, and all of the officers, trustees, agents and employees of CalPERS, the CEPPT and the Board shall be considered third party beneficiaries of this Agreement with respect to Paragraph I above.

(9) Counterparts

This Agreement may be executed in one or more counterparts, each of which shall be deemed an original, but all of which together shall constitute one and the same instrument.

A majority vote of Employer's Governing Body at a public meeting held on the _____ day of the month of _____ in the year _____, authorized entering into this Agreement.

Signature of the Presiding Officer: _____

Printed Name of the Presiding Officer: _____

Name of Governing Body: _____

Name of Employer: _____

Date: _____

BOARD OF ADMINISTRATION
CALIFORNIA PUBLIC EMPLOYEES' RETIREMENT SYSTEM

BY _____

ARNITA PAIGE

DIVISION CHIEF, PENSION CONTRACT AND PREFUNDING PROGRAMS
CALIFORNIA PUBLIC EMPLOYEES' RETIREMENT SYSTEM

To be completed by CalPERS

The effective date of this Agreement is: _____



California Public Employees' Retirement System
 California Employers' Pension Prefunding Trust (CEPPT)
 400 Q Street, Sacramento, CA 95811
 www.calpers.ca.gov

Delegation of Authority to Request Disbursements California Employers' Pension Prefunding Trust (CEPPT)

RESOLUTION OF THE

 (GOVERNING BODY)

OF THE

 (NAME OF EMPLOYER)

The _____ delegates to the incumbents
 (GOVERNING BODY)

in the positions of _____ and
 (TITLE)

_____, and/or
 (TITLE)

_____ authority to request on behalf of the
 (TITLE)

Employer disbursements from the Pension Prefunding Trust and to certify as to the purpose for which the disbursed funds will be used.

By _____

Title _____

Witness _____

Date _____