



BAY AREA
AIR QUALITY
MANAGEMENT
DISTRICT

BOARD OF DIRECTORS
MEETING
May 17, 2023

**MEETING LOCATION(S) FOR IN-PERSON ATTENDANCE BY
BOARD MEMBERS AND MEMBERS OF THE PUBLIC**

**Bay Area Metro Center
1st Floor Yerba Buena Room
375 Beale Street, San Francisco, CA 94105**

**Office of Contra Costa County
Supervisor John Gioia
Conference Room
11780 San Pablo Ave., Suite D
El Cerrito, CA 94530**

**Office of Alameda County Supervisor
David Haubert
4501 Pleasanton Ave.
Pleasanton, CA 94566**

**Office of Alameda County
Supervisor Nate Miley
20980 Redwood Road, Suite 250
Castro Valley, CA 94546**

**City of Palo Alto City Hall
250 Hamilton Ave., 7th Floor
Palo Alto, CA 94301**

**Santa Rosa Junior College Campus
Doyle Library, Room 148
1501 Mendocino Ave.
Santa Rosa, CA, 95401**

THE FOLLOWING STREAMING OPTIONS WILL ALSO BE PROVIDED

These streaming options are provided for convenience only. In the event that streaming connections malfunction for any reason, the Board of Directors reserves the right to conduct the meeting without remote webcast and/or Zoom access.

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.

Members of the public may participate remotely via Zoom at <https://bayareametro.zoom.us/j/85734034390>, or may join Zoom by phone by dialing (669) 900-6833 or (408) 638-0968. The Webinar ID for this meeting is: 857 3403 4390

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 a matter on the agenda will have two minutes each to address the Board on that agenda item, unless a different time limit is established by the Chair. No speaker who has already spoken on an item will be entitled to speak to that item again.

BOARD OF DIRECTORS MEETING AGENDA

WEDNESDAY, MAY 17, 2023

9:00 AM

Chairperson, John J. Bauters

1. Call to Order - Roll Call

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

2. Pledge of Allegiance

CONSENT CALENDAR (Items 3 - 9)

3. Approval of the Draft Minutes of the Board of Directors Meeting of May 3, 2023

The Board will consider approving the draft minutes of the Board of Directors Meeting of May 3, 2023.

4. Board Communications Received from May 3, 2023 through May 16, 2023

A copy of communications directed to the Board of Directors received by the Air District from May 3, 2023 through May 16, 2023, if any, will be distributed to the Board Members by way of email.

5. Personnel Out-of-State Business Travel Report for April 2023

In accordance with Division III, Section 5.4(b) of the Air District Administrative Code, the Board is hereby notified that the attached memorandum lists Air District personnel who have traveled on out-of-state business in the preceding months.

6. Authorization to Approve Contract with We The Creative for Refreshed Design of the Air District Logo and Brand Research, Strategy and Guidelines

The Board of Directors will consider authorizing the Executive Officer/APCO to approve the contract with We The Creative to provide a refreshed design of the Air District logo and brand research, strategy and guidelines for an amount not to exceed \$82,000.

7. Authorization of Service Contract for Laboratory Analytical Instrument

The Board of Directors will consider authorizing the Executive Officer/APCO to execute a contract with Thermo Electron for one year of preventative maintenance and support for an X-ray fluorescence spectrometer for \$10,238, beginning May 25, 2023 to May 24, 2024, and to approve annual preventative maintenance/support agreements for this equipment with Thermo Electron not to exceed \$60,000 over five additional years.

8. Report of the Finance and Administration Committee Meeting of May 3, 2023

The Board of Directors will receive a report of the Finance and Administration Committee meeting of May 3, 2023.

9. Report of the Mobile Source and Climate Impacts Committee Meeting of May 10, 2023

The Board of Directors will receive a report of the Mobile Source and Climate Impacts Committee meeting of May 10, 2023, and will consider approval of the following action items recommended by that Committee:

A. Transportation Fund for Clean Air County Program Manager Expenditure Plans for Fiscal Year Ending 2024

- Action Item: Approve the allocation of new Transportation Fund for Clean Air (TFCA) revenue to each of the nine County Program Managers (CPM) for Fiscal Year Ending (FYE) 2024; and
- Authorize the Executive Officer/APCO to enter into funding agreements with the CPMs

B. Transportation Fund for Clean Air Regional Fund Policies and Evaluation Criteria for Fiscal Year Ending 2024

- Action Item: Approve the proposed updates to the Transportation Fund for Clean Air (TFCA) Regional Fund Policies and Evaluation Criteria for Fiscal Year Ending (FYE) 2024

C. Fiscal Year Ending (FYE) 2023 Charge! Program Project Recommendations

- Action Item: Approve the *Charge!* Program rank list; and
- Authorize the Executive Officer/APCO to enter into all necessary agreements with applicants for the recommended projects

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 will be given an opportunity to address the Board of Directors. Members of the public will have two minutes each to address the Board, unless a different time limit is established by the Chair.

11. Board Member Comments

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

12. Report of the Executive Officer/APCO

13. Chairperson's Report

14. Time and Place of Next Meeting

Wednesday, June 7, 2023, at 9:00 a.m. at 375 Beale Street, San Francisco, CA 94105. The meeting will be in-person for the board members and members of the public will be able to either join in-person or via webcast.

CLOSED SESSION

15. Conference with Labor Negotiators Pursuant to Government Code Section 54957.6

*Conference with Labor Negotiators
Pursuant to Government Code Section 54957.6
Agency Designated Representatives:
Laura A. Izon , Atkinson, Andelson, Loya, Ruud & Romo
John Chiladakis, Acting Chief Administrative Officer
Employee organization: BAAQMD Employees' Association*

16. Public Employee Performance Evaluation Pursuant to Government Code Section 54957(b)(1)

Title: District Counsel

OPEN SESSION

17. Adjournment

The Board meeting shall be adjourned by the Board 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 spesapati@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**

MAY 2023

<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	17	8:30 a.m.	1 st Floor, Yerba Buena Room
Board of Directors Meeting	Wednesday	17	9:00 a.m.	1 st Floor, Yerba Buena Room
Board of Directors Community Equity, Health and Justice Committee	Wednesday	17	1:00 p.m.	1 st Floor, Yerba Buena Room
Community Advisory Council	Thursday	18	6:00 pm.	Cal State University, East Bay Grand Lake and Merritt 1 Rooms 1000 Broadway, Suite 109 Oakland, CA 94607

JUNE 2023

<u>TYPE OF MEETING</u>	<u>DAY</u>	<u>DATE</u>	<u>TIME</u>	<u>ROOM</u>
Board of Directors Meeting	Wednesday	7	9:00 a.m.	1 st Floor Board Room
Board of Directors Legislative Committee	Wednesday	7	10:30 a.m.	1 st Floor Board Room
Board of Directors Finance & Administration Committee	Wednesday	7	1:00 p.m.	1 st Floor Board Room
Advisory Council Meeting	Monday	12	8:30 a.m.	1 st Floor Board Room
Board of Directors Stationary Source and Climate Impacts Committee	Wednesday	14	10:00 a.m.	1 st Floor, Yerba Buena Room
Board of Directors Mobile Source and Climate Impacts Committee	Wednesday	14	1:00 p.m.	1 st Floor, Yerba Buena Room
Board of Directors Meeting	Wednesday	21	9:00 a.m.	1 st Floor Board Room
Board of Directors Community Equity, Health and Justice Committee	Wednesday	21	1:00 p.m.	1 st Floor Board Room

BAY AREA AIR QUALITY MANAGEMENT DISTRICT
Memorandum

To: Chairperson John J. Bauters and Members
of the Board of Directors

From: Philip M. Fine
Executive Officer/APCO

Date: May 17, 2023

Re: Approval of the Draft Minutes of the Board of Directors Meeting of May 3, 2023

RECOMMENDED ACTION

Approve the draft minutes of the Board of Directors Meeting of May 3, 2023.

BACKGROUND

None.

DISCUSSION

Attached for your review and approval are the draft minutes of the Board of Directors Meeting of May 3, 2023.

BUDGET CONSIDERATION/FINANCIAL IMPACT

None.

Respectfully submitted,

Philip M. Fine
Executive Officer/APCO

Prepared by: Marcy Hiratzka
Reviewed by: Vanessa Johnson

ATTACHMENTS:

1. Draft Minutes of the Board of Directors Meeting of May 3, 2023

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

Board of Directors Regular Meeting
Wednesday, May 3, 2023

DRAFT MINUTES

This meeting was webcast, and a video recording is available on the website of the Bay Area Air Quality Management District at www.baaqmd.gov/bodagendas

CALL TO ORDER

1. **Opening Comments:** Board of Directors (Board) Vice Chairperson, Davina Hurt, called the meeting to order at 9:03 a.m.

Roll Call:

Present, In-Person (Bay Area Metro Center, 375 Beale Street, 1st Floor Board Room, San Francisco, California, 94105): Vice Chairperson Davina Hurt; Secretary Lynda Hopkins; and Directors Juan Gonzalez, David Haubert, Sergio Lopez, Myrna Melgar, Katie Rice, and Shamann Walton.

Present, In-Person Satellite Location: (Office of Contra Costa County Supervisor John Gioia, Conference Room, 11780 San Pablo Avenue, Suite D, El Cerrito, California, 94530): Directors Ken Carlson, Erin Hannigan, Joelle Gallagher, John Gioia, Mark Ross, and Steve Young.

Present, In-Person Satellite Location: (City of Palo Alto City Hall, 250 Hamilton Avenue, 7th Floor, Palo Alto, California, 94301): Directors Margaret Abe-Koga, Ray Mueller, and Vicki Veenker.

Present, In-Person Satellite Location: (Santa Rosa Junior College Campus, Doyle Library, Room 148, 1501 Mendocino Avenue, Santa Rosa, California, 95401): Director Brian Barnacle.

Present, In-Person Satellite Location: (County of Santa Clara, 70 West Hedding St., East Wing, 10th Floor, San Jose, California, 95110): Director Otto Lee.

Present, In-Person Satellite Location: (Glenarden Branch Library, 8724 Glenarden Parkway, Small Conference Room, Glenarden, Maryland, 20706): Director Nate Miley.

Absent: Chairperson John J. Bauters; and Directors Noelia Corzo, David Hudson, and Tyrone Jue.

2. **PLEDGE OF ALLEGIANCE**

3. **SPECIAL ORDERS OF THE DAY**

None.

CONSENT CALENDAR (ITEMS 4 – 11)

4. Approval of the Minutes of the Board of Directors Meeting of April 19, 2023
5. Board Communications Received from April 19, 2023 through May 2, 2023
6. Notices of Violations Issued and Settlements in Excess of \$10,000 in the Month of March 2023
7. Authorization to Execute Lease Amendments for Office, Shop, Lab, and Garage Space for Meteorology and Measurement Division in Richmond
8. Consider Adopting Proposed Amendments to Sections 3, 4, 9, and 13 of Division III of the Administrative Code Regarding Senior Management Classifications
9. Report of the Stationary Source and Climate Impacts Committee Meeting of April 12, 2023
10. Report of the Mobile Source & Climate Impacts Committee Meeting of April 12, 2023
 - A. Projects and Contracts with Proposed Awards over \$500,000:
 - Action Item: Approve recommended projects with proposed grant awards over \$500,000; and
 - Authorize the Executive Officer/Air Pollution Control Officer to enter into all necessary agreements with applicants for the recommended projects.
11. Report of the Community Equity, Health and Justice Committee Meeting of April 19, 2023

Public Comments

No requests received.

Board Comments

None.

Board Action

Director Haubert made a motion, seconded by Director Gonzalez, to **approve** Consent Calendar Items 4 – 11, inclusive; and the motion **carried** by the following vote of the Board:

AYES: Abe-Koga, Barnacle, Carlson, Gioia, Gonzalez, Haubert, Hurt, Lee, Mueller, Rice, Veenker, Walton, Young.
NOES: None.
ABSTAIN: None.
ABSENT: Bauters, Corzo, Gallagher, Hannigan, Hopkins, Hudson, Jue, Lopez, Melgar, Miley, Ross.

PUBLIC HEARING

12. PUBLIC HEARING TO RECEIVE TESTIMONY ON PROPOSED AMENDMENTS TO AIR DISTRICT REGULATION 3: FEES

NOTED PRESENT: Secretary Hopkins was noted present at 9:07 a.m., Director Gallagher was noted present at 9:08 a.m., Directors Melgar and Ross were noted present at 9:10 a.m., Director Lopez was noted present at 9:14 a.m., Director Miley was noted present at 9:30 a.m., and Director Hannigan was noted present at 9:33 a.m.

The Board of Directors will held the first of two public hearings to receive testimony on proposed amendments to the Air District's fee regulation, Regulation 3, that would apply beginning July 1, 2023. The second public hearing is scheduled for June 7, 2023.

Fred Tanaka, Manager of the Engineering Division, gave the staff presentation *Amendments to Regulation 3, Fees*, including: outcome; outline; requested action; cost recovery background; draft fee amendments and proposed changes to fee schedules; proposed fee and fee schedule changes; schedules not being increased; other proposed amendments; impacts on large facilities and small businesses; budget and rule development schedule; summary of public comments; and feedback requested.

Vice Chair Hurt opened the public hearing.

Public Comments

Public comments were given by Christine Wolfe, California Council for Environmental and Economic Balance.

Board Comments

The Board and staff discussed types of audited General Fund expenditures; the request for future data that shows the Air District's use of contractors' services (dollar amounts and percentages); why some fee schedules are higher in certain overburdened communities and not as high in communities that are not overburdened; how the Air District implements equity when considering fees for businesses/facilities of a wide range of sizes; concerns from the public regarding potentially duplicative efforts of the Air District; the request to separate open burn fees for residential and commercial customers; whether the Air District has legal mandates for cost recovery, and whether the Air District may reduce costs/subsidize through automated processes; the desire for incentives and/or fee waivers for prescribed burns in rural communities, which may result in wildfire risk reduction, and the request for improved coordination between fire agencies and the Air District; how the fee schedules of the Air District compare with those of other California air districts; whether facilities may appeal for fee relief; how a "small business" is defined by Regulation 3: Fees; whether an annual socioeconomic analysis is conducted when considering Air District fee amendments; the acknowledgement of industry's desire for socioeconomic analyses of Air District activities (how jobs may be impacted), and the subsequent request for an analyses of health impacts in overburdened communities where air pollution is generated by industry; whether recategorization adjustments may be made for fee schedules that are under-recovered and result in a deficit; how frequently outstanding fees must be collected by the Air District when a facility is transferred to a new owner/operator, and the average size of business that is typically in such a situation; the fact that the presence of industry in overburdened communities, despite the

resulting creation of jobs, may not be appreciated, and the suggestion that the Air District seeks the opinion of overburdened communities as to which businesses are valued in those communities; whether the Air District may set fees over 100% of the cost; whether the Air District may use fees or lower fees to incentivize desired behavior; reasons why the Bay Area petroleum refineries are charged varying fees; which entities bear financial burdens if the Air District does not increase its fees; factors that have contributed to the difference in the Air District's current cost recovery level and the cost recovery level from 2013; whether the Air District offers discounts for permit renewals; how the state mandate that prohibits air districts from increasing fees over fifteen percent prevents air district from adjusting fees in a way that could resolve cost recovery disparities; the mission of the Air District (create a healthy breathing environment for every Bay Area resident while protecting and improving public health, air quality, and the global climate); whether discounted fee scheduled could be made available to facilities that implement green/less polluting practices; and how future rule developments may exacerbate cost recovery.

Vice Chair Hurt closed the public hearing.

Board Action

None; receive and file.

OTHER BUSINESS

13. PUBLIC COMMENT ON NON-AGENDA MATTERS

Public comments were given by Alicia Gidet, Martinez resident; and Linda Olivera, Martinez resident.

14. BOARD MEMBER COMMENTS

Director Ross stated that the City of Martinez is creating a community focus group to address health impacts from refinery air pollution. He invited Air District staff to become involved with the group's efforts.

15. REPORT OF THE EXECUTIVE OFFICER/APCO

Dr. Fine reported that the Air District's 2022 Annual Report was released on May 3, 2023, and can be found at <https://annualreport.baaqmd.gov/2022/>

16. CHAIRPERSON'S REPORT

Vice Chair Hurt reported that on April 27, 2023, the California Air Resources Board adopted In-Use Locomotive regulation (which aims to reduce emissions from locomotives operating in California), and Advanced Clean Fleets Regulation (which aims to accelerate the widespread adoption of zero-emission vehicles in the medium- and heavy-duty sector and for light-duty package delivery vehicles in California.)

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

Wednesday, May 17, 2023, at 375 Beale Street, San Francisco, CA 94105. There will be a Special Meeting starting at 8:30 a.m. to hold a public hearing to review the proposed budget for Fiscal Year 2023-2024 and provide the public with an opportunity to comment on it, followed by a Regular Meeting starting at 9:00 a.m. The meetings will be in-person for Board members, and members of the public will be able to join either in-person or via webcast.

CLOSED SESSION (10:52 a.m.)

18. **CONFERENCE WITH LABOR NEGOTIATORS PURSUANT TO GOVERNMENT CODE SECTION 54957.6**

Conference with Labor Negotiators

Pursuant to Government Code Section 54957.6

Agency Designated Representatives:

Laura A. Izon , Atkinson, Andelson, Loya, Ruud & Romo

John Chiladakis, Acting Chief Administrative Officer

Employee organization: BAAQMD Employees' Association

REPORTABLE ACTION: Alexander Crockett, District Counsel, reported that there was no reportable action.

OPEN SESSION (12:05 p.m.)

19. **ADJOURNMENT**

The meeting was adjourned at 12:05 p.m.

Marcy Hiratzka
Clerk of the Boards

BAY AREA AIR QUALITY MANAGEMENT DISTRICT

Memorandum

To: Chairperson John J. Bauters and Members
of the Board of Directors

From: Philip M. Fine
Executive Officer/APCO

Date: May 17, 2023

Re: Board Communications Received from May 3, 2023 through May 16, 2023

RECOMMENDED ACTION

None; receive and file.

BACKGROUND

None.

DISCUSSION

Copies of communications directed to the Board of Directors received by the Air District from May 3, 2023 through May 16, 2023, if any, will be distributed to the Board Members by way of email.

BUDGET CONSIDERATION/FINANCIAL IMPACT

None.

Respectfully submitted,

Philip M. Fine
Executive Officer/APCO

Prepared by: Michelle Beteta
Reviewed by: Vanessa Johnson

ATTACHMENTS:

None

BAY AREA AIR QUALITY MANAGEMENT DISTRICT

Memorandum

To: Chairperson John J. Bauters and Members
of the Board of Directors

From: Philip M. Fine
Executive Officer/APCO

Date: May 17, 2023

Re: Personnel Out-of-State Business Travel Report for April 2023

RECOMMENDED ACTION

None; receive and file.

BACKGROUND

In accordance with Division III, Section 5.4(b) of the District's Administrative Code, the Board is hereby notified of District personnel who have traveled on out-of-state business. The report covers out-of-state business travel for the month of April 2023. The monthly out-of-state business travel report is presented in the month following travel completion.

DISCUSSION

The following out-of-state business travel activities occurred in the month of April 2023:

Transportation Research Board's Workshop on Building More Resilient Supply Chains Conference, Washington, D.C., April 10-13, 2023 attendee:

- Lily MacIver, Environmental Planner I

Environmental Protection Agency (EPA) National Air Toxics Conference, Chicago, IL, April 18-20, 2023 attendees:

- Kate Hoag, Ph.D., Assistant Manager, Ambient Air Quality Analysis Section
- Daniel Alrick, Principal Air and Meteorological Monitoring Specialist
- Lilian Turcios-Metho, Quality Assurance Officer/Advanced Projects Advisor

BUDGET CONSIDERATION/FINANCIAL IMPACT

All associated business travel-related costs are covered by the respective division's Fiscal Year Ending (FYE) 2023 budgets.

Respectfully submitted,

Philip M. Fine
Executive Officer/APCO

Prepared by: Michelle Hutson
Reviewed by: Stephanie Osaze

ATTACHMENTS:

None

BAY AREA AIR QUALITY MANAGEMENT DISTRICT

Memorandum

To: Chairperson John J. Bauters and Members
of the Board of Directors

From: Philip M. Fine
Executive Officer/APCO

Date: May 17, 2023

Re: Authorization to Approve Contract with We The Creative for Refreshed Design of
the Air District Logo and Brand Research, Strategy and Guidelines

RECOMMENDED ACTION

Recommend the Board of Directors authorize the Executive Officer/APCO to approve the contract with We The Creative to provide a refreshed design of the Air District logo and brand research, strategy and guidelines in an amount not to exceed \$82,000.

BACKGROUND

Staff recommended a review of the Air District's brand and the development of a brand guide. A brand review, guide and refreshed logo created by a branding firm would improve the Air District's brand cohesion, recognition in the public and improve the overall effectiveness of agency communications.

The Air District last refreshed its logo in 2010 and does not have a brand strategy or brand guide. Staff will work with the contractor to maintain some basic elements of the logo, while refreshing the overall design to be more modern and flexible for various platforms and uses.

DISCUSSION

Recommend the Board of Directors authorize the Executive Officer/APCO to approve the contract with We The Creative to provide a refreshed design of the Air District logo and brand research, strategy and guidelines in an amount not to exceed \$82,000.

The Communications Office posted Request for Proposal (RFP) No. 2023-006 for Air District Brand Guidelines and Logo Refresh in February 2023. Eight submissions were received and We The Creative was the selected contractor.

Firm Submission	Score /100 pts
We the Creative	88.67
Allegra Consulting	86
Barretto-Co.	79.67
DIFF WORKS LLC	77.33
Pastilla	77
Multistudio	73.33
Pernsteiner Creative Group, Inc.	70.33
XAVIER DEVAUGHN LLC	54

We The Creative has provided design services for the Air District’s annual reports since 2017 and has demonstrated extensive understanding of the Air District’s mission and messaging.

BUDGET CONSIDERATION/FINANCIAL IMPACT

Funding for the contract is included in program budget 301 in FYE 2023.

Respectfully submitted,

Philip M. Fine
Executive Officer/APCO

Prepared by: Kristina Chu
Reviewed by: Kristine Roselius

ATTACHMENTS:

1. Draft Contract No. 2023.080 - We the Creative

BAY AREA AIR QUALITY MANAGEMENT DISTRICT

PROFESSIONAL SERVICES CONTRACT

CONTRACT NO. 2023.080

1. PARTIES – The parties to this Contract (“Contract”) are the Bay Area Air Quality Management District (“DISTRICT”) whose address is 375 Beale Street, Suite 600, San Francisco, CA 94105, and **We The Creative** (“CONTRACTOR”) whose address is 3349 Michelson Drive, Suite 200, Irvine, CA 92612.
2. RECITALS
 - A. DISTRICT is the local agency with primary responsibility for regulating stationary source air pollution in the Bay Area Air Quality Management District in the State of California. DISTRICT is authorized to enter into this Contract under California Health and Safety Code Section 40701. DISTRICT desires to contract with CONTRACTOR for services described in the Scope of Work, attached hereto as Attachment A and made a part hereof by this reference. DISTRICT is entering into this Contract based on CONTRACTOR’s stated qualifications to perform the services.
 - B. All parties to this Contract have had the opportunity to have this contract reviewed by their attorney.
3. PERFORMANCE REQUIREMENTS
 - A. CONTRACTOR is authorized to do business in the State of California. CONTRACTOR attests that it is in good tax standing with federal and state tax authorities.
 - B. CONTRACTOR agrees to obtain any and all required licenses, permits, and all other appropriate legal authorizations from all applicable federal, state and local jurisdictions and pay all applicable fees.
 - C. CONTRACTOR shall comply with all laws and regulations that apply to its performance under this Contract, including any requirements to disclose potential conflicts of interest under DISTRICT’s Conflict of Interest Code.
 - D. CONTRACTOR shall not engage in any performance of work during the term of this contract that is in direct or indirect conflict with duties and responsibilities set forth in the Scope of Work.
 - E. CONTRACTOR shall exercise the degree of skill and care customarily required by accepted professional practices and procedures.
 - F. CONTRACTOR shall ensure that any subcontractors, employees and agents performing under this Contract comply with the performance standards set forth in paragraphs A-E above.
4. TERM – The term of this Contract is from June 1, 2023 to January 31, 2024, unless further extended by amendment of this Contract in writing, or terminated earlier. CONTRACTOR shall not submit any invoice for services performed under this Contract until the Contract is fully executed.

5. TERMINATION

- A. The DISTRICT may terminate this Contract at any time, at will, and without specifying any reason, by notifying CONTRACTOR in writing. The notice of termination shall specify the effective date of termination, which shall be no less than thirty (30) calendar days from the date of delivery of the notice of termination, and shall be delivered in accordance with the provisions of section 10 below. Immediately upon receipt of the notice of termination, CONTRACTOR shall cease all work under this Contract, except such work as is specified in the notice of termination. CONTRACTOR shall deliver a final invoice for all remaining work performed but not billed, including any work specified in the termination notice, on or before ten (10) business days following the termination date.
- B. Either party may terminate this Contract for breach by the other party.
- i) Failure to perform any agreement or obligation contained in this Contract or failure to perform the services in a satisfactory manner shall constitute a breach of the Contract.
 - ii) The non-breaching party may terminate the Contract by delivery of a written notice of breach. The notice of breach shall specify the date of termination, which shall be no earlier than ten (10) business days from delivery of the notice of breach. In the alternative, at its sole discretion, the non-breaching party may require the breaching party to cure the breach. The notice of breach shall specify the nature of the breach and the date by which such breach must be cured.
 - iii) If CONTRACTOR fails to perform any obligation under this Contract, DISTRICT at its sole discretion, may perform, or cause the performance, of the obligation itself. In that event, DISTRICT shall deduct the costs to perform such obligation and any other costs to cure the breach from the payment otherwise due to CONTRACTOR for work performed under this Contract. DISTRICT's performance hereunder shall not be deemed a waiver or release of any obligation of, or default by, CONTRACTOR under this Contract.
 - iv) The notice of breach shall be provided in accordance with the notice requirements set forth in section 10.
 - v) The non-breaching party reserves all rights under law and equity to enforce this Contract and recover any damages.

6. INSURANCE

- A. CONTRACTOR shall maintain the following insurance:
- i) Workers' compensation and employers' liability insurance as required by California law or other applicable statutory requirements.
 - ii) Occurrence-based commercial general liability insurance or equivalent form with a limit of not less than one million dollars (\$1,000,000) each occurrence. Such insurance shall include DISTRICT and its officers, agents, and employees as additional insureds and shall be primary with respect to any insurance maintained by DISTRICT.
 - iii) Business automobile liability insurance or equivalent form with a limit of not less than one million dollars (\$1,000,000) each accident. Such insurance shall include coverage for owned, hired, and non-owned vehicles. If CONTRACTOR is a sole proprietor, CONTRACTOR may meet this insurance requirement with personal automobile liability insurance carrying a business use endorsement or by demonstrating to the satisfaction of DISTRICT that business use is covered under the CONTRACTOR's personal automobile liability insurance. A CONTRACTOR using only rental vehicles in performing work under this Contract may meet this insurance requirement by purchasing

automobile liability insurance in the required coverage amount from the rental agency.

- iv) Professional liability insurance with limits not less than one million dollars (\$1,000,000) each claim.
- B. All insurance shall be placed with insurers acceptable to DISTRICT.
- C. Prior to commencement of work under this Contract, CONTRACTOR shall furnish properly-executed certificates of insurance for all required insurance. Upon request by DISTRICT, CONTRACTOR shall provide a complete copy of any required insurance policy. CONTRACTOR shall notify DISTRICT in writing thirty (30) days prior to cancellation or modification of any required insurance policy. Any such modifications are subject to pre-approval by DISTRICT.
- D. If CONTRACTOR fails to maintain the required insurance coverage set forth above, DISTRICT reserves the right either to purchase such additional insurance and to deduct the cost thereof from any payments owed to CONTRACTOR or to terminate this Contract for breach.

7. INDEMNIFICATION

- A. CONTRACTOR shall indemnify and hold DISTRICT, its officers, employees and agents harmless from and against any and all liability, loss, expense, including reasonable attorneys' fees, or claims for injury or damages arising out of the performance of this Contract but only in proportion to and to the extent such liability, loss, expense, attorneys' fees, or claims for injury or damages are caused by or result from the negligent or intentional acts or omissions of CONTRACTOR, its officers, agents, or employees.
- B. DISTRICT shall indemnify and hold CONTRACTOR, its officers, employees and agents harmless from and against any and all liability, loss, expense, including reasonable attorneys' fee, or claims for injury or damages arising out of the performance of this Contract but only in proportion to and to the extent such liability, loss, expense, attorneys' fees, or claims for injury or damages are caused by or result from the negligent or intentional acts or omissions of DISTRICT, its officers, agents, or employees.

8. PAYMENT

- A. DISTRICT shall pay CONTRACTOR for services in accordance with the terms set forth in the Cost Schedule, which is attached hereto as Attachment B and incorporated herein by this reference.
- B. CONTRACTOR shall submit invoice(s) to DISTRICT for services performed. Each invoice shall specify the total cost of the services for which the invoice is submitted, shall reference tasks shown in the Scope of Work, the hours associated with same, or percentage completion thereof, and the amount of charge claimed, and, as appropriate, shall list any charges for equipment, material, supplies, travel, and subcontractors' services.
- C. DISTRICT's payment of invoices shall be subject to the following limitations and requirements:
 - i) Each invoice, including supporting documentation, shall be prepared in duplicate on CONTRACTOR's letterhead; shall list DISTRICT's contract number, the period covered by the invoice, and the CONTRACTOR's Social Security Number or Federal Employer Identification Number; and shall be submitted to: Bay Area Air Quality Management District, 375 Beale Street, Suite 600, San Francisco, CA 94105, Attn: Contracts Manager.

- ii) DISTRICT shall not pay interest, fees, handling charges, or the cost of money on the Contract.
 - iii) DISTRICT shall pay CONTRACTOR within thirty (30) calendar days after approval by DISTRICT of an itemized invoice.
- D. The total amount for which DISTRICT may be held liable for the performance of services specified in this Contract shall not exceed \$82,000.
9. DISPUTE RESOLUTION – A party that disputes a notice of breach must first seek mediation to resolve the dispute in accordance with the provisions set forth below.
- A. Upon receipt of a notice of breach of contract, the party may submit a demand for mediation to resolve whether or not a breach occurred. The party must state the basis of the dispute and deliver the demand within ten (10) business days of the date of receipt of the notice of breach.
 - B. The mediation shall take place at DISTRICT’s office at 375 Beale Street, Suite 600, San Francisco, or at such other place as may be mutually agreed upon by the parties and the mediator.
 - C. The parties shall make good faith efforts to hold the mediation within thirty (30) days after receipt of the demand for mediation.
 - D. Each party shall bear its own mediation costs.
 - E. In the event the parties are unable to resolve the dispute, either party may file an action in a court of competent jurisdiction to enforce the Contract.
 - F. Maximum recovery under this section shall be limited to \$82,000. The mediation costs shall not reduce the maximum amount recoverable under this section.
10. NOTICES – All notices that are required under this Contract shall be provided in the manner set forth herein, unless specified otherwise. Notice to a party shall be delivered to the attention of the person listed below, or to such other person or persons as may hereafter be designated by that party in writing. Notice shall be in writing sent by e-mail, facsimile, or regular first class mail. In the case of e-mail and facsimile communications, valid notice shall be deemed to have been delivered upon sending, provided the sender obtained an electronic confirmation of delivery. E-mail and facsimile communications shall be deemed to have been received on the date of such transmission, provided such date was a business day and delivered prior to 4:00 p.m. PST. Otherwise, receipt of e-mail and facsimile communications shall be deemed to have occurred on the following business day. In the case of regular mail notice, notice shall be deemed to have been delivered on the mailing date and received five (5) business days after the date of mailing.

DISTRICT: Bay Area Air Quality Management District
375 Beale Street, Suite 600
San Francisco, CA 94105
Attn: Tina Landis

CONTRACTOR: We The Creative
3349 Michelson Drive, Suite 200
Irvine, CA 92612
Attn: Jillian Martinez

11. ADDITIONAL PROVISIONS – All attachment(s) to this Contract are expressly incorporated herein by this reference and made a part hereof as though fully set forth.
12. EMPLOYEES OF CONTRACTOR
 - A. CONTRACTOR shall be responsible for the cost of regular pay to its employees, as well as cost of vacation leave, vacation replacements, sick leave, severance pay, and pay for legal holidays.
 - B. CONTRACTOR, its officers, employees, agents, or representatives shall not be considered employees or agents of DISTRICT, nor shall CONTRACTOR, its officers, employees, agents, or representatives be entitled to or eligible to participate in any benefits, privileges, or plans, given or extended by DISTRICT to its employees.
 - C. DISTRICT reserves the right to review the credentials to perform the work of any of CONTRACTOR's employees assigned herein and to disapprove CONTRACTOR's assignments. CONTRACTOR warrants that it will not employ any subcontractor(s) without prior written approval from DISTRICT.
13. CONFIDENTIALITY – In order to carry out the purposes of this Contract, CONTRACTOR may require access to certain of DISTRICT's confidential information (including trade secrets, inventions, confidential know-how, confidential business information, and other information that DISTRICT considers confidential) (collectively, "Confidential Information"). It is expressly understood and agreed that DISTRICT may designate in a conspicuous manner Confidential Information that CONTRACTOR obtains from DISTRICT, and CONTRACTOR agrees to:
 - A. Observe complete confidentiality with respect to such information, including without limitation, agreeing not to disclose or otherwise permit access to such information by any other person or entity in any manner whatsoever, except that such disclosure or access shall be permitted to employees of CONTRACTOR requiring access in fulfillment of the services provided under this Contract.
 - B. Ensure that CONTRACTOR's officers, employees, agents, representatives, and independent contractors are informed of the confidential nature of such information and to assure by agreement or otherwise that they are prohibited from copying or revealing, for any purpose whatsoever, the contents of such information or any part thereof, or from taking any action otherwise prohibited under this section.
 - C. Not use such information or any part thereof in the performance of services to others or for the benefit of others in any form whatsoever whether gratuitously or for valuable consideration, except as permitted under this Contract.
 - D. Notify DISTRICT promptly and in writing of the circumstances surrounding any possession, use, or knowledge of such information or any part thereof by any person or entity other than those authorized by this section. Take at CONTRACTOR's expense, but at DISTRICT's option and in any event under DISTRICT's control, any legal action necessary to prevent unauthorized use of such information by any third party or entity which has gained access to such information at least in part due to the fault of CONTRACTOR.
 - E. Take any and all other actions necessary or desirable to assure such continued confidentiality and protection of such information during the term of this Contract and following expiration or termination of the Contract.
 - F. Prevent access to such materials by a person or entity not authorized under this Contract.
 - G. Establish specific procedures in order to fulfill the obligations of this section.

14. INTELLECTUAL PROPERTY RIGHTS – Title and full ownership rights to all intellectual property developed under this Contract shall at all times remain with DISTRICT, unless otherwise agreed to in writing.

15. PUBLICATION

- A. DISTRICT shall approve in writing any report or other document prepared by CONTRACTOR in connection with performance under this Contract prior to dissemination or publication of such report or document to a third party. DISTRICT may waive in writing its requirement for prior approval.
- B. Until approved by DISTRICT, any report or other document prepared by CONTRACTOR shall include on each page a conspicuous header, footer, or watermark stating “DRAFT – Not Reviewed or Approved by BAAQMD,” unless DISTRICT has waived its requirement for prior approval pursuant to paragraph A of this section.
- C. Information, data, documents, or reports developed by CONTRACTOR for DISTRICT, pursuant to this Contract, shall be part of DISTRICT’s public record, unless otherwise indicated. CONTRACTOR may use or publish, at its own expense, such information, provided DISTRICT approves use of such information in advance. The following acknowledgment of support and disclaimer must appear in each publication of materials, whether copyrighted or not, based upon or developed under this Contract.

“This report was prepared as a result of work sponsored, paid for, in whole or in part, by the Bay Area Air Quality Management District (District). The opinions, findings, conclusions, and recommendations are those of the author and do not necessarily represent the views of the District. The District, its officers, employees, contractors, and subcontractors make no warranty, expressed or implied, and assume no legal liability for the information in this report.”

- D. CONTRACTOR shall inform its officers, employees, and subcontractors involved in the performance of this Contract of the restrictions contained herein and shall require compliance with the above.

16. NON-DISCRIMINATION – In the performance of this Contract, CONTRACTOR shall not discriminate in its recruitment, hiring, promotion, demotion, and termination practices on the basis of race, religious creed, color, national origin, ancestry, sex, age, marital status, sexual orientation, medical condition, or physical or mental disability and shall comply with the provisions of the California Fair Employment & Housing Act (Government Code Section 12900 et seq.), the Federal Civil Rights Act of 1964 (P.L. 88-352) and all amendments thereto, and all administrative rules and regulations issued pursuant to said Acts. CONTRACTOR shall also require each subcontractor performing work in connection with this Contract to comply with this section and shall include in each contract with such subcontractor provisions to accomplish the requirements of this section.

17. PROPERTY AND SECURITY – Without limiting CONTRACTOR’S obligations with regard to security, CONTRACTOR shall comply with all the rules and regulations established by DISTRICT for access to and activity in and around DISTRICT’s premises.

18. ASSIGNMENT – No party shall assign, sell, license, or otherwise transfer any rights or obligations under this Contract to a third party without the prior written consent of the other party, and any attempt to do so shall be void upon inception.
19. WAIVER – No waiver of a breach, of failure of any condition, or of any right or remedy contained in or granted by the provisions of this Contract 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, whether or not similar, nor shall any waiver constitute a continuing waiver unless the writing so specifies. Further, the failure of a party to enforce performance by the other party of any term, covenant, or condition of this Contract, and the failure of a party to exercise any rights or remedies hereunder, shall not be deemed a waiver or relinquishment by that party to enforce future performance of any such terms, covenants, or conditions, or to exercise any future rights or remedies.
20. ATTORNEYS' FEES – In the event any action is filed in connection with the enforcement or interpretation of this Contract, each party shall bear its own attorneys' fees and costs.
21. FORCE MAJEURE – Neither DISTRICT nor CONTRACTOR shall be liable for or deemed to be in default for any delay or failure in performance under this Contract or interruption of services resulting, directly or indirectly, from acts of God, enemy or hostile governmental action, civil commotion, strikes, lockouts, labor disputes, fire or other casualty, judicial orders, governmental controls, regulations or restrictions, inability to obtain labor or materials or reasonable substitutes for labor or materials necessary for performance of the services, or other causes, except financial, that are beyond the reasonable control of DISTRICT or CONTRACTOR, for a period of time equal to the period of such force majeure event, provided that the party failing to perform notifies the other party within fifteen calendar days of discovery of the force majeure event, and provided further that that party takes all reasonable action to mitigate the damages resulting from the failure to perform. Notwithstanding the above, if the cause of the force majeure event is due to party's own action or inaction, then such cause shall not excuse that party from performance under this Contract.
22. SEVERABILITY – If a court of competent jurisdiction holds any provision of this Contract to be illegal, unenforceable or invalid in whole or in part for any reason, the validity and enforceability of the remaining provisions, or portions of them will not be affected.
23. HEADINGS – Headings on the sections and paragraphs of this Contract are for convenience and reference only, and the words contained therein shall in no way be held to explain, modify, amplify, or aid in the interpretation, construction, or meaning of the provisions of this Contract.
24. COUNTERPARTS/FACSIMILES/SCANS – This Contract may be executed and delivered in any number of counterparts, each of which, when executed and delivered, shall be deemed an original, and all of which together shall constitute the same contract. The parties may rely upon a facsimile copy or scanned copy of any party's signature as an original for all purposes.

25. GOVERNING LAW – Any dispute that arises under or relates to this Contract shall be governed by California law, excluding any laws that direct the application of another jurisdiction’s laws. Venue for resolution of any dispute that arises under or relates to this Contract, including mediation, shall be San Francisco, California.

26. ENTIRE CONTRACT AND MODIFICATION – This Contract represents the final, complete, and exclusive statement of the agreement between the parties related to CONTRACTOR providing services to DISTRICT and supersedes all prior and contemporaneous understandings and agreements of the parties. No party has been induced to enter into this Contract by, nor is any party relying upon, any representation or warranty outside those expressly set forth herein. This Contract may only be amended by mutual agreement of the parties in writing and signed by both parties.

27. SURVIVAL OF TERMS – The provisions of sections 7 (Indemnification), 13 (Confidentiality), 14 (Intellectual Property Rights), and 15 (Publication) shall survive the expiration or termination of this Contract.

IN WITNESS WHEREOF, the parties to this Contract have caused this Contract to be duly executed on their behalf by their authorized representatives.

BAY AREA AIR QUALITY
MANAGEMENT DISTRICT

WE THE CREATIVE

By: _____
Sharon L. Landers
Interim Chief Operating Officer

By: _____
Joven Orozco
President

Date: _____

Date: _____

Approved as to form:
District Counsel

By: _____
Alexander G. Crockett
District Counsel

ATTACHMENT A

SCOPE OF WORK

Overview:

DISTRICT seeks a review of its brand assets and assistance in creating a brand strategy and messaging platform, a refresh of its logo, and brand guideline. CONTRACTOR has experience in creative marketing services including branding and will provide project management services and lead all aspects of the branding initiative for DISTRICT. CONTRACTOR's services will include conducting a brand audit, researching the development of the DISTRICT's brand concept and creative elements, and creating and developing a brand platform and messaging tool kit for specific target audiences. CONTRACTOR will also refresh the existing DISTRICT's logo design, create brand guidelines, and propose an ongoing evaluation plan to evaluate the brand's effectiveness. The deliverables include research on the DISTRICT's brand, a brand strategy, logo refresh, messaging framework, brand and messaging platform deck, brand guidelines, and an implementation matrix. DISTRICT's Communication team will provide samples of current logo usage and brand assets for the brand audit and act as the point of contact with CONTRACTOR.

Work Plan:

CONTRACTOR shall apply its 4D Approach™, which is a structured proprietary business process that moves a project through the stages of strategic development, conceptual design and refinement of design direction toward final delivery.

Task 1 - Phase 1: Discovery

Task 1.1 – Discuss the DISTRICT's Vision

- CONTRACTOR shall facilitate a strategic planning kickoff meeting with DISTRICT to discuss DISTRICT's identity, communities served, and the general vision for DISTRICT's project. CONTRACTOR shall aid in developing achievable goals, timing, deliverables, and include establishing contact lists, reporting parameters, budgets, and other tasks.

Task 1.2 – Review Existing Communications

- CONTRACTOR shall conduct a preliminary review of existing DISTRICT communications material including but not limited to DISTRICT's website, existing materials, samples of current templates, marketing and promotional materials and other relevant documents as provided by DISTRICT.
- CONTRACTOR shall audit DISTRICT's existing brand architecture, vision, mission, values, logo, tagline, personality, voice and tone, photography, colors, and any other brand related materials provided by DISTRICT.

Task 1.3 – Recommendations

- CONTRACTOR shall prepare and submit written and visual recommendation action plan to DISTRICT. CONTRACTOR shall incorporate DISTRICT's input into the action plan.
- CONTRACTOR shall facilitate a virtual meeting to review and discuss results from CONTRACTOR's discovery in Task 1.2 and provide recommendations.
- CONTRACTOR shall develop and provide a framework Brand Architecture.

- CONTRACTOR shall create a brand visual identity based on the knowledge obtained through the branding and communications strategy process. CONTRACTOR shall provide options that clearly and creatively reflect the DISTRICT. CONTRACTOR's proposed strategy shall market the DISTRICT locally, statewide and nationally as a desirable community to live, work and invest in.

Deliverables

- Meeting notes from all conducted meetings with DISTRICT
- Written and visual recommendation action plan
- Brand Architecture framework
- Branding and Communications visual identity and strategy plan

Task 2 - Phase 2: Design

Task 2.1 – Logo “Boardstorming” Workshop

- CONTRACTOR shall develop and provide up to eighteen (18) DISTRICT logo variations for DISTRICT consideration. CONTRACTOR shall facilitate and host an interactive exercise with DISTRICT to create inspiration boards to help visualize design elements and identify the brand strategy of DISTRICT's vision.
- CONTRACTOR shall continue to explore DISTRICT's key messaging platform and strategy.
- CONTRACTOR shall review the framework of DISTRICT's brand to maintain consistency with CONTRACTOR's prior discovery.
- In collaboration with DISTRICT, CONTRACTOR shall advise DISTRICT on three (3) logo directions. Following DISTRICT selection, CONTRACTOR shall explore design, color, and tagline lock up for DISTRICT consideration.

Task 2.2 – Logo Exploration for Review

- CONTRACTOR shall present three (3) refined logo directions, and in collaboration with DISTRICT, choose one (1) direction for further refinement by CONTRACTOR.
- CONTRACTOR shall accommodate time for additional DISTRICT feedback during each round of CONTRACTOR's refinement process.

Task 2.3 – Visual Identity “Boardstorming”

- Following DISTRICT selection of a logo and refinement, CONTRACTOR shall develop and provide up to twelve (12) “looks and feels” for DISTRICT's visual identity.
- CONTRACTOR shall facilitate a virtual meeting and conduct an interactive exercise with DISTRICT to workshop the various visual identities.
- CONTRACTOR shall revisit and review the framework of DISTRICT's brand to maintain consistency with CONTRACTOR's progress.

Task 2.4 - Visual Identity Exploration for Review

- In collaboration with DISTRICT, CONTRACTOR shall advise DISTRICT on three (3) visual identity directions to further explore for brand applications. Following DISTRICT selection, CONTRACTOR's brand exploration shall include, but not limited to, business cards, letterhead, print and digital advertising, website (front end design only), and other items upon DISTRICT request.

- CONTRACTOR shall accommodate time for additional DISTRICT feedback during each round of CONTRACTOR’s brand application and exploration process and in collaboration with DISTRICT, choose one (1) visual identity direction for further refinement by CONTRACTOR.

Task 2.5 – Deliver Working Drafts via graphic standards book

- With DISTRICT feedback, CONTRACTOR shall develop the pagination of the graphics standards book.
- CONTRACTOR shall provide working drafts of the graphic standards book and components to the DISTRICT. CONTRACTOR shall accommodate at least one (1) week for DISTRICT review.
- CONTRACTOR shall facilitate and host a weekly meeting with DISTRICT to discuss progress and direction of the working drafts.
- CONTRACTOR shall accommodate DISTRICT feedback and comment and revise working drafts as requested by DISTRICT. CONTRACTOR’s draft graphics standards book may include the following elements:
 - 1) Why - Provide an overview of why the DISTRICT exists.
 - 2) Statements - Share the vision, mission, and core values.
 - 3) Name – Explanation of the name and how to use it in written form.
 - 4) Logo – Identify appropriate uses of the DISTRICT’s logo
 - 5) Logo Placement -Provide best practices of logo placement for official documents, especially for documents with multiple logos.
 - 6) Brand Architecture - Identity how the logo will work with all foundation and/or partners
 - 7) Color Palette – Develop a primary and secondary color palette that compliments the DISTRICT’s tone.
 - 8) Typeface – Designate typefaces for print, digital, and web-based communications (must be standard fonts and ADA compliant).
 - 9) Imagery - Photography and video guidelines to follow
 - 10) Social Media - Best practices and guidelines for logo usage
 - 11) Applications – Provide best practices for logo applications on the following:
 - a) Email Signatures – Design email signatures for internal and external correspondence.
 - b) PowerPoint – Update PowerPoint templates with the new color palette, typeface, and logo usage optimal for public hearings and presentations.
 - c) Social Media – Design templates for up to a dozen posts.
 - d) Glossary - Definition of terms for the style book

Deliverables

- Meeting notes from all conducted meetings with DISTRICT
- Up to eighteen (18) logo variations
- Three (3) refined logo variation directions
- One (1) final logo product
- Twelve (12) “Looks and Feels” concepts for DISTRICT’s visual identity
- Three (3) refined “Looks and Feels” concepts
- One (1) final “Looks and Feels” concept
- Working drafts of graphic standards/style book

Task 3 – Phase 3: Development

Task 3.1 – Prepare and Complete Final Drafts

- CONTRACTOR shall prepare final drafts of the style book for DISTRICT review.
- CONTRACTOR shall submit a digital version final draft style book and stationery components to DISTRICT for final review and shall accommodate time for DISTRICT feedback.
- CONTRACTOR shall accommodate and make any changes or revisions to the final draft to the satisfaction of DISTRICT.
- CONTRACTOR shall deliver to DISTRICT the final versions of the product electronically via email or file hosting service. CONTRACTOR shall include the file in Adobe pdf format and the Adobe Illustrator or Photoshop files.

Deliverables

- Final versions of style book in .pdf and Adobe Illustrator or Photoshop files

Task 4 – Phase 4: Delivery

Task 4.1 – Prepare and Complete All Final Files

- CONTRACTOR shall submit revised final style guide and stationery components to DISTRICT in print, PDF, and editable Adobe InDesign, Illustrator, and/or Photoshop formats

Deliverables

- Final style guide and stationery components to DISTRICT in print, PDF, and editable Adobe InDesign, Illustrator, and/or Photoshop formats

Tentative Schedule:

TASKS	Month 1	Month 2	Month 3	Month 4	Month 5	Month 6	Month 7
Task 1.1 (1-2 weeks): Discuss DISTRICT vision	█						
Task 1.2 (1-2 weeks): Review Existing Communications	█						
Task 1.3 (1-2 weeks): Recommendations		█					
Tasks 2.1 (1-2 weeks): Logo Boardstorming		█					
Task 2.2 (7 weeks): Logo Exploration for Review		█	█	█			
Task 2.3 (2 weeks): Visual Identity Boardstorming			█				
Task 2.4 (7 weeks): Visual Identity Exploration for Review				█	█	█	
Task 2.5 (8 weeks): Deliver Working Drafts via graphic standards book					█	█	█
Task 3.1 (2 weeks): Prepare and Complete Final Drafts							█
Task 4.1 (2 weeks): Prepare and Complete All Final Files							█

ATTACHMENT B

COST SCHEDULE

DISTRICT shall pay CONTRACTOR a fixed fee following the completion of each Task in accordance to the Fee Schedule below. CONTRACTOR shall invoice DISTRICT monthly and in accordance with Section 8, Payment, of this Contract.

FEE SCHEDULE:

Task 1.1: Discuss Air District vision.....	\$2,000
Task 1.2: Review Existing Communications	\$5,000
Task 1.3: Recommendations	\$5,000
Task 2.1: Logo Boardstorming	\$11,500
Task 2.2: Logo Exploration for Review	\$7,500
Task 2.3: Visual Identity Boardstorming	\$9,000
Task 2.4: Visual Identity Exploration for Review	\$5,000
Task 2.5: Deliver Working Drafts via graphic standards book	\$23,000
Task 3.1: Prepare and Complete Final Drafts	\$10,000
Task 4.1: Prepare and Complete All Final Files.....	\$1,500
Contingency (optional)*	\$2,500
TOTAL	\$82,000

Total cost of Contract not to exceed: \$82,000.

DRAFT

BAY AREA AIR QUALITY MANAGEMENT DISTRICT

Memorandum

To: Chairperson John J. Bauters and Members
of the Board of Directors

From: Philip M. Fine
Executive Officer/APCO

Date: May 17, 2023

Re: Authorization of Service Contract for Laboratory Analytical Instrument

RECOMMENDED ACTION

Recommend the Board of Directors:

1. Authorize the Executive Officer/APCO to execute Contract No. 2023.068 with Thermo Electron for one year of preventative maintenance and support for the X-ray fluorescence spectrometer (XRF) located in the Air District Laboratory, beginning May 25, 2023, through May 24, 2024 for \$10,238.00.
2. Authorize the Executive Officer/APCO to approve future annual preventative maintenance/support agreements for this equipment with Thermo Electron not to exceed \$60,000 over five additional years.

BACKGROUND

In 2010, the Air District purchased an X-ray fluorescence spectrometer (XRF), an analytical instrument made by Thermo Electron which is used to analyze metals samples taken by the District's ambient air monitoring network. The Air District routinely utilizes service contracts for instruments like the XRF which include preventative maintenance of the instrument, support, parts, and repairs if there are issues with the instrument affecting its function, reliability, and safe operation. In addition, because the XRF is covered under the laboratory's radiation safety program, this service contract provides important data required for reporting to the Radiologic Health Branch of the California Department of Public Health.

The Air District has had annual contracts for the XRF since 2012, after its warranty expired, and the current contract expires on May 24, 2023. Cumulative payments to Thermo Electron for multiple goods and services have exceeded \$100,000 over the lifetime of the District's relationship with this vendor.

DISCUSSION

Staff are recommending that the Board approve an additional one-year contract for preventative maintenance and support for the XRF, as well as future contracts for the same service for the instrument's remaining lifetime.

Receiving expert preventative maintenance and repairs allows us to prolong its life and allows the District to reduce capital equipment expenses. This instrument has already exceeded its expected useful lifetime of ten years. As a result, its remaining lifetime cannot be estimated with precision. Continued service, as available, will likely continue to increase annually, in line with inflation. Based on previous increases, it would be safe to assume 2-4% per year. Without a service contract, one-time, à la carte parts, hourly service, and travel would likely exceed the value of this contract of \$10,238. Staff will continue to evaluate the costs and benefits of continuing to maintain the current instrument versus replacement.

This is a service contract with the original manufacturer and is exempt from the requirement for competitive bidding per the Administrative Code Section 4.6(d)(5).

BUDGET CONSIDERATION/FINANCIAL IMPACT

The funds to cover the next year of this proposed service contract are part of the Board-approved Fiscal Year Ending (FYE) 2023 budget and the proposed FYE 2024 budget (Program Code 803). Funds to cover future years for extending this service contract will continue to be proposed in future budgets.

Respectfully submitted,

Philip M. Fine
Executive Officer/APCO

Prepared by: Mairi Beacon
Reviewed by: Ranyee Chiang

ATTACHMENTS:

1. Draft Service Contract for Thermo Electron

Thermo Electron North America LLC

1400 Northpoint Pkwy Ste 50
West Palm Beach, FL 33407-1976

SERVICE PLAN QUOTATION	
QUOTATION Number:	21852336 /
Coverage Start Date:	May 25, 2023
Coverage End Date:	May 24, 2024
Quotation Expires:	May 25, 2023

MAIRI BEACON
BAY AREA AIR QUALITY MANAGEMENT DIST
375 BEALE STREET, SUITE 600
SAN FRANCISCO CA 94105

Phone: 415-749-5078
Fax:
Email: MBEACON@BAAQMD.GOV

Dear MAIRI BEACON,

Thank you for being a valued Thermo Fisher Scientific customer. The current coverage for your instrumentation will expire in the coming months.

The following details a Service Plan that will help you gain the greatest value from your technology investment.

Some key benefits of purchasing a Service Plan for your instrument may include:

- ~ 50% faster onsite response time with 30-40% reduced downtime compared to billable customers
- ~ 35% remote resolution of issues with exclusive access to enhanced technical support with digital remote support tools
- ~ Priority access to more than 2,000 field service professionals with an average of 18 years' experience

I ask that you please review the following proposal. If you wish to purchase the Service Plan, please forward the following via email (preferred) or fax to my attention:

- ~ A signed copy of the proposal
- ~ A copy of the respective Purchase Order
 - Ensuring the PO reflects Thermo Electron North America LLC as the vendor/supplier
 - Referencing this proposal number on the PO

Please review the Equipment Location Summary at the end of the proposal to ensure accuracy. For any questions or revisions, please contact me.

On behalf of our team, thank you for choosing Thermo Fisher to be your preferred service provider.

Sincerely,

RAY ROACH, THERMO FISHER SCIENTIFIC
Tel #:
Email: RAY.ROACH@THERMOFISHER.COM
Fax #: 877-867-8945

Thermo Electron North America LLC

1400 Northpoint Pkwy Ste 50
West Palm Beach, FL 33407-1976

SERVICE PLAN QUOTATION	
QUOTATION Number:	21852336 /
Coverage Start Date:	May 25, 2023
Coverage End Date:	May 24, 2024
Quotation Expires:	May 25, 2023

MAIRI BEACON
BAY AREA AIR QUALITY MANAGEMENT DIST
375 BEALE STREET, SUITE 600
SAN FRANCISCO CA 94105

Phone: 415-749-5078
Fax:
Email: MBEACON@BAAQMD.GOV

Customer agrees to make full payment within thirty days of invoice. Alternative payments are available at an additional finance fee. Prices shown on this sheet are exclusive of all state, local, use, excise and/or other taxes.

Material	Description	Serial Number	Price
914A0010	ARL QUANT'X - AIR & VACUUM # LABOR	410405	
	Coverage: ESSENTIAL PLAN - ARL EDXRF		10,238.00 USD
Service Plan Sub-Total			10,238.00 USD
Service Plan Total			10,238.00 USD

Thermo Fisher Scientific looks forward to providing service on those instruments specified above subject to the terms and conditions stated on the attached document. As an authorized representative of the Buyer, your signature below creates an Agreement to buy the services listed above and your acceptance of the Terms and Conditions on the following pages as the sole and exclusive terms for your purchase. If you have questions, please contact me.

Please be advised that our legal department's contract review policy does not allow for the review or acceptance of customer terms for Service Plan engagements below \$20,000. The rationale for this policy is to expedite the sales process and reduce the possibility of accepting onerous terms for low dollar value contracts. We are willing to entertain in good faith proposed edits to our standard terms if you are inclined to propose reasonable changes. As alternative to the exchange and review of edited commercial terms, we may agree to have neither party sign any terms and rely on the terms applied under the relevant version of the Uniform Commercial Code.

ACCEPTANCE OF SERVICE PLAN

BAY AREA AIR QUALITY MANAGEMENT DIS

Thermo Electron North America, LLC

Signature Date

Signature Date

PO Number

Thermo Electron North America LLC

1400 Northpoint Pkwy Ste 50
West Palm Beach, FL 33407-1976

SERVICE PLAN QUOTATION	
QUOTATION Number:	21852336 /
Coverage Start Date:	May 25, 2023
Coverage End Date:	May 24, 2024
Quotation Expires:	May 25, 2023

MAIRI BEACON
BAY AREA AIR QUALITY MANAGEMENT DIST
375 BEALE STREET, SUITE 600
SAN FRANCISCO CA 94105

Phone: 415-749-5078
Fax:

Essential Support Plan Base Coverage:

- ~ Unlimited number of demand on-site service visits with a maximum 72-hour response
- ~ Engineer labor and travel is included
- ~ Priority technical support with a 2-hour response time
- ~ One (1) scheduled Preventative Maintenance visits
- ~ Factory-certified replacement parts included
- ~ X-ray tube and generator included
- ~ Software updates and notifications

Base Coverage Exclusions:

Computers not provided by Thermo Scientific or computers with operating systems older than Windows 7. Consumable items such as printer paper, printer cartridges, sample preparation items, etc.; backing up software; detector window breakage due to operator error; software packages offering features beyond that purchased; training of new operators. Asyst components including the Load Port, Robot and Portal are not covered unless options for each are specifically purchased with the agreement. Any power equipment, UPS (uninterruptable power supply), power conditioner, or isolation transformer.

TERMS AND CONDITIONS OF SALE FOR PRODUCTS AND SERVICES

1. **GENERAL.** Thermo Electron North America LLC ("Seller") hereby offers for sale to the buyer named on the face hereof ("Buyer") the products ("Products") and/or annual support plans ("Support Plan(s)") and billable services ("Technical Support") [Support Plans and Technical Support may be referred to collectively as "Services"] as listed on the face hereof on the express condition that Buyer agrees to accept and be bound by the terms and conditions set forth herein ("Agreement"). Any new or different provisions contained in any document issued by Buyer in response to this offer are expressly rejected; and if Buyer's response is deemed to be an offer, this document is a rejection of Buyer's offer and a counter offer by Seller and shall not constitute acceptance of any proposal by Buyer. Buyer's receipt of Products or Seller's commencement of Services hereunder will constitute Buyer's acceptance of this Agreement. This is the final, complete and exclusive statement of the contract between Seller and Buyer with respect to Buyer's purchase of Products and Services specified herein, which terms may not be altered in any way by Buyer's purchase order terms. No waiver, consent, modification, amendment or change of the terms contained herein shall be binding upon Seller unless agreed in writing and signed by Seller. Seller's failure to object to additional or different terms contained in any subsequent communication from Buyer will not be a waiver or modification of the terms set forth herein and all such proposals contained in Buyer's order are subject to acceptance in writing by an authorized representative of Seller.
2. **PRICE.** All prices published by Seller or Seller's representatives may be changed at any time without notice. All prices quoted by Seller or Seller's representatives are valid for thirty (30) days, unless otherwise stated in writing. All prices for the Products or Services will be as specified by Seller or, if no price has been specified or quoted, will be Seller's standard prices in effect at the time of shipment of Products or delivery of Services. With respect to multi-year support plans, annual support plan fees shall be subject to annual increase, such increase not to exceed greater of (i) 5% or (ii) the percentage increase in the US Consumer Price Index (All Urban Consumers - Other goods and services, - Unadjusted) for the preceding calendar year. All prices are subject to adjustment on account of specifications, quantities, raw materials, cost of production, shipment arrangements or other terms or conditions that are not part of Seller's original quotation. Unless otherwise stated in the quotation, the quoted rate for Technical Support includes Work Time, Travel Time and Standby Time in accordance with the following schedule and conditions; except that Technical Support requested without at least seven (7) days advanced notification shall be subject to airfare charges in addition to the Standard Rate.
 - (a) **Work Time:** shall include all hours that Seller's service personnel are on the Buyer's job site, either working or ready for work and shall be payable at the applicable specified rates.
 - (b) **Travel Time:** shall include the time spent by Seller's service personnel in traveling between their customary headquarters and the Buyer's job site and in returning (including travel occurring on Saturdays, Sundays and holidays). Except as otherwise stated in the Services quotation, Travel Time will be invoiced per diem at the applicable Travel Zone rates in Seller's standard service list prices. Air travel and car hire related expenses will be charged in addition to the daily rate at cost plus a 10% administration fee.
 - (c) **Standby Time:** shall include the time that Seller agrees in writing, at its sole discretion, to reserve its service personnel to be ready to perform work for the Buyer, whether on the job site or not, up to a maximum of 8 hours a day, between the hours of 8:00 a.m. and 5:00 p.m., local standard time on Saturdays, Sundays and holidays. Standby Time shall be paid for at the special rates quoted by Seller at the time of Buyer's request or, if none, at the current Double Time Rate; and Standby Time preceded and/or followed by Work Time is cumulative in determining Overtime.
 - (d) **Standard Rate:** the Service rate quoted by Seller that shall be paid for time worked on a regular schedule of eight (8) hours per day, Monday through Friday (excluding Seller's holidays), between 8:00 a.m. and 5:00 p.m. local standard time.
 - (e) **Overtime Rate:** if applicable for the quoted Services, the rate of one and a half times the Standard Rate shall be paid for any time worked in excess of eight (8) hours or between the hours of 5:00 p.m. and 8:00 a.m. local standard time; but not exceeding sixteen (16) hours per day Monday through Friday, and for any time on Saturdays, not to exceed sixteen (16) hours. Overtime shall be billed in 30 minute blocks; or longer time blocks, if quoted by the Supplier.
 - (f) **Double Time Rate:** the rate of twice the Standard Rate shall be paid for time worked in excess of sixteen (16) hours per day, without a six (6) hour break, Monday through Friday, and for all time on Saturdays, Sundays and holidays. Holidays shall be those observed by Seller.
3. **TAXES AND OTHER CHARGES.** Prices for the Products and Services exclude all sales, use, value added and other taxes and duties imposed with respect to the sale, delivery, or use of any Products or Services covered hereby, all of which taxes and duties must be paid by Buyer. If Buyer claims any exemption, Buyer must provide a valid, signed certificate or letter of exemption for each respective jurisdiction.
4. **TERMS OF PAYMENT.** Seller may invoice Buyer immediately for the single lump sum amount equal to the total charges for the initial Term of a Support Plan, upon shipment of Products or upon completion of Technical Support for the price and all other charges payable by Buyer in accordance with the terms on the face hereof. If no payment terms are stated on the face hereof, payment shall be net thirty (30) days from the date of invoice. International Technical Support may require payment in advance. Buyer will grant a security interest in the Products sold under this Agreement until payment of the full purchase price to Seller in accordance with Article 9-103 of Uniform Commercial Code-Secured Transactions. If Buyer fails to pay any amounts when due, Buyer shall pay Seller interest thereon at the greater of a periodic rate of one and one-half percent (1.5%) per month or the highest rate stipulated by applicable law, together with all costs and expenses (including without limitation reasonable attorneys' fees and disbursements and court costs) incurred by Seller in collecting such overdue amounts or otherwise enforcing Seller's rights hereunder. Seller reserves the right to require from Buyer full or partial payment in advance, or other security that is satisfactory to Seller, at any time that Seller believes in good faith that Buyer's financial condition does not justify the terms of payment specified. All payments shall be made in U.S. Dollars unless otherwise specified in Seller's invoice.
5. **A. PRODUCT DELIVERY.** All Products will be shipped to the destination specified by Buyer, FCA (INCOTERMS 2010) at OEM shipping point or Seller's distribution facility, as applicable, which will vary depending on Product type and availability and may include points outside the United States (U.S.) (inquire for specific shipping point information). Notwithstanding specified INCOTERMS, Seller shall select carrier on Buyer's behalf and Seller agrees to arrange transportation of Products to Buyer's destination, and to act as the importer of record on behalf of Buyer to clear the Products through U.S. customs. All freight, taxes, duties and insurance, if any, charges shall be prepaid and added to Buyer's invoice. Seller may, at its election, make partial shipments of the Products and invoice each shipment separately. Seller reserves the right to withhold shipments in whole or in part and/or terminate any Services, if Buyer fails to make any payment to Seller when due or otherwise fails to perform its obligations hereunder. Seller's termination of Services will not relieve Buyer's obligation to pay all amounts due for Services provided by Seller prior to the termination date. All shipping dates are approximate only, and Seller will not be liable for any loss or damage resulting from any delay in delivery or failure to deliver which is due to any cause beyond Seller's reasonable control. In the event of a delay due to any cause beyond Seller's reasonable control, Seller reserves the right to terminate the order or to reschedule the shipment within a reasonable period of time, and Buyer will not be entitled to refuse delivery or otherwise be relieved of any obligations as the result of such delay.
5. **B. CANCELLATION OR CHANGES BY BUYER.** If Buyer requests that Seller delay delivery of Products for any reason, Seller may place Products in storage at Buyer's risk and expense and for Buyer's account. Orders in process may be cancelled only with Seller's written consent and upon payment of Seller's cancellation charges. Orders in process may not be changed except with Seller's written consent and upon agreement by the parties as to an appropriate adjustment in the purchase price therefor. Credit will not be allowed for Products returned without the prior written consent of Seller. Before returning any item, contact Seller's Order Administration Department for a Return Material Authorization (RMA) number at (800) 532-4752. Buyer may need to complete an RMA Form which includes a Hazard Free Form and/or Instrument Contamination Data Form. If authorized by Seller, Buyer must return items to Seller in their original or equivalent packaging, prepay shipping charges, and insure the shipment or accept the risk if the item is lost or damaged in shipment. In addition, Seller reserves the right to charge the Buyer the list price for missing components or subassemblies when incomplete items are returned to Seller. Authorized returns of any unused items which are free from material defects to Seller, in its sole discretion, may be subject to a twenty percent (20%) restocking charge. Requests by Buyer to delay, postpone or suspend on-site Services, due to no fault of Seller, shall be subject to Seller's ability to recall its service representatives and to cancel and/or reschedule of any of their travel arrangements; and provided that, Buyer pays any and all additional costs (including, Travel Time and expenses) incurred by Seller as a result of the Services being postponed or suspended by Buyer. Cancellation of scheduled Services may be subject to a cancellation fee of twenty percent (20%) if Seller is notified less than 7 business days prior to the scheduled date of service.
6. **DELIVERY OF SERVICES.** Except as otherwise stated on the face hereof, all Services will be provided by Seller or its agent between the hours of 8:00 a.m. and 5:00 p.m. local standard time, Monday through Friday, excluding Seller's holidays, either at Seller's principal offices or, at Seller's option, at Buyer's installation address. If Seller advises Buyer that Services should be performed at Seller's facility, Buyer will properly package the Products to prevent damage, clearly mark the RMA number on the outer packaging, and ship it, via postage/freight prepaid, to the address set forth on the face hereof or such different address as Seller may from time to time provide to Buyer. After Seller completes the Services, or has made a determination that the products are beyond repair, Seller may, at its option, either advise Buyer to scrap the Products or to have the Products shipped, postage/freight prepaid, back to Buyer's installation address stated on the quotation, or to such other address as Buyer requests. In the event Buyer requires expedited delivery, such delivery will be made at Buyer's expense. If Seller advises Buyer that Services should be performed at Buyer's site, Buyer will use its best efforts to provide Seller with all requested diagnostic information for any products requiring Services; and subject to compliance with Buyer's reasonable security requirements, will allow Seller free access to all relevant equipment, documentation and records. In addition, Buyer will cooperate with Seller's efforts to perform the Services and will provide such additional assistance as Seller may reasonably request. At the completion of the Services, Seller's representatives will provide Buyer with a field service report on which will be indicated the number of hours spent and the materials used in completing the work. Buyer's signature on the field service report will signify approval of the information in the report and Seller's satisfactory completion of the Services. If Buyer does not sign the report or provide written objection within five (5) business days after receipt, then the report will be deemed unequivocally approved and accepted by Buyer.
7. **TITLE AND RISK OF LOSS.** Notwithstanding the transport terms indicated above, title to and risk of loss of the Products will pass to Buyer upon delivery of possession of the Products by Seller to the carrier at the time and place of shipment; provided, however, that title to any software incorporated within or forming a part of the Products will at all times remain with Seller or the licensor(s) thereof, as the case may be. All risk of loss or damage to Buyer's products being transported for Services shall remain with Buyer during shipment to and from the Buyer's site and during Seller's performance of Services hereunder.
8. **WARRANTIES.** Seller's sole obligation with respect to the Services is to provide the quoted Services in a workmanlike manner and if Buyer provides notice of defect in Service within ninety (90) days of completion of such Services, Seller will, at its sole option, either reperform the Services without charge to Buyer or grant Buyer a credit for the amount paid by Buyer with respect to such Service. Seller warrants that the Products will operate or perform substantially in conformance with Seller's published specifications and be free from defects in material and workmanship, when subjected to normal, proper and intended usage by properly trained personnel, for the period of time set forth in the Product documentation, published specifications or package inserts (the "Warranty Period"). If a Warranty Period is not specified in Seller's Product documentation, published specifications, or package inserts, the Warranty Period for new instruments is twelve (12) months from the date of shipment to Buyer; and for all other Products is ninety (90) days from the date of shipment. During the Warranty Period, Seller agrees to repair or replace, at Seller's option, defective Products so as to cause the same to operate in substantial conformance with Seller's published specifications; provided that Buyer (a) promptly notifies Seller in writing upon the discovery of any covered defect in the Products, including the Product model and serial number (if applicable) and details of the warranty claim; and (b) after Seller's review, Seller will provide Buyer with an RMA number and services data, which may include biohazard decontamination procedures and other Product-specific handling instructions. Then, if applicable, Buyer may return the defective Products to Seller with all costs prepaid by Buyer. Replacement parts may be new or refurbished, at the election of Seller. All replaced parts shall become the property of Seller. Shipment to Buyer of repaired or replacement Products will be made in accordance with the Delivery clause of this Agreement. Except for new consumable items manufactured and sold by Seller, this warranty expressly excludes all other consumable parts or components (e.g., bulbs, belts, cartridges, etc.) in the Products. If Seller elects to repair defective medical device instruments, Seller may, in its sole discretion, provide a replacement loaner instrument to Buyer as necessary for use while the instruments are being repaired. Notwithstanding the foregoing, Products supplied by Seller that are obtained by Seller from an original manufacturer or third party supplier are not warranted by Seller; but Seller agrees to assign to Buyer any warranty rights in such Product that Seller may have from the original manufacturer or third party supplier, to the extent such assignment is allowed by such original manufacturer or third party supplier. In no event shall Seller have any obligation to make repairs, replacements or corrections under the Warranty, in whole or in part, as the result of or with respect to: (a) use of the Products in a manner for which they were not designed; (b) improper storage and handling of the Products; (c) use of the Products in combination with equipment or software not supplied by Seller (d) shipping damage incurred en route to Buyer's site or because of moving equipment, in which case Seller will promptly provide a cost estimate for Technical Support to the consignee for filing claims to carriers for shipping damage; (e) flood, lightning, earthquake, tornado, hurricane or fire, bombing, armed conflict, malicious mischief, sabotage or other natural or man-made disasters; (f) normal wear and tear, physical abuse, misuse, sprinkler damage, electrical surge or abnormal power variation; (g) repairs, maintenance, or modifications made by anyone other than Seller trained personnel or without Seller's supervision and/or approval; (h) relocation and reinstallation of equipment; although upon request Seller will supervise the removing, crating, relocation and reinstallation of the Products at Seller's current Services rates; (i) maintenance or replacement of media (i.e., floppy disks, plotter supplies, etc.) whatever the reason for loss, failure or damage; (j) beta-site support; (k) operator training; or (l) repairing Product

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malfunctions if the fault is not with the equipment. If Seller determines that Products for which Buyer requested warranty services are not covered by this warranty, Buyer will pay or reimburse Seller for all costs of investigating and responding to such request at Seller's then prevailing time and materials rates. If Seller provides Services or replacement parts that are not covered by this warranty, Buyer shall pay Seller therefor at Seller's then prevailing time and materials rates.

ANY INSTALLATION, MAINTENANCE, REPAIR, SERVICE, RELOCATION OR ALTERATION TO OR OF, OR OTHER TAMPERING WITH, THE PRODUCTS PERFORMED BY ANY PERSON OR ENTITY OTHER THAN SELLER WITHOUT SELLER'S PRIOR WRITTEN APPROVAL, OR ANY USE OF REPLACEMENT PARTS NOT SUPPLIED BY SELLER, SHALL IMMEDIATELY VOID AND CANCEL ALL WARRANTIES WITH RESPECT TO THE AFFECTED PRODUCTS AND/OR SERVICES. THE OBLIGATIONS CREATED BY THIS WARRANTY STATEMENT FOR SELLER TO REPAIR OR REPLACE A DEFECTIVE PRODUCT OR TO REPERFORM OR CREDIT THE PRICE OF DEFECTIVE SERVICES SHALL BE THE SOLE REMEDY OF BUYER FOR SUCH DEFECTIVE PRODUCTS OR SERVICES UNDER THIS AGREEMENT. EXCEPT AS EXPRESSLY PROVIDED IN THIS WARRANTY STATEMENT, SELLER DISCLAIMS ALL OTHER WARRANTIES, WHETHER EXPRESS OR IMPLIED, ORAL OR WRITTEN, WITH RESPECT TO THE PRODUCTS, INCLUDING WITHOUT LIMITATION ALL IMPLIED WARRANTIES OF MERCHANTABILITY, FITNESS FOR ANY PARTICULAR PURPOSE, OR NON-INFRINGEMENT. SELLER DOES NOT WARRANT THAT THE PRODUCTS OR SERVICES ARE ERROR-FREE OR WILL ACCOMPLISH ANY PARTICULAR RESULT.

9. INDEMNIFICATION.

9.1 By Seller. Seller will indemnify, defend and save Buyer, its officers, directors, and employees from and against any and all damages, liabilities, actions, causes of action, suits, claims, demands, losses, costs and expenses (including without limitation reasonable attorneys' fees) ("Indemnified Items") asserted by another party against Buyer for (i) bodily injury to or death of persons or damage to tangible property to the extent caused by the negligence or willful misconduct of Seller, its employees, agents or representatives or contractors in connection with the performance of Services at Buyer's premises under this Agreement; and (ii) claims that a Product infringes any U.S. patent, copyright or trade secret; provided, however, Seller's liability under this Section does not extend to any such Indemnified Items caused by either (u) the negligence or willful misconduct of Buyer, its employees, agents or representatives or contractors, (v) by any third party, (w) use of a Product in combination with equipment or software not supplied by Seller where the Product alone would not be infringing, (x) Seller's compliance with Buyer's designs, specifications or instructions, (y) use of the Product in an application or environment for which it was not designed, or (z) modifications of the Product by anyone other than Seller without Seller's prior written approval. Buyer will promptly notify Seller in writing of any claim covered by Seller's indemnification obligations hereunder. Seller may assume exclusive control of the defense of such claim or, at the option of the Seller, to settle the same. Buyer agrees to cooperate reasonably with Seller in connection with the performance by Seller of its obligations in this Section.

Notwithstanding the above, Seller's infringement related indemnification obligations shall be extinguished and relieved if Seller, at its discretion and at its own expense (a) procures for Buyer the right, at no additional expense to Buyer, to continue using the Product; (b) replaces or modifies the Product so that it becomes non-infringing, provided the modification or replacement does not adversely affect the specifications of the Product; or (c) in the event (a) and (b) are not practical, refund to Buyer the amortized amounts paid by Buyer with respect thereto, based on a five (5) year amortization schedule. THE FOREGOING INDEMNIFICATION PROVISION STATES SELLER'S ENTIRE LIABILITY TO BUYER FOR, AND BUYER'S SOLE AND EXCLUSIVE REMEDY IN RESPECT OF, THE CLAIMS DESCRIBED HEREIN.

9.2 By Buyer. Buyer will indemnify, defend with competent and experienced counsel and hold harmless Seller, its parent, subsidiaries, affiliates and divisions, and their respective officers, directors, shareholders and employees, from and against any and all damages, liabilities, actions, causes of action, suits, claims, demands, losses, costs and expenses (including without limitation reasonable attorneys' fees and disbursements and court costs) to the extent arising from or in connection with (i) the negligence or willful misconduct of Buyer, its agents, employees, representatives or contractors; (ii) use of a Product in combination with equipment or software not supplied by Seller where the Product alone would not be infringing; (iii) Seller's compliance with designs, specifications or instructions supplied to Seller by Buyer; (iv) use of a Product in an application or environment for which it was not designed; or (v) modifications of a Product by anyone other than Seller without Seller's prior written approval.

10. SOFTWARE. With respect to any software products incorporated in or forming a part of the Products hereunder (i.e., firmware), Seller and Buyer intend and agree that such software products are being licensed and not sold, and that the words "purchase", "sell" or similar or derivative words are understood and agreed to mean "license", and that the word "Buyer" or similar or derivative words are understood and agreed to mean "licensee". Notwithstanding anything to the contrary contained herein, Seller or its licensor, as the case may be, retains all rights and interest in software products provided hereunder. Seller hereby grants to Buyer a royalty-free, non-exclusive, nontransferable license, without power to sublicense, to use software licensed hereunder solely for Buyer's own internal business purposes on its hardware Products and to use the related documentation solely for Buyer's own internal business purposes. This license terminates when Buyer's lawful possession of the hardware Products provided hereunder ceases, unless earlier terminated as provided herein. Buyer agrees to hold in confidence and not to sell, transfer, license, loan or otherwise make available in any form to third parties the software products and related documentation provided hereunder. Buyer may not disassemble, decompile or reverse engineer, copy, modify, enhance or otherwise change or supplement the software products provided hereunder without Seller's prior written consent. Seller will be entitled to terminate this license if Buyer fails to comply with any term or condition herein. Buyer agrees, upon termination of this license, to immediately stop using all software products and related documentation provided hereunder and all copies and portions thereof. Certain of the software products provided by Seller may be owned by one or more third parties and licensed to Seller or may be stand-alone software products, which Buyer hereby agrees are subject to a separate browse-wrap, shrink-wrap or click-thru end user license agreement (EULA). Accordingly, the warranty and indemnification provisions herein do not apply to such software, which are exclusively provided in the applicable EULA.

11. LIMITATION OF LIABILITY. NOTWITHSTANDING ANYTHING TO THE CONTRARY CONTAINED HEREIN, THE LIABILITY OF SELLER UNDER THESE TERMS AND CONDITIONS (WHETHER BY REASON OF BREACH OF CONTRACT, TORT, INDEMNIFICATION, OR OTHERWISE, BUT EXCLUDING LIABILITY OF SELLER FOR BREACH OF WARRANTY (THE SOLE REMEDY FOR WHICH IS PROVIDED UNDER THE PRODUCT AND SERVICES WARRANTIES HEREIN)) SHALL NOT EXCEED AN AMOUNT EQUAL TO THE LESSER OF (A) THE TOTAL PURCHASE PRICE THERETOFORE PAID BY BUYER TO SELLER WITH RESPECT TO THE PRODUCT(S) OR SERVICES GIVING RISE TO SUCH LIABILITY OR (B) ONE MILLION DOLLARS (\$1,000,000). NOTWITHSTANDING ANYTHING TO THE CONTRARY CONTAINED HEREIN, IN NO EVENT SHALL SELLER BE LIABLE FOR ANY INDIRECT, SPECIAL, CONSEQUENTIAL OR INCIDENTAL DAMAGES (INCLUDING WITHOUT LIMITATION DAMAGES FOR LOSS OF USE OF FACILITIES OR EQUIPMENT, LOSS OF REVENUE, LOSS OF DATA, LOSS OF PROFITS OR LOSS OF GOODWILL), REGARDLESS OF WHETHER SELLER (a) HAS BEEN INFORMED OF THE POSSIBILITY OF SUCH DAMAGES OR (b) IS NEGLIGENT.

12. EXPORT RESTRICTIONS. Buyer acknowledges that each Product and any related services, software and technology, including technical information supplied by Seller or contained in documents (collectively "Items"), may be subject to export controls of the U.S. government and/or other governments. Such export controls may include, but are not limited to, the Export Administration Regulations of the U.S. Department of Commerce (the "EAR"), which may restrict or require licenses for the export of Items from the U.S. and their re-export from other countries and all other applicable laws, regulations, laws, treaties, and agreements relating to the export, re-export, and import of any Item. Buyer shall not export, re-export, distribute or supply any Item, directly or indirectly, to (i) any country, person or entity, in each case, without first obtaining from the U.S. government and/or other appropriate government agency any license required to do so lawfully; (ii) any person or organization in Cuba, Iran, North Korea, Sudan, Syria, or other country then the subject of a U.S. embargo, or any person or entity considered a part of the government of any such country; or (iii) any person or entity who is involved in improper development or use of nuclear weapons, or of chemical/biological weapons (CBW) or missiles, or in terrorist activities. Buyer shall cooperate fully with Seller in any official or unofficial audit or inspection related to applicable export or import control laws or regulations, and shall indemnify and hold Seller harmless from, or in connection with, any violation of this Section by Buyer or its employees, consultants, agents and/or representatives.

13. SUPPORT PLAN TERMS AND CONDITIONS.

A. General. In the event Buyer purchases a Support Plan from Seller under this Agreement, Seller agrees to maintain and/or repair those Products or instruments identified on the face hereof as covered under a Support Plan ("Covered Equipment") in a manner consistent with the specifications and entitlements included in the purchased Support Plan as specified by Seller on the face hereof, which may include various levels of service at the Buyer's site(s) and/or Seller's Depot Repair locations and are purchased separate from the original Product Warranty above (the "Support Service(s)"). The Support Services will only be valid for Covered Equipment within the Region covered by the Plan (e.g. 48 contiguous U.S.), Monday through Friday (excluding Seller's holidays) during the hours of 8:00 a.m. to 5:00 p.m. local standard time ("Normal Hours") during the term of the Agreement. The Covered Equipment must be operated according to the manufacturer's supplied instructions, including without limitation the Operator's Manual(s) and any malfunction must be promptly reported to Seller. Support Service calls requested outside of Normal Hours or for any non-Covered Equipment or for services not included in the Support Plan will be billed at Seller's standard rates for Technical Support in effect at the time of Buyer's request. Seller reserves the exclusive right to determine the assignment of its employees in the performance of Support Services.

B. Term. (a) Unless terminated sooner by either Party, the term of the Support Plan shall commence on the date of invoice and end on the one year anniversary of such date (the "Initial Term"); provided, that the then-current term shall automatically renew for additional one year periods (each such extension, a "Renewal Term", and, collectively with the Initial Term, the "Term") unless either party provides written notice of its intent not to renew at least thirty (30) days prior to the end of the then-current Term. For each Renewal Term, Seller will invoice Buyer sixty (60) days prior to the end of the then-current Term and such invoice shall reflect any increase in the price of the Support Plan. Either party may terminate a Support Plan for any/no reason by providing at least thirty (30) days written notice to the other party. Seller will use commercially reasonable efforts to stop work and to incur no additional expenses. Regardless, if a Support Plan is cancelled, Seller will charge Buyer for the total price of Services actually performed and expenses actually and reasonably incurred in servicing the covered equipment under the underlying Support Plan from its effective date until the cancellation date or the prorated price of the underlying Support Plan from its effective date until the cancellation date, whichever is greater, plus fifteen percent (15%) of the total fee paid for the underlying Support Plan. In the event Buyer prepaid the Support Plan fees in full and a credit balance exists for the underlying Support Plan, Seller will provide a credit or refund the amount remaining to Buyer.

C. Pricing and Pricing Assumptions. Except as otherwise agreed in writing, the annual charge for each Renewal will be Thermo Fisher's standard support plan rates in effect at the start of the Renewal. All Support Plan pricing is based on the assumption that the Covered Equipment operates in accordance with product specifications as of the coverage start date; therefore, prior to the start of each Term and Renewal, Seller reserves the right to verify and correct the condition of the Covered Equipment and invoice Buyer at Seller's current billable rates for any Support Services deemed reasonably necessary to bring the Covered Equipment into good operating condition. Notwithstanding the above, Seller agrees to waive its right to bill the Buyer for bringing the Covered Equipment into good operating condition if there is no lapse between the end date of the current Support Plan Term and the beginning of any Renewal.

D. Parts and Consumables: The Support Plan level defines when and if the cost of parts is included under the Support Plan. Notwithstanding the foregoing, the cost for parts that are consumed in the normal and usual operation of the Covered Equipment including, but not limited to, sample preparation and analysis, consumables, paper, ink cartridges, ribbons, pens, lamps and/or data media are not covered under any Support Plan.

E. Key Operator: Buyer will designate a key operator of Covered Equipment who can describe instrument malfunctions to Seller's service representatives by telephone and who is qualified to perform simple adjustments and corrections to the Covered Equipment as requested by Seller's service representatives. Buyer's failure to designate a key operator or to perform or to have an authorized representative perform the routine maintenance specified in the Covered Equipment's instructions or Owner's Manual may result, at Seller's option, in Buyer being invoiced at Seller's standard Technical Support rates to provide such non-covered services.

F. Equipment Modification: Seller reserves the right to make any changes in the design or construction of Seller's Products without incurring any obligation to make any updates or changes whatsoever in the Covered Equipment under the Support Plan. Buyer agrees to allow Seller, at its expense and option, to make retrofits or design changes which improve product reliability, but do not change its performance characteristics. Any Buyer requests to modify or add devices or accessories to Covered Equipment that are not manufactured by Seller are outside the scope of the Support Plans and covered Support Services.

G. Support Services Warranty: Seller's sole obligation under any Support Plan is to provide the Support Services in a workmanlike manner in accordance with the entitlements of the Support Plan purchased by Buyer hereunder. SELLER MAKES NO OTHER WARRANTIES FOR SUPPORT SERVICES PROVIDED UNDER A SUPPORT PLAN, EXPRESS OR IMPLIED, AND DISCLAIMS ALL WARRANTIES INCLUDING, BUT NOT LIMITED TO, IMPLIED WARRANTIES OF MERCHANTABILITY AND FITNESS FOR A PARTICULAR PURPOSE AND ANY OTHER OBLIGATIONS OR LIABILITIES WHETHER IN CONTRACT, WARRANTY, NEGLIGENCE OR OTHERWISE.

H. Support Plan Exclusions: The following occurrences are not covered by any Support Plan purchased by Buyer from Seller under this Agreement:

(a) Covered Equipment malfunctions caused by any of the following abnormal conditions; and if Seller performs Support Services as a result thereof, Seller will invoice Buyer at Seller's standard billable rates for service, travel or move, labor and parts: (i) Shipping damage incurred en route to Buyer's site or any subsequent transport thereafter; (ii) Force Majeure events, including for example, floods, lightning, earthquake, tornado, hurricane or fire, bombing, terrorism, armed conflict, malicious mischief, sabotage or other such natural or manmade disasters; (iii) Physical abuse, misuse, sprinkler damage, electrical surge or abnormal power variation; (iv) Repairs, maintenance, or modifications made by anyone other than Seller's trained personnel or without Seller's supervision and/or approval; and (v) Relocation and reinstallation of Covered Equipment are not covered under the Support Plan; however, upon request Seller, will supervise the removing, crating, relocation and reinstallation of its products at Seller's standard billable rates for service, travel or move, labor and parts.

(b) Maintenance or replacement of media (i.e., floppy disks, printer supplies, etc.) whatever the reason for loss, failure or damage;

(c) Servicing of material or instruments manufactured by anyone other than Seller, including third-party material or instruments purchased for engineering specials;

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(d) Beta-site support;

(e) Service calls made to train operators; and/or

(f) Service calls made as a result of Buyer-identified areas of responsibility, i.e. malfunctions related to Buyer's site conditions, utilities and/or facilities (power, water, temperature, humidity, vibration, dust, etc.) or site computer/data network problems or integrity.

13. Buyer Responsibilities: Buyer will give Seller's personnel reasonable access to the Covered Equipment whenever Support Service is required. Buyer will cooperate with Seller's personnel so that Support Services can be performed efficiently and without interruption. Buyer will permit Seller to use of Buyer's equipment, including Covered Equipment, that Seller's personnel deem necessary to perform the Support Services. Buyer is solely responsible for the procurement, installation, maintenance and fees associated with all third party communication equipment and media as needed for the performance of Support Service under the Support Plan including, but not limited to, telephone and equipment for remote transmission of data.

14. INSURANCE. For the Term of a Support Plan and/or for the provision of on-site Services purchased hereunder, as applicable, Seller agrees to maintain and carry liability insurance in amounts set forth below with insurance companies rated B+ or better by "BEST" rating services. Insurance includes (a) commercial general liability insurance for a limit of US\$2,000,000 (two million) for each occurrence and US\$4,000,000 (four million) in the aggregate, (b) Statutory workers' compensation and employer's liability insurance for a limit of US\$1,000,000 (one million), (c) Automobile liability of US\$2,000,000 (two million) and (d) Umbrella coverage of US\$5,000,000 (five million). No policy will include a waiver of subrogation. Upon request from Buyer related to applicable Services, Seller will provide to Buyer a certificate of insurance using the standard ACORD form to evidence the insurance coverage required herein.

15. MEDICARE/MEDICAID REPORTING REQUIREMENTS. If Buyer is a recipient of Medicare/Medicaid funds, Buyer acknowledges that it has been informed of and agrees to fully and accurately account for, and report on its applicable cost report, the total value of any discount, rebate or other compensation paid hereunder in a way that complies with all applicable federal, state and local laws and regulations which establish "Safe Harbor" for discounts. Buyer may make written request for additional information from Seller as needed to satisfy Buyer's reporting requirements. Buyer acknowledges that agreement to such reporting requirement was a condition precedent to Seller's agreement to provide Products and that Seller would not have entered into this Agreement had Buyer not agreed to comply with such obligations.

16. MISCELLANEOUS. (a) Buyer may not delegate any duties or assign any rights or claims hereunder without Seller's prior written consent, and any such attempted delegation or assignment shall be void. (b) The rights and obligations of the parties hereunder shall be governed by and construed in accordance with the laws of the Commonwealth of Massachusetts, U.S.A. without reference to its choice of law provisions. Each party hereby irrevocably consents to the exclusive jurisdiction of the state and federal courts located in the County of Suffolk, Massachusetts U.S.A. for any action arising out of or relating to this Agreement. Each party hereby waives any other venue to which it may be entitled by domicile or otherwise. (c) In the event of any legal proceeding between the Seller and Buyer relating to this Agreement, neither party may claim the right to a trial by jury, and both parties waive any right they may have under applicable law or otherwise to a trial by jury. Any action arising under this Agreement must be brought within one (1) year from the date that the cause of action arose. (d) In the event that any one or more provisions contained herein shall be held by a court of competent jurisdiction to be invalid, illegal or unenforceable in any respect, the validity, legality and enforceability of the remaining provisions contained herein shall remain in full force and effect, unless the revision materially changes the bargain. (e) Seller's failure to enforce, or Seller's waiver of a breach of, any provision contained herein shall not constitute a waiver of any other breach or such provision. (f) Unless otherwise expressly stated on the Product or in the documentation accompanying the Product, software and/or Services, they are not approved medical devices and are intended by Seller to be for "Research Use Only" as defined by the U.S. Food and Drug Administration regulations and is not to be used for any illegal or unapproved regulatory purposes, including without limitation, in vitro diagnostic uses, ex vivo or in vivo therapeutic uses, or any type of consumption by or application to humans or animals. (g) Seller agrees not to knowingly disclose any confidential information or data obtained by it during the performance of Services when such information or data is clearly identified in writing by Buyer as confidential. Buyer agrees that all pricing, discounts and technical information that Seller provides to Buyer are the confidential and proprietary information of Seller. The parties agree to keep such information confidential and not disclose each other's confidential information to any third party for one (1) year hereafter, and to use such information solely for Buyer's internal purposes and in connection with the Products supplied hereunder. Nothing herein shall restrict the use of information available to the general public. (h) Any notice or communication required or permitted hereunder must be in writing and shall be deemed received when personally delivered, upon delivery by any internationally recognized carrier such as Federal Express or similar overnight delivery service, or three (3) business days after being sent by certified mail, postage prepaid, to a party at the address specified herein or at such other address as either party may from time to time designate to the other. (i) Seller may, in its sole discretion, provide (I) applicable Product training to Buyer or its employees, or (II) samples of Products to Buyer for distribution to patients of Buyer. Buyer agrees to distribute any such samples to patients for patient use or, if not so distributed, to return them to Seller. Buyer may not use the samples to provide care to patients and must not bill any patients or third party payers when Buyer dispenses the samples. (j) Seller hereby rejects and disclaims any rights of Buyer contained, or obligations imposed upon Seller, in any document provided, referenced or otherwise submitted by Buyer, in each case, that Seller has not expressly included in this Agreement or a writing manually executed by Seller (including, without limitation, any rights of Buyer in respect of designs, specifications, source code or intellectual property, owned, created, developed or licensed, by Seller; any rights to items or services not specifically identified in Seller's quotation; any audit rights or financial offset rights of Buyer; any penalties or liquidated damages imposed upon Seller; any obligation by Seller to comply with Health Insurance Portability and Accountability Act of 1996 (as amended), Current Good Manufacturing Practice regulations (as amended), the requirements, as amended, of the Customs-Trade Partnership Against Terrorism or any code of conduct, quality program, information security program, background or drug screening program or other guidelines, programs or policies, in each case, promulgated or required by Buyer; any obligation that Seller comply with any law that, under law, would not otherwise apply to Seller in respect of the transaction(s) contemplated hereby; any right of Buyer to withhold all, or any portion, of the purchase price of any products or services provided hereunder for any period of time; any right of Buyer, itself or through any third party, to remediate any defects in, replace or re-perform, any products or services provided hereunder at Seller's cost or expense; any obligation of Seller to waive, or require its insurers to waive, any rights of subrogation; any obligation of Seller that would impair, restrict or prohibit Seller's ability to freely conduct any business with any person or in any geography or market; any early-payment, or other, discount; any obligation of Seller to maintain a supply of spares, or otherwise make any services available, for any particular period of time; any representation, warranty or other obligation of Seller to provide pricing comparable to, or more favorable than, the pricing that Seller provides to others; any restriction of, or prohibition on, Seller's ability to modify, change or discontinue any of its products, processes or services; or any waiver by Seller of any right to enforce any of the terms hereof).

By: _____
Print Name: _____
Print Title: _____
Date: _____

SELLER
By: _____
Print Name: _____
Print Title: _____
Date: _____

Initial here to indicate Buyer's agreement to automatically apply the Terms and Conditions of Sale for Products and Service to all future orders of Products and Services from Seller, whether or not the Agreement is referenced on Seller's quote or Buyer's Purchase Orders, for _____ (write # of years) from later date of the parties' signature, or until either party provides written notice that this Agreement is terminated.

BAY AREA AIR QUALITY MANAGEMENT DISTRICT

Memorandum

To: Chairperson John J. Bauters and Members
of the Board of Directors

From: Philip M. Fine
Executive Officer/APCO

Date: May 17, 2023

Re: Report of the Finance and Administration Committee Meeting of May 3, 2023

RECOMMENDED ACTION

None; receive and file.

BACKGROUND

None.

DISCUSSION

The Finance and Administration Committee met on May 3, 2023 and approved the Minutes of April 5, 2023.

The Committee then received the staff presentation *Proposed Budget for Fiscal Year 2023-2024 and Consideration to Recommend Adoption*. The Committee voted to recommend the Board:

1. Conduct Public Hearings on the Fiscal Year 2023-2024 Proposed Budget; and
2. Adopt the Fiscal Year 2023-2024 Proposed Budget

The Committee then received the guest presentation *Fiscal Year 2022 Bay Area Air Quality Management District Presentation of Audit Results*, given by Joseph Moussa from Simpson & Simpson LLP.

Finally, the Committee received the staff presentation *Third Quarter Financial Report Fiscal Year Ending 2023*.

The next meeting of the Finance and Administration Committee will be held on Wednesday, June 7, 2023, at 1:00 p.m. at 375 Beale Street, San Francisco, CA 94105. The meeting will be in-person for the Committee members and members of the public will be able to either join in-person or via webcast. This concludes the Chair Report of the Finance and Administration Committee.

BUDGET CONSIDERATION/FINANCIAL IMPACT

None.

Respectfully submitted,

Philip M. Fine
Executive Officer/APCO

Prepared by: Marcy Hiratzka
Reviewed by: Vanessa Johnson

ATTACHMENTS:

- 1. Finance and Administration Committee Memorandums of May 3, 2023

BAY AREA AIR QUALITY MANAGEMENT DISTRICT

Memorandum

To: Chairperson John J. Bauters and Members
of the Finance and Administration Committee

From: Philip M. Fine
Executive Officer/APCO

Date: May 3, 2023

Re: Proposed Budget for Fiscal Year (FY) 2023-2024 and Consideration to Recommend
Adoption

RECOMMENDED ACTION

The Executive Officer/APCO requests that the Finance and Administration Committee receive the proposed budget for Fiscal Year (FY) 2023-2024 and consider recommending that the Board of Directors:

1. Conduct public hearings on the FY 2023-2024 Proposed Budget; and
2. Adopt the FY 2023-2024 Proposed Budget

BACKGROUND

The Committee received its first presentation on the FY 2023-2024 Proposed Budget on April 5, 2023. At the meeting, staff presented the proposed budget for the Committee's consideration. The Committee received and discussed the proposed budget. Given no additional requests or direction from the Committee, at its May 3, 2023 meeting, the Committee will consider recommending the FY 2023-2024 Proposed Budget to the Board of Directors.

DISCUSSION

The Proposed Consolidated Budget Expenditure for FY 2023-2024 is \$266.8 million; an increase of \$19.8 million, or 8% over the current year. Of the \$266.8 million, \$129 million is classified as Special Revenue Funds for various grant-related incentive programs and \$137.8 million for General Fund programs.

The total FY 2023-2024 Proposed General Fund Budget is expected to increase by \$5.6 million or 4.2% over the current year. The following actions were taken to develop the FY 2023-2024 Proposed Budget:

- Continuation of fee increases to the District's Existing Fee Schedules pursuant to the cost recovery policy.
- Funding 465 Full Time Equivalent (FTE) current authorized positions; approximately 425 are funded from the General Fund and the remaining 40 from the Special Revenue Fund using various grant sources. No new positions are being requested.
- Assumes an average of 6.9% vacancy savings to account for recruitment timelines to fill vacant positions and attrition due to retirements.
- \$5 million towards pre-funding pension and other post-employment benefits liabilities pursuant to the funding policy approved by the Board in December 2022.
- An estimated 3.5% cost of living increase for air district employees
- \$5.3 million transfer from the General Fund's undesignated reserves for capital project/equipment and one-time contracts.

Staff requests that the Committee at its May 3, 2023, meeting, 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 17, 2023.

The FY 2023-2024 Proposed Budget has been updated to include changes to the FY 2023 Appendix H Authorized Staffing approved by the Board of Directors at its April 19, 2023 meeting. Appendix H has been renamed to Appendix G: 2024 Authorized Staffing and is shown on pages 237-241 of the FY 2023-2024 Proposed Budget.

The staff has published a public notice that the first of two public hearings on the budget will be conducted on May 17, 2023, and that the second public hearing and consideration for adoption will be conducted on June 7, 2023.

BUDGET CONSIDERATION/FINANCIAL IMPACT

The total consolidated FY 2023-2024 proposed budget is \$266,781,595.

Respectfully submitted,

Philip M. Fine
Executive Officer/APCO

Prepared by: Stephanie Osaze
Reviewed by: John Chiladakis

ATTACHMENTS:

1. BAAQMD FY 2023-24 Proposed Budget
2. FY 2023-2024 Proposed Budget Presentation

FINANCE AND ADMINISTRATION
COMMITTEE MEETING OF 05/03/2023



**BAY AREA
AIR QUALITY
MANAGEMENT
DISTRICT**

PROPOSED BUDGET
FOR
FISCAL YEAR ENDING 2024

May 3, 2023

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 WKH Air District's mission.

Equity All Bay Area residents have the right to breathe clean air.

FINANCE AND ADMINISTRATION
COMMITTEE MEETING 05/10/2023

Bay Area Air Quality Management District

For Fiscal Year Ending June 30, 2024

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Bay Area Air Quality Management District

For Fiscal Year Ending June 30, 2024

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FINANCE AND ADMINISTRATION
COMMITTEE MEETING OF 05/03/2023

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FINANCE AND ADMINISTRATION
COMMITTEE MEETING OF 05/03/2023

BUDGET MESSAGE

Philip M. Fine, Executive Officer/APCO

EXECUTIVE SUMMARY

This document presents the proposed budget for the Bay Area Air Quality Management District (Air District) for Fiscal Year 2023 - 2024 (FY 2024). 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 creating a healthy breathing environment for every Bay Area resident, engaging and protecting overburdened communities, and improving public health, air quality, and the global climate.

The proposed budget for FY 2024 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 partnering with the Bayview Hunters Point community organizations, Marie Harrison Community Foundation and Bayview Hunters Point Community Advocates, in San Francisco 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; continue to co-develop the East Oakland Community Emissions Reduction Plan in partnership with Communities for a Better Environment; 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 2024.

Environmental Justice Policy

The Air District will deepen the Agency's progress towards Environmental Justice goals. To operationalize these goals, the Deputy Executive Officer of Equity and Community Programs 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 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. The elements of the Environmental Justice Policy will be integrated into the Air District's 5-year Strategic Plan

Agency Wide Strategic Planning

The Air District will be undertaking a comprehensive strategic planning effort this budget year aimed at guiding district priorities, improving effectiveness, and strengthening community engagement given limited resources. The Strategic Plan will be a five-year actionable plan used by staff and the Board together to

prioritize work taking into account current staffing and anticipated financial trends. The Strategic Plan is anticipated to guide the development of the Air District budgets and financial plans beginning in FY 2024. An ad hoc committee of the Board will guide the Development of the Strategic Plan.

Modernize the Administrative Code to Implement Best Governmental Practices

The Air District's current Administrative Code has not been comprehensively reviewed in many years, with some provisions dating back as far as the 1990s. This has led to many Administrative Code provisions being out of alignment with the Air District's current practices and with best practices for Government agency management. To address this, the Air District is planning to engage a legal firm with experience developing government agency administrative procedures to overhaul and modernize the Administrative Code and put it on a sound footing to support the Air District's work.

Community Focused Policy Agenda

The policy agenda for FY 2024 is driven by the need to reduce disproportionate impacts of air pollution in low-income communities and communities of color. For example, in FY2023, the Board approved amendments regulation 9 Rule 4 and Rule 6 which phase out emissions of NOx from sources that disproportionately impact these communities. The Air District is currently focusing on an enhanced incident response program to protect impacted communities. FY2024 will continue this work to embed and prioritize environmental justice and community-focused considerations into the Air District's policy agenda.

James Cary Smith Community Grant Program

The Air District's Community Justice program seeks to uplift local efforts that address air quality disparities in environmental justice communities in the Bay Area. For the 2023 grant cycle, the program will support 24 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 HTX lens is applied to all programs, policies, practices, and procedures across the agency. Examples of specific Office responsibilities include providing staff equity related trainings, creating and executing cultural awareness events and activities, guiding employee resource groups, developing and implementing equitable recruitment and retention strategies, and working on projects and initiatives as related to language access, procurement, contracting, grants, community engagement, communications, rule development, planning, climate and protection, and technology implementation, whereby ensuring equity is included in decision making, where applicable. In addition, the Office specifically supports the Community Equity, Health, and Justice Committee and the Community Advisory Council. 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.

Facility Risk Reductions

The Air District will continue to prioritize implementation of Regulation 11, Rule 18, Reduction of Risk from Air Toxic Emissions at Existing Facilities (Rule 11-18). Under this rule, staff is updating toxic emission inventories and conducting health risk assessments (HRAs) for facilities that have a high potential for elevated health risks. Sites with elevated health risks will be required to implement risk reduction measures for stationary sources with significant impacts. The Air District is prioritizing HRAs for facilities impacting AB 617 communities and is taking steps to expedite the implementation of risk reductions for facilities of highest concern.

Spare the Air Program

The Air District's Spare the Air program alerts residents when air quality is forecast to be unhealthy and calls on the public to make clean air choices to reduce air pollution. The Spare the Air program is known region wide and is a trusted source of air quality information in the Bay Area. Spare the Air Alerts are issued when ozone or fine particle pollution is forecast to reach unhealthy levels. Bay Area residents are encouraged to reduce their driving, take public transit, and limit their outdoor activities during the afternoon hours. On days when a Spare the Air Alert is in effect due to high levels of fine particle pollution, it is illegal to burn wood, fire logs, pellets, or other solid fuels in fireplaces, wood stoves, outdoor fire pits, and other wood-burning devices.

Climate Tech Finance Loan Program

The Air District's first loan and loan guarantee program supports the development and adoption of climate technologies for small businesses in California. In FY 2024, the Air District will continue to leverage partnerships with the California Infrastructure and Economic Development Bank (IBank) 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 2024, 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.

Other Grants to Incentivize Surplus Emissions Reductions

The Air District administers several funding sources that are used to accelerate voluntary emissions reductions by incentivizing the replacement of older dirtier equipment that primarily targets mobile sources. In FY 2024, the Air District will be awarding approximately \$105 million to owners of eligible projects to scrap and replace trucks, buses, and off-road equipment including marine vessels, locomotives, cargo-handling equipment, agricultural, and construction equipment, with newer and cleaner alternatives, including zero-and near-zero emissions technologies. Funding from these sources is also used to incentivize the installation of alternative fuel charging infrastructure and to support the Air District's Vehicle Buy-Back Program that pays Bay Area residents to turn in their 1998 and older cars and light-duty trucks for early-retirement. As funding allows, other types of eligible programs may also be implemented.

Funding is prioritized for projects that provide benefits to the region's most vulnerable and disproportionately impacted communities and that result in permanent reductions in emissions reductions through the adoption of zero-and new-zero emissions technologies.

Funding may be awarded to both public and private businesses through a combination of the following funding sources: Carl Moyer Program, Community Air Protection ± Incentive Program, Transportation Fund for Clean Air Regional Fund, Mobile Source Incentive Fund, Funding Agricultural Replacement Measures for Emission Reductions (FARMER), Environmental Protection Agency Targeted Airshed Program (EPA TAG), settlement funds, Air District General Funds, and monies that are received from the Bay Area Clean Air Foundation.

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. There is no sunset date for this funding. These funds accrue monthly, and the Air District allocates 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. Eligible projects and programs include the replacement of on-road passenger vehicles, trucks, and buses with zero-emissions, and implementation of single-occupancy vehicle trip reduction strategies, such as the creation of new bicycle paths and lanes and the installation of secure bike parking (i.e., lockers and racks).

Up to 60% of TFCA funds received are awarded directly by the Air District to a program referred to as the TFCA Regional Fund and to eligible District sponsored 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 locally through the designated transportation agency through the County Program Manager Fund. Funding for administrative costs is provided by this funding source and revenue is separate from the General Fund budget for accounting purposes.

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 by an additional \$2 per vehicle. The revenue from the additional surcharge accrues monthly and is deposited in the Air District's Mobile Source Incentive Fund (MSIF). The Health & Safety Code stipulates that air districts may use these monies for projects that are eligible under the Carl Moyer Program Guidelines, including the scrap and replacement of eligible on-road, off-road, marine, locomotive, infrastructure, and light duty early retirement projects (Vehicle Buy-Back Program). Funding for administrative costs is provided by this funding source and the sunset date for this fund was extended (by the State legislature in 2022) through December 31, 2033. 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 charging and refueling infrastructure that supports zero-emissions vehicles. The Carl Moyer Program includes funding from the regular Moyer program and a companion program referred to as the Carl Moyer State Reserve Program. Funding for administrative costs is provided by this funding source and the sunset date for this fund was extended (by the State legislature in 2022) through December 31, 2033. 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, totaling approximately \$20 million. Revenue from this funding source is separate from the General Fund budget for accounting purposes.

Community Air Protection (CAP) ± CAP Incentive 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 (CAP). To date, the Air District has been awarded five cycles of CAP incentive funding totaling over \$190 million. Revenue primarily comes from the State's Greenhouse Gas Reduction Fund (GGRF), which is used to reduce criteria pollutants, toxic air

contaminants, and greenhouse gases, and more recently a small portion of the annual funding allocation has come for the State's General Fund. This funding is designed to primarily target hyperlocal reductions in emissions from and exposure to diesel particulate and toxic air contaminants.

These funds may be used to fund projects that are eligible under the Carl Moyer Program Guidelines and on-road truck replacement projects following the Goods Movement Bond Program Guidelines. Staff has also begun working with the California Air Resources Board to explore opportunities for expanding 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. Revenue from this funding source is separate from the General Fund budget for accounting purposes.

Volkswagen Environmental Mitigation Trust (VW Trust)

The VW Trust was established after 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 Subject 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. To date, all \$10 million from the light-duty zero emission vehicle infrastructure category and approximately \$13.5 million from the zero-emission freight and marine category has been awarded to eligible projects. The remaining VW Trust funds will be awarded and managed by the Air District throughout the contract term, ending in 2028. Revenue from this funding source is separate from the General Fund budget for accounting purposes.

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 used in agricultural operations, such as harvesting equipment, heavy-duty trucks, agricultural pump engines, tractors, and other equipment. Since the program's inception in 2018, the State has allocated approximately \$2.2 million annually to the Bay Area Air District for its participation in the FARMER program. Revenue from this funding source is separate from the General Fund budget for accounting purposes.

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 300 wood-burning stoves and wood inserts with electric heat pumps. This new program, which is scheduled to launch in 2023, will prioritize emissions reductions in the Bay Area's most disproportionately impacted communities. Funding is matched by the Air District's General Fund and EPA revenue is maintained separate from the General Fund budget for accounting purposes.

FINANCIAL SUMMARY

The Proposed Consolidated Budget Expenditure for FY 2024 is \$266.8 million; an increase of \$19.8, or 8% over the current year. Of the \$266.8 million, \$129 million is classified as Special Revenue Funds for various grant related incentive programs and \$137.8 million for General Fund programs.

General Fund Summary

Total FY 2024 Proposed General Fund Budget is expected to increase by \$5.6 million or 4.2% over the current year. The following actions were taken to develop the FY 2024 Proposed Budget:

- Continuation of fee increases to the District's Existing Fee Schedules pursuant to the cost recovery policy.
- Funding 465 Full Time Equivalent (FTE) current authorized positions; approximately 425 are funded from the General Fund and remaining 40 from the Special Revenue Fund using various grant sources. No new positions being requested.
- Assumes an average 6.9% vacancy savings to account for recruitment timeline to fill vacant positions and attrition due to retirements.
- \$5 million towards pre-funding pension and other post-employment benefits liabilities pursuant to the funding policy approved by the Board in December 2022.
- An estimated 3.5% cost of living increase for air district employees
- \$5.3 million transfer from the General Fund's undesignated reserves for capital project/equipment and one-time contracts.

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 General Fund reserves including proposed designations.

GENERAL FUND REVENUES AND EXPENDITURES

Details of the FY 2024 General Fund Revenues and Expenditures by major categories are displayed in Appendix D, Figure I and Figure 2, including 3 years of prior year actuals and the approved budget for FY 2023.

Fee Revenue

Increases in permit related fees reflects the Board's adoption of a cost recovery policy in accordance with the recommendations of the cost recovery study undertaken in 2022. An independent review of the Air District's cost recovery and containment process was completed in April 2022. This study addressed options for 100% cost recovery target and identified options for shortening this timeline. The proposed fee increases are consistent with the new cost recovery policy adopted by the Board in December 2022. Although the proposed fee increases are included in this budget, total projected fee revenue remains approximately constant at \$63.2 million primarily due to decreases in emissions-based permitting fees. If proposed fee increases are approved, the proposed fee schedule will become effective on July 1, 2023.

County Revenue

The County revenue budget is based on property values in the nine Bay Area counties. The FY 2024 Proposed Budget projects a \$2.7 million or 6.3% increase in property tax receipts over the FY 2023 Approved Budget primarily due to Bay Area's annual growth in assessed values attributed to multiple factors such as the annual statutory increases limited to 2 percent, changes in ownership and new constructions.

Other Sources of General Fund Revenue

Federal grants from the Environmental Protection Agency (EPA) and other state/federal agencies are estimated to decrease by \$1.3 million or 10.4% below the current year budget. We anticipate continued funding from the State of \$9.0 million for AB 617 implementation efforts. This funding source is not guaranteed and may be in jeopardy for future years. The State Subvention grant for FY 2024 is budgeted at \$1.7 million based on actual collections in prior years. Penalties and Settlements fluctuate from time to time; and the FY 2024 projection is \$3.0 million. Transfer from various grant sources of \$1.3 million will support indirect costs and other eligible activities supporting these grant programs.

Services and Supplies Expenditures

The FY 2024 General Fund proposed services and supplies Budget (net personnel & capital) of \$41 million increased by \$2.8 million over the FY 2023 Approved Budget primarily due to necessary increase in one-time contract services to improve administrative policies and procedures of the Air District. A summary of the General Fund Expenditures by Division from FY 2022 (actual expenditures) through FY 2024 (projected expenditures) is displayed in Table XI. In addition, the General Fund Expenditures by major categories from FY 2020 (actuals) through FY 2024 (projected expenditures) are displayed in Appendix E, Figure 2.

Personnel Expenditures

The authorized staffing level remains at 465 FTE for the FYE 2024 proposed budget. No new positions are being proposed in the budget. The proposed budget also assumes a 6.9% vacancy savings of \$7.2 million to account for recruitment timeline to fill vacant positions and attrition due to retirements. The 6.9% vacancy saving is consistent with the Air District's historical actual vacancy rate. Appendix G provides details of all positions.

Capital Expenditures

The Proposed Budget for FY 2024 funds capital expenditures of \$6.8 million. The capital budget is distributed across various General Fund programs. The capital budget consists of capital and network equipment for the Air District's billing system, monitoring equipment, and Richmond facility improvements. Table XIII provides details of the individual capital items.

PLANNING FOR THE FUTURE AND COST CONTAINMENT

The Air District's 2024 year projections anticipate revenue is sufficient to meet projected expenditures within the accuracy level of the projections. Appendix F provides a General Fund Five-Year Projection. Reserves address future capital equipment and facility needs, uncertainties in State funding and external factors affecting the economy that could impact the Air District's ability to balance its budgets. If the economic slowdown remains stable, the forecast assumes the Air District will be well above its 20% reserve policy, with the assumption that AB617 funding from the State of California persists. If the AB617 funding does not persist, severe strain will be placed on the 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 slowdown.

The Air District's annual obligation, premiums in employee health benefits, pension costs and other Post-Employment Benefits (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, 2022, actuarial valuation study for OPEB, the Air District's plan is approximately 103% funded: having no outstanding unfunded liabilities. The actuarial valuation is performed every 2 years and the plan's funded level is subject to change based on various actuarial assumptions. In December 2022, the Board adopted a minimum OPEB funding target policy of 90%, requiring no additional contribution for the FY 2024 fiscal year.

The Air District's pension obligation has been growing over the past several years, except for FY 2021; where California 3XElc Employers' Retirement System (CalPERS) LQYHWA returns were 21.3%. The Air District anticipates the pension obligation will increase as CalPERS experiences negative investment returns in FY 2022 of -6.1% and possibly similar results for FY 2023 from current economic conditions. As a result, CalPERS anticipates increased employer rates over the next few years. Based on the June 30, 2021, CalPERS actuarial valuation study, the Air District is funded at approximately 82%, leaving an unfunded liability of 18% or approximately \$68.0 million.

In May 2022, the Board authorized the Air District to participate in the California Employers' Pension Prefunding Trust (CEPPT) Program administered by the CalPERS to pre-fund pension obligations. In December 2022, the Board approved a total of \$10 Million to be invested into the CEPPT program to be sent to the trust in two tranches; \$5 million from the designated pension funds in the General Fund reserves to be sent in following approval and another \$5 million at the end of the FY 2023 fiscal year. All funds placed into the irrevocable trust fund can only be used to pay for retirement obligation. In December 2022, the Board adopted a minimum Pension funding target policy of 90%, requiring continuation of \$5.0 million in discretionary contributions to the trust for the FY 2024 fiscal year.

FINANCE AND ADMINISTRATIVE COMMITTEE MEETING OF 05/03/2023

District-Wide Revenue and Expenditure Budgets

FINANCE AND ADMINISTRATION
COMMITTEE MEETING CE 05/03/2023

TABLE I: Consolidated Expenditures and Revenues by Major Categories

	AUDITED ACTUALS FYE 2022			APPROVED BUDGET FYE 2023			PROPOSED BUDGET FYE 2024		
	GENERAL FUND	SPECIAL FUNDS	TOTAL FUNDS	GENERAL FUNDS	SPECIAL FUNDS	TOTAL FUNDS	GENERAL FUND	SPECIAL FUNDS	TOTAL FUNDS
REVENUES									
County Revenues	41,502,971		41,502,971	42,197,180		42,197,180	44,876,500		44,876,500
Permits / Fees	57,138,039		57,138,039	63,259,929		63,259,929	63,192,045		63,192,045
Grant Revenues	11,360,892	55,145,018	66,505,910	12,189,755	114,766,988	126,956,743	13,459,045	129,037,057	142,496,102
Other Revenues	8,448,791		8,448,791	6,273,876		6,273,876	7,100,000		7,100,000
Revenues Before Reimb & Tsfr	118,450,693	55,145,018	173,595,711	123,920,740	114,766,988	238,687,728	128,627,590	129,037,057	257,664,647
Reimbursements Programs	2,231,369		2,231,369	2,516,418		2,516,418	2,539,276		2,539,276
Transfer In	934,033		934,033	1,066,545		1,066,545	1,302,772		1,302,772
Transfer from / (to) Reserves	(12,665,036)		(12,665,036)	4,670,000		4,670,000	5,274,900		5,274,900
Total REVENUES	108,951,059	55,145,018	164,096,077	132,173,703	114,766,988	246,940,691	137,744,538	129,037,057	266,781,595
EXPENDITURES									
Personnel & Benefits	77,771,705	6,185,953	83,957,658	86,419,733	7,987,249	94,406,982	88,460,177	8,146,194	96,606,371
Services & Supplies	25,990,305	3,984,731	29,975,036	38,191,792	10,720,089	48,911,881	41,006,096	10,814,978	51,821,074
Capital Expenditures	3,367,282		3,367,282	6,562,177		6,562,177	6,789,376		6,789,376
Other Financing Uses	400,000		400,000						
Expenditures Before Dist & Tsfr	107,529,292	10,170,684	117,699,976	131,173,702	18,707,338	149,881,040	136,255,649	18,961,172	155,216,821
Program Distributions	1,421,767	44,040,300	45,462,067	1,000,000	94,993,105	95,993,105	1,300,000	108,962,000	110,262,000
Transfer Out		934,034	934,034		1,066,545	1,066,545	188,889	1,113,885	1,302,774
Total EXPENDITURES	108,951,059	55,145,018	164,096,077	132,173,702	114,766,988	246,940,690	137,744,538	129,037,057	266,781,595

TABLE II: Consolidated Revenues

	Audited Program Actual 2022	Approved Program Budget 2023	Proposed Program Budget 2024	FTE/Dollar Change \$	Percent Change %
County Revenues					
Alameda	7,579,745	7,452,947	8,099,800	646,853	8.7%
Contra Costa	4,526,457	4,693,206	4,985,700	292,494	6.2%
Marin	1,832,245	1,845,270	1,992,900	147,630	8.0%
Napa	1,303,205	1,306,277	1,397,700	91,423	7.0%
San Francisco	6,412,802	6,775,407	7,046,400	270,993	4.0%
San Mateo	5,651,662	5,730,760	6,053,300	322,540	5.6%
Santa Clara	11,431,986	11,624,285	12,263,600	639,315	5.5%
Solano	951,500	1,009,361	1,088,300	78,939	7.8%
Sonoma	1,813,369	1,759,667	1,948,800	189,133	10.7%
Total County Revenues	41,502,971	42,197,180	44,876,500	2,679,320	6.3%
Permits / Fees					
Permit Renewal & Application Fees	38,269,455	43,531,573	44,068,250	536,677	1.2%
Community Health Impact	1,241,041	1,108,600	1,093,388	(15,212)	(1.4)%
Criteria Pollutant and Toxics Emissions	1,288,653	1,219,460	1,527,575	308,115	25.3%
Title V Fees	7,239,898	8,065,278	6,997,590	(1,067,688)	(13.2)%
Asbestos Fees	4,318,637	4,000,000	4,000,000		
Toxics Inventory Fees	1,512,441	1,659,680	1,421,513	(238,167)	(14.4)%
Registration Fees	220,247	318,870	300,570	(18,300)	(5.7)%
Hearing Board Fees	353	25,000	25,000		
Greenhouse Gas Fees	3,047,314	3,331,468	3,758,159	426,691	12.8%
Total Permit Fees	57,138,039	63,259,929	63,192,045	(67,884)	(0.1)%
Grant Revenues					
Federal Grant	2,594,273	3,189,755	4,459,045	1,269,290	39.8%
Other Grants	8,766,619	9,000,000	9,000,000		
Total Grant Revenue	11,360,892	12,189,755	13,459,045	1,269,290	10.4%
Other Revenues					
Penalties & Settlements	4,828,032	2,750,000	3,000,000	250,000	9.1%
State Subvention	1,747,288	1,748,876	1,750,000	1,124	0.1%
PERP (Portable Equip Prog)	734,466	475,000	700,000	225,000	47.4%
Interest Income	838,360	1,000,000	1,350,000	350,000	35.0%
Miscellaneous Income	300,645	300,000	300,000		
Total Other Revenues	8,448,791	6,273,876	7,100,000	826,124	13.2%
Reimbursement Programs					
CMAQ Funding	977,853	1,000,000	1,000,000		
DHS Biowatch Funding	1,253,516	1,516,418	1,539,276	22,858	1.5%
Total Reimbursement Programs	2,231,369	2,516,418	2,539,276	22,858	0.9%
Transfer from / (to) Reserves	(12,665,036)	4,670,000	5,274,900	604,900	13.0%
Transfer In	934,033	1,066,545	1,302,772	236,227	22.1%
Total General Fund Revenues	108,951,059	132,173,703	137,744,538	5,570,835	4.2%
Special Revenue Funds					
Grant Programs					
Carl Moyer Fund	20,341,785	55,058,440	38,612,576	(16,445,864)	(29.9)%
Mobile Source Incentive Fund (MSIF)	3,116,034	12,350,000	11,052,723	(1,297,277)	(10.5)%
Transportation Fund for Clean Air (TFCA)	21,010,081	20,400,000	29,241,640	8,841,640	43.3%
Clean Cars for All (CCFA)	8,428,715	7,190,000	33,135,752	25,945,752	360.9%
California Goods Movement Bond (CGMB)	342,978	5,100,000	2,186,517	(2,913,483)	(57.1)%
Vehicle Mitigation (VM)	1,650,528	13,668,548	13,863,377	194,829	1.4%
Other Grants Revenues	254,897	1,000,000	944,472	(55,528)	(5.6)%
Total Special Revenue Funds	55,145,018	114,766,988	129,037,057	14,270,069	12.4%
Total Revenues District Wide	164,096,077	246,940,691	266,781,595	19,840,904	8.0%

TABLE III: Consolidated Expenditures

	Audited Program Actual 2022	Approved Program Budget 2023	Proposed Program Budget 2024	FTE/Dollar Change \$	Percent Change %
Number of Positions (FTE)	388.00	465.00	465.00		
Personnel Expenditures					
Permanent Salaries	54,445,750	64,780,041	67,705,383	2,925,342	4.5%
Overtime Salaries	392,370	370,830	391,865	21,035	5.7%
Temporary Salaries	448,858	273,006	607,243	334,237	122.4%
Payroll Taxes	1,092,517	930,175	969,831	39,656	4.3%
Pension Benefits	11,786,249	13,744,838	13,795,119	50,281	0.4%
FICA Replacement Benefits	794,100	901,513	948,930	47,417	5.3%
Group Insurance Benefits	10,088,663	12,539,198	12,633,390	94,192	0.8%
Employee Transportation Subsidy	460,970	685,237	666,751	(18,486)	(2.7)%
Workers' Compensation	335,555	230,000	230,000		
Discretionary Contribution (Pension/OPEB)	3,999,996	5,000,000	5,000,000		
Board Stipends	112,630	118,000	241,800	123,800	104.9%
Vacancy Savings		(5,165,856)	(6,583,940)	(1,418,084)	27.5%
Total Personnel Expenditures	83,957,658	94,406,982	96,606,372	2,199,390	2.3%
Services & Supplies Expenditures					
Travel In-State	58,057	311,043	335,902	24,859	8.0%
Travel Out-of-State	55,278	234,700	290,025	55,325	23.6%
Training & Education	372,030	1,085,923	1,093,110	7,187	0.7%
Repair & Maintenance (Equipment)	888,667	1,243,491	2,041,538	798,047	64.2%
Communications	728,275	868,072	901,427	33,355	3.8%
Building Maintenance	163,819	828,794	824,920	(3,874)	(0.5)%
Utilities	226,982	272,416	271,765	(651)	(0.2)%
Postage	59,157	127,260	123,490	(3,770)	(3.0)%
Printing & Reproduction	75,995	484,138	424,700	(59,438)	(12.3)%
Equipment Rental	63,225	107,000	107,000		
Rents & Leases	2,541,675	3,428,751	3,317,749	(111,002)	(3.2)%
Professional Services & Contracts	22,814,770	36,324,960	38,396,349	2,071,389	5.7%
General Insurance	580,237	847,500	839,740	(7,760)	(0.9)%
Shop & Field Supplies	217,853	600,256	606,281	6,025	1.0%
Laboratory Supplies	101,805	198,215	209,920	11,705	5.9%
Gasoline & Variable Fuel	180,979	350,000	376,579	26,579	7.6%
Computer Hardware & Software	615,139	1,391,546	1,476,953	85,407	6.1%
Stationery & Office Supplies	21,656	98,000	64,950	(33,050)	(33.7)%
Books & Journals	50,211	58,813	87,223	28,410	48.3%
Minor Office Equipment	8,069	50,003	30,453	(19,550)	(39.1)%
Non-Capital Assets	151,157	1,000	1,000		
Total Services & Supplies Expenditures	29,975,036	48,911,881	51,821,074	2,909,193	5.9%
Capital Expenditures					
Building & Grounds	108,562	500,000	500,000		
Office Equipment	26,471		100,000	100,000	
Computer & Network Equipment	3,055,172	3,947,660	4,518,613	570,953	14.5%
Motorized Equipment		150,000	100,000	(50,000)	(33.3)%
Lab & Monitoring Equipment	156,606	1,764,517	1,420,763	(343,754)	(19.5)%
Communications Equipment		200,000	150,000	(50,000)	(25.0)%
PM 2.5 Equipment	20,471				
Total Capital Expenditures	3,367,282	6,562,177	6,789,376	227,199	3.5%
Total Expenditures	117,299,976	149,881,040	155,216,822	5,335,782	3.6%
Transfer In/Out	934,034	1,066,545	1,302,774	236,229	22.1%
Program Distribution	45,462,067	95,993,105	110,262,000	14,268,895	14.9%
"Total Expenditures - District Wide"	163,696,077	246,940,690	266,781,595	19,840,906	8.0%

TABLE IV: General Fund

	Audited Program Actual 2022	Approved Program Budget 2023	Proposed Program Budget 2024	FTE/Dollar Change \$	Percent Change %
Number of Positions (FTE)	353.39	423.86	424.84	0.98	0.2%
Revenues					
Revenues	120,682,062	126,437,158	131,166,866	4,729,708	3.7%
Transfer from / (to) Reserves	(12,665,036)	4,670,000	5,274,900	604,900	13.0%
Transfer In	934,033	1,066,545	1,302,772	236,227	22.1%
Total Revenues - General Fund	108,951,059	132,173,703	137,744,538	5,570,835	4.2%
Personnel Expenditures					
Permanent Salaries	50,174,269	59,379,416	62,288,842	2,909,426	4.9%
Overtime Salaries	356,755	365,830	351,865	(13,965)	(3.8)%
Temporary Salaries	443,529	258,006	407,243	149,237	57.8%
Payroll Taxes	1,029,442	853,700	892,809	39,109	4.6%
Pension Benefits	10,911,672	12,580,533	12,701,686	121,153	1.0%
FICA Replacement Benefits	749,521	821,109	866,959	45,850	5.6%
Group Insurance Benefits	9,534,972	11,808,044	11,899,000	90,956	0.8%
Employee Transportation Subsidy	425,678	624,123	609,155	(14,968)	(2.4)%
Workers' Compensation	322,028	208,737	210,131	1,394	0.7%
Discretionary Contribution (Pension/OPEB)	3,711,209	4,568,091	4,574,627	6,536	0.1%
Board Stipends	112,630	118,000	241,800	123,800	104.9%
Vacancy Savings		(5,165,856)	(6,583,940)	(1,418,084)	27.5%
Total Personnel Expenditures	77,771,705	86,419,733	88,460,177	2,040,444	2.4%
Services & Supplies Expenditures					
Travel In-State	55,847	247,743	269,102	21,359	8.6%
Travel Out-of-State	55,278	212,200	267,525	55,325	26.1%
Training & Education	372,030	1,019,923	1,041,110	21,187	2.1%
Repair & Maintenance (Equipment)	888,667	1,243,491	2,041,538	798,047	64.2%
Communications	721,273	852,572	886,427	33,855	4.0%
Building Maintenance	163,819	828,794	824,920	(3,874)	(0.5)%
Utilities	226,844	272,416	271,765	(651)	(0.2)%
Postage	57,442	113,260	114,490	1,230	1.1%
Printing & Reproduction	68,300	453,138	408,200	(44,938)	(9.9)%
Equipment Rental	63,225	107,000	107,000		
Rents & Leases	2,541,675	3,428,751	3,317,749	(111,002)	(3.2)%
Professional Services & Contracts	18,850,473	25,915,611	27,821,621	1,906,010	7.4%
General Insurance	580,237	847,500	839,740	(7,760)	(0.9)%
Shop & Field Supplies	217,647	595,756	602,781	7,025	1.2%
Laboratory Supplies	101,805	198,215	209,920	11,705	5.9%
Gasoline & Variable Fuel	180,979	350,000	376,579	26,579	7.6%
Computer Hardware & Software	614,414	1,316,546	1,437,953	121,407	9.2%
Stationery & Office Supplies	20,913	95,200	62,650	(32,550)	(34.2)%
Books & Journals	50,211	57,673	86,073	28,400	49.2%
Minor Office Equipment	8,069	35,003	17,953	(17,050)	(48.7)%
Non-Capital Assets	151,157	1,000	1,000		
Total Services & Supplies Expenditures	25,990,305	38,191,792	41,006,096	2,814,304	7.4%
Capital Expenditures					
Leasehold Improvements					
Building & Grounds	108,562	500,000	500,000		
Office Equipment	26,471		100,000	100,000	
Computer & Network Equipment	3,055,172	3,947,660	4,518,613	570,953	14.5%
Motorized Equipment		150,000	100,000	(50,000)	(33.3)%
Lab & Monitoring Equipment	156,606	1,764,517	1,420,763	(343,754)	(19.5)%
Communications Equipment		200,000	150,000	(50,000)	(25.0)%
PM 2.5 Equipment	20,471				
Total Capital Expenditures	3,367,282	6,562,177	6,789,376	227,199	3.5%
Transfer In/Out			188,889	188,889	
Total Expenditures	107,129,292	131,173,702	136,444,538	5,270,836	4.0%
Program Distribution	1,421,767	1,000,000	1,300,000	300,000	30.0%
Total Expenditures - General Fund	108,551,059	132,173,702	137,744,538	5,570,836	4.2%

TABLE V: Carl Moyer Fund

	Audited Program Actual 2022	Approved Program Budget 2023	Proposed Program Budget 2024	FTE/Dollar Change \$	Percent Change %
Number of Positions (FTE)	14.81	16.62	16.21	(0.41)	(2.5)%
Revenues					
Admin Revenue	2,662,629	3,681,826	3,612,576	(69,250)	(1.9)%
Program Income	17,679,156	51,376,614	35,000,000	(16,376,614)	(31.9)%
Total Revenue - Carl Moyer	20,341,785	55,058,440	38,612,576	(16,445,864)	(29.9)%
Personnel Expenditures					
Permanent Salaries	1,830,738	2,172,379	2,176,518	4,139	0.2%
Overtime Salaries	103				
Temporary Salaries					
Payroll Taxes	26,942	30,677	30,845	168	0.5%
Pension Benefits	330,086	492,245	437,689	(54,556)	(11.1)%
FICA Replacement Benefits	19,001	32,486	33,065	579	1.8%
Group Insurance Benefits	235,945	290,841	299,753	8,912	3.1%
Employee Transportation Subsidy	15,063	24,692	23,233	(1,459)	(5.9)%
Workers' Compensation	5,769	8,591	8,014	(577)	(6.7)%
Discretionary Contribution (Pension/OPEB)	100,155	149,415	171,459	22,044	14.8%
Board Stipends					
Total Personnel Expenditures	2,563,802	3,201,326	3,180,576	(20,750)	(0.6)%
Services & Supplies Expenditures					
Travel In-State		12,500	12,500		
Travel Out-of-State		7,500	7,500		
Training & Education		22,000	17,000	(5,000)	(22.7)%
Repair & Maintenance (Equipment)					
Communications		5,000	5,000		
Building Maintenance					
Utilities					
Postage					
Printing & Reproduction		3,000	3,000		
Equipment Rental					
Rents & Leases					
Professional Services & Contracts	98,621	400,000	365,500	(34,500)	(8.6)%
General Insurance					
Shop & Field Supplies	206	2,000	2,000		
Laboratory Supplies					
Gasoline & Variable Fuel					
Computer Hardware & Software		22,000	13,000	(9,000)	(40.9)%
Stationery & Office Supplies		1,000	1,000		
Books & Journals		500	500		
Minor Office Equipment		5,000	5,000		
Total Services & Supplies Expenditures	98,827	480,500	432,000	(48,500)	(10.1)%
Capital Expenditures					
Leasehold Improvements					
Building & Grounds					
Office Equipment					
Computer & Network Equipment					
Motorized Equipment					
Lab & Monitoring Equipment					
Communications Equipment					
PM 2.5 Equipment					
Total Capital Expenditures					
Transfer In/Out					
Total Expenditures	2,662,629	3,681,826	3,612,576	(69,250)	(1.9)%
Program Distribution	17,679,156	51,376,614	35,000,000	(16,376,614)	(31.9)%
Total Expenditures - Carl Moyer	20,341,785	55,058,440	38,612,576	(16,445,864)	(29.9)%

TABLE VI: Mobile Source Incentive Fund (MSIF)

	Audited Program Actual 2022	Approved Program Budget 2023	Proposed Program Budget 2024	FTE/Dollar Change \$	Percent Change %
Number of Positions (FTE)	1.45	3.72	2.37	(1.35)	(36.3)%
Revenues					
Admin Revenue	2,460,441	1,235,821	8,052,723	6,816,902	551.6%
Program Income	655,593	11,114,179	3,000,000	(8,114,179)	(73.0)%
Total Revenues - MSIF	3,116,034	12,350,000	11,052,723	(1,297,277)	(10.5)%
Personnel Expenditures					
Permanent Salaries	182,188	474,241	309,443	(164,798)	(34.7)%
Overtime Salaries	18				
Temporary Salaries					
Payroll Taxes	2,611	6,700	4,385	(2,315)	(34.6)%
Pension Benefits	66,736	107,666	61,876	(45,790)	(42.5)%
FICA Replacement Benefits	1,856	7,268	4,843	(2,425)	(33.4)%
Group Insurance Benefits	23,202	67,711	42,661	(25,050)	(37.0)%
Employee Transportation Subsidy	1,439	5,524	3,403	(2,121)	(38.4)%
Workers' Compensation	572	1,921	1,174	(747)	(38.9)%
Discretionary Contribution (Pension/OPEB)	28,154	33,425	24,971	(8,454)	(25.3)%
Board Stipends					
Total Personnel Expenditures	306,776	704,456	452,756	(251,700)	(35.7)%
Services & Supplies Expenditures					
Travel In-State	230	8,000	8,000		
Travel Out-of-State		2,500	2,500		
Training & Education		23,500	18,500	(5,000)	(21.3)%
Repair & Maintenance (Equipment)					
Communications	902	2,000	2,000		
Building Maintenance					
Utilities					
Postage					
Printing & Reproduction		3,000	3,000		
Equipment Rental					
Rents & Leases					
Professional Services & Contracts	1,994,117	7,350,000	7,460,000	110,000	1.5%
General Insurance					
Shop & Field Supplies					
Laboratory Supplies					
Gasoline & Variable Fuel					
Computer Hardware & Software	150	30,000	17,000	(13,000)	(43.3)%
Stationery & Office Supplies		800	800		
Books & Journals		200	200		
Minor Office Equipment		5,000	5,000		
Total Services & Supplies Expenditures	1,995,399	7,425,000	7,517,000	92,000	1.2%
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	158,266	306,365	82,967	(223,398)	(72.9)%
Total Expenditures	2,460,441	8,435,821	8,052,723	(383,098)	(4.5)%
Program Distribution	655,593	3,914,179	3,000,000	(914,179)	(23.4)%
Total Expenditures - MSIF	3,116,034	12,350,000	11,052,723	(1,297,277)	(10.5)%

TABLE VII: Transportation Fund for Clean Air (TFCA)

	Audited Program Actual	Approved Program Budget	Proposed Program Budget	FTE/Dollar Change	Percent Change
	2022	2023	2024	\$	%
Number of Positions (FTE)	5.73	8.34	8.62	0.28	3.4%
Revenues					
Admin Revenue	2,900,976	3,936,342	4,241,640	305,298	7.8%
Program Income	18,109,105	16,463,658	25,000,000	8,536,342	51.8%
Total Revenues - TFCA	21,010,081	20,400,000	29,241,640	8,841,640	43.3%
Personnel Expenditures					
Permanent Salaries	777,329	1,128,978	1,155,122	26,144	2.3%
Overtime Salaries	31,624		30,000	30,000	
Temporary Salaries	5,329				
Payroll Taxes	11,645	16,000	16,419	419	2.6%
Pension Benefits	182,281	258,106	234,536	(23,570)	(9.1)%
FICA Replacement Benefits	8,184	16,294	17,595	1,301	8.0%
Group Insurance Benefits	101,525	156,912	159,653	2,741	1.7%
Employee Transportation Subsidy	6,491	12,385	12,362	(23)	(0.2)%
Workers' Compensation	2,460	4,309	4,265	(44)	(1.0)%
Discretionary Contribution (Pension/OPEB)	64,367	74,941	91,189	16,248	21.7%
Board Stipends					
Total Personnel Expenditures	1,191,235	1,667,925	1,721,141	53,216	3.2%
Services & Supplies Expenditures					
Travel In-State	1,928	14,000	14,500	500	3.6%
Travel Out-of-State		8,000	6,500	(1,500)	(18.8)%
Training & Education		11,000	7,000	(4,000)	(36.4)%
Repair & Maintenance (Equipment)					
Communications	3,879	6,000	5,500	(500)	(8.3)%
Building Maintenance					
Utilities					
Postage	1,715	14,000	9,000	(5,000)	(35.7)%
Printing & Reproduction	7,695	24,000	9,500	(14,500)	(60.4)%
Equipment Rental					
Rents & Leases					
Professional Services & Contracts	1,079,537	1,714,349	1,736,999	22,650	1.3%
General Insurance					
Shop & Field Supplies		1,500	500	(1,000)	(66.7)%
Laboratory Supplies					
Gasoline & Variable Fuel					
Computer Hardware & Software	150	20,000	6,000	(14,000)	(70.0)%
Stationery & Office Supplies	743	1,000	500	(500)	(50.0)%
Books & Journals		440	450	10	2.3%
Minor Office Equipment		5,000	2,500	(2,500)	(50.0)%
Total Services & Supplies Expenditures	1,095,647	1,819,289	1,798,949	(20,340)	(1.1)%
Capital Expenditures					
Leasehold Improvements					
Building & Grounds					
Office Equipment					
Computer & Network Equipment					
Motorized Equipment					
Lab & Monitoring Equipment					
Communications Equipment					
PM 2.5 Equipment					
Total Capital Expenditures					
Transfer In/Out	614,094	449,128	721,550	272,422	60.7%
Total Expenditures	2,900,976	3,936,342	4,241,640	305,298	7.8%
Program Distribution	18,109,105	16,463,658	25,000,000	8,536,342	51.8%
Total Expenditures - TFCA	21,010,081	20,400,000	29,241,640	8,841,640	43.3%

TABLE VIII: Clean Cars for All (CCFA)

	Audited Program Actual 2022	Approved Program Budget 2023	Proposed Program Budget 2024	FTE/Dollar Change \$	Percent Change %
Number of Positions (FTE)	7.52	7.85	7.99	0.14	1.8%
Revenues					
Admin Revenue	2,379,261	2,323,404	2,935,752	612,348	26.4%
Program Income	6,049,454	4,866,596	30,200,000	25,333,404	520.6%
Total Revenues - CCFA	8,428,715	7,190,000	33,135,752	25,945,752	360.9%
Personnel Expenditures					
Permanent Salaries	882,189	1,001,684	1,068,282	66,598	6.6%
Overtime Salaries	3,741	5,000	10,000	5,000	100.0%
Temporary Salaries		15,000	200,000	185,000	1,233.3%
Payroll Taxes	12,926	14,282	15,341	1,059	7.4%
Pension Benefits	171,978	227,454	214,562	(12,892)	(5.7)%
FICA Replacement Benefits	9,197	15,347	16,313	966	6.3%
Group Insurance Benefits	114,336	134,829	143,185	8,356	6.2%
Employee Transportation Subsidy	7,262	11,665	11,463	(202)	(1.7)%
Workers' Compensation	2,795	4,059	3,954	(105)	(2.6)%
Discretionary Contribution (Pension/OPEB)	55,082	70,584	84,510	13,926	19.7%
Board Stipends					
Total Personnel Expenditures	1,259,506	1,499,904	1,767,610	267,706	17.8%
Services & Supplies Expenditures					
Travel In-State	52	7,500	10,500	3,000	40.0%
Travel Out-of-State		4,500	6,000	1,500	33.3%
Training & Education		6,000	6,000		
Repair & Maintenance (Equipment)					
Communications	2,221	2,500	2,500		
Building Maintenance					
Utilities					
Postage					
Printing & Reproduction					
Equipment Rental					
Rents & Leases					
Professional Services & Contracts	489,877	800,000	875,000	75,000	9.4%
General Insurance					
Shop & Field Supplies					
Laboratory Supplies					
Gasoline & Variable Fuel					
Computer Hardware & Software	425	3,000	3,000		
Stationery & Office Supplies					
Books & Journals					
Minor Office Equipment					
Total Services & Supplies Expenditures	492,575	823,500	903,000	79,500	9.7%
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	372,283		265,142	265,142	
Total Expenditures	2,124,364	2,323,404	2,935,752	612,348	26.4%
Program Distribution	6,304,351	4,866,596	30,200,000	25,333,404	520.6%
Total Expenditures - CCFA	8,428,715	7,190,000	33,135,752	25,945,752	360.9%

TABLE IX California Goods Movement Bond (CGMB)

	Audited Program Actual 2022	Approved Program Budget 2023	Proposed Program Budget 2024	FTE/Dollar Change \$	Percent Change %
Number of Positions (FTE)	1.26	1.11	1.63	0.52	46.85%
Revenues					
Admin Revenue	12,978	272,911	186,517	86,394	31.66%
Program Income	330,000	4,827,089	2,000,000	2,827,089	58.57%
Total Revenues - CGMB	342,978	5,100,000	2,186,517	2,913,483	57.13%
Personnel Expenditures					
Permanent Salaries	160,876	153,527	228,014	74,487	48.52%
Overtime Salaries					
Temporary Salaries					
Payroll Taxes	2,373	2,171	3,228	1,057	48.69%
Pension Benefits	29,021	34,970	47,124	12,154	34.76%
FICA Replacement Benefits	1,674	2,169	3,332	1,163	53.62%
Group Insurance Benefits	20,833	17,373	27,650	10,277	59.16%
Employee Transportation Subsidy	1,321	1,649	2,341	692	41.96%
Workers' Compensation	543	574	808	234	40.77%
Discretionary Contribution (Pension/OPEB)	8,759	9,978	17,409	7,431	74.47%
Board Stipends					
Total Personnel Expenditures	225,400	222,411	329,906	107,495	48.33%
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	138				
Postage					
Printing & Reproduction		1,000	1,000		
Equipment Rental					
Rents & Leases					
Professional Services & Contracts	10,730	45,000	40,000	(5,000)	(11.11)%
General Insurance					
Shop & Field Supplies		1,000	1,000		
Laboratory Supplies					
Gasoline & Variable Fuel					
Computer Hardware & Software					
Stationery & Office Supplies					
Books & Journals					
Minor Office Equipment					
Non-Capital Assets					
Total Services & Supplies Expenditures	10,868	50,500	45,500	(5,000)	(9.90)%
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	(223,290)		(188,889)	(188,889)	
Total Expenditures	12,978	272,911	186,517	(86,394)	(31.66)%
Program Distribution	330,000	4,827,089	2,000,000	(2,827,089)	(58.57)%
Total Expenditures - CGMB	342,978	5,100,000	2,186,517	(2,913,483)	(57.13)%

TABLE X: Vehicle Mitigation (VM)

	Audited Program Actual 2022	Approved Program Budget 2023	Proposed Program Budget 2024	FTE/Dollar Change \$	Percent Change %
Number of Positions (FTE)	3.31	3.50	2.47	(1.03)	(29.4)%
Revenues					
Admin Revenue	688,433	1,117,279	863,377	(253,902)	(22.7)%
Program Income	962,095	12,551,269	13,000,000	448,731	3.6%
Total Revenues - VM	1,650,528	13,668,548	13,863,377	194,829	1.4%
Personnel Expenditures					
Permanent Salaries	417,716	469,816	357,170	(112,646)	(24.0)%
Overtime Salaries	129				
Temporary Salaries					
Payroll Taxes	6,260	6,645	5,064	(1,581)	(23.8)%
Pension Benefits	86,337	105,969	73,058	(32,911)	(31.1)%
FICA Replacement Benefits	4,446	6,840	5,048	(1,792)	(26.2)%
Group Insurance Benefits	55,110	63,488	46,372	(17,116)	(27.0)%
Employee Transportation Subsidy	3,543	5,199	3,547	(1,652)	(31.8)%
Workers' Compensation	1,323	1,809	1,223	(586)	(32.4)%
Discretionary Contribution (Pension/OPEB)	28,774	31,461	26,551	(4,910)	(15.6)%
Board Stipends					
Total Personnel Expenditures	603,638	691,227	518,033	(173,194)	(25.1)%
Services & Supplies Expenditures					
Travel In-State		13,000	13,000		
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	36,518	100,000	97,229	(2,771)	(2.8)%
General Insurance					
Shop & Field Supplies					
Laboratory Supplies					
Gasoline & Variable Fuel					
Computer Hardware & Software					
Stationery & Office Supplies					
Books & Journals					
Minor Office Equipment					
Total Services & Supplies Expenditures	36,518	115,000	112,229	(2,771)	(2.4)%
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	48,277	311,052	233,115	(77,937)	(25.1)%
Total Expenditures	688,433	1,117,279	863,377	(253,902)	(22.7)%
Program Distribution	962,095	12,551,269	13,000,000	448,731	3.6%
Total Expenditures - VM	1,650,528	13,668,548	13,863,377	194,829	1.4%

TABLE XI: Other Grants Revenues

	Audited Program Actual 2022	Approved Program Budget 2023	Proposed Program Budget 2024	FTE/Dollar Change \$	Percent Change %
Number of Positions (FTE)	0.18		0.87	0.87	
Revenues					
Admin Revenue		6,300	182,472	176,172	2,796.4%
Program Income	254,897	993,700	762,000	(231,700)	(23.3)%
Total Revenues - Other Grants	254,897	1,000,000	944,472	(55,528)	(5.6)%
Personnel Expenditures					
Permanent Salaries	20,445		121,992	121,992	
Overtime Salaries					
Temporary Salaries					
Payroll Taxes	318		1,740	1,740	
Pension Benefits	8,138		24,588	24,588	
FICA Replacement Benefits	221		1,775	1,775	
Group Insurance Benefits	2,740		15,116	15,116	
Employee Transportation Subsidy	173		1,247	1,247	
Workers' Compensation	65		430	430	
Discretionary Contribution (Pension/OPEB)	3,496		9,284	9,284	
Board Stipends					
Total Personnel Expenditures	35,596		176,172	176,172	
Services & Supplies Expenditures					
Travel In-State		6,300	6,300		
Travel Out-of-State					
Training & Education					
Repair & Maintenance (Equipment)					
Communications					
Building Maintenance					
Utilities					
Postage					
Printing & Reproduction					
Equipment Rental					
Rents & Leases					
Professional Services & Contracts	254,897				
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	254,897	6,300	6,300		
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	(35,596)				
Total Expenditures	254,897	6,300	182,472	176,172	2,796.4%
Program Distribution		993,700	762,000	(231,700)	(23.3)%
Total Expenditures - Other Grants	254,897	1,000,000	944,472	(55,528)	(5.6)%

TABLE XII: General Fund Expenditures by Division

	Audited Program Actual 2022	Approved Program Budget 2023	Proposed Program Budget 2024	FTE/Dollar Change \$	Percent Change %
Executive Office					
Executive Office	7,753,047	8,867,174	8,966,878	99,704	1.1%
Bay Area Regional Collaborative (BARC)	312,608				
Board of Directors	452,910	469,186	516,793	47,607	10.1%
Hearing Board	30,533	56,974	95,350	38,376	67.4%
Advisory Council & Community Advisory Council	26,110	448,792	557,111	108,319	24.1%
External Affairs	167,584	672,859	1,145,095	472,236	70.2%
Total Executive Office	8,742,792	10,514,985	11,281,227	766,242	7.3%
Diversity, Equity and Inclusion Division					
Office of Diversity Equity & Inclusion	596,072	972,885	904,413	(68,472)	(7.0)%
Total Diversity, Equity and Inclusion Division	596,072	972,885	904,413	(68,472)	(7.0)%
Finance Office					
Accounting and Budgeting	3,000,168	3,744,665	4,418,389	673,724	18.0%
Payroll	824,173	660,525	675,575	15,050	2.3%
Total Finance Office	3,824,341	4,405,190	5,093,964	688,774	20.3%
Human Resources Office					
Benefits Administration	4,027,901	3,887,680	3,879,897	(7,783)	(0.2)%
Organizational Development	575,196	666,644	1,296,057	629,413	94.4%
Employment Relations	883,664	1,109,416	1,331,537	222,121	20.0%
Recruitment & Testing	806,077	817,309	978,028	160,719	19.7%
Total Human Resources Office	6,292,838	6,481,049	7,485,519	1,004,470	133.9%
Administrative Resources Division					
Facilities	1,388,775	1,990,716	1,873,890	(116,826)	(5.9)%
Mail and Reproduction	904,107	1,153,373	999,178	(154,195)	(13.4)%
Headquarters East (Richmond)	133,655	813,000	813,000		
Purchasing	916,670	1,314,829	1,937,224	622,395	47.3%
Headquarters West (Beale Street)	3,119,760	4,210,000	5,075,792	865,792	20.6%
Fleet Services	1,300,212	1,952,518	1,930,207	(22,311)	(1.1)%
Total Administrative Resources Division	7,763,179	11,434,436	12,629,291	1,194,855	47.5%
Legislative Office					
Legislative Program	482,469	623,159	657,164	34,005	5.5%
Total Legislative Office	482,469	623,159	657,164	34,005	5.5%
Legal Services Division					
Legal Counsel	3,049,644	2,910,984	2,914,726	3,742	0.1%
Hearing Board Proceedings	11,312	34,434	194,487	160,053	464.8%
Penalties Enforcement & Settlement	766,289	1,174,823	1,731,640	556,817	47.4%
Litigation	352,950	374,227	334,132	(40,095)	(10.7)%
Total Legal Services Division	4,180,195	4,494,468	5,174,985	680,517	501.6%
Communications Office					
Media Relations	1,782,045	1,919,880	1,797,245	(122,635)	(6.4)%
Intermittent Control	1,164,067	1,275,457	1,416,607	141,150	11.1%
Spare The Air (CMAQ)	967,343	1,000,000	1,000,000		
Total Communications Office	3,913,455	4,195,337	4,213,852	18,515	0.4%
Technology Implementation Office					
Greenhouse Gas Technologies	1,747,092	1,018,977	1,063,166	44,189	4.3%
Total Technology Implementation Office	1,747,092	1,018,977	1,063,166	44,189	4.3%
Strategic Incentives					
Non-Mobile Source Grant Programs	72,539	138,492	379,017	240,525	173.7%
Grant Program Development	90,495	260,372	155,217	(105,155)	(40.4)%
Total Strategic Incentives	163,034	398,864	534,234	135,370	33.9%
Compliance & Enforcement					
Enforcement	5,431,810	6,944,654	7,987,846	1,043,192	15.0%
Compliance Assistance & Operations	3,150,929	3,714,328	3,472,773	(241,555)	(6.5)%
Compliance Assurance	5,499,422	7,113,062	6,235,227	(877,835)	(12.3)%

TABLE XI: General Fund Expenditures by Division

	Audited Program Actual 2022	Approved Program Budget 2023	Proposed Program Budget 2024	FTE/Dollar Change \$	Percent Change %
Total Compliance & Enforcement	14,082,161	17,772,044	17,695,846	(76,198)	(0.4)%
Engineering					
Permit Evaluation	7,554,549	8,741,400	8,543,400	(198,000)	(2.3)%
Air Toxics	1,492,469	1,811,164	2,080,600	269,436	14.9%
Permit Operations	885,175	1,018,692	1,570,623	551,931	54.2%
Title V	351,299	1,001,787	1,094,099	92,312	9.2%
Engineering Special Projects	1,278,399	1,681,586	2,003,778	322,192	19.2%
Total Engineering	11,561,891	14,254,629	15,292,500	1,037,871	7.3%
Assessment, Inventory & Model					
Source Inventories	1,612,176	1,736,608	1,633,465	(103,143)	(5.9)%
Air Quality Modeling Support	1,324,225	1,183,162	900,007	(283,155)	(23.9)%
Air Quality Modeling & Research	727,214	841,676	520,441	(321,235)	(38.2)%
Community Air Risk Evaluation	1,000,792	1,301,746	753,152	(548,594)	(42.1)%
Total Assessment, Inventory & Model	4,664,407	5,063,192	3,807,065	(1,256,127)	(24.8)%
Planning & Climate Protection					
Air Quality Plans	1,779,117	2,183,721	1,306,277	(877,444)	(40.2)%
Implement Plans, Policies and Measures	1,205,850	1,363,472	1,109,950	(253,522)	(18.6)%
Climate Protection	1,817,086	1,852,820	2,051,475	198,655	10.7%
Total Planning & Climate Protection	4,802,053	5,400,013	4,467,702	(932,311)	(17.3)%
Rules Division					
Rule Development	2,686,951	2,957,742	2,507,760	(449,982)	(15.2)%
Total Rules Division	2,686,951	2,957,742	2,507,760	(449,982)	(15.2)%
Community Engagement					
Environmental Justice & Community Engagement AB617	5,236,872	8,732,937	5,705,218	(3,027,719)	(34.7)%
			9,251,090	9,251,090	
Total Community Engagement	5,236,872	8,732,937	14,956,308	6,223,371	(34.7)%
Information Services					
Information Management Records & Content	480,128	1,134,316	776,316	(358,000)	(31.6)%
IT Engineering & Operations	3,016,545	4,923,201	5,429,991	506,790	10.3%
User Support Desk		460,181	1,351,433	891,252	193.7%
Total Information Services	3,496,673	6,517,698	7,557,740	1,040,042	172.4%
My Air Online					
Online Permit Billing System	4,514,198	4,792,733	4,921,179	128,446	2.7%
Online Services	1,646,863	1,606,838	1,637,827	30,989	1.9%
Legacy Systems Support	1,136,094	1,311,775	1,482,843	171,068	13.0%
Total My Air Online	7,297,155	7,711,346	8,041,849	330,503	17.6%
Meteorology, Measurement & Rules					
Air Monitoring – Operations	4,240,015	6,794,452	6,403,127	(391,325)	(5.8)%
Laboratory	1,630,293	2,082,770	2,212,486	129,716	6.2%
Source Test	3,207,654	3,534,372	4,056,103	521,731	14.8%
Meteorology	957,218	948,802	923,854	(24,948)	(2.6)%
Air Monitoring Instrument Performance Evaluation	649,190	863,942	717,072	(146,870)	(17.0)%
BioWatch Monitoring	1,253,501	1,516,419	1,538,805	22,386	1.5%
Air Monitoring - Projects & Technology	1,490,275	2,622,879	1,873,341	(749,538)	(28.6)%
Ambient Air Quality Analysis	989,825	1,736,586	1,750,215	13,629	0.8%
Total Meteorology, Measurement & Rules	14,417,971	20,100,222	19,475,003	(625,219)	(3.1)%
Others					
Vacancy Savings		(5,165,856)	(6,583,940)	(1,418,084)	27.5%
Program Distribution	1,421,767	1,000,000	1,300,000	300,000	30.0%
Transfer In/Out	934,033		188,889	188,889	
Total Expenditures - General Fund Divisions	108,307,401	128,883,317	137,744,537	8,861,220	(835.0)%

TABLE XIII: Special Revenue Funds Expenditures by Division

	Audited Program Actual 2022	Approved Program Budget 2023	Proposed Program Budget 2024	FTE/Dollar Change \$	Percent Change %
Communication Office					
Intermittent Control (TFCA)	1,597,855	2,260,343	2,509,695	249,352	11.0%
Total Communication Office	1,597,855	2,260,343	2,509,695	249,352	11.0%
Strategic Incentives Division					
Carl Moyer Program Administration (CMP)	20,341,785	55,058,440	38,612,576	(16,445,864)	(29.9)%
Transportation Fund for Clean Air Administration (TFCA)	19,401,671	18,113,657	26,705,445	8,591,788	47.4%
Mobile Source Incentive Fund (MSIF)	1,076,499	5,013,501	3,588,170	(1,425,331)	(28.4)%
Vehicle Buy Back (MSIF)	2,039,535	7,336,499	7,464,553	128,054	1.7%
Miscellaneous Incentive Program (Other Grant)		1,000,000	944,472	(55,528)	(5.6)%
CA GMB - Grants Administration (CGMB)	342,978	5,100,000	2,186,517	(2,913,483)	(57.1)%
Volkswagen NOx Mitigation (VW Trust)	1,650,528	13,668,548	13,863,377	194,829	1.4%
Total Strategic Incentives Division	44,852,996	105,290,645	93,365,110	(11,925,535)	(11.3)%
Technology Implementation Office					
Light Duty Electric Vehicle Program (Other Grant)	8,428,715	7,190,000	33,135,752	25,945,752	360.9%
Total Technology Implementation Office	8,428,715	7,190,000	33,135,752	25,945,752	360.9%
Compliance and Enforcement Division					
Enhanced Mobile Source Inspections (TFCA)	8,841	15,000	15,500	500	3.3%
Commuter Benefits Program (TFCA)	1,714	11,000	11,000		
Total Compliance and Enforcement Division	10,555	26,000	26,500	500	1.9%
Communication Engagement					
Community Engagement - Special Project (Other Grant)	254,897				
Total Communication Engagement	254,897				
Others					
Total Expenditures - Special Revenue Fund Divisions	55,145,018	114,766,988	129,037,057	14,270,069	12.4%

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FINANCE AND ADMINISTRATION
COMMITTEE MEETING OF 05/03/2023

Capital Expenditure

FINANCE AND ADMINISTRATION
COMMITTEE MEETING CE 05/03/2023

**TABLE XIV
CAPITAL EXPENDITURE SUMMARY**

The list below includes all capital expenditures budgeted for FYE 2024

	<u>Description</u>	<u>PGM</u>	<u>Capital Type</u>	<u>Amount</u>	<u>Program Total</u>	<u>Division Total</u>
1	One (1) Replacement and upgrades for aging air monitoring equipment	802	Lab & Monitoring	182,427		
2	One (1) New equipment purchase for Schedule X equipment only	802	Lab & Monitoring	757,837	940,263	
3	One (1) OC/EC with autosampler	803	Lab & Monitoring	115,000		
4	One (1) Ion Chromatograph with autosampler	803	Lab & Monitoring	165,000	280,000	
5	Three (3) Source Test Analyzers	804	Lab & Monitoring	55,500		
6	One (1) Multy Program Van Custom Equipment and Build Out	804	Motorized Equipment	100,000	155,500	
7	One (1) Model T703U UV PHOTOMETRIC 03 CALIBRATOR	807	Lab & Monitoring	45,000	45,000	<u>1,420,763</u>
8	One (1) Termo TVA 2020s or other similar equipment	403	Lab & Monitoring	100,000	100,000	<u>100,000</u>
9	Phase 2 HQE build out for Meterology & Measurement staff	707	Building and Grounds	500,000	500,000	
10	375 Beale Street network upgrade	709	Network Equipments	500,000	500,000	<u>1,000,000</u>
11	Pilot Program and Prototyping for IT Infrastructure Datacenter Refres	726	Computer & Network Equipment	400,000		
12	Replacement of End-of-Life Network Components	726	Computer & Network Equipment	500,000		
13	Communication Equipment	726	Communications Equipment	150,000	1,050,000	
14	Proposed records management room HQE	712	Information Management Recorc	100,000		
15	Scanning station for Records Management Section	712	Information Management Recorc	10,000	110,000	<u>1,160,000</u>
16	Online Permit Billing Systems	125	Computer & Network Equipment	3,108,613	3,108,613	<u>3,108,613</u>
Total Capital Expenditures						<u>6,789,377</u>

**TABLE XV
CAPITAL EXPENDITURE DETAILS**

The list below includes all capital expenditures budgeted for FYE 2024		
Item Description	Cost	Program/ Capital Type
1 <u>One (1) Upgrades for aging air monitoring equipment</u> Replacements / upgrades for aging air monitoring equipment.	\$182,427	802/Lab & Monitoring
2 <u>One (1) New equipment purchase for Schedule X equipment only</u> New equipment purchases and maintenance costs for Schedule X	\$757,837	802/Lab & Monitoring
3 <u>One (1) OC/EC with autosampler</u> This instrument is used to analyze some of the speciation data collected as part of mandated programs. The data produced by this instrument is part of the suite of data frequently requested via public records requests. The current instrument used for this analysis was an early generation and is frequently under repair, and resulting in a significant backlog.	\$115,000	803/Lab & Monitoring
4 <u>One (1) Ion Chromatograph with autosampler</u> This instrument is used to analyze some of the speciation data collected as part of mandated programs. The data produced by this instrument is part of the suite of data frequently requested via public records requests. The current instrument used for this analysis was an early generation and is frequently under repair, and resulting in a significant backlog.	\$165,000	803/Lab & Monitoring
5 <u>Three (3) Source Test Analyzers</u> Replacements for current equipment that reached the end of its useful life. The current equipment will be installed in field testing vans to reduce calibration gas inventory.	\$55,500	804/Lab & Monitoring
6 <u>One (1) Multy Program Van Custom Equipment and Build Out</u> Field testing new multi program van custom equipment and build out to include instrument racks, plumbing, cylinder storage, and work areas.	\$100,000	804/Motorized Equipment
7 <u>One (1) Model T703U UV PHOTOMETRIC O3 CALIBRATOR</u> To replace 2 older Teledyne API 703U Ozone. Photometers/Calibrators that are used in conducting EPA-mandated gas analyzer performance evaluations (audits) of the Air District's network of ozone analyzers. The photometers/calibrators have been repaired too many times and need to be replaced to ensure accurate ozone data	\$45,000	807/Lab & Monitoring
8 <u>One (1) Termo TVA 2020s or other similar equipment</u> To perform routine monitoring at regulated facilities to determine compliance with applicable regulations	\$100,000	403/Lab & Monitoring
9 <u>Phase 2 HQE build out for Meterology & Measurement staff</u> Continue with Phase 2 HQE build out for Measure and Meteorology staff.	\$500,000	707/Building and Grounds
10 <u>375 Beale Street network upgrade</u> Network upgrade pertaining to pertaining to the Shared Services Organization, via BAHA	\$500,000	709/Building and Grounds
11 <u>Pilot Program and Prototyping for IT Infrastructure Datacenter Refres</u> The District modernizes its information technology infrastructure every 6 - 8 years. Design of a new IT data center infrastructure began in FYE2023. This project encompasses the proof of concept, pilot deployment, and prototyping	\$400,000	726/Computer & Network Equipment
12 <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 FYE24. 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
13 <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.	\$150,000	726/Communications Equipment
14 <u>Records management room HQE</u> Equip the record's management room at Head Quarter East	\$100,000	712/Information Management
15 <u>Scanning Station for Records Management Section</u> Purchase one scanning station for Record Management	\$10,000	712/Information Management
16 <u>Online Permit Billing Systems</u> Development and implementation of permitting and enforcement software functionality for medium and complex facilities, including data cleanup and consolidation activities.	\$3,108,613	125/Computer & Network Equipment
Total Capital Expenditures	\$6,789,377	

General Fund Program Narratives and Expenditure Details

Note: Definitions are provided on pages 242-244
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 2024, 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.	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 2024.	Ongoing

		Audited Program Actual 2022	Approved Program Budget 2023	Proposed Program Budget 2024	FTE/Dollar Change \$	Percent Change %
Number of Positions (FTE)		19.55	22.41	22.79	0.38	1.7%
Personnel Expenditures						
Permanent Salaries	51100	4,127,888	4,290,537	4,571,429	280,892	6.5%
Overtime Salaries	51150	11,113	10,000	12,000	2,000	20.0%
Temporary Salaries	51200	56,755				
Payroll Taxes	51300	61,426	65,737	70,892	5,155	7.8%
Pension Benefits	51400	922,877	993,880	932,874	(61,006)	(6.1)%
FICA Replacement Benefits	51500	43,385	43,803	46,530	2,727	6.2%
Group Insurance Benefits	51600	539,253	422,067	437,921	15,854	3.8%
Employee Transportation Subsidy	51700	34,469	33,295	32,693	(602)	(1.8)%
Workers' Compensation	51800	13,072	11,585	11,278	(307)	(2.6)%
Discretionary Contribution (Pension/OPEB)	51850	296,539	201,470	264,110	62,640	31.1%
Board Stipends	51900					
Total Personnel Expenditures		6,106,777	6,072,374	6,379,727	307,353	5.1%
Services & Supplies Expenditures						
Travel In-State	52200	5,240	18,000	19,000	1,000	5.6%
Travel Out-of-State	52220	41,782	45,000	69,500	24,500	54.4%
Training & Education	52300	22,825	36,000	34,500	(1,500)	(4.2)%
Repair & Maintenance (Equipment)	52400					
Communications	52500	15,033	5,000	5,000		
Building Maintenance	52600	82				
Utilities	52700					
Postage	52800	35	200	200		
Printing & Reproduction	52900	3,323	4,000	5,000	1,000	25.0%
Equipment Rental	53100					
Rents & Leases	53200	33,624	50,000		(50,000)	(100.0)%
Professional Services & Contracts	53300	1,674,303	2,630,000	2,438,251	(191,749)	(7.3)%
General Insurance	53400					
Shop & Field Supplies	53500					
Laboratory Supplies	53600					
Gasoline & Variable Fuel	53700					
Computer Hardware & Software	53800	4,979	4,000	6,200	2,200	55.0%
Stationery & Office Supplies	53900	2,392	1,100	3,500	2,400	218.2%
Books & Journals	54100	5,070	1,500	6,000	4,500	300.0%
Minor Office Equipment	54200	1,865				
Total Services & Supplies Expenditures		1,810,553	2,794,800	2,587,151	(207,649)	(7.4)%
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		(164,283)				
Total Expenditures		7,753,047	8,867,174	8,966,878	99,704	1.1%

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

FINANCE AND ADMINISTRATION COMMITTEE MEETING OF 05/03/2023

	Audited Program Actual 2022	Approved Program Budget 2023	Proposed Program Budget 2024	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				
Discretionary Contribution (Pension/OPEB)	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	312,608			
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	312,608				
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	312,608				

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 Actual 2022	Approved Program Budget 2023	Proposed Program Budget 2024	FTE/Dollar Change \$	Percent Change %
Number of Positions (FTE)		1.77	1.78	1.70	(0.08)	(4.5)%
Personnel Expenditures						
Permanent Salaries	51100	209,380	204,192	207,694	3,502	1.7%
Overtime Salaries	51150	4,929				
Temporary Salaries	51200					
Payroll Taxes	51300	3,080	2,866	2,973	107	3.7%
Pension Benefits	51400	58,989	45,447	41,343	(4,104)	(9.0)%
FICA Replacement Benefits	51500	2,170	3,480	3,470	(10)	(0.3)%
Group Insurance Benefits	51600	27,036	31,132	31,354	222	0.7%
Employee Transportation Subsidy	51700	1,934	2,645	2,438	(207)	(7.8)%
Workers' Compensation	51800	663	920	841	(79)	(8.6)%
Discretionary Contribution (Pension/OPEB)	51850	22,757	16,004	17,680	1,676	10.5%
Board Stipends	51900	107,280	78,000	115,000	37,000	47.4%
Total Personnel Expenditures		438,218	384,686	422,793	38,107	9.9%
Services & Supplies Expenditures						
Travel In-State	52200	3,319	19,500	19,500		
Travel Out-of-State	52220	5,040	13,500	22,000	8,500	63.0%
Training & Education	52300	240	28,000	30,000	2,000	7.1%
Repair & Maintenance (Equipment)	52400					
Communications	52500					
Building Maintenance	52600					
Utilities	52700					
Postage	52800					
Printing & Reproduction	52900					
Equipment Rental	53100					
Rents & Leases	53200					
Professional Services & Contracts	53300	6,093	23,500	22,000	(1,500)	(6.4)%
General Insurance	53400					
Shop & Field Supplies	53500					
Laboratory Supplies	53600					
Gasoline & Variable Fuel	53700					
Computer Hardware & Software	53800					
Stationery & Office Supplies	53900			500	500	
Books & Journals	54100					
Minor Office Equipment	54200					
Total Services & Supplies Expenditures		14,692	84,500	94,000	9,500	11.2%
Capital Expenditures						
Leasehold Improvements	60100					
Building & Grounds	60105					
Office Equipment	60110					
Computer & Network Equipment	60115					
Motorized Equipment	60120					
Lab & Monitoring Equipment	60125					
Communications Equipment	60130					
General Equipment	60135					
PM 2.5 Equipment	60140					
Biotech Equipment	60145					
Total Capital Expenditures						
Transfer In/Out						
Total Expenditures		452,910	469,186	516,793	47,607	10.1%

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 Actual 2022	Approved Program Budget 2023	Proposed Program Budget 2024	FTE/Dollar Change \$	Percent Change %
Number of Positions (FTE)		0.13	0.04	0.24	0.20	500.0%
Personnel Expenditures						
Permanent Salaries	51100	15,860	4,957	30,077	25,120	506.8%
Overtime Salaries	51150	1,038				
Temporary Salaries	51200					
Payroll Taxes	51300	222	70	424	354	505.7%
Pension Benefits	51400	3,848	1,097	5,784	4,687	427.3%
FICA Replacement Benefits	51500	152	78	493	415	532.1%
Group Insurance Benefits	51600	1,912	612	3,687	3,075	502.5%
Employee Transportation Subsidy	51700	158	59	346	287	486.4%
Workers' Compensation	51800	50	21	119	98	466.7%
Discretionary Contribution (Pension/OPEB)	51850	1,383	360	2,520	2,160	600.0%
Board Stipends	51900	5,350	40,000	35,000	(5,000)	(12.5)%
Total Personnel Expenditures		29,973	47,254	78,450	31,196	66.0%
Services & Supplies Expenditures						
Travel In-State	52200	10		7,100	7,100	
Travel Out-of-State	52220		1,000	1,500	500	50.0%
Training & Education	52300		1,000	2,000	1,000	100.0%
Repair & Maintenance (Equipment)	52400					
Communications	52500					
Building Maintenance	52600					
Utilities	52700					
Postage	52800	217	120	350	230	191.7%
Printing & Reproduction	52900		1,500	1,000	(500)	(33.3)%
Equipment Rental	53100					
Rents & Leases	53200					
Professional Services & Contracts	53300	333	5,000	4,000	(1,000)	(20.0)%
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		600	500	(100)	(16.7)%
Minor Office Equipment	54200		250	200	(50)	(20.0)%
Total Services & Supplies Expenditures		560	9,720	16,900	7,180	73.9%
Capital Expenditures						
Leasehold Improvements	60100					
Building & Grounds	60105					
Office Equipment	60110					
Computer & Network Equipment	60115					
Motorized Equipment	60120					
Lab & Monitoring Equipment	60125					
Communications Equipment	60130					
General Equipment	60135					
PM 2.5 Equipment	60140					
Biotech Equipment	60145					
Total Capital Expenditures						
Transfer In/Out						
Total Expenditures		30,533	56,974	95,350	38,376	67.4%

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:	
<p>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.</p> <p>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.</p>	
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

		Audited Program Actual 2022	Approved Program Budget 2023	Proposed Program Budget 2024	FTE/Dollar Change \$	Percent Change %
Number of Positions (FTE)		0.09	0.11	0.12	0.01	9.1%
Personnel Expenditures						
Permanent Salaries	51100	11,155	13,549	16,982	3,433	25.3%
Overtime Salaries	51150	1		10,000	10,000	
Temporary Salaries	51200					
Payroll Taxes	51300	165	191	257	66	34.6%
Pension Benefits	51400	1,917	3,010	3,477	467	15.5%
FICA Replacement Benefits	51500	115	213	236	23	10.8%
Group Insurance Benefits	51600	1,420	1,631	1,895	264	16.2%
Employee Transportation Subsidy	51700	100	162	165	3	1.9%
Workers' Compensation	51800	35	56	57	1	1.8%
Discretionary Contribution (Pension/OPEB)	51850	587	980	1,242	262	26.7%
Board Stipends	51900			91,800	91,800	
Total Personnel Expenditures		15,495	19,792	126,111	106,319	537.2%
Services & Supplies Expenditures						
Travel In-State	52200	2,192	22,000	23,000	1,000	4.5%
Travel Out-of-State	52220		20,500	22,500	2,000	9.8%
Training & Education	52300		10,500	10,500		
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	8,274	375,000	373,500	(1,500)	(0.4)%
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	149		500	500	
Minor Office Equipment	54200					
Total Services & Supplies Expenditures		10,615	429,000	431,000	2,000	0.5%
Capital Expenditures						
Leasehold Improvements	60100					
Building & Grounds	60105					
Office Equipment	60110					
Computer & Network Equipment	60115					
Motorized Equipment	60120					
Lab & Monitoring Equipment	60125					
Communications Equipment	60130					
General Equipment	60135					
PM 2.5 Equipment	60140					
Biotech Equipment	60145					
Total Capital Expenditures						
Transfer In/Out						
Total Expenditures		26,110	448,792	557,111	108,319	24.1%

Managing Division:	
Executive Division	
Contact Person:	
Lisa Fasano	
Program Purpose:	
The External Affairs Office manages the Commuter Benefits Program, advances partnerships, and messaging programs to further solutions to reduce air pollution from commuting. The program works at building partnerships between employers, municipalities, and transit agencies. Manage Air District sponsorship program.	
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 Benefits Program. Flex Your Commute is targeted to employers and employees which will encourage commuting partnerships. Survey and focus group data will be used to develop messaging campaigns and partnership strategies. 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>To facilitate and grow Air District partnerships, External Affairs manages and allocates funding for Air District-sponsored activities, conferences, and events. Sponsorships help the Air District reach new and diverse audiences to convey our messages and position the Air District as an air quality leader. Event partnerships help shape, engage and drive action toward air pollution and greenhouse gas reduction goals.</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, vanpool and carpool options, multi-county commutes and established localized commute requirements. 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

		Audited Program Actual 2022	Approved Program Budget 2023	Proposed Program Budget 2024	FTE/Dollar Change \$	Percent Change %
Number of Positions (FTE)		0.68	1.00	2.77	1.77	177.00%
Personnel Expenditures						
Permanent Salaries	51100	117,386	224,663	486,101	261,438	116.37%
Overtime Salaries	51150					
Temporary Salaries	51200	14,022		94,237	94,237	
Payroll Taxes	51300	1,608	3,394	7,163	3,769	111.0%
Pension Benefits	51400	10,670	53,971	100,893	46,922	86.9%
FICA Replacement Benefits	51500	1,174	1,954	5,643	3,689	188.8%
Group Insurance Benefits	51600	14,822	27,886	64,726	36,840	132.1%
Employee Transportation Subsidy	51700	875	1,485	3,965	2,480	167.0%
Workers' Compensation	51800	372	517	1,368	851	164.6%
Discretionary Contribution (Pension/OPEB)	51850		8,989	30,999	22,010	244.9%
Board Stipends	51900					
Total Personnel Expenditures		160,929	322,859	795,095	472,236	146.3%
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	6,655	350,000	350,000		
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		6,655	350,000	350,000		
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		167,584	672,859	1,145,095	472,236	70.18%

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FINANCE AND ADMINISTRATION
COMMITTEE MEETING OF 05/03/2023

Diversity, Equity and Inclusion Division

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. Examples of specific Office responsibilities include supporting the Community Equity, Health, and Justice Committee and the Community Advisory Council, providing staff equity related trainings, creating and executing cultural awareness events and activities, guiding employee resource groups, developing and implementing equitable recruitment and retention strategies, and working on projects and initiatives as related to language access, procurement, contracting, grants, community engagement, communications, rule development, planning, climate and protection, and technology implementation, whereby ensuring equity is included into decision making and accountability, where applicable. 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.

FINANCE AND ADMINISTRATION
COMMITTEE MEETING OF 05/03/2025

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 recognizes the contributions of all employees and community members and works to sustain an environment where everyone is valued, respected, and included.	
Description of Program:	
The Office of Diversity, Equity & Inclusion (Office) is taking meaningful steps to build an 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, Community Advisory Council 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)	
Further development of an Equity Toolkit used to assist incorporate an equity lens into decision making across the agency, where applicable.	
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
Further development of an Equity Toolkit to assist the Agency utilize an equity lens in all decision making, where applicable.	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 Actual 2022	Approved Program Budget 2023	Proposed Program Budget 2024	FTE/Dollar Change \$	Percent Change %
Number of Positions (FTE)		2.14	2.38	2.00	(0.38)	(16.0)%
Personnel Expenditures						
Permanent Salaries	51100	300,971	345,131	300,572	(44,559)	(12.9)%
Overtime Salaries	51150	1,338	4,000	4,000		
Temporary Salaries	51200					
Payroll Taxes	51300	4,543	4,878	4,257	(621)	(12.7)%
Pension Benefits	51400	77,185	80,402	62,871	(17,531)	(21.8)%
FICA Replacement Benefits	51500	3,224	4,652	4,081	(571)	(12.3)%
Group Insurance Benefits	51600	40,031	38,260	29,228	(9,032)	(23.6)%
Employee Transportation Subsidy	51700	2,557	3,536	2,868	(668)	(18.9)%
Workers' Compensation	51800	953	1,230	989	(241)	(19.6)%
Discretionary Contribution (Pension/OPEB)	51850	28,417	21,396	21,647	251	1.2%
Board Stipends	51900					
Total Personnel Expenditures		459,219	503,485	430,513	(72,972)	(14.5)%
Services & Supplies Expenditures						
Travel In-State	52200		3,100	3,100		
Travel Out-of-State	52220		6,600	6,600		
Training & Education	52300		48,000	51,500	3,500	7.3%
Repair & Maintenance (Equipment)	52400					
Communications	52500					
Building Maintenance	52600					
Utilities	52700					
Postage	52800					
Printing & Reproduction	52900	384	6,000	6,500	500	8.3%
Equipment Rental	53100					
Rents & Leases	53200					
Professional Services & Contracts	53300	156,681	405,000	405,000		
General Insurance	53400					
Shop & Field Supplies	53500					
Laboratory Supplies	53600					
Gasoline & Variable Fuel	53700					
Computer Hardware & Software	53800	100		500	500	
Stationery & Office Supplies	53900	639	700	700		
Books & Journals	54100					
Minor Office Equipment	54200					
Total Services & Supplies Expenditures		157,804	469,400	473,900	4,500	1.0%
Capital Expenditures						
Leasehold Improvements	60100					
Building & Grounds	60105					
Office Equipment	60110					
Computer & Network Equipment	60115					
Motorized Equipment	60120					
Lab & Monitoring Equipment	60125					
Communications Equipment	60130					
General Equipment	60135					
PM 2.5 Equipment	60140					
Total Capital Expenditures						
Transfer In/Out		(20,951)				
Total Expenditures		596,072	972,885	904,413	(68,472)	(7.0)%

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FINANCE AND ADMINISTRATION
COMMITTEE MEETING OF 05/03/2023

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, payroll, and asset management.

FINANCE AND ADMINISTRATION
COMMITTEE MEETING OF 05/03/2023

Managing Division:	
Finance Office	
Contact Person:	
Stephanie Osaze	
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

Payroll

		Audited Program Actual 2022	Approved Program Budget 2023	Proposed Program Budget 2024	FTE/Dollar Change \$	Percent Change %
Number of Positions (FTE)		2.44	1.62	1.55	(0.07)	(4.32)%
Personnel Expenditures						
Permanent Salaries	51100	409,602	242,961	224,426	(18,535)	(7.63)%
Overtime Salaries	51150	6,109				
Temporary Salaries	51200		40,000	40,000		
Payroll Taxes	51300	6,062	3,564	3,175	(389)	(10.91)%
Pension Benefits	51400	77,882	56,402	46,321	(10,081)	(17.87)%
FICA Replacement Benefits	51500	4,340	3,165	3,164	(1)	(0.03)%
Group Insurance Benefits	51600	53,819	31,850	31,451	(399)	(1.25)%
Employee Transportation Subsidy	51700	3,538	2,406	2,223	(183)	(7.61)%
Workers' Compensation	51800	1,297	834	767	(67)	(8.03)%
Discretionary Contribution (Pension/OPEB)	51850	24,488	14,543	16,648	2,105	14.47%
Board Stipends	51900					
Total Personnel Expenditures		587,137	395,725	368,175	(27,550)	(6.96)%
Services & Supplies Expenditures						
Travel In-State	52200					
Travel Out-of-State	52220	920	2,800	4,400	1,600	57.14%
Training & Education	52300	2,265	2,000	3,000	1,000	50.00%
Repair & Maintenance (Equipment)	52400					
Communications	52500					
Building Maintenance	52600					
Utilities	52700					
Postage	52800					
Printing & Reproduction	52900					
Equipment Rental	53100					
Rents & Leases	53200					
Professional Services & Contracts	53300	260,637	260,000	300,000	40,000	15.38%
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		263,822	264,800	307,400	42,600	16.09%
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		(26,786)				
Total Expenditures		824,173	660,525	675,575	15,050	2.28%

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 Finance and Administration 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	December 2023
Implement Government Accounting Statement Standards	Ongoing
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	Ongoing
Update the Air District's Annual Financial Plan	Annually

		Audited Program Actual 2022	Approved Program Budget 2023	Proposed Program Budget 2024	FTE/Dollar Change \$	Percent Change %
Number of Positions (FTE)		12.18	16.92	18.96	2.04	12.1%
Personnel Expenditures						
Permanent Salaries	51100	1,467,719	2,079,226	2,420,897	341,671	16.4%
Overtime Salaries	51150	3,286	2,000	5,000	3,000	150.0%
Temporary Salaries	51200	1,718	20,000	50,000	30,000	150.0%
Payroll Taxes	51300	21,660	34,299	34,269	(30)	(0.1)%
Pension Benefits	51400	293,738	472,651	489,243	16,592	3.5%
FICA Replacement Benefits	51500	15,342	33,074	38,693	5,619	17.0%
Group Insurance Benefits	51600	190,708	360,093	418,376	58,283	16.2%
Employee Transportation Subsidy	51700	13,693	25,139	27,186	2,047	8.1%
Workers' Compensation	51800	4,647	8,747	9,378	631	7.2%
Discretionary Contribution (Pension/OPEB)	51850	95,612	152,120	198,727	46,607	30.6%
Board Stipends	51900					
Total Personnel Expenditures		2,108,123	3,187,349	3,691,769	504,420	15.8%
Services & Supplies Expenditures						
Travel In-State	52200	743	5,700	9,500	3,800	66.7%
Travel Out-of-State	52220	2,269	1,500	6,100	4,600	306.7%
Training & Education	52300	16,670	9,800	20,500	10,700	109.2%
Repair & Maintenance (Equipment)	52400					
Communications	52500					
Building Maintenance	52600					
Utilities	52700					
Postage	52800	101		1,000	1,000	
Printing & Reproduction	52900	4,760	7,000	6,500	(500)	(7.1)%
Equipment Rental	53100					
Rents & Leases	53200					
Professional Services & Contracts	53300	946,707	527,316	677,020	149,704	28.4%
General Insurance	53400					
Shop & Field Supplies	53500	27				
Laboratory Supplies	53600					
Gasoline & Variable Fuel	53700					
Computer Hardware & Software	53800	3,232	3,000	3,000		
Stationery & Office Supplies	53900	923	1,000	1,200	200	20.0%
Books & Journals	54100		1,000	800	(200)	(20.0)%
Minor Office Equipment	54200		1,000	1,000		
Total Services & Supplies Expenditures		975,432	557,316	726,620	169,304	30.4%
Capital Expenditures						
Leasehold Improvements	60100					
Building & Grounds	60105					
Office Equipment	60110					
Computer & Network Equipment	60115					
Motorized Equipment	60120					
Lab & Monitoring Equipment	60125					
Communications Equipment	60130					
General Equipment	60135					
PM 2.5 Equipment	60140					
Biotech Equipment	60145					
Transfer In/Out		(83,387)				
Total Expenditures		3,000,168	3,744,665	4,418,389	673,724	18.0%

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FINANCE AND ADMINISTRATION
COMMITTEE MEETING OF 05/03/2023

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.

FINANCE AND ADMINISTRATION
COMMITTEE MEETING OF 05/03/2023

Managing Division:	
Contact Person: Judy Yu	
Program Purpose: Administer benefits, workers' compensation, and safety programs for District employees.	
Description of Program: The Benefits Administration Program includes administering all aspect of employee and retiree benefits, workers' compensation, safety, ergonomics and special events. It includes maintaining and utilizing the 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 Actual 2022	Approved Program Budget 2023	Proposed Program Budget 2024	FTE/Dollar Change \$	Percent Change %
Number of Positions (FTE)		1.68	1.40	1.35	(0.05)	(3.6)%
Personnel Expenditures						
Permanent Salaries	51100	230,155	186,950	187,916	966	0.5%
Overtime Salaries	51150	12,093				
Temporary Salaries	51200	84,037	40,000	40,000		
Payroll Taxes	51300	285,289	2,636	2,656	20	0.8%
Pension Benefits	51400	70,683	42,235	37,148	(5,087)	(12.0)%
FICA Replacement Benefits	51500	222,258	2,736	2,755	19	0.7%
Group Insurance Benefits	51600	2,981,153	3,362,535	3,353,633	(8,902)	(0.3)%
Employee Transportation Subsidy	51700	2,964	2,080	1,936	(144)	(6.9)%
Workers' Compensation	51800	163,858	724	668	(56)	(7.7)%
Discretionary Contribution (Pension/OPEB)	51850	17,928	12,584	14,385	1,801	14.3%
Board Stipends	51900					
Total Personnel Expenditures		4,070,418	3,652,480	3,641,097	(11,383)	(0.3)%
Services & Supplies Expenditures						
Travel In-State	52200		2,800	4,400	1,600	57.1%
Travel Out-of-State	52220		1,400	4,400	3,000	214.3%
Training & Education	52300	47,920	56,000	55,000	(1,000)	(1.8)%
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	83,561	140,000	140,000		
General Insurance	53400					
Shop & Field Supplies	53500	10,552	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		142,033	235,200	238,800	3,600	1.5%
Capital Expenditures						
Leasehold Improvements	60100					
Building & Grounds	60105					
Office Equipment	60110					
Computer & Network Equipment	60115					
Motorized Equipment	60120					
Lab & Monitoring Equipment	60125					
Communications Equipment	60130					
General Equipment	60135					
PM 2.5 Equipment	60140					
Total Capital Expenditures						
Transfer In/Out		(184,550)				
Total Expenditures		4,027,901	3,887,680	3,879,897	(7,783)	(0.2)%

Managing Division:	
Contact Person: Judy Yu	
Program Purpose: Provide appropriate workplace learning and organization development to increase organizational effectiveness and results through training and development activities. Administer wellness events and activities to increase the well-being of the 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 implementation of the HR Audit Corrective Action Plan.	
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 Actual 2022	Approved Program Budget 2023	Proposed Program Budget 2024	FTE/Dollar Change \$	Percent Change %
Number of Positions (FTE)		1.93	1.40	1.44	0.04	2.9%
Personnel Expenditures						
Permanent Salaries	51100	263,309	205,052	223,661	18,609	9.1%
Overtime Salaries	51150	2,728				
Temporary Salaries	51200					
Payroll Taxes	51300	3,876	2,909	3,202	293	10.1%
Pension Benefits	51400	56,399	46,898	46,164	(734)	(1.6)%
FICA Replacement Benefits	51500	2,755	2,727	2,935	208	7.6%
Group Insurance Benefits	51600	34,183	30,920	32,239	1,319	4.3%
Employee Transportation Subsidy	51700	2,199	2,073	2,063	(10)	(0.5)%
Workers' Compensation	51800	834	721	711	(10)	(1.4)%
Discretionary Contribution (Pension/OPEB)	51850	19,236	12,544	15,682	3,138	25.0%
Board Stipends	51900					
Total Personnel Expenditures		385,519	303,844	326,657	22,813	7.5%
Services & Supplies Expenditures						
Travel In-State	52200		1,400	2,200	800	57.1%
Travel Out-of-State	52220		1,400	2,200	800	57.1%
Training & Education	52300	206,125	360,000	365,000	5,000	1.4%
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	908		600,000	600,000	
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		207,033	362,800	969,400	606,600	167.2%
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		(17,356)				
Total Expenditures		575,196	666,644	1,296,057	629,413	94.4%

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 and labor activities.	
Activities	
Administer, interpret, and implement the Memorandum of Understanding (MOU) and Personnel Policies and Procedures of the Administrative Code.	
Provide management and staff consultation.	
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

		Audited Program Actual 2022	Approved Program Budget 2023	Proposed Program Budget 2024	FTE/Dollar Change \$	Percent Change %
Number of Positions (FTE)		2.44	3.15	3.43	0.28	8.89%
Personnel Expenditures						
Permanent Salaries	51100	383,010	515,841	570,160	54,319	10.53%
Overtime Salaries	51150	2,498				
Temporary Salaries	51200					
Payroll Taxes	51300	5,650	7,342	8,219	877	11.9%
Pension Benefits	51400	76,013	119,573	118,474	(1,099)	(0.9)%
FICA Replacement Benefits	51500	4,003	6,160	6,993	833	13.5%
Group Insurance Benefits	51600	49,808	55,857	60,657	4,800	8.6%
Employee Transportation Subsidy	51700	3,177	4,682	4,914	232	5.0%
Workers' Compensation	51800	1,213	1,629	1,695	66	4.1%
Discretionary Contribution (Pension/OPEB)	51850	24,477	28,332	37,925	9,593	33.9%
Board Stipends	51900					
Total Personnel Expenditures		549,849	739,416	809,037	69,621	9.4%
Services & Supplies Expenditures						
Travel In-State	52200		6,000	8,000	2,000	33.3%
Travel Out-of-State	52220					
Training & Education	52300	11,152	11,000	12,500	1,500	13.6%
Repair & Maintenance (Equipment)	52400					
Communications	52500	1,131				
Building Maintenance	52600					
Utilities	52700					
Postage	52800					
Printing & Reproduction	52900					
Equipment Rental	53100					
Rents & Leases	53200					
Professional Services & Contracts	53300	346,469	352,000	502,000	150,000	42.6%
General Insurance	53400					
Shop & Field Supplies	53500					
Laboratory Supplies	53600					
Gasoline & Variable Fuel	53700					
Computer Hardware & Software	53800					
Stationery & Office Supplies	53900		500		(500)	(100.0)%
Books & Journals	54100		500		(500)	(100.0)%
Minor Office Equipment	54200					
Total Services & Supplies Expenditures		358,752	370,000	522,500	152,500	41.2%
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		(24,937)				
Total Expenditures		883,664	1,109,416	1,331,537	222,121	20.02%

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:	
Increase in outreach activities including career fairs and job postings	
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

		Audited Program Actual 2022	Approved Program Budget 2023	Proposed Program Budget 2024	FTE/Dollar Change \$	Percent Change %
Number of Positions (FTE)		2.52	3.10	3.45	0.35	11.29%
Personnel Expenditures						
Permanent Salaries	51100	381,228	428,786	531,424	102,638	23.94%
Overtime Salaries	51150	3,863				
Temporary Salaries	51200	66,081	40,000	40,000		
Payroll Taxes	51300	6,612	6,063	7,563	1,500	24.7%
Pension Benefits	51400	90,410	100,105	113,290	13,185	13.2%
FICA Replacement Benefits	51500	4,677	6,058	7,040	982	16.2%
Group Insurance Benefits	51600	58,084	53,625	62,721	9,096	17.0%
Employee Transportation Subsidy	51700	3,697	4,605	4,947	342	7.4%
Workers' Compensation	51800	1,207	1,602	1,706	104	6.5%
Discretionary Contribution (Pension/OPEB)	51850	29,661	27,865	37,537	9,672	34.7%
Board Stipends	51900					
Total Personnel Expenditures		645,520	668,709	806,228	137,519	20.6%
Services & Supplies Expenditures						
Travel In-State	52200	3,866	2,800	4,400	1,600	57.1%
Travel Out-of-State	52220	2,852	2,800	4,400	1,600	57.1%
Training & Education	52300	1,943	3,000	3,000		
Repair & Maintenance (Equipment)	52400					
Communications	52500	86,257	50,000	60,000	10,000	20.0%
Building Maintenance	52600					
Utilities	52700					
Postage	52800					
Printing & Reproduction	52900					
Equipment Rental	53100					
Rents & Leases	53200					
Professional Services & Contracts	53300	95,024	90,000	100,000	10,000	11.1%
General Insurance	53400					
Shop & Field Supplies	53500					
Laboratory Supplies	53600					
Gasoline & Variable Fuel	53700					
Computer Hardware & Software	53800					
Stationery & Office Supplies	53900					
Books & Journals	54100					
Minor Office Equipment	54200					
Total Services & Supplies Expenditures		189,942	148,600	171,800	23,200	15.6%
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		(29,385)				
Total Expenditures		806,077	817,309	978,028	160,719	19.66%

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FINANCE AND ADMINISTRATION
COMMITTEE MEETING OF 05/03/2023

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.

FINANCE AND ADMINISTRATIVE COMMITTEE MEETING OF 05/12/2023

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, which include 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 and non-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 Actual 2022	Approved Program Budget 2023	Proposed Program Budget 2024	FTE/Dollar Change \$	Percent Change %
Number of Positions (FTE)		3.98	4.00	3.49	(0.51)	(12.75)%
Personnel Expenditures						
Permanent Salaries	51100	466,019	464,145	400,165	(63,980)	(13.78)%
Overtime Salaries	51150	27,053				
Temporary Salaries	51200					
Payroll Taxes	51300	6,908	6,518	5,625	(893)	(13.7)%
Pension Benefits	51400	98,283	109,773	86,939	(22,834)	(20.8)%
FICA Replacement Benefits	51500	4,914	7,817	7,110	(707)	(9.0)%
Group Insurance Benefits	51600	60,983	84,149	73,789	(10,360)	(12.3)%
Employee Transportation Subsidy	51700	3,900	5,942	4,996	(946)	(15.9)%
Workers' Compensation	51800	1,476	2,067	1,723	(344)	(16.6)%
Discretionary Contribution (Pension/OPEB)	51850	33,127	35,955	35,843	(112)	(0.3)%
Board Stipends	51900					
Total Personnel Expenditures		702,663	716,366	616,190	(100,176)	(14.0)%
Services & Supplies Expenditures						
Travel In-State	52200	4,392				
Travel Out-of-State	52220					
Training & Education	52300	118	2,000	1,000	(1,000)	(50.0)%
Repair & Maintenance (Equipment)	52400					
Communications	52500	60,098				
Building Maintenance	52600	160,572	575,000	575,000		
Utilities	52700	718	50,250	50,250		
Postage	52800					
Printing & Reproduction	52900		200	200		
Equipment Rental	53100		2,000	2,000		
Rents & Leases	53200	95,772	65,000	65,000		
Professional Services & Contracts	53300	286,344	550,250	550,250		
General Insurance	53400					
Shop & Field Supplies	53500	1,449	3,650	3,000	(650)	(17.8)%
Laboratory Supplies	53600					
Gasoline & Variable Fuel	53700					
Computer Hardware & Software	53800					
Stationery & Office Supplies	53900		1,000	1,000		
Books & Journals	54100					
Minor Office Equipment	54200	5,438	25,000	10,000	(15,000)	(60.0)%
Total Services & Supplies Expenditures		614,901	1,274,350	1,257,700	(16,650)	(1.3)%
Capital Expenditures						
Leasehold Improvements	60100					
Building & Grounds	60105	103,268				
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		103,268				
Transfer In/Out		(32,057)				
Total Expenditures		1,388,775	1,990,716	1,873,890	(116,826)	(5.87)%

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 Actual 2022	Approved Program Budget 2023	Proposed Program Budget 2024	FTE/Dollar Change \$	Percent Change %
Number of Positions (FTE)		1.07	1.08	0.91	(0.17)	(15.74)%
Personnel Expenditures						
Permanent Salaries	51100	266,758	197,612	173,299	(24,313)	(12.30)%
Overtime Salaries	51150					
Temporary Salaries	51200					
Payroll Taxes	51300	3,959	2,808	2,467	(341)	(12.1)%
Pension Benefits	51400	53,698	47,297	38,123	(9,174)	(19.4)%
FICA Replacement Benefits	51500	2,799	2,104	1,852	(252)	(12.0)%
Group Insurance Benefits	51600	34,747	23,751	21,305	(2,446)	(10.3)%
Employee Transportation Subsidy	51700	2,216	1,599	1,301	(298)	(18.6)%
Workers' Compensation	51800	845	556	449	(107)	(19.2)%
Discretionary Contribution (Pension/OPEB)	51850	17,601	9,676	10,382	706	7.3%
Board Stipends	51900					
Total Personnel Expenditures		382,623	285,403	249,178	(36,225)	(12.7)%
Services & Supplies Expenditures						
Travel In-State	52200					
Travel Out-of-State	52220					
Training & Education	52300		2,500		(2,500)	(100.0)%
Repair & Maintenance (Equipment)	52400					
Communications	52500	252,639	295,470	280,000	(15,470)	(5.2)%
Building Maintenance	52600					
Utilities	52700					
Postage	52800	57,039	65,000	65,000		
Printing & Reproduction	52900					
Equipment Rental	53100	63,225	105,000	105,000		
Rents & Leases	53200					
Professional Services & Contracts	53300	139,566	400,000	300,000	(100,000)	(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					
Total Services & Supplies Expenditures		512,469	867,970	750,000	(117,970)	(13.6)%
Capital Expenditures						
Leasehold Improvements	60100					
Building & Grounds	60105					
Office Equipment	60110	26,471				
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		26,471				
Transfer In/Out		(17,456)				
Total Expenditures		904,107	1,153,373	999,178	(154,195)	(13.37)%

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

FINANCE AND ADMINISTRATION
COMMITTEE MEETING OF 03/03/2023

	Audited Program Actual 2022	Approved Program Budget 2023	Proposed Program Budget 2024	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				
Discretionary Contribution (Pension/OPEB)	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	148	6,000	6,000	
Utilities	52700	93,981	56,000	56,000	
Postage	52800				
Printing & Reproduction	52900				
Equipment Rental	53100				
Rents & Leases	53200				
Professional Services & Contracts	53300	34,905	250,000	250,000	
General Insurance	53400				
Shop & Field Supplies	53500				
Laboratory Supplies	53600				
Gasoline & Variable Fuel	53700				
Computer Hardware & Software	53800				
Stationery & Office Supplies	53900				
Books & Journals	54100				
Minor Office Equipment	54200				
Non-Capital Assets	54600	(673)	1,000	1,000	
Total Services & Supplies Expenditures	128,361	313,000	313,000		
Capital Expenditures					
Leasehold Improvements	60100				
Building & Grounds	60105	5,294	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	5,294	500,000	500,000		
Transfer In/Out					
Total Expenditures	133,655	813,000	813,000		

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 Actual 2022	Approved Program Budget 2023	Proposed Program Budget 2024	FTE/Dollar Change \$	Percent Change %
Number of Positions (FTE)		1.84	2.00	4.13	2.13	106.50%
Personnel Expenditures						
Permanent Salaries	51100	224,769	258,340	569,229	310,889	120.34%
Overtime Salaries	51150	10,961				
Temporary Salaries	51200					
Payroll Taxes	51300	3,312	3,640	8,044	4,404	121.0%
Pension Benefits	51400	49,552	59,490	113,520	54,030	90.8%
FICA Replacement Benefits	51500	2,369	3,909	8,433	4,524	115.7%
Group Insurance Benefits	51600	29,359	35,567	73,446	37,879	106.5%
Employee Transportation Subsidy	51700	1,890	2,971	5,925	2,954	99.4%
Workers' Compensation	51800	712	1,034	2,044	1,010	97.7%
Discretionary Contribution (Pension/OPEB)	51850	17,193	17,978	43,943	25,965	144.4%
Board Stipends	51900					
Total Personnel Expenditures		340,117	382,929	824,584	441,655	115.3%
Services & Supplies Expenditures						
Travel In-State	52200					
Travel Out-of-State	52220					
Training & Education	52300		1,500		(1,500)	(100.0)%
Repair & Maintenance (Equipment)	52400					
Communications	52500					
Building Maintenance	52600					
Utilities	52700					
Postage	52800					
Printing & Reproduction	52900	402	75,400	25,400	(50,000)	(66.3)%
Equipment Rental	53100					
Rents & Leases	53200					
Professional Services & Contracts	53300			250,000	250,000	
General Insurance	53400	580,237	790,000	807,240	17,240	2.2%
Shop & Field Supplies	53500					
Laboratory Supplies	53600					
Gasoline & Variable Fuel	53700					
Computer Hardware & Software	53800					
Stationery & Office Supplies	53900	11,431	65,000	30,000	(35,000)	(53.8)%
Books & Journals	54100					
Minor Office Equipment	54200					
Total Services & Supplies Expenditures		592,070	931,900	1,112,640	180,740	19.4%
Capital Expenditures						
Leasehold Improvements	60100					
Building & Grounds	60105					
Office Equipment	60110					
Computer & Network Equipment	60115					
Motorized Equipment	60120					
Lab & Monitoring Equipment	60125					
Communications Equipment	60130					
General Equipment	60135					
PM 2.5 Equipment	60140					
Biotech Equipment	60145					
Total Capital Expenditures						
Transfer In/Out		(15,517)				
Total Expenditures		916,670	1,314,829	1,937,224	622,395	47.34%

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 Actual 2022	Approved Program Budget 2023	Proposed Program Budget 2024	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				
Discretionary Contribution (Pension/OPEB)	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	3,728	5,000	5,000	
Postage	52800				
Printing & Reproduction	52900				
Equipment Rental	53100				
Rents & Leases	53200	658,479	1,200,000	1,200,000	
Professional Services & Contracts	53300	2,457,553	3,005,000	3,370,792	365,792 12.2%
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	3,119,760	4,210,000	4,575,792	365,792	8.7%
Capital Expenditures					
Leasehold Improvements	60100				
Building & Grounds	60105				
Office Equipment	60110				
Computer & Network Equipment	60115		500,000	500,000	
Motorized Equipment	60120				
Lab & Monitoring Equipment	60125				
Communications Equipment	60130				
General Equipment	60135				
PM 2.5 Equipment	60140				
Biotech Equipment	60145				
Total Capital Expenditures			500,000	500,000	
Transfer In/Out					
Total Expenditures	3,119,760	4,210,000	5,075,792	865,792	20.57%

Managing Division:	
Administrative Resources Division	
Contact Person:	
Maricela Martinez	
Program Purpose:	
Fleet leases/acquisition, maintenance and safety inspections.	
Description of Program:	
The vehicle maintenance section includes the maintenance of the District's 121-vehicle fleet, vehicle financing, tracking and diagnostics fuel records of District vehicles. All vehicle maintenance is outsourced for service. As of FY 2022/23, 110 vehicles are leased from Enterprise Fleet Services on a Full Maintenance Program and 11 are owned by the District which are included in the Enterprise Maintenance Management Program to assist the District with all scheduled and non-scheduled repairs. One (1) diesel vehicle is owned by the District.	
Justification of Change Request:	
Not Applicable	
Activities	
Perform factory-recommended preventive and routine vehicle maintenance.	
Maintain service support for response to emergency calls within one hour.	
Manage insurance contracts on District vehicles; process damage claims.	
Train staff in new technology in vehicle maintenance, evaluation and repairs.	
Modify and maintain up-to-date vehicle maintenance procedures.	
Oversee Enterprise-leased vehicles maintenance appointments.	
Perform yearly smog checks and reports on District vehicles.	
Quarterly Fuel Reporting.	
Vehicle disposal and purchasing.	
Cost management and billing.	
Plan and prepare annual budget, expenditures and analyze all financial objectives	
Create/update fleet policy and procedures, to include vehicle assignment, personal use, replacement policy, accident reporting process, and other procedures	
Major Objectives	Delivery Date
Implement Telematics vehicle management system	Ongoing
Completion of yearly maintenance on all District vehicles.	Annually
Completion of annual smog check for District vehicles.	Annually
Reduce the District vehicles carbon foot print with alternative fuel options such as Hybrid Vehicles, Electric Vehicles (EVs), and Hydrogen Fuel Cell	Ongoing

Fleet Services

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		Audited Program Actual 2022	Approved Program Budget 2023	Proposed Program Budget 2024	FTE/Dollar Change \$	Percent Change %
Number of Positions (FTE)		2.41	2.76	2.54	(0.22)	(7.97)%
Personnel Expenditures						
Permanent Salaries	51100	271,549	349,875	339,910	(9,965)	(2.85)%
Overtime Salaries	51150	1,611				
Temporary Salaries	51200					
Payroll Taxes	51300	4,039	4,927	4,799	(128)	(2.6)%
Pension Benefits	51400	63,070	79,580	71,027	(8,553)	(10.7)%
FICA Replacement Benefits	51500	2,852	5,387	5,192	(195)	(3.6)%
Group Insurance Benefits	51600	35,393	45,754	51,198	5,444	11.9%
Employee Transportation Subsidy	51700	2,265	4,094	3,648	(446)	(10.9)%
Workers' Compensation	51800	860	1,425	1,258	(167)	(11.7)%
Discretionary Contribution (Pension/OPEB)	51850	22,428	24,776	26,896	2,120	8.6%
Board Stipends	51900					
Total Personnel Expenditures		404,067	515,818	503,928	(11,890)	(2.3)%
Services & Supplies Expenditures						
Travel In-State	52200	3,305				
Travel Out-of-State	52220					
Training & Education	52300		3,000	1,000	(2,000)	(66.7)%
Repair & Maintenance (Equipment)	52400	3,652	25,000	15,000	(10,000)	(40.0)%
Communications	52500	1,266	1,000	1,000		
Building Maintenance	52600	545				
Utilities	52700					
Postage	52800					
Printing & Reproduction	52900					
Equipment Rental	53100					
Rents & Leases	53200	671,969	900,000	950,000	50,000	5.6%
Professional Services & Contracts	53300	52,926	50,000	50,000		
General Insurance	53400		57,500	32,500	(25,000)	(43.5)%
Shop & Field Supplies	53500		200	200		
Laboratory Supplies	53600					
Gasoline & Variable Fuel	53700	180,852	350,000	376,579	26,579	7.6%
Computer Hardware & Software	53800					
Stationery & Office Supplies	53900					
Books & Journals	54100					
Minor Office Equipment	54200					
Total Services & Supplies Expenditures		914,515	1,386,700	1,426,279	39,579	2.9%
Capital Expenditures						
Leasehold Improvements	60100					
Building & Grounds	60105					
Office Equipment	60110					
Computer & Network Equipment	60115					
Motorized Equipment	60120		50,000		(50,000)	(100.0)%
Lab & Monitoring Equipment	60125					
Communications Equipment	60130					
General Equipment	60135					
PM 2.5 Equipment	60140					
Biotech Equipment	60145					
Total Capital Expenditures			50,000		(50,000)	(100.0)%
Transfer In/Out		(18,370)				
Total Expenditures		1,300,212	1,952,518	1,930,207	(22,311)	(1.14)%

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.

FINANCE AND ADMINISTRATION
COMMITTEE MEETING OF 05/03/2023

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FINANCE AND ADMINISTRATION
COMMITTEE MEETING OF 05/03/2023

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:	
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
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

		Audited Program Actual 2022	Approved Program Budget 2023	Proposed Program Budget 2024	FTE/Dollar Change \$	Percent Change %
Number of Positions (FTE)		1.95	2.00	2.00		
Personnel Expenditures						
Permanent Salaries	51100	310,804	334,811	354,279	19,468	5.81%
Overtime Salaries	51150					
Temporary Salaries	51200					
Payroll Taxes	51300	4,557	4,938	5,294	356	7.2%
Pension Benefits	51400	24,516	74,671	71,417	(3,254)	(4.4)%
FICA Replacement Benefits	51500	3,225	3,909	4,081	172	4.4%
Group Insurance Benefits	51600	40,068	49,297	52,526	3,229	6.6%
Employee Transportation Subsidy	51700	2,551	2,971	2,868	(103)	(3.5)%
Workers' Compensation	51800	984	1,034	989	(45)	(4.4)%
Discretionary Contribution (Pension/OPEB)	51850	21,081	17,978	22,460	4,482	24.9%
Board Stipends	51900					
Total Personnel Expenditures		407,786	489,609	513,914	24,305	5.0%
Services & Supplies Expenditures						
Travel In-State	52200	1,624	3,250	4,000	750	23.1%
Travel Out-of-State	52220	875	3,750	4,500	750	20.0%
Training & Education	52300	425	2,500	4,000	1,500	60.0%
Repair & Maintenance (Equipment)	52400					
Communications	52500		2,000	1,000	(1,000)	(50.0)%
Building Maintenance	52600					
Utilities	52700					
Postage	52800					
Printing & Reproduction	52900					
Equipment Rental	53100					
Rents & Leases	53200					
Professional Services & Contracts	53300	90,120	121,200	128,900	7,700	6.4%
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	243	600	600		
Minor Office Equipment	54200					
Total Services & Supplies Expenditures		93,287	133,550	143,250	9,700	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		(18,604)				
Total Expenditures		482,469	623,159	657,164	34,005	5.46%

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FINANCE AND ADMINISTRATION
COMMITTEE MEETING OF 05/03/2023

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 and Community Advisory Council in the execution of their respective statutory mandates and responsibilities. The District Counsel also represents the District, 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.

This fiscal year, the District Counsel will continue to prosecute enforcement cases referred to it by the Compliance and Enforcement Division. These enforcement cases will include civil penalty prosecutions, which most often result in a settlement where the violator agrees to pay an appropriate civil penalty but can also proceed to litigation if a violator will not agree to an appropriate penalty. They will also include abatement order cases before the Air District's Hearing Board in situations where there is ongoing non-compliance that needs to be addressed, and may include court cases as well to the extent that Hearing Board action is insufficient or otherwise inappropriate. These enforcement efforts to be undertaken this fiscal year are once again designed to provide an appropriate enforcement response to violations of District regulations to ensure compliance, deter future violations, impose civil penalties commensurate with the nature of the air quality violation involved, remove the economic benefit of violations, promote equity, and encourage proactive measures to maintain compliance by the regulated community. This fiscal year, the District Counsel will also continue to implement the Mutual Settlement Program, which prosecutes violations by small businesses and similar entities through small claims court, which is a more efficient and effective way to address violations for which a large penalty would not be appropriate. 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.

The District Counsel's attorneys will continue to advise District staff on rulemaking, permitting and air quality planning activities. In this regard, the District Counsel's office will continue its efforts to coordinate closely with the District's staff on these issues to minimize challenges to District decision-making. The 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. The 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. 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. This work will include several major items of litigation that are currently pending in Superior Court, as well as any additional litigation that may arise.

The District Counsel will also continue to advise the Community Advisory Council and Air District staff regarding the District's enhanced focus on environmental justice, equitable outcomes, and addressing disparate air pollution and public health impacts in overburdened communities. This work will include an assigned attorney to support the Community Advisory Council, as well as support for the AB 617 program and the Community Steering Committees developing Community Emission Reduction Plans under that program. It will also include supporting Community Engagement staff and other staff within the agency as they develop these programs.

Finally, in FYE 2024 the District Counsel will embark on a capacity building and development effort after a period of transition in the Legal Division. The District Counsel will develop new, more robust and formal policies and procedures to govern the Division's work and, with the help of an outside consultant, will develop and implement new, more formal management practices. The District Counsel will also oversee the training and development of new attorneys in all aspects of the Air District's work. The District Counsel will also formalize its relationships with outside counsel, including retaining outside counsel to provide additional litigation firepower where needed and to provide specialized expertise in niche subject areas.

Managing Division:	
Legal Services Division	
Contact Person:	
Alexander Crockett	
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 District Counsel provides a wide variety of legal services to the Board of Directors, the Executive Officer/APCO, the Advisory Council and Community 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 and provide legal opinions and advice on rule development and governmental and general law issues, including 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.	
Staff all meetings of the Community Advisory Council and meetings of AB 617 Community Emission Reduction Plan steering committees as necessary.	
Provide all legal opinions, reports and correspondence requested by the Board of Directors, the Advisory Council, the Community 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 analyses.	
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 and enforcement.	
Provide legal advice, direction and contract drafting for administration of grants and incentive funds.	
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
Develop policies and procedures for the management of Legal Division staff and work functions.	June 2024
Incorporate equity and Environmental Justice principles into Legal Division policies and decision-making.	Ongoing

		Audited Program Actual 2022	Approved Program Budget 2023	Proposed Program Budget 2024	FTE/Dollar Change \$	Percent Change %
Number of Positions (FTE)		7.00	10.00	8.00	(2.00)	(20.0)%
Personnel Expenditures						
Permanent Salaries	51100	2,179,591	1,964,311	1,583,480	(380,831)	(19.4)%
Overtime Salaries	51150	125		500	500	
Temporary Salaries	51200					
Payroll Taxes	51300	32,445	29,557	24,229	(5,328)	(18.0)%
Pension Benefits	51400	411,379	460,191	324,908	(135,283)	(29.4)%
FICA Replacement Benefits	51500	23,047	19,178	15,921	(3,257)	(17.0)%
Group Insurance Benefits	51600	284,839	207,390	163,982	(43,408)	(20.9)%
Employee Transportation Subsidy	51700	18,466	14,577	11,186	(3,391)	(23.3)%
Workers' Compensation	51800	6,903	5,072	3,859	(1,213)	(23.9)%
Discretionary Contribution (Pension/OPEB)	51850	129,412	88,208	90,661	2,453	2.8%
Board Stipends	51900					
Total Personnel Expenditures		3,086,207	2,788,484	2,218,726	(569,758)	(20.4)%
Services & Supplies Expenditures						
Travel In-State	52200	188	3,000	1,500	(1,500)	(50.0)%
Travel Out-of-State	52220		4,000	2,000	(2,000)	(50.0)%
Training & Education	52300	6,100	6,500	10,500	4,000	61.5%
Repair & Maintenance (Equipment)	52400					
Communications	52500	2,976	5,000	5,000		
Building Maintenance	52600					
Utilities	52700					
Postage	52800	15				
Printing & Reproduction	52900		4,000	3,000	(1,000)	(25.0)%
Equipment Rental	53100					
Rents & Leases	53200					
Professional Services & Contracts	53300	42,966	54,000	608,000	554,000	1,025.9%
General Insurance	53400					
Shop & Field Supplies	53500					
Laboratory Supplies	53600					
Gasoline & Variable Fuel	53700					
Computer Hardware & Software	53800					
Stationery & Office Supplies	53900	438	1,000	1,000		
Books & Journals	54100	38,853	45,000	65,000	20,000	44.4%
Minor Office Equipment	54200					
Total Services & Supplies Expenditures		91,536	122,500	696,000	573,500	468.2%
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		(128,099)				
Total Expenditures		3,049,644	2,910,984	2,914,726	3,742	0.1%

Managing Division:	
Legal Services Division	
Contact Person:	
Alexander Crockett	
Program Purpose:	
To represent the APCO in all proceedings involving variances, orders of abatement, permit appeals and permit revocations before the Air District's Hearing Board.	
Description of Program:	
The District Counsel provides all necessary legal representation and counsel for the APCO in variance, abatement order, 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 APCO may seek orders of abatement against facilities for on-going violations, or seek to revoke those facilities' permits. The District Counsel also represents the APCO in appeals by applicants or third parties to permit, emission reduction credit, and interchangeable emission reduction credit decisions made by the APCO. In addition, the 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 APCO in all Hearing Board matters, including preparing all written submissions for these cases.	
Prepare District witnesses for hearings.	
Provide staff support functions associated with the above activities.	
Major Objectives	Delivery Date
Under direction from the Hearing Board Chair and members, rework the Hearing Board rules of procedure	December 2024
Work with the Clerk of the Boards to provide additional accessibility to Hearing Board documents on the Air District's website.	December 2024

		Audited Program Actual 2022	Approved Program Budget 2023	Proposed Program Budget 2024	FTE/Dollar Change \$	Percent Change %
Number of Positions (FTE)		0.02	0.15	0.70	0.55	366.7%
Personnel Expenditures						
Permanent Salaries	51100	3,843	24,059	140,632	116,573	484.5%
Overtime Salaries	51150					
Temporary Salaries	51200					
Payroll Taxes	51300	44	341	2,030	1,689	495.3%
Pension Benefits	51400	4,627	5,361	27,597	22,236	414.8%
FICA Replacement Benefits	51500	31	293	1,428	1,135	387.4%
Group Insurance Benefits	51600	391	2,731	13,337	10,606	388.4%
Employee Transportation Subsidy	51700	25	223	1,004	781	350.2%
Workers' Compensation	51800	12	78	346	268	343.6%
Discretionary Contribution (Pension/OPEB)	51850	2,339	1,348	8,113	6,765	501.9%
Board Stipends	51900					
Total Personnel Expenditures		11,312	34,434	194,487	160,053	464.8%
Services & Supplies Expenditures						
Travel In-State	52200					
Travel Out-of-State	52220					
Training & Education	52300					
Repair & Maintenance (Equipment)	52400					
Communications	52500					
Building Maintenance	52600					
Utilities	52700					
Postage	52800					
Printing & Reproduction	52900					
Equipment Rental	53100					
Rents & Leases	53200					
Professional Services & Contracts	53300					
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		11,312	34,434	194,487	160,053	464.8%

Managing Division:	
Legal Services Division	
Contact Person:	
Alexander Crockett	
Program Purpose:	
To remove the economic benefit from, and provide an effective deterrence to, violations of Air District rules by assessing monetary penalties as provided for in the California Health and Safety Code and by pursuing injunctive relief to address any ongoing non-compliance with air pollution regulations.	
Description of Program:	
The District Counsel enforces the Air District's rules by assessing penalties against violators, either through settlement or in court if violators refuse to pay an appropriate penalty voluntarily; by pursuing administrative enforcement actions (orders of abatement and revocation of permits) before the Air District's Hearing Board; and by referring cases to other agencies for consideration of civil or criminal enforcement actions within those agencies' jurisdiction. The District Counsel also oversees the Mutual Settlement program, which resolves more minor violations through a small claims court process, which is more efficient and cost-effective than resolution by an attorney where a large penalty would not appropriate (e.g., for administrative violations by small businesses with a limited ability to pay).	
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.	
Pursue enforcement actions on all Notices of Violation (NOVs).	
Major Objectives	Delivery Date
Increase penalty amounts obtained through settlements.	Ongoing
Develop penalty policies to formalize the assessment of penalties and ensure consistency and transparency in how penalty amounts are calculated.	June 2024
Reduce the amount of time it takes to resolve NOVs referred from the Enforcement Division.	Ongoing
Work with the Engineering and Enforcement Divisions to develop a policy on how the Air District prioritizes enforcement in cases where a facility is operating equipment without a permit.	December 2024
Retain outside litigation counsel for assistance and representation on major penalty cases that may require litigation resources beyond the capacity of the District Counsel's office.	Ongoing

Penalties Enforcement & Settlement

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		Audited Program Actual 2022	Approved Program Budget 2023	Proposed Program Budget 2024	FTE/Dollar Change \$	Percent Change %
Number of Positions (FTE)		3.44	5.18	7.05	1.87	36.1%
Personnel Expenditures						
Permanent Salaries	51100	501,793	814,158	1,212,924	398,766	49.0%
Overtime Salaries	51150	19		100	100	
Temporary Salaries	51200					
Payroll Taxes	51300	7,393	11,562	17,424	5,862	50.7%
Pension Benefits	51400	131,371	186,992	247,689	60,697	32.5%
FICA Replacement Benefits	51500	5,251	10,114	14,384	4,270	42.2%
Group Insurance Benefits	51600	65,268	89,315	141,111	51,796	58.0%
Employee Transportation Subsidy	51700	4,160	7,688	10,107	2,419	31.5%
Workers' Compensation	51800	1,590	2,675	3,486	811	30.3%
Discretionary Contribution (Pension/OPEB)	51850	49,444	46,519	78,615	32,096	69.0%
Board Stipends	51900					
Total Personnel Expenditures		766,289	1,169,023	1,725,840	556,817	47.6%
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		766,289	1,174,823	1,731,640	556,817	47.4%

Managing Division:	
Legal Services Division	
Contact Person:	
Alexander Crockett	
Program Purpose:	
To represent and oversee Air District representation in litigation in State and Federal courts.	
Description of Program:	
The District Counsel represents the Air District in all litigation matters in State and Federal court and in administrative proceedings. In some cases, the attorneys in the District Counsel's office handle such litigation in-house. In other cases, the District Counsel manages and oversees outside counsel handling such litigation. Such cases include situations where the size or complexity requires additional litigation resources beyond the capacity of the District Counsel's office, and litigation involving specialized legal areas such as labor law, employment law and tort actions. The District Counsel keeps the Board of Directors informed about the status of all litigation through periodic written updates and closed-session updates and written briefings.	
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
Formalize the Air District's relationships with outside counsel by conducting competitive procurement processes to identify qualified counsel at the lowest cost and retaining such outside counsel to provide specialized legal services as needed. Such services may include litigation (both defensive in defending agency decisions and offensive in pursuing enforcement action) and in specialized areas of law such as labor and employment, civil rights, taxation, or land use law.	October 2023

		Audited Program Actual 2022	Approved Program Budget 2023	Proposed Program Budget 2024	FTE/Dollar Change \$	Percent Change %
Number of Positions (FTE)		0.45	0.46	0.30	(0.16)	(34.8)%
Personnel Expenditures						
Permanent Salaries	51100	91,259	88,490	61,536	(26,954)	(30.5)%
Overtime Salaries	51150	207		500	500	
Temporary Salaries	51200					
Payroll Taxes	51300	1,341	1,278	891	(387)	(30.3)%
Pension Benefits	51400	20,687	20,760	11,861	(8,899)	(42.9)%
FICA Replacement Benefits	51500	957	905	613	(292)	(32.3)%
Group Insurance Benefits	51600	11,891	10,704	6,557	(4,147)	(38.7)%
Employee Transportation Subsidy	51700	743	688	430	(258)	(37.5)%
Workers' Compensation	51800	289	239	148	(91)	(38.1)%
Discretionary Contribution (Pension/OPEB)	51850	7,340	4,163	3,496	(667)	(16.0)%
Board Stipends	51900					
Total Personnel Expenditures		134,714	127,227	86,032	(41,195)	(32.4)%
Services & Supplies Expenditures						
Travel In-State	52200	66		100	100	
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		2,000	2,000		
Printing & Reproduction	52900					
Equipment Rental	53100					
Rents & Leases	53200					
Professional Services & Contracts	53300	212,324	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	5,846	4,000	7,000	3,000	75.0%
Minor Office Equipment	54200		3,000	1,000	(2,000)	(66.7)%
Total Services & Supplies Expenditures		218,236	247,000	248,100	1,100	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					
Biotech Equipment	60145					
Total Capital Expenditures						
Transfer In/Out						
Total Expenditures		352,950	374,227	334,132	(40,095)	(10.7)%

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FINANCE AND ADMINISTRATION
COMMITTEE MEETING OF 05/03/2023

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.

FINANCE AND ADMINISTRATIVE
COMMITTEE MEETING OF 05/03/2022

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 Actual 2022	Approved Program Budget 2023	Proposed Program Budget 2024	FTE/Dollar Change \$	Percent Change %
Number of Positions (FTE)		6.96	6.48	5.29	(1.19)	(18.4)%
Personnel Expenditures						
Permanent Salaries	51100	944,462	863,334	789,359	(73,975)	(8.6)%
Overtime Salaries	51150	5,581	7,000	7,000		
Temporary Salaries	51200	12,988				
Payroll Taxes	51300	14,574	12,210	11,361	(849)	(7.0)%
Pension Benefits	51400	207,310	200,888	166,788	(34,100)	(17.0)%
FICA Replacement Benefits	51500	10,340	12,668	10,804	(1,864)	(14.7)%
Group Insurance Benefits	51600	128,337	118,290	103,265	(15,025)	(12.7)%
Employee Transportation Subsidy	51700	8,201	9,628	7,591	(2,037)	(21.2)%
Workers' Compensation	51800	2,991	3,350	2,619	(731)	(21.8)%
Discretionary Contribution (Pension/OPEB)	51850	69,851	58,262	57,208	(1,054)	(1.8)%
Board Stipends	51900					
Total Personnel Expenditures		1,404,635	1,285,630	1,155,995	(129,635)	(10.1)%
Services & Supplies Expenditures						
Travel In-State	52200	1,179	14,000	14,000		
Travel Out-of-State	52220		6,000	6,000		
Training & Education	52300	2,778	21,500	21,500		
Repair & Maintenance (Equipment)	52400					
Communications	52500	10,525	47,000	47,000		
Building Maintenance	52600					
Utilities	52700					
Postage	52800		4,000	4,000		
Printing & Reproduction	52900	17,353	42,500	42,500		
Equipment Rental	53100					
Rents & Leases	53200					
Professional Services & Contracts	53300	387,236	482,750	500,750	18,000	3.7%
General Insurance	53400					
Shop & Field Supplies	53500	293	500	500		
Laboratory Supplies	53600					
Gasoline & Variable Fuel	53700					
Computer Hardware & Software	53800	325	11,000		(11,000)	(100.0)%
Stationery & Office Supplies	53900	59	4,000	4,000		
Books & Journals	54100					
Minor Office Equipment	54200		1,000	1,000		
Total Services & Supplies Expenditures		419,748	634,250	641,250	7,000	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					
Biotech Equipment	60145					
Total Capital Expenditures						
Transfer In/Out		(42,338)				
Total Expenditures		1,782,045	1,919,880	1,797,245	(122,635)	(6.4)%

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 Actual 2022	Approved Program Budget 2023	Proposed Program Budget 2024	FTE/Dollar Change \$	Percent Change %
Number of Positions (FTE)		1.08	0.80	1.38	0.58	72.5%
Personnel Expenditures						
Permanent Salaries	51100	124,266	100,716	198,103	97,387	96.7%
Overtime Salaries	51150	2,717		2,000	2,000	
Temporary Salaries	51200					
Payroll Taxes	51300	1,834	1,418	2,820	1,402	98.9%
Pension Benefits	51400	22,044	23,415	41,591	18,176	77.6%
FICA Replacement Benefits	51500	1,398	1,569	2,831	1,262	80.4%
Group Insurance Benefits	51600	17,406	14,513	26,728	12,215	84.2%
Employee Transportation Subsidy	51700	1,098	1,193	1,989	796	66.7%
Workers' Compensation	51800	394	415	686	271	65.3%
Discretionary Contribution (Pension/OPEB)	51850	6,651	7,218	14,859	7,641	105.9%
Board Stipends	51900					
Total Personnel Expenditures		177,808	150,457	291,607	141,150	93.8%
Services & Supplies Expenditures						
Travel In-State	52200	217				
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	986,042	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		986,259	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		1,164,067	1,275,457	1,416,607	141,150	11.1%

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 Actual 2022	Approved Program Budget 2023	Proposed Program Budget 2024	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				
Discretionary Contribution (Pension/OPEB)	51850				
Board Stipends	51900				
Services & Supplies Expenditures					
Travel In-State	52200				
Travel Out-of-State	52220				
Training & Education	52300				
Repair & Maintenance (Equipment)	52400				
Communications	52500				
Building Maintenance	52600				
Utilities	52700				
Postage	52800				
Printing & Reproduction	52900				
Equipment Rental	53100				
Rents & Leases	53200				
Professional Services & Contracts	53300	967,343	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	967,343	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	967,343	1,000,000	1,000,000		

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FINANCE AND ADMINISTRATION
COMMITTEE MEETING OF 05/03/2023

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.

FINANCE AND ADMINISTRATION
COMMITTEE MEETING OF 05/03/2023

Managing Division:	
Technology Implementation Office	
Contact Person:	
Anthony Fournier	
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. Implement enhanced climate loan services statewide.	Ongoing
3. Maintain Clean Air Centers grant program.	Ongoing

		Audited Program Actual 2022	Approved Program Budget 2023	Proposed Program Budget 2024	FTE/Dollar Change \$	Percent Change %
Number of Positions (FTE)		2.88	3.12	3.00	(0.12)	(3.8)%
Personnel Expenditures						
Permanent Salaries	51100	421,307	441,447	460,493	19,046	4.3%
Overtime Salaries	51150		25,000	25,000		
Temporary Salaries	51200		75,000	100,000	25,000	33.3%
Payroll Taxes	51300	6,119	6,250	6,526	276	4.4%
Pension Benefits	51400	85,383	98,326	88,279	(10,047)	(10.2)%
FICA Replacement Benefits	51500	4,321	6,101	6,116	15	0.2%
Group Insurance Benefits	51600	53,629	66,341	66,884	543	0.8%
Employee Transportation Subsidy	51700	3,433	4,637	4,297	(340)	(7.3)%
Workers' Compensation	51800	1,334	1,614	1,482	(132)	(8.2)%
Discretionary Contribution (Pension/OPEB)	51850	28,474	28,061	32,589	4,528	16.1%
Board Stipends	51900					
Total Personnel Expenditures		604,000	752,777	791,666	38,889	5.2%
Services & Supplies Expenditures						
Travel In-State	52200		2,300	6,500	4,200	182.6%
Travel Out-of-State	52220		3,000	3,000		
Training & Education	52300	1,689	6,000	6,000		
Repair & Maintenance (Equipment)	52400					
Communications	52500	1,217	1,500	1,500		
Building Maintenance	52600					
Utilities	52700					
Postage	52800					
Printing & Reproduction	52900					
Equipment Rental	53100					
Rents & Leases	53200					
Professional Services & Contracts	53300	1,139,788	250,000	250,000		
General Insurance	53400					
Shop & Field Supplies	53500					
Laboratory Supplies	53600					
Gasoline & Variable Fuel	53700					
Computer Hardware & Software	53800	398	3,000	4,000	1,000	33.3%
Stationery & Office Supplies	53900		400	500	100	25.0%
Books & Journals	54100					
Minor Office Equipment	54200					
Total Services & Supplies Expenditures		1,143,092	266,200	271,500	5,300	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					
Total Capital Expenditures						
Transfer In/Out						
Total Expenditures		1,747,092	1,018,977	1,063,166	44,189	4.3%

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FINANCE AND ADMINISTRATION
COMMITTEE MEETING OF 05/03/2023

Strategic Incentives Division

General Fund

The Strategic Incentives Division mainly administers Special Revenue funds that are used to accelerate voluntary emissions reductions by incentivizing the replacement of older dirtier equipment that primarily targets mobile sources that total approximately \$100 million for project funds and \$8 million for Air District administrative costs. Strategic Incentives 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.

In addition to this work, the Division also oversees programs and activities that are paid for at least in part by the General Fund (historically approximately \$570,000 annually) as match and to pay for projects and activities performed by staff that cannot be fully reimbursed by Special Revenue sources, such as development of applications for new sources of funding (i.e., federal or state), oversight of air district sponsored projects that are not eligible for funding from other sources, and activities that are also not eligible for reimbursement by other sources. Additional information on Strategic Incentive Division Budget can be found in the Special Revenue Fund section of the budget.

FINANCE AND ADMINISTRATIVE COMMITTEE MEETING OF 05/10/2023

Managing Division:	
Strategic Incentives Division	
Contact Person:	
Adam Shapiro	
Program Purpose:	
Administer funding for grant programs related to non-mobile sources.	
Description of Program:	
In 2023, 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 District will review all completed applications until program funds have been exhausted.	
Justification of Change Request:	
Not Applicable	
Activities	
Update program policies and procedures, guidance materials, and administrative operating procedures; conduct program development; and conduct outreach.	
Review and evaluate project applications to determine eligibility and prepare recommendations for award of eligible projects for approval by the Board of Directors.	
Prepare contracts, vouchers, amendments, and correspondence; monitor projects, inspect, and audit programs and projects to assure compliance with EPA and District guidelines, policies, and statutory and regulatory requirements; process reimbursement requests; and ensure project files are complete and up to date.	
Prepare technical, financial, and staff reports; attend meetings; and participate in external audits.	
Coordinate with IT contractors to develop, enhance, and maintain data management systems.	
Major Objectives	Delivery Date
Submit quarterly reports and other required reports to funding source (EPA).	Ongoing
Meet funding source disbursement and liquidation deadlines.	June 2024
Meet funding source requirements to fund projects benefitting priority areas.	June 2024
Issue funding contracts and vouchers for grants awarded.	June 2024

Non-Mobile Source Grant Programs

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		Audited Program Actual 2022	Approved Program Budget 2023	Proposed Program Budget 2024	FTE/Dollar Change \$	Percent Change %
Number of Positions (FTE)		0.23	0.43	1.65	1.22	283.72%
Personnel Expenditures						
Permanent Salaries	51100	33,028	60,073	210,110	150,037	249.76%
Overtime Salaries	51150	2				
Temporary Salaries	51200					
Payroll Taxes	51300	470	854	2,970	2,116	247.8%
Pension Benefits	51400	4,602	13,594	40,987	27,393	201.5%
FICA Replacement Benefits	51500	326	840	3,367	2,527	300.8%
Group Insurance Benefits	51600	4,089	8,405	26,115	17,710	210.7%
Employee Transportation Subsidy	51700	254	639	2,366	1,727	270.3%
Workers' Compensation	51800	105	222	816	594	267.6%
Discretionary Contribution (Pension/OPEB)	51850		3,865	17,286	13,421	347.2%
Board Stipends	51900					
Total Personnel Expenditures		42,876	88,492	304,017	215,525	243.6%
Services & Supplies Expenditures						
Travel In-State	52200					
Travel Out-of-State	52220					
Training & Education	52300					
Repair & Maintenance (Equipment)	52400					
Communications	52500					
Building Maintenance	52600					
Utilities	52700					
Postage	52800					
Printing & Reproduction	52900					
Equipment Rental	53100					
Rents & Leases	53200					
Professional Services & Contracts	53300	29,663	50,000	75,000	25,000	50.0%
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		29,663	50,000	75,000	25,000	50.0%
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		72,539	138,492	379,017	240,525	173.67%

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.	
Review, execute, and manage grant agreements with funding agencies.	
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

Grant Program Development

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		Audited Program Actual 2022	Approved Program Budget 2023	Proposed Program Budget 2024	FTE/Dollar Change \$	Percent Change %
Number of Positions (FTE)		0.26	0.54	0.26	(0.28)	(51.9)%
Personnel Expenditures						
Permanent Salaries	51100	37,833	79,177	45,799	(33,378)	(42.2)%
Overtime Salaries	51150	5				
Temporary Salaries	51200					
Payroll Taxes	51300	583	1,138	664	(474)	(41.7)%
Pension Benefits	51400	12,749	18,132	9,757	(8,375)	(46.2)%
FICA Replacement Benefits	51500	415	1,055	530	(525)	(49.8)%
Group Insurance Benefits	51600	5,116	10,235	5,349	(4,886)	(47.7)%
Employee Transportation Subsidy	51700	337	802	373	(429)	(53.5)%
Workers' Compensation	51800	120	279	129	(150)	(53.8)%
Discretionary Contribution (Pension/OPEB)	51850	6,312	4,854	2,916	(1,938)	(39.9)%
Board Stipends	51900					
Total Personnel Expenditures		63,470	115,672	65,517	(50,155)	(43.4)%
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	27,025	95,000	45,000	(50,000)	(52.6)%
General Insurance	53400					
Shop & Field Supplies	53500		1,000	1,000		
Laboratory Supplies	53600					
Gasoline & Variable Fuel	53700					
Computer Hardware & Software	53800		20,000	15,000	(5,000)	(25.0)%
Stationery & Office Supplies	53900					
Books & Journals	54100					
Minor Office Equipment	54200					
Total Services & Supplies Expenditures		27,025	144,700	89,700	(55,000)	(38.0)%
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		90,495	260,372	155,217	(105,155)	(40.4)%

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FINANCE AND ADMINISTRATION
COMMITTEE MEETING OF 05/03/2023

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.	
Major Objectives	Delivery Date
Participate in bi-monthly community meetings in AB617 like areas to learn and understand local community air pollution concerns. First meeting to be with BVHP community around mid-March.	Ongoing

		Audited Program Actual 2022	Approved Program Budget 2023	Proposed Program Budget 2024	FTE/Dollar Change \$	Percent Change %
Number of Positions (FTE)		30.94	34.55	39.45	4.90	14.2%
Personnel Expenditures						
Permanent Salaries	51100	3,563,768	4,164,545	4,918,765	754,220	18.1%
Overtime Salaries	51150	37,610	117,000	117,000		
Temporary Salaries	51200		10,000	10,000		
Payroll Taxes	51300	52,822	58,651	69,510	10,859	18.5%
Pension Benefits	51400	762,665	952,894	997,319	44,425	4.7%
FICA Replacement Benefits	51500	37,562	67,519	80,528	13,009	19.3%
Group Insurance Benefits	51600	466,393	709,341	818,909	109,568	15.4%
Employee Transportation Subsidy	51700	29,752	51,321	56,582	5,261	10.3%
Workers' Compensation	51800	11,286	17,856	19,518	1,662	9.3%
Discretionary Contribution (Pension/OPEB)	51850	258,701	310,547	411,795	101,248	32.6%
Board Stipends	51900					
Total Personnel Expenditures		5,220,559	6,459,674	7,499,926	1,040,252	16.1%
Services & Supplies Expenditures						
Travel In-State	52200	4,477	18,800	18,800		
Travel Out-of-State	52220		1,450	1,450		
Training & Education	52300	1,360	6,790	6,790		
Repair & Maintenance (Equipment)	52400	110,208	191,250	191,250		
Communications	52500	13,833	137,000	137,000		
Building Maintenance	52600		2,500	2,500		
Utilities	52700	1,598	4,000	4,000		
Postage	52800					
Printing & Reproduction	52900	142	2,000	2,000		
Equipment Rental	53100					
Rents & Leases	53200	65,473	77,100	80,040	2,940	3.8%
Professional Services & Contracts	53300	3,346	23,000	23,000		
General Insurance	53400					
Shop & Field Supplies	53500	10,768	18,090	18,090		
Laboratory Supplies	53600					
Gasoline & Variable Fuel	53700					
Computer Hardware & Software	53800		2,000	2,000		
Stationery & Office Supplies	53900	46				
Books & Journals	54100					
Minor Office Equipment	54200		1,000	1,000		
Total Services & Supplies Expenditures		211,251	484,980	487,920	2,940	0.6%
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		5,431,810	6,944,654	7,987,846	1,043,192	15.0%

Managing Division:	
Compliance & Enforcement Division	
Contact Person:	
Tracy Lee	
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
Participate in bi-monthly community meetings in AB617 like areas and provide detailed enforcement statistics and C&E overview to specific community. First meeting tentatively scheduled for mid-March.	Ongoing

		Audited Program Actual 2022	Approved Program Budget 2023	Proposed Program Budget 2024	FTE/Dollar Change \$	Percent Change %
Number of Positions (FTE)		17.44	18.32	17.31	(1.01)	(5.5)%
Personnel Expenditures						
Permanent Salaries	51100	2,162,555	2,317,396	2,159,326	(158,070)	(6.8)%
Overtime Salaries	51150	10,946	5,000	7,000	2,000	40.0%
Temporary Salaries	51200	2,780	25,000	25,000		
Payroll Taxes	51300	31,958	32,629	30,430	(2,199)	(6.7)%
Pension Benefits	51400	420,496	534,721	441,054	(93,667)	(17.5)%
FICA Replacement Benefits	51500	22,596	35,803	35,327	(476)	(1.3)%
Group Insurance Benefits	51600	280,757	350,221	346,126	(4,095)	(1.2)%
Employee Transportation Subsidy	51700	17,874	27,214	24,822	(2,392)	(8.8)%
Workers' Compensation	51800	6,849	9,469	8,563	(906)	(9.6)%
Discretionary Contribution (Pension/OPEB)	51850	134,419	164,675	180,675	16,000	9.7%
Board Stipends	51900					
Total Personnel Expenditures		3,091,230	3,502,128	3,258,323	(243,805)	(7.0)%
Services & Supplies Expenditures						
Travel In-State	52200	599	9,200	9,200		
Travel Out-of-State	52220		7,000	7,000		
Training & Education	52300	13,538	17,000	18,500	1,500	8.8%
Repair & Maintenance (Equipment)	52400		4,000	4,000		
Communications	52500	28,212	128,000	128,000		
Building Maintenance	52600					
Utilities	52700					
Postage	52800		2,000	2,000		
Printing & Reproduction	52900	4,706	8,000	8,500	500	6.3%
Equipment Rental	53100					
Rents & Leases	53200		500	500		
Professional Services & Contracts	53300	9,510	30,000	30,000		
General Insurance	53400					
Shop & Field Supplies	53500	97				
Laboratory Supplies	53600					
Gasoline & Variable Fuel	53700					
Computer Hardware & Software	53800		1,000	1,000		
Stationery & Office Supplies	53900	2,329	4,000	4,250	250	6.3%
Books & Journals	54100					
Minor Office Equipment	54200	708	1,500	1,500		
Total Services & Supplies Expenditures		59,699	212,200	214,450	2,250	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		3,150,929	3,714,328	3,472,773	(241,555)	(6.5)%

Managing Division:	
Compliance & Enforcement Division	
Contact Person:	
Juan Ortellado	
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 Actual 2022	Approved Program Budget 2023	Proposed Program Budget 2024	FTE/Dollar Change \$	Percent Change %
Number of Positions (FTE)		28.85	35.31	30.79	(4.52)	(12.8)%
Personnel Expenditures						
Permanent Salaries	51100	3,508,519	4,470,612	3,918,593	(552,019)	(12.3)%
Overtime Salaries	51150	13,332	8,000	8,000		
Temporary Salaries	51200					
Payroll Taxes	51300	52,045	63,138	55,307	(7,831)	(12.4)%
Pension Benefits	51400	840,016	1,029,185	802,846	(226,339)	(22.0)%
FICA Replacement Benefits	51500	36,790	69,005	62,789	(6,216)	(9.0)%
Group Insurance Benefits	51600	456,927	709,917	630,891	(79,026)	(11.1)%
Employee Transportation Subsidy	51700	29,185	52,451	44,118	(8,333)	(15.9)%
Workers' Compensation	51800	11,111	18,250	15,219	(3,031)	(16.6)%
Discretionary Contribution (Pension/OPEB)	51850	302,878	317,386	322,346	4,960	1.6%
Board Stipends	51900					
Total Personnel Expenditures		5,250,803	6,737,944	5,860,109	(877,835)	(13.0)%
Services & Supplies Expenditures						
Travel In-State	52200	6,649	10,000	10,000		
Travel Out-of-State	52220		2,550	2,550		
Training & Education	52300	1,192	5,168	5,168		
Repair & Maintenance (Equipment)	52400	4,713	60,000	60,000		
Communications	52500	98,496	33,500	33,500		
Building Maintenance	52600		4,000	4,000		
Utilities	52700	9,162	3,000	3,000		
Postage	52800	35				
Printing & Reproduction	52900	279	1,000	1,000		
Equipment Rental	53100					
Rents & Leases	53200	102,694	89,100	89,100		
Professional Services & Contracts	53300	593	15,500	15,500		
General Insurance	53400					
Shop & Field Supplies	53500	16,866	26,000	26,000		
Laboratory Supplies	53600					
Gasoline & Variable Fuel	53700					
Computer Hardware & Software	53800	5,750	23,000	23,000		
Stationery & Office Supplies	53900	2,132	2,300	2,300		
Books & Journals	54100					
Minor Office Equipment	54200	58				
Total Services & Supplies Expenditures		248,619	275,118	275,118		
Capital Expenditures						
Leasehold Improvements	60100					
Building & Grounds	60105					
Office Equipment	60110					
Computer & Network Equipment	60115					
Motorized Equipment	60120					
Lab & Monitoring Equipment	60125		100,000	100,000		
Communications Equipment	60130					
General Equipment	60135					
PM 2.5 Equipment	60140					
Total Capital Expenditures			100,000	100,000		
Transfer In/Out						
Total Expenditures		5,499,422	7,113,062	6,235,227	(877,835)	(12.3)%

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FINANCE AND ADMINISTRATION
COMMITTEE MEETING OF 05/03/2023

Engineering Division

Engineering Division (Division) gives high priority to the timely review of permit applications and permit renewals. The typical application evaluation includes analyzing emissions impacts and determining compliance with applicable air quality requirements, including Best Available Control Technology (BACT), 'No Net Increase' emission offset requirements, New Source Review (NSR) of Toxic Air Contaminants (TAC) 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 79 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 TAC emissions and prioritization scores for approximately 290 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 TACs. Based on the annual TAC emissions inventory, the Division calculates prioritization scores for facilities, conducts HRAs for high priority facilities, and reports HRA results to CARB.

The Division is implementing 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, a state regulation establishing a uniform system of annual reporting of emissions of criteria air pollutants and TACs 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 power outages and PG&E Public Safety Power Shutoffs (PSPS), there continues to be a large 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 for AB 617.

Managing Division:	
Engineering Division	
Contact Person:	
Nicolas Maiden & Gregory Solomon	
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, evaluates compliance with regulatory requirements, including case-by-case Best Available Control Technology (BACT) and emissions offset determinations, and establishes enforceable permit conditions. 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 and 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 2024

		Audited Program Actual 2022	Approved Program Budget 2023	Proposed Program Budget 2024	FTE/Dollar Change \$	Percent Change %
Number of Positions (FTE)		37.30	42.42	38.99	(3.43)	(8.1)%
Personnel Expenditures						
Permanent Salaries	51100	4,856,361	5,593,547	5,551,412	(42,135)	(0.8)%
Overtime Salaries	51150	89,078	40,000	40,000		
Temporary Salaries	51200	64,328				
Payroll Taxes	51300	72,865	78,920	78,615	(305)	(0.4)%
Pension Benefits	51400	1,125,845	1,283,358	1,135,819	(147,539)	(11.5)%
FICA Replacement Benefits	51500	51,773	82,886	79,555	(3,331)	(4.0)%
Group Insurance Benefits	51600	648,833	777,335	746,324	(31,011)	(4.0)%
Employee Transportation Subsidy	51700	41,430	63,002	55,898	(7,104)	(11.3)%
Workers' Compensation	51800	15,380	21,921	19,282	(2,639)	(12.0)%
Discretionary Contribution (Pension/OPEB)	51850	395,960	381,230	417,294	36,064	9.5%
Board Stipends	51900					
Total Personnel Expenditures		7,361,853	8,322,199	8,124,199	(198,000)	(2.4)%
Services & Supplies Expenditures						
Travel In-State	52200	28	13,000	13,000		
Travel Out-of-State	52220					
Training & Education	52300	165	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	192,503	401,059	401,059		
General Insurance	53400					
Shop & Field Supplies	53500					
Laboratory Supplies	53600					
Gasoline & Variable Fuel	53700					
Computer Hardware & Software	53800		2,000	2,000		
Stationery & Office Supplies	53900					
Books & Journals	54100		200	200		
Minor Office Equipment	54200		368	368		
Total Services & Supplies Expenditures		192,696	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		7,554,549	8,741,400	8,543,400	(198,000)	(2.3)%

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 2023
Continue updating Toxic Emission Factor Guidelines including 1-hour guidance.	December 2023
Support AIM's preparation of annual stationary source toxic inventories and HRA results for CARB and EPA.	October 2023
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 2023

		Audited Program Actual 2022	Approved Program Budget 2023	Proposed Program Budget 2024	FTE/Dollar Change \$	Percent Change %
Number of Positions (FTE)		7.04	7.86	8.91	1.05	13.4%
Personnel Expenditures						
Permanent Salaries	51100	1,001,405	1,186,479	1,384,441	197,962	16.7%
Overtime Salaries	51150	1,032	8,000	8,000		
Temporary Salaries	51200	273				
Payroll Taxes	51300	14,902	16,815	19,635	2,820	16.8%
Pension Benefits	51400	225,755	277,930	288,898	10,968	3.9%
FICA Replacement Benefits	51500	10,529	15,351	18,180	2,829	18.4%
Group Insurance Benefits	51600	130,905	160,961	187,865	26,904	16.7%
Employee Transportation Subsidy	51700	8,308	11,669	12,774	1,105	9.5%
Workers' Compensation	51800	3,171	4,060	4,406	346	8.5%
Discretionary Contribution (Pension/OPEB)	51850	78,542	70,609	97,111	26,502	37.5%
Board Stipends	51900					
Total Personnel Expenditures		1,474,822	1,751,874	2,021,310	269,436	15.4%
Services & Supplies Expenditures						
Travel In-State	52200	75	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	2,849	7,000	7,000		
Equipment Rental	53100					
Rents & Leases	53200					
Professional Services & Contracts	53300	14,723	1,000	1,000		
General Insurance	53400					
Shop & Field Supplies	53500					
Laboratory Supplies	53600					
Gasoline & Variable Fuel	53700					
Computer Hardware & Software	53800		4,000	4,000		
Stationery & Office Supplies	53900		300	300		
Books & Journals	54100					
Minor Office Equipment	54200		400	400		
Total Services & Supplies Expenditures		17,647	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		1,492,469	1,811,164	2,080,600	269,436	14.9%

Managing Division:	
Engineering Division	
Contact Person:	
Fred Tanaka	
Program Purpose:	
Develop and maintain permit systems & provide administrative services	
Description of Program:	
The Permit Operations program involves the collection, updating and maintenance of data from permitted sources of air pollution, and the development and maintenance of systems to manage these data. Data include source/device locations, operational data, emission factors, emissions inventory, emissions banking and "no net increase" tracking. Additional program activities include maintaining procedures, coordination & tracking of permit-related activities, general administrative activities and customer support.	
Justification of Change Request:	
Not applicable	
Activities	
Process and maintain data from permitted facilities.	
Update and correct data from permitted facilities.	
Maintain and update database systems.	
Maintain program forms.	
Manage and improve data quality.	
Provide administrative support.	
Maintain permit tracking and management programs.	
Maintain emissions bank and small facility bank.	
Maintain division pages on website.	
Manage division records including metadata and documents.	
Provide customer support.	
Major Objectives	Delivery Date
Produce annual stationary source emissions inventory to California Air Resources Board (CARB) and EPA	October 2023

		Audited Program Actual 2022	Approved Program Budget 2023	Proposed Program Budget 2024	FTE/Dollar Change \$	Percent Change %
Number of Positions (FTE)		4.01	4.61	8.13	3.52	76.4%
Personnel Expenditures						
Permanent Salaries	51100	598,265	610,417	975,153	364,736	59.8%
Overtime Salaries	51150	193	5,000	5,000		
Temporary Salaries	51200	568				
Payroll Taxes	51300	8,896	8,616	13,729	5,113	59.3%
Pension Benefits	51400	133,654	142,723	204,129	61,406	43.0%
FICA Replacement Benefits	51500	6,320	9,014	16,592	7,578	84.1%
Group Insurance Benefits	51600	78,340	99,638	163,479	63,841	64.1%
Employee Transportation Subsidy	51700	5,044	6,851	11,658	4,807	70.2%
Workers' Compensation	51800	1,895	2,384	4,022	1,638	68.7%
Discretionary Contribution (Pension/OPEB)	51850	46,569	41,456	84,268	42,812	103.3%
Board Stipends	51900					
Total Personnel Expenditures		879,744	926,099	1,478,030	551,931	59.6%
Services & Supplies Expenditures						
Travel In-State	52200					
Travel Out-of-State	52220					
Training & Education	52300					
Repair & Maintenance (Equipment)	52400					
Communications	52500					
Building Maintenance	52600					
Utilities	52700					
Postage	52800					
Printing & Reproduction	52900	1,872	75,166	75,166		
Equipment Rental	53100					
Rents & Leases	53200					
Professional Services & Contracts	53300	1,764	12,255	12,255		
General Insurance	53400					
Shop & Field Supplies	53500	1,795	4,151	4,151		
Laboratory Supplies	53600					
Gasoline & Variable Fuel	53700					
Computer Hardware & Software	53800		1,021	1,021		
Stationery & Office Supplies	53900					
Books & Journals	54100					
Minor Office Equipment	54200					
Total Services & Supplies Expenditures		5,431	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		885,175	1,018,692	1,570,623	551,931	54.2%

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
Work with EPA on Title V program evaluation (audit)	Ongoing

		Audited Program Actual 2022	Approved Program Budget 2023	Proposed Program Budget 2024	FTE/Dollar Change \$	Percent Change %
Number of Positions (FTE)		1.91	2.51	3.22	0.71	28.3%
Personnel Expenditures						
Permanent Salaries	51100	231,350	334,681	446,907	112,226	33.5%
Overtime Salaries	51150	1,158	66,330		(66,330)	(100.0)%
Temporary Salaries	51200		8,006	8,006		
Payroll Taxes	51300	3,392	4,738	6,329	1,591	33.6%
Pension Benefits	51400	57,376	78,142	93,834	15,692	20.1%
FICA Replacement Benefits	51500	2,407	4,905	6,572	1,667	34.0%
Group Insurance Benefits	51600	29,929	42,269	56,818	14,549	34.4%
Employee Transportation Subsidy	51700	1,901	3,729	4,618	889	23.8%
Workers' Compensation	51800	733	1,297	1,593	296	22.8%
Discretionary Contribution (Pension/OPEB)	51850	21,093	22,562	34,294	11,732	52.0%
Board Stipends	51900					
Total Personnel Expenditures		349,339	566,659	658,971	92,312	16.3%
Services & Supplies Expenditures						
Travel In-State	52200	32	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	1,928	28,873	28,873		
Equipment Rental	53100					
Rents & Leases	53200					
Professional Services & Contracts	53300		402,723	402,723		
General Insurance	53400					
Shop & Field Supplies	53500					
Laboratory Supplies	53600					
Gasoline & Variable Fuel	53700					
Computer Hardware & Software	53800		919	919		
Stationery & Office Supplies	53900					
Books & Journals	54100		613	613		
Minor Office Equipment	54200		185	185		
Total Services & Supplies Expenditures		1,960	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		351,299	1,001,787	1,094,099	92,312	9.2%

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 2024
Complete and submit Offset Equivalence report for EPA.	March 2024

		Audited Program Actual 2022	Approved Program Budget 2023	Proposed Program Budget 2024	FTE/Dollar Change \$	Percent Change %
Number of Positions (FTE)		6.15	6.66	8.13	1.47	22.1%
Personnel Expenditures						
Permanent Salaries	51100	845,344	969,272	1,206,674	237,402	24.5%
Overtime Salaries	51150	1,511	5,000	5,000		
Temporary Salaries	51200	27,626				
Payroll Taxes	51300	12,849	13,767	17,184	3,417	24.8%
Pension Benefits	51400	171,861	226,253	251,450	25,197	11.1%
FICA Replacement Benefits	51500	9,114	13,019	16,600	3,581	27.5%
Group Insurance Benefits	51600	113,201	133,959	156,282	22,323	16.7%
Employee Transportation Subsidy	51700	7,346	9,895	11,663	1,768	17.9%
Workers' Compensation	51800	2,677	3,443	4,023	580	16.8%
Discretionary Contribution (Pension/OPEB)	51850	55,692	59,878	87,802	27,924	46.6%
Board Stipends	51900					
Total Personnel Expenditures		1,247,221	1,434,486	1,756,678	322,192	22.5%
Services & Supplies Expenditures						
Travel In-State	52200	4,797	5,000	5,000		
Travel Out-of-State	52220					
Training & Education	52300		65,000	65,000		
Repair & Maintenance (Equipment)	52400	190				
Communications	52500	4,492	5,000	5,000		
Building Maintenance	52600					
Utilities	52700					
Postage	52800					
Printing & Reproduction	52900	6,851	52,100	52,100		
Equipment Rental	53100					
Rents & Leases	53200					
Professional Services & Contracts	53300	465	50,000	50,000		
General Insurance	53400					
Shop & Field Supplies	53500	5,001	10,000	10,000		
Laboratory Supplies	53600					
Gasoline & Variable Fuel	53700					
Computer Hardware & Software	53800	9,382	60,000	60,000		
Stationery & Office Supplies	53900					
Books & Journals	54100					
Minor Office Equipment	54200					
Total Services & Supplies Expenditures		31,178	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		1,278,399	1,681,586	2,003,778	322,192	19.2%

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FINANCE AND ADMINISTRATION
COMMITTEE MEETING OF 05/03/2023

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 2024, 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 2024, 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 2024, 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 2024, 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 2024, AIM will conduct modeling studies to evaluate the impacts of sources of fine particulate matter on air quality and health.

Managing Division:	
Assessment, Inventory & Model Division	
Contact Person:	
Song Bai	
Program Purpose:	
Compile source inventories for criteria air pollutants (CAPs), 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 (CAPs, TACs, 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 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 inventories are fundamental for air quality source apportionment analysis, as well as planning, rule development, modeling and exposure assessments, and public information sharing. Staff resources are needed to develop, maintain, and update emissions inventory to be used for the Air District's annual report, regional modeling inputs, and required data reporting to CARB.	
Activities	
Develop and update emissions inventories and improve the District's ability to assess emissions estimates.	
Evaluate and refine emissions estimates to support Air District programs, rules development, and local air quality Action Plans, with emphasis on fine particulate matter, TAC, and methane and incorporation of new measurement and analysis techniques.	
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.	
Provide inventory information and emissions estimates under public record request.	
Major Objectives	Delivery Date
Improve emissions methods and consolidate inventory estimates for criteria air pollutants and GHG emissions.	June 2024
Prepare and transmit source emissions estimates to meet State annual reporting requirements.	June 2024

Source Inventories

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		Audited Program Actual 2022	Approved Program Budget 2023	Proposed Program Budget 2024	FTE/Dollar Change \$	Percent Change %
Number of Positions (FTE)		6.76	6.82	6.20	(0.62)	(9.1)%
Personnel Expenditures						
Permanent Salaries	51100	1,006,904	1,051,250	992,216	(59,034)	(5.6)%
Overtime Salaries	51150		5,000	5,000		
Temporary Salaries	51200					
Payroll Taxes	51300	14,953	14,905	14,124	(781)	(5.2)%
Pension Benefits	51400	214,318	240,664	201,591	(39,073)	(16.2)%
FICA Replacement Benefits	51500	10,587	13,338	12,652	(686)	(5.1)%
Group Insurance Benefits	51600	131,383	163,643	154,904	(8,739)	(5.3)%
Employee Transportation Subsidy	51700	9,388	10,138	8,890	(1,248)	(12.3)%
Workers' Compensation	51800	3,189	3,527	3,067	(460)	(13.0)%
Discretionary Contribution (Pension/OPEB)	51850	72,322	61,343	68,021	6,678	10.9%
Board Stipends	51900					
Total Personnel Expenditures		1,463,044	1,563,808	1,460,465	(103,343)	(6.6)%
Services & Supplies Expenditures						
Travel In-State	52200	27	2,400	2,400		
Travel Out-of-State	52220		2,600	2,800	200	7.7%
Training & Education	52300	276	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	140,667	121,000	121,000		
General Insurance	53400					
Shop & Field Supplies	53500					
Laboratory Supplies	53600					
Gasoline & Variable Fuel	53700					
Computer Hardware & Software	53800	8,145	22,000	22,000		
Stationery & Office Supplies	53900	17	200	200		
Books & Journals	54100		600	600		
Minor Office Equipment	54200		1,000	1,000		
Total Services & Supplies Expenditures		149,132	172,800	173,000	200	0.1%
Capital Expenditures						
Leasehold Improvements	60100					
Building & Grounds	60105					
Office Equipment	60110					
Computer & Network Equipment	60115					
Motorized Equipment	60120					
Lab & Monitoring Equipment	60125					
Communications Equipment	60130					
General Equipment	60135					
PM 2.5 Equipment	60140					
Total Capital Expenditures						
Transfer In/Out						
Total Expenditures		1,612,176	1,736,608	1,633,465	(103,143)	(5.9)%

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 Actual 2022	Approved Program Budget 2023	Proposed Program Budget 2024	FTE/Dollar Change \$	Percent Change %
Number of Positions (FTE)		3.96	3.71	2.60	(1.11)	(29.9)%
Personnel Expenditures						
Permanent Salaries	51100	582,543	577,183	387,436	(189,747)	(32.9)%
Overtime Salaries	51150					
Temporary Salaries	51200	2,862				
Payroll Taxes	51300	8,763	8,212	5,537	(2,675)	(32.6)%
Pension Benefits	51400	129,255	133,122	80,911	(52,211)	(39.2)%
FICA Replacement Benefits	51500	6,203	7,251	5,306	(1,945)	(26.8)%
Group Insurance Benefits	51600	76,970	76,317	47,412	(28,905)	(37.9)%
Employee Transportation Subsidy	51700	4,930	5,511	3,728	(1,783)	(32.4)%
Workers' Compensation	51800	1,844	1,918	1,286	(632)	(33.0)%
Discretionary Contribution (Pension/OPEB)	51850	44,482	33,348	28,091	(5,257)	(15.8)%
Board Stipends	51900					
Total Personnel Expenditures		857,852	842,862	559,707	(283,155)	(33.6)%
Services & Supplies Expenditures						
Travel In-State	52200		1,400	1,400		
Travel Out-of-State	52220		3,900	3,900		
Training & Education	52300		6,500	6,500		
Repair & Maintenance (Equipment)	52400		8,000	8,000		
Communications	52500					
Building Maintenance	52600					
Utilities	52700					
Postage	52800					
Printing & Reproduction	52900					
Equipment Rental	53100					
Rents & Leases	53200					
Professional Services & Contracts	53300	457,942	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	56	500	500		
Books & Journals	54100					
Minor Office Equipment	54200					
Non-Capital Assets	54600	1,341				
Total Services & Supplies Expenditures		459,339	340,300	340,300		
Capital Expenditures						
Leasehold Improvements	60100					
Building & Grounds	60105					
Office Equipment	60110					
Computer & Network Equipment	60115	7,034				
Motorized Equipment	60120					
Lab & Monitoring Equipment	60125					
Communications Equipment	60130					
General Equipment	60135					
PM 2.5 Equipment	60140					
Total Capital Expenditures		7,034				
Transfer In/Out						
Total Expenditures		1,324,225	1,183,162	900,007	(283,155)	(23.9)%

Managing Division:	
Assessment, Inventory & Model Division	
Contact Person:	
Saffet Tanrikulu	
Program Purpose:	
Perform air quality modeling and data analyses to evaluate emission control strategies to attain and maintain air quality standards.	
Description of Program:	
This program maintains and applies state-of-the-science meteorological, emissions inventory and air quality models to investigate the formation of ozone, fine and ultrafine particulate matter (PM2.5 and PM0.1), and toxic air contaminants in the Bay Area; assesses the attainment status of the Bay Area with respect to Federal and State standards; supports Federal and State air quality plan development activities; quantifies the transport of ozone, PM and toxic air contaminants and their precursors within the Bay Area as well as between the Bay Area and neighboring districts; and quantifies the health impacts of ozone, PM, and toxic air contaminants. This program also includes analyses of ambient data, preparation of model inputs, monetary valuation of air pollution impacts in the Bay Area, maintenance of the District's cluster computer system, development of graphics and statistical programs to evaluate model inputs and outputs, and collaboration with modeling and air quality planning staff of CARB, U.S. EPA, NOAA, NASA, neighboring districts, industry, academia and other stakeholders.	
Justification of Change Request:	
Not applicable.	
Activities	
Analyze the Bay Area's status relative to national and state ambient air quality standards.	
Conduct ambient data analyses for ozone, PM2.5, PM0.1 and toxic air contaminants.	
Evaluate and improve model performance for multi-pollutant applications.	
Maintain and apply air pollution health impacts and monetary valuation models.	
Maintain and apply emissions inventory models to prepare inputs to air quality models.	
Conduct source apportionment studies and trend analyses.	
Prepare ambient data for model inputs and evaluation of model outputs.	
Maintain the District's cluster computer system on which models are run.	
Develop in-house staff expertise related to modeling and air quality analysis.	
Major Objectives	Delivery Date
Evaluate and improve regional air quality model performance.	Ongoing
Maintain and evaluate air quality dispersion models.	Ongoing
Evaluate and improve WRF meteorological model performance.	Ongoing
Evaluate and update BenMAP for assessing health impacts of pollutants.	Ongoing
Maintain the meteorological and air quality database for modeling.	Ongoing
Update analysis of regional air quality model sensitivity to emission reductions for ozone, PM and toxics.	Ongoing
Update and improve emissions estimates for modeling.	Ongoing
Maintain modeling computers, update modeling software and computer libraries.	Ongoing

		Audited Program Actual 2022	Approved Program Budget 2023	Proposed Program Budget 2024	FTE/Dollar Change \$	Percent Change %
Number of Positions (FTE)		3.28	3.50	2.10	(1.40)	(40.0)%
Personnel Expenditures						
Permanent Salaries	51100	487,179	543,478	328,260	(215,218)	(39.6)%
Overtime Salaries	51150					
Temporary Salaries	51200					
Payroll Taxes	51300	7,209	7,695	4,653	(3,042)	(39.5)%
Pension Benefits	51400	109,288	125,667	68,227	(57,440)	(45.7)%
FICA Replacement Benefits	51500	5,110	6,840	4,285	(2,555)	(37.4)%
Group Insurance Benefits	51600	63,502	79,827	48,345	(31,482)	(39.4)%
Employee Transportation Subsidy	51700	4,040	5,199	3,011	(2,188)	(42.1)%
Workers' Compensation	51800	1,543	1,809	1,039	(770)	(42.6)%
Discretionary Contribution (Pension/OPEB)	51850	38,083	31,461	22,921	(8,540)	(27.1)%
Board Stipends	51900					
Total Personnel Expenditures		715,954	801,976	480,741	(321,235)	(40.1)%
Services & Supplies Expenditures						
Travel In-State	52200		1,600	1,600		
Travel Out-of-State	52220		2,100	2,100		
Training & Education	52300	300	2,000	2,000		
Repair & Maintenance (Equipment)	52400	5,918	12,000	12,000		
Communications	52500					
Building Maintenance	52600					
Utilities	52700					
Postage	52800					
Printing & Reproduction	52900		4,000	4,000		
Equipment Rental	53100					
Rents & Leases	53200					
Professional Services & Contracts	53300	4,457	10,000	10,000		
General Insurance	53400					
Shop & Field Supplies	53500	585				
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		11,260	39,700	39,700		
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		727,214	841,676	520,441	(321,235)	(38.2)%

Managing Division:	
Assessment, Inventory & Model Division	
Contact Person:	
Song Bai	
Program Purpose:	
Evaluate community health risks from ambient fine particulate matter (PM), toxic air contaminants (TACs), 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 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:	
Community-scale air quality regulation and control continue 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 action plans.	
Activities	
Develop and improve modeling methods to identify emission sources affecting impacted communities and improve data analysis.	
Develop mitigation strategies for development near busy roadways and other air pollution sources.	
Improve collection and management of demographic, business, and activity data; enhance data visualization/analysis for community partnerships and local planning guidance.	
Participate in outreach and assist in evaluating community risks and hazards, through measurement and modeling programs.	
Major Objectives	Delivery Date
Develop and document improved methodology/tools for community-scale air quality modeling and assessment.	June 2024
Work collaboratively across Air District Divisions to build Technical Assessments Teams and perform community-level technical assessment work.	June 2024

		Audited Program Actual 2022	Approved Program Budget 2023	Proposed Program Budget 2024	FTE/Dollar Change \$	Percent Change %
Number of Positions (FTE)		3.90	3.92	1.70	(2.22)	(56.6)%
Personnel Expenditures						
Permanent Salaries	51100	671,823	701,171	317,859	(383,312)	(54.7)%
Overtime Salaries	51150		5,000	5,000		
Temporary Salaries	51200					
Payroll Taxes	51300	9,891	10,084	4,600	(5,484)	(54.4)%
Pension Benefits	51400	135,662	159,217	65,886	(93,331)	(58.6)%
FICA Replacement Benefits	51500	7,034	7,652	3,469	(4,183)	(54.7)%
Group Insurance Benefits	51600	87,366	81,886	39,715	(42,171)	(51.5)%
Employee Transportation Subsidy	51700	5,564	5,816	2,438	(3,378)	(58.1)%
Workers' Compensation	51800	2,127	2,024	841	(1,183)	(58.4)%
Discretionary Contribution (Pension/OPEB)	51850	44,542	35,196	19,344	(15,852)	(45.0)%
Board Stipends	51900					
Total Personnel Expenditures		964,009	1,008,046	459,152	(548,894)	(54.5)%
Services & Supplies Expenditures						
Travel In-State	52200		2,300	2,400	100	4.3%
Travel Out-of-State	52220		2,600	2,800	200	7.7%
Training & Education	52300		8,500	8,500		
Repair & Maintenance (Equipment)	52400		5,000	5,000		
Communications	52500	1,850	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	32,400	250,500	250,500		
General Insurance	53400					
Shop & Field Supplies	53500					
Laboratory Supplies	53600					
Gasoline & Variable Fuel	53700					
Computer Hardware & Software	53800	2,533	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		36,783	293,700	294,000	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					
Total Capital Expenditures						
Transfer In/Out						
Total Expenditures		1,000,792	1,301,746	753,152	(548,594)	(42.1)%

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FINANCE AND ADMINISTRATION
COMMITTEE MEETING OF 05/03/2023

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. Staff partner with other Divisions to 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 plan and policy decisions and infrastructure investments that improve air quality and protect the climate, including guidance and activities related to the California Environmental Quality Act (CEQA).

In FYE 2024, staff will continue to implement the 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 closely with community partners and steering committees in West Oakland, Richmond-North Richmond-San Pablo, East Oakland and Bayview Hunter's Point to identify and prioritize pollution and exposure reduction strategies, implement measures to reduce emissions and exposure, and provide land use guidance. Staff will continue supporting local lead agencies, regional agencies, and others in applying the CEQA Thresholds and Guidelines to ensure plans and projects are protective of local health and reduce climate impacts. Staff will provide technical assistance to cities and counties on improving local plans to address air quality, climate protection, health and environmental justice through general plan updates (per SB 1000), climate action plans and other plan and policy actions. Staff will actively track the development of new national ambient air quality standards (NAAQS) for particulate matter and will coordinate District-wide activities to respond to a new NAAQS, including attainment designations and State Implementation Plan (SIP) development, as needed. Staff will track and serve as an internal resource on California Air Resources Board (CARB) mobile source plans and rulemaking, and transportation policies and programs developed by other State agencies. Staff will provide technical and policy support to other Air District staff regarding emissions reduction strategies at Bay Area seaports, work with Federal, State, regional and local agencies to reduce emissions associated with ports and goods movement and implement other mobile source programs, including the Protecting Blue Whales and Blue Skies program and related sustainable shipping efforts.

In FYE 2024, staff will implement GHG emission reduction measures identified in the 2017 Plan, including: implement the Bay Area Healthy Home Initiative in Contra Costa and Alameda counties and explore opportunities for expansion to additional counties; continue to lead and expand a regional Building Decarbonization Program; coordinate the Implementation Working Group in support of implementing the Indoor Appliance Rules; focus the Diesel Free initiative on AB617 communities and their Community Emission Reduction Plans (CERPs); promote and support the use of the updated CEQA Climate Impact Thresholds; support the development of rules and rule amendments to reduce GHGs, including improving the GHG emissions inventory; work with CARB to implement the 2022 Scoping Plan, including participating in CARB-led working groups; assist local governments with the development and implementation of local GHG reduction strategies, including integrating equity into community-wide strategies; develop model ordinances and best practices to accelerate local policy adoption for reducing GHGs; provide technical and policy expertise on transportation, goods movement, and other mobile source strategies in support of Air District programs such as AB 617, CEQA, Air Quality Plans, SB1000; collaborate with regional agency partners to implement 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 in coordination with the development of community emission reduction plans per AB 617.	
Description of Program:	
This program focuses on preparing regional air quality plans to attain or maintain State and National air quality standards. This work includes preparation and submission of State Triennial Updates (i.e., Clean Air Plan) and State Implementation Plan (SIP) related documents. 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. This program aligns with implementing Assembly Bill 617 through the Air District's Community Health Protection Program by working with the most overburdened communities and impacted neighborhoods across the region, including community co-leads, Community Steering Committees, community members, and local governments to develop community emission reduction plans that address local emissions and exposures to improve community health.	
Justification of Change Request:	
Not Applicable	
Activities	
Track development of new or amended State or Federal ambient air quality standards and prepare documents or analyses to meet new or amended standards.	
Lead updates of the regional Clean Air Plan in collaboration with all Divisions, track progress, adjust implementation as necessary.	
Support the development of Community Emission Reduction Plans (CERPs) in AB 617 communities in partnership with community co-leads, community steering committee, community members and state, local and regional agencies.	
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.	
Support local government planning and policy development efforts to improve air quality in overburdened communities, including SB1000 support.	
Major Objectives	Delivery Date
Coordinate internal and external efforts to prepare documents or analyses to meet new or amended State or Federal ambient air quality standards and.	Ongoing
Support the development of a CERP for the Path to Clean Air Richmond-North Richmond-San Pablo AB617 community.	October 2023
Support the development of a CERP for the East Oakland AB617 community.	Ongoing
Support the development of a CERP for the Bayview Hunter's Point AB617 community.	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
Work with cities and counties to implement SB 1000, incorporate EJ and health equity into plans and programs.	Ongoing

		Audited Program Actual 2022	Approved Program Budget 2023	Proposed Program Budget 2024	FTE/Dollar Change \$	Percent Change %
Number of Positions (FTE)		7.80	9.30	4.88	(4.42)	(47.5)%
Personnel Expenditures						
Permanent Salaries	51100	1,148,025	1,349,150	748,496	(600,654)	(44.5)%
Overtime Salaries	51150	907				
Temporary Salaries	51200	8,096				
Payroll Taxes	51300	16,829	19,173	10,670	(8,503)	(44.3)%
Pension Benefits	51400	253,351	312,469	159,619	(152,850)	(48.9)%
FICA Replacement Benefits	51500	11,936	18,166	9,959	(8,207)	(45.2)%
Group Insurance Benefits	51600	148,179	163,998	96,474	(67,524)	(41.2)%
Employee Transportation Subsidy	51700	9,472	13,808	6,997	(6,811)	(49.3)%
Workers' Compensation	51800	3,636	4,804	2,414	(2,390)	(49.8)%
Discretionary Contribution (Pension/OPEB)	51850	88,076	83,553	53,048	(30,505)	(36.5)%
Board Stipends	51900					
Total Personnel Expenditures		1,688,507	1,965,121	1,087,677	(877,444)	(44.7)%
Services & Supplies Expenditures						
Travel In-State	52200	206	2,100	2,100		
Travel Out-of-State	52220		2,000	2,000		
Training & Education	52300	1,695	3,000	3,000		
Repair & Maintenance (Equipment)	52400					
Communications	52500	6,526				
Building Maintenance	52600					
Utilities	52700					
Postage	52800					
Printing & Reproduction	52900	472	11,000	11,000		
Equipment Rental	53100					
Rents & Leases	53200					
Professional Services & Contracts	53300	81,661	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		500	500		
Books & Journals	54100	50				
Minor Office Equipment	54200					
Total Services & Supplies Expenditures		90,610	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		1,779,117	2,183,721	1,306,277	(877,444)	(40.2)%

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:	
<p>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.</p>	
Justification of Change Request:	
Not Applicable	
Activities	
Support the implementation of adopted AB617 Community Emissions Reductions Plans (CERPs) in partnership with community co-leads, community 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 2024
Continue to provide technical support and assistance to lead agencies and local governments on air quality and greenhouse gas analysis and mitigation.	Ongoing
Support the implementation of the West Oakland CERP, Owning our Air: The West Oakland Community Action Plan.	Ongoing
Support the implementation of the Path to Clean Air Richmond-North Richmond-San Pablo CERP once adopted.	Ongoing
Continue to track and prioritize CEQA projects for review and provide outcome oriented comments to lead agencies.	Ongoing

Implement Plans, Policies and Measures

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		Audited Program Actual 2022	Approved Program Budget 2023	Proposed Program Budget 2024	FTE/Dollar Change \$	Percent Change %
Number of Positions (FTE)		4.91	5.36	3.98	(1.38)	(25.7)%
Personnel Expenditures						
Permanent Salaries	51100	705,443	795,518	624,718	(170,800)	(21.5)%
Overtime Salaries	51150	3,183	4,000	4,000		
Temporary Salaries	51200	4,712				
Payroll Taxes	51300	10,571	11,271	8,921	(2,350)	(20.8)%
Pension Benefits	51400	183,750	183,761	133,079	(50,682)	(27.6)%
FICA Replacement Benefits	51500	7,520	10,484	8,122	(2,362)	(22.5)%
Group Insurance Benefits	51600	93,338	103,575	84,054	(19,521)	(18.8)%
Employee Transportation Subsidy	51700	5,965	7,969	5,707	(2,262)	(28.4)%
Workers' Compensation	51800	2,234	2,773	1,969	(804)	(29.0)%
Discretionary Contribution (Pension/OPEB)	51850	68,635	48,221	43,480	(4,741)	(9.8)%
Board Stipends	51900					
Total Personnel Expenditures		1,085,351	1,167,572	914,050	(253,522)	(21.7)%
Services & Supplies Expenditures						
Travel In-State	52200		2,100	2,100		
Travel Out-of-State	52220		1,700	1,700		
Training & Education	52300	7,925	5,000	5,000		
Repair & Maintenance (Equipment)	52400					
Communications	52500	243				
Building Maintenance	52600					
Utilities	52700					
Postage	52800					
Printing & Reproduction	52900		600	600		
Equipment Rental	53100					
Rents & Leases	53200					
Professional Services & Contracts	53300	111,888	185,000	185,000		
General Insurance	53400					
Shop & Field Supplies	53500					
Laboratory Supplies	53600					
Gasoline & Variable Fuel	53700					
Computer Hardware & Software	53800	443	1,000	1,000		
Stationery & Office Supplies	53900		500	500		
Books & Journals	54100					
Minor Office Equipment	54200					
Total Services & Supplies Expenditures		120,499	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		1,205,850	1,363,472	1,109,950	(253,522)	(18.6)%

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 2024 coordinated by the Climate Protection Section will include: supporting the development of proposed rules to reduce GHGs, including coordinating a Working Group to support the implementation of indoor appliance rules; implementing and continuing to expand the Bay Area Healthy Homes Initiative supporting the use of the CEQA Climate Impact 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; supporting local implementation of GHG reductions by developing model policies, best practices and toolkits through efforts such as the Building Decarbonization program and the Diesel Free By '33 initiative; defining and integrating equity into climate programs and projects; implementing priority actions to reduce F-gas emissions; supporting the CA Air Resources Board and other State agencies on the implementation of the 2022 Scoping Plan; 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.	
Collaborate with divisions to support rulemaking, including coordinating an Indoor Appliance Rule Working Group.	
Provide local governments with policy resources to accelerate local building decarbonization efforts.	
Support partner implementation of the Bay Area Healthy Homes Initiative in Contra Costa and Alameda counties.	
Lead the implementation of the Diesel Free By '33 initiative.	
Provide outreach and support for local government implementation of CEQA Climate Impacts Thresholds.	
Support CARB and other State agencies on the implementation of the 2022 Scoping Plan.	
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 2024
Expand the Building Decarbonization Program by focusing regional action on vulnerable communities.	June 2024
Support rulemaking by coordinating an Indoor Appliance Rule Working Group.	June 2024
Promote and support the use of the updated CEQA Climate Impact Thresholds	June 2024
Redesign and strengthen approach to delivering support to local climate planning and implementation efforts.	June 2024
Work with state agencies to strengthen GHG reduction from the Scoping Plan and other key policies.	June 2024
Explore opportunities to reduce diesel particulate pollution in AB617 communities.	June 2024
Support all divisions by tracking and assessing the latest GHG science and studies.	June 2024
Develop methods to evaluate the efficacy of Air District climate programs.	June 2024

		Audited Program Actual 2022	Approved Program Budget 2023	Proposed Program Budget 2024	FTE/Dollar Change \$	Percent Change %
Number of Positions (FTE)		5.57	6.37	6.69	0.32	5.0%
Personnel Expenditures						
Permanent Salaries	51100	917,621	1,025,049	1,112,208	87,159	8.5%
Overtime Salaries	51150					
Temporary Salaries	51200	10,956				
Payroll Taxes	51300	13,974	14,589	15,890	1,301	8.9%
Pension Benefits	51400	211,132	232,573	221,214	(11,359)	(4.9)%
FICA Replacement Benefits	51500	9,902	12,447	13,652	1,205	9.7%
Group Insurance Benefits	51600	122,905	138,850	136,273	(2,577)	(1.9)%
Employee Transportation Subsidy	51700	7,962	9,461	9,593	132	1.4%
Workers' Compensation	51800	2,906	3,292	3,309	17	0.5%
Discretionary Contribution (Pension/OPEB)	51850	73,509	57,249	74,026	16,777	29.3%
Board Stipends	51900					
Total Personnel Expenditures		1,370,867	1,493,510	1,586,165	92,655	6.2%
Services & Supplies Expenditures						
Travel In-State	52200	614	3,660	3,660		
Travel Out-of-State	52220	1,540	6,750	6,750		
Training & Education	52300	7,855	6,900	6,900		
Repair & Maintenance (Equipment)	52400					
Communications	52500	988				
Building Maintenance	52600					
Utilities	52700					
Postage	52800					
Printing & Reproduction	52900	1	1,200	1,200		
Equipment Rental	53100					
Rents & Leases	53200					
Professional Services & Contracts	53300	435,062	340,000	446,000	106,000	31.2%
General Insurance	53400					
Shop & Field Supplies	53500					
Laboratory Supplies	53600					
Gasoline & Variable Fuel	53700					
Computer Hardware & Software	53800	85				
Stationery & Office Supplies	53900	74	500	500		
Books & Journals	54100		100	100		
Minor Office Equipment	54200		200	200		
Total Services & Supplies Expenditures		446,219	359,310	465,310	106,000	29.5%
Capital Expenditures						
Leasehold Improvements	60100					
Building & Grounds	60105					
Office Equipment	60110					
Computer & Network Equipment	60115					
Motorized Equipment	60120					
Lab & Monitoring Equipment	60125					
Communications Equipment	60130					
General Equipment	60135					
PM 2.5 Equipment	60140					
Total Capital Expenditures						
Transfer In/Out						
Total Expenditures		1,817,086	1,852,820	2,051,475	198,655	10.7%

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FINANCE AND ADMINISTRATION
COMMITTEE MEETING OF 05/03/2023

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.

FINANCE AND ADMINISTRATION
COMMITTEE MEETING OF 05/03/2023

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 to develop amendments to Rule 9-4 and 9-6 Building Appliances to reduce NOx emissions and support the development of a multiple stakeholder working group to support implementation of the amended rules if they are adopted by the Board	
Continue to develop amendments to Rule 8-8: Wastewater Collection and Separation Systems to reduce organic compounds	
Continue to develop amendments to 8-18: Equipment Leaks to reduce organic compounds	
Begin evaluating Rule 11-18: Reduction of Risk from Air Toxic Emissions at Existing Facilities for potential amendments to streamline and expedite regulatory implementation	
Continue supporting AB 617 communities as they develop Community Emission Reduction Plans by providing staff resources to help the Steering Committee develop and prioritize emissions reduction measures	
Develop a white paper on fugitive dust	
Develop a white paper on metal recycling and shredding operations	
Perform new source evaluations (white papers) as resources allow	
Major Objectives	Delivery Date
Finalize amendments to Rule 9-4 and 9-6 Building Appliances to reduce NOx emissions	March 2023
Finalize amendments to Rule 8-8: Wastewater Collection and Separation Systems to reduce organic compounds	December 2023
Finalize amendments to 8-18: Equipment Leaks to reduce organic compounds	December 2023
Complete development of a white paper on fugitive dust	April 2024
Complete development of a white paper on metal recycling and shredding operations	September 2023

		Audited Program Actual 2022	Approved Program Budget 2023	Proposed Program Budget 2024	FTE/Dollar Change \$	Percent Change %
Number of Positions (FTE)		10.26	10.99	8.78	(2.21)	(20.1)%
Personnel Expenditures						
Permanent Salaries	51100	1,666,244	1,711,544	1,439,257	(272,287)	(15.9)%
Overtime Salaries	51150	9,081	5,000		(5,000)	(100.0)%
Temporary Salaries	51200	16,701				
Payroll Taxes	51300	25,107	24,423	20,656	(3,767)	(15.4)%
Pension Benefits	51400	345,120	394,186	292,132	(102,054)	(25.9)%
FICA Replacement Benefits	51500	17,722	21,485	17,917	(3,568)	(16.6)%
Group Insurance Benefits	51600	219,941	200,275	173,523	(26,752)	(13.4)%
Employee Transportation Subsidy	51700	14,043	16,330	12,589	(3,741)	(22.9)%
Workers' Compensation	51800	5,277	5,682	4,343	(1,339)	(23.6)%
Discretionary Contribution (Pension/OPEB)	51850	114,114	98,817	96,843	(1,974)	(2.0)%
Board Stipends	51900					
Total Personnel Expenditures		2,433,350	2,477,742	2,057,260	(420,482)	(17.0)%
Services & Supplies Expenditures						
Travel In-State	52200		4,000	6,000	2,000	50.0%
Travel Out-of-State	52220			7,000	7,000	
Training & Education	52300	620	8,700	10,000	1,300	14.9%
Repair & Maintenance (Equipment)	52400					
Communications	52500					
Building Maintenance	52600					
Utilities	52700					
Postage	52800					
Printing & Reproduction	52900	7,958	22,000	22,000		
Equipment Rental	53100					
Rents & Leases	53200					
Professional Services & Contracts	53300	245,023	441,000	401,000	(40,000)	(9.1)%
General Insurance	53400					
Shop & Field Supplies	53500		500	500		
Laboratory Supplies	53600					
Gasoline & Variable Fuel	53700					
Computer Hardware & Software	53800		3,000	3,000		
Stationery & Office Supplies	53900		500	500		
Books & Journals	54100		300	500	200	66.7%
Minor Office Equipment	54200					
Total Services & Supplies Expenditures		253,601	480,000	450,500	(29,500)	(6.1)%
Capital Expenditures						
Leasehold Improvements	60100					
Building & Grounds	60105					
Office Equipment	60110					
Computer & Network Equipment	60115					
Motorized Equipment	60120					
Lab & Monitoring Equipment	60125					
Communications Equipment	60130					
General Equipment	60135					
PM 2.5 Equipment	60140					
Total Capital Expenditures						
Transfer In/Out						
Total Expenditures		2,686,951	2,957,742	2,507,760	(449,982)	(15.2)%

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FINANCE AND ADMINISTRATION
COMMITTEE MEETING OF 05/03/2023

Community Engagement Division

The Community Engagement Division supports the agency's mission by collaborating with impacted communities and other partners in the Bay Area to advance public health, equity, and environmental justice. The Division works with community members and other partners to increase community awareness and transparency of air quality issues, build capacity, increase opportunities for impacted communities to participate in Air District decision-making, and support implementation of community-identified solutions. Key program areas to support these efforts are the AB 617 community partnerships program, the Community Advisory Council, the development of the agency Environmental Justice Policy, the James Cary Smith Community Grant Program, and implementation of state and federal civil rights laws.

FINANCE AND ADMINISTRATION
COMMITTEE MEETING OF 05/03/2023

Managing Division:	
Community Engagement Division	
Contact Person:	
Anna Lee & Diana Ruiz	
Program Purpose:	
<p>The Environmental Justice (EJ) and Community Engagement (CE) program is committed to providing meaningful engagement, reducing disparities in air quality impacts, and improving air quality for all Bay Area communities. Those who staff this program are the Air District’s main point of contact with the public. We connect with community members to increase awareness, develop and maintain lasting partnerships to understand community needs and desired solutions, and work alongside communities to guide planning and develop equitable air quality policy.</p>	
Description of Program:	
<p>The program involves coordination among agency departments and across communities to ensure we meet our shared mission to create a healthy breathing environment for every Bay Area resident. Staff in this program seek and create opportunities for those that have been historically excluded, discriminated against, under-represented, or under-resourced to participate in and shape Air District decisions. The Office co-leads efforts with impacted communities to work towards policy solutions that bolster community power, promote public health and equity, and improve regional conditions. The Division coordinates and facilitates community engagement in programs; supports the Community Advisory Council; leads the development and implementation of agency-wide Environmental Justice policy; plays a key role in convening Community-Agency partnerships; develops and deploys community engagement best practices; implements programmatic state and federal civil rights requirements; and, administers various equity-focused grant programs that support community-led initiatives to improve air quality in impacted communities.</p>	
Justification of Change Request:	
<p>The Board recently expanded the James Cary Smith Community Grant Program. The CE Division is supporting the Community Advisory Council, including its agency-wide Environmental Justice Policy and has been tasked with providing expanded capacity-building support for pollution-burdened communities. In addition, this program now includes primary responsibility for ensuring compliance with state and federal civil rights laws. Expanded engagement and responsibility requires increased language access and increased staff overtime for new staff.</p>	
Activities	
Environmental Justice Policy: Launch an agency-wide environmental justice policy.	
Community Advisory Council: Provide staffing support to Council to increase community leadership in District decisions.	
Community Grant Program: Administer grants to build community capacity and foster community participation.	
Administer Title VI of the Civil Rights Act of 1964 and state law analog.	
Air Filtration: Administer air filtration programs to impacted communities.	
Spare the Air: Provide support to the Spare the Air engagement work.	
Youth Engagement: Develop youth engagement strategies.	
General Engagement: Support community workshops, meetings and events.	
Major Objectives	Delivery Date
Support agency-wide Environmental Justice Policy development.	Ongoing
Support Community Advisory Council.	Ongoing
Support community capacity building through James Cary Smith Community Grant Program.	Ongoing
Support compliance with Title VI of the Civil Rights Act of 1964 and state law analog.	Ongoing
Support ongoing engagement of impacted communities in Air District activities.	Ongoing

		Audited Program Actual 2022	Approved Program Budget 2023	Proposed Program Budget 2024	FTE/Dollar Change \$	Percent Change %
Number of Positions (FTE)		11.16	16.05	12.60	(3.45)	(21.5)%
Personnel Expenditures						
Permanent Salaries	51100	1,523,264	2,200,979	1,873,472	(327,507)	(14.9)%
Overtime Salaries	51150	39,795	22,500	27,000	4,500	20.0%
Temporary Salaries	51200	69,026				
Payroll Taxes	51300	23,326	31,130	26,719	(4,411)	(14.2)%
Pension Benefits	51400	285,387	494,251	362,416	(131,835)	(26.7)%
FICA Replacement Benefits	51500	16,303	31,360	25,713	(5,647)	(18.0)%
Group Insurance Benefits	51600	202,849	287,848	219,123	(68,725)	(23.9)%
Employee Transportation Subsidy	51700	12,884	23,837	18,067	(5,770)	(24.2)%
Workers' Compensation	51800	4,825	8,294	6,232	(2,062)	(24.9)%
Discretionary Contribution (Pension/OPEB)	51850	86,346	144,238	136,072	(8,166)	(5.7)%
Board Stipends	51900					
Total Personnel Expenditures		2,264,005	3,244,437	2,694,814	(549,623)	(16.9)%
Services & Supplies Expenditures						
Travel In-State	52200	525	5,500	5,500		
Travel Out-of-State	52220		4,800	4,800		
Training & Education	52300	6,250	16,700	20,000	3,300	19.8%
Repair & Maintenance (Equipment)	52400					
Communications	52500	13,732	13,000	15,000	2,000	15.4%
Building Maintenance	52600					
Utilities	52700					
Postage	52800					
Printing & Reproduction	52900	384	3,500	3,500		
Equipment Rental	53100					
Rents & Leases	53200					
Professional Services & Contracts	53300	2,950,896	5,441,500	2,958,104	(2,483,396)	(45.6)%
General Insurance	53400					
Shop & Field Supplies	53500	703	2,000	2,000		
Laboratory Supplies	53600					
Gasoline & Variable Fuel	53700					
Computer Hardware & Software	53800					
Stationery & Office Supplies	53900	377	1,500	1,500		
Books & Journals	54100					
Minor Office Equipment	54200					
Total Services & Supplies Expenditures		2,972,867	5,488,500	3,010,404	(2,478,096)	(45.2)%
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		5,236,872	8,732,937	5,705,218	(3,027,719)	(34.7)%

Managing Division:	
Community Engagement Division	
Contact Person:	
Suma Peesapati	
Program Purpose:	
To implement AB 617 by working with selected environmental justice communities in the Bay Area to prepare community-led plans to reduce emissions of toxic air contaminants and criteria pollutants or air monitoring plans. The District also performs local-scale emissions estimation and exposure assessments to support the development of the Community Emissions Reduction Program and Action Plans.	
Description of Program:	
The District partners closely with AB 617 communities to set up Community Steering Committees that co-lead the development of emissions reductions and monitoring plans. Staff works to ensure a community-led, data-informed, equitable, and transparent process. In partnership with West Oakland Environmental Indicators Project, the staff are working to implement the West Oakland Community Action Plan. In Richmond-North Richmond – San Pablo, staff are working with the community to implement the Path to Clean Air Monitoring Plan and develop an Emissions Reduction Plan. In partnership with Communities for a Better Environment, staff are working with Community Steering Committee members to develop the Emissions Reduction Plan in East Oakland. Staff are also working with Bayview Hunters Point Community Advocates and Marie Harrison Community Foundation to begin the Emissions Reduction Plan process in Bayview Hunters Point. Technical staff assigned to this program develop community-scale inventories of air pollution emissions (criteria pollutants and TAC) from various sources, which are used for air quality modeling and exposure assessment of AB 617 communities. Staff also compile and report detailed emissions data for permitted sources to meet the CARB’s newly adopted Criteria and Toxics Reporting (CTR) Regulation under AB 617.	
Justification of Change Request:	
AB 617 expenditures have now shifted into its own new program.	
Activities	
Support Community Steering Committee, Co-Lead partnership contract and consultant needs in West Oakland.	
Support Community Steering Committee, policy consultant needs and plan writing in the Richmond-North Richmond-San Pablo area.	
Support Community Steering Committee, Co-Lead partnership contract and consultant needs in East Oakland.	
Support Community Steering Committee, Co-Lead partnership contracts, and consultant needs in Bayview Hunters Point.	
Develop emissions inventory to support source apportionment and emissions reduction strategies in AB 617 communities.	
Perform local-scale modeling and exposure analyses to support development of action plans in AB 617 communities.	
Major Objectives	Delivery Date
Support Community Steering Committees in designated communities.	Ongoing
Support implementation and outreach of the West Oakland Community Action Plan and Path to Clean Air Monitoring Plan.	Ongoing
Support development of the Richmond-North Richmond-San Pablo and East Oakland Community Emissions Reduction Plan	Ongoing
Launch Bayview Hunters Point Community Emissions Reduction Plan process.	Ongoing
Conduct community-scale assessments in Richmond-North Richmond-San Pablo, East Oakland, Bayview Hunters Point (BVHP), and other communities; collaborate with other District Divisions to develop community prioritization methods.	Ongoing
Develop and document improved methodology/tools for community-scale modeling to support AB 617 Community Emission Reduction Plan (CERP) development.	Ongoing

	Audited Program Actual 2022	Approved Program Budget 2023	Proposed Program Budget 2024	FTE/Dollar Change \$	Percent Change %
Number of Positions (FTE)			31.59	31.59	
Personnel Expenditures					
Permanent Salaries	51100		4,735,302	4,735,302	
Overtime Salaries	51150				
Temporary Salaries	51200				
Payroll Taxes	51300		67,428	67,428	
Pension Benefits	51400		953,897	953,897	
FICA Replacement Benefits	51500		64,466	64,466	
Group Insurance Benefits	51600		622,845	622,845	
Employee Transportation Subsidy	51700		45,296	45,296	
Workers' Compensation	51800		15,625	15,625	
Discretionary Contribution (Pension/OPEB)	51850		341,731	341,731	
Board Stipends	51900				
Total Personnel Expenditures			6,846,590	6,846,590	
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		2,404,500	2,404,500	
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			2,404,500	2,404,500	
Capital Expenditures					
Leasehold Improvements	60100				
Building & Grounds	60105				
Office Equipment	60110				
Computer & Network Equipment	60115				
Motorized Equipment	60120				
Lab & Monitoring Equipment	60125				
Communications Equipment	60130				
General Equipment	60135				
PM 2.5 Equipment	60140				
Biotech Equipment	60145				
Total Capital Expenditures					
Transfer In/Out					
Total Expenditures			9,251,090	9,251,090	

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FINANCE AND ADMINISTRATION
COMMITTEE MEETING OF 05/03/2023

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.

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.

FINANCE AND ADMINISTRATION
COMMITTEE MEETING OF 05/03/2022

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 2024
Train staff on use of OB software.	June 2024
Migrate records from shared drives to OB software	June 2024

		Audited Program Actual	Approved Program Budget	Proposed Program Budget	FTE/Dollar Change	Percent Change
		2022	2023	2024	\$	%
Number of Positions (FTE)		2.00	2.00	1.00	(1.00)	(50.0)%
Personnel Expenditures						
Permanent Salaries	51100	267,980	299,098	188,366	(110,732)	(37.0)%
Overtime Salaries	51150	86				
Temporary Salaries	51200					
Payroll Taxes	51300	3,948	4,231	2,680	(1,551)	(36.7)%
Pension Benefits	51400	59,745	66,528	41,427	(25,101)	(37.7)%
FICA Replacement Benefits	51500	2,790	3,909	2,041	(1,868)	(47.8)%
Group Insurance Benefits	51600	34,631	35,567	23,473	(12,094)	(34.0)%
Employee Transportation Subsidy	51700	2,213	2,971	1,434	(1,537)	(51.7)%
Workers' Compensation	51800	849	1,034	495	(539)	(52.1)%
Discretionary Contribution (Pension/OPEB)	51850	20,838	17,978	11,400	(6,578)	(36.6)%
Board Stipends	51900					
Total Personnel Expenditures		393,080	431,316	271,316	(160,000)	(37.1)%
Services & Supplies Expenditures						
Travel In-State	52200		3,000		(3,000)	(100.0)%
Travel Out-of-State	52220					
Training & Education	52300	3,397	10,000	10,000		
Repair & Maintenance (Equipment)	52400					
Communications	52500	9,084	4,000	4,000		
Building Maintenance	52600					
Utilities	52700	972				
Postage	52800					
Printing & Reproduction	52900	12,112	90,000	95,000	5,000	5.6%
Equipment Rental	53100					
Rents & Leases	53200	18,245	245,000		(245,000)	(100.0)%
Professional Services & Contracts	53300	(1,213)	270,000	200,000	(70,000)	(25.9)%
General Insurance	53400					
Shop & Field Supplies	53500	765	10,000	10,000		
Laboratory Supplies	53600					
Gasoline & Variable Fuel	53700					
Computer Hardware & Software	53800	2,970	65,000	70,000	5,000	7.7%
Stationery & Office Supplies	53900		6,000	6,000		
Books & Journals	54100					
Minor Office Equipment	54200					
Non-Capital Assets	54600	62,542				
Total Services & Supplies Expenditures		108,874	703,000	395,000	(308,000)	(43.8)%
Capital Expenditures						
Leasehold Improvements	60100					
Building & Grounds	60105					
Office Equipment	60110			100,000	100,000	
Computer & Network Equipment	60115	(9,244)		10,000	10,000	
Motorized Equipment	60120					
Lab & Monitoring Equipment	60125					
Communications Equipment	60130					
General Equipment	60135					
PM 2.5 Equipment	60140					
Total Capital Expenditures		(9,244)		110,000	110,000	
Transfer In/Out		(12,582)				
Total Expenditures		480,128	1,134,316	776,316	(358,000)	(31.6)%

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 Actual 2022	Approved Program Budget 2023	Proposed Program Budget 2024	FTE/Dollar Change \$	Percent Change %
Number of Positions (FTE)		7.97	9.00	7.00	(2.00)	(22.2)%
Personnel Expenditures						
Permanent Salaries	51100	1,151,662	1,296,285	1,145,895	(150,390)	(11.6)%
Overtime Salaries	51150	13,536				
Temporary Salaries	51200					
Payroll Taxes	51300	17,112	18,507	16,518	(1,989)	(10.7)%
Pension Benefits	51400	234,282	303,004	238,534	(64,470)	(21.3)%
FICA Replacement Benefits	51500	12,110	17,589	14,285	(3,304)	(18.8)%
Group Insurance Benefits	51600	150,367	175,796	157,174	(18,622)	(10.6)%
Employee Transportation Subsidy	51700	9,604	13,369	10,037	(3,332)	(24.9)%
Workers' Compensation	51800	3,647	4,652	3,462	(1,190)	(25.6)%
Discretionary Contribution (Pension/OPEB)	51850	76,886	80,899	77,186	(3,713)	(4.6)%
Board Stipends	51900					
Total Personnel Expenditures		1,669,206	1,910,101	1,663,091	(247,010)	(12.9)%
Services & Supplies Expenditures						
Travel In-State	52200		11,700	11,200	(500)	(4.3)%
Travel Out-of-State	52220					
Training & Education	52300		60,000	60,000		
Repair & Maintenance (Equipment)	52400	678,409	735,000	1,530,000	795,000	108.2%
Communications	52500	24,515	21,600	21,600		
Building Maintenance	52600					
Utilities	52700					
Postage	52800					
Printing & Reproduction	52900					
Equipment Rental	53100					
Rents & Leases	53200					
Professional Services & Contracts	53300	143,321	575,000	580,000	5,000	0.9%
General Insurance	53400					
Shop & Field Supplies	53500					
Laboratory Supplies	53600					
Gasoline & Variable Fuel	53700					
Computer Hardware & Software	53800	535,520	509,800	514,100	4,300	0.8%
Stationery & Office Supplies	53900					
Books & Journals	54100					
Minor Office Equipment	54200					
Non-Capital Assets	54600	32,483				
Total Services & Supplies Expenditures		1,414,248	1,913,100	2,716,900	803,800	42.0%
Capital Expenditures						
Leasehold Improvements	60100					
Building & Grounds	60105					
Office Equipment	60110					
Computer & Network Equipment	60115	9,244	900,000	900,000		
Motorized Equipment	60120					
Lab & Monitoring Equipment	60125					
Communications Equipment	60130		200,000	150,000	(50,000)	(25.0)%
General Equipment	60135					
PM 2.5 Equipment	60140					
Total Capital Expenditures		9,244	1,100,000	1,050,000	(50,000)	(4.5)%
Transfer In/Out		(76,153)				
Total Expenditures		3,016,545	4,923,201	5,429,991	506,790	10.3%

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		Approved	Proposed	FTE/Dollar	Percent
	Actual	Program Budget	Program Budget	Program Budget	Change	Change
	2022	2023		2024	\$	%
Number of Positions (FTE)		1.00		5.00	4.00	400.00%
Personnel Expenditures						
Permanent Salaries	51100		159,285	677,059	517,774	325.06%
Overtime Salaries	51150					
Temporary Salaries	51200					
Payroll Taxes	51300		2,257	9,563	7,306	323.7%
Pension Benefits	51400		35,484	137,745	102,261	288.2%
FICA Replacement Benefits	51500		1,954	10,204	8,250	422.2%
Group Insurance Benefits	51600		18,210	83,228	65,018	357.0%
Employee Transportation Subsidy	51700		1,485	7,169	5,684	382.8%
Workers' Compensation	51800		517	2,473	1,956	378.3%
Discretionary Contribution (Pension/OPEB)	51850		8,989	52,992	44,003	489.5%
Board Stipends	51900					
Total Personnel Expenditures			228,181	980,433	752,252	329.7%
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			20,000	20,000	
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		185,000	304,000	119,000	64.3%
Stationery & Office Supplies	53900					
Books & Journals	54100					
Minor Office Equipment	54200					
Total Services & Supplies Expenditures			232,000	371,000	139,000	59.9%
Capital Expenditures						
Leasehold Improvements	60100					
Building & Grounds	60105					
Office Equipment	60110					
Computer & Network Equipment	60115					
Motorized Equipment	60120					
Lab & Monitoring Equipment	60125					
Communications Equipment	60130					
General Equipment	60135					
PM 2.5 Equipment	60140					
Biotech Equipment	60145					
Total Capital Expenditures						
Transfer In/Out						
Total Expenditures			460,181	1,351,433	891,252	193.67%

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FINANCE AND ADMINISTRATION
COMMITTEE MEETING OF 05/03/2023

My Air Online

The Office of My Air Online supports the Air District's enterprise systems via three key objectives. First, modernization and operations of the Online Permit Billing System. Second, operations and maintenance of the Air District's public web presence. Third, operations and maintenance of the online digital payment process.

FINANCE AND ADMINISTRATION
COMMITTEE MEETING OF 05/03/2023

Managing Division:	
My Air Online	
Contact Person:	
Joy Chen	
Program Purpose:	
This program provides software development, maintenance, and operational support for the Air District's Online Permit Billing System and associated cloud infrastructure.	
Description of Program:	
Design and construction of online applications for: permitting, compliance and enforcement, invoicing, and online payments for approximately 50 million dollars of revenue.	
Justification of Change Request:	
Coordination of enterprise collaborative process for custom permit software development as well as system integration endpoints. Primary stakeholders include: Engineering, Compliance & Enforcement, Finance, Legal, and Information Systems Services.	
Activities	
Key Result 1.1.1: Cloud Infrastructure Cost Tracking and Budget Forecasting	
Key Result 1.1.2: Online Usage Metrics (Pageviews, Sessions, Users)	
Key Result 1.1.3: System Uptime Monitoring	
Key Result 1.2.1: Source Code Version Control Repository Management	
Key Result 1.2.2: Production Release Management Coordination	
Key Result 1.2.3: Business Continuity Coordination	
Key Result 1.3.1: Triple Bottom Line Metrics (Facilities, Revenue, Emissions)	
Key Result 1.3.2: Quality Control Process Coordination	
Major Objectives	Delivery Date
Objective 1.1: Permit System Availability	Daily
Objective 1.2: Software Development Process Coordination	Daily
Objective 1.3: Legacy Permit System Transition Coordination	Daily

		Audited Program Actual	Approved Program Budget	Proposed Program Budget	FTE/Dollar Change	Percent Change
		2022	2023	2024	\$	%
Number of Positions (FTE)		6.01	6.00	6.00		
Personnel Expenditures						
Permanent Salaries	51100	1,002,745	1,027,255	1,076,224	48,969	4.8%
Overtime Salaries	51150	13,026		13,287	13,287	
Temporary Salaries	51200					
Payroll Taxes	51300	14,939	14,766	15,559	793	5.4%
Pension Benefits	51400	207,921	231,907	211,973	(19,934)	(8.6)%
FICA Replacement Benefits	51500	10,579	11,726	12,244	518	4.4%
Group Insurance Benefits	51600	131,286	107,755	112,696	4,941	4.6%
Employee Transportation Subsidy	51700	8,391	8,913	8,603	(310)	(3.5)%
Workers' Compensation	51800	3,176	3,101	2,968	(133)	(4.3)%
Discretionary Contribution (Pension/OPEB)	51850	69,057	53,933	67,582	13,649	25.3%
Board Stipends	51900					
Total Personnel Expenditures		1,461,120	1,459,356	1,521,136	61,780	4.2%
Services & Supplies Expenditures						
Travel In-State	52200					
Travel Out-of-State	52220					
Training & Education	52300	135	16,022	16,342	320	2.0%
Repair & Maintenance (Equipment)	52400					
Communications	52500	2,357	2,670	2,723	53	2.0%
Building Maintenance	52600					
Utilities	52700					
Postage	52800					
Printing & Reproduction	52900					
Equipment Rental	53100					
Rents & Leases	53200					
Professional Services & Contracts	53300		160,215	163,419	3,204	2.0%
General Insurance	53400					
Shop & Field Supplies	53500					
Laboratory Supplies	53600					
Gasoline & Variable Fuel	53700					
Computer Hardware & Software	53800	2,448	106,810	108,946	2,136	2.0%
Stationery & Office Supplies	53900					
Books & Journals	54100					
Minor Office Equipment	54200					
Total Services & Supplies Expenditures		4,940	285,717	291,430	5,713	2.0%
Capital Expenditures						
Leasehold Improvements	60100					
Building & Grounds	60105					
Office Equipment	60110					
Computer & Network Equipment	60115	3,048,138	3,047,660	3,108,613	60,953	2.0%
Motorized Equipment	60120					
Lab & Monitoring Equipment	60125					
Communications Equipment	60130					
General Equipment	60135					
PM 2.5 Equipment	60140					
Biotech Equipment	60145					
Total Capital Expenditures		3,048,138	3,047,660	3,108,613	60,953	2.0%
Transfer In/Out						
Total Expenditures		4,514,198	4,792,733	4,921,179	128,446	2.7%

Managing Division:	
My Air Online	
Contact Person:	
Anja Page	
Program Purpose:	
This program provides software development, maintenance, and operational support for the Air District's online services and associated cloud infrastructure.	
Description of Program:	
Design and construction of online services for: air quality alerts, air quality data, technical information, registrations, permits, Board proceedings, regulations and other publicly relevant 508 compliant information provided in five languages: English, Spanish, Tagalog, Vietnamese, and Chinese.	
Justification of Change Request:	
Coordination of enterprise collaborative process for public website content management. Stakeholders include all Divisions, primary stakeholders include: Communications, Executive Administration, Meteorology & Measurement, and Information Systems Services.	
Activities	
Key Result 1.1.1: Cloud Infrastructure Cost Tracking and Budget Forecasting	
Key Result 1.1.2: Online Usage Metrics (Pageviews, Sessions, Users)	
Key Result 1.2.3: System Uptime Monitoring	
Key Result 1.2.1: Source Code Version Control Repository Management	
Key Result 1.2.2: Production Release Management Coordination	
Key Result 1.2.3: Business Continuity Coordination	
Key Result 2.3.1: Content Publication Process Coordination	
Key Result 2.3.2: Language Translation Process Coordination	
Key Result 2.3.3: Content Quality Control Process Coordination	
Major Objectives	Delivery Date
	Daily
Objective 2.1: Online Services Availability	Daily
Objective 2.2: Software Development Process Coordination	Daily
Objective 2.3: Transparency and Accessibility Coordination	Daily

		Audited Program Actual 2022	Approved Program Budget 2023	Proposed Program Budget 2024	FTE/Dollar Change \$	Percent Change %
Number of Positions (FTE)		2.04	2.04	2.00	(0.04)	(2.0)%
Personnel Expenditures						
Permanent Salaries	51100	321,215	320,907	325,797	4,890	1.5%
Overtime Salaries	51150	547				
Temporary Salaries	51200					
Payroll Taxes	51300	4,760	4,545	4,622	77	1.7%
Pension Benefits	51400	71,023	74,446	67,689	(6,757)	(9.1)%
FICA Replacement Benefits	51500	3,370	3,992	4,081	89	2.2%
Group Insurance Benefits	51600	41,817	43,900	45,008	1,108	2.5%
Employee Transportation Subsidy	51700	2,671	3,035	2,868	(167)	(5.5)%
Workers' Compensation	51800	1,017	1,056	989	(67)	(6.3)%
Discretionary Contribution (Pension/OPEB)	51850	24,613	18,363	22,029	3,666	20.0%
Board Stipends	51900					
Total Personnel Expenditures		471,033	470,244	473,083	2,839	0.6%
Services & Supplies Expenditures						
Travel In-State	52200					
Travel Out-of-State	52220					
Training & Education	52300			5,447	5,447	
Repair & Maintenance (Equipment)	52400					
Communications	52500	1,393	1,757	1,792	35	2.0%
Building Maintenance	52600					
Utilities	52700					
Postage	52800					
Printing & Reproduction	52900	2,524	3,099	3,161	62	2.0%
Equipment Rental	53100					
Rents & Leases	53200					
Professional Services & Contracts	53300	1,158,603	980,068	999,670	19,602	2.0%
General Insurance	53400					
Shop & Field Supplies	53500					
Laboratory Supplies	53600					
Gasoline & Variable Fuel	53700					
Computer Hardware & Software	53800	34,532	151,670	154,674	3,004	2.0%
Stationery & Office Supplies	53900					
Books & Journals	54100					
Minor Office Equipment	54200					
Total Services & Supplies Expenditures		1,197,052	1,136,594	1,164,744	28,150	2.5%
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		(21,222)				
Total Expenditures		1,646,863	1,606,838	1,637,827	30,989	1.9%

Managing Division:	
My Air Online	
Contact Person:	
Blair Adams	
Program Purpose:	
This program provides enterprise subject matter expert support for Online Permit Billing System implementation as well as legacy system integration and administration.	
Description of Program:	
Enterprise collaboration and coordination includes: software design, data transfer, quality assurance, and integration required to ensure a seamless transition from legacy to online system.	
Justification of Change Request:	
Coordination of enterprise collaborative process for online integration of legacy systems. Stakeholders include: Compliance & Enforcement, Engineering, Finance, Legal, and Information Systems Services.	
Activities	
Key Result 3.1.1: Infrastructure Cost Tracking and Budget Forecasting	
Key Result 3.1.2: Online Usage Metrics (Online Credit Card, eCheck, Manual)	
Key Result 3.2.1: Source Code Version Control Repository Management	
Key Result 3.2.2: Production Release Management Coordination	
Key Result 3.3.1: Payment Tracking and Adoption Strategies	
Key Result 3.3.2: Content Quality Control Process Coordination	
Major Objectives	Delivery Date
Objective 3.1: Payment System Availability	Daily
Objective 3.2: Software Development Process Coordination	Daily
Objective 3.3: Invoice Payment Reconciliation Process	Daily

		Audited Program Actual	Approved Program Budget	Proposed Program Budget	FTE/Dollar Change	Percent Change
		2022	2023	2024	\$	%
Number of Positions (FTE)		4.94	5.81	6.11	0.30	5.2%
Personnel Expenditures						
Permanent Salaries	51100	701,638	868,253	933,965	65,712	7.6%
Overtime Salaries	51150	15,959		16,278	16,278	
Temporary Salaries	51200					
Payroll Taxes	51300	10,414	12,281	13,235	954	7.8%
Pension Benefits	51400	166,815	204,318	197,503	(6,815)	(3.3)%
FICA Replacement Benefits	51500	7,369	11,358	12,450	1,092	9.6%
Group Insurance Benefits	51600	91,431	122,314	126,272	3,958	3.2%
Employee Transportation Subsidy	51700	6,543	8,633	8,748	115	1.3%
Workers' Compensation	51800	2,222	3,004	3,018	14	0.5%
Discretionary Contribution (Pension/OPEB)	51850	60,055	52,241	66,292	14,051	26.9%
Board Stipends	51900					
Total Personnel Expenditures		1,062,446	1,282,402	1,377,761	95,359	7.4%
Services & Supplies Expenditures						
Travel In-State	52200					
Travel Out-of-State	52220					
Training & Education	52300		16,022	16,342	320	2.0%
Repair & Maintenance (Equipment)	52400					
Communications	52500	182		186	186	
Building Maintenance	52600					
Utilities	52700					
Postage	52800					
Printing & Reproduction	52900					
Equipment Rental	53100					
Rents & Leases	53200					
Professional Services & Contracts	53300	73,466		74,936	74,936	
General Insurance	53400					
Shop & Field Supplies	53500					
Laboratory Supplies	53600					
Gasoline & Variable Fuel	53700					
Computer Hardware & Software	53800		13,351	13,618	267	2.0%
Stationery & Office Supplies	53900					
Books & Journals	54100					
Minor Office Equipment	54200					
Total Services & Supplies Expenditures		73,648	29,373	105,082	75,709	257.8%
Capital Expenditures						
Leasehold Improvements	60100					
Building & Grounds	60105					
Office Equipment	60110					
Computer & Network Equipment	60115					
Motorized Equipment	60120					
Lab & Monitoring Equipment	60125					
Communications Equipment	60130					
General Equipment	60135					
PM 2.5 Equipment	60140					
Total Capital Expenditures						
Transfer In/Out						
Total Expenditures		1,136,094	1,311,775	1,482,843	171,068	13.0%

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FINANCE AND ADMINISTRATION
COMMITTEE MEETING OF 05/03/2023

Meteorology & Measurement Division

The Meteorology and Measurement Division (M&M) provides emissions, air quality, and meteorological data; chemical analysis; and forecasting to support the activities of the Compliance & Enforcement, Engineering, Planning, Legal, Rules, Assessment, Inventory & Modeling, Communications, and Community Engagement Divisions. In addition to operating monitoring instruments and conducting testing and analysis, the M&M Division staff develop rigorous monitoring and testing plans, develop and maintain instruments and systems, conduct quality assurance and quality control, and analyze and communicate data. The resulting data is used to:

- determine if the Bay Area is in attainment with state and federal standards, in accordance with the Clean Air Act,
- determine if facilities are in compliance with Air District regulations,
- provide a scientific basis for Air District rule-making and programmatic decisions,
- identify areas with higher levels of pollutants of concern and community-level disparities in air pollution, and
- communicate about air quality with the public, including through air quality advisories and Spare the Air alerts.

FINANCE AND ADMINISTRATION
COMMITTEE MEETING OF 05/03/2023

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, assess trends in Bay Area communities and locations over time, provide data to the public, and support strategies to improve air quality.	
Description of Program:	
The primary function of the Air Monitoring - Operations Section is to operate and maintain a network of ambient 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, and to support vulnerable and disadvantaged 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, Refinery Community Monitoring, the AB 617 program, 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 monitoring in communities near major stationary sources (Schedule X)	Ongoing

		Audited Program Actual 2022	Approved Program Budget 2023	Proposed Program Budget 2024	FTE/Dollar Change \$	Percent Change %
Number of Positions (FTE)		18.00	20.00	19.00	(1.00)	(5.00)
Personnel Expenditures						
Permanent Salaries	51100	2,137,034	2,421,787	2,368,618	(53,169)	(2.2)
Overtime Salaries	51150	88				
Temporary Salaries	51200					
Payroll Taxes	51300	31,646	34,087	33,393	(694)	(2.0)
Pension Benefits	51400	590,299	548,458	473,171	(75,287)	(13.7)
FICA Replacement Benefits	51500	22,428	39,255	39,770	515	1.3
Group Insurance Benefits	51600	278,770	387,599	398,832	11,233	2.9
Employee Transportation Subsidy	51700	17,713	29,837	27,944	(1,893)	(6.3)
Workers' Compensation	51800	6,768	10,382	9,639	(743)	(7.2)
Discretionary Contribution (Pension/OPEB)	51850	226,751	180,548	202,454	21,906	12.1
Board Stipends	51900					
Total Personnel Expenditures		3,311,497	3,651,953	3,553,821	(98,132)	(2.7)
Services & Supplies Expenditures						
Travel In-State	52200	10,611	22,700	15,000	(7,700)	(33.9)
Travel Out-of-State	52220		20,000	10,000	(10,000)	(50.0)
Training & Education	52300		34,500	42,800	8,300	24.1
Repair & Maintenance (Equipment)	52400	40,768	81,841	94,688	12,847	15.7
Communications	52500	25,113	73,685	72,486	(1,199)	(1.6)
Building Maintenance	52600	1,656	221,244	220,370	(874)	(0.4)
Utilities	52700	89,281	132,166	131,515	(651)	(0.5)
Postage	52800					
Printing & Reproduction	52900					
Equipment Rental	53100					
Rents & Leases	53200	502,847	507,051	563,109	56,058	11.1
Professional Services & Contracts	53300	43,673	415,000	367,000	(48,000)	(11.6)
General Insurance	53400					
Shop & Field Supplies	53500	105,982	311,980	289,655	(22,325)	(7.2)
Laboratory Supplies	53600	18,845	87,815	102,420	14,605	16.6
Gasoline & Variable Fuel	53700	127				
Computer Hardware & Software	53800					
Stationery & Office Supplies	53900					
Books & Journals	54100					
Minor Office Equipment	54200					
Non-Capital Assets	54600	41,849				
Total Services & Supplies Expenditures		880,752	1,907,982	1,909,043	1,061	0.1
Capital Expenditures						
Leasehold Improvements	60100					
Building & Grounds	60105					
Office Equipment	60110					
Computer & Network Equipment	60115					
Motorized Equipment	60120					
Lab & Monitoring Equipment	60125	27,295	1,234,517	940,263	(294,254)	(23.8)
Communications Equipment	60130					
General Equipment	60135					
PM 2.5 Equipment	60140	20,471				
Total Capital Expenditures		47,766	1,234,517	940,263	(294,254)	(23.8)
Transfer In/Out						
Total Expenditures		4,240,015	6,794,452	6,403,127	(391,325)	(5.8)

Managing Division:	
Meteorology & Measurement Division	
Contact Person:	
Mairi Beacon	
Program Purpose:	
Provide laboratory, analytical, and technical services and support to other Meteorology and Measurement Division Sections and other Air District Divisions.	
Description of Program:	
The primary function of the Laboratory Program is to provide media preparation and analysis for the District's fixed site air monitoring network. The lab also provides technical support to other Divisions, Sections and programs in completing their objectives. The Laboratory Program maintains laboratory safety and laboratory quality assurance programs and evaluates new instrumentation and evolving analytical methods as needed.	
Justification of Change Request:	
Not Applicable	
Activities	
Perform preparation, analysis, and L1 review for fixed site ambient air monitoring network samples.	
Provide analytical support of Source Test and Compliance and Enforcement actions.	
Perform gravimetric analyses on various filter media for BAAQMD and other agencies.	
Develop digital solutions for more efficient generation, processing, review, and storage of laboratory data.	
Maintain laboratory instrumentation and supplies to support analyses.	
Maintain laboratory quality and safety programs.	
Evaluate existing laboratory methods for opportunities to improve and execute improvements.	
Provide technical expertise and advice to other Air District divisions regarding internal and external laboratory methods and capabilities.	
Major Objectives	Delivery Date
Provide laboratory support for Ambient Air Monitoring.	Ongoing
Provide laboratory support for Source Test, Compliance and Enforcement, and other District programs.	Ongoing
Evaluate and acquire instrumentation to replace two retiring instruments.	Annually
Perform cross-training, focusing on methods the fewest staff are familiar with.	Ongoing
Engage in internal and external Quality Assurance and Safety education and audits.	Ongoing
Continue evaluation and improvement of existing methods.	Ongoing
Continue integrating programs into Laboratory Information Management System.	Ongoing

		Audited Program Actual 2022	Approved Program Budget 2023	Proposed Program Budget 2024	FTE/Dollar Change \$	Percent Change %
Number of Positions (FTE)		8.00	9.00	8.00	(1.00)	(11.10)
Personnel Expenditures						
Permanent Salaries	51100	1,022,981	1,242,489	1,168,501	(73,988)	(6.0)
Overtime Salaries	51150		5,000	5,000		
Temporary Salaries	51200					
Payroll Taxes	51300	15,099	17,551	16,578	(973)	(5.5)
Pension Benefits	51400	221,538	287,527	245,986	(41,541)	(14.4)
FICA Replacement Benefits	51500	10,706	18,004	16,242	(1,762)	(9.8)
Group Insurance Benefits	51600	133,035	180,345	148,502	(31,843)	(17.7)
Employee Transportation Subsidy	51700	9,037	13,685	11,412	(2,273)	(16.6)
Workers' Compensation	51800	3,240	4,761	3,937	(824)	(17.3)
Discretionary Contribution (Pension/OPEB)	51850	75,637	82,808	85,728	2,920	3.5
Board Stipends	51900					
Total Personnel Expenditures		1,491,273	1,852,170	1,701,886	(150,284)	(8.1)
Services & Supplies Expenditures						
Travel In-State	52200		200	200		
Travel Out-of-State	52220		5,000	5,000		
Training & Education	52300	795	7,000	7,000		
Repair & Maintenance (Equipment)	52400	41,009	90,000	90,000		
Communications	52500	381				
Building Maintenance	52600					
Utilities	52700					
Postage	52800					
Printing & Reproduction	52900					
Equipment Rental	53100					
Rents & Leases	53200					
Professional Services & Contracts	53300	26,327	26,400	26,400		
General Insurance	53400					
Shop & Field Supplies	53500	964				
Laboratory Supplies	53600	68,264	100,000	100,000		
Gasoline & Variable Fuel	53700					
Computer Hardware & Software	53800	1,280	2,000	2,000		
Stationery & Office Supplies	53900					
Books & Journals	54100					
Minor Office Equipment	54200					
Total Services & Supplies Expenditures		139,020	230,600	230,600		
Capital Expenditures						
Leasehold Improvements	60100					
Building & Grounds	60105					
Office Equipment	60110					
Computer & Network Equipment	60115					
Motorized Equipment	60120					
Lab & Monitoring Equipment	60125			280,000	280,000	
Communications Equipment	60130					
General Equipment	60135					
PM 2.5 Equipment	60140					
Biotech Equipment	60145					
Total Capital Expenditures				280,000	280,000	
Transfer In/Out						
Total Expenditures		1,630,293	2,082,770	2,212,486	129,716	6.2

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; oversee refinery fence-line monitoring programs; 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 Actual 2022	Approved Program Budget 2023	Proposed Program Budget 2024	FTE/Dollar Change \$	Percent Change %
Number of Positions (FTE)		12.21	14.19	16.31	2.12	14.9%
Personnel Expenditures						
Permanent Salaries	51100	1,607,034	1,936,627	2,308,006	371,379	19.2%
Overtime Salaries	51150	232	6,000	6,000		
Temporary Salaries	51200					
Payroll Taxes	51300	23,805	27,365	32,676	5,311	19.4%
Pension Benefits	51400	361,922	444,035	471,949	27,914	6.3%
FICA Replacement Benefits	51500	16,861	27,737	33,284	5,547	20.0%
Group Insurance Benefits	51600	209,421	322,614	372,368	49,754	15.4%
Employee Transportation Subsidy	51700	13,351	21,083	23,387	2,304	10.9%
Workers' Compensation	51800	5,090	7,336	8,067	731	10.0%
Discretionary Contribution (Pension/OPEB)	51850	126,429	127,575	174,366	46,791	36.7%
Board Stipends	51900					
Total Personnel Expenditures		2,364,145	2,920,372	3,430,103	509,731	17.5%
Services & Supplies Expenditures						
Travel In-State	52200	795	3,000	2,000	(1,000)	(33.3)%
Travel Out-of-State	52220		4,000	3,000	(1,000)	(25.0)%
Training & Education	52300	4,778	10,850	6,850	(4,000)	(36.9)%
Repair & Maintenance (Equipment)	52400	2,725	3,000	3,200	200	6.7%
Communications	52500	5,520	1,800	10,000	8,200	455.6%
Building Maintenance	52600	816	8,800	5,800	(3,000)	(34.1)%
Utilities	52700	27,095	22,000	22,000		
Postage	52800					
Printing & Reproduction	52900					
Equipment Rental	53100					
Rents & Leases	53200	307,703	295,000	320,000	25,000	8.5%
Professional Services & Contracts	53300	391,101	45,500	40,500	(5,000)	(11.0)%
General Insurance	53400					
Shop & Field Supplies	53500	23,396	49,650	49,650		
Laboratory Supplies	53600	14,696	10,400	7,500	(2,900)	(27.9)%
Gasoline & Variable Fuel	53700					
Computer Hardware & Software	53800					
Stationery & Office Supplies	53900					
Books & Journals	54100					
Minor Office Equipment	54200					
Non-Capital Assets	54600	13,615				
Total Services & Supplies Expenditures		792,240	454,000	470,500	16,500	3.6%
Capital Expenditures						
Leasehold Improvements	60100					
Building & Grounds	60105					
Office Equipment	60110					
Computer & Network Equipment	60115					
Motorized Equipment	60120		100,000	100,000		
Lab & Monitoring Equipment	60125	51,269	60,000	55,500	(4,500)	(7.5)%
Communications Equipment	60130					
General Equipment	60135					
PM 2.5 Equipment	60140					
Biotech Equipment	60145					
Total Capital Expenditures		51,269	160,000	155,500	(4,500)	(2.8)%
Transfer In/Out						
Total Expenditures		3,207,654	3,534,372	4,056,103	521,731	14.8%

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 review 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 of meteorological data for legal actions.	
Justification of Change Request:	
The Overtime Budget (51155) was increased to account for inflation and includes additional meetings to coordinate open burning with other agencies (such as CalFire and ARB) as well as additional forecast responsibilities due to increased wildfire impacts on local air quality.	
Activities	
Provide reliable and timely Air Quality forecasts to the Air District and the public on weekdays, weekends and holidays.	
Provide support for tracking and forecasting smoke plume impacts during wildfire events.	
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
Review and approve smoke management plans submitted to the state's Smoke Management Program Software (PFIRS)	Ongoing
Continue improvements to databases for air quality and meteorological data.	Ongoing

		Audited Program Actual 2022	Approved Program Budget 2023	Proposed Program Budget 2024	FTE/Dollar Change \$	Percent Change %
Number of Positions (FTE)		4.12	3.98	3.69	(0.29)	(7.3)%
Personnel Expenditures						
Permanent Salaries	51100	624,344	586,338	574,540	(11,798)	(2.0)%
Overtime Salaries	51150	6,049	5,000	7,500	2,500	50.0%
Temporary Salaries	51200					
Payroll Taxes	51300	9,421	8,311	8,156	(155)	(1.9)%
Pension Benefits	51400	147,216	132,495	113,784	(18,711)	(14.1)%
FICA Replacement Benefits	51500	6,700	7,786	7,523	(263)	(3.4)%
Group Insurance Benefits	51600	83,165	74,486	74,428	(58)	(0.1)%
Employee Transportation Subsidy	51700	5,310	5,918	5,286	(632)	(10.7)%
Workers' Compensation	51800	1,977	2,059	1,824	(235)	(11.4)%
Discretionary Contribution (Pension/OPEB)	51850	52,059	35,809	40,213	4,404	12.3%
Board Stipends	51900					
Total Personnel Expenditures		936,241	858,202	833,254	(24,948)	(2.9)%
Services & Supplies Expenditures						
Travel In-State	52200	71	2,100	2,100		
Travel Out-of-State	52220		15,000	15,000		
Training & Education	52300					
Repair & Maintenance (Equipment)	52400		12,000	12,000		
Communications	52500	1,803	3,500	3,500		
Building Maintenance	52600					
Utilities	52700					
Postage	52800					
Printing & Reproduction	52900					
Equipment Rental	53100					
Rents & Leases	53200	3,081				
Professional Services & Contracts	53300	13,839	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	2,183	20,000	20,000		
Stationery & Office Supplies	53900					
Books & Journals	54100					
Minor Office Equipment	54200					
Total Services & Supplies Expenditures		20,977	90,600	90,600		
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					
Biotech Equipment	60145					
Total Capital Expenditures						
Transfer In/Out						
Total Expenditures		957,218	948,802	923,854	(24,948)	(2.6)%

Managing Division:	
Meteorology & Measurement Division	
Contact Person:	
Charles Knoderer	
Program Purpose:	
Provide independent performance evaluation services for the Air Monitoring Operations 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) Group is to ensure the accuracy of data collected throughout the Air District's air monitoring network. The PE Group is also responsible for audits and data evaluation of the H2S and SO2 ground level monitors (GLMs). When the primary responsibilities for auditing are met, the PE Group can operate H2S and SO2 portable sampling units for odor complaint investigations and episodic sampling.	
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.	
Participate in interdivisional teams working on improving Air District regulations and the Manual of Procedures, special studies and customer service.	
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.	
Major Objectives	Delivery Date
Maintain the directory of information on network drives for Air District access to all Quality Assurance (QA) data and activities.	Ongoing
Maintain criteria pollutant calibration standards and calibrators to meet EPA requirements.	Ongoing
Revise Standard Operating Procedures (SOPs) to reflect changes in procedures.	Ongoing

Air Monitoring Instrument Performance Evaluation

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		Audited Program Actual 2022	Approved Program Budget 2023	Proposed Program Budget 2024	FTE/Dollar Change \$	Percent Change %
Number of Positions (FTE)		3.00	4.00	3.00	(1.00)	(25.00)
Personnel Expenditures						
Permanent Salaries	51100	408,671	495,178	422,961	(72,217)	(14.6)
Overtime Salaries	51150	1,871		1,500	1,500	
Temporary Salaries	51200					
Payroll Taxes	51300	6,073	7,010	5,988	(1,022)	(14.6)
Pension Benefits	51400	85,397	114,540	88,702	(25,838)	(22.6)
FICA Replacement Benefits	51500	4,299	6,964	6,346	(618)	(8.9)
Group Insurance Benefits	51600	53,343	69,987	64,905	(5,082)	(7.3)
Employee Transportation Subsidy	51700	3,414	5,293	4,459	(834)	(15.8)
Workers' Compensation	51800	1,294	1,842	1,538	(304)	(16.5)
Discretionary Contribution (Pension/OPEB)	51850	28,590	32,028	32,989	961	3.0
Board Stipends	51900					
Total Personnel Expenditures		592,952	732,842	629,388	(103,454)	(14.1)
Services & Supplies Expenditures						
Travel In-State	52200		455	464	9	2.0
Travel Out-of-State	52220		3,750	3,825	75	2.0
Training & Education	52300					
Repair & Maintenance (Equipment)	52400	1,075	6,400	6,400		
Communications	52500	1,353		1,500	1,500	
Building Maintenance	52600		11,250	11,250		
Utilities	52700	309				
Postage	52800					
Printing & Reproduction	52900					
Equipment Rental	53100					
Rents & Leases	53200					
Professional Services & Contracts	53300		2,550	2,550		
General Insurance	53400					
Shop & Field Supplies	53500	17,831	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		20,568	41,100	42,684	1,584	3.9
Capital Expenditures						
Leasehold Improvements	60100					
Building & Grounds	60105					
Office Equipment	60110					
Computer & Network Equipment	60115					
Motorized Equipment	60120					
Lab & Monitoring Equipment	60125	35,670	90,000	45,000	(45,000)	(50.0)
Communications Equipment	60130					
General Equipment	60135					
PM 2.5 Equipment	60140					
Biotech Equipment	60145					
Total Capital Expenditures		35,670	90,000	45,000	(45,000)	(50.0)
Transfer In/Out						
Total Expenditures		649,190	863,942	717,072	(146,870)	(17.0)

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).	
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 Actual 2022	Approved Program Budget 2023	Proposed Program Budget 2024	FTE/Dollar Change \$	Percent Change %
Number of Positions (FTE)		0.08	0.10	0.07	(0.03)	(30.0)%
Personnel Expenditures						
Permanent Salaries	51100	8,394	12,548	7,455	(5,093)	(40.6)%
Overtime Salaries	51150					
Temporary Salaries	51200					
Payroll Taxes	51300	131	177	105	(72)	(40.7)%
Pension Benefits	51400	1,860	2,859	1,562	(1,297)	(45.4)%
FICA Replacement Benefits	51500	89	189	143	(46)	(24.3)%
Group Insurance Benefits	51600	1,111	1,755	1,151	(604)	(34.4)%
Employee Transportation Subsidy	51700	70	144	100	(44)	(30.6)%
Workers' Compensation	51800	27	50	35	(15)	(30.0)%
Discretionary Contribution (Pension/OPEB)	51850	617	872	712	(160)	(18.3)%
Board Stipends	51900					
Total Personnel Expenditures		12,299	18,594	11,263	(7,331)	(39.4)%
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	39,685		50,000	50,000	
Professional Services & Contracts	53300	1,201,517	1,485,825	1,465,542	(20,283)	(1.4)%
General Insurance	53400					
Shop & Field Supplies	53500		10,000	10,000		
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		1,241,202	1,497,825	1,527,542	29,717	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		1,253,501	1,516,419	1,538,805	22,386	1.5%

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 data quality assurance and air monitoring data management. Major expenditures include air monitoring equipment and infrastructure, software development, hardware purchases and support, and telecommunications for remote air monitoring.	
Justification of Change Request:	
Activities	
Required oversight and development of data quality systems: Includes heavy technical review, development, and implementation of QA documents and processes	
Required QA review and certification of air monitoring data	
Coordination with EPA, CARB, other PQAQs, and across multiple sections in M&M	
Maintenance of regulatory air monitoring data management system (DMS), including support for streaming semi-real time air monitoring data to the District website and other public datastores	
Collect ambient air quality data in focus communities using mobile or portable measurement platforms, providing high-quality, defensible data to data end users	
Mobile system (Monitoring platforms) upgrades/repairs	
Research, develop, and maintain systems for efficient and robust data collection; including hardware, software, communications, and documentation	
Provide technical input and project management for external air monitoring projects as needed	
Continue to develop and document new monitoring approaches to achieve monitoring objectives	
Develop onboarding documentation for prioritizing new community monitoring projects	
Major Objectives	Delivery Date
Tracking, coordinating, and implementing resolutions and projects proposed for M&M response to TSA, many of which include numerous subtasks, which are set to begin Q1 2023	Ongoing
Design and implement monitoring plan and associated materials in E. Oakland	Ongoing
Work with contractor on development of a new system to ingest and store flow rate verification information for air monitoring	Ongoing
Scope air monitoring data system consolidation project for AMSP: Develop integrated data system for data collection, management, and review of mobile and portable data	Ongoing
Portable platform development (e.g., portable lab, self-sustained systems): Coordination, method development, design and build out, data systems, deployment, and QA/QC	Ongoing

Air Monitoring - Projects & Technology

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		Audited Program Actual 2022	Approved Program Budget 2023	Proposed Program Budget 2024	FTE/Dollar Change \$	Percent Change %
Number of Positions (FTE)		8.05	9.35	5.70	(3.65)	(39.0)%
Personnel Expenditures						
Permanent Salaries	51100	975,112	1,278,107	854,342	(423,765)	(33.2)%
Overtime Salaries	51150	258	5,000	5,000		
Temporary Salaries	51200					
Payroll Taxes	51300	14,212	18,059	12,137	(5,922)	(32.8)%
Pension Benefits	51400	98,702	283,615	164,010	(119,605)	(42.2)%
FICA Replacement Benefits	51500	10,058	18,278	11,641	(6,637)	(36.3)%
Group Insurance Benefits	51600	125,204	165,598	116,540	(49,058)	(29.6)%
Employee Transportation Subsidy	51700	7,911	13,893	8,179	(5,714)	(41.1)%
Workers' Compensation	51800	3,088	4,834	2,821	(2,013)	(41.6)%
Discretionary Contribution (Pension/OPEB)	51850	11,488	84,070	61,696	(22,374)	(26.6)%
Board Stipends	51900					
Total Personnel Expenditures		1,246,033	1,871,454	1,236,366	(635,088)	(33.9)%
Services & Supplies Expenditures						
Travel In-State	52200					
Travel Out-of-State	52220		5,000	8,000	3,000	60.0%
Training & Education	52300	929	5,000	8,000	3,000	60.0%
Repair & Maintenance (Equipment)	52400					
Communications	52500	48,055	14,950	24,500	9,550	63.9%
Building Maintenance	52600					
Utilities	52700					
Postage	52800					
Printing & Reproduction	52900					
Equipment Rental	53100					
Rents & Leases	53200	42,103				
Professional Services & Contracts	53300	90,101	300,500	420,500	120,000	39.9%
General Insurance	53400					
Shop & Field Supplies	53500	20,573	92,500	122,500	30,000	32.4%
Laboratory Supplies	53600					
Gasoline & Variable Fuel	53700					
Computer Hardware & Software	53800	109	52,975	52,975		
Stationery & Office Supplies	53900		500	500		
Books & Journals	54100					
Minor Office Equipment	54200					
Total Services & Supplies Expenditures		201,870	471,425	636,975	165,550	35.1%
Capital Expenditures						
Leasehold Improvements	60100					
Building & Grounds	60105					
Office Equipment	60110					
Computer & Network Equipment	60115					
Motorized Equipment	60120					
Lab & Monitoring Equipment	60125	42,372	280,000		(280,000)	(100.0)%
Communications Equipment	60130					
General Equipment	60135					
PM 2.5 Equipment	60140					
Biotech Equipment	60145					
Total Capital Expenditures		42,372	280,000		(280,000)	(100.0)%
Transfer In/Out						
Total Expenditures		1,490,275	2,622,879	1,873,341	(749,538)	(28.6)%

Managing Division:	
Meteorology & Measurement Division	
Contact Person:	
Katherine Hoag	
Program Purpose:	
Summarize, analyze, and interpret air monitoring data, design air monitoring studies and evaluate monitoring networks, and provide technical support to Air District programs 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 ambient air quality 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 community-scale air quality, impacts of specific sources, and providing analyses to assist developing air quality improvement strategies. This section also provides technical support to community-led air monitoring and data analysis projects.	
Justification of Change Request:	
Contract funds for Bay Air Center moved from 302 to 811 in FYE 2020	
Activities	
Analyze measurement data to improve understanding of regional and local-scale air quality to determine compliance with the NAAQS and 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.	
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 or data analysis projects	Ongoing
Work with CBE to implement EPA ARP Grant to design and implement source-oriented community monitoring in East Oakland; perform contract management for EPA grant	Ongoing

Ambient Air Quality Analysis

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		Audited Program	Approved	Proposed	FTE/Dollar	Percent
		Actual	Program Budget	Program Budget	Change	Change
		2022	2023	2024	\$	%
Number of Positions (FTE)		4.44	5.15	5.06	(0.09)	(1.75)%
Personnel Expenditures						
Permanent Salaries	51100	673,902	796,906	805,961	9,055	1.14%
Overtime Salaries	51150		1,000	200	(800)	(80.00)%
Temporary Salaries	51200					
Payroll Taxes	51300	9,759	11,310	11,468	158	1.40%
Pension Benefits	51400	130,139	177,407	154,965	(22,442)	(12.65)%
FICA Replacement Benefits	51500	6,914	10,059	10,326	267	2.65%
Group Insurance Benefits	51600	85,928	88,332	91,581	3,249	3.68%
Employee Transportation Subsidy	51700	5,462	7,646	7,255	(391)	(5.11)%
Workers' Compensation	51800	2,134	2,660	2,503	(157)	(5.90)%
Discretionary Contribution (Pension/OPEB)	51850	41,888	46,266	55,456	9,190	19.86%
Board Stipends	51900					
Total Personnel Expenditures		956,126	1,141,586	1,139,715	(1,871)	(0.16)%
Services & Supplies Expenditures						
Travel In-State	52200			9,000	9,000	
Travel Out-of-State	52220			10,000	10,000	
Training & Education	52300	570	20,000	1,000	(19,000)	(95.00)%
Repair & Maintenance (Equipment)	52400					
Communications	52500	2,003	1,500	1,500		
Building Maintenance	52600					
Utilities	52700					
Postage	52800					
Printing & Reproduction	52900					
Equipment Rental	53100					
Rents & Leases	53200					
Professional Services & Contracts	53300	31,126	550,000	565,000	15,000	2.73%
General Insurance	53400					
Shop & Field Supplies	53500					
Laboratory Supplies	53600					
Gasoline & Variable Fuel	53700					
Computer Hardware & Software	53800		20,000	20,000		
Stationery & Office Supplies	53900		2,500	2,000	(500)	(20.00)%
Books & Journals	54100		1,000	2,000	1,000	100.00%
Minor Office Equipment	54200					
Total Services & Supplies Expenditures		33,699	595,000	610,500	15,500	2.61%
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		989,825	1,736,586	1,750,215	13,629	0.78%

Special Revenue Fund
Program Narratives and Expenditure Details

FINANCE AND ADMINISTRATION
COMMITTEE MEETING CE 05/03/2023

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FINANCE AND ADMINISTRATION
COMMITTEE MEETING OF 05/03/2023

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)
- 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)

		Audited Program Actual 2022	Approved Program Budget 2023	Proposed Program Budget 2024	FTE/Dollar Change \$	Percent Change %
Number of Positions (FTE)		1.99	3.26	3.90	0.64	19.63
Personnel Expenditures						
Permanent Salaries	51100	246,703	418,044	531,696	113,652	27.19
Overtime Salaries	51150	30,911		30,000	30,000	
Temporary Salaries	51200	5,329				
Payroll Taxes	51300	3,658	5,901	7,568	1,667	28.25
Pension Benefits	51400	63,478	96,155	109,602	13,447	13.98
FICA Replacement Benefits	51500	2,494	6,368	7,962	1,594	25.03
Group Insurance Benefits	51600	30,987	61,344	72,311	10,967	17.88
Employee Transportation Subsidy	51700	1,975	4,840	5,594	754	15.58
Workers' Compensation	51800	781	1,684	1,930	246	14.61
Discretionary Contribution (Pension/OPEB)	51850	23,416	29,288	41,402	12,114	41.36
Board Stipends	51900					
Total Personnel Expenditures		409,732	623,624	808,065	184,441	29.58
Services & Supplies Expenditures						
Travel In-State	52200	1,928				
Travel Out-of-State	52220					
Training & Education	52300					
Repair & Maintenance (Equipment)	52400					
Communications	52500					
Building Maintenance	52600					
Utilities	52700					
Postage	52800		5,000		(5,000)	(100.00)
Printing & Reproduction	52900		15,000		(15,000)	(100.00)
Equipment Rental	53100					
Rents & Leases	53200					
Professional Services & Contracts	53300	975,753	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		977,681	1,358,000	1,338,000	(20,000)	(1.47)
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		210,442	278,719	363,630	84,911	30.46
Total Expenditures		1,597,855	2,260,343	2,509,695	249,352	11.03

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FINANCE AND ADMINISTRATION
COMMITTEE MEETING OF 05/03/2023

Special Revenue Fund

- Strategic Incentive Division

The Strategic Incentives Division administers Special Revenue Fund sources that are used to accelerate voluntary emissions reductions by incentivizing the replacement of older dirtier equipment that primarily targets mobile sources.

In FY 2024, the Air District will be awarding approximately \$105 million in Special Revenue Funds in project funds to owners of eligible projects that will mainly scrap older trucks, school buses, transit buses, and off-road equipment including marine vessels, locomotives, cargo-handling equipment, agricultural, and construction equipment, and replace these with newer and cleaner alternatives, including zero- and near-zero emissions technologies. Funding from these sources is also used to incentivize the installation of zero-emissions infrastructure and to support the Air District's Vehicle %X-Back Program that pays Bay Area residents to turn in their 1998 and older cars and light-duty trucks for early-retirement. As funding allows, other types of eligible programs may also be implemented.

Funding is prioritized for projects that provide benefits to the region's most disproportionately impacted communities and that result in permanent reductions in emissions reductions through the adoption of zero- and new-zero emissions technologies.

Special Revenue Fund sources are used to pay for direct project costs (grant awards) and associated Air District administrative costs. These revenue sources include the Carl Moyer Program, Community Air Protection ± Incentive Program, Transportation Fund for Clean Air Fund, Mobile Source Incentive Fund, Funding Agricultural Replacement Measures for Emission Reductions (FARMER) Program, Environmental Protection Agency Targeted Airshed Program (EPA TAG), settlement funds, monies that are received from the Bay Area Clean Air Foundation, and other miscellaneous sources.

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. Annually, this program receives multiple new sources of funding that are each managed over 4 years. In addition, all incentive projects generated through each year of funding are monitored, tracked, and reported on for up to an additional 10 years.</p>	
Justification of Change Request:	
Not applicable.	
Activities	
Update program policies and procedures, guidance materials, and administrative operating procedures; and develop solicitation packages and conduct outreach.	
Review and evaluate project applications to determine eligibility and prepare recommendations for award of eligible projects for approval by the Board of Directors.	
Prepare contracts, amendments, and correspondence; monitor projects, inspect, and audit programs and projects to assure compliance with State and District guidelines, policies, and statutory and regulatory requirements; process reimbursement requests; and ensure project files are complete and up to date.	
Prepare and submit reports to CARB; liaise with CARB on contract and guideline requirements.	
Prepare technical, financial, and staff reports, attend meetings, and participate in external audits.	
Coordinate with IT contractors to develop, enhance, and maintain data management systems.	
Major Objectives	Delivery Date
Finalize policies and procedures for the new CMP funding cycle, consistent with CARB guidelines.	July 2023
Open a solicitation for a new CMP/FARMER/CAP funding cycle.	August 2023
Conduct RFP, bring recommendation to Board, execute a contract with selected contractor to start work on a new data management system.	January 2024
Submit reports to CARB on the District's implementation of the CMP (annually) and CAP and FARMER (semi-annually).	Annually
Meet funding source disbursement and liquidation deadlines.	June 2024
Meet funding source requirements to fund projects benefitting priority areas.	Ongoing

		Audited Program Actual 2022	Approved Program Budget 2023	Proposed Program Budget 2024	FTE/Dollar Change \$	Percent Change %
Number of Positions (FTE)		14.81	16.62	16.21	(0.41)	(2.5)
Personnel Expenditures						
Permanent Salaries	51100	1,830,738	2,172,379	2,176,518	4,139	0.19
Overtime Salaries	51150	103				
Temporary Salaries	51200					
Payroll Taxes	51300	26,942	30,677	30,845	168	0.55
Pension Benefits	51400	330,086	492,245	437,689	(54,556)	(11.08)
FICA Replacement Benefits	51500	19,001	32,486	33,065	579	1.78
Group Insurance Benefits	51600	235,945	290,841	299,753	8,912	3.06
Employee Transportation Subsidy	51700	15,063	24,692	23,233	(1,459)	(5.91)
Workers' Compensation	51800	5,769	8,591	8,014	(577)	(6.72)
Discretionary Contribution (Pension/OPEB)	51850	100,155	149,415	171,459	22,044	14.75
Board Stipends	51900					
Total Personnel Expenditures		2,563,802	3,201,326	3,180,576	(20,750)	(0.65)
Services & Supplies Expenditures						
Travel In-State	52200		12,500	12,500		
Travel Out-of-State	52220		7,500	7,500		
Training & Education	52300		22,000	17,000	(5,000)	(22.73)
Repair & Maintenance (Equipment)	52400					
Communications	52500		5,000	5,000		
Building Maintenance	52600					
Utilities	52700					
Postage	52800					
Printing & Reproduction	52900		3,000	3,000		
Equipment Rental	53100					
Rents & Leases	53200					
Professional Services & Contracts	53300	98,621	400,000	365,500	(34,500)	(8.63)
General Insurance	53400					
Shop & Field Supplies	53500	206	2,000	2,000		
Laboratory Supplies	53600					
Gasoline & Variable Fuel	53700					
Computer Hardware & Software	53800		22,000	13,000	(9,000)	(40.91)
Stationery & Office Supplies	53900		1,000	1,000		
Books & Journals	54100		500	500		
Minor Office Equipment	54200		5,000	5,000		
Total Services & Supplies Expenditures		98,827	480,500	432,000	(48,500)	(10.09)
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					
Total Expenditures		2,662,629	3,681,826	3,612,576	(69,250)	(1.88)

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 and funding allocation 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 and monitor projects, 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
Conduct outreach, review applications, and obtain Board of Directors approval for eligible projects; and execute agreements with grantees for FYE 24 funding.	Ongoing
Complete updates to the FYE 2025 County Program Manager policies for Board of Directors consideration and distribute guidance and application package to Program Managers	December 2023
Prepare FYE 2023 TFCA Report on Regional Fund Expenditures and Effectiveness.	December 2023
Conduct audit of TFCA funded projects and programs completed by 6/30/22	December 2023
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 Actual 2022	Approved Program Budget 2023	Proposed Program Budget 2024	FTE/Dollar Change \$	Percent Change %
Number of Positions (FTE)		3.74	5.08	4.72	(0.36)	(7.1)
Personnel Expenditures						
Permanent Salaries	51100	530,626	710,934	623,426	(87,508)	(12.31)
Overtime Salaries	51150	713				
Temporary Salaries	51200					
Payroll Taxes	51300	7,987	10,099	8,851	(1,248)	(12.36)
Pension Benefits	51400	118,803	161,951	124,934	(37,017)	(22.86)
FICA Replacement Benefits	51500	5,690	9,926	9,633	(293)	(2.95)
Group Insurance Benefits	51600	70,538	95,568	87,342	(8,226)	(8.61)
Employee Transportation Subsidy	51700	4,516	7,545	6,768	(777)	(10.30)
Workers' Compensation	51800	1,679	2,625	2,335	(290)	(11.05)
Discretionary Contribution (Pension/OPEB)	51850	40,951	45,653	49,787	4,134	9.06
Board Stipends	51900					
Total Personnel Expenditures		781,503	1,044,301	913,076	(131,225)	(12.57)
Services & Supplies Expenditures						
Travel In-State	52200		8,000	8,500	500	6.25
Travel Out-of-State	52220		8,000	6,500	(1,500)	(18.75)
Training & Education	52300		11,000	7,000	(4,000)	(36.36)
Repair & Maintenance (Equipment)	52400					
Communications	52500	1,293	3,000	2,500	(500)	(16.67)
Building Maintenance	52600					
Utilities	52700					
Postage	52800	1				
Printing & Reproduction	52900	1,440	1,000	1,000		
Equipment Rental	53100					
Rents & Leases	53200					
Professional Services & Contracts	53300	103,784	376,349	398,999	22,650	6.02
General Insurance	53400					
Shop & Field Supplies	53500		1,500	500	(1,000)	(66.67)
Laboratory Supplies	53600					
Gasoline & Variable Fuel	53700					
Computer Hardware & Software	53800	150	20,000	6,000	(14,000)	(70.00)
Stationery & Office Supplies	53900	743	1,000	500	(500)	(50.00)
Books & Journals	54100		440	450	10	2.27
Minor Office Equipment	54200		5,000	2,500	(2,500)	(50.00)
Total Services & Supplies Expenditures		107,411	435,289	434,449	(840)	(0.19)
Capital Expenditures						
Leasehold Improvements	60100					
Building & Grounds	60105					
Office Equipment	60110					
Computer & Network Equipment	60115					
Motorized Equipment	60120					
Lab & Monitoring Equipment	60125					
Communications Equipment	60130					
General Equipment	60135					
PM 2.5 Equipment	60140					
Total Capital Expenditures						
Transfer In/Out	70005	403,652	170,409	357,920	187,511	110.04
Total Expenditures		1,292,566	1,649,999	1,705,445	55,446	3.36

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:	
Not applicable.	
Activities	
Recommend funding allocations to the Board of Directors.	
Update policies and guidance, conduct outreach, and provide application assistance.	
Review and evaluate project applications to determine eligibility and prepare recommendations for award of eligible projects for approval by the Board of Directors.	
Prepare contracts, amendments, and correspondence; monitor projects, inspect, and audit programs and projects to assure compliance with State and District guidelines, policies, and statutory and regulatory requirements; process reimbursement requests; and ensure project files are complete and up to date.	
Prepare and submit reports to the California Air Resources Board (CARB) on the expenditure of MSIF funds.	
Prepare technical, financial, and staff reports, attend meetings, and participate in external audits.	
Coordinate with IT contractors to develop, enhance, and maintain data management systems.	
Major Objectives	Delivery Date
Report MSIF expenditures and project data to CARB.	August 2023
Liquidate matching funds in support of the Carl Moyer Program.	Annually
Conduct RFP, bring recommendation to Board, execute a contract with selected contractor to start work on a new data management system.	January 2024

Mobile Source Incentive Fund (MSIF)

310

		Audited Program Actual 2022	Approved Program Budget 2023	Proposed Program Budget 2024	FTE/Dollar Change \$	Percent Change %
Number of Positions (FTE)		1.14	3.16	1.64	(1.52)	(48.1)
Personnel Expenditures						
Permanent Salaries	51100	142,512	407,980	219,132	(188,848)	(46.29)
Overtime Salaries	51150	5				
Temporary Salaries	51200					
Payroll Taxes	51300	2,062	5,767	3,107	(2,660)	(46.12)
Pension Benefits	51400	63,072	92,400	43,940	(48,460)	(52.45)
FICA Replacement Benefits	51500	1,465	6,173	3,353	(2,820)	(45.68)
Group Insurance Benefits	51600	18,281	55,946	29,360	(26,586)	(47.52)
Employee Transportation Subsidy	51700	1,145	4,692	2,356	(2,336)	(49.79)
Workers' Compensation	51800	446	1,632	813	(819)	(50.18)
Discretionary Contribution (Pension/OPEB)	51850	27,909	28,391	17,363	(11,028)	(38.84)
Board Stipends	51900					
Total Personnel Expenditures		256,897	602,981	319,424	(283,557)	(47.03)
Services & Supplies Expenditures						
Travel In-State	52200	230	8,000	8,000		
Travel Out-of-State	52220		2,500	2,500		
Training & Education	52300		23,500	18,500	(5,000)	(21.28)
Repair & Maintenance (Equipment)	52400					
Communications	52500	902	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	30,194	150,000	160,000	10,000	6.67
General Insurance	53400					
Shop & Field Supplies	53500					
Laboratory Supplies	53600					
Gasoline & Variable Fuel	53700					
Computer Hardware & Software	53800	150	30,000	17,000	(13,000)	(43.33)
Stationery & Office Supplies	53900		800	800		
Books & Journals	54100		200	200		
Minor Office Equipment	54200		5,000	5,000		
Total Services & Supplies Expenditures		31,476	225,000	217,000	(8,000)	(3.56)
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		132,533	271,341	51,746	(219,595)	(80.93)
Total Expenditures		420,906	1,099,322	588,170	(511,152)	(46.50)

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)

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		Audited Program Actual 2022	Approved Program Budget 2023	Proposed Program Budget 2024	FTE/Dollar Change \$	Percent Change %
Number of Positions (FTE)		0.31	0.56	0.73	0.17	30.4
Personnel Expenditures						
Permanent Salaries	51100	39,676	66,261	90,311	24,050	36.30
Overtime Salaries	51150	13				
Temporary Salaries	51200					
Payroll Taxes	51300	549	933	1,278	345	36.98
Pension Benefits	51400	3,664	15,266	17,936	2,670	17.49
FICA Replacement Benefits	51500	391	1,095	1,490	395	36.07
Group Insurance Benefits	51600	4,921	11,765	13,301	1,536	13.06
Employee Transportation Subsidy	51700	294	832	1,047	215	25.84
Workers' Compensation	51800	126	289	361	72	24.91
Discretionary Contribution (Pension/OPEB)	51850	245	5,034	7,608	2,574	51.13
Board Stipends	51900					
Total Personnel Expenditures		49,879	101,475	133,332	31,857	31.39
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	1,963,923	7,200,000	7,300,000	100,000	1.39
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		1,963,923	7,200,000	7,300,000	100,000	1.39
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		25,733	35,024	31,221	(3,803)	(10.86)
Total Expenditures		2,039,535	7,336,499	7,464,553	128,054	1.75

Miscellaneous Incentive Program (Other Grant)

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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	
Review and evaluate project applications to determine eligibility and prepare recommendations for award of eligible projects for approval by the Board of Directors.	
Prepare contracts, amendments, and correspondence; monitor projects, inspect, and audit programs and projects to assure compliance with grant agreements, Program guidelines, policies, and statutory and regulatory requirements; process reimbursement requests; and ensure project files are complete and up to date.	
Prepare and submit reports and funding disbursement requests to funding agencies; liaise with funding agencies on contract and guideline requirements.	
Prepare technical, financial, and staff reports, attend meetings, and participate in external audits.	
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)

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		Audited Program Actual 2022	Approved Program Budget 2023	Proposed Program Budget 2024	FTE/Dollar Change \$	Percent Change %
Number of Positions (FTE)		0.18		0.87	0.87	
Personnel Expenditures						
Permanent Salaries	51100	20,445		121,992	121,992	
Overtime Salaries	51150					
Temporary Salaries	51200					
Payroll Taxes	51300	318		1,740	1,740	
Pension Benefits	51400	8,138		24,588	24,588	
FICA Replacement Benefits	51500	221		1,775	1,775	
Group Insurance Benefits	51600	2,740		15,116	15,116	
Employee Transportation Subsidy	51700	173		1,247	1,247	
Workers' Compensation	51800	65		430	430	
Discretionary Contribution (Pension/OPEB)	51850	3,496		9,284	9,284	
Board Stipends	51900					
Total Personnel Expenditures		35,596		176,172	176,172	
Services & Supplies Expenditures						
Travel In-State	52200		6,300	6,300		
Travel Out-of-State	52220					
Training & Education	52300					
Repair & Maintenance (Equipment)	52400					
Communications	52500					
Building Maintenance	52600					
Utilities	52700					
Postage	52800					
Printing & Reproduction	52900					
Equipment Rental	53100					
Rents & Leases	53200					
Professional Services & Contracts	53300					
General Insurance	53400					
Shop & Field Supplies	53500					
Laboratory Supplies	53600					
Gasoline & Variable Fuel	53700					
Computer Hardware & Software	53800					
Stationery & Office Supplies	53900					
Books & Journals	54100					
Minor Office Equipment	54200					
Total Services & Supplies Expenditures			6,300	6,300		
Capital Expenditures						
Leasehold Improvements	60100					
Building & Grounds	60105					
Office Equipment	60110					
Computer & Network Equipment	60115					
Motorized Equipment	60120					
Lab & Monitoring Equipment	60125					
Communications Equipment	60130					
General Equipment	60135					
PM 2.5 Equipment	60140					
Total Capital Expenditures						
Transfer In/Out		(35,596)				
Total Expenditures			6,300	182,472	176,172	2,796.38

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 Actual	Approved Program Budget	Proposed Program Budget	FTE/Dollar Change	Percent Change
		2022	2023	2024	\$	%
Number of Positions (FTE)		1.26	1.11	1.63	0.52	46.8
Personnel Expenditures						
Permanent Salaries	51100	160,876	153,527	228,014	74,487	48.52
Overtime Salaries	51150					
Temporary Salaries	51200					
Payroll Taxes	51300	2,373	2,171	3,228	1,057	48.69
Pension Benefits	51400	29,021	34,970	47,124	12,154	34.76
FICA Replacement Benefits	51500	1,674	2,169	3,332	1,163	53.62
Group Insurance Benefits	51600	20,833	17,373	27,650	10,277	59.16
Employee Transportation Subsidy	51700	1,321	1,649	2,341	692	41.96
Workers' Compensation	51800	543	574	808	234	40.77
Discretionary Contribution (Pension/OPEB)	51850	8,759	9,978	17,409	7,431	74.47
Board Stipends	51900					
Total Personnel Expenditures		225,400	222,411	329,906	107,495	48.33
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	138				
Postage	52800					
Printing & Reproduction	52900		1,000	1,000		
Equipment Rental	53100					
Rents & Leases	53200					
Professional Services & Contracts	53300	10,730	45,000	40,000	(5,000)	(11.11)
General Insurance	53400					
Shop & Field Supplies	53500		1,000	1,000		
Laboratory Supplies	53600					
Gasoline & Variable Fuel	53700					
Computer Hardware & Software	53800					
Stationery & Office Supplies	53900					
Books & Journals	54100					
Minor Office Equipment	54200					
Total Services & Supplies Expenditures		10,868	50,500	45,500	(5,000)	(9.90)
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		(223,290)		(188,889)	(188,889)	
Total Expenditures		12,978	272,911	186,517	(86,394)	(31.66)

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. 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 million to eligible zero-emission freight and marine projects, such as replacement of forklifts and port cargo handling equipment, airport ground support equipment, repower of ferry, tugboat, and towboats, and installation of oceangoing vessel shore power. The LDI program administers \$10 million 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	
Review and evaluate project applications to determine eligibility and prepare recommendations for award of eligible projects for approval.	
Prepare contracts, amendments, and correspondence; monitor projects, inspect, and audit programs and projects to assure compliance with grant agreements, Program guidelines, policies, and statutory and regulatory requirements; process reimbursement requests; and ensure project files are complete and up to date.	
Prepare and submit reports and funding disbursement requests to funding agencies; liaise with funding agencies on contract and guideline requirements.	
Maintain program website and program hotline.	
Prepare technical, financial, and staff reports, attend meetings, and participate in external audits.	
Coordinate with IT contractors to develop, enhance, and maintain data management systems.	
Major Objectives	Delivery Date
Award the remaining of the funds	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
Work with CARB to improve the Program	Ongoing

Volkswagen NOx Mitigation (VW Trust)

		Audited Program Actual 2022	Approved Program Budget 2023	Proposed Program Budget 2024	FTE/Dollar Change \$	Percent Change %
Number of Positions (FTE)		3.31	3.50	2.47	(1.03)	(29.4)
Personnel Expenditures						
Permanent Salaries	51100	417,716	469,816	357,170	(112,646)	(23.98)
Overtime Salaries	51150	129				
Temporary Salaries	51200					
Payroll Taxes	51300	6,260	6,645	5,064	(1,581)	(23.79)
Pension Benefits	51400	86,337	105,969	73,058	(32,911)	(31.06)
FICA Replacement Benefits	51500	4,446	6,840	5,048	(1,792)	(26.20)
Group Insurance Benefits	51600	55,110	63,488	46,372	(17,116)	(26.96)
Employee Transportation Subsidy	51700	3,543	5,199	3,547	(1,652)	(31.78)
Workers' Compensation	51800	1,323	1,809	1,223	(586)	(32.39)
Discretionary Contribution (Pension/OPEB)	51850	28,774	31,461	26,551	(4,910)	(15.61)
Board Stipends	51900					
Total Personnel Expenditures		603,638	691,227	518,033	(173,194)	(25.06)
Services & Supplies Expenditures						
Travel In-State	52200		13,000	13,000		
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	36,518	100,000	97,229	(2,771)	(2.77)
General Insurance	53400					
Shop & Field Supplies	53500					
Laboratory Supplies	53600					
Gasoline & Variable Fuel	53700					
Computer Hardware & Software	53800					
Stationery & Office Supplies	53900					
Books & Journals	54100					
Minor Office Equipment	54200					
Total Services & Supplies Expenditures		36,518	115,000	112,229	(2,771)	(2.41)
Capital Expenditures						
Leasehold Improvements	60100					
Building & Grounds	60105					
Office Equipment	60110					
Computer & Network Equipment	60115					
Motorized Equipment	60120					
Lab & Monitoring Equipment	60125					
Communications Equipment	60130					
General Equipment	60135					
PM 2.5 Equipment	60140					
Total Capital Expenditures						
Transfer In/Out		48,277	311,052	233,115	(77,937)	(25.06)
Total Expenditures		688,433	1,117,279	863,377	(253,902)	(22.73)

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FINANCE AND ADMINISTRATION
COMMITTEE MEETING OF 05/03/2023

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.

FINANCE AND ADMINISTRATION
COMMITTEE MEETING OF 05/03/2024

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 primarily includes the Charge! program for EV infrastructure 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)

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		Audited Program Actual 2022	Approved Program Budget 2023	Proposed Program Budget 2024	FTE/Dollar Change \$	Percent Change %
Number of Positions (FTE)		7.52	7.85	7.99	0.14	1.8
Personnel Expenditures						
Permanent Salaries	51100	882,189	1,001,684	1,068,282	66,598	6.65
Overtime Salaries	51150	3,741	5,000	10,000	5,000	100.00
Temporary Salaries	51200		15,000	200,000	185,000	1,233.33
Payroll Taxes	51300	12,926	14,282	15,341	1,059	7.41
Pension Benefits	51400	171,978	227,454	214,562	(12,892)	(5.67)
FICA Replacement Benefits	51500	9,197	15,347	16,313	966	6.29
Group Insurance Benefits	51600	114,336	134,829	143,185	8,356	6.20
Employee Transportation Subsidy	51700	7,262	11,665	11,463	(202)	(1.73)
Workers' Compensation	51800	2,795	4,059	3,954	(105)	(2.59)
Discretionary Contribution (Pension/OPEB)	51850	55,082	70,584	84,510	13,926	19.73
Board Stipends	51900					
Total Personnel Expenditures		1,259,506	1,499,904	1,767,610	267,706	17.85
Services & Supplies Expenditures						
Travel In-State	52200	52	7,500	10,500	3,000	40.00
Travel Out-of-State	52220		4,500	6,000	1,500	33.33
Training & Education	52300		6,000	6,000		
Repair & Maintenance (Equipment)	52400					
Communications	52500	2,221	2,500	2,500		
Building Maintenance	52600					
Utilities	52700					
Postage	52800					
Printing & Reproduction	52900					
Equipment Rental	53100					
Rents & Leases	53200					
Professional Services & Contracts	53300	489,877	800,000	875,000	75,000	9.38
General Insurance	53400					
Shop & Field Supplies	53500					
Laboratory Supplies	53600					
Gasoline & Variable Fuel	53700					
Computer Hardware & Software	53800	425	3,000	3,000		
Stationery & Office Supplies	53900					
Books & Journals	54100					
Minor Office Equipment	54200					
Total Services & Supplies Expenditures		492,575	823,500	903,000	79,500	9.65
Capital Expenditures						
Leasehold Improvements	60100					
Building & Grounds	60105					
Office Equipment	60110					
Computer & Network Equipment	60115					
Motorized Equipment	60120					
Lab & Monitoring Equipment	60125					
Communications Equipment	60130					
General Equipment	60135					
PM 2.5 Equipment	60140					
Total Capital Expenditures						
Transfer In/Out		372,283		265,142	265,142	
Total Expenditures		2,124,364	2,323,404	2,935,752	612,348	26.36

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FINANCE AND ADMINISTRATION
COMMITTEE MEETING OF 05/03/2023

Special Revenue Fund

Compliance and Enforcement

The Compliance & Enforcement Division ensures the Air District realizes 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 Minor 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 \pm 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 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, Richmond/San Pablo, East Oakland and Bay View Hunters Point, 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	
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 Actual 2022	Approved Program Budget 2023	Proposed Program Budget 2024	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				
Discretionary Contribution (Pension/OPEB)	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	2,586	3,000		
Building Maintenance	52600				
Utilities	52700				
Postage	52800		4,000		
Printing & Reproduction	52900	6,255	8,000	500	6.25
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	8,841	15,000	15,500	500	3.33
Capital Expenditures					
Leasehold Improvements	60100				
Building & Grounds	60105				
Office Equipment	60110				
Computer & Network Equipment	60115				
Motorized Equipment	60120				
Lab & Monitoring Equipment	60125				
Communications Equipment	60130				
General Equipment	60135				
PM 2.5 Equipment	60140				
Total Capital Expenditures					
Transfer In/Out					
Total Expenditures	8,841	15,000	15,500	500	3.33

Commuter Benefits Program (TFCA)

319

Managing Division:	
Compliance & Enforcement Division	
Contact Person:	
Tracy Lee	
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 Actual 2022	Approved Program Budget 2023	Proposed Program Budget 2024	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				
Discretionary Contribution (Pension/OPEB)	51850				
Board Stipends	51900				
Services & Supplies Expenditures					
Travel In-State		6,000	6,000		
Travel Out-of-State					
Training & Education					
Repair & Maintenance (Equipment)					
Communications					
Building Maintenance					
Utilities					
Postage	1,714	5,000	5,000		
Printing & Reproduction					
Equipment Rental					
Rents & Leases					
Professional Services & Contracts					
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	1,714	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					
Total Expenditures	1,714	11,000	11,000		

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FINANCE AND ADMINISTRATION
COMMITTEE MEETING OF 05/03/2023

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.

FINANCE AND ADMINISTRATION
COMMITTEE MEETING OF 05/03/2023

Managing Division:	
Community Engagement Division	
Contact Person:	
Anna Lee & Diana Ruiz	
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

FINANCE AND ADMINISTRATIVE COMMITTEE MEETING OF 05/03/2023

Community Engagement - Special Project (Other Grant)

325

	Audited Program Actual 2022	Approved Program Budget 2023	Proposed Program Budget 2024	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				
Discretionary Contribution (Pension/OPEB)	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	254,897			
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	254,897				
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	254,897				

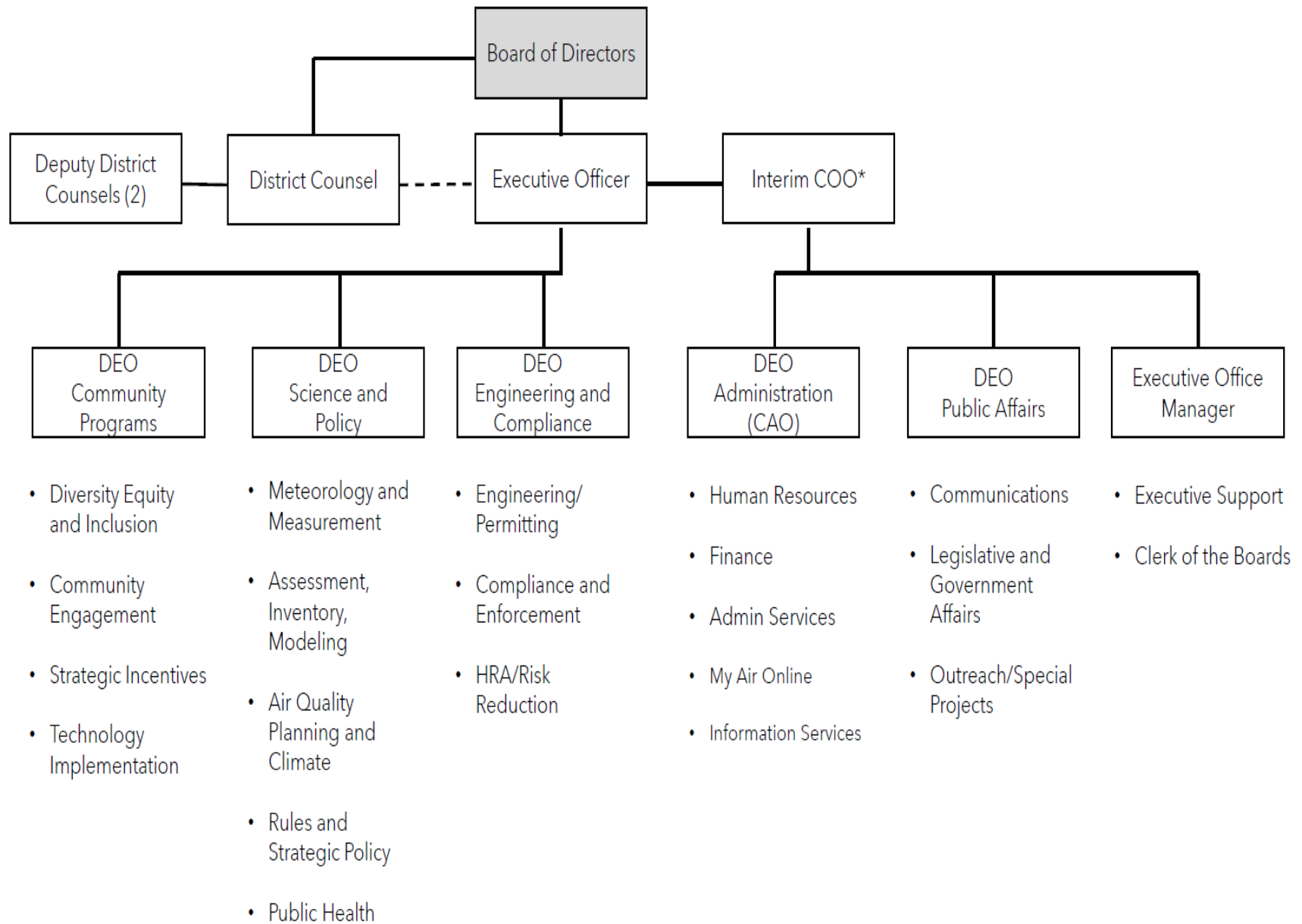
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FINANCE AND ADMINISTRATION
COMMITTEE MEETING OF 05/03/2023

Appendices

FINANCE AND ADMINISTRATION
COMMITTEE MEETING OF 05/03/2023

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)HGeneral 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

GF FUND RESERVES	6/30/2022 Audited	6/30/2023 Projected	6/30/2024 Projected
Available Balance	80,615,454	80,615,454	68,525,454
Approved Board Transfers		(7,420,000)	
Use of Reserves for Budget		(4,670,000)	(5,274,900)
	80,615,454	68,525,454	63,250,554
DESIGNATED: *			
AB617 Staffing Contingency	7,679,746	7,679,746	7,700,000
Community Benefits	3,000,000	3,000,000	3,000,000
Economic Contingency	23,303,025	25,500,741	26,490,000
Incident Monitoring Program			1,000,000
Outside Counsel Litigation Support	3,000,000	1,880,000	6,880,000
Limited Term Staffing Contingency			1,000,000
Pandemic Contingency	4,000,000	4,000,000	2,000,000
Pension Liability	5,000,000		
Richmond Improvements (HQE)	5,000,000	5,000,000	5,000,000
Spare the Air Program			2,000,000
Technology Implementation Office	3,350,000	3,350,000	3,350,000
Wildfire Mitigation	2,000,000	1,000,000	1,000,000
	\$56,332,771	\$51,410,487	\$59,420,000
UNDESIGNATED	24,282,683	17,114,967	3,830,554
* Designated Reserve Balances are subject to change at Board's discretion.			
ESTIMATED OUTSTANDING LIABILITIES			
CalPERS Pension Retirement			68,298,398
Certificate of Participation Notes			22,770,330
TOTAL ESTIMATED OUTSTANDING LIABILITIES			91,068,728

APPENDIX C

GENERAL FUND RESERVES AND LIABILITIES

APPENDIX C depicts the actual unrestricted funds at the end of FY 2022, as well as the projected amount for FY 2023 and FY 2024. 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. For FY 2024, a recommendation of \$5.3 million transfer from General Fund reserves to be used for capital projects/equipment and other one-time costs. 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.
- Outside Counsel Litigation Support established in FY 2023 to address potential litigations.
- Incident Monitoring Program established in FY 2024 to increase capacity to characterize air quality impacts from large incidents at facilities.
- Limited Term Staffing Contingency established in FY 2024 to support temporary staffing for unanticipated project work.
- 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.
- Spare the Air Program Contingency established in FY 2024 to allow for continued operations in the event of unanticipated single year shortfall in the Spare the Air Program.
- 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 \$68.3 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 2022, the estimated principal and interest outstanding were \$22.8 million.

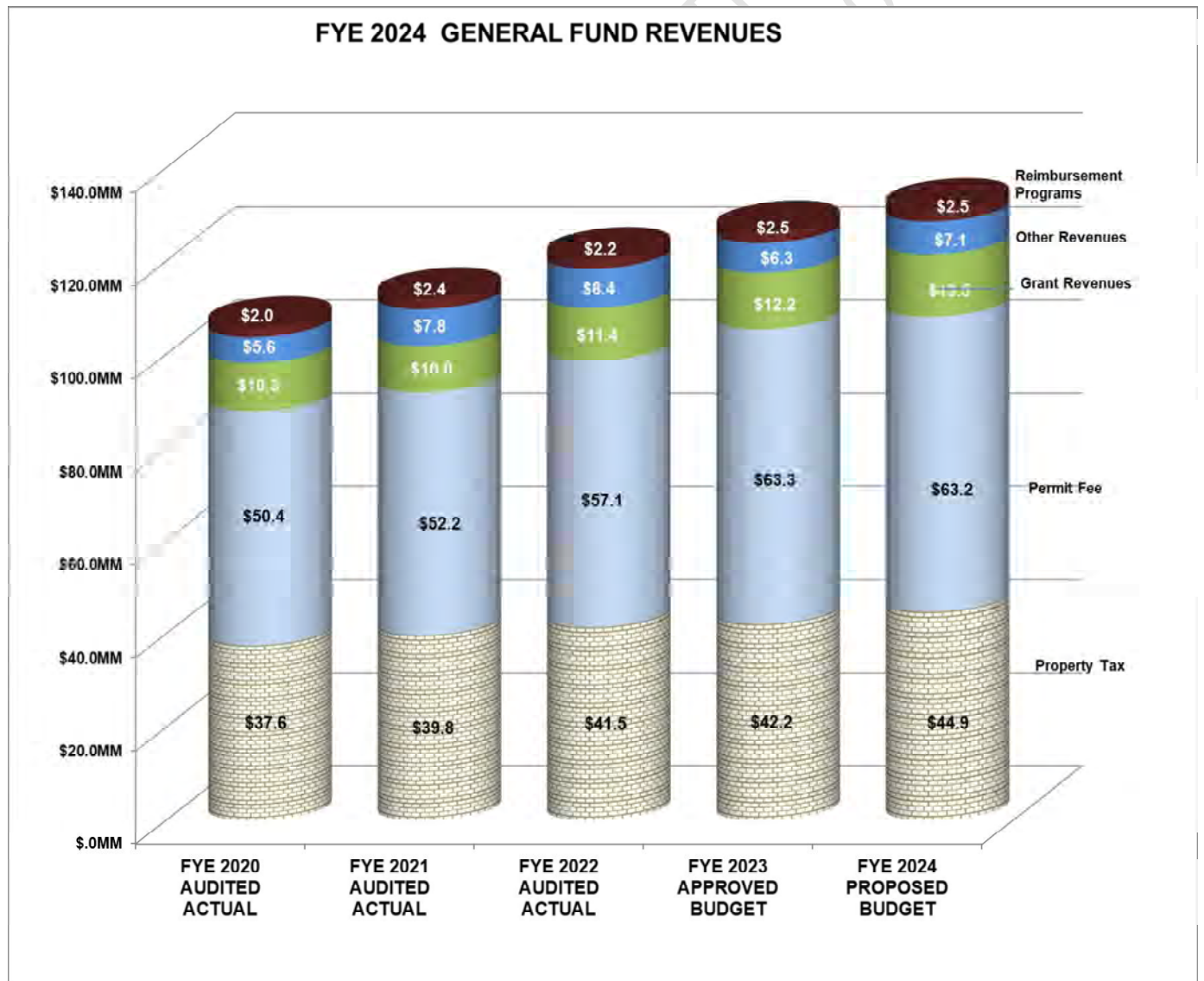
APPENDIX D

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 2020 through FYE 2022 along with the approved and proposed budget for FYE 2023 and FYE 2024, respectively.

As seen from Figure 1, permit fees are the Air District's largest source of revenue. Actual permit revenues fluctuate from FYE 2020 through FYE 2022 because of fee increases to each individual fee schedule based on the cost recovery policy and new fees implemented during this period. In FYE 2024 projected permit revenues are expected to be at the same level as in FY 2023 due to decreases in emissions-based permitting fees. Actual property tax revenues maintained an increasing trend over the past three years attributed to multiple factors such as the annual statutory increases limited to 2 percent, changes in ownership and new constructions in the Bay Area. This revenue source is expected to continue to increase in FYE 2024. Other General Fund sources of revenue have experienced small fluctuations over the years.

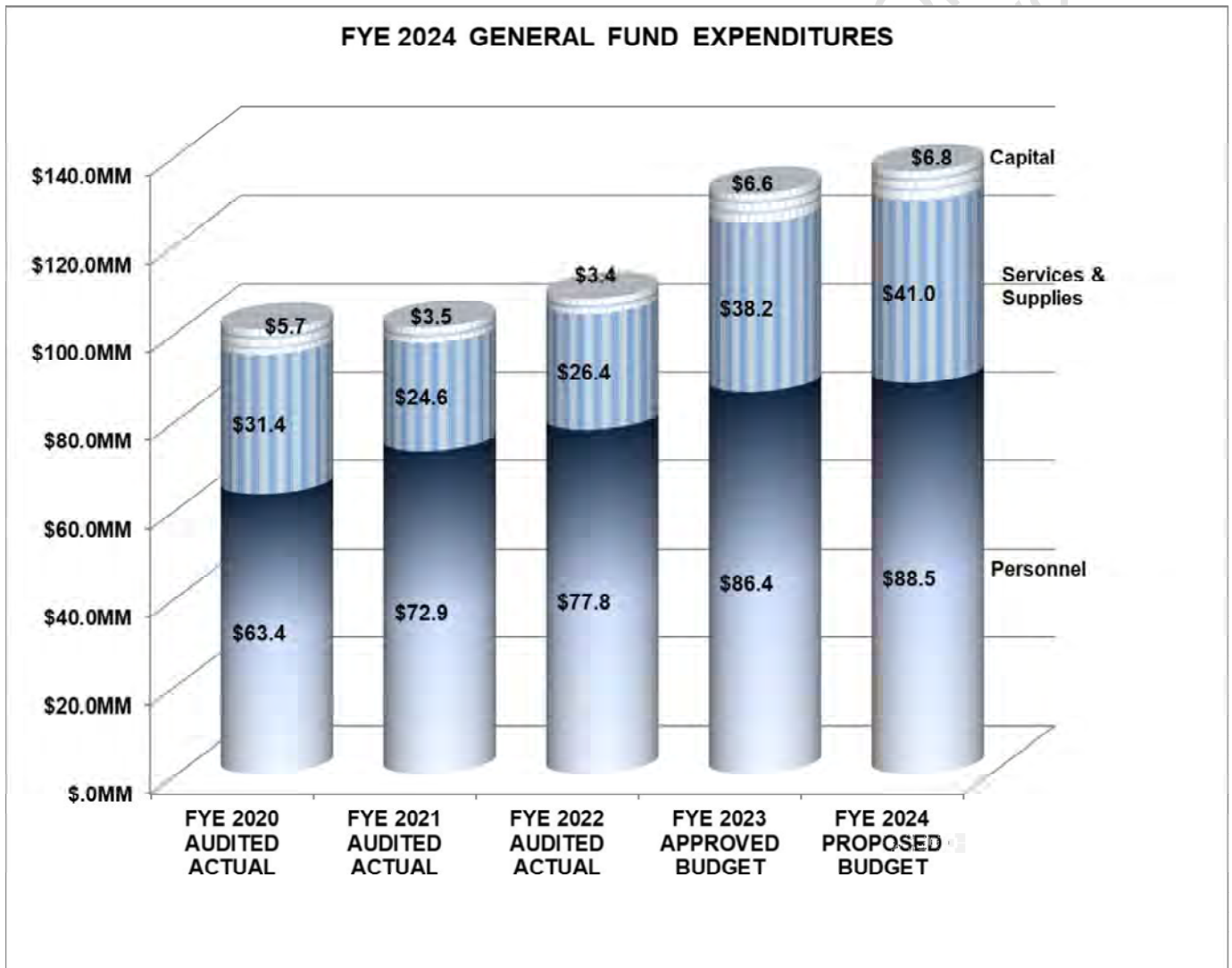


APPENDIX E

Figure 2

General Fund Expenditure Trends

Below Figure 2 shows the trends in actual expenditures from FYE 2020 through FYE 2022 along with the approved and proposed expenditure budgets for FYE 2023 and FYE 2024, respectively. From FYE 2020 through FYE 2024, the total General Fund has risen at an average rate of 7.9% per year from \$100.6 million to \$136.3 million due to increased Personnel Costs, Services, and Capital Programs expenditures. The FYE 2024 General Fund Proposed Budget shows a projected \$5.1 million increase in expenditures over FYE 2023. This increase is mainly due to Salaries and benefits, capital expenditures, and services and supplies increased in FYE 2024.



APPENDIX F

General Fund 5 Year Projection

Five Year Forecast - General Fund REVENUE	FYE 2024 Budget	FYE 2025 Projected	FYE 2026 Projected	FYE 2027 Projected	FYE 2028 Projected
Property Tax	\$44,876,500	\$46,671,560	\$48,538,422	\$50,479,959	\$52,499,158
Permits/Fees	\$63,192,045	\$68,846,904	\$75,340,739	\$82,905,433	\$87,300,334
Grant Revenues	\$6,998,321	\$6,648,405	\$6,714,889	\$6,782,038	\$6,849,858
AB617 Funding	\$9,000,000	\$9,000,000	\$9,000,000	\$9,000,000	\$9,000,000
Other Revenue	\$7,100,000	\$7,171,000	\$7,242,710	\$7,315,137	\$7,388,288
Transfer from Special Funds	\$1,302,772	\$1,328,827	\$1,355,404	\$1,382,512	\$1,410,162
TOTAL REVENUE	\$132,469,638	\$139,666,697	\$148,192,164	\$157,865,079	\$164,447,801
(Use of)/Transfer to Fund Balance	(\$5,274,900)	(\$608,925)	\$4,507,473	\$9,585,790	\$12,300,264
EXPENDITURES					
Personnel Expenditures	\$88,460,177	\$91,835,054	\$94,269,091	\$97,868,875	\$100,584,912
Services and Supplies	\$42,494,075	\$41,573,450	\$42,404,919	\$43,253,018	\$44,118,078
Capital Expenditures	\$6,789,377	\$6,863,342	\$7,000,609	\$7,140,621	\$7,283,434
TOTAL EXPENDITURE	\$137,744,538	\$140,271,847	\$143,674,619	\$148,262,514	\$151,986,424
General Fund Reserves					
	FYE 2024	FYE 2025	FYE 2026	FYE 2027	FYE 2028
Beginning Balance	68,525,454	63,250,554	62,641,629	67,149,101	76,734,891
(Use of)/Transfer to Fund Balance	(\$5,274,900)	(\$608,925)	\$4,507,473	\$9,585,790	\$12,300,264
Ending Balance	63,250,554	62,641,629	67,149,101	76,734,891	89,035,155
20% Minimum Reserve Policy	\$ 26,490,000	\$ 28,000,000	\$ 28,734,000	\$ 29,652,000	\$ 30,400,000

FINANCE
COMMITTEE

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 \$5.3 million in reserves for FYE 2024 for continued capital improvements to the Richmond Office building, lab equipment, and information technology improvements. The forecast projects use of reserves in the 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 the year 2026 due to a healthy reserve balance. Approximately \$59 million in reserves have been designated. Please see Appendix C for a detailed list of proposed designations.

FINANCE AND ADMINISTRATION
COMMITTEE MEETING OF 05/03/2023

FYE 2024 Authorized Staffing

Table 1: 7KHpRVLWns listed in Table 1, below, constitute the entirety of the full-time positions and division assignments at the design and classification IR FIVE Year (QGE) 2023 as VLRZQ in the first column. The FYE 2023 Authorized WDIILQs presented below are the WILQ FKDQs approved by W&K at its \$SUL19, 2023 PHHWg. 7KH(F<) 2024 FROXPQ represents the changes to W&K designated classifications and/or division assignments (if any) which is reflected in the "difference" column. The total DXWKRULJLILQ remains at 465) (s LFYE 2024 ZLth no DGGIOW positions being SURSRVEd DW this time.

'LYLVLRQ	3RVLWRQClassiILFDWQR	6DODURange ID)< E 23	FYE 24	'LIIHUHQFH
\$Gministrative ResourceV				
Director/OfILFHU		156	1	0
Facilities Maintenance WRUNHU		108	1	0
0DQDJHU		148	2	0
Senior Advanced Projects AdvLVF		148	0	0
Senior ExHFutve AssistDQW		134	1	0
Senior Staff SpecLDQW		138	0	0
6WDISpecialist I/II	130/134		6	0
Supervising Staff Specialist		142	3	0
Principal Staff Specialist		142	0	0
\$Gministrative Resources TRWDO			14	14
\$VVHVment, Inventory & MRGHOLQJ				
\$GYanced 3URMWRGVLVRU		144	2	0
Air Quality EngLQR I/II	132/136		2	0
Air Quality Meteorologist I/II	131/135		1	0
\$WRospheric MRGHOHU		140	1	0
Director/OfILFHU		156	1	0
0DQDJHU		148	2	0
Principal Air QuaOyEngLQHU		144	3	0
Research Analyst		130	1	0
Senior Advanced Projects AdvLVVRU		148	2	0
Senior Air Quality EnJLQHHU		140	1	0
Senior AtmRVSKHic MRGHOHU		144	1	0
6WDWVLFDLQ		137	1	0
\$VVHVment, Inventory & Modeling TRWDO			18	18
&RPPXQLFDWQV				
Assistant Staff Specialist I/II		122/126	2	0
Director/OfILFHU		156	1	0
0DQDJHU		148	1	0
Public Information Officer I/II		130/134	5	0
Senior Public Information Officer		138	1	0
&RPPXQLFDWns Total			10	10
&RPPXQLWEngagement				
\$GPinistrative Assistant I/I,		114/118	1	0
Assistant ManDJHU		147	1	0
Assistant Staff Specialist I/II		122/126	1	0
Director/OfILFHU		156	1	0
0DQDJHU		148	2	0
Public Information Officer I/II		130/134	1	0
Senior Air Quality EnJLQHHU		140	1	0
Senior Staff SpecLDQW		138	5	0

\$3 3(1', X G

'LYLVRQ	3RVLWRQ	ClassiILFDWQR	6DODURange ID	< E 23	FYE 24	'LIIHUHQFH
	6WDIS	Specialist I/II	130/134	4	4	0
&RPPXQLWEngagement Total				17	17	0
&RPSQLDQF& EnforcementHQW						
	\$GP	inistrative Assistant I/I,	114/118	2	2	0
	Air Quality EngLQH	I/II	132/136	1	1	0
	Air Quality Specialist	I/II	130/134	44	44	0
	Air Quality Technician I/I,		122/126	6	6	0
	Assistant Air Quality SpeFDG	t I/II	122/126	2	2	0
	Director/OfILFHU		156	1	1	0
	0DQDJHU		148	5	5	0
	Principal Air QuaOySpeFLDOLVW		142	1	1	0
	Radio/Telephone Operator		113	4	4	0
	Radio/Telephone Operator Supervisor		119	0	0	0
	Senior Advanced Projects AdvLVRU		148	1	1	0
	Senior Air Quality Engineer		140	3	3	0
	Senior Air Quality SpHFLDOLVW		138	11	11	0
	Senior Air Quality THFKQLFLDQ		130	2	2	0
	Supervising Air 4XDOLSp	ecLDQVW	142	10	10	0
&RPSQLDQF& Enforcement Total				93	93	0
'LYHMLWEquity & Inclusion						
	0DQDJHU		148	1	1	0
	6WDIS	Specialist I/II	130/134	1	1	0
'LYHMLWEquity & Inclusion TRWDO				2	2	0
(QJLQHHLQJ						
	\$GP	inistrative Assistant I/I,	114/118	4	4	0
	Air Quality EngLQH	I/II	132/136	21	21	0
	Air Quality Permit THFn	ncian I/II	122/126	2	2	0
	Air Quality Specialist	I/II	130/134	3	3	0
	Air Quality Technician I/I,		122/126	5	5	0
	Assistant ManDJHU		147	1	1	0
	Director/OfILFHU		156	1	1	0
	0DQDJHU		148	5	5	0
	Principal Air QuaOyEngLQH		144	4	4	0
	Senior Advanced Projects AdvLVRU		148	1	1	0
	Senior Air Quality EnJLQH		140	9	9	0
	Senior Air Quality THFKQLFLDQ		130	2	2	0
	Supervising Air 4XDOLEngiQH		144	12	12	0
	Supervising Air 4XDOLSp	ecLDQVW	142	1	1	0
	Supervising Systems \$QDQVW		139	1	1	0
	7RILFRORJLVW		144	1	1	0
Engineering Total				73	73	4
([HF XWLYH						
	\$GP	inistrative Assistant I/I,	114/118	1	1	0
	Air Quality Technician I/I,		122/126	1	1	0
	Assistant ManDJHU		147	1	1	0
	Clerk of the Boards		132	1	1	0
	'HSXWAir Pollution Control 2I ILFHU		160	2	2	0
	'HSXWExecutive Officer		169	5	5	0
	Director/OfILFHU		156	4	4	0
	Executive AssistDQ	I/II	128/132	2	2	0
	Executive Officer/Air Pollution Control 2II I	&RQWU	DFW	1	1	0

\$3 3(1', X G

'LYLVLRQ	3RVLWRQClassiilFDWQR	6DODURange ID	< E 23	FYE 24	'LIIHUHQFH
	0DQDJHU	296	3	3	0
	Principal Environmental Planner	142	1	1	0
	Senior Advanced Projects AdvLVRU	148	2	2	0
	Senior ExHFuture AssistDQW	134	3	3	0
(HF utive TRWDO			27	27	0
)Lnance Office					
	\$FFRXWDQII	130/134	6	6	0
	\$FFRXWng AssistDQ I/II	122/126	3	3	0
	Assistant ManDJHU	147	0	0	0
	Director/OfILFHU	156	1	1	0
	Fiscal 6Hrvices 6XSHUVRU	142	1	1	0
	0DQDJHU	148	3	3	0
	6HQor Accountant	138	0	0	0
	6HQor Payroll Analyst	138	1	1	0
	Senior Staff SpecLDQW	138	1	1	0
	6WDISpecialist I/II	130/134	1	1	0
	Supervising Staff Specialist	142	1	1	0
	6VWHB AnalVW	135	1	1	0
)Lnance Office TRWDO			19	19	0
Human Resources Office					
	Assistant ManDJHU	147	0	0	0
	Director/OfILFHU	156	1	1	0
	Human Resources Analyst I/II	130/134	1	1	0
	0DQDJHU	148	2	2	0
	Principal HumDQResources Analyst	142	1	1	0
	Senior Human Resources AnaOVW	138	5	5	0
Human Resources Office Total			10	10	0
,QIRURation SerYLFHV					
	Air Quality Specialist I/II	130/134	1	1	0
	Assistant Air Quality SpeFDSt I/II	122/126	1	1	0
	Assistant ManDJHU	147	1	1	0
	Director/OfILFHU	156	1	1	0
	0DQDJHU	148	3	3	0
	3URJUDmer Analyst I/II	127/131	1	1	0
	6WDISpecialist I/II	130/134	0	0	0
	Supervising Systems \$QDQVW	139	2	2	0
	6VWHB AnalVW	135	3	3	0
,QIRURation SerYLFHVTRWDO			13	13	0
Legal ServLFHV					
	Assistant Counsel I/II	149/153	8	8	0
	&RXQVI	0	1	1	0
	Legal 2II ice Services Specialist	124	1	1	0
	Senior AssistDQWounsel	157	2	2	0
	6WDISpecialist I/II	130/134	4	4	0
Legal ServLFHVTRWDO			16	16	0
/HJLVODWLY					
	Director/OfILFHU	156	1	1	0
	6WDISpecialist I	130/134	1	1	0
/HJLVODWLYTotal			2	2	0
OHWHRUROR&JMHDVXUHPHQW					

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'LYLVLRQ	3RVLWRQ	Class	ILFDWQR	6DODUR	Range ID	< E 23	FYE 24	'LIIHUHQFH
	\$GPinistrative Assistant I/I,				114/118	0	0	0
	\$GYanced 3URM	WAGY	LVRU		144	1	1	0
	Air Quality EngLQ	H	I/II		132/136	3	3	0
	Air Quality LDERUDWR	R	Technician I/I,		122/126	1	1	0
	Air Quality Meteorologist I/II				131/135	2	2	0
	Air Quality Specialist I/II				130/134	15	15	0
	Air Quality Technical AssistDQV				118	0	0	0
	Assistant Air Quality SpeFDG	t	I/II		122/126	4	4	0
	Assistant ManDJHU				147	2	2	0
	Assistant Staff Specialist I/II				122/126	3	3	0
	Director/OfILFHU				156	1	1	0
	ODQDJHU				148	5	5	0
	Principal Air and Meteorological Monitorin				143	1	1	0
	Principal Air QuaOYWKHPLVW				142	3	3	0
	Principal Air QuaOYEngLQHU				144	1	1	0
	Principal Air QuaOYMeteorologiVW				143	1	1	0
	Principal Air QuaOYSpeFLDOLVW				142	5	5	0
	Senior Air Quality ChePLVW				138	2	2	0
	Senior Air Quality EnJLQHHU				140	2	2	0
	Senior Air Quality SpHFLDOLVW				138	10	10	0
	6WDISpecialist I/II				130/134	1	1	0
	Supervising Air 4XDOLVngiQHHU				144	1	1	0
	Supervising Air 4XDOLVSpecLDQVW				142	4	4	0
	6\VVHAnalVW				135	2	2	0
0HWHRUOR	Measurement Total					70	70	0
0\ Air Online								
	Assistant ManDJHU				147	4	4	0
	Director/OfILFHU				156	1	1	0
	Supervising Systems \$QDOVW				139	1	1	0
	6\VVHAnalVW				135	1	1	0
	:H b MaVWHU				135	1	1	0
0\ Air Online Total						8	8	0
Planning & Climate Protection								
	\$GPinistrative Assistant I/I,				114/118	0	0	0
	\$GYanced 3URM	WAGY	LVRU		144	1	1	0
	Assistant ManDJHU				147	2	2	0
	Assistant Staff Specialist				126	1	1	0
	Director/OfILFHU				156	1	1	0
	(QYLURQHQR)anner I/II				130/134	3	3	0
	ODQDJHU				148	2	2	0
	Principal Environmental Planner				142	2	2	0
	Senior Advanced Projects AdvLVRU				148	1	1	0
	Senior Air Quality EnJLQHHU				140	1	1	0
	Senior Air Quality SpHFLDOLVW				138	1	1	0
	Senior Environmental Planner				138	4	4	0
	Senior Policy AdvLVRU				148	1	1	0
Planning & Climate Protection Total						20	20	0
5XQIV								
	Assistant ManDJHU				147	1	1	0
	Director/OfILFHU				156	1	1	0
	ODQDJHU				148	1	1	0
	Senior Air Quality EnJLQHHU				140	5	5	0

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'LYLVLRQ	3RVLWRQClassiilFDWQR	6DODURange ID)< E 23	FYE 24	'LIIHUHQFH
	Senior Air Quality SpHFLDOLVW	138	3	3	0
5XQs Total			11	11	0
Strategic Incentives					
	\$GPinistrative Assistant I/I,	114/118	1	1	0
	Assistant Staff Specialist I/II	122/126	4	4	0
	Director/OfILFHU	156	1	1	0
	0DQDJHU	148	4	4	0
	Senior Staff SpecLDQW	138	5	5	0
	6WDISpecialist I/II	130/134	12	12	0
	Supervising Staff Specialist	142	4	4	0
Strategic Incentives TRWDO			31	31	0
7HFKRORJImplementation					
	Assistant Staff Specialist I/II	122/126	2	2	0
	Director/OfILFHU	156	1	1	0
	0DQDJHU	148	1	1	0
	Senior Staff SpecLDQW	138	2	2	0
	6WDISpecialist I/II	130/134	4	4	0
	Supervising Staff Specialist	142	1	1	0
7HFKRORJImplementation Total			11	11	0
Grand 7RWDO			465	465	0

*A Single DVWHUInAny coXPCentLILSan indivLGA item that is pending Board DSSURYDO

APPENDIX H

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 ROGH 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 John J. Bauters and Members
of the Finance and Administration Committee

From: Philip M. Fine
Executive Officer/APCO

Date: May 3, 2023

Re: Air District Financial Audit Report for Fiscal Year Ending (FYE) 2022

RECOMMENDED ACTION

None; receive and file.

BACKGROUND

Pursuant to Section II.2.1 of the Administrative Code, the Air District is required to have an annual independent financial audit. The Independent Auditors, Simpson & Simpson, LLP completed the Financial Audit Report of the Air District's Financial Statements for the Fiscal Year Ending (FYE) 2022. The Independent Auditors also completed the Financial Audit Report of the Office of Management and Budget (OMB) Circular A-133 for FYE 2022.

DISCUSSION

The Air District's independent auditors completed their audit of the Air District's financial records and activities for the year ended June 30, 2022, and issued an "unqualified opinion" or clean opinion on the financial statements. Attached are the audit reports being presented along with a brief summary:

1. Statement of Auditing Standards (SAS) 114 Letter

This letter is provided to ensure that you, the Air District's governing body, receive sufficient information regarding the scope and results of the audit in order to provide you with timely observations arising from the audit that are relevant to your responsibilities in overseeing the financial reporting process for which management is responsible.

2. Audit Management Letter

The management letter is to provide observations identified during the audit in areas where the internal control procedures can be strengthened. These comments are discussed by the auditor with the individual Air District divisions for concurrence with the stated recommendations and for the preparation of the Air District's management response for improvements.

3. Basic Financial Statements

The statements are prepared in conformity with generally accepted accounting principles. The purpose of the statements is to convey financial information to external customers/users. The statements report the Air District's annual operations and demonstrate financial compliance with legal requirements. The report on the basic financial statements is unqualified with no reportable conditions, no instances of non-compliance, and no financial statement findings noted. While there were no significant deficiencies or material weaknesses, the auditors did communicate some recommendations to strengthen internal controls and operating efficiency.

4. Single Audit Report (Financial Report of the Office of Management and Budget (OMB) Circular A-133)

This report addresses the auditors' consideration of the Air District's internal control over financial reporting, and the results of auditor's tests of the Air District's compliance with provisions of laws, regulations, contract and grant agreements, and other areas in accordance with Government Auditing Standards. As noted on pages 10 and 11 of the Schedule of Audit Findings and Questioned Costs, there was one federal compliance finding followed by management's response to the finding.

A member of the independent audit firm, Simpson & Simpson LLP, will be at the meeting to present audited reports to the Committee.

BUDGET CONSIDERATION/FINANCIAL IMPACT

The cost for the Fiscal Year Ending June 30, 2022, was \$47,350 and is included in the Finance Office program 701 budget.

Respectfully submitted,

Philip M. Fine
Executive Officer/APCO

Prepared by: Stephanie Osaze
Reviewed by: John Chiladakis

ATTACHMENTS:

1. FY-22 BAAQMD SAS 114 Letter
2. FY-22 BAAQMD Management Letter
3. FY-22 BAAQMD Financial Audit Report final
4. FY-22 BAAQMD Single Audit Report final
5. FY-22 BAAQMD Audit Presentation

FINANCE AND ADMINISTRATION
COMMITTEE MEETING OF 05/03/2023



SIMPSON & SIMPSON
CERTIFIED PUBLIC ACCOUNTANTS

FOUNDING PARTNERS
BRANARD C. SIMPSON, CPA
MELBA W. SIMPSON, CPA

March 30, 2023

To the Board of Directors
Bay Area Air Quality Management District
San Francisco, California

We have audited the financial statements of the governmental activities, and each major fund of the Bay Area Air Quality Management District (the District) for the year ended June 30, 2022. Professional standards require that we provide you with information about our responsibilities under generally accepted auditing standards, *Government Auditing Standards* and the Uniform Guidance, as well as certain information related to the planned scope and timing of our audit. We have communicated such information in our engagement letter to you dated June 15, 2022. Professional standards also require that we communicate to you the following information related to our audit.

Significant Audit Matters

Qualitative Aspects of Accounting Practices

Management is responsible for the selection and use of appropriate accounting policies. The significant accounting policies used by the District are described in Note 1 to the financial statements.

As described in Note 1(n) to the financial statements, the District adopted the new accounting and disclosure requirements of Government Accounting Standards Board Statement No. 87, Leases, in Fiscal Year 2022. As a result of this accounting change, the District has established a single model for lease accounting based on the foundational principle that leases are financings of the right to use an underlying asset. There was no effect on the beginning net position from the implementation of this standard.

We noted no transactions entered into by the District during the year for which there is a lack of authoritative guidance or consensus. All significant transactions have been recognized in the financial statements in the proper period.

Accounting estimates are an integral part of the financial statements prepared by management and are based on management's knowledge and experience about past and current events and assumptions about future events. Certain accounting estimates are particularly sensitive because of their significance to the financial statements and because of the possibility that future events affecting them may differ significantly from those expected. The most sensitive estimates affecting the District's financial statements were:

Management's estimate of deferred outflows/inflows of resources, net pension liability, net OPEB liability/asset, pension expense, and OPEB expense is based on estimates that are prepared by the California Public Employees' Retirement System's (CalPERS) actuary based on information provided by participating employers, and MacLeod Watts, Inc. based on information provided by management.

Management's estimate of the useful life of capital assets used for depreciation that are prepared by the District based on information from management's capitalization policy.

We evaluated the key factors and assumptions used to develop these estimates in determining that it is reasonable in relation to the financial statements taken as a whole.

The financial statement disclosures are neutral, consistent, and clear.



Difficulties Encountered in Performing the Audit

We encountered no significant difficulties in dealing with management in performing and completing our audit.

Corrected and Uncorrected Misstatements

Professional standards require us to accumulate all known and likely misstatements identified during the audit, other than those that are clearly trivial, and communicate them to the appropriate level of management.

The following material misstatement detected as a result of our audit procedures were corrected by management:

\$12.6 million unrealized loss on the District's investment in the San Mateo County Investment Fund (County Pool) to reflect those investments at their fair value.

Disagreements with Management

For the purposes of this letter, a disagreement with management is a financial accounting, reporting, or auditing matter, whether or not resolved to our satisfaction, that could be significant to the financial statements or the auditor's report. We are pleased to report that no such disagreements arose during the course of our audit.

Management Representations

We have requested certain representations from management that are included in the management representation letter dated March 30, 2023.

Management Consultations with Other Independent Accountants

In some cases, management may decide to consult with other accountants about auditing and accounting matters, similar to obtaining a "second opinion" on certain situations. If a consultation involves the application of an accounting principle to the District's financial statements or a determination of the type of auditor's opinion that may be expressed on those statements, our professional standards require the consulting accountant to check with us to determine that the consultant has all the relevant facts. To our knowledge, there were no such consultations with other accountants.

Other Audit Findings or Issues

We generally discuss a variety of matters, including the application of accounting principles and auditing standards, with management each year prior to retention as the District's auditors. However, these discussions occurred in the normal course of our professional relationship and our responses were not a condition to our retention.



Other Matters

We applied certain limited procedures to management’s discussion and analysis on pages 4 through 13 and the information on pages 48 through 54, which are required supplementary information (RSI) that supplements the basic financial statements. Our procedures consisted of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management’s responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We did not audit the RSI and do not express an opinion or provide any assurance on the RSI.

We were not engaged to report on the supplementary information on page 55 which accompany the financial statements but is not RSI. Such information has not been subjected to the auditing procedures applied in the audit of the basic financial statements, and accordingly, we do not express an opinion or provide any assurance on it.

Restriction on Use

This information is intended solely for the information and use of the Board of Directors and management of the District and is not intended to be, and should not be, used by anyone other than these specified parties.

Very truly yours,

Simpson and Simpson, LLP

FINANCE AND ADMINISTRATION
COMMITTEE MEETING OF 05/13/2023

INDEPENDENT AUDITOR'S MANAGEMENT LETTER

FINANCE AND ADMINISTRATION
COMMITTEE MEETING OF 05/03/2023





SIMPSON & SIMPSON
CERTIFIED PUBLIC ACCOUNTANTS

FOUNDING PARTNERS
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March 30, 2023

The Board of Directors
Bay Area Air Quality Management District
San Francisco, California

Members of the Board:

In planning and performing our audit of the financial statements of the **Bay Area Air Quality Management District** (the District) as of and for the year ended June 30, 2022, in accordance with auditing standards generally accepted in the United States of America, we considered the District's internal control over financial reporting (internal control) as a basis for designing audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the District's internal control. Accordingly, we do not express an opinion on the effectiveness of the District's internal control.

A *deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A *material weakness* is a deficiency, or a combination of deficiencies, in internal control such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented or detected and corrected on a timely basis. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies and therefore, material weaknesses or significant deficiencies may exist that were not identified. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

Although not considered to be significant deficiencies or material weaknesses, we also noted certain items during our audit, which we would like to bring to your attention. These comments are summarized in the following report to management on page 2. Our observations and recommendations have been discussed with appropriate members of management and are intended to strengthen internal controls and operating efficiency.

This communication is intended solely for the information and use of the Board of Directors, District management, federal awarding agencies, and pass-through entities, and is not intended to be and should not be used by anyone other than these specified parties.

Very truly yours,

Current Year Management Letter Comments

ML-2022-001 – IRIS User Access

Condition

Our review of IRIS access noted twenty-one (21) IRIS accounts assigned to terminated BAAQMD employees. As a result, these accounts are inactive. Inactive or stale accounts pose a security risk to organizations as such accounts can offer a malicious system intruder an opportunity to gain access to system resources. This threat continues to exist even though the terminated employee's associated AD (Active Directory) account is disabled/deleted.

We were informed by District management that the accounts are preserved to maintain the history of terminated user activity in IRIS. However, District management can consider archiving the history (e.g., audit trails) associated with terminated IRIS users and delete their previously assigned IRIS account.

Recommendation

IRIS user accounts assigned to terminated employees be deleted/removed in timely manner subsequent to the user's termination.

Management Response

Management concurs with the recommendation, and staff will investigate the feasibility of deleting accounts, or providing other restrictions on accounts assigned to former employees. The IRIS system is a 30+ year old legacy computer system with extremely limited support and modification options which may govern the implementation of this corrective action.

Current Year Management Letter Comments

ML-2022-002 – Databank and IRIS Password Security

Condition

We were informed by District management that the Databank and IRIS applications have no failed password login attempt account lockout control configured for the applications. Such a control is designed to detect and prevent system intruders attempting to hack into Databank or IRIS. Accordingly, lack of such a control can allow a malicious system intruder to gain access to these sensitive systems.

We understand that Databank and IRIS are targeted for replacement by NPS, however, this risk remains until Databank and IRIS are fully dismantled from production use.

Recommendation

District management formally assess the feasibility of implementing password security controls, e.g., failed password attempt account lockout, be implemented for Databank and IRIS. Such a control may be, depending upon considering any technical limitations, designed within Databank and IRIS program functionality (i.e., native) or an interface with AD (Active Directory).

Management Response

Management concurs with the recommendation, and staff will investigate the feasibility of implementing password lockouts or providing other controls for user login. The IRIS system is a 30+ year old legacy computer system, and Databank is a 50+ year old legacy computer system. Both systems have extremely limited support and modification options which may govern the implementation of this corrective action.

Current Year Management Letter Comments

ML-2022-003 – IT Disaster Recovery Testing

Condition

An IT disaster recovery test is a documented exercise to determine the viability of a Disaster recovery plan or Continuity of Operations Plan (COOP). However, the latest documented IT disaster recover test for the District is dated July 7, 2016, the test is entitled “Network Use Case And DR Testing Results”.

IT disaster recovery testing is designed to provide management with the assurance that the impact of a major disruptive event (e.g., earthquake, fire, etc.) on key IT and business processes/functions can be adequately contained and mitigated should it occur. The plan’s assumptions based on various threats determined by a previously conducted BIA (Business Impact Analysis), objectives, etc. can be challenged and documented during the test. The disaster recovery test should also be coordinated with those responsible for components of the plan.

Recommendation

The District’s IT disaster recovery plan be tested and the test documented on a periodic and regular basis (e.g., annually) to ensure that IT services can be effectively recovered, shortcomings are addressed and the plan remains relevant and current.

Management Response

Management concurs with this recommendation. A disaster recovery and business continuity test will be scheduled during Calendar year 2023.

Current Year Management Letter Comments

ML-2022-004 – JD Edwards User Access Certification

Condition

During the fiscal year under review, FY 2022, a formal management review or certification of JD Edward’s user access was not documented by business management personnel or system data owner to ensure current user access is appropriate for user’s current job function.

A certification is also recommended by the District’s JD Edwards service provider, Denovo. This recommendation appears in the service provider’s SSAE 18 SOC1 Type 2 report’s “Complementary User Entity Controls” section.

We commend District management that upon notification by the auditors, accounting management promptly conducted and documented their review of JD Edwards user access.

Recommendation

An annual (at a minimum) review or certification of JD Edward user access be performed and formally documented by the appropriate respective business management personnel or system data owner. District management should also consider performing similar access reviews of other mission critical accounting systems.

Management Response

Management concurs with this recommendation and will incorporate a formal process to document review of JD Edwards user access on an annual basis.

Current Year Management Letter Comments

ML-2022-005 – Information Security Function

Condition

A comprehensive information Security function that independently governs BAAQMD's information technology security environment does not currently exist. Given the District's information technology complexity, multiple application user authentication protocols (confirmed by auditor), multi-platformed and multiple third-party relationships that comprise the District's information technology landscape, the need for establishing an information security function is increasingly warranted. An information security function would be tasked with implementing and monitoring consistent compliance with management's criteria for information technology security controls, security standards, user account provisioning, initiatives and policy (e.g., Data Ownership) throughout the District.

We understand that the District recently contracted with a consulting firm (Berry Dunn) who provided a Security Maturity Roadmap recommending the implementation of a Cybersecurity Program by the second quarter of calendar year 2023. We commend District management's efforts in recognizing the need to implement such a function for the District.

Recommendation

An independent information security function be implemented, organized and assigned to personnel at a reporting level commensurate with the level of risk and sensitivity associated with BAAQMD's mission critical systems and IT infrastructure. Such an information security function will help ensure sufficient independence, resources and visibility are given to information security matters.

Management Response

Management concurs with this recommendation. Two dedicated cybersecurity FTEs have been authorized and personnel will be recruited in 2023. Once recruited the personnel will establish a cybersecurity program independent from other information technology programs.

Status of Prior Year Management Letter Comments

ML-2021-001 – Adequate Information Technology Policy

ML-2020-001 – Adequate Information Technology Policy

Recommendation

We recommend the District to strengthen its controls by fully documenting and approving an IT policy over key areas that include, but are not limited to, IT network security, disaster and contingency planning, third party IT management, user access and segregation of duties, IT awareness and training, and change management.

We also recommend that District management identify other policy areas that should be covered based on a risk assessment, create a timeline for release, and provide awareness or training over the policy to District personnel.

Current Status

Partially Implemented.

IT policies were provided for the following:

- Collection of Personally Identifiable Information via DocuSign Policy
- Change Control Policy
- Data Breach Response Policy
- Cyber Security Awareness and Training Policy
- Password Policy
- Final COOP (Continuity of Operations Plan)
- Use of Telecom Resources

However, the following remain undocumented:

- User access (provisioning)
- Segregation of duties
- Third party IT management
- IT network security

Status of Prior Year Management Letter Comments

ML-2021-002 – Segregation of Duties

ML-2020-002 – Segregation of Duties

ML-2019-002 – Segregation of Duties

Payroll Processing Procedures

Recommendation

We recommend that the District strengthen its segregation of duties controls over the payroll processing and human resource functions by removing pay rate editing capabilities from the Senior Analyst who performs payroll processing procedures, including mass/batch cola adjustments, and to assign this function to other personnel who do not perform payroll processing procedures. We also recommend that the pay rate update and edit capabilities be removed from the Staff Specialist, Senior Staff Specialist, Assistant Manager, and Manager in Ceridian.

Finally, we recommend that the District strengthen its segregation of duties controls by reviewing all access authorizations for active Ceridian users to ensure that incompatible or unsegregated duties are properly addressed, that authorized access for users are necessary to accomplish their assigned organizational tasks, and that access/privilege levels are not higher or greater than required (or Least Privilege).

Current Status

Implemented.

Access Control Management

Recommendation

We recommend that the District strengthen its segregation of duties controls over access control management in Ceridian by assigning the access control/account management activity to a security officer (or equivalent) who does not perform mission or business functions within the Human Resource Department. We also recommend that the District review all privileged roles within Ceridian (i.e. Client Administrator, Systems Administrator, etc.) to ensure that the access control/account management activity is appropriately provisioned and abides by the principle of Least Privilege.

Current Status

Partially implemented.

We were informed by district management that the [access control/account management] administrator role will be assigned to an IT department employee, however, that person has not been designated yet.

Also, although Ceridian user access was reviewed in June 2022 as evidenced by District providing email correspondences, the review was not formally documented, signed and dated by District management.

Status of Prior Year Management Letter Comments

ML-2020-003 – Procurement Policies and Procedures

Recommendation

We recommend that the District strengthen its internal controls over procurement actions by updating their Purchasing Policy to reflect policies and procedures being practiced and to provide clearer guidelines as to the procurement process as stated in the criteria.

Current Status

Implemented.

FINANCE AND ADMINISTRATION
COMMITTEE MEETING OF 05/03/2023

**BAY AREA AIR QUALITY
MANAGEMENT DISTRICT
Basic Financial Statements
With Independent Auditor's Report
For the Year Ended June 30, 2022**

FINANCE AND ADMINISTRATION
COMMITTEE MEETING OF 05/03/2023



BAY AREA AIR QUALITY MANAGEMENT DISTRICT

Basic Financial Statements
For the Year Ended June 30, 2022

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Independent Auditor's Report

The Board of Directors of
Bay Area Air Quality Management District

Report on the Audit of the Financial Statements

Opinions

We have audited the accompanying financial statements of the governmental activities, and each major fund of the **Bay Area Air Quality Management District** (the District) as of and for the year ended June 30, 2022, and the related notes to the financial statements, which collectively comprise the District's basic financial statements as listed in the table of contents.

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities, and each major fund of the Bay Area Air Quality Management District, as of June 30, 2022, and the respective changes in financial position for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Basis for Opinions

We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Statements section of our report. We are required to be independent of the District and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

Change in Accounting Principle

As discussed in Note 1(n) to the basic financial statements, on July 1, 2021, the District adopted the new accounting and disclosure requirements of Governmental Accounting Standards Board Statement No. 87, *Leases*. Our opinion is not modified with respect to this matter.



Responsibilities of Management for the Financial Statements

Management is responsible for the preparation and fair presentation of the financial statements in accordance with accounting principles generally accepted in the United States of America, and for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is required to evaluate whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the District's ability to continue as a going concern for twelve months beyond the financial statement date, including any currently known information that may raise substantial doubt shortly thereafter.

Auditor's Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinions. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with generally accepted auditing standards and *Government Auditing Standards* will always detect a material misstatement when it exists. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Misstatements are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment made by a reasonable user based on the financial statements.

In performing an audit in accordance with generally accepted auditing standards and *Government Auditing Standards*, we:

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the amounts and disclosures in the financial statements.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the District's internal control. Accordingly, no such opinion is expressed.
- Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statements.
- Conclude whether, in our judgment, there are conditions or events, considered in the aggregate, that raise substantial doubt about the District's ability to continue as a going concern for a reasonable period of time.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit, significant audit findings, and certain internal control-related matters that we identified during the audit.



Required Supplementary Information

Accounting principles generally accepted in the United States of America require that the management's discussion and analysis on pages 4 to 13 and the required supplementary information on pages 48 to 54 be presented to supplement the basic financial statements. Such information is the responsibility of management and, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

Other Information

Management is responsible for the other information included in the annual report. The other information comprise supplementary information on page 55 but does not include the basic financial statements and our auditor's report thereon. Our opinions on the basic financial statements do not cover the other information, and we do not express an opinion or any form of assurance thereon.

In connection with our audit of the basic financial statements, our responsibility is to read the other information and consider whether a material inconsistency exists between the other information and the basic financial statements, or the other information otherwise appears to be materially misstated. If, based on the work performed, we conclude that an uncorrected material misstatement of the other information exists, we are required to describe it in our report.

Other Reporting Required by Government Auditing Standards

In accordance with *Government Auditing Standards*, we have also issued our report dated March 30, 2023, on our consideration of the District's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is solely to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the District's internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the District's internal control over financial reporting and compliance.

Los Angeles, California
March 30, 2023

BAY AREA AIR QUALITY MANAGEMENT DISTRICT

Management's Discussion and Analysis

Year Ended June 30, 2022

(Unaudited)

This discussion and analysis of the Bay Area Air Quality Management Air District (Air District) financial performance provides an overview of the Air District's financial activities for the fiscal year ended June 30, 2022. Please read it in conjunction with the accompanying basic financial statements and notes.

A. Financial Highlights

- At the close of the fiscal year 2021-2022, the Air District's net position is \$252,208,176. The total net position includes \$49.5 million for net investment in capital assets, \$177.2 million for restricted net position and \$25.4 million for the unrestricted net position.
- The assets and deferred outflows of resources of the Air District exceeded its liabilities and deferred inflows of resources at the close of the fiscal year 2021-22, increasing the Air District's overall (net position) by \$30.1 million or 13.6%.
- The Air District's governmental funds reported a total fund balance of \$276,396,573; \$170,242,962 for the Special Revenue Fund and \$106,153,611 for the General Fund. The entire fund balance of the Special Revenue Fund in the amount of \$170,242,962 is reserved for air quality grants and projects. The \$106,153,611 General Fund balance consists of \$48,054,966 representing the assigned fund balance, \$6,995,019 restricted, \$462,276 committed or non-spendable and the remaining balance of \$50,641,350 unassigned.

BAY AREA AIR QUALITY MANAGEMENT DISTRICT

Management's Discussion and Analysis

Year Ended June 30, 2022

(Unaudited)

A. Financial Highlights (continued)

Table 1 presents the General Fund detail of fund balances as of June 30, 2022, and June 30, 2021.

Table 1. General Fund Balances as of June 30, 2022, and 2021

Category	General Fund June 30, 2022	General Fund June 30, 2021	Increase/ (Decrease)
Fund Balances:			
Nonspendable:			
Prepaid Expenses	\$ 462,276	\$ 1,436,290	\$ (974,014)
Restricted:			
Air Quality Grants and Projects	639,505	649,996	(10,491)
Post-Employment Benefits	3,685,336	3,630,996	54,340
Debt service	2,670,178	2,112,015	558,163
Assigned:			
Pension Liability Funding	5,000,000	4,000,000	1,000,000
Air Quality Grants and Projects	15,872,793	19,848,884	(3,976,091)
Other Assigned	27,182,173	9,609,161	17,573,012
Unassigned:	<u>50,641,350</u>	<u>54,244,012</u>	<u>(3,602,662)</u>
Total Fund Balance	<u>\$ 106,153,611</u>	<u>\$ 95,531,354</u>	<u>\$ 10,622,257</u>

B. Overview of the Financial Statements

This discussion and analysis is designed to serve as an introduction to the Air District's basic financial statements. The Air District's basic financial statements have three components: 1) government-wide financial statements, 2) fund financial statements, and 3) notes to the basic financial statements. This report also includes required and other supplementary information in addition to the basic financial statements.

BAY AREA AIR QUALITY MANAGEMENT DISTRICT

Management's Discussion and Analysis

Year Ended June 30, 2022

(Unaudited)

B. Overview of the Financial Statements (continued)

Government-Wide Financial Statements

The focus of government-wide financial statements is on the overall financial position and activities of the Air District.

The government-wide financial statements are designed to provide readers with a broad overview of the Air District's finances in a manner similar to a private sector business. They provide information about the activities of the Air District as a whole and present a longer-term perspective of the Air District's finances. Government-wide financial statements include the Statement of Net Position and the Statement of Activities.

The Statement of Net Position reports all assets, deferred outflows of resources, liabilities owed by the Air District, and deferred inflows of resources on a full accrual basis. The difference between the assets held and deferred outflows of resources, and the liabilities owed and deferred inflows of resources, is reported as Net Position. The net position total is comparable to total stockholder's equity presented on the balance sheet of a private enterprise. Over time, increases or decreases in net position may serve as a useful indicator of whether the financial position of the Air District is improving or deteriorating. The Statement of Net Position as of June 30, 2022, is presented on page 14.

The Statement of Activities reports the net cost of the Air District's activities by category and is also prepared on a full accrual basis. Under the full accrual basis of accounting, revenues and expenses are recognized as soon as the underlying event occurs, regardless of the timing of the related cash flows. The focus of the Statement of Activities is on the cost of various work programs performed by the Air District. The statement begins with a column that identifies the total cost of these programs followed by columns that summarize the Air District's program revenues by major category. The difference between expenses and revenues represents the net cost or benefit of the Air District's work programs. General revenues are then added to the net cost/benefit to calculate the change in net position. The Statement of Activities is presented on page 15.

All the Air District's activities are governmental in nature and no business-type activities are reported in these statements.

Fund Financial Statements

A fund is a grouping of related accounts that is used to maintain control over resources that have been segregated for specific activities or objectives. The Bay Area Air Quality Management Air District uses fund accounting to ensure and demonstrate compliance with finance-related legal requirements. For governmental activities, these statements tell how these services were financed in the short-term and what is left over for future spending. Fund financial statements also report the Air District's operations in more detail than the government-wide statements by providing information about the Air District's major funds. The Air District maintains two governmental funds: the General Fund and Special Revenue Fund.

BAY AREA AIR QUALITY MANAGEMENT DISTRICT

Management's Discussion and Analysis

Year Ended June 30, 2022

(Unaudited)

B. Overview of the Financial Statements (continued)

Governmental Funds

Governmental fund financial statements consist of the Balance Sheet and the Statement of Revenues, Expenditures, and Changes in Fund Balances. Both are prepared using the modified accrual basis of accounting.

Balance Sheets prepared under the modified accrual basis of accounting have a short-term emphasis and, for the most part, measure and account for cash and other assets that can be easily converted to cash. Specifically, cash and receivables that are deemed collectible within a very short period of time are reported on the balance sheet. Capital assets such as land and buildings are not reported in governmental fund financial statements. Fund liabilities include amounts that will be paid within a very short period of time after the end of the fiscal year. Long-term liabilities such as outstanding bonds are not included. The difference between a fund's total assets, deferred outflow of resources, total liabilities, and deferred inflows of resources represents the fund balance. The unassigned portion of fund balance represents the amount available to finance future activities. The Air District's governmental funds balance sheets can be found on page 16.

The Statement of Revenues, Expenditures, and Changes in Fund Balance include only revenues and expenditures that were collected in cash or paid with cash during the fiscal year or very shortly after the end of the fiscal year. The governmental funds Statements of Revenues, Expenditures, and Changes in Fund Balances can be found on page 18.

Since a different basis of accounting is used to prepare these statements, reconciliation is required to facilitate the comparison between the government-wide statements and the fund financial statements. The reconciliation of the Governmental Funds Balance Sheet to the Government-Wide Statement of Net Position is on page 15. The reconciliation of the Governmental Funds Statement of Revenues, Expenditures, and Changes in Fund Balances to the Government-Wide Statement of Activities can be found on page 17.

Notes to the Basic Financial Statements

The notes to the basic financial statements provide additional information that is essential to the full understanding of the data provided in the government-wide and fund financial statements. The notes to the basic financial statements can be found on pages 20 to 47.

Required and Other Supplementary Information

In addition to the basic financial statements and accompanying notes, this report also presents required supplementary information concerning the Air District's other post-employment benefit (OPEB) liabilities, retirement pension liabilities held by California Public Employees Retirement System (PERS), general fund and special revenue fund budget comparison schedules, and supplementary information concerning the Air District's TFCA and Carl Moyer program expenditures on pages 48 to 55.

BAY AREA AIR QUALITY MANAGEMENT DISTRICT

Management's Discussion and Analysis

Year Ended June 30, 2022

(Unaudited)

C. Government-Wide Financial Analysis

The government-wide financial analyses focus on net position and changes in net position of the Air District's governmental activities. Table 2 below shows a condensed Statement of Net Position as of June 30, 2022, compared to the fiscal year ended June 30, 2021.

Table 2. Statement of Net Position as of June 30, 2022, and June 30, 2021

	Governmental Activities June 30, 2022	Governmental Activities June 30, 2021	Increase/ (Decrease)
Current & Other Assets	\$ 421,428,421	\$ 388,836,657	\$ 32,591,764
Net OPEB Assets	2,448,067	-	2,448,067
Capital Assets	70,506,071	69,302,978	1,203,093
Total Assets	494,382,559	458,139,635	36,242,924
Deferred Outflows of Resources	27,420,154	27,794,579	(374,425)
Current Liabilities	147,027,756	128,725,725	18,302,031
Noncurrent Liabilities	73,449,152	129,161,657	(55,712,505)
Total Liabilities	220,476,908	257,887,382	(37,410,474)
Deferred Inflows of Resources	49,117,629	5,941,264	43,176,365
Net Position			
Invested in Capital Assets	49,549,328	51,202,978	(1,653,650)
Restricted	177,237,981	172,383,008	4,854,973
Unrestricted net position	25,420,867	(1,480,418)	26,901,285
Total Net Position	\$ 252,208,176	\$ 222,105,568	\$ 30,102,608

On June 30, 2022, the Air District's total assets and deferred outflows of resources exceeded its total liabilities and deferred inflows of resources by \$252.2 million, an increase of \$30.1 million over the previous fiscal year.

As noted earlier, total net position may serve over time as a useful indicator of the Air District's financial position. Restricted net position is to be used for specific programs and purposes according to legal terms and conditions. The remaining portion of the Air District's net position is unrestricted and at the end of the fiscal year had a positive balance of \$25.4 million. This change is a combination of increases in total assets from a variety of sources such as permit fees, property tax, and grants related to AB617 and the Volkswagen mitigation program, offset by decreases in obligations for pension and other post-employment benefits which reflects a combination of continued contributions, investments earnings and changes to actuarial assumptions.

BAY AREA AIR QUALITY MANAGEMENT DISTRICT

Management's Discussion and Analysis

Year Ended June 30, 2022

(Unaudited)

C. Government-Wide Financial Analysis (continued)

Table 3 below provides changes in net position for the fiscal year ending June 30, 2022, compared with the fiscal year ended June 30, 2021.

Table 3. Statement of Activities for Fiscal Years 2021-22 and 2020-21

	Governmental Activities FY 2021-22	Governmental Activities FY 2020-21	Dollar Increase / (Decrease)	Percentage Increase / (Decrease)
Revenues:				
Program Revenue:				
Charges for services	65,937,553	59,541,932	6,395,621	11%
Operating grants and contributions	82,249,911	111,440,979	(29,191,068)	-26%
Total Program Revenue	<u>148,187,464</u>	<u>170,982,911</u>	<u>(22,795,447)</u>	<u>-13%</u>
General Revenues:				
County Apportionments	41,502,971	39,778,799	1,724,172	4%
Investment income not restricted for a specific program	(11,747,435)	938,034	(12,685,469)	-1352%
Other	300,628	128,257	172,371	134%
Total General Revenues	<u>30,056,164</u>	<u>40,845,090</u>	<u>(10,788,926)</u>	<u>-26%</u>
Total Revenues	<u>178,243,628</u>	<u>211,828,001</u>	<u>(33,584,373)</u>	<u>-16%</u>
Expenses:				
General Government	93,639,574	104,432,589	(10,793,015)	-10%
California Goods Movement Program	566,268	181,842	384,426	211%
Vehicle Settlement	1,857,148	698,586	1,158,562	166%
Debt Service	290,461	245,670	44,791	18%
TFCA/MSIF & Other Program Distribution	31,445,784	41,844,905	(10,399,121)	-25%
Carl Moyer Program	20,341,785	50,295,894	(29,954,109)	-60%
Total Expenses	<u>148,141,020</u>	<u>197,699,486</u>	<u>(49,558,466)</u>	<u>-25%</u>
Change in Net Position	<u>30,102,608</u>	<u>14,128,515</u>	<u>15,974,093</u>	<u>113%</u>
Net Position-beginning of year	<u>222,105,568</u>	<u>207,977,053</u>	<u>14,128,515</u>	<u>7%</u>
Net Position-ending of year	<u>252,208,176</u>	<u>222,105,568</u>	<u>30,102,608</u>	<u>14%</u>

BAY AREA AIR QUALITY MANAGEMENT DISTRICT

Management's Discussion and Analysis

Year Ended June 30, 2022

(Unaudited)

C. Government-Wide Financial Analysis Continued

Governmental Activities

The objective of the Statement of Activities is to report the full cost of providing government services during the fiscal year. The format also permits the reader to ascertain the extent to which each function is either self-financing or draws funds from the general funds of the government.

The Statement of Activities presents information showing how the Air District's net position changed during the fiscal year 2021-2022. All changes in net position are reported as soon as the underlying event occurs regardless of the timing of the cash flows.

Governmental functions of the Air District are predominately supported by fees, property taxes, subvention, grants, and penalties and settlements. The penalties and settlements are one-time revenues, which are over and above the regular revenues directly related to the programs. The primary governmental activities of the Air District are to advance clean air technology, ensure compliance with clean air rules, develop programs to achieve clean air, develop rules to achieve clean air, monitor air quality, permit review and Special Revenue Fund activities.

On June 30, 2022, the Air District's governmental activities reported ending net position of \$252,208,176, an increase of \$30,102,608 in comparison to the prior year. The primary reason is due to decreased activities in the AB134 Community Incentive Program and investment loss from market fluctuations related to the San Mateo County's investment pool.

- Overall governmental revenues are \$178,243,628; a decrease of \$(33,584,373) from the prior year. This decrease is a combination of \$29 million reduction of grant revenues mainly related to the AB134 community incentive program, a \$12 million fair market value adjustment in the San Mateo County investment pool to reflect market fluctuations and less earnings on investments. These decreases are offset by the increase of \$8 million from permit fees, penalties and variance fees, TFCA/MSIF program and County apportionment from higher assessed valuations in the Bay Area.
- Overall governmental expenditures are \$148,141,020; a decrease of \$49,558,466 over the prior year. Of the \$49 million decrease, approximately \$40 million relates to reduction in grant activities for the following programs: Carl Moyer's AB134 community incentive program and TFCA/MSIF programs, and a \$10 million decrease in the General Government Program mainly related to changes in GASB 68 pension valuation and GASB 75 other post-employment benefits.

BAY AREA AIR QUALITY MANAGEMENT DISTRICT

Management's Discussion and Analysis

Year Ended June 30, 2022

(Unaudited)

D. General Fund Financial Analysis

Figure 1 below provides a pie chart of the Air District's General Fund revenues (net of other financing sources) for fiscal year 2021-2022. The General Fund recognized total revenue of \$118,082,943 in fiscal year 2021-22, an increase of \$5.3 million over the fiscal year 2020-21. This increase is mainly comprised of increased revenues in permit fees due to increased fees from changes to cost recovery policy and property tax due to increased assessed valuations. Program Revenue includes Permit, AB2588, Title V, and Asbestos fees. Program revenues are the largest General Fund revenue source in fiscal year 21-22 (\$57.7 million), followed by Property Tax (\$41.5 million), Grants (\$13.6 million), Other revenues (\$0.5 million), and Penalties (\$4.8 million).

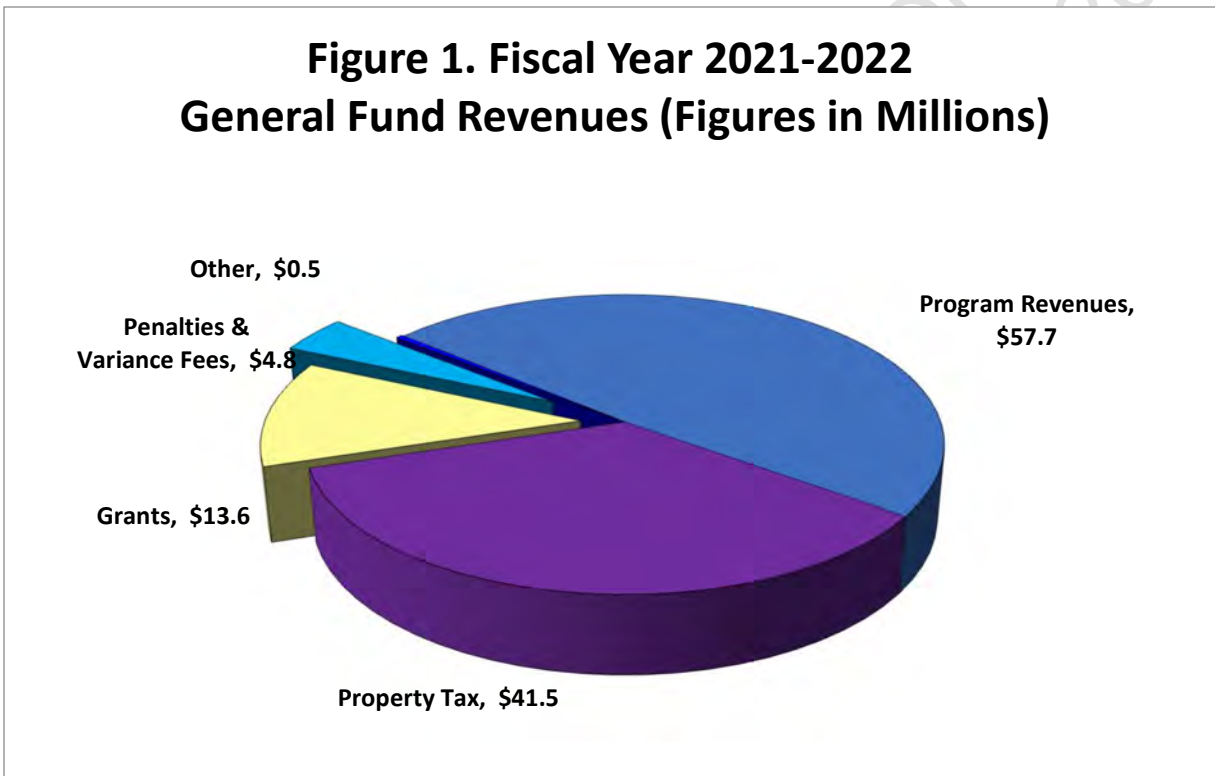


Figure 2 below provides a graph of General Fund operating expenditures (net of other financing uses) for fiscal year 2021-22. General Fund operating expenditures totaled \$112,388,155 which is an increase of \$11.3 million over fiscal year 2020-21. This increase is mainly due to increased personnel and benefit costs, increased activities related to the AB617 implementation program, climate technology program and implementation of GASB 87 for capital lease recognition not previously required. General Fund expenditures represent the Air District's general government operating costs categorized into the following operating divisions: Executive Division (\$17 million), Administration Resource (\$14.2 million), Legal Services (\$4.3 million), Communication offices (\$4.0 million), Technology Implementation (\$1.7 million), Strategic Incentives (\$0.2 million), Compliance and Enforcement (\$14.1 million), Engineering (\$11.6 million), Assessment, Inventory and Modeling (\$4.7 million), Planning & Research (\$4.8 million), Community Engagement and Policy (\$7.9 million), Information Systems (\$3.6 million), and Meteorology and Measurements (\$14.2 million). Capital Outlay (\$7.4 million), Debt Service Payments (\$1.4 million) and Program Distribution (\$1.4 million) are not operating divisions, but rather categories capturing expenditures related to capital assets, COPs financing, and special projects, respectively.

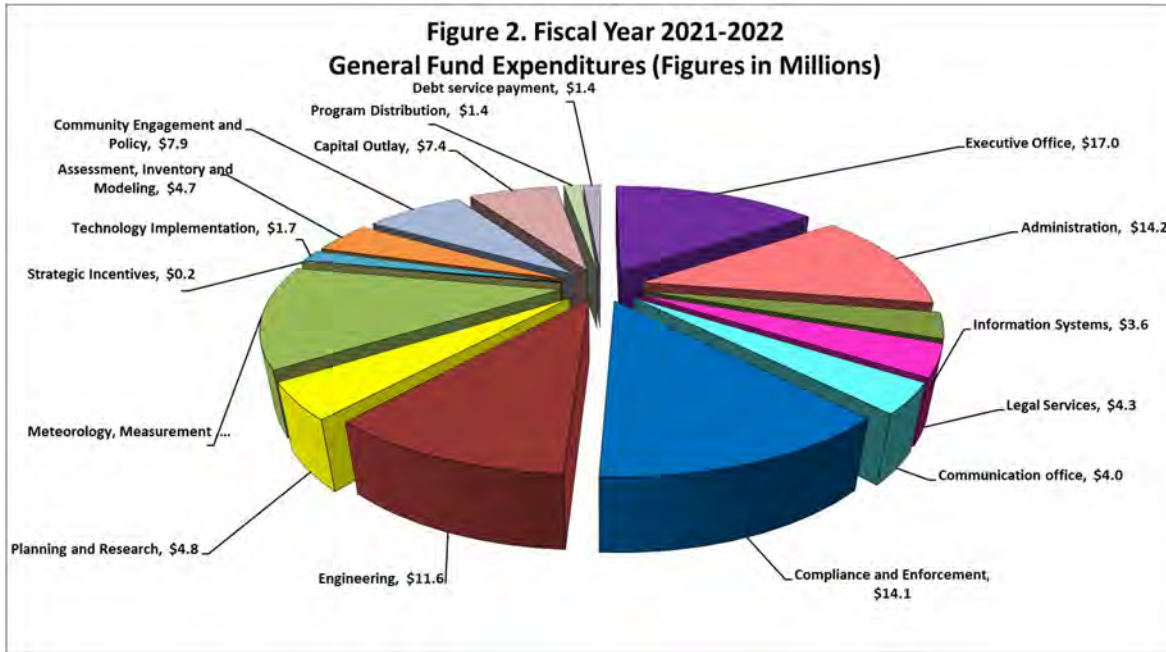
BAY AREA AIR QUALITY MANAGEMENT DISTRICT

Management's Discussion and Analysis

Year Ended June 30, 2022

(Unaudited)

D. General Fund Financial Analysis (continued)



General Fund operating revenues exceeded operating expenditures by \$5.7 million in fiscal year 2021-22.

The General Fund is the operating fund of the Air District and at the end of the fiscal year, the total fund balance of the General Fund was \$106.2 million. The assigned fund balance was \$48.1 million, restricted \$7.0 million, non-spendable \$0.5 million, and the remaining \$50.6 million is unassigned. The unassigned fund balance represents 45.1% of the total General Fund expenditures, while the total fund balance represents 94.5% of the total General Fund expenditures. The Air District has available funds for unanticipated emergencies.

The FY 2021-22 amended budget compared to the adopted budget reflect an increase in appropriations of \$16.5 million. The changes to the budget were the result of Governing Board actions that allocated additional funding after the budget was adopted and approved appropriations related to multi-year projects and obligations that will carry over to the next fiscal year. The FY 2021-22 actual revenues were above the final budget by \$2.9 million resulting in additional revenues related to property tax, permit-related fees and penalties, and variance fees than initially projected.

E. Capital Assets

Capital assets include land, buildings, lab equipment, air monitoring stations, computers, office furniture, right to use leased vehicles and buildings, and fleet vehicles of the Air District. As of June 30, 2022, the Air District's investment in capital assets was \$70.5 million net of accumulated depreciation, an increase of \$1.2 million or 1.7% from the prior year. This increase in the combination of implementation of GASB 87 for capital lease recognition not previously required amounting to \$4.0 million and approximately \$2.6 million in additional assets consisting of enterprise application and equipment purchases; offset by \$6.2 million is depreciation expense.

BAY AREA AIR QUALITY MANAGEMENT DISTRICT

Management's Discussion and Analysis

Year Ended June 30, 2022

(Unaudited)

F. Long-Term Liabilities

At the end of the current fiscal year, the Air District had total long-term liabilities of \$82.1 million. Of this amount, \$52.9 million comprises of the Air District's Net Pension Liability, while \$17.7 million pertains to the Air District's outstanding Certificate of Participation (COPs); \$8.2 million is related to compensated absences; and the remaining balance of \$3.3 million is related to the implementation of GASB 87 which accounts for capital lease liability. Total Long-Term Liabilities decreased from the prior year by \$(54.1) million or 39.8%. This decrease is mainly related to the decrease in the Net Pension Liability and Net OPEB Liability (\$58 million) based on changes in the actuarial assumptions, investment earnings and contributions.

G. Economic Factors and Next Year's Budget

The FYE 2023 Approved General Fund Budget of \$132 million is balanced, reflecting a \$4.7 million transfer from General Fund reserves to cover the continued capital improvements for the Richmond Office and funding for the James Carey Smith grant program. The Air District receives approximately 35% of its General Fund revenue from property taxes levied in nine Bay Area counties and 45% of permit fees charged to local businesses. Consequently, the Air District revenues are impacted by changes in the state and local economy. The Air District takes a fiscally conservative approach to its budget, and it strives to balance its budget within available current revenues. In FYE 2023, the Air District implemented changes to its existing fee schedules and adopted a new fee for the overburdened communities. In addition, the Air District increased its staffing level from 445 full-time equivalents (FTE) to 465 FTE positions to address the growing demands on core programs. The increase of 46 FTEs, 26 from the FYE 2022 budget and 20 from the FYE 2023 budget was approved with the caveat that allocations of these new positions would be informed by the results of the management audit. The Air District continues to focus on long-term financial planning to ensure the vitality and effectiveness of its programs and recently prepared a Five- Year Financial Plan to protect the Air District's financial health based on key economic assumptions.

H. Request for Information

This financial report is designed to provide a general overview of the Air District's finances for all those with an interest in the Air District. Questions concerning any of the information provided in this report or requests for additional financial information should be addressed to Stephanie Osaze, Finance Director, at 375 Beale Street, Suite 600, San Francisco, CA 94105.

BAY AREA AIR QUALITY MANAGEMENT DISTRICT

Statement of Net Position

June 30, 2022

	Governmental Activities
Assets:	
Cash and cash equivalents	\$ 98,109,854
Restricted cash and cash equivalents	299,050,729
Receivables	18,167,492
Due from other governments	4,692,715
Prepays, deposits, and other assets	1,407,631
Net OPEB asset	2,448,067
Capital assets:	
Non-depreciable	4,934,875
Depreciable	111,545,236
Lease asset	3,993,436
Less: accumulated depreciation	<u>(49,967,476)</u>
Total capital assets, net of depreciation	<u>70,506,071</u>
Total Assets	<u>494,382,559</u>
Deferred Outflows of Resources	<u>27,420,154</u>
Liabilities:	
Accounts payable	3,550,433
Accrued liabilities	2,761,694
Other liabilities	1,489,887
Unearned revenue	130,624,619
Long-term liabilities	
Portion due within one year:	
Compensated absences	7,465,832
Certificates of participation	400,000
Lease obligations	735,291
Portion due after one year:	
Compensated absences	752,882
Certificates of participation	17,300,000
Lease obligations	2,521,452
Net pension liability	<u>52,874,818</u>
Total Liabilities	<u>220,476,908</u>
Deferred Inflows of Resources	<u>49,117,629</u>
Net Position:	
Net investment in capital assets	49,549,328
Restricted for:	
Air quality grants and projects	170,882,467
Post-employment benefits	3,685,336
Debt service	2,670,178
Unrestricted	25,420,867
Total Net Position	<u>\$ 252,208,176</u>

See accompanying notes to basic financial statements.

BAY AREA AIR QUALITY MANAGEMENT DISTRICT

Statement of Activities
Year Ended June 30, 2022

Functions/programs	Expenses	Program Revenues		Net (Expense) Revenue and Changes in Net Assets
		Charges for Services	Operating Grants and Contributions	
Governmental activities:				
Primary government	\$ 93,639,574	\$ 64,032,128	\$ 15,331,169	\$ (14,276,277)
California Goods Movement Program	566,268	-	342,978	(223,290)
Vehicle settlement	1,857,148	1,905,425	-	48,277
Interest expense	290,461	-	-	(290,461)
TFCA / MSIF, CPM & other programs:				
TFCA / MSIF & other program distribution	31,445,783	-	46,233,978	14,788,195
Carl Moyer Program	20,341,786	-	20,341,786	-
Total Governmental Activities	<u>\$ 148,141,020</u>	<u>\$ 65,937,553</u>	<u>\$ 82,249,911</u>	<u>46,444</u>
General revenues:				
County apportionment				41,502,971
Investment income (loss) not restricted for a specific program				(11,747,435)
Other				300,628
Total General Revenues				<u>30,056,164</u>
Change in Net Position				30,102,608
Net Position – Beginning of Year				222,105,568
Net Position – End of Year				<u>\$ 252,208,176</u>

See accompanying notes to basic financial statements.

BAY AREA AIR QUALITY MANAGEMENT DISTRICT

Balance Sheet
Governmental Funds
June 30, 2022

	General	Special Revenue	Total Governmental
Assets:			
Cash and cash equivalents	\$ 98,109,854	\$ -	\$ 98,109,854
Restricted cash and cash equivalents	6,355,514	292,695,215	299,050,729
Receivables	11,025,763	7,141,729	18,167,492
Due from other governments	3,450,065	1,242,650	4,692,715
Due from other funds	7,106,757	-	7,106,757
Prepays, deposits, and other assets	1,404,730	2,901	1,407,631
Total Assets	127,452,683	301,082,495	428,535,178
Liabilities and Fund Balances:			
Accounts payable	2,734,227	816,206	3,550,433
Accrued liabilities	2,984,626	-	2,984,626
Due to other funds	-	7,106,757	7,106,757
Other liabilities	1,485,733	4,154	1,489,887
Unearned revenue	7,712,203	122,912,416	130,624,619
Total Liabilities	14,916,789	130,839,533	145,756,322
Deferred Inflows of Resources:			
Unavailable revenue	6,382,283	-	6,382,283
Total Deferred Inflows of Resources	6,382,283	-	6,382,283
Fund Balances:			
Nonspendable:			
Prepaid items	462,276	-	462,276
Restricted:			
Air quality grants and projects	639,505	170,242,962	170,882,467
Postemployment benefits	3,685,336	-	3,685,336
Debt service	2,670,178	-	2,670,178
Assigned:			
Pension	5,000,000	-	5,000,000
Air quality grants and projects	15,872,793	-	15,872,793
Other assigned	27,182,173	-	27,182,173
Unassigned	50,641,350	-	50,641,350
Total Fund Balances	106,153,611	170,242,962	276,396,573
Total Liabilities, Deferred Inflows of Resources and Fund Balances	\$ 127,452,683	\$ 301,082,495	\$ 428,535,178

See accompanying notes to basic financial statements.

BAY AREA AIR QUALITY MANAGEMENT DISTRICT
 Reconciliation of the Governmental Funds Balance Sheet
 to the Statement of Net Position
 June 30, 2022

Total Fund balances - Governmental Funds	\$ 276,396,573
Amounts reported for governmental activities in the statement of net position are different because:	
Capital assets used in governmental activities are not financial resources and therefore are not reported as assets in governmental funds. The cost of the assets is \$120,473,547 and accumulated depreciation is \$49,967,476 .	70,506,071
Receivables that will be collected in the following year and therefore are not available soon enough to pay for current period's expenditures and therefore are not reported in the governmental funds.	6,382,283
Long-term liabilities, including legal settlements, compensated absences, COPs liability, and capital lease obligation are not due and payable in the current period and therefore are not reported as liabilities in the funds.	(28,952,525)
Proportionate share of net pension liability and related deferred inflow/outflow of resources are not reported in the governmental funds.	(66,028,149)
Net other post-employment benefits asset and related deferred inflow/outflow of resources are not reported in the governmental funds.	(6,096,077)
Total Net Position - Governmental Activities	<u>\$ 252,208,176</u>

See accompanying notes to basic financial statements.

BAY AREA AIR QUALITY MANAGEMENT DISTRICT
Statement of Revenues, Expenditures, and Changes in Fund Balances
Governmental Funds
Year Ended June 30, 2022

	General	Special Revenue	Total Governmental
Revenues:			
TFCA / MSIF DMV fees	\$ -	\$ 40,828,963	\$ 40,828,963
Permit fees	53,389,034	-	53,389,034
County apportionment	41,502,971	-	41,502,971
California Goods Movement	-	342,978	342,978
Carl Moyer Program	-	20,341,786	20,341,786
Federal grants	4,817,263	652,694	5,469,957
Penalties and variance fees	4,827,285	-	4,827,285
Asbestos fees	4,318,637	-	4,318,637
State subvention	1,747,288	-	1,747,288
State and other grants	8,766,618	4,752,321	13,518,939
Portable equipment registration program (PERP)	734,466	-	734,466
Vehicle settlement	-	1,905,425	1,905,425
Other revenues	300,628	-	300,628
Interest and investment gain (loss)	(2,321,247)	(9,426,188)	(11,747,435)
Total Revenues	<u>118,082,943</u>	<u>59,397,979</u>	<u>177,480,922</u>
Expenditures:			
General government:			
Program distribution	1,421,767	-	1,421,767
Executive division	16,983,160	-	16,983,160
Administration resource division	14,167,539	-	14,167,539
Information services division	3,585,408	-	3,585,408
Legal services division	4,308,294	-	4,308,294
Communication office	3,955,793	-	3,955,793
Compliance and enforcement division	14,082,161	-	14,082,161
Engineering division	11,561,891	-	11,561,891
Planning and research	4,802,053	-	4,802,053
Meteorology and measurement division	14,240,894	-	14,240,894
Strategic incentives division	163,034	-	163,034
Technology implementation office	1,747,092	-	1,747,092
Assessment, inventory and model division	4,657,373	-	4,657,373
Community engagement and policy division	7,923,824	-	7,923,824
TFCA / MSIF & other programs:			
Program distribution	-	25,069,049	25,069,049
Commuter assistance	-	1,714	1,714
Intermittent control	-	1,387,413	1,387,413
TFCA administration	-	888,914	888,914
Vehicle buy-back	-	2,013,802	2,013,802
Mobile source incentive	-	288,373	288,373
Miscellaneous incentive program	-	35,596	35,596
Regional electric vehicle deployment	-	1,752,081	1,752,081
Enhanced mobile source inspection	-	8,841	8,841
Carl Moyer Program			
Project funding	-	17,679,155	17,679,155
Grant administration	-	2,662,631	2,662,631
California Goods Movement Program & other			
Project funding	-	330,000	330,000
Grant administration	-	236,268	236,268
Vehicle settlement			
Project funding	-	962,095	962,095
Grant administration	-	895,053	895,053
Debt Service:			
Principal	1,136,693	-	1,136,693
Interest	290,461	-	290,461
Capital outlay	7,360,718	-	7,360,718
Total Expenditures	<u>112,388,155</u>	<u>54,210,985</u>	<u>166,599,140</u>
Excess of Revenues			
Over Expenditures	<u>5,694,788</u>	<u>5,186,994</u>	<u>10,881,782</u>
Other Financing Sources (Uses):			
Transfers in	934,033	-	934,033
Transfers out	-	(934,033)	(934,033)
Leases	3,993,436	-	3,993,436
Total Other Financing Sources (Uses)	<u>4,927,469</u>	<u>(934,033)</u>	<u>3,993,436</u>
Net Changes in Fund Balances	10,622,257	4,252,961	14,875,218
Fund Balances, July 1, 2021	95,531,354	165,990,001	261,521,355
Fund Balances, June 30, 2022	<u>\$ 106,153,611</u>	<u>\$ 170,242,962</u>	<u>\$ 276,396,573</u>

See accompanying notes to basic financial statements.

BAY AREA AIR QUALITY MANAGEMENT DISTRICT
 Reconciliation of the Governmental Funds Statement of Revenues, Expenditures
 and Changes in Fund Balances to the Statement of Activities
 Year Ended June 30, 2022

Net Changes in Fund Balances - Governmental Funds	\$14,875,218
Amounts reported for governmental activities in the statement of activities are different because:	
Capital outlays are reported in governmental funds as expenditures. However, in the statement of activities, the cost of those assets is allocated over their estimated useful lives as depreciation expense.	1,203,093
Proceeds of new debt and repayment on debt principal are reported as expenditures and other financing sources and uses in the governmental funds, but constitute reductions to liabilities in the statement of net position.	(2,856,743)
In the statement of activities, compensated absences are measured by the amounts the employees earned during the year. In the governmental funds, however, expenditures for these items are measured by the amount of financial resources used (essentially, the amounts actually paid).	(676,615)
Because certain revenues will not be collected soon enough to be considered "available" revenues for this year.	762,706
Actuarial pension revenue is recognized in the government wide statements and actual pension contributions are reclassified in the current year as deferred outflow of resources.	8,837,621
Actuarial OPEB revenue is recognized in the government wide statements and actual OPEB contributions are reclassified in the current year as deferred outflow of resources.	<u>7,957,328</u>
Changes in Net Position of Governmental Activities	<u><u>\$30,102,608</u></u>

See accompanying notes to basic financial statements.

BAY AREA AIR QUALITY MANAGEMENT DISTRICT

Notes to Basic Financial Statements

Year Ended June 30, 2022

(1) Summary of Significant Accounting Policies

The Bay Area Air Quality Management District (District) was created by the California legislature in 1955. The District's structure, operating procedures, and authority are established by Division 26 of the California Health and Safety Code.

The following summary of the more significant accounting policies of the District is provided to assist the reader in interpreting the basic financial statements presented in this section. These policies, as presented, should be viewed as an integral part of the accompanying basic financial statements.

(a) Reporting Entity

The District's jurisdiction is limited principally to policing non-vehicular sources of air pollution within the Bay Area, primarily industry pollution and burning. Any company wishing to build or modify a facility in the Bay Area must first obtain a permit from the District to ensure that the facility complies with all applicable rules.

The District also acts as the program administrator for Transportation Fund for Clean Air (TFCA) funds and Mobile Source Incentive funds (MSIF) derived from Assembly Bill 434 and Assembly Bill 923, respectively. TFCA and MSIF funding comes from a \$4 and \$2 surcharge, on motor vehicles registered within the District's boundaries. TFCA funding may only be used to fund eligible projects that reduce motor vehicle emissions and support the implementation of the transportation and mobile source control measures in the 1994 Clean Air Plan. All projects must fall within the categories listed in State Law (Health and Safety Code Section 44241).

The Health and Safety Code requires the District to pass through no less than 40% (forty percent) of the TFCA revenues raised within a particular county to that county's eligible, designated Program Manager. The remaining 60% (sixty percent) is for Regional Fund grants and is being allocated to projects on a competitive basis. Projects are evaluated using the District's Board-adopted evaluation and scoring criteria. The District may receive reimbursement from TFCA funds, not to exceed 6.25% (six and a quarter percent) of total funds, for the administration of the program. TFCA activities are accounted for in the District's Special Revenue Fund.

The District is responsible for regulatory stationary sources of air pollution in seven counties: Alameda, Contra Costa, Marin, Napa, San Francisco, San Mateo, and Santa Clara; and portions of two other counties: Southwestern Solano and Southern Sonoma. The District is governed by a 24 (twenty-four) member Board of Directors that includes representatives from all of the above counties.

The basic financial statements of the District have been prepared in conformity with generally accepted accounting principles (GAAP) as applied to governmental agencies. The Governmental Accounting Standards Board (GASB) is the accepted standard-setting body for establishing governmental accounting and financial reporting principles.

(b) Government-wide and Fund Financial Statements

The District's basic financial statements consist of fund financial statements and government-wide statements which are intended to provide an overall view of the District's finances. The government-wide financial statements, which are the statement of net position and the statement of activities, report information on all District funds excluding the effect of interfund activities. Governmental activities are normally supported by taxes and intergovernmental revenues.

BAY AREA AIR QUALITY MANAGEMENT DISTRICT

Notes to Basic Financial Statements

Year Ended June 30, 2022

The statement of activities demonstrates the degree to which the direct expenses of a given function or segment are offset by program revenues. Direct expenses are those that are clearly identifiable with a specific function. Program revenues include: 1) charges to customers or applicants who purchase, use, or directly benefit from goods, services, or privileges provided by a given function; and 2) grants and contributions that are restricted to meeting the operational or capital requirements of a particular function. Taxes and other items not properly included among program revenues are reported as general revenues.

Separate financial statements are provided for governmental funds. The emphasis of fund financial statements is on major individual governmental funds, each of which is displayed in a separate column.

(c) ***Basis of Accounting***

The government-wide financial statements are prepared using the economic resources measurement focus and the accrual basis of accounting. Revenues are recorded when earned and expenses are recorded when the liability is incurred, regardless of the timing of related cash flows.

Governmental fund financial statements are reported using the current financial resources measurement focus and the modified accrual basis of accounting. Revenues are recorded when susceptible to accrual, i.e., both measurable and available to finance expenditures of the fiscal period. "Available" means collectible within the current period or soon enough thereafter to pay current liabilities.

The District considers all revenues reported in the governmental funds to be available if the revenues are collected within 60 (sixty) days after year-end, except for revenues related to CMAQ Spare the Air, which are included in revenue if received within seven months after year-end.

Expenditures for the governmental funds are generally recognized when the related fund liability is incurred, except debt service expenditures and expenditures related to compensated absences which are recognized when payment is due. Governmental capital asset acquisitions are reported as expenditures in the governmental funds.

Revenues resulting from exchange transactions, in which each party gives and receives essentially equal value, are recorded on the accrual basis when the exchange takes place.

Imposed non-exchange transaction revenues result from assessments imposed on non-governmental entities, including individuals (other than assessments imposed on exchange transactions), and the revenues are recognized in the period when the use of the resources is required or first permitted. District-imposed non-exchange transactions are the TFCA/MSIF DMV fees, Permit fees, Title V Permit fees, Asbestos fees, Penalties and Variance fees, and Settlements.

Government-mandated non-exchange transactions result from one level of government providing resources to another level of government and requiring the recipient to use the resources for a specific purpose. Voluntary non-exchange transactions result from agreements entered into voluntarily by the parties thereto. Both types of non-exchange transaction revenues are treated in the same manner. Revenues are recognized when all applicable eligibility requirements are met. District transactions of both types include the Carl Moyer program, Lower Emission School Bus program, State Subvention, EPA federal grants, OHS federal grants, CMAQ Spare the Air grants, other grants, California Goods Movement program, Shore Power program, and various agreements with the nine Counties served by the District.

BAY AREA AIR QUALITY MANAGEMENT DISTRICT

Notes to Basic Financial Statements

Year Ended June 30, 2022

Those revenues susceptible to accrual are taxes, intergovernmental revenues, interest, charges for services, fines, and penalties, and license and permit revenues.

Under the modified accrual basis, revenue from exchange and non-exchange transactions must meet both the “measurable” and “available” criteria to be recognized in the current period. On governmental fund financial statements, receivables that will not be collected within the availability period have been offset with unavailable revenue. Unearned revenue arises when assets are received before the revenue recognition criteria have been satisfied. Grants received before eligibility requirements have been satisfied are recorded as unearned revenue in the governmental fund financial statements (see Note 6).

(d) Fund Accounting

The District’s accounting system is organized and operated on the basis of funds. A fund is a separate accounting entity with a self-balancing set of accounts. Resources are allocated to and accounted for in individual funds based upon the purposes for which they are to be spent and the means by which spending activities are controlled. A description of the activities of the major funds is provided below:

General Fund – The General Fund is the general operating fund of the District. It is used to account for all financial resources except those required to be accounted for in another fund.

Special Revenue Funds – Special Revenue Funds are used to account for the proceeds of specific revenue sources that are restricted or committed to expenditures for the specific purpose of the individual funds.

(e) Cash and Investments

Cash includes amounts in deposits with the San Mateo County Investment Fund (County Pool).

All District-directed investments are governed by Government Code Section 53601 and Treasury investment guidelines. The guidelines limit specific investments to government securities, domestic chartered financial securities, domestic corporate issues, and California municipal securities. The District’s securities portfolio is held by the County of San Mateo Treasurer. All District investments are stated at fair value based on quoted market prices.

(f) Receivables

During the course of normal operations, the District carries various receivable balances for taxes, interest, and permitting operations. The District considers receivables to be fully collectible; accordingly, no allowance for doubtful accounts has been provided. If amounts become uncollectible, they will be charged to operations when that determination is made.

(g) Short-term Interfund Receivables/Payables

Occasionally, a fund will not have sufficient cash to meet its financial obligations and a cash transfer will be required to enable that fund to pay its outstanding invoices and other obligations. These temporary borrowings between funds are classified as “due from other funds” or “due to other funds” on the governmental funds balance sheet. Interfund balances within governmental activities are eliminated on the government-wide statement of net position.

BAY AREA AIR QUALITY MANAGEMENT DISTRICT

Notes to Basic Financial Statements

Year Ended June 30, 2022

(h) *Capital Assets*

Capital assets, which include land, depreciable assets, the right to use leased vehicles and buildings, and construction in progress, are reported in the government-wide financial statements. Such assets are valued at historical cost or estimated historical cost unless obtained by annexation or donation, in which case they are recorded at estimated market value at the date of receipt. The District utilizes a capitalization threshold of \$5,000. Donated capital assets are recorded at their estimated fair value at the date of donation.

Projects under construction are recorded at cost as construction in progress and transferred to the appropriate asset account when substantially complete. Repair and maintenance costs are charged to expense when incurred. Equipment disposed of, or no longer required for its existing use, is removed from the records at actual or estimated historical cost, net of accumulated depreciation.

All capital assets, except land and construction in progress, are depreciated using the straight-line method over the following estimated useful lives.

<u>Assets</u>	<u>Years</u>
Buildings, grounds & improvements	15 - 20
Equipment	5 - 15

(i) *Deferred Outflows / Deferred Inflows*

In addition to assets, the financial statements report separate sections for deferred outflows of resources and deferred inflows of resources. Deferred outflows of resources represent a consumption of resources that applies to a future period(s) and will not be recognized as an outflow of resources (expense/expenditure) until then. Conversely, deferred inflows of resources represent an acquisition of resources that applies to a future period(s) and will not be recognized as an inflow of resources (revenue) until that time.

Contributions made to the District's pension plan after the measurement date but before the fiscal year-end are recorded as a deferred outflow of resources. Additional factors involved in the calculation of the District's pension expense and net pension liability include the differences between expected and actual experience, changes in assumptions, and differences between projected and actual investment earnings. These factors are recorded as deferred outflows and inflows of resources and amortized over various periods. See Note 7 for further details related to these pension deferred outflows and inflows. In the fund financial statements, the District reports unavailable revenues as a deferred inflow of resources.

(j) *Compensated Absences*

The District's policies provide compensation to employees for certain absences, such as vacation and sick leave. A liability for compensated absences that are attributable to services already rendered and that are not contingent on any special event beyond the control of the District and its employees is accrued as employees earn those benefits. Compensated absences that relate to future services or that are contingent on a specific event that is outside the control of the government and its employees are accounted for in a period in which such services are rendered or in which such events take place.

BAY AREA AIR QUALITY MANAGEMENT DISTRICT

Notes to Basic Financial Statements

Year Ended June 30, 2022

The District's liability for compensated absences is recorded in the Statement of Net Position. District employees are allowed to accrue no more than four hundred and sixty hours of vacation as of the end of the calendar year. In the event of termination, the employees are reimbursed for all accumulated vacation at the time of separation from the District. There are no restrictions regarding the accumulation of sick leave. On termination, employees are not paid for accumulated sick leave, but the accumulated sick leave is counted as service credit by the CalPERS pension plan administered by the State of California

(k) Pensions

The District participates in the Bay Area Air Quality Management District Miscellaneous Plan (the Plan), an agent multiple-employer defined benefit pension plan maintained by the California Public Employees' Retirement System (CalPERS). For purposes of measuring the net pension liability, pension expense, and deferred outflows/inflows of resources related to pensions, information about the fiduciary net position of the Plan, and additions to/deductions from the Plan's fiduciary net position, have been determined on the same basis as they are reported by CalPERS. For this purpose, benefit payments (including refunds of employee contributions) are recognized when due and payable in accordance with the benefit terms. Investments are reported at fair value.

(l) Use of Management Estimates

The preparation of the basic financial statements in conformity with accounting principles generally accepted in the United States of America requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the basic financial statements, and the reported amounts of revenues and expenditures during the reporting period. Actual results could differ from those estimates.

(m) Net Position / Fund Balance

The government-wide financial statements utilize a net position presentation. Net position is categorized as net investment in capital assets, restricted, and unrestricted.

Net Investment in Capital Assets – This category groups all capital assets into one component of net position. Accumulated depreciation and the outstanding balances of debt, if any, that are attributable to the acquisition, construction, or improvement of these assets reduce the balance in this category.

Restricted Net Position – This category presents external restrictions imposed by creditors, grantors, contributors, or laws or regulations of other governments and restrictions imposed by law through constitutional provisions or enabling legislation.

Unrestricted Net Position – This category represents net position of the District not restricted for any project or other purpose.

When an expenditure is incurred for purposes for which both restricted and unrestricted net position is available, the District considers restricted funds to have been spent first.

BAY AREA AIR QUALITY MANAGEMENT DISTRICT

Notes to Basic Financial Statements

Year Ended June 30, 2022

The governmental fund statements utilize a fund balance presentation. Fund balances are categorized as Nonspendable, restricted, committed, assigned, and unassigned.

Nonspendable Fund Balance – This category presents the portion of fund balance that cannot be spent because it is either not in a spendable form or it is legally or contractually required to be maintained intact.

Restricted Fund Balance – This category presents the portion of the fund balance that is for specific purposes stipulated by constitution, external resource providers, or enabling legislation.

Committed Fund Balance – This category presents the portion of the fund balance that can be used only for the specific purposes determined by a formal action (Resolution) of the District’s highest level of decision-making authority. For the District, this level of authority lies with the Board of Directors. As of June 30, 2022, the District had no committed fund balance.

Assigned Fund Balance – This category presents the portion of the fund balance that is intended to be used by the District for specific purposes but does not meet the criteria to be classified as restricted or committed. For the District, balances can be assigned by management or through the budget process. Other assigned balance represents amounts intended to be used for a Wood Burning Device, Abatement Technology, Litigation, Technology Implementation Office, Woodchip Program, and the Marin Wildfire Recovery.

Unassigned Fund Balance – This category presents the portion of the fund balance that does not fall into restricted, committed, or assigned and is spendable.

When an expenditure is incurred for purposes for which both restricted and unrestricted fund balance is available, the District considers restricted funds to have been spent first. When an expenditure is incurred for which amounts in any of the unrestricted classifications of fund balance could be used, the District considers assigned amounts to be reduced first before the unassigned amounts.

(n) New Pronouncements

The District adopted GASB Statement No. 87, Leases. The implementation of this standard establishes a single model for lease accounting based on the foundational principle that leases are financings of the right to use an underlying asset. The standard requires recognition of certain lease assets and liabilities for leases that previously were classified as operating leases and recognized as inflows of resources or outflows of resources based on the payment provisions of the contract. There was no effect on the beginning net position from the implementation of this standard. The additional disclosures required by this standard are included in notes 5 and 8(b).

GASB Statement No. 89 “Accounting for Interest Cost Incurred before the End of a Construction Period” has been evaluated and has no impact on the District’s financial reporting or notes.

GASB Statement No. 91 “Conduit Debt Obligation” has been evaluated and has no impact on the District’s financial reporting or notes.

GASB Statement No. 93, “Replacement of Interbank Offered Rates” has been evaluated and has no impact on the District’s financial reporting and notes.

BAY AREA AIR QUALITY MANAGEMENT DISTRICT

Notes to Basic Financial Statements

Year Ended June 30, 2022

GASB Statement No. 97," Certain Component Unit Criteria, and Accounting and Financial Reporting for Internal Revenue Code Section 457 Deferred Compensation Plans—an amendment of GASB Statements No. 14 and No. 84, and a supersession of GASB Statement No. 32" has been evaluated and has no impact on the District's financial reporting or notes.

(2) Cash, Cash Equivalents, and Investments

Cash and Investments

The District pools cash from multiple sources and funds so that it can be invested at the maximum yield, consistent with safety and liquidity, while individual funds can make expenditures at any time.

Cash, cash equivalents, and investments as of June 30, 2022, are classified in the accompanying financial statements as follows:

Cash and cash equivalents	\$ 98,109,854
Restricted cash and cash equivalents	<u>299,050,729</u>
Total cash, cash equivalents and investments	<u>\$ 397,160,583</u>

Cash, cash equivalents, and investments as of June 30, 2022, consist of the following:

Cash and investments in San Mateo	
Pooled Fund Investment Program	\$ 390,805,069
Cash, cash equivalents, and investments with fiscal agent	<u>6,355,514</u>
Total cash, cash equivalents and investments	<u>\$ 397,160,583</u>

Cash in County Treasury

The District is a voluntary participant in the San Mateo County Investment Fund (County Pool) that is regulated by the California Government Code under the oversight of the Treasury of the County of San Mateo (the Treasury). The Treasury is authorized to deposit cash and invest excess funds by California Government Code Section 53648 et seq. The Treasury is restricted by Government Code Section 53635, pursuant to Section 53601, to invest in time deposits; U.S. government securities; state registered warrants, notes, or bonds; the State Treasurer's investment pool; bankers' acceptances; commercial paper; negotiable certificates of deposit; and repurchase or reverse repurchase agreements.

The District earns Interest on a proportionate basis with all other investors. Interest is credited directly to the District's account quarterly. The pooled fund is collateralized at 102% by San Mateo County, but not specifically identified to any one depositor or in the District's name.

The District reports its investment in the County Pool at the fair value amount provided by the County. Participants' equity in the investment pool is determined by the dollar amount of the participant deposits, adjusted for withdrawals and distributed income. This method differs from the fair value method used to value investments in these financial statements in that unrealized gains or losses are not distributed to pool participants. As of June 30, 2022, the District recorded a total of \$12.6 million of unrealized loss to reflect investments at its fair value.

BAY AREA AIR QUALITY MANAGEMENT DISTRICT

Notes to Basic Financial Statements

Year Ended June 30, 2022

Investments Authorized by the District's Investment Policy

The table below identifies the investment types authorized for the District by the California Government Code Section 53601 or the Treasury investment policy, which was adopted by the District, whichever is more restrictive. This table also identifies certain provisions of the California Government Code that address interest rate risk, credit risk, and concentration of credit risk.

Except for investments by trustees of Certificates of Participation (COPs) proceeds, the authority to invest District funds deposited with the county treasury is delegated to the County Treasurer and Tax Collector. Additional information about the investment policy of the County Treasurer and Tax Collector may be obtained from the website at <http://tax.co.la.ca.us/>. The table below identifies some of the investment types permitted in the investment policy:

<u>Authorized Investment Type</u>	<u>Maximum Maturity</u>	<u>Maximum Percentage of Portfolio</u>	<u>Maximum Investment in One Issuer</u>
U.S. Government Agency / Sponsored Enterprise Securities	7 Years	100%	40%
U.S. Treasury Obligations	7 Years	100%	100%
Asset-Backed Securities	5 Years	20%	5%
Banker's Acceptances	180 Days	15%	5%
Commercial Paper	270 Days	40%	5%
Negotiable Certificates of Deposit	5 Years	30%	5%
Collateralized Certificates of Deposit	1 Year	15%	5%
Repurchase Agreements	92 Days	100%	100%
Mutual Funds	N/A	20%	10%
Corporate Bonds, Medium-Term Notes & Covered Bonds	5 Years	30%	5%
Local Agency Investment Fund (LAIF)	N/A	Up to the state limit	Up to the state limit

Investments Authorized by Debt Agreements

The District's cash, cash equivalents, and investments with fiscal agent in the General Fund in the amount of \$2,670,178 represent funds which are restricted for specific purposes under the terms of the debt agreement at June 30, 2022.

Investments of debt proceeds held by the trustee are governed by provisions of the trust agreement rather than the general provisions of the California Government Code or the District's investment policy.

Derivative Investments

The District did not directly enter into any derivative investments, and the County Pool was not holding derivative investments at June 30, 2022.

BAY AREA AIR QUALITY MANAGEMENT DISTRICT

Notes to Basic Financial Statements

Year Ended June 30, 2022

Disclosures Related to Interest Rate Risk and Credit Risk

Generally, credit risk is the risk that an issuer or other counterparty to an investment will not fulfill its obligation to the holder of the investment. This is measured by the assignment of a rating by a nationally recognized statistical rating organization. State law and the District's investment policy limit the District's investments in banker's acceptances, commercial paper, negotiable certificates of deposit collateralized certificates of deposit, and repurchase agreements to the rating of A-1/P-1/F-1 or better by two of the three nationally recognized rating services (Standard & Poor's, Moody's Investors Service, or Fitch Ratings). Corporate securities are required to have a rating of A or better at the time of purchase, and the amount invested in corporate securities in the A rating category shouldn't exceed 90% of permitted corporate allocation. U.S. government securities are required to have a rating of AA, long-term, or A-1, short-term, or better by two of the three rating services. Asset-backed securities are required to have a rating of AAA or higher by two of the three rating services.

Interest rate risk is the risk that changes in market interest rates will adversely affect the fair value of an investment. Generally, the longer the maturity of an investment, the greater the sensitivity of its fair value to changes in market interest rates.

The District's cash, cash equivalents, and investments were categorized as follows at June 30, 2022:

	<u>Ratings:</u>		<u>Maturities</u>	<u>Fair Value</u>
	<u>Moody's</u>	<u>S&P</u>		
AIG Fixed Annuity	Not Rated	Not Rated	Current	\$ 3,685,336
Dreyfus Treasury Securities	Aaa-mf	AAAm	Current	2,670,178
Investments in San Mateo Pooled Fund Investment Program	Aaa to P-1	AAA to A-1	1.46 Years	390,805,069
Total cash, cash equivalents, and investments				<u>\$ 397,160,583</u>

Restricted Cash, Cash Equivalents, and Investments

The District's restricted cash, cash equivalents, and investments are \$299,050,729 at June 30, 2022.

Included in this restricted balance is \$292,695,215 for air quality grants and projects, \$2,670,178 for debt service, and \$3,685,336 restricted for post-employment benefits.

Fair Value Measurement

GASB 72 requires the District to use valuation techniques which are appropriate under the circumstances and are either a market approach, a cost approach, or an income approach. Statement No. 72 establishes a hierarchy of inputs used to measure fair value consisting of three levels. Level 1 inputs are quoted prices in active markets for identical assets or liabilities. Level 2 inputs are inputs other than quoted prices included within level 1, which are observable for the asset or liability, either directly or indirectly. Level 3 inputs are unobservable inputs.

BAY AREA AIR QUALITY MANAGEMENT DISTRICT

Notes to Basic Financial Statements

Year Ended June 30, 2022

The investment in San Mateo Pooled Fund Investment Pool is subject to fair value measurement; however, it is not subject to the fair value hierarchy. The Dreyfus Treasury Securities are classified as Level 2 because they are observable but do not have quoted prices in an active market. The AIG Fixed Annuity is classified as Level 3 of the fair value hierarchy because it is a contract with AIG related to the restricted portion of OPEB funding and is not available for sale or transfers on any securities exchange.

(3) Receivables

At June 30, 2022, the District had the following accounts receivable:

General Fund:

Permit and other fees	\$	9,029,791	
County apportionments		1,452,544	
Interest		283,270	
Other		260,158	
		<hr/>	
Total General Fund			\$ 11,025,763

Special Revenue Fund

TFCA DMV fees	\$	4,252,395	
MSIF DMV fees		2,072,149	
Interest		817,185	
		<hr/>	
Total Special Revenue Fund			\$ 7,141,729

Total Receivables			<u>\$ 18,167,492</u>
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(4) Interfund Transactions

Current interfund balances (due to/from other funds) arise in the normal course of business and represent short-term borrowings occurring as a result of expenditures that are paid prior to the receipt of revenues. These balances are expected to be repaid shortly after the end of the fiscal year when revenues are received.

At June 30, 2022, the General Fund was owed \$7,106,757 by the Special Revenue Fund.

With Board approval, resources are transferred from one fund to another. The purpose of the majority of transfers is to move approved administrative revenue charged to restricted programs in the Special Revenue Fund to the General Fund. Interfund transfers for the year ended June 30, 2022, were as follows:

<u>Fund Receiving Transfer</u>	<u>Fund Making Transfer</u>	<u>Amount Transferred</u>
General Fund	Special Revenue Fund	\$934,033

BAY AREA AIR QUALITY MANAGEMENT DISTRICT

Notes to Basic Financial Statements

Year Ended June 30, 2022

(5) Capital Assets

The District's capital assets were comprised of the following at June 30, 2022:

	Balance at 7/1/2021	Additions	Transfers	Balance at 6/30/2022
Nondepreciable Assets:				
Land	\$ 3,974,267	\$ -	\$ -	\$ 3,974,267
Construction in progress	466,535	815,067	(320,994)	960,608
Total nondepreciable assets	<u>4,440,802</u>	<u>815,067</u>	<u>(320,994)</u>	<u>4,934,875</u>
Depreciable assets:				
Building	36,950,205	-	-	36,950,205
Building & Grounds	7,371,262	103,268	-	7,474,530
Leasehold Improvements	2,933,740	-	-	2,933,740
Office Equipment	419,207	26,471	-	445,678
Computer & Network Equipment	10,680,203	7,034	-	10,687,237
Enterprise application	33,848,309	2,559,359	-	36,407,668
Motorized Equip (vehicle)	501,967	-	(56,554)	445,413
Lab & Monitoring Equipment	12,492,621	177,077	(5,973)	12,663,725
Communication Equipment	3,157,215	-	-	3,157,215
Furniture	166,395	-	-	166,395
General Equipment	213,430	-	-	213,430
Lease assets *	-	3,993,436	-	3,993,436
Total depreciable assets	<u>108,734,554</u>	<u>6,866,645</u>	<u>(62,527)</u>	<u>115,538,672</u>
Building	7,233,048	1,847,510	-	9,080,558
Building & Grounds	957,400	398,260	-	1,355,660
Leasehold Improvements	2,762,072	10,231	-	2,772,303
Office Equipment	392,301	12,078	-	404,379
Computer & Network Equipment	9,422,620	224,128	-	9,646,748
Enterprise application	9,077,354	2,277,954	-	11,355,308
Motorized Equip (vehicle)	302,095	36,674	(56,554)	282,215
Lab & Monitoring Equipment	10,428,561	534,820	(5,973)	10,957,408
Communication Equipment	2,936,658	21,416	-	2,958,074
Furniture	153,287	1,489	-	154,776
General Equipment	206,982	-	-	206,982
Lease assets *	-	793,065	-	793,065
Total accumulated depreciation	<u>43,872,378</u>	<u>6,157,625</u>	<u>(62,527)</u>	<u>49,967,476</u>
Total depreciable assets, net	<u>64,862,176</u>	<u>709,020</u>	<u>-</u>	<u>65,571,196</u>
Total capital assets, net	<u>\$ 69,302,978</u>	<u>\$ 1,524,088</u>	<u>\$ (320,994)</u>	<u>\$ 70,506,071</u>

* New category for the Districts lease assets, and related accumulated amortization, have been added due to the implementation of GASB 87.

BAY AREA AIR QUALITY MANAGEMENT DISTRICT
Notes to Basic Financial Statements
Year Ended June 30, 2022

Depreciation expense by function for capital assets for the year ended June 30, 2022, is as follows:

Primary Government:

Executive	\$	1,876,902
Administrative services		1,287,941
Legal services		166,284
Communications Office		66,021
TIO		25,232
Compliance & Enforcement		612,201
Engineering		451,136
AIM		173,563
Planning		168,883
CEP		191,020
Meteorology, Measurements & Rules		885,173
Information Systems		249,025
Strategic Incentives Division		4,244
Total depreciation expense	\$	<u>6,157,625</u>

FINANCE AND ADMINISTRATION COMMITTEE MEETING

JUN 30 2023

BAY AREA AIR QUALITY MANAGEMENT DISTRICT

Notes to Basic Financial Statements

Year Ended June 30, 2022

(6) Unearned / Unavailable Revenue

The governmental fund financial statements report unavailable revenues as a deferred inflow of resources in connection with receivables for revenues that are not available when they are not collectible within the current period or soon enough thereafter to pay for liabilities of the current period. The District reports a liability for unearned revenue in connection with resources that have been received, but not yet earned. As of June 30, 2022, the various components of unavailable revenue and unearned revenue reported were as follows:

	<u>Unearned Revenue</u>	<u>Unavailable Revenue</u>	<u>Total</u>
General Fund:			
Permits and licenses	\$ -	\$ 6,382,283	\$ 6,382,283
Community Air Protection Program	7,712,203	-	7,712,203
Total General Fund	<u>7,712,203</u>	<u>6,382,283</u>	<u>14,094,486</u>
Special Revenue Fund:			
GMB - Administration	1,363,311	-	1,363,311
GMB - On-Road Projects	15,679,185	-	15,679,185
Shore Power Projects	3,994,001	-	3,994,001
TRUs	51,849	-	51,849
Locomotive	7,592	-	7,592
Carl Moyer Program	63,889,373	-	63,889,373
Carl Moyer Program Administration	3,939,918	-	3,939,918
Low Carbon Project Funding	4,728,900	-	4,728,900
Low Carbon Program Administration	2,082,788	-	2,082,788
Vehicle Settlement	23,913,860	-	23,913,860
Special Projects	3,261,638	-	3,261,638
Total Special Revenue Fund	<u>122,912,416</u>	<u>-</u>	<u>122,912,416</u>
Total Unearned and Unavailable Revenue	<u>\$ 130,624,619</u>	<u>\$ 6,382,283</u>	<u>\$ 137,006,902</u>

(7) Deferred Outflows and Inflows of Resources

District's deferred outflows and inflows of resources as of June 30, 2022, are comprised of the following:

	<u>Deferred Outflows</u>	<u>Deferred Inflows</u>
Changes of assumptions - Pension	\$ -	\$ 95,101
Changes of assumptions - OPEB	3,789,765	-
Differences between expected and actual experience - Pension	4,301,618	30,616
Differences between expected and actual experience - OPEB	-	11,598,058
Net differences between projected and actual earnings on plan investments - Pension	-	29,115,481
Net differences between projected and actual earnings on plan investments - OPEB	-	8,278,373
Pension contributions subsequent to measurement date	11,786,249	-
OPEB contributions subsequent to measurement date	7,542,522	-
Total	<u>\$ 27,420,154</u>	<u>\$ 49,117,629</u>

BAY AREA AIR QUALITY MANAGEMENT DISTRICT

Notes to Basic Financial Statements

Year Ended June 30, 2022

(8) Long-Term Liabilities

(a) Certificate of Participation

On November 7, 2013, the District issued \$30,000,000 through a private placement of taxable Certificates of Participation (COPs) with Bay Area Headquarters Authority (BAHA) to finance its ownership interest of approximately 75,000 square feet of office space at 375 Beale Street. The COPs were held by the Bank of New York Mellon Trust Company, N.A., as Trustee, in an escrow account until the acquisition of the premises by the District which occurred in May 2017. The escrow account paid interest due during the escrow period, at an annual rate of 0.247%, using proceeds of the COPs. Upon the acquisition date, the escrow period ended, and the District began making base rental payments of \$100,000 per month beginning July 1, 2017.

The District is subject to mandatory sinking fund account payments as follows:

<u>Payment Date (November 1)</u>	<u>Amount</u>	<u>Payment Date (November 1)</u>	<u>Amount</u>
2020	\$ 400,000	2033	\$ 700,000
2021	400,000	2034	800,000
2022	500,000	2035	800,000
2023	500,000	2036	800,000
2024	500,000	2037	800,000
2025	500,000	2038	800,000
2026	500,000	2039	900,000
2027	600,000	2040	900,000
2028	600,000	2041	900,000
2029	600,000	2042	1,000,000
2030	600,000	2043	1,000,000
2031	700,000	2044	1,000,000
2032	700,000	2045	1,000,000

The District and BAHA had entered into a financing lease/sublease arrangement whereby at the date of acquisition the District leased its office space to BAHA and BAHA subleased office space back to the District to secure payment on the COPs. Under the terms of the agreement, total monthly payments have been predetermined and the amount of such payments that relate to interest will be calculated based on the Adjustable Rate Mode accrued at the Adjusted Interest Rate as provided in the lease/sublease agreement with BAHA. All payments made into the sinking fund are restricted for debt service.

BAY AREA AIR QUALITY MANAGEMENT DISTRICT

Notes to Basic Financial Statements

Year Ended June 30, 2022

Total payments of principal and interest are structured as follows:

<u>Fiscal Year</u>	<u>Total Annual Payments</u>
2023	\$ 1,200,000
2024	1,200,000
2025	1,200,000
2026	1,200,000
2027	1,200,000
2028-2032	6,850,000
2033-2037	6,850,000
2038-2042	6,850,000
2043-2045	4,110,000
	<u>\$ 30,660,000</u>

Upon payment of all rental payments under the term of the sublease agreement, the title of the office space will transfer to the District. Future annual payments on COPs are as follows:

<u>Year Ending June 30</u>	<u>Certificates of Participation</u>	
	<u>Principal</u>	<u>Interest</u>
2023	\$ 400,000	\$ 365,030
2024	500,000	354,480
2025	500,000	343,930
2026	500,000	333,380
2027	500,000	322,830
2028-2032	2,900,000	1,434,800
2033-2037	3,700,000	1,080,320
2038-2042	4,200,000	658,320
2043-2047	4,500,000	177,240
	<u>\$ 17,700,000</u>	<u>\$ 5,070,330</u>

COPs bear a variable interest rate structure with preset interest rate caps. The interest rate is based on an agreed-upon spread of 120 basis points or 1.2% plus a commonly used interest rate index published by the Securities Industry and Financial Markets Association (SIFMA). The SIFMA index rate used to calculate the interest rate is determined by the Index Agent on (1) each Index Rate Determination Date determined by the Index Agent, plus (2) the applicable spread of .03%; the sum of which is subject to the preset interest rate cap as follows:

Preset Interest Rate Caps structure:

Year 1-5	3.20%
Year 6-10	4.20%
Year 11-30	5.20%

The District utilized the SIFMA rate as the end of the fiscal year ending June 30, 2022, to calculate the interest based on the predetermined principal payment schedule above.

BAY AREA AIR QUALITY MANAGEMENT DISTRICT
Notes to Basic Financial Statements
Year Ended June 30, 2022

(b) Leases

The District is a lessee for noncancellable leases of buildings and vehicles. The District recognizes lease liability and intangible right-to-use lease assets in the government-wide financial statements.

At the commencement of a lease, the District initially measures the lease liability at the present value of payments expected to be made during the lease term. Subsequently, the lease liability is reduced by the principal portion of lease payments made. The lease asset is initially measured as the initial amount of the lease liability, adjusted for lease payments made at or before the lease commencement date, plus certain indirect costs. Subsequently, the leased asset is amortized on a straight-line basis over its useful life.

Key estimates and judgments related to leases include how the District determines: (1) the discount rate it uses to discount the expected lease payments to present value, (2) lease term, and (3) lease payments. The District uses the interest rate charged by the lessor as the discount rate. When the interest rate charged by the lessor is not provided, the District generally uses its estimated incremental borrowing rate as the discount rate for leases. The lease term includes the noncancellable period of the lease. Lease payments included in the measurement of the lease liability are composed of fixed payments and purchase option prices that the District is reasonably certain to exercise.

The District monitors changes in circumstances that would require a remeasurement of its leases and will remeasure the lease asset and liability if certain changes occur that are expected to significantly affect the amount of the lease liability.

Lease assets are reported with other capital assets and lease liabilities are reported with long-term debt on the statement of net position.

A total initial lease liability was recorded in the amount of \$4.0 million. As of June 30, 2022, the total value of the lease liability was \$3.3 million. As of June 30, 2022, the total value of the right-to-use asset was recorded at a cost of \$4.0 million with accumulated amortization of \$793,065.

The future lease payments under lease agreements are as follows:

Year Ending June 30	Lease Obligations	
	Principal	Interest
2023	\$ 735,291	\$ 39,907
2024	614,050	30,606
2025	383,735	23,199
2026	174,614	19,523
2027	141,297	17,364
2028 - 2032	575,903	61,778
2033 - 2037	631,853	22,700
	\$ 3,256,743	\$ 215,077

BAY AREA AIR QUALITY MANAGEMENT DISTRICT

Notes to Basic Financial Statements

Year Ended June 30, 2022

(c) Summary of Long-Term Liabilities

A schedule of changes in general long-term debt for the year ended June 30, 2022, is shown below:

	<u>Balance</u> <u>July 1, 2021</u>	<u>Additions</u>	<u>Deletions</u>	<u>Balance</u> <u>June 30, 2022</u>	<u>Due Within</u> <u>One Year</u>
Governmental Activities					
Certificates of participation (COPs)	\$ 18,100,000	\$ -	\$ (400,000)	\$ 17,700,000	\$ 400,000
Compensated absences	7,319,167	5,873,952	(4,974,405)	8,218,714	7,465,832
Lease obligations	-	3,993,436	(736,693)	3,256,743	735,291
Total	<u>\$ 25,419,167</u>	<u>\$ 9,867,388</u>	<u>\$ (6,111,098)</u>	<u>\$ 29,175,457</u>	<u>\$ 8,601,123</u>

The certificates of participation and long-term portion of compensated absences are liquidated by the General Fund. Lease obligations is liquidated by the General Fund and Special Revenue Fund.

(9) County Apportionment Revenue

As a result of the passage of Proposition 13 in fiscal year 1979, the District no longer has the power to calculate property tax revenues due for each county. Instead, the District now receives remittances from the counties, which are calculated in accordance with Assembly Bill Number 8. Secured and unsecured property taxes are levied on January 1 of the preceding fiscal year. Property tax revenues are recognized by the District in the fiscal year they are assessed, provided that they become available as defined in footnote 1(c).

Secured property tax is due in two installments, on November 1 and March 1 and becomes a lien on those dates. It becomes delinquent after December 10 and April 10, respectively. Unsecured property tax is due on July 1 and becomes delinquent on August 31. The term "unsecured" refers to taxes on personal property other than real estate, land, and buildings. These taxes are secured by liens on the property being taxed.

Property taxes levied are recorded as revenue and receivables in the fiscal year of the levy, provided that they are collected within the fiscal year or within sixty days after year-end to be consistent with the District's collection period used in the measurement of the collection period for when revenues are considered available.

County apportionment revenue recognized as of June 30, 2022, is as follows:

<u>County</u>	<u>Amount</u>
Alameda	\$ 7,579,745
Contra Costa	4,526,457
Marin	1,832,245
Napa	1,303,205
Santa Clara	11,431,986
San Francisco	6,412,802
San Mateo	5,651,662
Solano	951,499
Sonoma	1,813,369
Total county apportionment revenue	<u><u>\$ 41,502,971</u></u>

BAY AREA AIR QUALITY MANAGEMENT DISTRICT

Notes to Basic Financial Statements

Year Ended June 30, 2022

(10) Pension Plan

Plan Description

All District employees are eligible to participate in the Bay Area Air Quality Management District Miscellaneous Plan (the Plan), an agent multiple-employer defined-benefit pension plan administered by the California Public Employees Retirement System (CalPERS), which acts as a common investment and administrative agent for its participating member employers. CalPERS issues a publicly available report that includes a full description of the pension plan regarding benefit provisions, assumptions, and membership information that can be found online at www.calpers.ca.gov.

Benefits Provided

Benefit provisions under the Plan are established by State statute and District resolution. The benefits are based on members' years of service, age, final compensation, and benefit formula. The California Public Employees' Pension Reform Act of 2013 (PEPRA) made significant changes to the benefit structure that primarily affect members first hired to perform CalPERS creditable activities on or after January 1, 2013. As a result of PEPRA, the Plan has two benefit structures: 1) CalPERS Miscellaneous Employee "2% at 55" for members first hired prior to January 1, 2013, to perform CalPERS creditable activities (Classic members), and 2) CalPERS Miscellaneous Employee "2% at 62" for members first hired on or after January 1, 2013, to perform CalPERS creditable activities (PEPRA members). The Plan provides service retirement and disability benefits, annual cost of living adjustments, and death benefits to plan members, who must be public employees and beneficiaries.

Classic members with five years of total service are eligible to retire at age 50 with statutorily reduced benefits, while PEPRA members with five years of total service are eligible to retire at age 52 with statutorily reduced benefits. All members are eligible for non-industrial disability benefits after five years of service. The death benefit is one of the following: The Basic Death Benefit, the 1957 Survivor Benefit, the Optional Settlement 2 Death Benefit, or the Special Death Benefit. The standard cost-of-living adjustment (COLA) is 2% and is applied as specified by the Public Employees' Retirement Law.

The Plan's provisions and benefits in effect at June 30, 2022, are summarized as follows:

	Classic	PEPRA
	Prior to	On or after
	January 1, 2013	January 1, 2013
Hiring date		
Benefit formula	2% @ 55	2% @ 62
Benefit vesting schedule	5 years service	5 years service
Benefit payments	monthly for life	monthly for life
Retirement age: minimum	50	52
Monthly benefit, as a % of eligible compensation	1.43% - 2.42%	1.00% - 2.50%
Required employee contribution rates	7.00%	6.75%
Required employer contribution rates	25.82%	25.82%

BAY AREA AIR QUALITY MANAGEMENT DISTRICT

Notes to Basic Financial Statements

Year Ended June 30, 2022

Employees Covered

At June 30, 2022, the following employees were covered by the benefit terms for the Plan:

Inactive employees or beneficiaries currently receiving benefits	323
Inactive employees entitled to but not yet receiving benefits	48
Active employees	394
Total	<u>765</u>

Contributions

Section 20814(c) of the California Public Employees' Retirement Law (PERL) requires that the employer contribution rates for all public employers are determined on an annual basis by the actuary and shall be effective on the July 1 following notice of a change in the rate. The total plan contributions are determined through CalPERS' annual actuarial valuation process. The actuarially determined rate is the estimated amount necessary to finance the costs of benefits earned by employees during the year, with an additional amount to finance any unfunded accrued liability. The employer is required to contribute the difference between the actuarially determined rate and the contribution rate of employees. Employer contribution rates may change if plan contracts are amended. Payments made by the employer to satisfy contribution requirements that are identified by the pension plan terms as plan member contribution requirements are classified as plan member contributions. For the year ended June 30, 2022, the contributions to the Plan amounted to \$11,786,249.

Net Pension Liability

The District's net pension liability for the Plan of \$52,874,818 at June 30, 2022, is measured as the total pension liability, less the pension plan's fiduciary net position. The net pension liability of the Plan is measured as of June 30, 2021, using an annual actuarial valuation as of June 30, 2020, rolled forward to June 30, 2021, using standard update procedures. A summary of principal assumptions and methods used to determine the net pension liability of the Plan is shown below.

The total pension liability in the June 30, 2020, actuarial valuations were determined using the following actuarial assumptions:

Valuation date	June 30, 2020
Measurement date	June 30, 2021
Actuarial cost method	Entry-Age Normal
Actuarial assumptions	
Discount rate	7.15%
Inflation	2.50%
Salary increases	Varies by entry age and service
Investment rate of return	7.15%
Mortality rate table ⁽¹⁾	Derived using CalPERS' membership data for all funds
Post retirement benefit increase	The lesser of contract COLA or 2.50% until purchasing power protection allowance floor on purchasing power applies, 2.50% thereafter

⁽¹⁾ The mortality table used was developed based on CalPERS-specific data. The probabilities of mortality are based on the 2017 CalPERS Experience Study for the period from 1997 to 2015. Preretirement and Post-retirement mortality rates include 15 years of projected mortality improvement using 90% of Scale MP-2016 published by the Society of Actuaries.

BAY AREA AIR QUALITY MANAGEMENT DISTRICT

Notes to Basic Financial Statements

Year Ended June 30, 2022

All other actuarial assumptions used in the June 30, 2020, valuation were based on the results of an actuarial experience study for the period from 1997 to 2015, including updates to salary increases, mortality, and retirement dates. The Experience Study report can be obtained at CalPERS' website under Forms and Publications.

Discount Rate

The discount rate used to measure the total pension liability was 7.15%. The projection of cash flows used to determine the discount rate assumed that contributions from plan members will be made at the current member contribution rates and that contributions from employers will be made at statutorily required rates, actuarially determined. Based on those assumptions, the Plan's fiduciary net position was projected to be available to make all projected future benefit payments of current plan members. Therefore, the long-term expected rate of return on plan investments was applied to all periods of projected benefit payments to determine the total pension liability.

The long-term expected rate of return on pension plan investments was determined using a building-block method in which expected future real rates of return (expected returns, net of pension plan investment expense, and inflation) are developed for each major asset class.

In determining the long-term expected rate of return, CalPERS took into account both short-term and long-term market return expectations as well as the expected pension fund cash flows. Using historical returns of all of the funds' asset classes, expected compound (geometric) returns were calculated over the short-term (first 10 years) and the long-term (11+ years) using a building-block approach. Using the expected nominal returns for both short-term and long-term, the present value of benefits was calculated for each fund. The expected rate of return was set by calculating the rounded single equivalent expected return that arrived at the same present value of benefits for cash flows as the one calculated using both short-term and long-term returns. The expected rate of return was then set equal to the single equivalent rate calculated above and adjusted to account for assumed administrative expenses.

The table below reflects the long-term expected real rate of return by asset class. The rate of return was calculated using the capital market assumptions applied to determine the discount rate and asset allocation.

Asset Class	Current Target Allocation	Real Return Years 1 - 10 ^(a)	Real Return Years 11+ ^(b)
Global equity	50.0%	4.80%	5.98%
Fixed income	28.0	1.00	2.62
Inflation assets	—	0.77	1.81
Private equity	8.0	6.30	7.23
Real assets	13.0	3.75	4.93
Liquidity	1.0	—	(0.92)
Total	<u>100.00%</u>		

^(a) An expected inflation of 2.00% used for this period.

^(b) An expected inflation of 2.92% used for this period.

BAY AREA AIR QUALITY MANAGEMENT DISTRICT
Notes to Basic Financial Statements
Year Ended June 30, 2022

Changes in the Net Pension Liability

The changes in the net pension liability for the Plan are as follows:

	Increase (Decrease)		
	Total Pension Liability (a)	Plan Fiduciary Net Position (b)	Net Pension Liability (a-b)
Balance at June 30, 2021	\$ 349,957,637	\$ 258,838,136	\$ 91,119,501
Changes recognized for the measurement period:			
Service cost	6,774,300	-	6,774,300
Interest on the total pension liability	24,829,261	-	24,829,261
Differences between expected and actual experience	2,420,546	-	2,420,546
Contributions from the employer	-	10,640,587	(10,640,587)
Contributions from employees	-	3,336,742	(3,336,742)
Net investment income	-	58,550,025	(58,550,025)
Benefit payments, including refunds of employee contributions	(17,005,864)	(17,005,864)	-
Administrative expense	-	(258,564)	258,564
Net changes	17,018,243	55,262,926	(38,244,683)
Balance at June 30, 2022	\$ 366,975,880	\$ 314,101,062	\$ 52,874,818

Sensitivity of the District's Net Pension Liability to Changes in the Discount Rate

The following presents the District's net pension liability for the Plan as of the measurement date, calculated using the discount rate of 7.15%, as well as what the net pension liability would be if it were calculated using a discount rate that is 1-percentage-point lower (6.15%) or 1-percentage-point higher (8.15%) than the current rate:

	1.00% Decrease (6.15%)	Current Discount Rate (7.15%)	1.00% Increase (8.15%)
District's net pension liability	\$ 97,923,196	\$ 52,874,818	\$ 15,201,738

Pension Plan Fiduciary Net Position

Detailed information about each pension plan's fiduciary net position is available in the separately issued CalPERS financial reports. Copies of the CalPERS annual financial report may be obtained from CalPERS Fiscal Services Division, P.O. Box 942703, Sacramento, CA 94229-2703, or by calling (888) CalPERS (225-7377).

BAY AREA AIR QUALITY MANAGEMENT DISTRICT

Notes to Basic Financial Statements

Year Ended June 30, 2022

Pension Expense, Deferred Outflows of Resources, and Deferred Inflows of Resources Related to Pensions

For the year ended June 30, 2022, the District recognized pension expense of \$8,837,621 for the Plan. As of June 30, 2022, the District reported deferred outflows and deferred inflows of resources related to the Plan as follows:

	Deferred Outflows of Resources	Deferred Inflows of Resources
Changes of assumptions	\$ —	\$ 95,101
Differences between expected and actual experience	4,301,618	30,616
Net differences between projected and actual earnings on pension plan investments	—	29,115,481
District contributions subsequent to the measurement date	11,786,249	—
Total	\$ 16,087,867	\$ 29,241,198

The amounts above are net of outflows and inflows recognized in the 2020-21 measurement period expense.

The \$11,786,249 reported as deferred outflows of resources related to pensions resulting from District contributions subsequent to the measurement date will be recognized as a reduction of the net pension liability in the year ending June 30, 2023. Other amounts reported as deferred outflows and inflows of resources related to pensions will be recognized in future pension expense as follows:

<u>Year ended June 30</u>	<u>Deferred Outflows (Inflows) of Resources</u>
2023	\$ (5,451,050)
2024	(5,515,839)
2025	(6,252,880)
2026	(7,719,811)

Payable to the Pension Plan

The District's contribution for all members to the Plan for the fiscal year ended June 30, 2022, was in accordance with the required contribution rate calculated by the CalPERS actuary. Hence, no payable to the pension plan is recognized for the fiscal year ended June 30, 2022.

BAY AREA AIR QUALITY MANAGEMENT DISTRICT
Notes to Basic Financial Statements
Year Ended June 30, 2022

(11) Postemployment Benefits – Health and Welfare for Retirees

Plan Description

The District contributes to an agent multiple-employer plan administered by CalPERS. The plan provides medical, dental, vision, and life insurance benefits to eligible retirees. Benefit provisions are established in accordance with the Employee Association Memorandum of Understanding (MOU) for represented employees and as adopted by Board Resolution for all other employees who retire from the District on or after attaining age 50 for classic or age 52 for PEPPRA with at least 5 (five) years of service.

The District established an irrevocable trust to prefund the other postemployment benefit annual required contribution by participating in the California Employers' Retiree Benefit Trust (CERBT) program during the fiscal year ended June 30, 2009. The funds in the CERBT are held in the trust and administered by the California Public Employees' Retirement System (CalPERS).

The CERBT fund, which is an IRC Section 115 Trust, is set up for the purpose of (i) receiving employer contributions to prefund health and other postemployment benefits for retirees and their beneficiaries, (ii) investing contributed amounts and income therein, and (iii) disbursing contributed amounts and income therein, if any, to pay for costs of administration of the fund and to pay for health care costs or other postemployment benefits in accordance with the terms of the District's OPEB plan. The District's Other Postemployment Benefits (OPEB) financial statements will be included in the CalPERS Comprehensive Annual Financial Report (CAFR). Copies of CalPERS' CAFR may be obtained from the CalPERS Executive Office, 400 P Street, Sacramento, CA 95814.

Additionally, the plan maintains a closed group of retirees receiving coverage through a separate life insurance policy with American International Group, Inc. (AIG). The District makes contributions to the AIG Retiree Life Reserve Fund on an annual basis as needed to ensure that Fund's balance is equal to the present value of expected claims for the retirees covered by the policy. The AIG Retiree Reserve Fund can only be applied toward the benefits provided under the program. As of June 30, 2022, the AIG Retiree Life Insurance Fund had a total asset balance of \$371,219, making up 0.5% of the total Plan Fiduciary Net Position of \$75,085,461. All activities of the AIG Retiree Life Reserve Fund are accounted for in the measurement of the District's net OPEB liability (asset).

Employees Covered

As of June 30, 2021, actuarial valuation, the following current, and former employees were covered by the benefit terms under the District's OPEB Plan:

Active employees	385
Inactive employees or beneficiaries currently receiving benefits	260
Inactive employees entitled to, but not yet receiving benefits	4
Total	649

Contributions

The District contributions to the Plan occur as benefits are paid to retirees (pay-as-you-go basis) and/or to the OPEB trust by means of discretionary funding payments as approved by the Board.

BAY AREA AIR QUALITY MANAGEMENT DISTRICT

Notes to Basic Financial Statements

Year Ended June 30, 2022

The District's actuary also accounts for the implicit subsidy contribution, which exists when premiums charged for retiree coverage are lower than the expected retiree claims for that coverage. In the District's program, the claims experience for active employees and retirees not covered by Medicare is co-mingled in setting premium rates for some members and gives rise to an implicit subsidy. The implicit subsidy is determined as the projected difference between (a) retiree medical and life insurance claim costs by age and (b) premiums charged for retiree coverage.

For fiscal year 2021-22, the District contributed a total of \$7,542,522 to the plan that includes \$601,284 identified as implicit contributions.

Net OPEB Liability (Asset)

The District's net OPEB liability (asset) of (\$2,448,067) at June 30, 2022, is measured as the total OPEB liability (asset), less the OPEB plan's fiduciary net position. The net OPEB liability (asset) is measured using an annual actuarial valuation as of June 30, 2021. The total OPEB liability (asset) in the June 30, 2021, actuarial valuation was determined using the following actuarial assumptions:

Valuation date	June 30, 2021
Measurement date	June 30, 2021
Actuarial cost method	Entry-Age Normal
Actuarial assumptions	
Discount rate	6.10%
Inflation	2.50%
Salary increases	3.00% per year; since benefits do not depend on salary, this is used to allocate the cost of benefits between service years.
Investment rate of return	6.10%, net of plan investment expenses
Mortality improvement	MacLeod Watts Scale 2022 applied generationally from 2015
Healthcare trend	Medical plan premiums and claims costs by age are assumed to increase once each year. Increases over the prior year's levels were derived using the Getzen model and are assumed to be effective on the dates shown below.

Effective January 1	Premium Increase	Effective January 1	Premium Increase
2023	5.6%	2067	4.7%
2024	5.5%	2068	4.6%
2025-2026	5.4%	2069	4.5%
2027-2029	5.3%	2070-2071	4.4%
2030-2051	5.2%	2072	4.3%
2052	5.1%	2073-2074	4.2%
2053-2055	5.0%	2075	4.1%
2056-2060	4.9%	2076	4.0%
2061-2066	4.8%	& later	4.0%

The healthcare trend shown above was developed using the Getzen Model 2021_b published by the Society of Actuaries using the following settings: CPI 2.5%; Real GDP Growth 1.5%; Excess Medical Growth 1.1%; Expected Health Share of GDP in 2030 20.3%; Resistance Point 25%; Year after which medical growth is limited to growth in GDP 2075.

BAY AREA AIR QUALITY MANAGEMENT DISTRICT

Notes to Basic Financial Statements

Year Ended June 30, 2022

Demographic actuarial assumptions used in this valuation are based on the 2017 experience study of the California Public Employees Retirement System using data from 1997 to 2015, except for a different basis used to project future mortality improvements.

Change of Assumptions

During the measurement period ended June 30, 2021, the following assumptions were changed from the prior valuation:

1. Discount rate – Decreased from 6.50% to 6.10% to reflect expected future CERBT returns approved by the CalPERS Board in March 2022.
2. Mortality improvement – Updated from MacLeod Watts Scale 2018 to MacLeod Watts Scale 2022, with projection applied from year 2018 forward, reflecting updates in mortality information.
3. Pool subsidy for Medicare retirees – Applied age-based premiums and developed a liability for the projected pool subsidy for retirees enrolled in Medicare plans, under guidance provided by a new actuarial practice note.
4. Healthcare trend – Updated from Getzen 2019_B to the Getzen 2021_b model.
5. Post-Medicare Limit on Medical Benefits (caps) – Recognition of maximum District paid medical benefits tied to Kaiser premium rates which are based on Basic Plan rates to all ages and do not decrease at Medicare.

Discount Rate

The discount rate used to measure the total OPEB liability (asset) is 6.10%. The projection of cash flows used to determine the discount rate assumed that District contributions will be made at rates equal to the actuarially determined contribution rates. Based on those assumptions, the OPEB plan's fiduciary net position was projected to be available to make all projected OPEB payments for currently active and inactive employees. Therefore, the long-term expected rate of return on OPEB plan investments was applied to all periods of projected benefit payments to determine the total OPEB liability (asset).

The long-term expected rate of return on OPEB plan investments was based on CalPERS' expected return for California Employers' Retirement Benefit Trust Strategy 1.

The table below reflects long-term expected real rate of return by asset class. The rate of return was calculated using the capital market assumptions applied to determine the discount rate and asset allocation.

Asset Class	Target Allocation	1-5 Year Expected Real Rate of Return	6-20 Year Expected Real Rate of Return
Global equity	49.00%	4.40%	4.50%
Fixed income	23.00	(1.50)	0.40
Treasury inflation protected securities (TIPS)	5.00	(1.80)	0.50
Global real estate (REITs)	20.00	3.00	3.70
Commodities	3.00	0.80	1.10
Total	100.00%		

BAY AREA AIR QUALITY MANAGEMENT DISTRICT

Notes to Basic Financial Statements

Year Ended June 30, 2022

To derive the expected future trust return specifically for the District, CalPERS' future return expectations was adjusted to align with the 2.5% general inflation assumption used in the actuarial assumptions. After applying the plan specific benefit payments to CalPERS' bifurcated return expectations, the actuaries determined the single equivalent long-term rate of return to be 6.10%.

Changes in the OPEB Liability (Asset)

The changes in the net OPEB liability (asset) for the plan are as follows:

	Total OPEB Liability (a)	Plan Fiduciary Net Position (b)	Net OPEB Liability (Asset) (a-b)
Beginning Balance at June 30, 2021	\$ 75,233,799	\$ 55,580,809	\$ 19,652,990
Changes recognized for the measurement period			
Service cost	1,915,610	-	1,915,610
Interest on the total OPEB liability	4,895,975	-	4,895,975
Differences between expected and actual experience	(9,030,137)	-	(9,030,137)
Change of assumptions	3,275,584	-	3,275,584
Benefit payments	(3,653,437)	(3,653,437)	-
Contributions - employer	-	3,653,437	(3,653,437)
Contributions - direct	-	4,000,000	
Net investment income	-	15,526,284	(15,526,284)
Other expenses - administrative expense	-	(21,632)	21,632
Net changes	(2,596,405)	19,504,652	(22,101,057)
Balance at June 30, 2022	\$ 72,637,394	\$ 75,085,461	\$ (2,448,067)

Sensitivity of the Net OPEB Liability (Asset) to Changes in the Discount Rate

The following table illustrates the impact of interest rate sensitivity on the Net OPEB Liability (Asset) of the District if it were calculated using a discount rate that is 1-percentage-point lower or 1-percentage-point higher than the current rate for fiscal year ended June 30, 2022:

	1.00% Decrease (5.10%)	Current Discount Rate (6.10%)	1.00% Increase (7.10%)
Net OPEB liability (asset)	\$ 6,047,982	\$ (2,448,067)	\$ (7,909,959)

BAY AREA AIR QUALITY MANAGEMENT DISTRICT

Notes to Basic Financial Statements

Year Ended June 30, 2022

Sensitivity of the Net OPEB Liability (Asset) to Changes in the Health Care Cost Trend Rates

The following presents the net OPEB liability (asset) of the District if it were calculated using health care cost trend rates that are 1-percentage-point lower or 1-percentage-point higher than the current rate, for measurement period ended June 30, 2022:

	<u>1.00%</u> <u>Decrease</u>	<u>Current</u> <u>Trend⁽¹⁾</u>	<u>1.00%</u> <u>Increase</u>
Net OPEB liability (asset)	\$ (7,187,738)	\$ (2,448,067)	\$ 2,221,332

⁽¹⁾ Refer above to actuarial assumptions for health trend rates.

OPEB Expense, Deferred Outflows of Resources, and Deferred Inflows of Resources Related to OPEB

For the fiscal year ended June 30, 2022, the District recognized OPEB expense of \$7,957,328. At June 30, 2022, the District reported deferred outflows of resources and deferred inflows of resources related to OPEB from the following sources:

	<u>Deferred</u> <u>Outflows of</u> <u>Resources</u>	<u>Deferred</u> <u>Inflows of</u> <u>Resources</u>
Changes of assumptions	\$ 3,789,765	\$ —
Difference between expected and actual earnings on OPEB plan investments	—	8,278,373
Difference between expected and actual experience	—	11,598,058
District contributions subsequent to the measurement date	7,542,522	—
Total	<u>\$ 11,332,287</u>	<u>\$ 19,876,431</u>

The \$7,542,522 reported as deferred outflows of resources related to pensions resulting from District contributions subsequent to the measurement date will be recognized as a reduction in net OPEB liability (asset) in the year ending June 30, 2023.

Amounts recognized in the deferred outflows of resources and deferred inflows of resources related to OPEB will be recognized in the OPEB expense as follows:

<u>Year ended June 30</u>	<u>Deferred Outflows</u> <u>(Inflows) of Resources</u>
2023	\$ (3,348,726)
2024	(3,704,230)
2025	(4,081,753)
2026	(3,556,916)
Thereafter	(1,395,041)

BAY AREA AIR QUALITY MANAGEMENT DISTRICT

Notes to Basic Financial Statements

Year Ended June 30, 2022

(12) Risk Management

The District is exposed to various risks of loss related to torts: theft of, damage to, and destruction of assets; injuries to employees; and natural disasters. The District manages and finances these risks by purchasing commercial insurance and has a \$1,000 to \$10,000 deductible for general and special property liability with limits of \$10 million and \$100 million, respectively.

The District has had no significant reductions in insurance coverage from the previous year, nor have settled claims exceeded the District's commercial insurance coverage.

As of June 30, 2022, the District had no material claims outstanding for general liability or workers' compensation cases.

(13) Commitments and Contingencies

The District is subject to litigation arising in the normal course of business. In the opinion of the District's Attorney, there is no pending litigation which is likely to have a material adverse effect on the financial position of the District.

The District receives Federal and State grant funds. The amounts, if any, of the District's grant expenditures which may be disallowed upon audit by the granting agencies cannot be determined at this time, although the District expects any such amounts to be immaterial.

REQUIRED SUPPLEMENTARY INFORMATION

FINANCE AND ADMINISTRATION
COMMITTEE MEETING OF 05/03/2023

BAY AREA AIR QUALITY MANAGEMENT DISTRICT
 Required Supplementary Information
 Schedule of Changes in the Net OPEB Liability and Related Ratios*
 For the Year Ended June 30, 2022
 (unaudited)

	<u>2017-2018</u>	<u>2018-2019</u>	<u>2019-2020</u>	<u>2020-2021</u>	<u>2021-2022</u>
Total OPEB Liability					
Service cost	\$ 1,531,801	\$ 1,581,585	\$ 1,801,428	\$ 1,859,816	\$ 1,915,610
Interest on the total OPEB liability	4,722,673	4,980,026	5,164,087	4,698,222	4,895,975
Changes of assumptions	-	3,506,193	175,927	-	3,275,584
Differences between expected and actual experience	-	-	(7,536,242)	-	(9,030,137)
Benefit payments	<u>(2,600,577)</u>	<u>(2,908,537)</u>	<u>(3,161,874)</u>	<u>(3,489,527)</u>	<u>(3,653,437)</u>
Net change in total OPEB liability	3,653,897	7,159,267	(3,556,674)	3,068,511	(2,596,405)
Total OPEB liability – beginning	<u>64,908,798</u>	<u>68,562,695</u>	<u>75,721,962</u>	<u>72,165,288</u>	<u>75,233,799</u>
Total OPEB liability – ending (a)	<u>\$ 68,562,695</u>	<u>\$ 75,721,962</u>	<u>\$ 72,165,288</u>	<u>\$ 75,233,799</u>	<u>\$ 72,637,394</u>
Plan fiduciary net position					
Contributions – employer	\$ 6,600,577	\$ 6,817,699	\$ 7,161,874	\$ 3,401,469	\$ 7,653,437
Net investment income	3,304,360	3,139,604	2,802,806	1,897,992	15,526,284
Benefit payments	(2,600,577)	(2,908,537)	(3,161,874)	(3,489,527)	(3,653,437)
Administrative expense	<u>(17,180)</u>	<u>(73,126)</u>	<u>(9,966)</u>	<u>(26,028)</u>	<u>(21,632)</u>
Net change in plan fiduciary net position	7,287,180	6,975,640	6,792,840	1,783,906	19,504,652
Plan fiduciary net position – beginning	<u>32,741,243</u>	<u>40,028,423</u>	<u>47,004,063</u>	<u>53,796,903</u>	<u>55,580,809</u>
Plan fiduciary net position – ending (b)	<u>40,028,423</u>	<u>47,004,063</u>	<u>53,796,903</u>	<u>55,580,809</u>	<u>75,085,461</u>
Net OPEB liability – ending (a) - (b)	<u>\$ 28,534,272</u>	<u>\$ 28,717,899</u>	<u>\$ 18,368,385</u>	<u>\$ 19,652,990</u>	<u>\$ (2,448,067)</u>
Plan fiduciary net position as a percentage of the total OPEB liability	58.4%	62.1%	74.5%	73.9%	103.4%
Covered – employee payroll	\$ 35,433,438	\$ 37,405,253	\$ 40,462,747	\$ 44,766,317	\$ 48,652,158
Net OPEB liability as percentage of covered – employee payroll	80.53%	76.78%	45.40%	43.90%	-5.03%

* Fiscal year 2017-18 was the first year of implementation, therefore only five years are shown.

See accompanying independent auditor's report.

BAY AREA AIR QUALITY MANAGEMENT DISTRICT
Required Supplementary Information
Schedule of Contributions - OPEB*
For the Year Ended June 30, 2022
(unaudited)

	2017-2018	2018-2019	2019-2020	2020-2021	2021-2022
Actuarially determined contribution	\$ 6,081,000	\$ 5,655,362	\$ 4,721,343	\$ 4,380,464	\$ 2,080,418
Contributions in relation to the actuarially determined contributions	6,817,699	7,161,874	3,401,469	7,653,437	7,574,371
Contribution deficiency (excess)	\$(736,699)	\$(1,506,512)	\$ 1,319,874	\$(3,272,973)	\$(5,493,953)
Covered - employee payroll	\$ 37,405,252	\$ 40,734,161	\$ 44,766,317	\$ 48,652,158	\$ 51,700,259
Contributions as a percentage of covered employee payroll	18.23%	17.58%	7.60%	15.73%	14.65%

Notes to Schedule:

The actuarial methods and assumptions used to set the actuarially determined contributions are as follows:

	6/30/2015	7/1/2017	6/30/2019	6/30/2019	6/30/2021
Valuation date	Entry age normal	Entry age normal	Entry age normal	Entry age normal	Entry age normal
Actuarial cost method	Level percentage of pay	Level percentage of pay	Level percentage of pay	Level percentage of pay	Level percentage of pay
Amortization method	10 years	9 years	8 years	7 years	30 years
Amortization period	10 years	9 years	8 years	7 years	30 years
Asset valuation method	CERBT - 5-year smoothed market AIG Fund - contract value	Market value of assets	Market value of assets	Market value of assets	Market value of assets
Inflation	3.00%	2.75%	2.50%	2.50%	2.50%
Healthcare cost trend rates	<p>Non-Med - 2015: Actual; 2016: Actual; 2017: 7.0%; 2018: 6.5%; 2019: 6.0%; 2020: 5.5%; 2021+: 5.0%</p> <p>Medicare - 2015: Actual; 2016: Actual; 2017: 7.2%; 2018: 6.7%; 2019: 6.1%; 2020: 5.6%; 2021+: 5.0%</p> <p>Dental and vision premiums are assumed to increase by 3% per year. The PEMHCA Minimum Employer Contribution is assumed to increase at 4.5% per year. Life insurance premiums are assumed to remain fixed at current levels in all future years.</p>	<p>Medical Premium Increase - Effective January 1: 2018: 8.00%; 2019: 7.50%; 2020: 7.00%; 2021: 6.50%; 2022: 6.00%; 2023: 5.50%; 2024: 5.00%, & later: 5.00%</p> <p>Dental and vision premiums are assumed to increase by 3% per year. The PEMHCA Minimum Employer Contribution is assumed to increase at 4.5% per year. Life insurance premiums are assumed to remain fixed at current levels in all future years.</p>	<p>Medical Premium Increase - Effective January 1: 2021: 5.40%; 2022: 5.30%; 2023-26: 5.20%; 2027-46: 5.30%; 2047: 5.20%; 2048-49: 5.10%; 2050-53: 5.00%; 2054-59: 4.90%; 2060-66: 4.80%; 2067: 4.70%; 2068: 4.60%; 2069: 4.50%; 2070-71: 4.40%; 2072: 4.30%; 2073-74: 4.20%; 2075: 4.10%; 2076 & later: 4.00%</p> <p>The PEMHCA Minimum Employer Contribution is assumed to increase at 4.0% per year. Life insurance premiums are assumed to remain fixed at current levels in all future years.</p>	<p>Medical Premium Increase - Effective January 1: 2021: 5.40%; 2022: 5.30%; 2023-26: 5.20%; 2027-46: 5.30%; 2047: 5.20%; 2048-49: 5.10%; 2050-53: 5.00%; 2054-59: 4.90%; 2060-66: 4.80%; 2067: 4.70%; 2068: 4.60%; 2069: 4.50%; 2070-71: 4.40%; 2072: 4.30%; 2073-74: 4.20%; 2075: 4.10%; 2076 & later: 4.00%</p> <p>The PEMHCA Minimum Employer Contribution is assumed to increase at 4.0% per year. Life insurance premiums are assumed to remain fixed at current levels in all future years.</p>	<p>Medical Premium Increase - Effective January 1: 2023: 5.60%; 2024: 5.50%; 2025-26: 5.40%; 2027-29: 5.30%; 2030-51: 5.20%; 2052: 5.10%; 2053-55: 5.00%; 2056-60: 4.90%; 2061-66: 4.80%; 2067: 4.70%; 2068: 4.60%; 2069: 4.50%; 2070-71: 4.40%; 2072: 4.30%; 2073-74: 4.20%; 2075: 4.10%; 2076 & later: 4.00%</p> <p>The PEMHCA Minimum Employer Contribution is assumed to increase at 4.0% per year. Life insurance premiums are assumed to remain fixed at current levels in all future years.</p>
Salary increases	3.25%	3.25% per year; used to determine amortization payments if developed on a level percent of pay basis	3.00% per year; since benefits do not depend on pay, this is used only to allocate the cost of benefits between service years and to develop the amortization payment portion of the actuarially determined contributions	3.00% per year; since benefits do not depend on pay, this is used only to allocate the cost of benefits between service years and to develop the amortization payment portion of the actuarially determined contributions	3.00% per year; since benefits do not depend on pay, this is used only to allocate the cost of benefits between service years.
Investment rate of return	7.25%	7.25%	6.50%	6.50%	6.10%
Retirement age	The probabilities of retirement are based on the 2010 CalPERS Experience Study for the period from 1997 to 2007	The probabilities of retirement are based on the 2014 CalPERS Experience Study for the period from 1997 to 2011	The probabilities of retirement are based on the 2017 CalPERS Experience Study for the period from 1997 to 2015	The probabilities of retirement are based on the 2017 CalPERS Experience Study for the period from 1997 to 2015	The probabilities of retirement are based on the 2017 CalPERS Experience Study for the period from 1997 to 2015
Mortality	The probabilities of mortality are based on the 2010 CalPERS Experience Study for the period from 1997 to 2007. Fully generational with Scale MP-2014 modified to converge to ultimate improvement rates in 2022 for pre and post-retirement mortality	The representative mortality rates were those published by CalPERS in their 2014 study, adjusted to back out 20 years of Scale BB to central year 2008.	The representative mortality rates were those published by CalPERS in their 2017 study, adjusted to back out 15 years of Scale MP 2016 to central year 2015.	The representative mortality rates were those published by CalPERS in their 2017 study, adjusted to back out 15 years of Scale MP 2016 to central year 2015.	The representative mortality rates were those published by CalPERS in their 2017 study, adjusted to back out 15 years of Scale MP 2016 to central year 2015.

* Fiscal year 2017-18 was the first year of implementation, therefore only five years are shown.

See accompanying independent auditor's report.



BAY AREA AIR QUALITY MANAGEMENT DISTRICT
Required Supplementary Information
Schedule of Changes in the Net Pension Liability and Related Ratios *
California Public Employees' Retirement System (CalPERS) – Miscellaneous Plan
For the Year Ended June 30, 2022
(unaudited)

	2014-2015	2015-2016	2016-2017	2017-2018	2018-2019	2019-2020	2020-2021	2021-2022
Total Pension Liability								
Service Cost	\$ 4,509,169	\$ 4,405,494	\$ 4,402,254	\$ 5,251,175	\$ 5,588,151	\$ 5,823,771	\$ 6,236,440	\$ 6,774,300
Interest on total pension liability	18,144,590	19,019,896	19,929,495	20,568,801	21,332,712	22,580,042	23,680,235	24,829,261
Changes in assumptions	—	(4,479,434)	—	16,314,523	(1,997,101)	—	—	—
Differences between expected and actual experience	—	(1,508,680)	(584,236)	(2,082,303)	(643,002)	4,336,733	2,141,716	2,420,546
Benefit payments, including refunds of employee contributions	(9,459,410)	(10,371,769)	(11,526,958)	(12,131,353)	(13,197,195)	(14,663,313)	(16,065,803)	(17,005,864)
Net change in total pension liability	13,194,349	7,065,507	12,220,555	27,920,843	11,083,565	18,077,233	15,992,588	17,018,243
Total pension liability – beginning	244,402,997	257,597,346	264,662,853	276,883,408	304,804,251	315,887,816	333,965,049	349,957,637
Total pension liability – ending (a)	257,597,346	264,662,853	276,883,408	304,804,251	315,887,816	333,965,049	349,957,637	366,975,880
Plan fiduciary net position								
Contributions – employer	3,815,653	4,268,315	5,253,802	5,682,917	6,359,880	7,628,075	9,296,564	10,640,587
Contributions – employee	2,622,951	2,372,392	2,502,885	2,429,913	2,514,609	2,815,780	2,972,457	3,336,742
Net investment income	31,178,442	4,871,767	1,102,999	22,856,288	19,071,946	15,727,365	12,434,790	58,550,025
Plan to plan resource movement	—	—	—	—	(556)	—	—	—
Benefit payments, including refunds of employee contributions	(9,459,410)	(10,371,769)	(11,526,958)	(12,131,353)	(13,197,195)	(14,663,313)	(16,065,803)	(17,005,864)
Other miscellaneous income (expense) (1)	—	—	—	—	(667,255)	556	—	—
Administrative expense	—	(236,125)	(127,831)	(305,553)	(351,369)	(170,709)	(353,219)	(258,564)
Net change in plan fiduciary net position	28,157,636	904,580	(2,795,103)	18,532,212	13,730,060	11,337,754	8,284,789	55,262,926
Plan fiduciary net position – beginning	180,686,208	208,843,844	209,748,424	206,953,321	225,485,533	239,215,593	250,553,347	258,838,136
Plan fiduciary net position – ending (b)	208,843,844	209,748,424	206,953,321	225,485,533	239,215,593	250,553,347	258,838,136	314,101,062
Net pension liability – ending (a) - (b)	\$ 48,753,502	\$ 54,914,429	\$ 69,930,087	\$ 79,318,718	\$ 76,672,223	\$ 83,411,702	\$ 91,119,501	\$ 52,874,818
Plan fiduciary net position as a percentage of the total pension liability	81.07%	79.25%	74.74%	73.98%	75.73%	75.02%	73.96%	85.59%
Covered – employee payroll	\$ 32,010,647	\$ 33,133,499	\$ 34,119,169	\$ 35,433,438	\$ 37,405,253	\$ 40,734,161	\$ 44,766,317	\$ 48,652,158
Net pension liability as percentage of covered – employee payroll	152.30%	165.74%	204.96%	223.85%	204.98%	204.77%	203.54%	108.68%

(1) During Fiscal Year 2017-18, as a result of Governmental Accounting Standards Board Statement (GASB) No. 75, Accounting and Financial Reporting for Postemployment Benefit Plans Other than Pensions (GASB 75), CalPERS reported its proportionate share of activity related to postemployment benefits for participation in the State of California's agent OPEB plan. Accordingly, CalPERS recorded a one-time expense as a result of the adoption of GASB 75.

Additionally, CalPERS employees participate in various State of California agent pension plans and during Fiscal Year 2017-18, CalPERS recorded a correction to previously reported financial statements to properly reflect its proportionate share of activity related to pensions in accordance with GASB Statement No. 68, Accounting and Financial Reporting for Pensions (GASB 68).

Notes to Schedule:

Benefit Changes: The figures above include any liability impact that may have resulted from voluntary benefit changes that occurred after the June 30, 2019 valuation. However, offers of Two Years Additional Service Credit (a.k.a. Golden Handshakes) that occurred after the June 30, 2019 valuation date are not included in the figures above, unless the liability impact is deemed to be material by the plan actuary.

Changes of Assumptions: None in 2019 - 2021. In 2018, demographic assumptions and inflation rate were changed in accordance to the CalPERS Experience Study and Review of Actuarial Assumptions December 2017. There were no changes in the discount rate. In 2017, the accounting discount rate reduced from 7.65 percent to 7.15 percent. In 2016, there were no changes. In 2015, amounts reported reflect an adjustment of the discount rate from 7.5 percent (net of administrative expense) to 7.65 percent (without a reduction for pension plan administrative expense.) In 2014, amounts reported were based on the 7.5 percent discount rate.

* Fiscal year 2014-15 was the first year of implementation, therefore only eight years are shown.

See accompanying independent auditor's report.

BAY AREA AIR QUALITY MANAGEMENT DISTRICT
 Required Supplementary Information
 Schedule of Contributions - Pension *
 California Public Employees' Retirement System (CalPERS) – Miscellaneous Plan
 For the Year Ended June 30, 2022
 (unaudited)

	2014-2015	2015-2016	2016-2017	2017-2018	2018-2019	2019-2020	2020-2021	2021-2022
Actuarially determined contribution	\$ 4,268,315	\$ 5,365,344	\$ 5,685,584	\$ 6,407,096	\$ 7,675,962	\$ 9,374,554	\$ 10,695,192	\$ 11,786,249
Contributions in relation to the actuarially determined contributions	(4,268,315)	(5,365,344)	(5,685,584)	(6,407,096)	(7,675,962)	(9,374,554)	(10,695,192)	(11,786,249)
Contribution deficiency (excess)	\$ —	\$ —	\$ —	\$ —	\$ —	\$ —	\$ —	\$ —
Covered – employee payroll	\$ 33,133,499	\$ 34,119,169	\$ 35,433,438	\$ 37,405,253	\$ 40,734,161	\$ 44,766,317	\$ 48,652,158	\$ 51,700,259
Contributions as a percentage of covered – employee payroll	12.88%	15.73%	16.05%	17.13%	18.84%	20.94%	21.98%	22.80%

Notes to Schedule:

The actuarial methods and assumptions used to set the actuarially determined contributions are as follows:

Valuation date	6/30/2012	6/30/2013	6/30/2014	6/30/2015	6/30/2016	6/30/2017	6/30/2018	6/30/2019
Actuarial cost method	Entry age normal cost method	Entry age normal cost method	Entry age normal cost method	Entry age normal cost method	Entry age normal cost method	Entry age normal cost method	Entry age normal cost method	Entry age normal cost method
Amortization method	Level percent of payroll	Level percent of payroll	Level percent of payroll	Level percent of payroll	Level percent of payroll	Level percent of payroll	Level percent of payroll	Level percent of payroll
Asset valuation method	Actuarial value of assets	Market value of assets	Market value of assets	Market value of assets	Market value of assets	Market value of assets	Market value of assets	Market value of assets
Inflation	2.75% compounded annually	2.75% compounded annually	2.75% compounded annually	2.75% compounded annually	2.75% compounded annually	2.625% compounded annually	2.50% compounded annually	2.50% compounded annually
Salary increases	Varies by entry age and service	Varies by entry age and service	Varies by entry age and service	Varies by entry age and service	Varies by entry age and service	Varies by entry age and service	Varies by entry age and service	Varies by entry age and service
Payroll Growth	3.00%	3.00%	3.00%	3.00%	3.00%	2.875%	2.750%	2.750%
Investment rate of return	7.50% net of pension plan investment and administrative expenses; includes inflation.	7.50% net of pension plan investment and administrative expenses; includes inflation.	7.50% net of pension plan investment and administrative expenses; includes inflation.	7.50% net of pension plan investment and administrative expenses; includes inflation.	7.375% net of pension plan investment and administrative expenses; includes inflation.	7.25% net of pension plan investment and administrative expenses.	7.00% net of pension plan investment and administrative expenses.	7.00% net of pension plan investment and administrative expenses.
Retirement age	The probabilities of retirement are based on the 2010 CalPERS Experience Study for the period from 1997 to 2007.	The probabilities of retirement are based on the 2010 CalPERS Experience Study for the period from 1997 to 2007.	The probabilities of retirement are based on the 2014 CalPERS Experience Study for the period from 1997 to 2011.	The probabilities of retirement are based on the 2014 CalPERS Experience Study for the period from 1997 to 2011.	The probabilities of retirement are based on the 2014 CalPERS Experience Study for the period from 1997 to 2011.	The probabilities of retirement are based on the 2017 CalPERS Experience Study for the period from 1997 to 2015.	The probabilities of retirement are based on the 2017 CalPERS Experience Study for the period from 1997 to 2015.	The probabilities of retirement are based on the 2017 CalPERS Experience Study for the period from 1997 to 2015.
Mortality	The probabilities of mortality are based on the 2010 CalPERS Experience Study for the period from 1997 to 2007.	The probabilities of mortality are based on the 2010 CalPERS Experience Study for the period from 1997 to 2007.	The probabilities of mortality are based on the 2014 CalPERS Experience Study for the period from 1997 to 2011.	The probabilities of mortality are based on the 2014 CalPERS Experience Study for the period from 1997 to 2011.	The probabilities of mortality are based on the 2014 CalPERS Experience Study for the period from 1997 to 2011.	The probabilities of mortality are based on the 2017 CalPERS Experience Study for the period from 1997 to 2015.	The probabilities of mortality are based on the 2017 CalPERS Experience Study for the period from 1997 to 2015.	The probabilities of mortality are based on the 2017 CalPERS Experience Study for the period from 1997 to 2015.
	Pre-retirement and Post-retirement mortality rates include 5 years of projected mortality improvement using Scale AA published by the Society of Actuaries.	Pre-retirement and Post-retirement mortality rates include 5 years of projected mortality improvement using Scale AA published by the Society of Actuaries.	Pre-retirement and Post-retirement mortality rates include 20 years of projected mortality improvement using Scale BB published by the Society of Actuaries.	Pre-retirement and Post-retirement mortality rates include 20 years of projected mortality improvement using Scale BB published by the Society of Actuaries.	Pre-retirement and Post-retirement mortality rates include 20 years of projected mortality improvement using Scale BB published by the Society of Actuaries.	Post-retirement mortality rates above include 15 years of projected on-going mortality improvement using 90 percent of Scale MP 2016 published by the Society of Actuaries.	Post-retirement mortality rates above include 15 years of projected on-going mortality improvement using 90 percent of Scale MP 2016 published by the Society of Actuaries.	Post-retirement mortality rates above include 15 years of projected on-going mortality improvement using 90 percent of Scale MP 2016 published by the Society of Actuaries.

* Fiscal year 2014-15 was the first year of implementation, therefore only eight years are shown.

See accompanying independent auditor's report.

BAY AREA AIR QUALITY MANAGEMENT DISTRICT
Statement of Revenues, Expenditures, and Changes in Fund Balances
Budget and Actual - General Fund
Year Ended June 30, 2022

	Budgeted Amounts		Actual (Budgetary Basis)	Final Budget Positive (Negative)
	Original	Final		
Revenues:				
Permit fees	\$ 41,360,017	\$ 41,360,017	\$ 43,347,689	\$ 1,987,672
Criteria pollutant and toxics emissions	1,300,000	1,300,000	1,288,653	(11,347)
Title V permit fees	6,261,936	6,261,936	7,239,898	977,962
Asbestos fees	4,000,000	4,000,000	4,318,637	318,637
Penalties and variance fees	2,750,000	2,750,000	4,827,285	2,077,285
Hearing board fees	25,000	25,000	353	(24,647)
State subvention	1,736,000	1,736,000	1,747,288	11,288
AB 2588 income - toxic inventory fees	731,737	731,737	1,512,441	780,704
Miscellaneous	200,000	200,000	300,628	100,628
Federal grant -EPA	3,967,612	3,967,612	2,596,404	(1,371,208)
Federal grant - DHS	1,426,500	1,426,500	1,253,516	(172,984)
CMAQ Spare The Air	1,000,000	1,000,000	967,343	(32,657)
Other grants	9,000,000	9,000,000	8,766,618	(233,382)
(PERP)/Inspection Fees	450,000	450,000	734,466	284,466
Interest/Investment	1,609,848	1,609,848	(2,321,247)	(3,931,095)
County apportionment	39,335,284	39,335,284	41,502,971	2,167,687
Total revenues	115,153,934	115,153,934	118,082,943	2,929,009
Expenditures:				
Executive division	15,680,506	19,946,794	16,983,160	(2,963,634)
Administration resource division	14,011,125	16,244,876	14,167,539	(2,077,337)
Legal services division	3,820,408	4,364,401	4,308,294	(56,107)
Communication office	3,865,090	4,653,493	3,955,793	(697,700)
Technology implementation office	745,515	4,035,149	1,747,092	(2,288,057)
Strategic incentives division	811,023	816,022	163,034	(652,988)
Compliance and enforcement division	16,048,402	16,194,428	14,082,161	(2,112,267)
Engineering division	14,012,017	15,972,571	11,561,891	(4,410,680)
Assessment, inventory and model division	4,928,479	5,882,888	4,657,373	(1,225,515)
Planning and research	5,320,809	6,440,947	4,802,053	(1,638,894)
Community engagement and policy division	7,253,583	11,711,078	7,923,824	(3,787,254)
Information services division	6,002,672	5,173,773	3,585,408	(1,588,365)
Meteorology and measurement division	19,191,942	17,982,343	14,240,894	(3,741,449)
Program distribution	1,541,302	3,268,563	1,421,767	(1,846,796)
Vacancy savings	(4,193,552)	(4,193,552)	-	4,193,552
Total current expenditures	109,039,321	128,493,774	103,600,283	(24,893,491)
Capital outlay	9,180,894	7,025,252	7,360,718	335,466
Debt Service: Principal	1,136,693	400,000	1,136,693	736,693
Debt Service: Interest	290,461	243,658	290,461	46,803
Total expenditures	119,647,369	136,162,684	112,388,155	(23,774,529)
Excess of Revenues				
Over Expenditures	(4,493,435)	(21,008,750)	5,694,788	26,703,538
Other Financing Sources				
Transfers in	1,361,189	1,361,189	934,033	(427,156)
Leases	-	-	3,993,436	3,993,436
Total other financing sources	1,361,189	1,361,189	4,927,469	3,566,280
Net Change in Fund Balance	\$ (3,132,246)	\$ (19,647,561)	10,622,257	\$ 30,269,818
Beginning Budgetary Fund Balance			95,531,354	
Ending Budgetary Fund Balance			\$ 106,153,611	

BAY AREA AIR QUALITY MANAGEMENT DISTRICT
Statement of Revenues, Expenditures, and Changes in Fund Balances
Budget and Actual - Special Revenue Fund
Year Ended June 30, 2022

	Budgeted Amounts		Actual (Budgetary Basis)	Final Budget Positive (Negative)
	Original	Final		
Revenues:				
TFCA/MSIF DMV fee	\$ 31,313,364	\$ 77,286,756	\$ 27,149,814	\$ (50,135,229)
Carl Moyer Program	59,898,128	27,855,442	20,341,786	(7,513,656)
Other grants/funding	6,330,194	7,725,888	4,752,321	(2,973,567)
Federal grants	1,000,000	1,000,000	652,694	(347,306)
California Goods Movement	21,388,049	21,553,537	342,978	(21,210,559)
Vehicle settlement	11,035,000	8,354,220	1,905,425	(6,437,205)
Total revenues	130,964,735	143,775,843	55,145,018	(88,617,522)
Expenditures:				
TFCA/MSIF & Other Programs				
Program distribution	24,560,794	73,393,773	25,069,049	(48,324,724)
Intermittent control	2,016,507	3,167,088	1,387,413	(1,779,675)
TFCA administration	1,185,433	1,204,771	888,914	(315,857)
Miscellaneous incentive program	33,882	35,596	35,596	-
Regional electric vehicle deployment	2,051,194	2,151,092	1,752,081	(399,011)
Enhanced mobile source inspection	15,000	15,695	8,841	(6,854)
Mobile source incentive	423,603	423,602	288,373	(135,229.00)
Vehicle buy-back	7,332,814	8,240,024	2,013,802	(6,226,222)
Commuter assistance	11,000	11,000	1,714	(9,286)
Carl Moyer Program				
Project funding	56,137,542	21,863,166	17,679,155	(4,184,011)
Grant administration	3,760,586	3,766,166	2,662,631	(1,103,535)
California Goods Movement Program				
Project funding	21,164,512.00	21,330,000	330,000	(21,000,000)
Grant administration	223,537	236,268	236,268	-
Vehicle settlement				
Project funding	9,884,128	5,199,279	962,095	(4,237,184)
Grant administration	848,015	1,422,135	895,053	(527,082)
Total expenditures	129,648,547	142,459,655	54,210,985	(88,248,670)
Excess of Revenues				
Over Expenditures	1,316,188	1,316,188	934,033	(368,852)
Other Financing Uses				
Transfers out	(1,316,188)	(1,316,188)	(934,033)	\$ 382,155
Total other financing uses				
Net Change in Fund Balance	\$ -	\$ -	-	-
Beginning Budgetary Fund Balance			-	-
Ending Budgetary Fund Balance			\$ -	-

BAY AREA AIR QUALITY MANAGEMENT DISTRICT
Notes to Required Supplementary Information
Year Ended June 30, 2022

Budgetary Principles

Through the budget process, the Board of Directors sets the direction of the District. The annual budget assures the most efficient and effective use of the District's economic resources and establishes the priority of objectives that are to be accomplished during the fiscal year.

The annual budget covers the period from July 1 to June 30 and is a vehicle that accurately and openly communicates these priorities to the community, businesses, vendors, employees, and other public agencies. In addition, it establishes the foundation of effective financial planning by providing resource allocation, performance measures and controls that permit the evaluation and adjustment of the District's performance.

The District follows these procedures in establishing the budgetary data reflected in the basic financial statements:

- a) The Board of Directors adopts an annual budget by resolution prior to July 1 of each fiscal year. The annual budget indicates appropriations by fund and by program. The Board of Directors may also adopt supplemental appropriations during the year. At the fund level, expenditures may not legally exceed appropriations. The Air Pollution Control Officer (APCO) is authorized to transfer budgeted amounts between divisions and programs within any fund.
- b) Budgets are adopted on a basis that is consistent with Generally Accepted Accounting Principles (GAAP) with the exception of recognition of certain revenue, as discussed below. Annual appropriated budgets are adopted for the General and Special Revenue funds.
- c) Supplementary budgetary revenue and expenditure appropriations were adopted by the Board of Directors during the fiscal year. These supplemental appropriations have been included in the Budgeted Amounts - Final column of the Budgetary Comparison Schedules.

Reconciliation to the Statement of Revenues, Expenditures, and Changes in Fund Balances

The District's budgetary basis is consistent with Generally Accepted Accounting Principles (GAAP), with the exception of certain revenues that are recognized when earned in the GAAP-basis financial statements but deferred until expended on the budgetary basis. Revenues in the Budget and Actual schedules have been presented on the budgetary basis to provide a more meaningful comparison of actual results with the budget. Additionally, the unrealized loss as a result of recognizing the fair value of investments held in the San Mateo County Pool has also been excluded from the budgetary basis revenues.

The following is a reconciliation between revenues on the budgetary basis and the GAAP basis reflected in the statement of revenues, expenditures, and changes in fund balance.

	Special Revenue Fund
Revenues - Budgetary Basis	\$ 55,145,018
Revenue recognition adjustments	13,679,149
Interest and investment gain (loss)	(9,426,188)
Revenues - GAAP Basis	\$ 59,397,979

SUPPLEMENTARY INFORMATION

FINANCE AND ADMINISTRATION
COMMITTEE MEETING OF 05/03/2023

BAY AREA AIR QUALITY MANAGEMENT DISTRICT
Transportation Fund for Clean Air (TFCA) Program,
Mobile Source Incentive Fund Program & Other Programs
Schedule of Expenditures
Year Ended June 30, 2022

<u>Programs</u>	<u>Salaries and Benefits</u>	<u>Services and Supplies</u>	<u>Program Distribution</u>	<u>Total</u>
Program distribution	\$ -	\$ -	\$ 25,069,049	\$ 25,069,049
Intermittent control	409,732	977,681	-	1,387,413
TFCA administration	781,504	107,410	-	888,914
Miscellaneous incentive program	35,596	-	-	35,596
Regional electric vehicles deployment	1,259,506	492,575	-	1,752,081
Enhanced mobile source inspection	-	8,841	-	8,841
Commuter assistance	-	1,714.00	-	1,714
Vehicle buy-back	49,879	1,963,923	-	2,013,802
Mobile source incentive	256,896	31,477	-	288,373
Total expenditures	<u>\$2,793,113</u>	<u>\$ 3,583,621</u>	<u>\$ 25,069,049</u>	<u>\$ 31,445,783</u>

FINANCE AND ADMINISTRATION
COMMITTEE MEETING OF 03/31/2023

BAY AREA AIR QUALITY

MANAGEMENT DISTRICT

Single Audit Reports

For the Year Ended June 30, 2022

(With Independent Auditor's Reports Thereon)

FINANCE AND ADMINISTRATION
COMMITTEE MEETING OF 05/03/2023



BAY AREA AIR QUALITY MANAGEMENT DISTRICT

Single Audit Reports
For the Year Ended June 30, 2022

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FINANCE AND ADMINISTRATIVE COMMITTEE MEETING OF 05/03/2023



SIMPSON & SIMPSON
CERTIFIED PUBLIC ACCOUNTANTS

FOUNDING PARTNERS
BRANARD C. SIMPSON, CPA
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Independent Auditor's Report on Internal Control over Financial Reporting and on Compliance and Other Matters Based on an Audit of Financial Statements Performed in Accordance with *Government Auditing Standards*

The Board of Directors of the
Bay Area Air Quality Management District

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of the governmental activities, each major fund, and the aggregate remaining fund information of the **Bay Area Air Quality Management District** (the District), as of and for the year ended June 30, 2022, and the related notes to the financial statements, which collectively comprise the District's basic financial statements, and have issued our report thereon dated March 30, 2023.

Report on Internal Control over Financial Reporting

In planning and performing our audit of the financial statements, we considered the District's internal control over financial reporting (internal control) as a basis for designing audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the District's internal control. Accordingly, we do not express an opinion on the effectiveness of the District's internal control.

A *deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct misstatements, on a timely basis. A *material weakness* is a deficiency, or a combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected, on a timely basis. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses or significant deficiencies may exist that were not identified.



Report on Compliance and Other Matters

As part of obtaining reasonable assurance about whether the District’s financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the financial statements. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

Purpose of this Report

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the entity’s internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity’s internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

Los Angeles, California
March 30, 2023

FINANCE AND ADMINISTRATION
COMMITTEE MEETING OF 05/03/2023



SIMPSON & SIMPSON
CERTIFIED PUBLIC ACCOUNTANTS

FOUNDING PARTNERS
BRANARD C. SIMPSON, CPA
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Independent Auditor's Report on Compliance for Each Major Federal Program; Report on Internal Control over Compliance; and Report on Schedule of Expenditures of Federal Awards Required by the Uniform Guidance

The Board of Directors of the
Bay Area Air Quality Management District

Report on Compliance for Each Major Federal Program

Opinion on Each Major Federal Program

We have audited the **Bay Area Air Quality Management District's** (the District) compliance with the types of compliance requirements identified as subject to audit in the *OMB Compliance Supplement* that could have a direct and material effect on each of the District's major federal programs for the year ended June 30, 2022. The District's major federal programs are identified in the Summary of Auditor's Results section of the accompanying Schedule of findings and questioned costs.

In our opinion, the District complied, in all material respects, with the compliance requirements referred to above that could have a direct and material effect on each of its major federal programs for the year ended June 30, 2022.

Basis for Opinion on Each Major Federal Program

We conducted our audit of compliance in accordance with auditing standards generally accepted in the United States of America; the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States; and the audit requirements of Title 2 U.S. *Code of Federal Regulations Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance). Our responsibilities under those standards and the Uniform Guidance are further described in the Auditor's Responsibilities for the Audit of Compliance section of our report.

We are required to be independent of the District and to meet our other ethical responsibilities, in accordance with relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion on compliance for each major federal program. Our audit does not provide a legal determination of the District's compliance with the compliance requirements referred to above.

Responsibilities of Management for Compliance

Management is responsible for compliance with the requirements referred to above and for the design, implementation, and maintenance of effective internal control over compliance with the requirements of laws, statutes, regulations, rules, and provisions of contracts or grant agreements applicable to its federal programs.



Auditor's Responsibilities for the Audit of Compliance

Our objectives are to obtain reasonable assurance about whether material noncompliance with the compliance requirements referred to above occurred, whether due to fraud or error, and express an opinion on the District's compliance based on our audit. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with generally accepted auditing standards, *Government Auditing Standards*, and the Uniform Guidance will always detect material noncompliance when it exists. The risk of not detecting material noncompliance resulting from fraud is higher than for that resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Noncompliance with the compliance requirements referred to above is considered material if there is a substantial likelihood that, individually or in the aggregate, it would influence the judgment made by a reasonable user of the report on compliance about the District's compliance with the requirements of each major federal program as a whole.

In performing an audit in accordance with generally accepted auditing standards, *Government Auditing Standards*, and the Uniform Guidance, we:

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material noncompliance, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the District's compliance with the compliance requirements referred to above and performing such other procedures as we considered necessary in the circumstances.
- Obtain an understanding of the District's internal control over compliance relevant to the audit in order to design audit procedures that are appropriate in the circumstances and to test and report on internal control over compliance in accordance with the Uniform Guidance, but not for the purpose of expressing an opinion on the effectiveness of the District's internal control over compliance. Accordingly, no such opinion is expressed.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and any significant deficiencies and material weaknesses in internal control over compliance that we identified during the audit.

Other Matters

The results of our auditing procedures disclosed instances of noncompliance which are required to be reported in accordance with the Uniform Guidance and which are described in the accompanying schedule of findings and questioned costs as item F-2022-001. Our opinion on each major federal program is not modified with respect to these matters.

Government Auditing Standards requires the auditor to perform limited procedures on the District's response to the noncompliance findings identified in our audit described in the accompanying schedule of findings and questioned costs. The District's response was not subjected to the other auditing procedures applied in the audit of compliance and, accordingly, we express no opinion on the response.



Report on Internal Control over Compliance

Our consideration of internal control over compliance was for the limited purpose described in the Auditor's Responsibilities for the Audit of Compliance section above and was not designed to identify all deficiencies in internal control over compliance that might be material weaknesses or significant deficiencies in internal control over compliance and therefore, material weaknesses or significant deficiencies may exist that were not identified. However, as discussed below, we did identify certain deficiencies in internal control over compliance that we consider to be significant deficiencies.

A deficiency in internal control over compliance exists when the design or operation of a control over compliance does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, noncompliance with a type of compliance requirement of a federal program on a timely basis. *A material weakness in internal control over compliance* is a deficiency, or a combination of deficiencies, in internal control over compliance, such that there is a reasonable possibility that material noncompliance with a type of compliance requirement of a federal program will not be prevented, or detected and corrected, on a timely basis.

A significant deficiency in internal control over compliance is a deficiency, or a combination of deficiencies, in internal control over compliance with a type of compliance requirement of a federal program that is less severe than a material weakness in internal control over compliance, yet important enough to merit attention by those charged with governance. We consider the deficiency in internal control over compliance described in the accompanying schedule of findings and questioned costs as item F-2022-001 to be a significant deficiency.

Our audit was not designed for the purpose of expressing an opinion on the effectiveness of internal control over compliance. Accordingly, no such opinion is expressed.

Government Auditing Standards requires the auditor to perform limited procedures on the District's response to the internal control over compliance findings identified in our audit described in the accompanying schedule of findings and questioned costs. The District's response was not subjected to the other auditing procedures applied in the audit of compliance and, accordingly, we express no opinion on the response.

The purpose of this report on internal control over compliance is solely to describe the scope of our testing of internal control over compliance and the results of that testing based on the requirements of the Uniform Guidance. Accordingly, this report is not suitable for any other purpose.



Report on Schedule of Expenditures of Federal Awards Required by the Uniform Guidance

We have audited the financial statements of the governmental activities, each major fund and the aggregate remaining fund information of the District as of and for the year ended June 30, 2022, and the related notes to the financial statements, which collectively comprise the District's basic financial statements. We issued our report thereon dated March 30, 2023, which contained unmodified opinions on those financial statements. Our audit was performed for the purpose of forming opinions on the financial statements that collectively comprise the basic financial statements. The accompanying schedule of expenditures of federal awards is presented for purposes of additional analysis as required by the Uniform Guidance and is not a required part of the basic financial statements. Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the basic financial statements.

The information has been subjected to the auditing procedures applied in the audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the schedule of expenditures of federal awards is fairly stated in all material respects in relation to the basic financial statements as a whole.

Los Angeles, California
March 30, 2023

FINANCE AND ADMINISTRATION COMMITTEE MEETING OF 3/23/2023

BAY AREA AIR QUALITY MANAGEMENT DISTRICT

Schedule of Expenditures of Federal Awards

Year Ended June 30, 2022

Federal Grantor/Pass-Through Grantor/Program Title	Assistance Listing Number	Grantor or Pass-Through Entity ID Number	Passed Through to Subrecipients	Program Cluster Expenditures	Total Federal Expenditures
U.S. Environmental Protection Agency:					
Air Pollution Control Program Support	66.001	A00905621			\$ 105,138
Air Pollution Control Program Support	66.001	A00905622	\$ 844,820		2,225,829
Subtotal CFDA 66.001			<u>844,820</u>		<u>2,330,967</u>
Surveys, Studies, Research, Investigations, Demonstrations, and Special Purpose Activities Relating to the Clean Air Act					
	66.034	PM98T037010			172,599
Surveys, Studies, Research, Investigations, Demonstrations, and Special Purpose Activities Relating to the Clean Air Act					
	66.034	PM98T037010-1			52,366
Subtotal CFDA 66.034					224,965
Targeted Airshed Grant - Heat Pump Project					
Subtotal Direct Program	66.956	TA-98T16101-0			40,472
Total U.S. Environmental Protection Agency					<u>2,596,404</u>
U.S. Department of Homeland Security:					
Homeland Security Biowatch Program	97.091	2006-ST-091-2			1,253,516
Subtotal Direct Program					<u>1,253,516</u>
Total U.S. Department of Homeland Security					<u>1,253,516</u>
U.S. Department of Transportation:					
Passed through California Department of Transportation:					
Highway Planning and Construction	20.205	CML-6297 (008)		\$ 967,343	
Highway Planning and Construction	20.205	CML-6297 (009)		<u>652,694</u>	
Subtotal Expenditures - Highway Planning and Construction Cluster					<u>1,620,037</u>
Subtotal Pass-Through Program					<u>1,620,037</u>
Total U.S. Department of Transportation					<u>1,620,037</u>
Total Expenditures of Federal Awards			<u>\$ 844,820</u>	<u>\$ 1,620,037</u>	<u>\$ 5,469,957</u>

See accompanying independent auditor's report and notes to schedule of expenditures of federal awards.

BAY AREA AIR QUALITY MANAGEMENT DISTRICT

Notes to the Schedule of Expenditures of Federal Awards

For the Year Ended June 30, 2022

1. General

The accompanying Schedule of Expenditures of Federal Awards (SEFA) presents the activity of all federal award programs of the Bay Area Air Quality Management District (the District) for the year ended June 30, 2022. The District's reporting entity is defined in Note 1 of the District's basic financial statements. Expenditures of federal awards received directly from federal agencies, as well as expenditures of federal awards passed through other governmental agencies, are included in the SEFA.

2. Summary of Significant Accounting Policies

Basis of Accounting - Funds received under the various grant programs have been recorded within the general fund and the special revenue fund of the District. The accompanying SEFA is presented using the modified accrual basis of accounting for expenditures that are accounted for in the general fund and the special revenue fund, which are both governmental funds, as described in Note 1 of the District's basic financial statements.

Relationship to Financial Statements - Federal award expenditures reported in the accompanying SEFA agree, or can be reconciled, in all material respects, to amounts reported in the District's basic financial statements.

Assistance Listing - The Assistance Listing numbers included in the accompanying SEFA were determined based on the program name, review of grant or contract information, and the Office of Management and Budget's Compliance Supplement.

3. Pass-through Entities' Identifying Numbers

When federal awards are received from a pass-through entity, the SEFA indicates, if assigned, the identifying grant or contract number that has been assigned by the pass-through entity.

4. Indirect Cost Rate

The District has elected not to use the 10-percent de minimis indirect cost rate allowed under the Uniform Guidance.

BAY AREA AIR QUALITY MANAGEMENT DISTRICT
 Schedule of Findings and Questioned Costs
 For the Year Ended June 30, 2022

Section I - Summary of Auditor's Results

Financial statements:

- | | |
|--|------------|
| 1. Type of auditor's report issued: | Unmodified |
| 2. Internal control over financial reporting: | |
| • Material weakness(es) identified? | None noted |
| • Significant deficiency(ies) identified not considered to be material weaknesses? | None noted |
| 3. Noncompliance material to financial statements noted? | None noted |

Federal Awards:

- | | |
|--|------------|
| 4. Internal control over major programs: | |
| • Material weakness(es) identified? | No |
| • Significant deficiency(ies) identified not considered to be material weaknesses? | Yes |
| 5. Type of auditor's report issued on compliance for major programs: | Unmodified |
| 6. Identification of major programs: | |

Assistance Listing Number

20.205

Name of Federal Program

U.S. Department of Transportation –
 Highway Planning and Construction
 Cluster: Highway Planning and
 Construction

- | | |
|--|-----------|
| 7. Any audit findings disclosed that are required to be reported in accordance with Section 2 CFR 200.516? | Yes |
| 8. Dollar threshold used to distinguish between Type A and Type B programs: | \$750,000 |
| 9. Auditee qualified as a low-risk auditee? | Yes |

BAY AREA AIR QUALITY MANAGEMENT DISTRICT
Schedule of Findings and Questioned Costs (Continued)
For the Year Ended June 30, 2022

Section II – Financial Statement Finding

No matters were reported.

FINANCE AND ADMINISTRATION
COMMITTEE MEETING OF 05/03/2023

BAY AREA AIR QUALITY MANAGEMENT DISTRICT
Schedule of Findings and Questioned Costs (Continued)
For the Year Ended June 30, 2022

Section III – Federal Award Findings and Questioned Costs

Program Identification

Finding Reference Number:	F-2022-001
Assistance Listing Number:	20.205
Federal Program Titles:	Highway Planning and Construction Cluster (Significant Deficiency)
Awarding Agency / Pass-Through Entity:	U.S. Department of Transportation / California Department of Transportation
Award Number:	CML-6297 (008) / CML-6297 (009)
Compliance Requirement:	Procurement and Suspension and Debarment

Criteria

According to 2 CFR Part 180, when a non-Federal entity enters into a covered transaction with an entity at a lower tier, the non-Federal entity must verify that the entity, as defined in 2 CFR section 180.995 and agency adopting regulations, is not suspended or debarred or otherwise excluded from participating in the transaction.

According to 2 CFR Part 200, Appendix to Part 200, all contracts made by the non-Federal entity under the Federal award must contain provisions covering the following: (G) Clean Air Act (42 U.S.C. 7401-7671q.) and the Federal Water Pollution Control Act (33 U.S.C. 1251-1387), as amended – Contracts and subgrants of amounts in excess of \$150,000 must contain a provision that requires the non-Federal award to agree to comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act (42 U.S.C. 7401-7671q.) and the Federal Water Pollution Control Act as amended (33 U.S.C. 1251-1387). Violations must be reported to the Federal awarding agency and the Regional Office of the Environmental Protection Agency (EPA).

Condition

In our review of the procurement files for a vendor with material expenditures related to the program, we noted that the Air District was not able to provide documentation to prove that it verified that the vendor was not suspended or debarred at the time of the contract. However, we noted that this vendor was not suspended or debarred at the time of the audit.

Additionally, in our review of the contract with this vendor, we noted that the contract did not contain provisions covering the Clean Air Act and the Federal Water Pollution Control Act as stated in the Criteria.

BAY AREA AIR QUALITY MANAGEMENT DISTRICT
Schedule of Findings and Questioned Costs (Continued)
For the Year Ended June 30, 2022

Cause and Effect

The District did not initially intend on utilizing this vendor as part of this federal program. As such, the procurement action was conducted without consideration to these federal guidelines.

Subsequent to making the determination that the vendor would be used as part of the federal program, the District did not take the necessary action to ensure it is compliant with the stated federal guidelines.

Questioned Costs

Not applicable. This finding is considered a programmatic non-compliance issue as well as a significant deficiency in the internal control system over the procurement process.

Recommendation

We recommend the District strengthen its controls over the procurement process to ensure that the verification of suspension and debarment is properly documented, and that required provisions are included in contracts made with federal funds.

Views of Responsible Officials, Planned Corrective Actions, and Contact Information

Air District Management concurs with the recommendation under F-2022-001. The Air District is currently reviewing its procurement processes and procedures against best governmental practices and will implement process changes that will require retention of backup documentation for debarment evaluations and include any needed provisions for contracts that are federally funded. The District anticipates implementation of the required process changes during calendar year 2023.

Name: Stephanie Osaze
Title: Finance Director
Telephone: (415) 749-4771

BAY AREA AIR QUALITY MANAGEMENT DISTRICT
Schedule of Prior Year Findings and Questioned Costs
For the Year Ended June 30, 2022

Section II – Financial Statement Finding

There were no audit findings in the prior year.

Section III – Federal Award Findings and Questioned Costs

There were no audit findings in the prior year.

FINANCE AND ADMINISTRATION
COMMITTEE MEETING OF 05/03/2023

BAY AREA AIR QUALITY MANAGEMENT DISTRICT

Memorandum

To: Chairperson John J. Bauters and Members
of the Finance and Administration Committee

From: Philip M. Fine
Executive Officer/APCO

Date: May 3, 2023

Re: Third Quarter Financial Report for the Fiscal Year Ending June 30, 2023

RECOMMENDED ACTION

None; receive and file.

BACKGROUND

None.

DISCUSSION

The finance staff will present an update on the Air District's financial results for the third quarter of the 2022-2023 fiscal year. Attachment A summarizes the financial results for the third quarter.

BUDGET CONSIDERATION/FINANCIAL IMPACT

None.

Respectfully submitted,

Philip M. Fine
Executive Officer/APCO

Prepared by: Jun Pan
Reviewed by: Stephanie Osaze

ATTACHMENTS:

1. 3rd Qtr Financial Report FYE 2023-Attachment-A
2. 3rd Qtr Financial Report FYE 2023 Presentation

FINANCE AND ADMINISTRATION
COMMITTEE MEETING OF 05/03/2023

Attachment A: Financial Summary

The following information summarizes the financial results of the 3rd quarter of the fiscal year ending 2023.

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

REVENUE TYPE	3rd QTR FY 2022	3rd QTR FY 2023	FY 2023 - % of BUDGETED REVENUE
County Receipts	\$23,930,381	\$26,106,148	62%
Permit Fee Receipts	\$33,488,666	\$39,688,774	86%
Title V Permit Fees	\$6,156,708	\$6,549,943	81%
Asbestos Fees	\$3,170,213	\$2,691,752	67%
Toxic Inventory Fees	\$1,172,071	\$1,111,591	67%
Community Health Impact	\$1,136,154	\$1,077,070	97%
Criteria Pollutant Toxic	\$981,619	\$1,331,600	109%
Penalties and Settlements	\$4,265,511	\$2,262,990	82%
Interest Income	\$554,745	\$1,347,377	135%
Total Revenue	\$74,856,069	\$82,167,244	76%

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

EXPENDITURE TYPE	3rd QTR FY 2022	3rd QTR FY 2023	FY 2023 - % of BUDGETED EXPENDITURES
Personnel - Salaries*	\$38,232,802	\$39,181,238	62%
Personnel - Benefits*	\$23,972,067	\$26,830,461	86%
Operational Services / Supplies	\$18,840,333	\$18,516,845	48%
Capital Outlay	\$2,186,648	\$2,442,254	37%
Total Expenditures	\$83,231,850	\$86,970,798	62%
<i>*Consolidated (includes Special Funds)</i>			

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

CASH/INVESTMENTS	3rd QTR FY 2022	3rd QTR FY 2023
General Fund	\$99,319,031	\$108,844,331
TFCA	\$125,249,984	\$121,004,847
MSIF	\$55,217,042	\$63,023,808
Carl Moyer	\$68,843,706	\$85,959,387
CA Goods Movement	\$21,325,610	\$23,541,686
AQ Projects	\$3,244,845	\$2,702,247
Vehicles Mitigation	\$23,582,385	\$26,076,911
Total	\$396,782,602	\$431,153,217

FUND BALANCES	6/30/2021	6/30/2022	6/30/2023
	Audited	Audited	Projected
DESIGNATED: *			
AB617 Staffing Contingency		7,679,746	7,679,746
Community Benefits		3,000,000	3,000,000
Economic Contingency	21,294,922	23,303,025	25,500,741
Outside Counsel Litigation Support		3,000,000	1,880,000
Pandemic Contingency		4,000,000	4,000,000
Pension Liability	4,000,000	5,000,000	
Richmond Improvement (HQE)		5,000,000	5,000,000
Technology Implementation Office	3,350,000	3,350,000	3,350,000
Wildfire Mitigation	1,000,000	2,000,000	1,000,000
Total Designated Reserves	\$29,644,922	\$56,332,771	\$51,410,487
Undesignated Fund Balance	34,385,565	24,282,683	17,114,967
TOTAL DESIGNATED & UNDESIGNATED	\$64,030,487	\$80,615,454	\$68,525,454
TOTAL FUND BALANCE	\$64,030,487	\$80,615,454	\$68,525,454
* Designated Fund Balances are subject to change at Board's discretion.			
OUTSTANDING LIABILITIES			
CalPERS Pension Retirement			68,298,398
Certificate of Participation Notes			22,770,330
TOTAL OUTSTANDING LIABILITIES			\$91,068,728

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 2022-2023 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 2022-2023.

	VENDOR NAME	AMOUNT PAID (July 2022 - March 2023)	Explanation
1	AAA Business Supplies	\$139,769	Janitorial, Stationary, Office Supplies
2	Alliant Insurance Services	\$803,393	Various Business Insurance Policies
3	Bay Area Headquarters Authority	\$2,569,617	Shared Services & Common Areas
4	Benefits Coordinators Corp.	\$1,479,071	Life Insurance Plan & LTD Insurance
5	CA Public Employee Retirement System (Health)	\$6,981,769	Health Insurance Plan
6	CA Public Employee Retirement System (Retirement)	\$6,563,795	Retirement Benefits & 457 Supplemental Plan
7	Ceridian Corp	\$178,132	Payroll Services
8	Comcast Cable	\$136,999	Communication Internet
9	Cubic Transportation Systems	\$323,296	Clipper Transit Subsidy
10	Denovo Ventures, LLC	\$146,324	Financial System Cloud Hosting Services
11	Enterprise Fleet Services	\$369,427	Fleet Leasing and Maintenance services
12	P & A Administrative Services	\$237,598	Flexible Spending & Cobra Benefit Services
13	PG & E	\$167,627	Utilities
14	Robert Half	\$548,840	Temporary Staffing Services
15	Sloan Sakai Yeung & Wong LLP	\$106,023	Professional Services
16	Verizon Wireless	\$181,053	Cell Phone Services
17	Wang Brothers Investment	\$399,713	Richmond Site Lease
18	Wex Fleet	\$119,402	Fleet Fuel Purchase

FINANCE AND ADMINISTRATION
COMMITTEE MEETING OF

BAY AREA AIR QUALITY MANAGEMENT DISTRICT

Memorandum

To: Chairperson John J. Bauters and Members
of the Board of Directors

From: Philip M. Fine
Executive Officer/APCO

Date: May 17, 2023

Re: Report of the Mobile Source and Climate Impacts Committee Meeting of May 10,
2023

RECOMMENDED ACTION

A) Transportation Fund for Clean Air County Program Manager Expenditure Plans for
Fiscal Year Ending 2024.

1. **Approve** the allocation of new Transportation Fund for Clean Air revenue to each of the nine County Program Managers for Fiscal Year Ending 2024; and
2. **Authorize** the Executive Officer/Air Pollution Control Officer to enter into funding agreements with the County Program Managers for Transportation Fund for Clean Air revenues to be programmed in Fiscal Year Ending 2024.

B) Transportation Fund for Clean Air Regional Fund Policies & Evaluation Criteria for
Fiscal Year Ending 2024.

1. **Approve** the proposed updates to Transportation Fund for Clean Air Regional Fund Policies and Evaluation Criteria for Fiscal Year Ending 2024.

C) Charge! Program

1. **Approve** the Charge! Program rank list and recommended projects with proposed grant awards; and
2. **Authorize** the Executive Officer/Air Pollution Control Officer to enter into all necessary agreements with applicants for recommended projects.

BACKGROUND

None.

DISCUSSION

The Mobile Source & Climate Impacts Committee met on Wednesday, May 10, 2023, and approved the Minutes of the Mobile Source and Climate Impacts Committee meeting of April 12, 2023.

The Committee then reviewed and discussed the staff presentation *Transportation Fund for Clean Air County Program Manager Expenditure Plans for Fiscal Year Ending 2024*. The Committee recommends the Board:

1. **Approve** the allocation of new Transportation Fund for Clean Air revenue to each of the nine County Program Managers for Fiscal Year Ending 2024; and
2. **Authorize** the Executive Officer/Air Pollution Control Officer to enter into funding agreements with the County Program Managers for Transportation Fund for Clean Air revenues to be programmed in Fiscal Year Ending 2024.

The Committee then reviewed and discussed the staff presentation *Transportation Fund for Clean Air Regional Fund Policies & Evaluation Criteria for Fiscal Year Ending 2024*. The Committee recommends the Board:

1. **Approve** the proposed updates to Transportation Fund for Clean Air Regional Fund Policies and Evaluation Criteria for Fiscal Year Ending 2024.

Finally, the Committee reviewed and discussed the staff presentation *Charge! Program*. The Committee recommends the Board:

1. **Approve** the Charge! Program rank list and recommended projects with proposed grant awards; and
2. **Authorize** the Executive Officer/Air Pollution Control Officer to enter into all necessary agreements with applicants for recommended projects.

The next meeting of the Mobile Source & Climate Impacts Committee will be on Wednesday, June 14, 2023, at 1:00 p.m. at 375 Beale Street, San Francisco, CA 94105. The meeting will also be webcast for members of the public. This concludes the Chair Report of the Mobile Source & Climate Impacts Committee.

BUDGET CONSIDERATION/FINANCIAL IMPACT

The requested recommended actions will have a fiscal impact and further detail on this impact can be found in Attachment 1 of the staff memorandums from the May 10, 2023 Mobile Source and Climate Impacts Committee Meeting.

Respectfully submitted,

Philip M. Fine
Executive Officer/APCO

Prepared by: Marcy Hiratzka
Reviewed by: Vanessa Johnson

ATTACHMENTS:

1. Mobile Source and Climate Impacts Committee May 10, 2023 Meeting Memorandums

BAY AREA AIR QUALITY MANAGEMENT DISTRICT

Memorandum

To: Chairperson Myrna Melgar and Members
of the Mobile Source and Climate Impacts Committee

From: Philip M. Fine
Executive Officer/APCO

Date: May 10, 2023

Re: Transportation Fund for Clean Air County Program Manager Expenditure Plans for
Fiscal Year Ending 2024

RECOMMENDED ACTION

The Committee consider recommending the Board of Directors:

1. Approve the allocation of new Transportation Fund for Clean Air (TFCA) revenue to each of the nine County Program Managers (CPM) for Fiscal Year Ending (FYE) 2024, as listed in Column A of Table 1; and
2. Authorize the Executive Officer/APCO to enter into funding agreements with the CPMs for TFCA revenues to be programmed in FYE 2024 as listed in Column C of Table 1.

BACKGROUND

In 1991, the California State Legislature authorized the Bay Area Air Quality Management District (Air District) to impose a \$4 surcharge on motor vehicles registered within the nine-county Bay Area to fund projects that reduce on-road motor vehicle emissions. The legislative requirements that enable the use of the funds are codified in California Health and Safety Code (HSC) Sections 44241 and 44242.

Forty percent of new TFCA revenue is passed through to the designated CPM in each of the nine counties within the Air District's jurisdiction based on each county's proportionate share of vehicle registration fees collected. The Air District awards the other sixty percent to eligible projects and programs it implements directly (e.g., Spare the Air) and to the TFCA Regional Fund program.

Pursuant to HSC Section 44241, CPMs must award TFCA funds to eligible projects within six months of the Air District Board of Directors' (Board) approval of their expenditure plans. Annually, CPMs submit expenditure plans to the Air District specifying the status of their prior year funding that is available for reprogramming and interest accrued. The Board adopted the policies and cost-effectiveness criteria for expenditure of CPM TFCA funds in FYE 2024 on December 7, 2022.

DISCUSSION

The Air District received proposed expenditure plans from all nine CPMs. Table 1 shows the TFCA monies that are estimated to be available to CPMs in FYE 2024.

- Column A shows the new revenue projected to accrue from the Department of Motor Vehicles (DMV) revenue from each county’s proportionate share of vehicle registration fees.
- Column B shows the reconciliation of the difference between prior-year estimate and actual revenue, and TFCA carry-over funds available for reprogramming as reported by CPMs in their expenditure plans. Carry-over funds include TFCA monies from projects that were recently completed under budget and/or canceled, and any interest earned.
- Column C shows total amount of TFCA funds that are estimated to be available to CPMs in FYE 2024 (sum of values in columns A and B).

	A	B	C
County Program Manager	Estimated New TFCA Revenue	Reconciliation & Reprogrammed TFCA Funds	Estimated Total FYE 2024 TFCA Funds
Alameda County Transportation Commission	\$1,920,900	\$780,597	\$2,701,497
Contra Costa Transportation Authority	\$1,536,800	\$158,062	\$1,694,862
Transportation Authority of Marin	\$348,200	\$33,616	\$381,816
Napa Valley Transportation Authority	\$197,200	\$52,502	\$249,702
San Francisco County Transportation Authority	\$701,000	\$241,750	\$942,750
San Mateo City/County Association of Governments	\$1,020,400	\$349,611	\$1,370,011
Santa Clara Valley Transportation Authority	\$2,383,000	\$349,198	\$2,732,198
Solano Transportation Authority	\$340,800	\$17,531	\$358,331
Sonoma County Transportation Authority	\$615,200	\$92,206	\$707,406
TOTAL	\$9,063,500	\$2,075,073	\$11,138,573

BUDGET CONSIDERATION/FINANCIAL IMPACT

None. TFCA revenue is generated from DMV registration fees collected and 40% of the TFCA funds are passed through to the CPMs. Administrative costs for the CPMs and the Air District are reimbursed by TFCA program revenue.

Respectfully submitted,

Philip M. Fine
Executive Officer/APCO

Prepared by: Hannah Cha
Reviewed by: Ken Mak, Minda Berbeco, and Karen Schkolnick

ATTACHMENTS:

None

BAY AREA AIR QUALITY MANAGEMENT DISTRICT

Memorandum

To: Chairperson Myrna Melgar and Members
of the Mobile Source and Climate Impacts Committee

From: Philip M. Fine
Executive Officer/APCO

Date: May 10, 2023

Re: Transportation Fund for Clean Air Regional Fund Policies and Evaluation Criteria
for Fiscal Year Ending 2024

RECOMMENDED ACTION

The Committee consider recommending the Board of Directors approve the proposed updates to the Transportation Fund for Clean Air (TFCA) Regional Fund Policies and Evaluation Criteria for Fiscal Year Ending (FYE) 2024 presented in Attachment A.

BACKGROUND

In 1991, the California State Legislature authorized the Bay Area Air Quality Management District (Air District) to impose a \$4 surcharge on each motor vehicle registered within the nine-county Bay Area to fund projects that reduce on-road motor vehicle emissions within the Air District's jurisdiction. The statutory authority and requirements for the Transportation Fund For Clean Air (TFCA) are set forth in California Health and Safety Code Sections 44241 and 44242. The authorizing legislation requires that the Air District's Board of Directors (Board) adopt cost-effectiveness criteria that govern the use of the TFCA funds.

Sixty percent of TFCA funds are allocated annually by the Board to eligible projects and programs implemented directly by the Air District (e.g., Spare the Air) and to a program referred to as the Regional Fund. The remaining forty percent (40%) of TFCA funds are passed-through to the County Program Manager Fund, based on each county's proportionate share of vehicle registration fees paid, and awarded by the nine designated agencies within the Air District's jurisdiction.

On April 5, 2023, the Board approved an allocation of \$28.74 million in TFCA monies for award in FYE 2024 through the Regional Fund and to Air District sponsored program categories, including an estimated \$12.74 million in new revenue and additional funds from prior years and interest. At the same meeting, the Board also authorized the Executive Officer/APCO to execute grant agreements with project sponsors whose projects have proposed individual awards up to \$500,000 and that meet the respective governing policies and guidelines. TFCA projects recommended for awards greater than \$500,000 are brought to the Air District's Mobile Source Committee for consideration.

The authorizing legislation requires the Board to consider updates to the Regional Fund Policies and Evaluation Criteria (Policies), which establish the eligibility and evaluation criteria for projects and award of TFCA funding at least annually. The Policies include both general requirements, applicable to all Regional Fund projects, and project category-specific requirements.

This report discusses the proposed updates to the Policies for FYE 2024 and the public process through which these updates were developed.

DISCUSSION

Public Outreach Process for FYE 2024 Policies

On January 26, 2023, the Air District posted the draft Policies on its website and opened the public comment period, which closed on March 10, 2023. The public comment process was advertised via the Air District's TFCA grants email notification system and sent to more than 1,700 stakeholders, including representatives from each of the nine Bay Area Congestion Management Agencies (CMAs). The updates proposed for FYE 2024 were presented and discussed at a public webinar on February 9, 2023. Attachment C provides a summary of the public comments received, along with staff's responses.

Proposed Updated Policies for FYE 2024

For FYE 2024, proposed updates were made to the current-year Policies to address the comments and suggestions received from stakeholders throughout the prior year and during the public comment period. Language revisions were also made for clarification purposes.

A redlined copy of the Policies for FYE 2024, which shows the proposed updates from the prior year, is included as Attachment B. Below is a summary of the key proposed updates:

- Continue providing an additional 12 months of flexibility for grantees to start their projects (for a total of 24 months) to address supply shortages and other delays caused by the pandemic (policy #8).
- Remove Policy #22, On-Road [Diesel] Truck Replacements that was created approximately 10 years ago to provide co-funding to the California Goods Movement grant program for diesel-to-diesel truck replacement projects. Because the Truck and Bus Regulation requires nearly all trucks and buses to have 2010 or newer model year engines by January 1, 2023, this project category no longer provides surplus emission reductions (Policy #1) beyond the January 1, 2023 date. Instead, all vehicle-based projects would be funded through policy #23, On-Road Zero- and Partial- Zero- Emissions Vehicles.
- Revise Policy #2, Cost Effectiveness. The cost-effectiveness limits table has been updated to reflect the removal of policy #22.
- Clarify that projects that are described in plans similar to those listed also qualify to apply for Bicycle Parking funds (Policy #31). Update the name of one of the plans listed in Bikeways (Policy #32).

BUDGET CONSIDERATION/FINANCIAL IMPACT

None. TFCA funds are generated from DMV registration fees and distributed to sponsors of eligible projects on a reimbursement basis. Administrative costs are also covered by TFCA.

Respectfully submitted,

Philip M. Fine
Executive Officer/APCO

Prepared by: Hannah Cha
Reviewed by: Ken Mak, Minda Berbeco and Karen Schkolnick

ATTACHMENTS:

1. Proposed FYE 2024 TFCA RF Policies
2. Proposed FYE 2024 TFCA RF Policies - Redlined Version
3. Comments and Responses

**TFCA REGIONAL FUND POLICIES
AND EVALUATION CRITERIA FOR FYE 2024**

The following policies apply to the Bay Area Air Quality Management District’s (Air District) Transportation Fund for Clean Air (TFCA) Regional Fund for fiscal year ending (FYE) 2024.

BASIC ELIGIBILITY

- Eligible Projects:** Only projects that result in the reduction of motor vehicle emissions within the Air District’s jurisdiction are eligible. Projects must conform to the provisions of the California Health and Safety Code (HSC) sections 44220 et seq. and Air District Board of Directors adopted TFCA Regional Fund Policies and Evaluation Criteria.

Projects must achieve surplus emission reductions, i.e., reductions that are beyond what is required through regulations, contracts, and other legally binding obligations at the time the Air District executes the project’s funding agreement.

- TFCA Cost-Effectiveness:** Projects must not exceed the maximum cost-effectiveness (C-E) limit specified in Table 1, except for projects that are being co-funded by other Air District-administered programs (e.g., Carl Moyer Program). Emissions benefits for co-funded projects may be reported under other Air District-administered programs. Cost-effectiveness (\$/weighted ton) is the ratio of TFCA funds awarded to the sum of surplus emissions reduced, during a project’s operational period, of reactive organic gases (ROG), nitrogen oxides (NOx), and weighted PM10 (particulate matter 10 microns in diameter and smaller).

Table 1: Maximum Cost-Effectiveness for TFCA Regional Fund Projects

Policy #	Project Category	Maximum C-E (\$/weighted ton)
23	On-Road Zero- and Partial- Zero- Emissions Vehicles	\$500,000
25	Hydrogen Stations	N/A*
26	Electric Vehicle Charging Infrastructure	N/A*
27	Vehicle Scrapping	\$50,000**
28	Existing Last-Mile Commuter Connections	Evaluated as part of the Spare the Air Program
29	Pilot Trip Reduction	\$500,000
30	Existing Regional Ridesharing Services	Evaluated as part of the Spare the Air Program
31	Bicycle Parking	\$250,000
32	Bikeways	\$500,000
33	Infrastructure Improvements for Trip-Reduction	\$500,000

* These projects provide electric vehicle charging/hydrogen refueling infrastructure needed to enable emission reductions from electric and fuel cell electric vehicles. To maximize emissions reductions and public health benefits, projects will be evaluated based on project characteristics including, but not limited to, cost of the project, anticipated equipment usage, and anticipated benefits to environmental justice communities and communities highly impacted by air pollution but shall not be subject to a maximum cost-effectiveness limit.

** Maximum C-E for vehicle scrapping if entirely funded by TFCA. If TFCA is used as a match for state funds, all emissions reductions will be claimed by the state program.

3. **Consistent with Existing Plans and Programs:** All projects must comply with the Transportation Control and Mobile Source Control Measures included in the Air District's most recently approved strategies for achieving and maintaining State and national ozone standards (2017 Clean Air Plan); those plans and programs established pursuant to California Health & Safety Code (HSC) sections 40233, 40717 and 40919; and, when specified, other adopted federal, State, regional, and local plans and programs.
4. **Eligible Recipients and Authority to Apply:** Applicants must have the legal authority, as well as the financial and technical capability, to complete projects. In addition, the following conditions apply:
 - a. **Eligible Recipients:**
 - i. **Public agencies** are eligible to apply for all project categories.
 - ii. **Non-public entities** are eligible to apply for only Clean Air Vehicle Projects and advanced technology demonstrations that are permitted pursuant to HSC section 44241(b)(7).
 - b. **Authority to Apply:** Applicants must demonstrate that they have the authority to submit the application, to enter into a funding agreement, to carry out the project, and to bind the entity to perform these tasks by including either: 1) a signed letter of commitment from the applicant's representative with authority (e.g., Chief Executive or Financial Officer, Executive Director, or City Manager); or 2) a signed resolution from the governing body (e.g., City Council, Board of Supervisors, or Board of Directors).
5. **Viable Project and Matching Funds:** Applicants must demonstrate that they have adequate funds to cover all stages of their proposed project(s) from commencement through completion. Unless otherwise specified in policies #22 through 33, project applicants must provide evidence that they have at least 10% of the total eligible project costs (matching funds) from a non-Air District source available and ready to commit to the proposed projects.
6. **Minimum Grant Amount:** \$10,000 per project.
7. **Maximum Grant Amount:** the maximum grant award amounts are:
 - a. Each public agency may be awarded up to a total award of \$5,500,000 per agency per year; and
 - b. Each non-public entity may be awarded up to a total award of \$5,000,000 per entity per year.
8. **Readiness:** Unless otherwise specified in policies #22 through 33, projects must commence by the end of calendar year 2024 or within 24 months from the date of execution of the funding agreement with the Air District, whichever is later. For purposes of this policy, "commence" means either (a) a discrete, necessary and tangible action, such as the issuance of a purchase order to secure project vehicles or equipment or the delivery of the award letter for a construction contract, taken for a project to begin implementation, or (b) commencement or continuation of transportation service, such as last-mile commuter connections or ridesharing service, for which the project sponsor can provide documentation of date the action occurred.
9. **Maximum Two Years Operating Costs for Service-Based Projects:** Unless otherwise specified in policies #22 through 33, TFCA Regional Funds may be used to support up to two years of operating costs for service-based projects (i.e., Trip Reduction Projects).

10. **Project Revisions:** The Air District will consider only requests for modifications to approved projects that are within the same project categories, achieve the same or better cost-effectiveness, comply with all TFCA Regional Fund Policies, and are in compliance with all applicable federal and State laws, and Air District rules and regulations. The Air District may also approve minor modifications, such as to correct typographical mistakes in the grant agreements or to change the name of the grantees, without re-evaluating the proposed modification in light of the regulations, contracts, and other legally binding obligations that are in effect at the time the minor modification was proposed.

APPLICANT IN GOOD STANDING

11. **In Compliance with Air Quality Regulations:** Applicants must certify that, at the time of the application and at the time of issuance of the grant, they are in compliance with all local, state, and federal air quality regulations. Applicants who are in compliance with those laws, rules and regulations, but who have pending litigation or who have unpaid civil penalties owed to the Air District, may be eligible for funding, following a review and approval by the Air District. The Air District may terminate a grant agreement and seek reimbursement of distributed funds from a project sponsor who was not eligible for funding at the time of the grant.
12. **In Compliance with Agreement Requirements:** Project sponsors who have failed to meet contractual requirements such as project implementation milestones or monitoring and reporting requirements for any project funded by the Air District may not be considered eligible for new funding until such time as all of the unfulfilled obligations are met.
13. **Independent Air District Audit Findings and Determinations:** Project sponsors who have failed either a fiscal audit or a performance audit for a prior Air District funded project will be excluded from future funding for three (3) years from the date of the Air District's final determination in accordance with HSC section 44242. Additionally, project sponsors with open projects will not be reimbursed until all audit recommendations and remedies have been satisfactorily implemented.

A failed fiscal audit means an uncorrected audit finding that confirms an ineligible expenditure of funds. A failed performance audit means an uncorrected audit finding that confirms a project was not implemented as set forth in the project funding agreement.

Project sponsors must return funds under any of the following circumstances:

- a. The funds were expended in a manner contrary to the TFCA Regional Funds' requirements and/or requirements of HSC Code section 44220 et seq;
- b. The project did not result in a surplus reduction of air pollution from the mobile sources or transportation control measures pursuant to the applicable plan;
- c. The funds were not spent for surplus reduction of air pollution pursuant to a plan or program to be implemented by the TFCA Regional Fund;
- d. The project sponsor failed to comply with the approved project scope, as set forth in the project funding agreement.

Applicants who failed to reimburse such funds to the Air District from prior Air District funded projects will be excluded from future TFCA funding.

14. **Executed Funding Agreement:** Only a fully executed funding agreement (i.e., signed by both the project sponsor and the Air District) constitutes the Air District's award of funds for a project. Approval of an application for the project by the Air District Board of Directors or Air District's notices such as a transmittal letter announcing the proposed award do not constitute a final obligation on the part of the Air District to fund a project.

Applicants must sign funding agreements within 60 days from the date the agreements were transmitted to them in order to remain eligible for award of TFCA Regional Funds. Applicants may request, in writing, an extension of up to no more than 180 days from the transmittal date to sign the grant agreements. The request shall include the basis for an extended signature period. At its discretion, the Air District may authorize such an extension.

15. **Maintain Appropriate Insurance:** Project sponsors must obtain and maintain general liability insurance and additional insurance that is appropriate for its specific project type throughout the life of the project, with coverage being no less than the amounts specified in the respective funding agreement. Project sponsors shall require their subcontractors to obtain and maintain such insurance of the type and in the amounts required by the grant agreements.

INELIGIBLE PROJECTS

16. **Planning Activities:** The costs of preparing or conducting feasibility studies are not eligible. Other planning activities may be eligible, but only if the activities are directly related to the implementation of a specific project or program.
17. **Cost of Developing Proposals and Grant Applications:** The costs to prepare proposals and/or grant applications are not eligible.
18. **Duplication:** Projects that have previously received any TFCA funds, e.g., TFCA Regional Funds or County Program Manager Funds, and that do not propose to achieve additional emission reductions are not eligible.

USE OF TFCA FUNDS

19. **Combined Funds:** Unless otherwise specified in policies #22 through 33, TFCA County Program Manager Funds may not be combined with TFCA Regional Funds to fund a TFCA Regional Fund project.
20. **Administrative Costs:** Unless otherwise specified in policies #22 through 33, TFCA Regional Funds may not be used to pay for administrative costs (i.e., the costs associated with administering a TFCA Regional Fund grant). In cases where administrative costs may be paid for by TFCA Regional Funds, they are limited to a maximum of 6.25% of total TFCA Regional Funds expended on a project and are only available to projects sponsored by public agencies. To be eligible for reimbursement, administrative costs must be clearly identified in the project budget at the time of application and in the funding agreement between the Air District and the project sponsor.
21. **Expend Funds within Two Years:** Project sponsors must expend the grant funding within two (2) years of the effective date of their grant agreement. Applicants may request a longer period in the application, by submitting evidence that a longer period is justified to complete the project due to its unique circumstance. Project sponsors may request a longer period before the end of the agreements' second year in the event that significant progress has been made in the

implementation of the project. If the Air District approves a longer period, the parties shall memorialize the approval and length of the extension formally (i.e., in writing) in the grant agreement or in an amendment to the executed grant agreement.

ELIGIBLE PROJECT CATEGORIES

To be eligible for funding from the TFCA Regional Fund, a proposed project must meet the purpose and requirements for the applicable Project Category.

Clean Air Vehicle Projects

22. Reserved.

23. **On-Road Zero- and Partial-Zero-Emissions Vehicles:** The project will help vehicle owners and operators achieve significant voluntary emission reductions by accelerating the deployment of zero- and partial-zero-emissions motorcycles, cars, light- and medium- duty vehicles, trucks, and buses:

- a. Reserved.
- b. Vehicles may be purchased or leased;
- c. Eligible vehicle types are limited to plug-in hybrid-electric, plug-in electric, and fuel cell vehicles. Vehicles must also be approved by the CARB;
- d. Project Sponsors may request authorization of up to 100% of the TFCA Funds awarded for each vehicle to be used to pay for costs directly related to the purchase and installation of alternative fueling infrastructure and/or equipment used to power the new vehicle;
- e. Projects that seek to scrap and replace a vehicle may qualify for additional TFCA funding toward the purchase or lease of a new vehicle. Costs related to the scrapping and/or dismantling of the existing vehicle are not eligible for reimbursement with TFCA funds;
- f. Vehicles that are solely powered by gasoline, natural gas, or diesel, and retrofit projects are not eligible; and
- g. The total amount of TFCA funds awarded may not exceed 100% of the project's eligible cost for School Buses and 90% of the project's eligible cost for all other vehicle types; the sum of TFCA funds awarded combined with all other grants and applicable manufacturer and local/state/federal rebates and discounts may not exceed total project costs.

24. Reserved.

25. **Hydrogen Stations:** The project is intended to accelerate the deployment of hydrogen fueling stations. Funding may be used for the purchase and installation of equipment for new dispensing facilities and for upgrades and improvements that expand access to existing refueling sites. The following additional conditions must also be met:

- a. Stations must be located within the Air District's jurisdiction and be available and accessible to the public;
- b. Equipment and infrastructure must be designed, installed, and maintained as required by the existing recognized codes and standards and approved by the local/State authority;
- c. Each station must be maintained and operated for a minimum of three years;

- d. TFCA funding may not be used to pay for fuel or on-going operations or maintenance costs;
 - e. TFCA funding is limited to 25% of the total eligible project cost and may not exceed a maximum award amount of \$250,000 per station; and
 - f. Stations must have received a passing score and/or received approval for funding from a State or federal agency.
26. **Electric Vehicle Charging Infrastructure:** The project is intended to accelerate the adoption of zero- emissions vehicles through the deployment of new electric vehicle charging stations:
- a. Each station must be maintained and operated for a minimum of three years;
 - b. Project equipment must be certified by Underwriters Laboratories, Inc. or equivalent safety standard; and
 - c. TFCA funding may not be used to pay for on-going operations or maintenance costs.
27. **Vehicle Scrapping:** The project is intended to accelerate the removal of highly polluting vehicles from Bay Area roads. Funding will be provided to owners of on-road motor vehicles who voluntarily scrap vehicles that meet the following requirements:
- a. Vehicles must be roadworthy and pass an inspection by the Air District or its designee;
 - b. Vehicles must be currently registered with the DMV to an address within the Air District's jurisdiction and have had continuous registration to the same owner for a minimum of two years; and
 - c. Owners may receive up to the total incentive amount offered for this program from the TFCA only or a combination of TFCA and other Air District programs. Program participants may not apply for funding from any other public agencies for scrapping.

Trip Reduction Projects

28. **Existing Last-Mile Commuter Connections:** The project will reduce single-occupancy vehicle commute-hour trips by providing the short-distance connection between a mass transit hub and one or more definable commercial hubs or employment centers:
- a. The project must provide local feeder bus or shuttle service between stations (e.g., rail stations, ferry stations, Bus Rapid Transit (BRT) stations, or airports) and a distinct commercial or employment location;
 - b. The service's schedule must be coordinated to have a timely connection with the corresponding mass transit service;
 - c. The service must be available for use by all members of the public;
 - d. TFCA Regional Funds may be used to fund only shuttle services to locations that are under-served and lack other comparable service. For the purposes of this policy, "comparable service" means that there exists, either currently or within the last three years, a direct, timed, and publicly accessible service that brings passengers to within one-third (1/3) mile of the proposed commercial or employment location from a mass transit hub. A proposed service will not be deemed "comparable" to an existing service if the passengers' proposed travel time will be at least 15 minutes shorter and at least 33% shorter than the existing service's travel time to the proposed destination;

- e. Reserved.
- f. TFCA Regional Funds may be used to fund services only during commuter peak-hours, i.e., 5:00-10:00 AM and/or 3:00-7:00 PM;
- g. Reserved.
- h. Project Sponsors must be either: (1) a public transit agency or transit district that directly operates the shuttle/feeder bus service, or (2) a city, county, or any other public agency; and
- i. Applicants must submit a letter of concurrence from all transit districts or transit agencies that provide service in the area of the proposed route, certifying that the service does not conflict with existing service.

29. **Pilot Trip Reduction:** The project will reduce single-occupancy commute-hour vehicle trips by encouraging mode-shift to other forms of shared transportation. Pilot projects are defined as projects that serve an area where no similar service was available within the past three years, or will result in significantly expanded service to an existing area. Funding is designed to provide the necessary initial capital to a public agency for the start-up of a pilot project so that by the end of the third year of the trip reduction project's operation, the project will be financially self-sustaining or require minimal public funds, such as grants, to maintain its operation:

- a. Applicants must demonstrate the project will reduce single-occupancy commute-hour vehicle trips and result in a reduction in emissions of criteria pollutants (i.e., ROG, NOx, and PM10);
- b. The proposed service must be available for use by all members of the public;
- c. Applicants must provide a written plan documenting steps that would be taken to ensure that the project will be financially self-sustaining or require minimal public funds to maintain its operation by the end of the third year;
- d. If the local transit provider is not a partner, the applicant must demonstrate they have attempted to get the service provided by the local transit agency. The transit provider must have been given the first right of refusal and determined that the proposed project does not conflict with existing service;
- e. Applicants must provide data and/or other evidence demonstrating the public's need for the service, including a demand assessment survey and letters of support from potential users; and
- f. Pilot trip reduction projects that propose to provide shuttle/feeder bus and ridesharing service projects must comply with all applicable requirements in policies #28 and #30.

30. **Existing Regional Ridesharing Services:** The project will provide carpool, vanpool, and other rideshare services. For TFCA Regional Fund eligibility, ridesharing projects must be comprised of riders from at least five counties within Air District's jurisdiction, with no one county accounting for more than 80% of all riders, as verified by documentation submitted with the application.

If a project includes ride-matching services, *only* ride-matches that are not already included in the Metropolitan Transportation Commission's (MTC) regional ridesharing program are eligible for TFCA Regional Funds. Projects that provide a direct or indirect financial transit or rideshare subsidy are also eligible under this category. Applications for projects that provide a direct or indirect financial transit or rideshare subsidy *exclusively* to employees of the project sponsor are not eligible.

31. **Bicycle Parking:** The project will expand public access to new bicycle parking facilities. The project must be included in an adopted countywide bicycle plan, Congestion Management Plan (CMP), countywide transportation plan (CTP), city general plan or area-specific plan, the MTC's Regional Active Transportation Plan, or other similar plan, and serve a major activity center (e.g. transit station, office building, or school). The bicycle parking facility must be publicly accessible and available for use by all members of the public.

TFCA Regional Funds may not be used to pay for costs related to maintenance, repairs, upgrades, rehabilitation, operations, or project administration.

Monies expended by the Project Sponsor to maintain, repair, upgrade, rehabilitate, or operate bicycle parking facilities are not eligible for use as matching funds.

32. **Bikeways:** The project will construct and/or install bikeways that are included in an adopted countywide bicycle plan, CMP, CTP, city general plan or area-specific plan, the MTC's Regional Active Transportation Plan, or other similar plan. To be eligible for funding, the purpose of bikeways that are included in an adopted city general plan or area-specific plan must be to reduce motor vehicle emissions or traffic congestion. Projects must have completed all applicable State and federal environmental reviews and either have been deemed exempt by the lead agency or have been issued the applicable negative declaration or environmental impact report or statement. All bikeway projects must, where applicable, be consistent with design standards published in the California Highway Design Manual or conform to the provisions of the Protected Bikeway Act of 2014.

Projects must reduce vehicle trips made for utilitarian purposes (e.g., work or school commuting) and cannot be used exclusively for recreational use. Projects must also meet at least one of the following conditions:

- a. Be located within one-half mile biking distance from the closer of a public transit station/stop (e.g., local, county-wide or regional transit stops/stations/terminals) or a bike share station;
- b. Be located within one-half mile biking distance from a major activity center that serves at least 2,500 people per day (e.g., employment centers, schools, business districts); or
- c. Be located within one-half mile biking distance from three activity centers (e.g., employment centers, schools, business districts).

Projects are limited to the following types of bikeways:

- a. Class I Bikeway (Bike Path), new or upgrade improvement from Class II or Class III Bikeway;
- b. New Class II Bikeway (Bike Lane);
- c. New Class III Bikeway (Bike Route); or
- d. Class IV Bikeway (Separated Bikeway), new or upgrade improvement from Class II or Class III bikeway.

33. **Infrastructure Improvements for Trip-Reduction:** The project will expand the public's access to alternative transportation modes through the design and construction by local public agencies of physical improvements that support development projects that achieve motor vehicle emission reductions. The projects and physical improvements shall be identified in an approved area-specific plan, redevelopment plan, general plan, or other similar plan.

REGIONAL FUND EVALUATION CRITERIA:

Applications may be reviewed on either a first-come, first-served basis or a competitive basis. Projects will be evaluated using the criteria listed below.

1. Eligible projects will be evaluated based on cost-effectiveness and conformity to additional specific requirements discussed in the adopted policies and project-specific solicitation guidance.
2. TFCA Regional Funds will be prioritized for projects that meet one or more of the following criteria:
 - a. Projects in Highly Impacted Communities or Episodic Areas as defined in the Air District’s Community Air Risk Evaluation (CARE) Program, in other communities identified through the Assembly Bill (AB) 617 (2017) process, or that benefit Priority Populations as defined by SB 535 disadvantaged communities, AB 1550 low-income communities, and low-income households; and
 - b. Projects in Priority Development Areas (PDAs).

MOBILE SOURCE AND CLIMATE IMPACTS
COMMITTEE MEETING OF 05/10/2023

**TFCA REGIONAL FUND POLICIES
AND EVALUATION CRITERIA FOR FYE 20232024**

The following policies apply to the Bay Area Air Quality Management District’s (Air District) Transportation Fund for Clean Air (TFCA) Regional Fund for fiscal year ending (FYE) 20232024.

BASIC ELIGIBILITY

- Eligible Projects:** Only projects that result in the reduction of motor vehicle emissions within the Air District’s jurisdiction are eligible. Projects must conform to the provisions of the California Health and Safety Code (HSC) sections 44220 et seq. and Air District Board of Directors adopted TFCA Regional Fund Policies and Evaluation Criteria.

Projects must achieve surplus emission reductions, i.e., reductions that are beyond what is required through regulations, contracts, and other legally binding obligations at the time the Air District executes the project’s funding agreement.

- TFCA Cost-Effectiveness:** Projects must not exceed the maximum cost-effectiveness (C-E) limit specified in Table 1, except for projects that are being co-funded by other Air District-administered programs (e.g., Carl Moyer Program). Emissions benefits for co-funded projects may be reported under other Air District-administered programs. Cost-effectiveness (\$/weighted ton) is the ratio of TFCA funds awarded to the sum of surplus emissions reduced, during a project’s operational period, of reactive organic gases (ROG), nitrogen oxides (NOx), and weighted PM10 (particulate matter 10 microns in diameter and smaller).

Table 1: Maximum Cost-Effectiveness for TFCA Regional Fund Projects

Policy #	Project Category	Maximum C-E (\$/weighted ton)
22	On-Road Truck Replacements	\$90,000
23	On-Road Zero- and Partial- Zero- Emissions Vehicles	\$500,000
25	Hydrogen Stations	N/A*
26	Electric Vehicle Charging Infrastructure	N/A*
27	Vehicle Scrapping	\$50,000**
28	Existing Last-Mile Commuter Connections	Evaluated as part of the Spare the Air Program
29	Pilot Trip Reduction	\$500,000
30	Existing Regional Ridesharing Services	Evaluated as part of the Spare the Air Program
31	Bicycle Parking	\$250,000
32	Bikeways	\$500,000
33	Infrastructure Improvements for Trip-Reduction	\$500,000

* These projects provide electric vehicle charging/hydrogen refueling infrastructure needed to enable emission reductions from electric and fuel cell electric vehicles. To maximize emissions reductions and public health benefits, projects will be evaluated based on project characteristics including, but not limited to, cost of the project, anticipated equipment usage, and anticipated benefits to environmental justice communities and communities highly impacted by air pollution but shall not be subject to a maximum cost-effectiveness limit.

** Maximum C-E for vehicle scrapping if entirely funded by TFCA. If TFCA is used as a match for state funds, all emissions reductions will be claimed by the state program.

3. **Consistent with Existing Plans and Programs:** All projects must comply with the Transportation Control and Mobile Source Control Measures included in the Air District's most recently approved strategies for achieving and maintaining State and national ozone standards (2017 Clean Air Plan); those plans and programs established pursuant to California Health & Safety Code (HSC) sections 40233, 40717 and 40919; and, when specified, other adopted federal, State, regional, and local plans and programs.
4. **Eligible Recipients and Authority to Apply:** Applicants must have the legal authority, as well as the financial and technical capability, to complete projects. In addition, the following conditions apply:
 - a. **Eligible Recipients:**
 - i. **Public agencies** are eligible to apply for all project categories.
 - ii. **Non-public entities** are eligible to apply for only Clean Air Vehicle Projects and advanced technology demonstrations that are permitted pursuant to HSC section 44241(b)(7).
 - b. **Authority to Apply:** Applicants must demonstrate that they have the authority to submit the application, to enter into a funding agreement, to carry out the project, and to bind the entity to perform these tasks by including either: 1) a signed letter of commitment from the applicant's representative with authority (e.g., Chief Executive or Financial Officer, Executive Director, or City Manager); or 2) a signed resolution from the governing body (e.g., City Council, Board of Supervisors, or Board of Directors).
5. **Viable Project and Matching Funds:** Applicants must demonstrate that they have adequate funds to cover all stages of their proposed project(s) from commencement through completion. Unless otherwise specified in policies #22 through 33, project applicants must provide evidence that they have at least 10% of the total eligible project costs (matching funds) from a non-Air District source available and ready to commit to the proposed projects.
6. **Minimum Grant Amount:** \$10,000 per project.
7. **Maximum Grant Amount:** the maximum grant award amounts are:
 - a. Each public agency may be awarded up to a total award of \$5,500,000 per agency per year; and
 - b. Each non-public entity may be awarded up to a total award of \$5,000,000 per entity per year.
8. **Readiness:** Unless otherwise specified in policies #22 through 33, projects must commence by the end of calendar year ~~2023~~ 2024 or within 24 months from the date of execution of the funding agreement with the Air District, whichever is later. For purposes of this policy, "commence" means either (a) a discrete, necessary and tangible action, such as the issuance of a purchase order to secure project vehicles or equipment or the delivery of the award letter for a construction contract, taken for a project to begin implementation, or (b) commencement or continuation of transportation service, such as last-mile commuter connections or ridesharing service, for which the project sponsor can provide documentation of date the action occurred.
9. **Maximum Two Years Operating Costs for Service-Based Projects:** Unless otherwise specified in policies #22 through 33, TFCA Regional Funds may be used to support up to two years of

operating costs for service- based projects (i.e., Trip Reduction Projects).

10. **Project Revisions:** The Air District will consider only requests for modifications to approved projects that are within the same project categories, achieve the same or better cost-effectiveness, comply with all TFCA Regional Fund Policies, and are in compliance with all applicable federal and State laws, and Air District rules and regulations. The Air District may also approve minor modifications, such as to correct typographical mistakes in the grant agreements or to change the name of the grantees, without re-evaluating the proposed modification in light of the regulations, contracts, and other legally binding obligations that are in effect at the time the minor modification was proposed.

APPLICANT IN GOOD STANDING

11. **In Compliance with Air Quality Regulations:** Applicants must certify that, at the time of the application and at the time of issuance of the grant, they are in compliance with all local, state, and federal air quality regulations. Applicants who are in compliance with those laws, rules and regulations, but who have pending litigation or who have unpaid civil penalties owed to the Air District, may be eligible for funding, following a review and approval by the Air District. The Air District may terminate a grant agreement and seek reimbursement of distributed funds from a project sponsor who was not eligible for funding at the time of the grant.
12. **In Compliance with Agreement Requirements:** Project sponsors who have failed to meet contractual requirements such as project implementation milestones or monitoring and reporting requirements for any project funded by the Air District may not be considered eligible for new funding until such time as all of the unfulfilled obligations are met.
13. **Independent Air District Audit Findings and Determinations:** Project sponsors who have failed either a fiscal audit or a performance audit for a prior Air District funded project will be excluded from future funding for three (3) years from the date of the Air District's final determination in accordance with HSC section 44242. Additionally, project sponsors with open projects will not be reimbursed until all audit recommendations and remedies have been satisfactorily implemented.

A failed fiscal audit means an uncorrected audit finding that confirms an ineligible expenditure of funds. A failed performance audit means an uncorrected audit finding that confirms a project was not implemented as set forth in the project funding agreement.

Project sponsors must return funds under any of the following circumstances:

- a. The funds were expended in a manner contrary to the TFCA Regional Funds' requirements and/or requirements of HSC Code section 44220 et seq;
- b. The project did not result in a surplus reduction of air pollution from the mobile sources or transportation control measures pursuant to the applicable plan;
- c. The funds were not spent for surplus reduction of air pollution pursuant to a plan or program to be implemented by the TFCA Regional Fund;
- d. The project sponsor failed to comply with the approved project scope, as set forth in the project funding agreement.

Applicants who failed to reimburse such funds to the Air District from prior Air District funded

projects will be excluded from future TFCA funding.

14. **Executed Funding Agreement:** Only a fully executed funding agreement (i.e., signed by both the project sponsor and the Air District) constitutes the Air District's award of funds for a project. Approval of an application for the project by the Air District Board of Directors or Air District's notices such as a transmittal letter announcing the proposed award do not constitute a final obligation on the part of the Air District to fund a project.

Applicants must sign funding agreements within 60 days from the date the agreements were transmitted to them in order to remain eligible for award of TFCA Regional Funds. Applicants may request, in writing, an extension of up to no more than 180 days from the transmittal date to sign the grant agreements. The request shall include the basis for an extended signature period. At its discretion, the Air District may authorize such an extension.

15. **Maintain Appropriate Insurance:** Project sponsors must obtain and maintain general liability insurance and additional insurance that is appropriate for its specific project type throughout the life of the project, with coverage being no less than the amounts specified in the respective funding agreement. Project sponsors shall require their subcontractors to obtain and maintain such insurance of the type and in the amounts required by the grant agreements.

INELIGIBLE PROJECTS

16. **Planning Activities:** The costs of preparing or conducting feasibility studies are not eligible. Other planning activities may be eligible, but only if the activities are directly related to the implementation of a specific project or program.
17. **Cost of Developing Proposals and Grant Applications:** The costs to prepare proposals and/or grant applications are not eligible.
18. **Duplication:** Projects that have previously received any TFCA funds, e.g., TFCA Regional Funds or County Program Manager Funds, and that do not propose to achieve additional emission reductions are not eligible.

USE OF TFCA FUNDS

19. **Combined Funds:** Unless otherwise specified in policies #22 through 33, TFCA County Program Manager Funds may not be combined with TFCA Regional Funds to fund a TFCA Regional Fund project.
20. **Administrative Costs:** Unless otherwise specified in policies #22 through 33, TFCA Regional Funds may not be used to pay for administrative costs (i.e., the costs associated with administering a TFCA Regional Fund grant). In cases where administrative costs may be paid for by TFCA Regional Funds, they are limited to a maximum of 6.25% of total TFCA Regional Funds expended on a project and are only available to projects sponsored by public agencies. To be eligible for reimbursement, administrative costs must be clearly identified in the project budget at the time of application and in the funding agreement between the Air District and the project sponsor.
21. **Expend Funds within Two Years:** Project sponsors must expend the grant funding within two (2) years of the effective date of their grant agreement. Applicants may request a longer period in the application, by submitting evidence that a longer period is justified to complete the project

due to its unique circumstance. Project sponsors may request a longer period before the end of the agreements' second year in the event that significant progress has been made in the implementation of the project. If the Air District approves a longer period, the parties shall memorialize the approval and length of the extension formally (i.e., in writing) in the grant agreement or in an amendment to the executed grant agreement.

ELIGIBLE PROJECT CATEGORIES

To be eligible for funding from the TFCA Regional Fund, a proposed project must meet the purpose and requirements for the applicable Project Category.

Clean Air Vehicle Projects

22. ~~Reserved. **On-Road Truck Replacements:** The project will replace Class 6, Class 7, and Class 8 diesel-powered trucks that have a Gross Vehicle Weight Rating (GVWR) of 19,501 lbs. or greater (per vehicle weight classification definition used by Federal Highway Administration (FHWA)) with new or used trucks that have an engine certified to the 2010 California Air Resources Board (CARB) emissions standards or cleaner. The existing truck(s) to be replaced must be registered with the California Department of Motor Vehicles (DMV) to an address within the Air District's jurisdiction and must be scrapped after replacement.~~
23. **On-Road Zero- and Partial-Zero-Emissions Vehicles:** The project will help vehicle owners and operators achieve significant voluntary emission reductions by accelerating the deployment of zero- and partial-zero-emissions motorcycles, cars, light- and medium- duty vehicles, trucks, and buses:
 - a. Reserved.
 - b. Vehicles may be purchased or leased;
 - c. Eligible vehicle types are limited to plug-in hybrid-electric, plug-in electric, and fuel cell vehicles. Vehicles must also be approved by the CARB;
 - d. Project Sponsors may request authorization of up to 100% of the TFCA Funds awarded for each vehicle to be used to pay for costs directly related to the purchase and installation of alternative fueling infrastructure and/or equipment used to power the new vehicle;
 - e. Projects that seek to scrap and replace a vehicle may qualify for additional TFCA funding toward the purchase or lease of a new vehicle. Costs related to the scrapping and/or dismantling of the existing vehicle are not eligible for reimbursement with TFCA funds;
 - f. Vehicles that are solely powered by gasoline, natural gas, or diesel, and retrofit projects are not eligible; and
 - g. The total amount of TFCA funds awarded may not exceed 100% of the project's eligible cost for School Buses and 90% of the project's eligible cost for all other vehicle types; the sum of TFCA funds awarded combined with all other grants and applicable manufacturer and local/state/federal rebates and discounts may not exceed total project costs.
24. Reserved.
25. **Hydrogen Stations:** The project is intended to accelerate the deployment of hydrogen fueling stations. Funding may be used for the purchase and installation of equipment for new dispensing

facilities and for upgrades and improvements that expand access to existing refueling sites. The following additional conditions must also be met:

- a. Stations must be located within the Air District's jurisdiction and be available and accessible to the public;
- b. Equipment and infrastructure must be designed, installed, and maintained as required by the existing recognized codes and standards and approved by the local/State authority;
- c. Each station must be maintained and operated for a minimum of three years;
- d. TFCA funding may not be used to pay for fuel or on-going operations or maintenance costs;
- e. TFCA funding is limited to 25% of the total eligible project cost and may not exceed a maximum award amount of \$250,000 per station; and
- f. Stations must have received a passing score and/or received approval for funding from a State or federal agency.

26. **Electric Vehicle Charging Infrastructure:** The project is intended to accelerate the adoption of zero- emissions vehicles through the deployment of new electric vehicle charging stations:

- a. Each station must be maintained and operated for a minimum of three years;
- b. Project equipment must be certified by Underwriters Laboratories, Inc. or equivalent safety standard; and
- c. TFCA funding may not be used to pay for on-going operations or maintenance costs.

27. **Vehicle Scrapping:** The project is intended to accelerate the removal of highly polluting vehicles from Bay Area roads. Funding will be provided to owners of on-road motor vehicles who voluntarily scrap vehicles that meet the following requirements:

- a. Vehicles must be roadworthy and pass an inspection by the Air District or its designee;
- b. Vehicles must be currently registered with the DMV to an address within the Air District's jurisdiction and have had continuous registration to the same owner for a minimum of two years; and
- c. Owners may receive up to the total incentive amount offered for this program from the TFCA only or a combination of TFCA and other Air District programs. Program participants may not apply for funding from any other public agencies for scrapping.

Trip Reduction Projects

28. **Existing Last-Mile Commuter Connections:** The project will reduce single-occupancy vehicle commute-hour trips by providing the short-distance connection between a mass transit hub and one or more definable commercial hubs or employment centers:

- a. The project must provide local feeder bus or shuttle service between stations (e.g., rail stations, ferry stations, Bus Rapid Transit (BRT) stations, or airports) and a distinct commercial or employment location;
- b. The service's schedule must be coordinated to have a timely connection with the corresponding mass transit service;
- c. The service must be available for use by all members of the public;

- d. TFCA Regional Funds may be used to fund only shuttle services to locations that are underserved and lack other comparable service. For the purposes of this policy, “comparable service” means that there exists, either currently or within the last three years, a direct, timed, and publicly accessible service that brings passengers to within one-third (1/3) mile of the proposed commercial or employment location from a mass transit hub. A proposed service will not be deemed “comparable” to an existing service if the passengers’ proposed travel time will be at least 15 minutes shorter and at least 33% shorter than the existing service’s travel time to the proposed destination;
 - e. Reserved.
 - f. TFCA Regional Funds may be used to fund services only during commuter peak-hours, i.e., 5:00-10:00 AM and/or 3:00-7:00 PM;
 - g. Reserved.
 - h. Project Sponsors must be either: (1) a public transit agency or transit district that directly operates the shuttle/feeder bus service, or (2) a city, county, or any other public agency; and
 - i. Applicants must submit a letter of concurrence from all transit districts or transit agencies that provide service in the area of the proposed route, certifying that the service does not conflict with existing service.
29. **Pilot Trip Reduction:** The project will reduce single-occupancy commute-hour vehicle trips by encouraging mode-shift to other forms of shared transportation. Pilot projects are defined as projects that serve an area where no similar service was available within the past three years, or will result in significantly expanded service to an existing area. Funding is designed to provide the necessary initial capital to a public agency for the start-up of a pilot project so that by the end of the third year of the trip reduction project’s operation, the project will be financially self-sustaining or require minimal public funds, such as grants, to maintain its operation:
- a. Applicants must demonstrate the project will reduce single-occupancy commute-hour vehicle trips and result in a reduction in emissions of criteria pollutants (i.e., ROG, NOx, and PM10);
 - b. The proposed service must be available for use by all members of the public;
 - c. Applicants must provide a written plan documenting steps that would be taken to ensure that the project will be financially self-sustaining or require minimal public funds to maintain its operation by the end of the third year;
 - d. If the local transit provider is not a partner, the applicant must demonstrate they have attempted to get the service provided by the local transit agency. The transit provider must have been given the first right of refusal and determined that the proposed project does not conflict with existing service;
 - e. Applicants must provide data and/or other evidence demonstrating the public’s need for the service, including a demand assessment survey and letters of support from potential users; and
 - f. Pilot trip reduction projects that propose to provide shuttle/feeder bus and ridesharing service projects must comply with all applicable requirements in policies #28 and #30.
30. **Existing Regional Ridesharing Services:** The project will provide carpool, vanpool, and other rideshare services. For TFCA Regional Fund eligibility, ridesharing projects must be comprised of

riders from at least five counties within Air District's jurisdiction, with no one county accounting for more than 80% of all riders, as verified by documentation submitted with the application.

If a project includes ride-matching services, *only* ride-matches that are not already included in the Metropolitan Transportation Commission's (MTC) regional ridesharing program are eligible for TFCA Regional Funds. Projects that provide a direct or indirect financial transit or rideshare subsidy are also eligible under this category. Applications for projects that provide a direct or indirect financial transit or rideshare subsidy *exclusively* to employees of the project sponsor are not eligible.

31. **Bicycle Parking:** The project will expand public access to new bicycle parking facilities. The project must be included in an adopted countywide bicycle plan, Congestion Management Plan (CMP), countywide transportation plan (CTP), city general plan or area-specific plan, the MTC's Regional Active Transportation Plan, or other similar plan~~the MTC's Regional Bicycle Plan, or other similar plan~~, and serve a major activity center (e.g. transit station, office building, or school). The bicycle parking facility must be publicly accessible and available for use by all members of the public.

TFCA Regional Funds may not be used to pay for costs related to maintenance, repairs, upgrades, rehabilitation, operations, or project administration.

Monies expended by the Project Sponsor to maintain, repair, upgrade, rehabilitate, or operate bicycle parking facilities are not eligible for use as matching funds.

32. **Bikeways:** The project will construct and/or install bikeways that are included in an adopted countywide bicycle plan, CMP, ~~countywide transportation plan (CTP)~~, city general plan or area-specific plan, the MTC's Regional Bicycle-Active Transportation Plan, or other similar plan. To be eligible for funding, the purpose of bikeways that are included in an adopted city general plan or area-specific plan must be to reduce motor vehicle emissions or traffic congestion. Projects must have completed all applicable State and federal environmental reviews and either have been deemed exempt by the lead agency or have been issued the applicable negative declaration or environmental impact report or statement.

All bikeway projects must, where applicable, be consistent with design standards published in the California Highway Design Manual or conform to the provisions of the Protected Bikeway Act of 2014.

Projects must reduce vehicle trips made for utilitarian purposes (e.g., work or school commuting) and cannot be used exclusively for recreational use. Projects must also meet at least one of the following conditions:

- a. Be located within one-half mile biking distance from the closer of a public transit station/stop (e.g., local, county- wide or regional transit stops/stations/terminals) or a bike share station;
- b. Be located within one-half mile biking distance from a major activity center that serves at least 2,500 people per day (e.g., employment centers, schools, business districts); or
- c. Be located within one-half mile biking distance from three activity centers (e.g., employment centers, schools, business districts).

Projects are limited to the following types of bikeways:

- a. Class I Bikeway (Bike Path), new or upgrade improvement from Class II or Class III Bikeway;

- b. New Class II Bikeway (Bike Lane);
- c. New Class III Bikeway (Bike Route); or
- d. Class IV Bikeway (Separated Bikeway), new or upgrade improvement from Class II or Class III bikeway.

33. **Infrastructure Improvements for Trip-Reduction:** The project will expand the public's access to alternative transportation modes through the design and construction by local public agencies of physical improvements that support development projects that achieve motor vehicle emission reductions. The projects and physical improvements shall be identified in an approved area-specific plan, redevelopment plan, general plan, or other similar plan.

MOBILE SOURCE AND CLIMATE IMPACTS
COMMITTEE MEETING OF 05/10/2023

REGIONAL FUND EVALUATION CRITERIA:

Applications may be reviewed on either a first-come, first-served basis or a competitive basis. Projects will be evaluated using the criteria listed below.

1. Eligible projects will be evaluated based on cost-effectiveness and conformity to additional specific requirements discussed in the adopted policies and project-specific solicitation guidance.
2. TFCA Regional Funds will be prioritized for projects that meet one or more of the following criteria:
 - a. Projects in Highly Impacted Communities or Episodic Areas as defined in the Air District’s Community Air Risk Evaluation (CARE) Program, in other communities identified through the Assembly Bill (AB) 617 (2017) process, or that benefit Priority Populations as defined by SB 535 disadvantaged communities, AB 1550 low-income communities, and low-income households; and
 - b. Projects in Priority Development Areas (PDAs).

MOBILE SOURCE AND CLIMATE IMPACTS
COMMITTEE MEETING OF 05/10/2023

Committer & Agency	Comment	Staff Response
Virginia Reinhart, Sierra Club	<p><i>The commenter provided background on pollutants produced in the production of hydrogen and the benefits of using vehicles powered by renewable power for most short trips.... In conclusion, the Sierra Club recommends that the only hydrogen fueling stations that should be eligible for TFCA funding are ones that procure exclusively green hydrogen (as defined above). Additionally, sectors with already available clean electric options should be prioritized over hydrogen, with exceptions for hard-to-electrify sectors such as long-haul, heavy-duty trucking.</i></p>	<p>This information is received and noted. While TFCA considers only on-road tailpipe emissions for projects, we encourage applicants to source their hydrogen from the cleanest possible source. Current TFCA policies allow for the maximum amount of flexibility for the vehicle type used for zero-emission projects.</p>
Ozzy Arce, City of Palo Alto	<p>Bicyclists, including children heading to school, need abundant, efficient, safe, and secure places to store their bicycles. Bicycle support facilities, such as short-term bicycle parking, help support bicycle commuting in Palo Alto and contribute to the long-term viability of bicycling as a healthy, active, and sustainable mode for commuting, including school commutes. However, many of the existing bike racks at schools are inadequate, aging, and past their useful life, resulting in damaged bicycles, crowded facilities, and may deter children from riding their bicycle to school. Considering how bicycle parking and end-of-trip facilities can be a determining factor in whether someone decides to make a bicycle trip, the City of Palo Alto respectfully submits the following comment regarding the Bay Area Air Quality Management District's (BAAQMD) Transportation Fund for Clean Air (TFCA) program, specifically Basic Eligibility Policy #31, Bicycle Parking: Allow funds to be used to pay for the costs related to maintenance, repairs, upgrades, rehabilitation, or operations of existing bicycle parking facilities.</p>	<p>Historically, maintenance is a required “match” cost for the sponsoring agency. Also, maintenance and upgrade projects tend to be less cost-effective in comparison to new or expanded bicycle parking projects. Air District staff will explore the idea for future consideration to learn about how these projects might result in surplus emission reductions.</p>
Lada Adamic, Resident	<p>Thank you for revising the qualification criteria. In past years much more funding was allocated to signal timing improvements, which quite possibly *increased* air pollution by incentivizing more car trips via induced demand (making driving a more attractive option), than to active transportation infrastructure. I am glad that signal timing is no longer on the list and hope that this will translate to more funding for active transportation, since there are so many bike/ped projects in need of funding in the Bay Area.</p>	<p>Noted.</p>

Commenter & Agency	Comment	Staff Response
Lada Adamic, Resident	At the webinar I asked about e-bike purchase incentives and was told that e-bikes don't qualify because of the way they are classified. If there is another way to include e-bike projects along with electric vehicle projects, I hope that the guidelines can be so modified.	Response to questions about E-bikes: The Air District supports the adoption of e-bikes and staff are available to help seek opportunities for increasing funding for this equipment as there are multiple new sources of funding available at the state and regional level. TFCA funding may be used to pay for the expansion of bicycle facilities, including paths, lanes, and secure parking. Over the past 30 years TFCA Regional Fund has awarded more than \$18 million in funding to support safer access to alternative modes of transportation through the funding of eligible bicycle facilities. These projects help to support cyclists, including those who travel by e-bike. Vouchers for e-bike purchases are currently available for Bay Area residents who participate in the Clean Cars for All Program, who turn in an eligible motor vehicle and choose to replace it with an e-bike. https://www.baaqmd.gov/funding-and-incentives/residents/clean-cars-for-all
Camille Cauchois San Francisco County Transportation Authority	Policies #31-32 (Trip Reduction Projects: Bicycle Parking; Bikeways): We recommend exploring creative ways to incorporate funding incentives for the purchases of e-bikes by individuals and households as a way to reduce vehicle trips and dependence on single occupancy vehicles. The Air District has an opportunity to be a leader in this space, especially as there is increasing evidence that cargo e-bikes, which can carry groceries or children, are replacing vehicle trips. These projects have great potential in a dense area, such as San Francisco, to decrease overall vehicle miles traveled and sponsor agencies have expressed interest in exploring TFCA funds as a potential funding source for e-bike projects. We would like to collaborate with the Air District to explore more ways to open up funding in the e-bike space.	
Diana Meehan Napa Valley Transportation Authority	E-bikes have the ability to reduce SOV trips, likely more so than electric vehicles, yet there is no category that allows e-bikes as a replacement. Ebikes are affordable, easy to store and charge, which is not the case for electric vehicles. Many lower income individuals do not have access to EV charging in multifamily housing, making it more difficult to own an electric vehicle. The reason given by staff that it is a vehicle code issue and that bikes are not categorized as "vehicles" does not account for the fact that bicycles are required under the vehicle code to follow and use the roadways under the same laws and rules. Please consider the addition of ebikes to the vehicle replacement category.	Funding for e-bikes will also soon be available through a state-wide incentive program funded by the California Air Resources Board. https://www.calbike.org/bike_purchase_incentives TFCA funds may not be used for giving vouchers to individuals to purchase e-bikes or any other type of privately owned bicycle, unless they give up a car, because bikes are not considered "motor vehicles" under the California Vehicle Code.

Committer & Agency	Comment	Staff Response
<p>Christina Guarino, Winter Consulting on behalf of Santa Clara Valley Transportation Authority</p>	<p><i>The commenter provided background on San Joaquin Regional Rail Commission (SJRRRC) and Santa Clara Valley Transportation Authority's role in supporting the ACE Commuter Rail Service (ACE) and corresponding ACE shuttle service.</i></p> <p>....We understand that ending this program has been under consideration for some time. With the pandemic's challenges for public transit agencies, SJRRRC and VTA have not yet identified replacement funding to continue the ACE Shuttle Service. At this time, we have a team in place who is actively investigating alternate funding sources, including public-private partnerships, and we are confident that we will make significant progress in the coming 18 months. We request that BAAQMD reconsider its decision to end its meaningful contribution to the valuable ACE Shuttle Service. The continued contribution will bridge the operation funding as the team works to identify new funding sources.</p>	<p>Response to questions about Last-mile Commuter Connection projects:</p> <p>The Air District supports alternative modes of transportation and last mile connection projects are an eligible category allowed by the authorizing legislation. Over the past 30 years TFCA Regional Fund has awarded more than \$100 million in funding to the last mile connection category, including approximately \$20 million to Santa Clara Valley Transportation Authority and the Presidio Trust. However, over the past 15 years due to vehicle technology improvements resulting in a cleaner light-duty fleet in the Bay Area, this project category has become the least cost-effective of the allowable project categories, e.g., deployment of electric vehicles, school buses and trucks, electric charging infrastructure, and bike paths, lanes, and secure parking which provide emissions benefits over a longer period of time. Due to the limited amount of TFCA funding that is available on an annual basis, funding has gradually shifted to other project categories as last-mile connection projects have gradually become unable to qualify for funding. For FYE 2024, Air district staff had initially proposed removing this category as all but one of the last funded projects did not meet the minimum cost-effectiveness requirement. However, due to the multiple comments on this issue, staff recommends including this policy to allow more time to review this issue. Policies to support funding of this category have also been continued in the TFCA County Program Manager Fund policies to allow local transportation agencies the ability to fund this category whenever a project is a location priority as long as there is an air quality benefit.</p>
<p>Emily Beaulac Presidio Trust</p>	<p><i>The commenter provided background on the Presidio GO shuttle project.</i></p> <p>While these changes increase the amount of funding available for clean vehicle purchases, we have access to other funding sources for vehicle replacements. We have been awarded local TFCA funds through the SFCTA for our new battery electric bus purchase. We are also eligible for FLTP funds for capital projects like vehicle purchases and fueling facilities. There are several other funding sources for capital expenditures that other shuttle service providers may already be utilizing like CalSTA funds and FTA funds. The HVIP voucher program is currently open and the VW Mitigation Trust funding is also still available. In contrast, regional BAAQMD funds are our only source of operational grant funding. Our operational expenditures far outweigh our capital expenditures. For comparison, the nationwide average of operational funding sources for transit agencies is 66% government funds and 34% agency funds (source: APTA Factbook). This change to the TFCA funding would put the Presidio Go shuttle at 100% agency funds.</p>	<p>The Air District supports alternative modes of transportation and last mile connection projects are an eligible category allowed by the authorizing legislation. Over the past 30 years TFCA Regional Fund has awarded more than \$100 million in funding to the last mile connection category, including approximately \$20 million to Santa Clara Valley Transportation Authority and the Presidio Trust. However, over the past 15 years due to vehicle technology improvements resulting in a cleaner light-duty fleet in the Bay Area, this project category has become the least cost-effective of the allowable project categories, e.g., deployment of electric vehicles, school buses and trucks, electric charging infrastructure, and bike paths, lanes, and secure parking which provide emissions benefits over a longer period of time. Due to the limited amount of TFCA funding that is available on an annual basis, funding has gradually shifted to other project categories as last-mile connection projects have gradually become unable to qualify for funding. For FYE 2024, Air district staff had initially proposed removing this category as all but one of the last funded projects did not meet the minimum cost-effectiveness requirement. However, due to the multiple comments on this issue, staff recommends including this policy to allow more time to review this issue. Policies to support funding of this category have also been continued in the TFCA County Program Manager Fund policies to allow local transportation agencies the ability to fund this category whenever a project is a location priority as long as there is an air quality benefit.</p>

Commenter & Agency	Comment	Staff Response
<p>Camille Cauchois San Francisco County Transportation Authority</p>	<p>Without the support of the TFCA program, our program will require reevaluation and we may be forced to reduce service levels.</p> <p>3. Policies #28 - 30 (Trip Reduction Projects: Existing Last Mile Commuter Connections; Pilot Trip Reduction; Existing Regional Rideshare Services): We disagree with the proposal to remove policies #28-30 and we think that the proposal to pause these project categories is unnecessary: Policies #28-30 should not be removed. As Air District staff have noted, well designed Trip Reduction projects have many co-benefits such as supporting health, safety, equity, and climate protection, in addition to achieving emissions reductions. A proposal to eliminate project types with many co-benefits in favor of project types with fewer co-benefits seems like a potential net decrease in value to the public. Additionally, current methods for evaluating cost effectiveness by comparing all projects on the basis of short-term decisions about whether a person will drive a car on a particular day do not fully capture the value of Trip Reduction projects that facilitate and encourage less car-dependent lifestyles. We think these Trip Reduction project types encourage flexibility and creativity to develop projects that can help meet clean air goals and provide many additional benefits.</p> <p>Policies #28-30 should not be paused. The rationale provided implies that pausing funding new projects is necessary to evaluate previously funded projects, however, new projects would be independent of the older projects being evaluated and there is thus no basis for pausing these project categories. This proposal is an example of creating uncertainty within TFCA policies as it is unclear how long this pause would last and what the outcome will be. We are concerned that the inconsistency in policies from year to year reduces interest from sponsors in applying for TFCA funds because developing a pipeline of projects takes time and effort that they are skeptical about putting in if they are unsure that a project will be eligible in the coming years. Pausing these policies for the Regional Fund will reduce the likelihood of sponsors developing innovative trip reduction projects.</p>	<p>See response above re: questions about Last-mile Commuter Connection projects.</p>
<p>Diana Meehan Napa Valley Transportation Authority</p>	<p>In general, we disagree with removal of trip reduction policies for the reason stated that improved vehicle technology "may" result in projects that are not cost-effective. Has this been tested/proved to be accurate? Why not update worksheets to accommodate vehicle technology improvements and show whether a project meets cost effectiveness? If a project meets effectiveness upon updates to the worksheets or calculation methodologies that accommodate increased efficiency in vehicle technology, it should be eligible.</p>	

Commenter & Agency	Comment	Staff Response
<p>Erik Wilburn Penske Truck Leasing Co. L.P.</p>	<p><i>The commenter provided background on Penske Truck Leasing Co., L.P., their experience with applying to grant programs., and the following six recommendations summarized below:</i></p> <p>1.It is therefore Penske's recommendation that BAAQMD allow applicants to begin their projects by making purchase towards, taking delivery of, and beginning installation of grant funded equipment once they have been conditionally awarded and at their own risk. In this case, the agency assumes no additional risk themselves as the applicant would understand the implications of purchasing the equipment prior to contracting, and the applicant is able to adhere to their original project schedule, thus realizing the emissions reductions of the project as soon as possible.</p>	<p>The TFCA policies follow state program guidelines' best practices which prohibit purchase of equipment prior to the execution of a funding agreement.</p>
	<p>2.Penske therefore recommends BAAQMD include an estimated timeline for notice of award and project contracting upon announcement of the TFCA program. The California Energy Commission's traditional solicitation processes for competitive grants serves as a great basis for this. As the program progresses, if any delays are experienced that would affect this initial timeline, notices should be sent out and posted on the program website advising potential applicants of any changes to these expected dates. This would provide more transparency between the agency and the applicant and allow projects schedules to change as the program timeline shifts.</p> <p>Penske advises BAAQMD to provide responses to applicants no more than two business days after receiving a response. BAAQMDs reply should either provide a direct response to the applicants question or advise the applicant that their question has been received and an answer is being prepared and will be delivered on a specific date. This provides further transparency on the part of the agency and creates a shorter timeline between notice of award and contracting on the grant.</p>	<p>Noted. The timeline for review of projects, process for obtaining approval, and contracting, are provided in materials posted on the website and at webinars. Staff are always working to improve efficiency in the process to minimize delays.</p>
	<p>3.We urge sample grant agreements to be provided at a minimum upon notice of award but ideally in the solicitation materials. This will speed up the signature process.</p>	<p>Noted. A sample funding agreement is posted on the Regional Fund website.</p>

Commenter & Agency	Comment	Staff Response
<p>Erik Wilburn Penske Truck Leasing Co. L.P. Continued</p>	<p>4.Many other funding sources, including the CARB Carl Moyer Program, only require certification from any approved Nationally Recognized Testing Laboratory (NRTL) and do not limit equipment eligibility to only the UL certification. Penske believes BAAQMD should adopt this approach for the TFCA program and allow equipment that is approved by any NRTL to be eligible for funding.</p>	<p>Policy 26 allows for Underwriters Laboratories, Inc. or equivalent safety standard.</p>
	<p>5.Penske recommends allowing applications for the TFCA program to be phased and permitting applicants to install equipment in later phases of the project beyond the 24-month window currently enforced. Penske believes only equipment included in Phase 1 of the project should be required to be installed within the initial 24-month window.</p>	<p>The authorizing legislation requires that TFCA projects be completed within 24 months. Applicants who need additional time beyond the 24 months are encouraged to submit applications in the following years,</p>
<p>Camille Cauchois San Francisco County Transportation Authority</p>	<p>Overall Comment on TFCA Regional Fund: We recommend increasing the predictability for applicants to TFCA by implementing a fixed annual schedule for TFCA calls for projects, as well as fewer policy changes each year or guaranteeing that certain policies will remain unchanged for multiple years. It is difficult for potential sponsors to anticipate and prepare a pipeline of projects without a set schedule from the Air District and with annual policy changes that are hard to predict. This limits the ability for sponsors, especially public sector agencies, to have a multiyear look ahead to evaluate the competitiveness and viability of potential projects. A regular call for projects schedule would provide certainty that allows sponsors to better look ahead and develop projects that meet clean air goals and reduce greenhouse gas emissions. We also would love to talk with the Air District over the next year to consider potential changes to the first come, first serve process that could result in more cost effective projects.</p>	<p>Noted. The Air District continuously works to improve our communication with applicants and will take your comment into consideration.</p>
	<p>Policy #2 (TFCA Cost-Effectiveness): We appreciate the Air District’s flexibility and creativity to increase the cost effectiveness thresholds where possible and encourage continued reevaluation to increase eligible project types that meet clean air goals and reduce greenhouse gas emissions. We recommend continuing to reevaluate the cost effectiveness thresholds to encourage more innovative projects and a diverse range of project types.</p>	<p>Noted.</p>

Committer & Agency	Comment	Staff Response
Diana Meehan Napa Valley Transportation Authority	<p><i>The commenter provided comments on the policies which are summarized below.</i> ...We request that the Air District establish a regular call for projects cycle for the Regional Fund Programs. This will assist project sponsors with planning appropriate fund sources for their projects since PM funds cannot be combined with Regional fund. Programs, such as Bikeways have been sporadic at best, making it extremely difficult to plan for funding opportunities between the PM and Regional fund programs.</p>	<p>Noted. The Air District continuously works to improve our communication with applicants and will take your comment into consideration.</p>
	<p>Policy 13 (b) - This is prohibitive. There is no guarantee that a project will meet surplus emissions based on assumptions provided when applied. Particularly if there are issues similar to what happened during the pandemic, or significant weather/climate events that reduce the likelihood of achieving estimated goal.</p>	<p>The intention of Policy 13 is to ensure the projects achieve emission reductions. Air District staff review projects after completion to estimate post-project emission reductions, and to ensure project objectives were implemented in good faith.</p>
	<p>Policy 23 (g) - Significant funding goes towards school buses. What is the percentage of students using school buses? Most districts have abandoned busing, or minimized availability. Is this funding also available for public transit buses?</p>	<p>Replacement of transit buses is an eligible category and public transit agencies may apply for funding to purchase new buses and to install electric charging.</p>
	<p>Policy 26 - Will this category cover infrastructure required to run charging, e.g., PG&E connections, underground cables, switchgear etc.?</p>	<p>Specific eligible costs are listed in the guidelines and funding agreement. Generally, direct costs to implement the project, including site preparation, installation, and construction, are eligible for this project category.</p>
	<p>Policy 27 (c) - Provide examples of other Air District programs. It's difficult to understand how to maximize funding available for this category between all the programs.</p>	<p>Policy 27 is implemented in the Vehicle Buy Back Program. Applicants interested in this program may also be interested in the Clean Cars for All program.</p>
	<p>Policy 28 - Commute hours vary based on location of facility--for instance, SR37 has a longer commute period in both AM/PM commutes and sees congestion throughout the day as it is the primary connector between Solano and Marin Counties. Commute periods in the North Bay counties where there is a significant number of service sector jobs, medical, hospitality, farming have very different commute hours. There should be an allowance for projects that have peak commute hours outside these stated ranges.</p>	<p>Noted.</p>

Committer & Agency	Comment	Staff Response
<p>Diana Meehan Napa Valley Continued</p>	<p>Policy 31 - Some County Transportation Agencies do not have CMPs, but do have Countywide Transportation Plans. The language in this policy should be consistent with the language in Policy 32</p>	<p>Noted. Staff updated the policy to incorporate this feedback.</p>
	<p>Policy 32 - MTC recently adopted a Regional Active Transportation Plan. Please update this language. Policy for bike parking should match this policy.</p>	<p>Noted. Staff updated the policy to incorporate this feedback.</p>
	<p>Policy 32 (a, b) - This distance should be increased, half mile is significant for pedestrian trips. Bike trips can easily be managed up to 5 mi. for most people, including students.</p>	<p>Staff will follow up with the commenter to request further information to evaluate this suggestion.</p>
	<p>Policy 32 – rename bikeway classification</p>	<p>Re: questions about Policy 32. The names used for bikeway classification in these polices is based on the titles defined in the California Highway Design Manual.</p>
	<p>This language is outdated. Class I facilities are multiuse-and include pedestrians as well, not just bikes and should not be referred to as "Bike Paths"</p>	
	<p>Include example: (upgrade Class II to Class II Buffered Bike Lane, or Class III to Class II or better)</p>	<p>Staff will follow up with the commenter to request further information to evaluate this suggestion.</p>
	<p>Class III should include Bike Boulevards (Bike Boulevards also include traffic calming components and should be included here)</p>	
<p>Must projects be in these designated “priority” areas, or will other projects be eligible?</p>	<p>Projects outside of priorities areas are eligible, however at least 60% of total Regional Funds are reserved for projects located in priority areas to ensure the district supports expedited reduction of air pollution in the most impacted communities.</p>	

BAY AREA AIR QUALITY MANAGEMENT DISTRICT

Memorandum

To: Chairperson Myrna Melgar and Members
of the Mobile Source and Climate Impacts Committee

From: Philip M. Fine
Executive Officer/APCO

Date: May 10, 2023

Re: Fiscal Year Ending (FYE) 2023 Charge! Program Project Recommendations

RECOMMENDED ACTION

Committee to consider recommending the Board of Directors:

1. Approve the *Charge!* Program rank list and recommended projects with proposed grant awards as shown in Attachment 1; and
2. Authorize the Executive Officer/APCO to enter into all necessary agreements with applicants for the recommended projects.

BACKGROUND

Wide-scale adoption of electric vehicles (EVs) and electrification of all types of transportation are essential to achieving local, state, and federal emission reduction targets for greenhouse gases and criteria pollutants. California has set a goal of 250,000 EV chargers and 1.5 million EVs sold by 2025, five million EVs sold by 2030, and to phase out sales of most conventional vehicles by 2035. The Bay Area has set a target of 1.5 million zero-emissions vehicles (ZEVs) by 2030 and 90% of vehicles in the Bay Area being zero-emissions by 2050. The Bay Area and California also share the goal to cut greenhouse gas emissions to 80% below 1990 levels by 2050. At the end of 2021, there were a total of 266,890 EVs registered and operating on Bay Area roads, representing 5% of the region's light-duty fleet, according to data from the California Energy Commission (CEC). Of those ZEV registrations in the Bay Area, 67% were battery electric vehicles (BEVs), 32% were plug-in hybrid vehicles (PHEVs), and 1% were fuel cell electric vehicles (FCEVs).

To support the increase of EVs needed to achieve Bay Area and California goals, significant investments in EV infrastructure are needed. The National Renewable Energy Laboratory (NREL) [EV Infrastructure Projection Tool](#) estimates that the Bay Area needs over 30,000 charging ports in 2023. According to the U.S. Department of Energy's [Alternative Fuels Data Center](#), there are approximately 11,830 (15 Level 1, 9,726 Level 2 and 2,089 DC Fast) publicly available charging ports across the Bay Area as of April 13, 2023. Attachment 3, Figure 1 shows a breakdown of these publicly available chargers by county in the Bay Area. The Bay Area has less than half of the chargers it needs to support targets by NREL.

Additional charging stations will be needed to accommodate future growth in the EV market to achieve the ambitious Bay Area goals and to support a broader range of Bay Area residents. Attachment 3, Figure 2 shows a map of publicly available charging stations in the Bay Area. The chargers are generally located in urban areas and around transportation corridors. An individual or household's charging needs are related to their type of residence, with drivers in single-family homes being much more likely to have home charging compared to those living in apartments or multi-family housing. Those that live in single-family homes are more likely to purchase EVs due to higher income levels and the ability to charge the vehicle at home. In the Bay Area, over one-third (36%) of housing units are in multi-family housing. To extend the EV market beyond those living in single-family homes, the Bay Area must expand public charging infrastructure and charging at multi-family housing.

The Air District's *Charge!* Program, other grant programs supporting EV infrastructure, and regional policies play a critical role in increasing the number of charging stations to support the Bay Area's growing EV fleet. As part of this presentation, the Committee will receive updates about the latest *Charge!* Program solicitation and additional efforts taken to support EV charging infrastructure in the region.

DISCUSSION

For the FYE2023 [Charge! Program](#), there is \$5M available for projects. The *Charge!* Program provides grant funding to offset the cost of purchasing and installing new publicly accessible chargers for light-duty EVs, at workplaces, destinations, transit parking locations, along transportation corridors, and at multi-family housing. The Air District has administered the *Charge!* Program since 2016 and has awarded over \$20M to support more than 3,623 Level 2 charging ports and 704 DC Fast chargers throughout the Bay Area.

The FYE2023 *Charge!* Program is a competitive solicitation that launched on November 15, 2022, and closed on March 3, 2023. A total of \$5M in grant funding was available for organizations, including governments, businesses, and nonprofits. The FYE2023 *Charge!* Program prioritizes projects located at affordable and below market-rate housing, priority communities, multi-family housing, and in regions with lower EV charger density.

A scoring panel, comprised of staff from the Air District's Technology Implementation Office, evaluated the applications as well as scored and ranked the projects. The application evaluation criteria and scoring metrics are listed in Attachment 3, Table 1. Each panelist scored projects individually before meeting to discuss and reconcile scores. Final scores were averaged and then projects were ranked by their score. A list of ranked projects and proposed grant awards can be found in Attachment 1. Additional project information can also be found in Attachment 2. For the FYE2023 *Charge!* Program solicitation, there are 43 eligible applications requesting approximately \$20.3M in funding to install 1,770 charging ports (145 Level 1 ports, 1,297 Level 2 ports, and 328 DC Fast ports) at 156 facilities (27 destinations, 64 multi-family housing, 4 transit parking, 25 transportation corridors, and 36 workplaces) across the Bay Area. The FYE2023 *Charge!* Program set a goal to award a minimum of 60% of total available program funding to projects located in California Air Resources Board (CARB) [Priority Population](#)

Areas (e.g., disadvantaged communities, low-income communities, low-income communities within a half-mile of disadvantaged communities, and low-income households within a half-mile of disadvantaged communities). Of the 43 eligible applications requesting approximately \$20.3M in funding, about \$18.4M (90%) of requested funds support projects located in Priority Population Areas. There are 21 FYE2023 *Charge!* Program applications that are not being considered for funding because they do not meet program eligibility requirements.

Staff requests the Committee recommend the Board of Directors approve the *Charge!* Program rank list in Attachment 1 and Authorize the Executive Officer/APCO to enter into all necessary agreements with applicants for the recommended projects. Funding will be awarded to projects in order based on funding eligibility and availability. If additional funding becomes available from other sources or through project fallout, projects will continue to be awarded in rank list order until funds are depleted. Projects that meet all eligibility requirements may be funded with Transportation Fund for Clean Air (TFCA) or other funding sources as funds become available.

While Air District grant programs have funded charging infrastructure throughout the Bay Area, more funding is needed in order to meet Bay Area and California goals and develop a strong regional charging network. In addition, the Air District was recently awarded grant funding from the CEC to support EV charger installations at multi-family housing.

BUDGET CONSIDERATION/FINANCIAL IMPACT

The Air District distributes TFCA and other funding sources to project sponsors on a reimbursement basis. Staff expect to allocate \$5M from the FYE23 TFCA allocation and \$5M from FYE24 TFCA allocation to projects on the rank list. If additional project funding becomes available, staff will allocate those funds to projects on the rank list. Funding for administrative costs is provided by each funding source.

Respectfully submitted,

Philip M. Fine
Executive Officer/APCO

Prepared by: Ada Truong and Caylee Mercado
Reviewed by: Anthony Fournier and Tin Le

ATTACHMENTS:

1. Attachment 1 - FYE2023 Charge Rank List and Recommended Projects
2. Attachment 2 - FYE2023 Charge Program Project Information
3. Attachment 3 - FYE2023 Charge Program Memo Figures and Tables

MOBILE SOURCE AND CLIMATE IMPACTS
COMMITTEE MEETING OF 05/10/2023

ATTACHMENT 1
Table 1 – FYE 2023 Charge! Program Rank List

Rank	Score	Project #	Applicant	Project Category	Project Description	Eligible Grant Award	Total Project Cost	Lifetime Emissions Reductions (tons)			CARE Area	AB1550 / SB535 Area	County
								NOx	ROG	PM			
1	83	2303-34376	Green Water and Power	Light Duty (LD) Infrastructure	Install and operate 40 Level 2 (high) chargers at a multi-family housing (MFH) facility in Oakland.	\$ 280,000.00	\$ 335,000.00	0.0569	0.0336	0.0215	Yes	Yes	Alameda
2	82.5	2302-33902	NCP Multifamily LLC	LD Infrastructure	Install and operate 54 Level 2 (high) chargers at six MFH facilities in Corte Madera, Novato, and San Rafael.	\$ 360,000.00	\$ 558,136.00	0.3185	0.1879	0.12	Yes	Yes	Marin
3	82.3	2302-34220	Marin Clean Energy	LD Infrastructure	Install and operate 18 Level 2 (high) chargers at six MFH facilities in Mill Valley, Novato, San Rafael, and Sausalito.	\$ 120,000.00	\$ 200,000.00	0.0367	0.0217	0.0138	No	Yes	Marin
4	82	2302-34233	Marin Clean Energy	LD Infrastructure	Install and operate 46 Level 2 (high) chargers at 23 MFH facilities in Belvedere, Corte Madera, Fairfax, Larkspur, Mill Valley, Novato, Pt. Reyes Station, San Rafael, Sausalito, and Tiburon.	\$ 295,000.00	\$ 500,000.00	0.0603	0.0356	0.0227	Yes	Yes	Marin
5	81.5	2303-34370	Marin Clean Energy	LD Infrastructure	Install and operate 6 Level 2 (high) chargers at a MFH facility in San Rafael.	\$ 42,000.00	\$ 70,000.00	0.0105	0.0062	0.004	Yes	Yes	Marin
6	78	2302-33855	Farm Hill Vista HOA	LD Infrastructure	Install and operate 10 Level 2 (high) chargers at a MFH facility in Redwood City.	\$ 55,000.00	\$ 130,000.00	0.0789	0.0466	0.0297	No	No	San Mateo
7	77.5	2302-34115	GRID Alternatives Bay Area	LD Infrastructure	Install and operate 80 Level 1, 124 Level 2 (high), and 6 DC Fast chargers at two transit parking and eight MFH facilities in Oakland and Richmond.	\$ 1,338,000.00	\$ 4,068,345.00	0.4072	0.242	0.1557	Yes	Yes	Alameda and Contra Costa
8	77	2303-34373	Green Water and Power	LD Infrastructure	Install and operate 40 Level 2 (high) chargers at a MFH facility in San Francisco.	\$ 280,000.00	\$ 335,000.00	0.0569	0.0336	0.0215	Yes	Yes	San Francisco
9	75.5	2303-34269	Shelter Creek COA Office	LD Infrastructure	Install and operate 8 Level 2 (high) chargers at a MFH facility in San Bruno.	\$ 56,000.00	\$ 142,604.00	0.148	0.0873	0.0558	No	Yes	San Mateo
10	75	2303-34331	Danville Townhomes Homeowners Association	LD Infrastructure	Install and operate 6 Level 2 (high) chargers at a MFH facility in Danville.	\$ 33,000.00	\$ 76,500.00	0.0216	0.0127	0.0081	No	No	Contra Costa
11	74	2302-33961	176 Athol LLC	LD Infrastructure	Install and operate 4 Level 2 (high) chargers at a MFH facility in Oakland.	\$ 28,000.00	\$ 49,454.00	0.0166	0.0098	0.0062	Yes	Yes	Alameda
12	73	2302-33919	MIRA Master Owners Association	LD Infrastructure	Install and operate 9 Level 2 (high) and 1 DC Fast chargers at a MFH facility in San Francisco.	\$ 98,000.00	\$ 321,845.00	0.1177	0.0712	0.0466	Yes	Yes	San Francisco
13	72.5	2302-34231	San Francisco Bay Area Rapid Transit District (BART)	LD Infrastructure	Install and operate 88 Level 2 (high) and 12 DC Fast chargers at two transit parking facilities in Oakland and Richmond.	\$ 1,024,000.00	\$ 3,199,263.00	0.6257	0.3785	0.2479	Yes	Yes	Alameda and Contra Costa
14	72	2302-33950	EVmatch, Inc.	LD Infrastructure	Install and operate 8 Level 2 (high) chargers at a MFH facility in Oakland.	\$ 36,000.00	\$ 50,767.00	0.0197	0.0116	0.0074	Yes	Yes	Alameda
15	71.5	2303-34383	Green Water and Power	LD Infrastructure	Install and operate 40 Level 2 (high) chargers at a MFH facility in Oakland.	\$ 280,000.00	\$ 335,000.00	0.0569	0.0336	0.0215	Yes	Yes	Alameda
16	71	2303-34367	Green Water and Power	LD Infrastructure	Install and operate 40 Level 2 (high) chargers at a MFH facility in Vallejo.	\$ 280,000.00	\$ 335,000.00	0.0569	0.0336	0.0215	Yes	Yes	Solano
17	70.5	2303-34378	The Palo Alto Condominium Owners' Association	LD Infrastructure	Install and operate 97 Level 2 (low) chargers at a MFH facility in Palo Alto.	\$ 339,500.00	\$ 503,386.00	0.0319	0.0188	0.012	No	No	Santa Clara
18	70.3	2211-32723	Drotman Realty	LD Infrastructure	Install and operate 15 Level 2 (high) chargers at three MFH facilities in Mill Valley, San Quentin Village, and San Rafael.	\$ 91,500.00	\$ 165,802.00	0.0296	0.0175	0.0112	Yes	No	Marin
19	69.5	2302-34214	1567 McAllister Street HOA	LD Infrastructure	Install and operate 5 Level 2 (high) chargers at a MFH facility in San Francisco.	\$ 17,500.00	\$ 24,741.00	0.0066	0.0039	0.0005	Yes	No	San Francisco

ATTACHMENT 1
Table 1 – FYE 2023 Charge! Program Rank List

Rank	Score	Project #	Applicant	Project Category	Project Description	Eligible Grant Award	Total Project Cost	Lifetime Emissions Reductions (tons)			CARE Area	AB1550 / SB535 Area	County
								NOx	ROG	PM			
20	69	2301-33229	Carmel Gardens HOA, Burlingame	LD Infrastructure	Install and operate 18 Level 1 chargers at a MFH facility in Burlingame.	\$ 45,000.00	\$ 99,490.00	0.0007	0.0004	0.0003	No	Yes	San Mateo
21	68.5	2302-34181	San Rafael Manor	LD Infrastructure	Install and operate 7 Level 2 (high) chargers at a MFH facility in San Rafael.	\$ 24,500.00	\$ 80,000.00	0.0213	0.0125	0.008	No	No	Marin
22	67	2302-33758	City of Pittsburg	LD Infrastructure	Install and operate 38 Level 2 (high) and 4 DC Fast chargers at one destination and five workplace facilities in Pittsburg.	\$ 349,000.00	\$ 995,990.00	0.3758	0.2217	0.0272	No	Yes	Contra Costa
23	64	2303-34270	Contra Costa County	LD Infrastructure	Install and operate 151 Level 2 (high) chargers at 19 workplace facilities in Antioch, Concord, Hercules, Martinez, and Richmond.	\$ 748,000.00	\$ 2,306,136.00	0.3054	0.1802	0.1151	Yes	Yes	Contra Costa
24	63.9	2303-34330	EVgo Services LLC	LD Infrastructure	Install and operate 66 DC Fast chargers at nine transportation corridor facilities in Antioch, Berkeley, Colma, Concord, Hayward, Oakland, Petaluma, San Jose, and San Mateo.	\$ 2,950,000.00	\$ 9,026,195.00	3.2495	2.0121	1.3467	Yes	Yes	Regional
25	63.5	2302-33844	Grand Petroleum, Inc.	LD Infrastructure	Install and operate 8 DC Fast chargers at one destination and three transportation corridor facilities in Campbell, Concord, Hayward, and Pleasant Hill.	\$ 260,000.00	\$ 794,648.00	0.0486	0.0301	0.0201	Yes	Yes	Alameda, Contra Costa, and Santa Clara
26	63.3	2302-33921	Alameda County Government	LD Infrastructure	Install and operate 7 Level 2 (high) chargers at a destination facility in Castro Valley.	\$ 38,500.00	\$ 250,000.00	0.0414	0.0244	0.0156	No	Yes	Alameda
27	63	2301-33528	7-Eleven, Inc.	LD Infrastructure	Install and operate 36 DC Fast chargers at nine transportation corridor facilities in Hayward, Millbrae, Redwood City, San Jose, San Ramon, South San Francisco, and Sunnyvale.	\$ 990,000.00	\$ 4,278,033.00	0.2726	0.1688	0.113	Yes	No	Regional
28	62.8	2302-34083	Circle K	LD Infrastructure	Install and operate 6 DC Fast chargers at a transportation corridor facility in Gilroy.	\$ 270,000.00	\$ 688,000.00	0.1238	0.0767	0.0513	No	Yes	Santa Clara
29	62.5	2303-34386	Green Water and Power	LD Infrastructure	Install and operate 240 Level 2 (high) chargers at six MFH facilities in Mill Valley, Palo Alto, Oakland, San Francisco, and San Rafael.	\$ 1,500,000.00	\$ 2,010,000.00	0.3416	0.2015	0.1287	Yes	No	Regional
30	62.3	2302-33665	Town of San Anselmo	LD Infrastructure	Install and operate 18 Level 2 (high) chargers at three destination facilities in San Anselmo.	\$ 90,000.00	\$ 481,944.00	0.1376	0.0812	0.0519	Yes	Yes	Marin
31	62	2303-34372	Intertie, Incorporated	LD Infrastructure	Install and operate 76 Level 2 (high) and 14 DC Fast chargers at three destination, one MFH, and five workplace facilities in Concord, Fairfax, Mill Valley, San Rafael, and Sausalito.	\$ 884,500.00	\$ 2,100,644.00	2.7854	1.6689	1.0825	No	Yes	Marin
32	61.5	2302-33760	OLAM San Francisco Mission Garage, LLC	LD Infrastructure	Install and operate 9 Level 2 (low) and 41 DC Fast chargers at a mixed-use MFH and workplace facility in San Francisco.	\$ 1,475,500.00	\$ 1,758,627.00	5.3328	3.2993	2.2065	Yes	Yes	San Francisco
33	60.5	2301-33279	City of Rohnert Park	LD Infrastructure	Install and operate 38 Level 2 (high) and 4 DC Fast chargers at six destination, one transit parking, and two workplace facilities in Rohnert Park.	\$ 343,000.00	\$ 2,561,863.00	0.8292	0.4955	0.3206	No	Yes	Sonoma
34	60	2302-34193	Union Sanitary District	LD Infrastructure	Install and operate 10 Level 2 (high) and 4 DC Fast chargers at a workplace facility in Union City.	\$ 190,000.00	\$ 1,250,000.00	0.1023	0.0627	0.0416	No	Yes	Alameda
35	59.5	2302-34180	EV Charging Solutions, Inc.	LD Infrastructure	Install and operate 64 DC Fast chargers at eight destination facilities in Antioch, Concord, Hercules, Martinez, and Richmond.	\$ 2,400,000.00	\$ 10,560,000.00	1.3204	0.8176	0.5472	Yes	Yes	Contra Costa and Solano
36	59.3	2302-33666	Town of Fairfax	LD Infrastructure	Install and operate 3 Level 2 (high) chargers at a workplace facility in Fairfax.	\$ 16,500.00	\$ 38,196.00	0.0178	0.0105	0.0067	No	Yes	Marin
37	59	2301-33537	City of Livermore	LD Infrastructure	Install and operate 18 Level 2 (high) chargers at a transit parking facility in Livermore.	\$ 72,000.00	\$ 165,000.00	0.1867	0.1101	0.0703	Yes	No	Alameda

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Table 1 – FYE 2023 Charge! Program Rank List

Rank	Score	Project #	Applicant	Project Category	Project Description	Eligible Grant Award	Total Project Cost	Lifetime Emissions Reductions (tons)			CARE Area	AB1550 / SB535 Area	County
								NOx	ROG	PM			
38	58	2303-34363	ChargePoint	LD Infrastructure	Install and operate 14 DC Fast chargers at two destination facilities in San Jose and Santa Rosa.	\$ 430,000.00	\$ 2,733,750.00	1.9655	1.217	0.8146	No	No	Santa Clara and Sonoma
39	57.3	2303-34285	City of Pacifica	LD Infrastructure	Install and operate 20 Level 2 (high) chargers at one workplace and two destination facilities in Pacifica.	\$ 101,000.00	\$ 300,000.00	0.0582	0.0344	0.0219	No	Yes	San Mateo
40	57	2303-34388	GoPowerEV	LD Infrastructure	Install and operate 15 Level 1 chargers at a MFH facility in San Jose.	\$ 30,000.00	\$ 54,100.00	0.0103	0.0061	0.0039	No	No	Santa Clara
41	55.5	2303-34274	Clean Fuel Connection Inc.	LD Infrastructure	Install and operate 16 DC Fast chargers at two transportation corridor facilities in Hercules and Martinez.	\$ 560,000.00	\$ 1,320,000.00	0.3301	0.2044	0.1368	Yes	No	Contra Costa
42	55	2302-34127	GoPowerEV	LD Infrastructure	Install and operate 32 Level 1 chargers at a MFH facility in San Jose.	\$ 64,000.00	\$ 116,500.00	0.0284	0.0168	0.0107	No	No	Santa Clara
43	51	2302-33898	bp pulse fleet	LD Infrastructure	Install and operate 32 DC Fast chargers at a transportation corridor in South San Francisco.	\$ 1,440,000.00	\$ 7,727,174.00	0.3439	0.2129	0.1425	No	Yes	San Mateo

ATTACHMENT 2

Table 1 – FYE 2023 Charge! Program Project Information

Application Information			Facility Address				Facility Information	
Rank	Project #	Applicant	Street Address	City	County	Zip Code	Category	Affordable Housing
1	2303-34376	Green Water and Power	625 16th Street	Oakland	Alameda	94612	Multi-family Housing	No
2	2302-33902	NCP Multifamily LLC	1000 Ignacio Boulevard	Novato	Marin	94949	Multi-family Housing	Yes
2	2302-33902	NCP Multifamily LLC	980 Ignacio Boulevard	Novato	Marin	94949	Multi-family Housing	Yes
2	2302-33902	NCP Multifamily LLC	1825 Lincoln Avenue	San Rafael	Marin	94901	Multi-family Housing	Yes
2	2302-33902	NCP Multifamily LLC	1441 Casa Buena Drive	Corte Madera	Marin	94925	Multi-family Housing	Yes
2	2302-33902	NCP Multifamily LLC	380-450 Alameda Del Prado	Novato	Marin	94949	Multi-family Housing	Yes
2	2302-33902	NCP Multifamily LLC	285 Woodland Avenue	San Rafael	Marin	94901	Multi-family Housing	Yes
3	2302-34220	Marin Clean Energy	47 N Knoll Road	Mill Valley	Marin	94941	Multi-family Housing	Yes
3	2302-34220	Marin Clean Energy	140 Linden Lane	Mill Valley	Marin	94941	Multi-family Housing	Yes
3	2302-34220	Marin Clean Energy	263 N San Pedro Road	San Rafael	Marin	94903	Multi-family Housing	Yes
3	2302-34220	Marin Clean Energy	35 Carmel Drive	Novato	Marin	94945	Multi-family Housing	Yes
3	2302-34220	Marin Clean Energy	5 Golden Hinde Boulevard	San Rafael	Marin	94903	Multi-family Housing	Yes
3	2302-34220	Marin Clean Energy	429 Drake Avenue	Sausalito	Marin	94965	Multi-family Housing	Yes
4	2302-34233	Marin Clean Energy	1821 Fifth Avenue	San Rafael	Marin	94901	Multi-family Housing	Yes
4	2302-34233	Marin Clean Energy	164 North San Pedro Road	San Rafael	Marin	94903	Multi-family Housing	Yes
4	2302-34233	Marin Clean Energy	600 A Street	Pt. Reyes Station	Marin	94956	Multi-family Housing	Yes
4	2302-34233	Marin Clean Energy	10 Labrea Way	San Rafael	Marin	94903	Multi-family Housing	Yes
4	2302-34233	Marin Clean Energy	37 Miwok Way	Mill Valley	Marin	94941	Multi-family Housing	Yes
4	2302-34233	Marin Clean Energy	33 San Clemente Drive	Corte Madera	Marin	94925	Multi-family Housing	Yes
4	2302-34233	Marin Clean Energy	455 Canal Street	San Rafael	Marin	94901	Multi-family Housing	Yes
4	2302-34233	Marin Clean Energy	12 Giacomini Road	Pt. Reyes Station	Marin	94956	Multi-family Housing	Yes
4	2302-34233	Marin Clean Energy	191 Piper Court	Fairfax	Marin	94930	Multi-family Housing	Yes
4	2302-34233	Marin Clean Energy	1100 Olive Avenue	Novato	Marin	94945	Multi-family Housing	Yes
4	2302-34233	Marin Clean Energy	626 Owens Drive	Novato	Marin	94949	Multi-family Housing	Yes
4	2302-34233	Marin Clean Energy	1352 Lincoln Avenue	San Rafael	Marin	94901	Multi-family Housing	Yes
4	2302-34233	Marin Clean Energy	600 Larkspur Plaza Drive	Larkspur	Marin	94939	Multi-family Housing	Yes
4	2302-34233	Marin Clean Energy	100 Neds Way	Tiburon	Marin	94920	Multi-family Housing	Yes
4	2302-34233	Marin Clean Energy	359 Bel Marin Keys Boulevard II	Novato	Marin	94949	Multi-family Housing	Yes
4	2302-34233	Marin Clean Energy	359 Bel Marin Keys Boulevard I	Novato	Marin	94949	Multi-family Housing	Yes
4	2302-34233	Marin Clean Energy	515 San Rafael Avenue	Belvedere	Marin	94920	Multi-family Housing	Yes
4	2302-34233	Marin Clean Energy	26 Edgewater Place	Larkspur	Marin	94939	Multi-family Housing	Yes
4	2302-34233	Marin Clean Energy	345 Catalina Boulevard	San Rafael	Marin	94901	Multi-family Housing	Yes

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Table 1 – FYE 2023 Charge! Program Project Information

Application Information			Facility Address				Facility Information	
Rank	Project #	Applicant	Street Address	City	County	Zip Code	Category	Affordable Housing
4	2302-34233	Marin Clean Energy	20 Drakes Way	Larkspur	Marin	94939	Multi-family Housing	Yes
4	2302-34233	Marin Clean Energy	855 C Street	San Rafael	Marin	94901	Multi-family Housing	Yes
4	2302-34233	Marin Clean Energy	321 Cecilia Way	Tiburon	Marin	94920	Multi-family Housing	Yes
4	2302-34233	Marin Clean Energy	408 Bee Street	Sausalito	Marin	94965	Multi-family Housing	Yes
5	2303-34370	Marin Clean Energy	107 Marin Street	San Rafael	Marin	94901	Multi-family Housing	Yes
6	2302-33855	Farm Hill Vista HOA	4000 Farm Hill Boulevard	Redwood City	San Mateo	94061	Multi-family Housing	No
7	2302-34115	GRID Alternatives Bay Area	270 Curry Street	Richmond	Contra Costa	94801	Multi-family Housing	Yes
7	2302-34115	GRID Alternatives Bay Area	1904 Adeline Street	Oakland	Alameda	94607	Multi-family Housing	Yes
7	2302-34115	GRID Alternatives Bay Area	802 Chesley Avenue	Richmond	Contra Costa	94801	Multi-family Housing	Yes
7	2302-34115	GRID Alternatives Bay Area	150 South 45th Street	Richmond	Contra Costa	94804	Multi-family Housing	Yes
7	2302-34115	GRID Alternatives Bay Area	2989 Pullman Avenue	Richmond	Contra Costa	94804	Multi-family Housing	Yes
7	2302-34115	GRID Alternatives Bay Area	680 South 37th Street	Richmond	Contra Costa	94804	Multi-family Housing	Yes
7	2302-34115	GRID Alternatives Bay Area	935 Union Street	Oakland	Alameda	94607	Multi-family Housing	Yes
7	2302-34115	GRID Alternatives Bay Area	1670 8th Street	Oakland	Alameda	94607	Multi-family Housing	Yes
7	2302-34115	GRID Alternatives Bay Area	1700 Nevin Ave	Richmond	Contra Costa	94801	Transit Parking	N/A
7	2302-34115	GRID Alternatives Bay Area	3401 E 12th Street	Oakland	Alameda	94601	Transit Parking	N/A
8	2303-34373	Green Water and Power	1223 Webster Street	San Francisco	San Francisco	94115	Multi-family Housing	Yes
9	2303-34269	Shelter Creek COA Office	701 Shelter Creek Lane	San Bruno	San Mateo	94066	Multi-family Housing	No
10	2303-34331	Danville Townhomes Homeowners Association	394 Ilo Lane	Danville	Contra Costa	94526	Multi-family Housing	No
11	2302-33961	176 Athol LLC	176 Athol Avenue	Oakland	Alameda	94606	Multi-family Housing	No
12	2302-33919	MIRA Master Owners Association	280 Spear Street	San Francisco	San Francisco	94105	Multi-family Housing	No
13	2302-34231	San Francisco Bay Area Rapid Transit District (BART)	1700 Nevin Ave	Richmond	Contra Costa	94801	Transit Parking	N/A
13	2302-34231	San Francisco Bay Area Rapid Transit District (BART)	3401 E 12th Street	Oakland	Alameda	94601	Transit Parking	N/A
14	2302-33950	EVmatch, Inc.	340 29th Avenue	Oakland	Alameda	94601	Multi-family Housing	No
15	2303-34383	Green Water and Power	6951 Lion Way	Oakland	Alameda	94612	Multi-family Housing	Yes
16	2303-34367	Green Water and Power	961 Porter Street	Vallejo	Solano	94590	Multi-family Housing	Yes
17	2303-34378	The Palo Alto Condominium Owners' Association	101 Alma Street	Palo Alto	Santa Clara	94301	Multi-family Housing	No
18	2211-32723	Drotman Realty	385 Pine Hill Road	Mill Valley	Marin	94941	Multi-family Housing	No
18	2211-32723	Drotman Realty	18 Main Street	San Quentin Village	Marin	94964	Multi-family Housing	No
18	2211-32723	Drotman Realty	79 Bayo Vista Way	San Rafael	Marin	94901	Multi-family Housing	No
19	2302-34214	1567 McAllister Street HOA	1567 McAllister Street	San Francisco	San Francisco	94115	Multi-family Housing	No
20	2301-33229	Carmel Gardens HOA, Burlingame	977 El Camino Real	Burlingame	San Mateo	94010	Multi-family Housing	No

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Table 1 – FYE 2023 Charge! Program Project Information

Application Information			Facility Address				Facility Information	
Rank	Project #	Applicant	Street Address	City	County	Zip Code	Category	Affordable Housing
21	2302-34181	San Rafael Manor	1030 Los Gamos Road	San Rafael	Marin	94903	Multi-family Housing	No
22	2302-33758	City of Pittsburg	357 East 12th Street	Pittsburg	Contra Costa	94565	Workplace	N/A
22	2302-33758	City of Pittsburg	2581 Harbor Street	Pittsburg	Contra Costa	94565	Workplace	N/A
22	2302-33758	City of Pittsburg	300 Olympia Drive	Pittsburg	Contra Costa	94565	Workplace	N/A
22	2302-33758	City of Pittsburg	65 Civic Avenue	Pittsburg	Contra Costa	94565	Workplace	N/A
22	2302-33758	City of Pittsburg	999 Center Drive	Pittsburg	Contra Costa	94565	Destination	N/A
23	2303-34270	Contra Costa County	40 Douglas Drive	Martinez	Contra Costa	94553	Workplace	N/A
23	2303-34270	Contra Costa County	30 Douglas Drive	Martinez	Contra Costa	94553	Workplace	N/A
23	2303-34270	Contra Costa County	2047 Arnold Industrial Way	Concord	Contra Costa	94520	Workplace	N/A
23	2303-34270	Contra Costa County	847 Brookside Drive	Richmond	Contra Costa	94801	Workplace	N/A
23	2303-34270	Contra Costa County	2500 Alhambra Avenue	Martinez	Contra Costa	94553	Workplace	N/A
23	2303-34270	Contra Costa County	1650 Cavallo Road	Antioch	Contra Costa	94509	Workplace	N/A
23	2303-34270	Contra Costa County	4800 Imhoff Place	Martinez	Contra Costa	94553	Workplace	N/A
23	2303-34270	Contra Costa County	1305 MacDonald Avenue	Richmond	Contra Costa	94801	Workplace	N/A
23	2303-34270	Contra Costa County	151 Linus Pauling Drive	Hercules	Contra Costa	94547	Workplace	N/A
23	2303-34270	Contra Costa County	1960 Muir Road	Martinez	Contra Costa	94553	Workplace	N/A
23	2303-34270	Contra Costa County	2467 Waterbird Way	Martinez	Contra Costa	94553	Workplace	N/A
23	2303-34270	Contra Costa County	2475 Waterbird Way	Martinez	Contra Costa	94553	Workplace	N/A
23	2303-34270	Contra Costa County	2530 Arnold Drive	Martinez	Contra Costa	94553	Workplace	N/A
23	2303-34270	Contra Costa County	597 Center Avenue	Martinez	Contra Costa	94553	Workplace	N/A
23	2303-34270	Contra Costa County	595 Center Avenue	Martinez	Contra Costa	94553	Workplace	N/A
23	2303-34270	Contra Costa County	4549 Delta Fair Boulevard	Antioch	Contra Costa	94509	Workplace	N/A
23	2303-34270	Contra Costa County	4545 Delta Fair Boulevard	Antioch	Contra Costa	94509	Workplace	N/A
23	2303-34270	Contra Costa County	255 Glacier Drive	Martinez	Contra Costa	94553	Workplace	N/A
23	2303-34270	Contra Costa County	50 Douglas Drive	Martinez	Contra Costa	94553	Workplace	N/A
24	2303-34330	EVgo Services LLC	1025 Ashby Avenue	Berkeley	Alameda	94710	Transportation Corridor	N/A
24	2303-34330	EVgo Services LLC	20800 Hesperian Boulevard	Hayward	Alameda	94541	Transportation Corridor	N/A
24	2303-34330	EVgo Services LLC	4242 S El Camino Real	San Mateo	San Mateo	94403	Transportation Corridor	N/A
24	2303-34330	EVgo Services LLC	2799 Lone Tree Way	Antioch	Contra Costa	94509	Transportation Corridor	N/A
24	2303-34330	EVgo Services LLC	1751 E Capitol Expy	San Jose	Santa Clara	95121	Transportation Corridor	N/A
24	2303-34330	EVgo Services LLC	900 Market Street	Oakland	Alameda	94607	Transportation Corridor	N/A
24	2303-34330	EVgo Services LLC	280 Metro Center	Colma	San Mateo	94014	Transportation Corridor	N/A

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Table 1 – FYE 2023 Charge! Program Project Information

Application Information			Facility Address				Facility Information	
Rank	Project #	Applicant	Street Address	City	County	Zip Code	Category	Affordable Housing
24	2303-34330	EVgo Services LLC	341 Sun Valley Mall	Concord	Contra Costa	94520	Transportation Corridor	N/A
24	2303-34330	EVgo Services LLC	301 S. McDowell Boulevard	Petaluma	Sonoma	94954	Transportation Corridor	N/A
25	2302-33844	Grand Petroleum Inc	1533 W Campbell Avenue	Campbell	Santa Clara	95008	Destination	N/A
25	2302-33844	Grand Petroleum Inc	138 Jackson Street	Hayward	Alameda	94544	Transportation Corridor	N/A
25	2302-33844	Grand Petroleum Inc	605 Contra Costa Boulevard	Concord	Contra Costa	94523	Transportation Corridor	N/A
25	2302-33844	Grand Petroleum Inc	3210 Buskirk Avenue	Pleasant Hill	Contra Costa	94523	Transportation Corridor	N/A
26	2302-33921	Alameda County Government	3600 Norbridge Avenue	Castro Valley	Alameda	94546	Destination	N/A
27	2301-33528	7-Eleven, Inc.	22596 Center Street	Hayward	Alameda	94541	Transportation Corridor	N/A
27	2301-33528	7-Eleven, Inc.	1002 West Evelyn Avenue	Sunnyvale	Santa Clara	94086	Transportation Corridor	N/A
27	2301-33528	7-Eleven, Inc.	5148 Moorpark Avenue	San Jose	Santa Clara	95129	Transportation Corridor	N/A
27	2301-33528	7-Eleven, Inc.	460 Woodside Road	Redwood City	San Mateo	94061	Transportation Corridor	N/A
27	2301-33528	7-Eleven, Inc.	2500 San Ramon Valley Boulevard	San Ramon	Contra Costa	94583	Transportation Corridor	N/A
27	2301-33528	7-Eleven, Inc.	1136 Mission Road	South San Francisco	San Mateo	94080	Transportation Corridor	N/A
27	2301-33528	7-Eleven, Inc.	401 El Camino Real	Millbrae	San Mateo	94030	Transportation Corridor	N/A
27	2301-33528	7-Eleven, Inc.	1335 South Bascom Avenue	San Jose	Santa Clara	95128	Transportation Corridor	N/A
27	2301-33528	7-Eleven, Inc.	9000 Kimball Avenue	San Ramon	Contra Costa	94538	Transportation Corridor	N/A
28	2302-34083	Circle K	401 E 10th Street	Gilroy	Santa Clara	95020	Transportation Corridor	N/A
29	2303-34386	Green Water and Power	2 Harbor Point Drive	Mill Valley	Marin	94941	Multi-family Housing	No
29	2303-34386	Green Water and Power	535 Everett Avenue	Palo Alto	Santa Clara	94301	Multi-family Housing	No
29	2303-34386	Green Water and Power	501 Forest Avenue	Palo Alto	Santa Clara	94301	Multi-family Housing	No
29	2303-34386	Green Water and Power	300 Channing Way	San Rafael	Marin	94903	Multi-family Housing	No
29	2303-34386	Green Water and Power	200 Buchanan Street	San Francisco	San Francisco	94102	Multi-family Housing	No
29	2303-34386	Green Water and Power	1389 Jefferson Street	Oakland	Alameda	94612	Multi-family Housing	No
30	2302-33665	Town of San Anselmo	Pine St. and San Anselmo Avenue	San Anselmo	Marin	94960	Destination	N/A
30	2302-33665	Town of San Anselmo	Creek Park, Sir Francis Drake Boulevard and Bank Street	San Anselmo	Marin	94960	Destination	N/A
30	2302-33665	Town of San Anselmo	1000 Sir Francis Drake Boulevard	San Anselmo	Marin	94960	Destination	N/A
31	2303-34372	Intertie, Incorporated	1841 Laguna Street	Concord	Contra Costa	94520	Multi-family Housing	No
31	2303-34372	Intertie, Incorporated	310 Harbor Drive	Sausalito	Marin	94965	Destination	N/A
31	2303-34372	Intertie, Incorporated	10 Liberty Ship Way	Sausalito	Marin	94965	Workplace	N/A
31	2303-34372	Intertie, Incorporated	201 Flamingo Road	Mill Valley	Marin	94941	Destination	N/A
31	2303-34372	Intertie, Incorporated	636 Nevada Street	Sausalito	Marin	94965	Workplace	N/A
31	2303-34372	Intertie, Incorporated	200 Phillips Drive	Sausalito	Marin	94965	Workplace	N/A

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Table 1 – FYE 2023 Charge! Program Project Information

Application Information			Facility Address				Facility Information	
Rank	Project #	Applicant	Street Address	City	County	Zip Code	Category	Affordable Housing
31	2303-34372	Intertie, Incorporated	720 Center Boulevard	Fairfax	Marin	94930	Destination	N/A
31	2303-34372	Intertie, Incorporated	1 Thorndale Drive	San Rafael	Marin	94903	Workplace	N/A
31	2303-34372	Intertie, Incorporated	711 Grand Avenue	San Rafael	Marin	94901	Workplace	N/A
32	2302-33760	OLAM San Francisco Mission Garage, LLC	1160 Mission Street	San Francisco	San Francisco	94109	Multi-family Housing/Workplace	No
33	2301-33279	City of Rohnert Park	900 Enterprise Drive	Rohnert Park	Sonoma	94928	Transit Parking	N/A
33	2301-33279	City of Rohnert Park	130 Avram Avenue	Rohnert Park	Sonoma	94928	Workplace	N/A
33	2301-33279	City of Rohnert Park	600 Enterprise Drive	Rohnert Park	Sonoma	94928	Workplace	N/A
33	2301-33279	City of Rohnert Park	5405 Snyder Lane	Rohnert Park	Sonoma	94928	Destination	N/A
33	2301-33279	City of Rohnert Park	5669 J Rodgers Lane	Rohnert Park	Sonoma	94928	Destination	N/A
33	2301-33279	City of Rohnert Park	6250 State Farm Drive	Rohnert Park	Sonoma	94928	Destination	N/A
33	2301-33279	City of Rohnert Park	1501 Middlebrook Way	Rohnert Park	Sonoma	94928	Destination	N/A
33	2301-33279	City of Rohnert Park	7471 Bernice Avenue	Rohnert Park	Sonoma	94928	Destination	N/A
33	2301-33280	City of Rohnert Park	5301 Snyder Lane	Rohnert Park	Sonoma	94928	Destination	N/A
34	2302-34193	Union Sanitary District	5072 Benson Road	Union City	Alameda	94587	Workplace	N/A
35	2302-34180	EV Charging Solutions, Inc	2001 Refugio Valley Road	Hercules	Contra Costa	94547	Destination	N/A
35	2302-34180	EV Charging Solutions, Inc	111 Civic Drive	Hercules	Contra Costa	94547	Destination	N/A
35	2302-34180	EV Charging Solutions, Inc	550 Sally Ride Drive	Concord	Contra Costa	94520	Destination	N/A
35	2302-34180	EV Charging Solutions, Inc	1650 Cavallo Road	Antioch	Contra Costa	94509	Destination	N/A
35	2302-34180	EV Charging Solutions, Inc	5555 Giant Hwy	Richmond	Contra Costa	94806	Destination	N/A
35	2302-34180	EV Charging Solutions, Inc	2500 Alhambra Avenue	Martinez	Contra Costa	94553	Destination	N/A
35	2302-34180	EV Charging Solutions, Inc	1305 Macdonald Avenue	Richmond	Contra Costa	94801	Destination	N/A
35	2302-34180	EV Charging Solutions, Inc	50 Douglas Drive	Martinez	Solano	94553	Destination	N/A
36	2302-33666	Town of Fairfax	142 Bolinas Road	Fairfax	Marin	94930	Workplace	N/A
37	2301-33537	City of Livermore	2023 Veterans Way	Livermore	Alameda	94550	Transit Parking	N/A
38	2303-34363	ChargePoint	1980 Santa Rosa Avenue	Santa Rosa	Sonoma	95407	Destination	N/A
38	2303-34363	ChargePoint	879 Blossom Hill Road	San Jose	Santa Clara	95123	Destination	N/A
39	2303-34285	City of Pacifica	170 Santa Maria Avenue	Pacifica	San Mateo	94044	Workplace	N/A
39	2303-34285	City of Pacifica	449 Dondee Way	Pacifica	San Mateo	94044	Destination	N/A
39	2303-34285	City of Pacifica	540 Crespi Drive	Pacifica	San Mateo	94044	Destination	N/A
40	2303-34388	GoPowerEV	4860 Northlawn Drive	San Jose	Santa Clara	95130	Multi-family Housing	No
41	2303-34274	Clean Fuel Connection, Inc.	151 Linus Pauling Drive	Hercules	Contra Costa	94547	Transportation Corridor	N/A
41	2303-34274	Clean Fuel Connection, Inc.	2471 Waterbird Way	Martinez	Contra Costa	94553	Transportation Corridor	N/A

ATTACHMENT 2

Table 1 – FYE 2023 Charge! Program Project Information

Application Information			Facility Address				Facility Information	
Rank	Project #	Applicant	Street Address	City	County	Zip Code	Category	Affordable Housing
42	2302-34127	GoPowerEV	1255 Saratoga Avenue	San Jose	Santa Clara	95129	Multi-family Housing	No
43	2302-33898	bp pulse fleet	177 S Airport Boulevard	South San Francisco	San Mateo	94080	Transportation Corridor	N/A

MOBILE SOURCE AND CLIMATE IMPACTS COMMITTEE MEETING OF 05/10/2023

Attachment 3

FYE2023 Charge! Program Memo Attachments: Figures, Maps, and Tables

Figure 1. Publicly Available Level 1, Level 2, and DC Fast Charging Ports by County in the Air District's jurisdiction

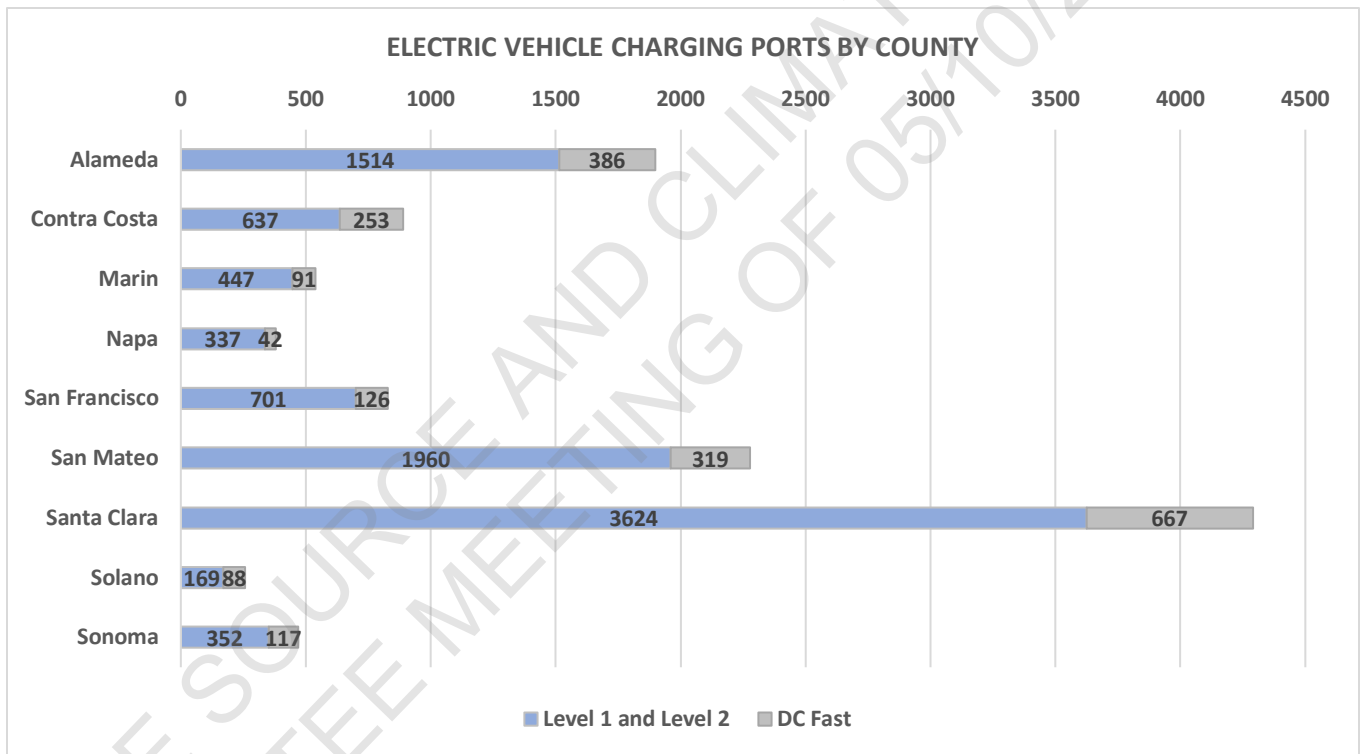


Table 1: Application Evaluation Criteria and Scoring

Evaluation criteria	Possible points
<p>Project details & implementation plan</p> <ul style="list-style-type: none"> • Project scope/details • Partners/community support • Location/facility type • Accessibility 	10
<p>Project benefits</p> <ul style="list-style-type: none"> • # of units to be implemented • # of units per county and facility type • Estimated emissions reductions • Anticipated charger utilization • Community support • Alternative power source (e.g., solar, wind), and technology type 	20
<p>Priorities</p> <ul style="list-style-type: none"> • Project location: Priority Population Areas, multi-family housing, affordable housing 	25
<p>Readiness</p> <ul style="list-style-type: none"> • Resources available • Readiness for implementation • Project timeline 	15
<p>Qualifications</p> <ul style="list-style-type: none"> • Applicant experience/history • Partners' roles and experience • Local/Green business • Minority Business Enterprises (MBE) • Women's Business Enterprises (WBE) 	10
<p>Budget</p> <ul style="list-style-type: none"> • Itemized equipment and infrastructure cost • Co-funding/match • Cost per port installed • Total funds requested 	10
<p>Application completeness</p>	10
<p>Total Points Possible</p>	100