



BAY AREA
AIR QUALITY
MANAGEMENT
DISTRICT

BOARD OF DIRECTORS
FINANCE AND ADMINISTRATION COMMITTEE

COMMITTEE MEMBERS

JOHN J. BAUTERS – CHAIR
MARGARET ABE-KOGA
DAVID HAUBERT
DAVID HUDSON
SERGIO LOPEZ
MARK ROSS

DAVINA HURT - VICE CHAIR
BRIAN BARNACLE
LYNDA HOPKINS
TYRONE JUE
KATIE RICE

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

Main Meeting Location:

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

In-Person Remote Teleconference Location(s):

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

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

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

**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 Finance and Administration Committee 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/81216455801> , or may join Zoom by phone by dialing (669) 900-6833 or (408) 638-0968. The Webinar ID for this meeting is: 812 1645 5801

FINANCE AND ADMINISTRATION COMMITTEE MEETING AGENDA

WEDNESDAY, APRIL 5, 2023

1:00 PM

1. **Call to Order - Roll Call**

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

2. **Pledge of Allegiance**

3. **Public Meeting Procedure**

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

***Public Comment on Agenda Items:** The public may comment on each item on the agenda as the item is taken up. Members of the public who wish to speak on a matter on the agenda will have two minutes each to address the Committee 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.*

CONSENT CALENDAR (Items 4 - 6)

4. Approval of the Minutes of the Administration Committee Meeting of December 21, 2022

The Committee will consider approving the attached draft minutes of the Administration Committee meeting of December 21, 2022.

5. Approval of the Minutes of the Budget and Finance Committee Meeting of February 1, 2023

The Committee will consider approving the draft minutes of the Budget and Finance Committee meeting of February 1, 2023.

6. Hearing Board Quarterly Report: October - December 2022

The Committee will receive the Hearing Board Quarterly Report for the period of October through December 2022.

ACTION ITEM(S)

7. Authorize the Commencement of Management Performance Audits in Two Business Units

The Committee will consider authorizing commencement of the Next Two Management Performance Audits for the Engineering and My Air Online Business Units. This item will be presented by John Chiladakis, Acting Chief Administrative Officer, and George Skiles, Sjoberg Evashenk.

8. Recommend Authorization of Position Classifications to Support Organizational Restructuring

The Committee will consider recommending the Board of Directors authorize position classifications, reclassifications, salary resolution and corresponding amendments to the Administrative Code that are shown in the attachments to support organizational restructuring. This item will be presented by Dr. Philip Fine, Executive Officer / Air Pollution Control Officer.

INFORMATIONAL ITEM(S)

9. Proposed Amendments to Air District Regulation 3: Fees

This is an informational item only and will be presented by Pamela Leong, Director, Engineering Division.

10. 2023 Financial Plan and Discussion on Proposed Budget for Fiscal Year Ending (FYE) 2024

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

OTHER BUSINESS

11. 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 Committee. Members of the public will have two minutes each to address the Committee, unless a different time limit is established by the Chair.

12. Committee Member Comments

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

13. Time and Place of Next Meeting

Wednesday, May 3, 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.

14. Adjournment

The Committee meeting shall be adjourned by the Chair.

CONTACT:

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

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

- Any writing relating to an open session item on this Agenda that is distributed to all, or a majority of all, members of the body to which this Agenda relates shall be made available at the Air District's offices at 375 Beale Street, Suite 600, San Francisco, CA 94105, at the time such writing is made available to all, or a majority of all, members of that body.

Accessibility and Non-Discrimination Policy

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

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

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

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

Questions regarding this Policy should be directed to the Air District's Non-Discrimination Coordinator, Suma Peesapati, at (415) 749-4967 or by email at speesapati@baaqmd.gov.

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

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

APRIL 2023

<u>TYPE OF MEETING</u>	<u>DAY</u>	<u>DATE</u>	<u>TIME</u>	<u>ROOM</u>
Board of Directors Special Meeting as the Sole Member of the Bay Area Clean Air Foundation	Wednesday	5	8:30 a.m.	1st Floor Board Room
Board of Directors Meeting	Wednesday	5	9:00 a.m.	1st Floor Board Room
Board of Directors Legislative Committee	Wednesday	5	10:00 a.m.	1st Floor Board Room
Board of Directors Finance & Administration Committee	Wednesday	5	1:00 p.m.	1st Floor Board Room
Board of Directors Stationary Source and Climate Impacts Committee	Wednesday	12	10:00 a.m.	1st Floor, Yerba Buena and Ohlone Rooms
Board of Directors Mobile Source and Climate Impacts Committee	Wednesday	12	1:00 p.m.	1st Floor, Yerba Buena and Ohlone Rooms
Board of Directors Meeting	Wednesday	19	9:00 a.m.	1st Floor Board Room
Board of Directors Community Equity, Health and Justice Committee	Wednesday	19	1:00 p.m.	1st Floor Board Room

HL 3/29/2023 – 2:10 p.m.

G/Board/Executive Office/Moncal

BAY AREA AIR QUALITY MANAGEMENT DISTRICT

Memorandum

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

From: Philip M. Fine
Executive Officer/APCO

Date: April 5, 2023

Re: Approval of the Minutes of the Administration Committee Meeting of December 21,
2022

RECOMMENDED ACTION

Approve the attached draft minutes of the Administration Committee meeting of December 21,
2022.

BACKGROUND

None.

DISCUSSION

Attached for your review and approval are the draft minutes of the Administration Committee
meeting of December 21, 2022.

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 Administration Committee meeting of December 21, 2022

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

DRAFT MINUTES

Administration Committee Meeting
Wednesday, December 21, 2022

**This meeting was conducted under procedures authorized by Assembly Bill 361 (Rivas 2021).
Members of the Committee participated by teleconference.**

1. CALL TO ORDER – ROLL CALL

Administration Committee (Committee) Chairperson John J. Bauters called the meeting to order at 12:15 p.m.

Present: Chairperson John J. Bauters; Vice Chairperson Davina Hurt; and Directors Margaret Abe-Koga, Teresa Barrett, David Hudson, Tyrone Jue, Karen Mitchoff, Katie Rice, Mark Ross, and Brad Wagenknecht.

Absent: Director John Gioia.

2. PLEDGE OF ALLEGIANCE

3. PUBLIC MEETING PROCEDURE

4. APPROVAL OF THE MINUTES OF NOVEMBER 2, 2022

Public Comments

No requests received.

Committee Comments

None.

Committee Action

Director Hudson made a motion, seconded by Director Abe-Koga, to **approve** the Minutes of November 2, 2022; and the motion carried by the following vote of the Committee:

AYES: Abe-Koga, Barrett, Bauters, Hudson, Hurt, Jue, Mitchoff, Wagenknecht.
NOES: None.
ABSTAIN: None.
ABSENT: Gioia, Rice, Ross.

5. CONSIDER RECOMMENDING THE BOARD OF DIRECTORS AUTHORIZE A CORRECTIVE ACTION PLAN TO IMPLEMENT THE RECOMMENDATIONS FROM THE HUMAN RESOURCES (HR) MANAGEMENT PERFORMANCE AUDIT

John Chiladakis, Acting Chief Administrative Officer, gave the staff presentation *Consider the Authorization of the Corrective Action Plan to Implement the Recommendations from the Human Resources Management Performance Audit*, including: outcome; background; HR audit recommendations by category; legal consultations; organizational structure; strategic-Board guidance suggested; outside services required; recommendation and associated action plan (compensation plan, position management, processes and controls, consolidated timeline); and motion.

Public Comments

No requests received.

NOTED PRESENT: Directors Rice and Ross were noted present at 12:30 p.m.

Committee Comments

The Committee and staff discussed whether the Air District anticipates the migration of payroll functions to other divisions; whether the Air District anticipates downsizing as responsibilities are shifted; the level of urgency that the Board should consider before taking action; and whether Air District staff has been given a chance to digest and form opinions of the proposed recommendations.

Committee Action

Director Hudson made a motion, seconded by Vice Chair Hurt, to recommend the Board **authorizes** the proposed Corrective Action Plan, and to implement recommendations from the Human Resources Management Performance Audit; and the motion carried by the following vote of the Committee:

AYES:	Abe-Koga, Barrett, Bauters, Hudson, Hurt, Jue, Mitchoff, Rice, Ross, Wagenknecht.
NOES:	None.
ABSTAIN:	None.
ABSENT:	Gioia.

6. PROPOSED AMENDMENTS TO ADMINISTRATIVE CODE - CREATION OF NEW FINANCE & ADMINISTRATION COMMITTEE AND TIME LIMITS FOR PUBLIC COMMENT

Alexander Crockett, District Counsel, gave the staff presentation *Proposed Revisions to the Administrative Code: Consolidation of Administration and Budget & Finance Committees Public Comment Time Limits*, including: action items; current committee structure; reasons for consolidation; proposed Finance and Administration Committee; time limits for public comment; and action requested.

Public Comments

Public comments were given by Rochele Henderson, Air District Employee; and Jan Warren, Interfaith Climate Action Network of Contra Costa County.

Committee Comments

The Committee and staff discussed whether the Board Chairperson should have the authority to establish the amount of time allowed for public comments, and how far in advance such decisions must be announced to the public; varying opinions of minimum amounts of time that should be given to public speakers; the difficulty in anticipating how many public speakers there will be for a given item on the agenda; and the disadvantages of allowing more time than less for public comments.

Committee Action

Vice Chair Hurt made a motion, seconded by Director Rice, to recommend the Board makes the following revisions to the Air District’s Administration Code:

- 1) Consolidate the current Administration Committee and Budget & Finance Committee into a new Finance & Administration Committee; and
- 2) Revise the provision on time limits for public comment at Board and Committee meetings to specify that time limits will be established by the Director chairing the meeting.

The motion carried by the following vote of the Committee:

AYES: Abe-Koga, Barrett, Bauters, Hudson, Hurt, Jue, Mitchoff, Rice, Ross, Wagenknecht.
NOES: None.
ABSTAIN: None.
ABSENT: Gioia.

7. PUBLIC COMMENT ON NON-AGENDA MATTERS

No requests received.

8. COMMITTEE MEMBER COMMENTS

None.

9. TIME AND PLACE OF NEXT MEETING

At the end of the meeting, the next meeting was to be held at the Call of the Chair, but after the meeting adjourned, the next meeting was scheduled for Wednesday, February 1, 2023, at 12:00 p.m., via webcast, teleconference, and Zoom, under procedures authorized by Assembly Bill 361 (Rivas 2021) allowing remote meetings. After the meeting adjourned, it was decided that on Wednesday, April 5, 2023, at 1:00 p.m., the first meeting of the newly formed Finance & Administration Committee will occur. This new committee will have combined the current Budget & Finance and Administration Committees. The April 5 meeting will be held in person at 375 Beale Street, San Francisco, CA, 94105, and will also be webcast for members of the public. *Note: On February 28, 2023, the Governor’s State of Emergency will expire, which will prompt the return to in-person public meetings at the Air District. Under Assembly Bill 2449 (Rubio), the Air District is preparing new procedures for in-person meetings that will enable limited remote attendance at publicly accessible locations.*

10. ADJOURNMENT

The meeting adjourned at 1:12 p.m.

Marcy Hiratzka
Clerk of the Boards

BAY AREA AIR QUALITY MANAGEMENT DISTRICT

Memorandum

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

From: Philip M. Fine
Executive Officer/APCO

Date: April 5, 2023

Re: Approval of the Minutes of the Budget and Finance Committee Meeting of February
1, 2023

RECOMMENDED ACTION

Approve the attached draft minutes of the Budget and Finance Committee meeting of February
1, 2023.

BACKGROUND

None.

DISCUSSION

Attached for your review and approval are the draft minutes of the Budget and Finance
Committee meeting of February 1, 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 Budget and Finance Committee Meeting of February 15, 2023

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

DRAFT MINUTES

Budget & Finance Committee Meeting
Wednesday, February 1, 2023

This meeting was conducted under procedures in accordance with Assembly Bill 361 (Rivas 2021). Members of the Committee participated by teleconference.

1. CALL TO ORDER – ROLL CALL

Committee Vice Chairperson Davina Hurt called the meeting to order at 1:02 p.m.

Present: Committee Vice Chairperson Davina Hurt; and Directors Lynda Hopkins, Tyrone Jue, Sergio Lopez, Ray Mueller, Katie Rice, and Mark Ross.

Absent: Committee Chairperson John J. Bauters; and Directors Margaret Abe-Koga, David Haubert, and David Hudson.

2. PLEDGE OF ALLEGIANCE

3. PUBLIC MEETING PROCEDURE

4. APPROVAL OF THE MINUTES OF NOVEMBER 23, 2022

Public Comments

No requests received.

Committee Comments

None.

Committee Action

Director Lopez made a motion, seconded by Director Rice, to **approve** the Minutes of November 23, 2022; and the motion carried by the following vote of the Committee:

AYES: Hurt, Lopez, Mueller, Rice, Ross.
NOES: None.
ABSTAIN: Hopkins.
ABSENT: Abe-Koga, Bauters, Haubert, Hudson, Jue.

5. FIRST AND SECOND QUARTER FINANCIAL REPORTS – FISCAL YEAR ENDING (FYE) JUNE 30, 2023

Stephanie Osaze, Finance Director, introduced Jun Pan, Finance Manager, who gave the staff presentation *First and Second Quarter Financial Report Fiscal Year Ending 2023*, including: outcome; outline; presentation for information only; 2nd Quarter results FYE 2023; revenue and expenditure comparisons (prior versus current year); General Fund expenditures; investments; fund balance and outstanding liabilities; purchasing reporting requirements; FYE 2023 vendor payments; and feedback requested.

Public Comments

No requests received.

Committee Comments

The Committee and staff discussed the timing of annual installations of revenue from property tax (county receipts); and the request that Air District staff alerts the Board of any fluctuations or shifts that may impact revenue projections or payment delay.

NOTED PRESENT: Director Jue was noted present at 1:20 p.m.

Committee Action

None; receive and file.

6. PUBLIC COMMENT ON NON-AGENDA MATTERS

Public comments were given by Shirley Kristen.

7. COMMITTEE MEMBER COMMENTS

None.

8. TIME AND PLACE OF NEXT MEETING

On Wednesday, April 5, 2023, at 1:00 p.m., the first meeting of the newly formed Finance & Administration Committee will occur. This new committee will have combined the current Budget & Finance and Administration Committees. The April 5 meeting will be held in person at 375 Beale Street, San Francisco, CA, 94105, and will also be webcast for members of the public. *Note: On February 28, 2023, the Governor’s State of Emergency will expire, which will prompt the return to in-person public meetings at the Air District. Under Assembly Bill 2449 (Rubio), the Air District is preparing new procedures for in-person meetings that will enable limited remote attendance at publicly accessible locations.*

9. ADJOURNMENT

The meeting adjourned at 1:25 p.m.

Marcy Hiratzka
Clerk of the Boards

BAY AREA AIR QUALITY MANAGEMENT DISTRICT

Memorandum

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

From: Philip M. Fine
Executive Officer/APCO

Date: April 5, 2023

Re: Hearing Board Quarterly Report: October - December 2022

RECOMMENDED ACTION

None; receive and file.

BACKGROUND

None.

DISCUSSION

This report covers the fourth calendar quarter (October – December) of 2022.

- Held two hearings;
- Processed three orders; and
- Collected a total of \$18,920.00 in Hearing Board filing fees.

Below is a detail of Hearing Board activity during the same period:

Docket: 3736 – Waste Connections: Potrero Hills Landfill, Inc. – Request for Interim and Regular Variances

Location: Solano County; City of Suisun City

Regulation(s): Regulation 2, Rule 1 (Permits, General Requirements), and Permit Condition (PC) co#27218.

Synopsis: Applicant is a municipal solid waste landfill (the “Facility”) located at 3675 Potrero Hills Lane, Suisun City, California, 94585. The Facility is considered an essential public service that serves as a critical public health function. The equipment that is the subject of the petition is two portable diesel tipper engines (S-38 and S-39) which are critical to the facility’s waste

disposal operations. These engines are 174 brake-horsepower [bhp], Tier 4F certified engines. The tippers are mobile hydraulic platforms powered by a diesel engine and are used to tip cargo trailer truck containers vertically to empty the loads. On Friday, August 5, 2022, the Facility experienced a small, isolated fire in the active filling area, suspected to be caused by a hot load from a residential refuse hauling truck. The fire was centralized in the trash and caused damage to the two tippers, S-38 and S-39, rendering them inoperable. There was no damage caused to any other equipment or to the landfill gas system, nor were there any excess emissions as a result of the event. The Tier 4F engines were not damaged by the fire. Applicant applied for an Emergency Variance for relief to temporarily operate two tippers that use a 174 bhp Tier 4 interim tipper engine and 156 bhp Tier 3 tipper engine.

Following the issuance of the Order Granting Emergency Variance on August 23, 2022, the Applicant contacted the Clerk of the Hearing Board on September 1, 2022, seeking relief beyond that stipulated within the granted Emergency Variance, in the form of an Application for Interim and Regular Variances. The Applicant’s plan for returning to compliance included repair, retrofitting, and replacement options, but all options were being impacted by either high workload demand or supply chain delays. Applicant represented that there were only two companies that made tippers appropriate for this facility; a repair quote and a replacement quote were obtained from Columbia Industries, but Columbia had not yet provided an estimated timeframe for implementation. The Applicant also represented that it had sought quotes from two companies for retrofitting the temporary tippers with the permitted Tier 4F engines. Some scenarios would have required an Air District permit application for Authority to Construct.

The Applicant promised to notify the Air District and provide a tentative schedule detailing the course of actions planned to return to compliance, once a decision has been made (whether to replace, retrofit, or repair the tippers.)

Requested Period of Variance: September 15, 2022, to September 15, 2023.

Estimated Excess Emissions: (See below, provided by applicant)

Air Pollutant	12-Month Net Emissions Increase		
	Existing Tippers S-38 & S-39	Temporary Tipper Engines	Net Emissions
	lbs - 12 months	lbs - 12 months	lbs - 12 months
VOCs	15.18	136.89	121.71
NOx	455.38	4,281.06	3,825.68
SOx	1,891.94	1,795.71	-96.23
CO	30.36	2,729.77	2,699.41
PM10	15.18	25	9.82
Total HAPs	24.49	23.24	-1.25

Fees collected this quarter: \$0.

Status: Application for Interim and Regular Variances filed by Applicant on September 1, 2022; Notice of Hearings filed/issued on September 7, 2022; Interim Variance hearing held on September 13, 2022; Order Granting Interim Variance, granting relief from 10:30 a.m. on September 13, 2022 through the date the Hearing Board makes a determination on the regular variance application (anticipated to be October 18, 2022), filed/issued on September 22, 2022; Regular Variance hearing held on October 18, 2022; Order Granting Regular Variance, granting relief from October 18, 2022 to October 18, 2023, filed/issued on October 26, 2022.

THE HEARING BOARD ORDERED:

Applicant is granted a Variance from Regulation 2, Rule 2 & PC #27218 for S-38 and S-39; and this variance only concerns and covers the period from October 18, 2022 through October 18, 2023.

The Variance granted herein is subject to the following reporting deadlines. These deadlines represent estimated milestones for achieving compliance, which are subject to change depending on supply chain issues and vendor availability, among other possible issues. At each of the following milestones, Applicant will update BAAQMD (attn: Salvador Rueda, srueda@baaqmd.gov) within 2 business days of each estimated completion date (where available) with whether the milestone has been completed, or, if not completed, with an estimate of when the milestone will be completed. Applicant will also update BAAQMD promptly after receipt of any information that may impact its ability or timeline to achieve compliance.

- a) Receipt of new tipper with permitted engine (estimated to be either November 8, or November 22, 2022).*
- b) Contractor begins work on retrofitting tipper that is on-site (estimated to be November 11, 2022).*
- a) Following testing, regular operation of either tipper with retrofitted permitted engine begins.*

Docket: 3737 – Schnitzer Steel Industries, Inc. – Request for Interim and Short-Term Variances

Location: Alameda County; City of Oakland

Regulation(s): PC 27410(8) of Authority to Construct (Application #30009); PC 27410(8) of Permit to Operate (Application #A0208); Regulation 2, Rule 1, Section 302 (Permits, General Requirements, Permit to Operate); and Regulation 2, Rule 1, Section 307 (Permits, General Requirements, Failure to Meet Permit Conditions)

Synopsis: Applicant owns and operates a large metal shredding and recycling facility located in West Oakland, an Assembly Bill (AB) 617 community. Applicant sought interim and short-term variances for the period of October 7, 2022 through December 31, 2022 (i.e., 86 days) from PC 27410(8) of its Authority to Construct, (Application No. 30009) and Permit to Operate No.

A0208, Regulation 2, Rule 1, Section 302, and Regulation 2, Rule 1, Section 307 to allow it to increase the number of ships that may call at Applicant's facility on an annual basis (January 1st - December 31st) from 26 to 32.

The 6 ships above the Applicant's permit limit that were requested in the application were estimated to result in additional emissions of NOx, POC, CO, SO2, and PM, in the form of diesel exhaust particulate matter in the overburdened community of West Oakland. Applicant submitted a permit application to increase its ship call limit from 26 to 32 – the same increase requested in this variance application. Applicant asserted in its variance application that the increase was needed because its customers had started using smaller ships to accommodate shallow draft conditions in foreign ports where the material is delivered and because of a change in shipping practices whereby some ships could no longer be fully loaded because they came into port carrying product from other facilities.

As of the beginning of November 2022, the Applicant's application was still under review, pending the District's completion of the required California Environmental Quality Act ("CEQA") analysis.

The District and Applicant had entered into agreements (termed "Compliance and Settlement Agreements" or, hereinafter "CSA") in 2018, 2020, and 2021, to allow 4 additional ships in 2018 and 6 additional ship in 2020 and 2021. Due to market conditions, no CSA was required in 2019. The District had presumed that its decision not to enter a similar CSA in 2022 prompted the Applicant to submit this variance application.

Applicant asserted that it would suffer economic losses and be forced to lay off employees if its variance request was denied. The application also discussed the possibility that, absent variance relief, it would transport its finished product to a more distant port (e.g., Port of Stockton or West Sacramento) by truck, and estimated an additional 12,000 trucks would be required to transport the same amount of finished product that the 6 additional ships could accommodate, resulting in greater emissions than those associated with the increased ship calls. Applicant further asserted that ship emissions would still occur as the ships entered the San Francisco Bay and traveled to the more distant port, impacting numerous other communities, some of which are also AB 617 communities (e.g., Richmond/North Richmond/San Pablo) along its route.

Requested Period of Variance: October 7, 2022 to December 31, 2022.

Estimated Excess Emissions: (See below, provided by both parties)

The Air District represents the excess emissions from the 6 additional ship calls to be as follows (per ship):

CO: 163 lbs
NOx: 1,321 lbs
SO2: 39 lbs
POC: 71lbs
DPM: 28 lbs

PM10: 28 lbs
PM2.5: 26 lbs

The Air District estimates the excess emission fees to be \$11,976 per ship, and Applicant does not dispute the Air District's estimates.

Fees collected this quarter: \$8,862.00.

Status: Application for Interim and Short-Term Variances filed by Applicant on October 7, 2022; Notice of Hearings filed/issued on October 13, 2022; Request from both parties to change the hearing date filed on October 20, 2022; Revised Notice of Hearing filed/issued October 24, 2022; Interim and Short-Term Variance hearings both held on November 8, 2022; Order Granting Short-Term Variance, granting relief from November 8, 2022 through December 31, 2022, filed/issued on November 16 2022.

As of the date of the hearing, the Applicant no longer required interim relief, which is why the Order only granted a Short-Term Variance.

THE HEARING BOARD ORDERED:

The Applicant is granted a Variance from Regulation 2, Rule 1, Sections 302 and 307 and from PC #27410(8) of Authority to Construct Application #30009 and Permit to Operate No. A0208. The Variance shall cover the period from November 8, 2022 through December 31, 2022.

The Variance granted herein is subject to the following conditions:

The Applicant shall be allowed no more than six (6) additional ships during the period of the Variance (i.e., a maximum of 32 ships calls.)

The Applicant shall record all ship calls on a log and timely report all ship calls to the District, along with the excess ship emissions.

The Applicant shall pay all excess emission fees assessed by the District, pursuant to Regulation 3.

The Applicant's annual truck cap in PC #27410(8) of Authority to Construct Application #30009 and Permit to Operate No. A0208 shall be reduced by a total of 7,200 truck trips for Calendar Year 2022 only.

Note: In February 2023, the Applicant sent the Air District a check for the excess emissions fee, calculated by the Air District, during the granted variance period. That amount will be included in the Q12023 Hearing Board Quarterly Report.

Docket: 3738 – Chevron Products Company – Request for Emergency Variance

Location: Contra Costa County; City of Richmond

Regulation(s): Permit Condition #24136, Parts 14a and 16a.

Synopsis: Applicant is a Title V facility and a major producer of fuel. Processes include refining of crude oil and intermediates for gasoline and diesel fuel. Applicant requested a variance for its Hydrogen Train 2 SCR Blower ("Subject Equipment"). At the time that the application was submitted, the Subject Equipment had been experiencing high vibrations. In the past, the Applicant had transferred between blowers when needed, as the system has redundancy. When the Refinery attempted to shift from the Bravo Blower to the Alpha Blower, the Applicant discovered that the valve on the Alpha Blower was stuck in the closed position. This prevented the Applicant from shifting to the Alpha Blower. To maintain compliance, the Applicant planned to repair and restart the Bravo Blower. The repair duration was estimated to be three hours. The Applicant claimed that the incident was sudden and unforeseen, and that the Subject Equipment had been maintained properly. The cause for the malfunction was unknown. If not for the issue with the valve on the Alpha Blower, a variance would have been unnecessary. The Applicant maintained that the Hydrogen Train 2 SCR Blower is essential for the operations of the facility.

Applicant evaluated repair option with lowest environmental emissions impact by reducing amount of downtime on SCR blower. Applicant attempted to repair the valve on the run but the repair was unsuccessful. Refinery Operations engaged Environmental to discuss repair options for the system to meet environmental PC requirements under PC 24136.

The valve must to be repaired expeditiously in order to ensure that the SCR blower is operating with NH₃ injection for NO_x abatement. Applicant estimates that repairs will take three hours to complete. Operations will increase rates on Hydrogen Plant 1 in order to reduce firing rates and lower NO_x emissions to Hydrogen Train 2 during the variance period, and the Applicant will make efforts to expedite repairs to the valve.

Requested Period of Variance: November 2, 2022 (estimated three-hour duration.)

Estimated Excess Emissions: NO_x of 600 lbs/day.

Fees collected this quarter: \$2,009.00.

Status: Application for Emergency Variance filed by Applicant on November 2, 2022; Air District staff response filed on November 10, 2022; Hearing Board staff response filed on November 15, 2022; Order Granting Emergency Variance, granting relief on November 3, 2022, from 8:10 a.m. to 9:10 a.m., filed/issued on November 16, 2022.

Docket: 3739 – Tesla Inc. – Request for Regular Variance

Location: Alameda County; City of Fremont

Regulation(s): Regulation 2-6-307 (Permits, Non-Compliance, Major Facility Review); Regulation 2-1-307 (Permits, General Requirements, Failure to Meet Permit Conditions); PC #26027, Parts C.4, E.4, F.4, and G.4; and Authority to Construct Application #30204, PC #27161, Part 15.

Synopsis: Applicant is a factory that manufactures and assembles electric vehicles. Operations at the Fremont facility include several operations including but not limited to casting, painting, stamping of parts and general assembly of the car. Operations include casting with two stack melters, Stamping and Body in White Lines, plastics parts center, three paint shops/lines (North Paint Shop (NPS), South Paint Shop (SPS) Body line and Plastics Paint Line), three assembly lines to assemble the car models, and battery pack assembly.

The applicant maintains the following:

NPS and SPS are designed with an interlock between production and the air pollution control abatement systems for each of the two lines. To comply with Title V PC #26027 for NPS2 and Authority to Construct #30204, PC #27161 for SPS,3 any unplanned shutdown of an abatement device associated with one of the two lines (NPS or SPS) causes all operation for that line to stop (i.e., all active production is halted, “Production release” will not be achieved). All emissions during such a shutdown are strictly evaporative emissions from vehicles or parts that have already been coated, including those that remain in a booth and those that are being cured in the ovens at the time the shutdown occurs, and from purging ambient air in the booths and ovens.

During such unplanned shutdown events, emergency bypass dampers automatically open to allow the temporary residual evaporation from the drying process and ambient air from the booths and ovens to exit the system prior to the abatement device restarting. This is a necessary requirement to ensure worker and public safety and for equipment integrity (i.e., to prevent fires/explosive situations).

The quantity of Pollutants of Concern (POC) emissions from such unplanned shutdown events can be estimated conservatively; the format and estimation methodology of these emissions have been discussed and finalized with the Air District’s permitting division. Tesla has submitted permit applications to formalize these changes, which could be processed simultaneously with other pending permit applications for the NPS and SPS Body Line.

A variance from application of the certain current permit conditions during unplanned shutdowns is therefore necessary at this time.

Tesla cannot comply with the PC from which the variance is requested because continued operation of the control devices during these unplanned shutdowns presents concerns as to the integrity of the equipment. During such periods, it is necessary to investigate the cause of the fault/shutdown before allowing operation to resume. Because Tesla also shuts down coating

operations in such cases, the emissions are minimal. Tesla believes that allowing shutdown of both the coating line and the control device in these situations is consistent with the objectives of the applicable permit conditions for NPS (Title V PC # 26027, Parts C.4, E.4, F.4, and G.4) and SPS (Authority to Construct #30204, PC #27161, Part 15), which are to ensure the control device operated when possible and that emission limits in the permit are met.

Tesla's practice is to (1) minimize emissions when a control device shuts down; (2) immediately cease all emission-generating production activity (i.e., stop the progress of parts through the booth even if coating is not complete); and (3) do so consistent with safety and good air pollution control practices for minimizing emissions to the level of the standard. This means that the production line stops, the coating of any vehicles/parts then in a booth ceases, and the curing of any vehicles/parts in an oven is not completed. The only emissions during an unplanned shutdown like this result from the evaporation of volatile organic compounds in the coatings that have already been applied to the vehicles at the time a malfunction/breakdown occurs, the venting of recirculated air in the booths, and the release of ambient air from the ovens. As a result, emissions from an unplanned shutdown event are already the minimum achievable under such circumstances. Tesla is requesting that this foreseeable situation be addressed and allowed for by the variance. Note that Tesla is not requesting a variance from (or any change to) in its current numeric emission limits, but simply that these uncontrolled emissions be counted towards the emission limits, with no requirement to continue operating the control device during an unplanned shutdown of the Regenerative Thermal Oxidizer (RTO/TO) equipment due to a malfunction or breakdown of the RTO/TO equipment or other coating line equipment. As indicated, the existing permit conditions, as interpreted by the Air District, require operation of the control devices at all times that POCs are being emitted, regardless of whether such emissions are below the applicable limits in the permit.

Compliance with such a requirement cannot be achieved when the control device malfunctions or requires shutdown due to safety considerations, as described earlier. Tesla implements measures to minimize emissions, even during an unplanned shutdown event. Specifically, Tesla is (1) abating emissions when the RTOs/TOs are working, (2) not completing the coating of vehicles or parts that have already begun the coating process (which means they must be pulled out and reprocessed at a later date or scrapped), and (3) stopping the introduction of any new vehicles or parts into the coating process (and thus is not generating new emissions). Tesla does not benefit from and has every incentive to prevent equipment breakdowns and malfunctions and the resulting RTO/TO shutdowns, which are very costly and reduce the facility's production capacity.

Installing redundant control devices to serve as a backup for control of emissions during these unplanned events is not reasonable and would have adverse emission effects that outweigh the benefit of preventing the small amount of emissions that may occur during a shutdown. The backup RTO/TO equipment would need to be capable of becoming operational immediately upon an equipment breakdown or malfunction that leads to an RTO/TO shutdown. Tesla will not be able to predict when operation of a backup RTO/TO device would be necessary and there is not enough time when equipment breaks down or malfunctions to initiate a cold startup to ensure that there is an RTO/TO operating at all times that there are vehicles or parts in a booth or oven. Tesla would therefore need to operate the backup RTO/TOs at low levels 8760 hours per year,

generating additional combustion emissions (NOX, CO, and CO2). Because Tesla will count the emissions that occur during a malfunction/shutdown incident when determining whether it complies with the applicable numeric emissions limits and because the emissions are de minimis, there will be no discernable benefit in terms of a POC emission reduction.

Tesla seeks this variance to provide interim relief for a period of one year from this permit requirement. If the permit revision applications are processed to establish permit conditions that account for these emissions under existing permit limits and do not make unplanned shutdowns of the control device as described above an automatic violation before expiration of the variance, the variance can expire or be rescinded at that time.

Requested Period of Variance: December 14, 2022, to December 14, 2023.

Estimated Excess Emissions: (See below, provided by applicant)

Worst Case Emissions Per Event for South Pain Shop			
CAS#	Parameter	Emissions (lb/event or lb/hr)	Net Emissions After Mitigation
	Estimated POC released during an event	101.3	No mitigation available or feasible
50-00-0	Formaldehyde	0	
91-20-3	Naphthalene	0	

Worst Case Emissions Per Event for North Pain Shop			
CAS#	Parameter	Emissions (lb/event or lb/hr)	Net Emissions After Mitigation
	Estimated POC released during an event	94.90	No mitigation available or feasible

Fees collected this quarter: \$8,049.00.

Status: Application for Regular Variance filed by Applicant on December 15, 2022; the hearing is tentatively scheduled for February 28, 2023.

BUDGET CONSIDERATION/FINANCIAL IMPACT

None.

Respectfully submitted,

/S/ Valerie J. Armento, Esq.

Valerie J. Armento, Esq.
Chairperson, Hearing Board

Prepared by: Marcy Hiratzka
Reviewed by: Vanessa Johnson

ATTACHMENTS:

None

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: April 5, 2023

Re: Authorize the Commencement of Management Performance Audits in Two Business
Units

RECOMMENDED ACTION

Recommend that the Committee authorize commencement of the next two Management Performance Audits for the Engineering and My Air Online Business Units.

BACKGROUND

On June 16, 2021, the Board of Directors approved a workplan to initiate a management performance audit and authorized the creation of a vendor selection panel that included Board Members Carole Groom and Margaret Abe-Koga, one community member appointed by the Community Equity, Health, and Justice Committee, another appointed by the Stationary Source and Climate Impacts Committee, and a subject matter expert in management audits. The Air District issued Request for Qualifications (RFQ) No. 2021-011 which closed on July 21, 2021. The RFQ requested bids from auditors for ongoing management audit services that span the District's business functions, on an as-needed basis, in response to requests from the Air District's Board of Directors. During the open period, the District received six proposals. The panel ranked the proposals and interviewed the top two ranked vendors: Tap International and Sjoberg Evashenk. Sjoberg Evashenk received the highest average combined score.

On December 1, 2021 the Board of Directors approved the selection and execution of a three-year contract with Sjoberg Evashenk for management audit services, and funded the initial scope of services, which was estimated to be \$250,000. During the first year of engagement, Sjoberg Evashenk delivered reports on time and to expectation as scoped by the Board of Directors. Those reports included a recommendation on staffing levels and staffing allocation, a recommendation on Air District organizational structure, a management performance audit of the Human Resources functions, and an agency wide risk assessment which reported business /operational risk by functional division.

On February 15, 2023, the Board of Directors authorized an amendment of the Air District's agreement with Sjoberg Evashenk to include the performance audits of two additional divisions. The Board additionally directed that the selection of the additional Divisions would be conducted with oversight from the Finance and Administration Committee.

DISCUSSION

The Air District wide risk assessment report was presented by Sjoberg Evashenk to the Board of Directors in June 2022. Sjoberg Evashenk noted that the audit standards issued by the Institutes of Internal Auditors require that the audit establish a risk-based plan to determine the priorities of management audit activity, and that the plan be consistent with the organization's goals. The purpose of the risk assessment is to help ensure that limited audit resources are deployed in a manner that fulfills the goals of the District by identifying inherent risks to the successful execution of District operations, and to prioritize the assignment of audit resources based on the potential value that the audit may provide to the District.

The Risk Assessment provided risk profiles for each division/office within the Air District, which included general indicators of the size of the division, a description of the core functions of the division and included inherent risks and general concerns associated with the division's operations. These inherent risks are a representation of factors that may impede the ability of the division to achieve, in an effective or efficient manner, its core functions. The Air District divisions that were identified to have the highest relative risk include human resources, for which a performance audit has been completed, Administrative Services, Strategic Incentives, Compliance & Enforcement, My Air Online, and Engineering.

During the Committee meeting today, George Skiles, from Sjoberg Evashenk will present recommendations and seek authorization for the commencement of the next two Management Performance Audits for the Engineering and My Air Online Business Units.

BUDGET CONSIDERATION/FINANCIAL IMPACT

These two additional audits have been funded in the fiscal year ending 2023 budget and the contract amendment for these audits has been approved by the Board of Directors.

Respectfully submitted,

Philip M. Fine
Executive Officer/APCO

Prepared by: John Chiladakis
Reviewed by: George Skiles, Sjoberg Evashenk

ATTACHMENTS:

None

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: April 5, 2023

Re: Recommend Authorization of Position Classifications to Support Organizational
Restructuring

RECOMMENDED ACTION

The Committee will consider recommending the Board of Directors authorize position classifications, reclassifications, salary resolution and corresponding amendments to the Administrative Code that are shown in the attachments to support organizational restructuring.

BACKGROUND

On December 1, 2021, the Board of Directors approved the execution of a three-year contract with Sjoberg Evashenk for management performance audit services. On November 2, 2022, Sjoberg Evashenk delivered reports to the Board of Directors detailing recommendations on staffing allocations and on Air District organizational structure.

Air District staff have worked closely with the management auditors from Sjoberg Evashenk to refine the November 2, 2022 recommendations and to develop changes to both the Air District's staffing plan and the Air District's Administrative Code that are required to support the new organizational structure.

DISCUSSION

Organizational Structure

The proposed new organizational structure calls for the elimination of an executive management layer and results in a flattening of the organization aimed at increasing overall responsiveness. The new structure, shown in Attachment 1, illustrates a uniform executive team consisting of five at will Deputy Executive Officers over focused functional areas. The new structure also includes two at will Senior Assistant Council positions that report to District Counsel.

At Will Positions

To support the new organizational structure, four new at will Deputy Executive Officer and two new Senior Assistant Counsel positions would be established by converting existing civil servant executive management positions to at will positions. These Deputy Executive Officer, and Senior Assistant Counsel positions would serve at the pleasure of the Executive Officer and District Counsel respectively, and the employment agreement for each incumbent would be renewed within a three-year term of employment or the agreement would expire. Existing employees incumbent in a Deputy Executive Officer position would retain their civil servant status, and any current employees appointed to either a Deputy Executive Officer, or Senior Assistant Counsel position prior to January 1, 2024, would be granted rights to return to their prior positions. Proposed changes to the Administrative Code and a corresponding salary resolution that support converting these civil servant positions to at will positions are included in Attachment 2 and Attachment 3.

In addition to the changes in the positions described above, this action would create a new at will position classification for the Chief Operating Officer. The classification creates detailed job specifications and the proposed changes to the attached Administrative Code and salary resolution provide the necessary administrative controls for the classification. The current position is temporary and funded until December 31, 2023. Additional Board approval would be required to fund the position on an ongoing basis.

Staffing Changes

Position classification and title changes to support the executive team restructuring are listed below in Table 1 along with their associated cost impacts.

Table 1
Recommended Executive Staffing Changes

Old Position Title	New Position Title	Cost impact
DEO (Policy & Community)	DEO of Equity and Community	No impact same salary grade
DEO (Administration)	DEO Administration (at will)	No impact same salary grade
DEO (Operations)	DEO Engineering and Compliance (at will)	No impact same salary grade
DAPCO	DEO Science and Policy (at will)	\$46,455/year
DAPCO	DEO Public Affairs (at will)	\$46,455/year
DAPCO	Chief Technology Officer	No impact same salary grade
DAPCO (CFO)	Ombuds Officer	-\$65,436/year
Board Operations Officer	Board Operations Officer	No impact same salary grade
	Total	\$27,475/year

In addition to the staffing changes recommended for the restructuring of the executive team, other recommended changes are requested for various operational improvements. These changes are listed below by Division along with information summarizing the reason for the requested change.

Operations

- **Compliance and Enforcement Division**

- Reclassify five vacant Senior Air Quality Specialists into Air Quality Specialist I/II and reclassify one Radio Telephone Operator to a Supervising Air Quality Specialist. These changes optimize the span of control for junior and senior staff and eliminate legacy positions for which equipment no longer exists.

- **Engineering Division**

- Reclassify one vacant Senior Air Quality Engineer position into an Air Quality Specialist position to provide a junior support resource allowing senior staff to focus on more complex work.

Policy and Equity

- **Meteorology & Measurement:**

- Reclassify one (1) Supervising Air Quality Specialist into one Principal Air Quality Specialist who will lead projects involving instrument acquisition and acceptance testing; operation and maintenance of measurement platforms; data systems management; and development and maintenance of in-house developed software, hardware, and quality assurance plans, which are currently inadequately addressed and require Principal-level expertise.
- Reclassify one vacant Administrative Assistant I/II position into one Assistant Staff Specialist I/II to focus on higher level process improvement work aimed at creating efficiencies that would allow focus on critical gaps in the Air District's mandated and community-requested work.
- Reclassify one vacant Senior Air Quality Specialist position into one Air Quality Specialist I/II to balance the level of resources to the level of work required in source testing.
- Reclassify one vacant Assistant Air Quality Specialist I/II position into one Senior Air Quality Specialist to provide lead technical support for air monitoring operations and advanced troubleshooting of air monitoring equipment.
- Reclassify four Assistant Air Quality Specialist I/II into Air Quality Specialist I/II to align resources with the appropriate level of work that must be conducted.

- **Strategic Incentives**

- Reclassify one vacant Staff Specialist I/II into one Assistant Staff Specialist I/II that would provide resources to increase efficiency by re-assigning routine work currently performed by Staff Specialists.

- **Technology Implementation Office**

- Reclassify one vacant Staff Specialist I/II into one Senior Staff Specialist that would support growing caseload, increases in future funding for EV incentive programs.

- **Administration Services**

- Transfer one Staff Specialist from Information Services to Administration Services division.
- Reclassify one vacant Senior Advanced Projects Advisor into one Manager that would manage the administrative services programs.

The cost impacts for the reclassifications requested in each of the divisions are summarized in Table 2.

Table 2
Cost by Division

Department	Cost Impact (\$/Year)
Meteorology & Measurement	\$127,627
Compliance & Enforcement	-\$95,403
Engineering	-\$26,360
Strategic Incentives	-\$30,985
Technology Implementation Office	\$17,913
Finance	-
Administrative Services	-
Executive	\$27,475
TOTAL	\$20,266

Since fiscal year ending 2023, the Air District’s staffing roster has been published in Appendix H of the Annual Budget. The changes to Appendix H of the budget that would be required for this recommendation are included in Attachment 4. The new Chief Operating Officer position classification is shown in Attachment 5. Of note is that the recommended action requested by this item creates no new positions, but rather relies upon the reclassification of existing positions in alignment with the Management Auditor’s recommendations to improve utilization of existing resources. The reclassifications under this recommended action and their corresponding cost impacts are detailed in Attachment 6.

BUDGET CONSIDERATION/FINANCIAL IMPACT

The reclassifications recommended by this action result in a net annual increase in personnel expenditures of approximately \$20,000.

Respectfully submitted,

Philip M. Fine
Executive Officer/APCO

Prepared by: John Chiladakis
Reviewed by: Sharon Landers

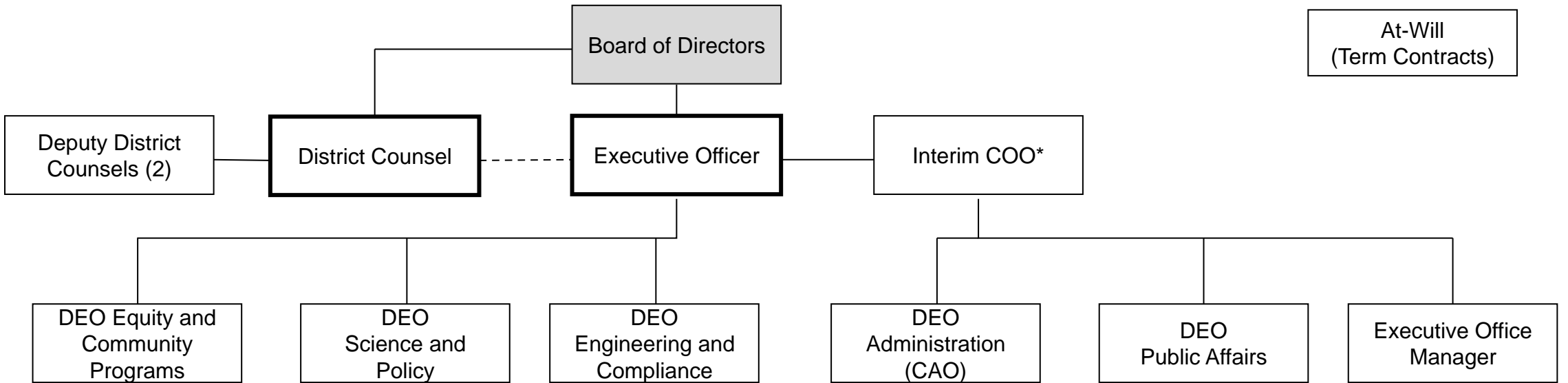
ATTACHMENTS:

1. Attachment 1 - Proposed Executive Org Chart
2. Attachment 2 - Proposed Admin Code Revisions
3. Attachment 3 - Draft Salary Resolution
4. Attachment 4 - Budget Appendix H: FYE 2023 Authorized Staff - Redlined Version
5. Attachment 5 - Proposed Chief Operating Officer Classification Specification
6. Attachment 6 - Committee Cost Impacts

Proposed Executive Structure

Board-appointed

At-Will
(Term Contracts)



- Diversity Equity and Inclusion
- Community Engagement
- Strategic Incentives
- Technology Implementation

- Meteorology and Measurement
- Assessment, Inventory, Modeling
- Air Quality Planning and Climate
- Rules and Strategic Policy
- Public Health

- Engineering/Permitting
- Compliance and Enforcement
- HRA/Risk Reduction

- Human Resources
- Finance
- Admin Services
- IT Governance
 - My Air Online
 - Information Services

- Communications
- Legislative and Government Affairs
- Outreach/Special Projects

- Executive Support
- Clerk of the Boards

Bay Area Air Quality Management District
Amendment to Administrative Code

The following amendments to the Bay Area Air Quality Management District’s Administrative Code are adopted to amend the Deputy Executive Officer (“DEO”) and Senior Assistant Counsel (“SAC”) classifications. The District is working on a complete restatement of the Administrative Code in Fiscal Year 2023-24 and this change will be incorporated into that restatement.

The Board adopts the following revision to the District’s Administrative Code to amend the DEO and SAC classifications. By this action, the Board intends that employees hired into the SAC and DEO classifications after the effective date of the amendment will be “at will” employees and excluded from any disciplinary appeal process provided by the Administrative Code or by District practice, except as explicitly provided herein. In addition, the Board intends that the Executive Officer/APCO and the District Counsel may hire employees into these classifications without the competitive recruitment process normally required by the Administrative Code.

Therefore, the Board makes the following amendments to the District’s Administrative Code.

Section 3.3 of Division III of the Administrative Code is amended as follows:

SECTION 3 RIGHTS AND OBLIGATIONS

3.3 DISCIPLINARY ACTION AND RIGHT OF APPEAL.

- (a) Except for individuals in classifications which serve at the pleasure of the Board of Directors or the District Counsel (see Section III-3.3(c), below), the APCO shall have the right, for due cause, to demote, dismiss, reduce in pay, or suspend without pay any employee. Notice of such action must be in writing and served on such employee by personal service-ly, by e-mail at the address on file with the District, or by registered first class U.S. mail (or equivalent) on such employee. Except for individuals serving in the classifications listed in subsection (c), below, the notice will state the action to be taken and contain the reasons for such action.
- (b) Except as provided herein, Any employees, as defined in Section I, Definitions, shall have the right to appeal the disciplinary action, through the grievance procedure defined in Section III-4.
- (c) The following individuals shall serve at the will of the appointing authority and shall not have any right to appeal any disciplinary action through the grievance procedure defined in Section III-4, regardless of whether they held a prior position in the District. Individuals appointed to the classifications identified below may also be subject to a fixed term of employment and the incumbent will be separated at the expiration of that term (unless said term is extended by the identified appointing authority). Individuals appointed to the classifications identified below are not subject to a probationary period pursuant to Section III -7.3. Likewise,

individuals appointed to the classifications identified below are not subject to the Layoff and Recall provisions of Section III-9.3

- (1) Any individual appointed by the Board of Directors and employed under an employment contract, including the Executive Officer/APCO and District Counsel;
 - (2) Any individual appointed by the Executive Officer to the classification of Chief Operating Officer, who shall serve at the pleasure of the Executive Officer/APCO
 - (3) Any individual appointed by the Executive Officer to the classification of Deputy Executive Officer after January 1, 2023, shall serve at the pleasure of the Executive Officer/APCO;
 - (4) Any individual appointed by the District Counsel to the classification of Senior Assistant Counsel, who shall serve at the pleasure of the District Counsel; and
 - (5) Limited Term employees.
- (d) Notwithstanding Section 3.3(c), any existing District employee who is appointed to the Deputy Executive Officer or Senior Assistant Counsel classification after January 1, 2023, but prior to January 1, 2024, shall be entitled to return to a vacant position in the last classification they held prior to their appointment to the Deputy Executive Officer or Senior Assistant Counsel classification, and at the same salary step they held prior to their appointment to their appointment to the Deputy Executive Officer or Senior Assistant Counsel classification. Reinstatement to the vacant position shall occur upon the termination of their appointment to the Deputy Executive Officer or Senior Assistant Counsel classification, whether that occurs (1) at the end of a specified term, (2) due to their voluntary request to vacate the classification, or (3) at the discretion of the District Counsel or Executive Officer/APCO.
- (1) For a Deputy Executive Officer, if no vacant position exists in the employee's previously-held classification, the employee shall be offered alternate employment by the District. The form of alternate employment shall be at the discretion of the Executive Officer but may include a vacant position in any classification for which they meet the minimum qualifications as determined by the Executive Officer, reclassification of an existing position, or creation of a new position. Alternatively, the Executive Officer/APCO may reclassify a Deputy Executive Officer position to a lower classification. Employees under this provision will be placed at the salary step closest to the current pay for the salary prior to their appointment to the Deputy Executive

- Officer classification. If the top step of the salary range for the employee's new position is lower than the current pay for the salary the current pay for the prior to their appointment to the Deputy Executive Officer classification, the employee's salary will be Y-rated at the current pay for the salary step they held prior to their appointment to the Deputy Executive Officer classification, without the need for additional Board approval under Section III-6.5.
- (2) For a Senior Assistant Counsel, if no vacant Assistant Counsel position exists, the District Counsel shall reclassify the Senior Assistant Counsel position to Assistant Counsel, and reclassify an existing Assistant Counsel position to Senior Assistant Counsel. In the event of reclassification of a Senior Assistant Counsel under this paragraph, the reclassified Senior Assistant Counsel will be placed at the Assistant Counsel salary step they occupied prior to appointment to the Senior Assistant Counsel classification.
- (3) Employees who have not completed probation prior to being appointed to the Deputy Executive Officer or Senior Assistant Counsel classification will be required to complete probation in their reinstated position after reinstatement and will have only those rights accorded probationary employees by these rules.
- (4) Employees appointed pursuant to this Section III-3.3(d) are subject to discipline up to and including suspension while in the classification of Deputy Executive Officer or Senior Assistant Counsel without appeal. However, if the District seeks to terminate an individual who had already passed probation in a District classification with appeal rights, the individual will first be removed from the Deputy Executive Officer or Senior Assistant Counsel classification and reinstated to another classification as provided in Section III-3.3(d)(1) or III-3.3(d)(2), above. The District may then initiate disciplinary proceedings up to and including termination and the employee may appeal that termination pursuant to the grievance procedure defined in Section III-4. The discipline may be based in whole or in part on conduct which occurred in the Deputy Executive Officer or Senior Assistant Counsel classification. However, any reinstatement would be to the employee's current (civil service) classification. Discipline imposed on an employee in a Deputy Executive Officer or Senior Assistant Counsel classification may be used for purposes of progressive discipline.

Section 4.1 of Division III of the Administrative Code is amended as follows:

SECTION 4 GRIEVANCE PROCEDURE

4.1 DEFINITION.

A grievance is an employee claim of (a) an alleged violation, misunderstanding, or misinterpretation of a specific section of the Memorandum of Understanding,

or (b) any matter within the scope of the Meyers-Milias-Brown Act, or (c) any disciplinary action or demotion, ~~except for separations not covered by Section III-9.3 (Layoff and Recall) or discipline involving individuals appointed to the classifications identified in Section III-3.3(c).~~ The parties recognize that disputes should be resolved expeditiously at the lowest possible administrative level. Herein is a systematic procedure for obtaining consideration of grievances.

Section 9.2 of Division III of the Administrative Code is amended as follows:

SECTION 9 SEPARATIONS

9.2 DISMISSAL.

(a) The Appointing Authority (APCO or District Counsel) may, for good and sufficient reason, take any or all necessary disciplinary actions including discharge to ensure the continuity and integrity of the District's functions and work place.

(b) A non-probationary employee whose employment is terminated because of unsatisfactory service, misconduct, or for other just causes shall be given written notice stating the reasons for dismissal, and may be given two (2) weeks' notice before the date on which the employee's services will be terminated. However, (1) Employees terminated for misconduct such as drinking or being intoxicated on the job, fighting, theft, creating a severe safety hazard, gross negligence, or other acts of serious misconduct, (2) Probationary Employees, and (3) "At Will" employees in the classifications identified in Section III-3.3(c) may be dismissed without prior notice.

~~The APCO, may for good and sufficient reason, take any or all necessary disciplinary actions including discharge to ensure the continuity and integrity of the District's functions and work place.~~

(c) Individuals serving in at-will positions pursuant to Section III-3.3(c) serve at the will of the appointing authority and may be separated for any reason or for no reason, with or without prior notice, and with no right to appeal or grieve any disciplinary action. In addition, appointments to positions in the classifications identified in Section III-3.3(c) may be for a fixed term of employment and the incumbent will be separated at the expiration of that term (unless the employee has return rights to a prior position pursuant to Section III-3.3(d) or said term is extended by the identified appointing authority). Except as expressly provided in Section III-3.3(d), individuals separated from a position in the classifications identified in Section III-3.3(c) shall have no right to return to any other District position, regardless of seniority or tenure.

A New Section 13.3 is added to Division III of the Administrative Code:

SECTION 13 METHOD OF FILLING VACANCIES

13.3 EXEMPTIONS

- (a) Appointments to positions in the following classifications shall be exempt from the recruitment process in Sections 13.1 and 13.2:
- (1) Executive Officer/Air Pollution Control Officer;
 - (2) District Counsel;
 - (3) Chief Operating Officer;
 - (4) Deputy Executive Officer;
 - (5) Senior Assistant Counsel.
- (b) Appointments to the classifications listed in subsection (a), above, need not include a competitive recruitment process and may be appointed directly by the appointing authority listed in in Section III-3.3(c), subject to budgetary approval. Appointments to these classifications may be made at any salary step, notwithstanding any limitations in this Code, including Sections III-6.2 or III-6.4.

BAY AREA AIR QUALITY MANAGEMENT DISTRICT

RESOLUTION No. 2023- XXX

A Resolution of the Board of Directors of the Bay Area Air Quality Management District Establishing Salary and Fringe Benefits for the Classifications of Deputy Executive Officer and Senior Assistant Counsel and the Classification Specification of the Chief Operating Officer

RECITALS

WHEREAS, the Board of Directors of the Bay Area Air Quality Management District (“Board”) has the authority and the responsibility to adopt and approve class specifications and compensation schedules for District employees, either through approval of collective bargaining agreements and/or through approval of a resolution(s) establishing or modifying compensation ranges for employees not covered by collective bargaining agreements;

WHEREAS, the Executive Officer/Air Pollution Control Officer is responsible for the preparation and recommendation to the Board of updates to the compensation schedule for management, confidential, and executive management employees;

WHEREAS, the Executive Officer/Air Pollution Control Officer is to recommend to the Board for adoption of such measures and resolutions as may be appropriate to support the duties and obligations of the Executive Officer;

WHEREAS, the Executive Officer/Air Pollution Control Officer has recommended the establishment of three new “at will” classifications for Deputy Executive Officer, Senior Assistant Counsel, and Chief Operating Officer and corresponding changes to the District’s Administrative Code;

WHEREAS, employees appointed to the classification for Deputy Executive Officer and Senior Assistant Counsel after revision to the Administrative code will serve at the pleasure of either the Executive Officer/Air Pollution Control Officer or the District Counsel and shall not have any right to appeal any disciplinary action, except as explicitly provided in the Administrative Code;

WHEREAS, due to their “at will” status, these positions will have severance benefit which are not included in the benefits for unrepresented civil servant District employees;

WHEREAS, the Executive Officer/Air Pollution Control Officer has recommended that employees appointed to the newly established Deputy Executive Officer and Senior Assistant Counsel classifications be entitled to receive all employee benefits provided to the District’s unrepresented Executive Management Staff pursuant to the Board’s December 21, 2022 Resolution authorizing Non-Represented Employee Benefits and as those benefits may be modified by the Board in the future;

WHEREAS, the Executive Officer/Air Pollution Control Officer has recommended that employees appointed to the newly-established Deputy Executive Officer and Senior Assistant

Counsel classifications also be entitled to a severance benefit equal to the employee's monthly Base Salary, multiplied by the number of months left on the unexpired term of their appointment, up to a maximum of three (3) months for employees who have served less than two (2) years in the position and up to six (6) months for those who have served in the position for two (2) or more years, unless they are terminated for cause or as otherwise limited by this Resolution.

RESOLUTION

NOW THEREFORE, based on the above recitals and all the information presented at the public hearing, the Board of Directors of the Bay Area Air Quality Management District ("Board") hereby resolves as follows:

BE IT RESOLVED that the Board of Directors does hereby create a new Chief Operating Officer classification specification and amend the Deputy Executive Officer and Senior Assistant Counsel classification specifications to replace the existing civil service classifications with at-will classifications. The new at-will classifications will be compensated at the top step salary rate for the existing civil service classifications.

BE IT FURTHER RESOLVED that the Board of Directors does hereby extend to the newly-established Chief Operating Officer, Deputy Executive Officer and Senior Assistant Counsel classifications all employee benefits provided to the District's unrepresented Executive Management Staff pursuant to the Board's December 21, 2022 Resolution authorizing Non-Represented Employee Benefits and as those benefits may be modified by the Board in the future.

BE IT FURTHER RESOLVED that, if an employee appointed to the Deputy Executive Officer or Senior Assistant Counsel classification is terminated from District employment without cause (as defined in subparagraph 2 below), the employee shall be entitled to a severance payment as set for the below:

1. If the employee is terminated by the District without cause while the employee is still willing and able to perform the duties of their position, the District agrees to pay the employee a lump sum severance payment equal to the employee's monthly Base Salary, multiplied by the number of months left on the unexpired term of their appointment, up to the following maximums:
 - a. For employees who have served less than two (2) consecutive years in either the classification of Deputy Executive Officer or the classification of Senior Assistant Counsel at the time of termination: a maximum of three (3) months;
 - b. For employees who have served two (2) or more consecutive years in either the classification of Deputy Executive Officer or the classification of Senior Assistant Counsel at the time of termination: a maximum of six (6) months.
2. Any severance payment made by the District pursuant to this Resolution shall be contingent on Employee executing and delivering to the District a release in a form approved by the District Counsel's Office.
3. Notwithstanding subparagraph 1, above, the District shall not pay any severance amount to the employee if the employee is terminated because of:

- a. the conviction of felony or misdemeanor or plea of nolo contendere to a crime,
 - b. the conviction of any felony or misdemeanor involving moral turpitude,
 - c. the willful or persistent material breach of duties or inattention to duties,
 - d. a violation of statute or law constituting misconduct in office, or
 - e. willful misconduct.
4. The District shall not be obligated to pay an employee any severance amount under this Resolution if (a) the employee voluntarily retires or resigns in writing prior to termination, (b) the employee is terminated at the expiration of their limited term appointment, or (c) the employee is terminated after being reclassified, or (d) the employee is terminated after reinstating to a previously held classification pursuant to Section III-3.3(d) of the Administrative Code.

BE IT FURTHER RESOLVED that the record documents and other materials supporting this Resolution shall be maintained and made available for public review at the headquarters of the Bay Area Air Quality Management District at 375 Beale Street, Suite 600, San Francisco, CA 94105, and that the custodian for these documents and other materials shall be Marcy Hiratzka, Clerk of the Boards.

The foregoing Resolution was duly and regularly introduced, passed and adopted at a regular meeting of the Board of Directors of the Bay Area Air Quality Management District on the Motion of Director _____, seconded by Director _____, on the ____ day of _____, 2023, by the following vote of the Board:

APPENDIX H

TABLE 1: The positions listed in Table 1, below, constitute the entirety of authorized permanent full-time positions and division assignments at the designated classifications for Fiscal Year Ending (FYE) 2023. Effective immediately, any changes to the information listed in Table 1 shall require approval by the District’s Board of Directors. If approved, the FYE 23 Budget contains twenty (20) additional positions which are not yet allocated to a job classification and division. These positions are listed in Table 1 as “Unassigned”. The Board of Directors will consider final allocation of these positions at a future Board meeting.

**Table 1
FYE 2023 Authorized Staff**

Division	Position Classification	Salary Range ID	FYE 22	FYE 23	Difference
Administrative Resources					
	Director/Officer	156	1	1	0
	Facilities Maintenance Worker	108	1	1	0
	Manager	148	1	<u>1</u> 2	<u>0</u> 1
	Senior Advanced Projects Advisor	148	0	<u>1</u> 0	<u>1</u> 0
	Senior Executive Assistant	134	1	1	0
	Senior Staff Specialist	138	1	0*	-1
	Staff Specialist I/II	130/134	6	<u>5</u> 6	<u>-1</u> 0
	Supervising Staff Specialist	142	1	3*	2
	**Principal Staff Specialist	142	0	0	0
Administrative Resources Total			12	<u>14</u>13	<u>2</u>1
Assessment, Inventory & Modeling					
	Advanced Projects Advisor	144	2	2	0
	Air Quality Engineer I/II	132/136	2	2	0
	Air Quality Meteorologist I/II	131/135	1	1	0
	Atmospheric Modeler	140	1	1	0
	Director/Officer	156	1	1	0
	Manager	148	2	2	0
	Principal Air Quality Engineer	144	3	3	0
	Research Analyst	130	1	1	0
	Senior Advanced Projects Advisor	148	2	2	0
	Senior Air Quality Engineer	140	1	1	0
	Senior Atmospheric Modeler	144	1	1	0
	Statistician	137	1	1	0
Assessment, Inventory & Modeling Total			18	18	0
Communications					
	Assistant Staff Specialist I/II	122/126	2	2	0
	Director/Officer	156	1	1	0

	Manager	148	1	1	0
	Public Information Officer I/II	130/134	5	5	0
	Senior Public Information Officer	138	1	1	0
Communications Total			10	10	0
Community Engagement					
	Administrative Assistant I/II	114/118	1	1	0
	Assistant Manager	147	1	1	0
	Assistant Staff Specialist I/II	122/126	1	1	0
	Director/Officer	156	1	1	0
	Manager	148	2	2	0
	Public Information Officer I/II	130/134	1	1	0
	Senior Air Quality Engineer	140	1	1	0
	Senior Staff Specialist	138	5	5	0
	Staff Specialist I/II	130/134	2	4	2
Community Engagement Total			15	17	2
Compliance & Enforcement					
	Administrative Assistant I/II	114/118	2	2	0
	Air Quality Engineer I/II	132/136	1	1	0
	Air Quality Specialist I/II	130/134	48	39 *44	-9 -4
	Air Quality Technician I/II	122/126	6	6	0
	Assistant Air Quality Specialist I/II	122/126	0	2	2
	Director/Officer	156	1	1	0
	Manager	148	5	5	0
	Principal Air Quality Specialist	142	2	1*	-1
	Radio/Telephone Operator	113	4	4	0
	Radio/Telephone Operator Supervisor	119	1	1 0	0 -1
	Senior Advanced Projects Advisor	148	0	1*	1
	Senior Air Quality Engineer	140	3	3	0
	Senior Air Quality Specialist	138	5	16 *11	11 6
	Senior Air Quality Technician	130	2	2	0
	Supervising Air Quality Specialist	142	9	9 10	0 1
Compliance & Enforcement Total			89	93	4
Diversity, Equity & Inclusion					
	Manager	148	1	1	0
	Staff Specialist I/II	130/134	1	1	0
Diversity, Equity & Inclusion Total			2	2	0

Engineering					
Administrative Assistant I/II	114/118	4	4	0	
Air Quality Engineer I/II	132/136	18	21	3	
Air Quality Permit Technician I/II	122/126	2	2	0	
Air Quality Specialist I/II	130/134	2	2 3	0 1	
Air Quality Technician I/II	122/126	5	5	0	
Assistant Manager	147	1	1	0	
Director/Officer	156	1	1	0	
Manager	148	5	5	0	
Principal Air Quality Engineer	144	4	4	0	
Senior Advanced Projects Advisor	148	1	1	0	
Senior Air Quality Engineer	140	10	10 9	0 -1	
Senior Air Quality Technician	130	2	2	0	
Supervising Air Quality Engineer	144	11	12	1	
Supervising Air Quality Specialist	142	1	1	0	
Supervising Systems Analyst	139	1	1	0	
Toxicologist	144	1	1	0	
Engineering Total		69	73	4	

Executive					
Administrative Assistant I/II	114/118	1	1	0	
Air Quality Technician I/II	122/126	1	1	0	
Assistant Manager	147	1	1	0	
Clerk of the Boards	132	1	1	0	
Deputy Air Pollution Control Officer	160	3	5 2	2 -1	
Deputy Executive Officer	169	3	3 5	0 2	
Director/Officer	156	3	3 4	0 1	
Executive Assistant I/II	128/132	2	2	0	
Executive Officer/Air Pollution Control Officer	Contract	1	1	0	
Manager	296	3	3	0	
Principal Environmental Planner	142	1	1	0	
Senior Advanced Projects Advisor	148	2	2	0	
Senior Executive Assistant	134	3	3	0	
Executive Total		25	27	2	

Finance Office					
Accountant I/II	**130/134	5	4* 6	-1 1	
Accounting Assistant I/II	**122/126	3	3	0	
Assistant Manager	147	1	0*	-1	
Director/Officer	156	1	1	0	
**Fiscal Services Supervisor	142	1	1	0	
Manager	148	1	3*	2	

**Senior Accountant	**138	0	1	1
Senior Staff Specialist	138	1	1	0
Staff Specialist I/II	130/134	2	3 *1	1 -1
Supervising Staff Specialist	142	1	1	0
Systems Analyst	135	1	1	0
Finance Office Total		17	19	2
Human Resources Office				
Assistant Manager	147	1	0*	-1
Director/Officer	156	1	1	0
Human Resources Analyst I/II	130/134	1	1	0
Manager	148	1	2*	1
Principal Human Resources Analyst	142	1	1	0
Senior Human Resources Analyst	138	5	5	0
Human Resources Office Total		10	10	0
Information Services				
Air Quality Specialist I/II	130/134	1	1	0
Assistant Air Quality Specialist I/II	122/126	1	1	0
Assistant Manager	147	1	1	0
Director/Officer	156	1	1	0
Manager	148	2	3	1
Programmer Analyst I/II	127/131	1	1	0
Staff Specialist I/II	130/134	1	1 0	0 -1
Supervising Systems Analyst	139	2	2	0
Systems Analyst	135	2	3	1
Information Services Total		12	14 13	2 1
Legal Services				
Assistant Counsel I/II	149/153	8	8	0
Counsel	0	1	1	0
Legal Office Services Specialist	124	1	1	0
Senior Assistant Counsel	157	2	2	0
Staff Specialist I/II	130/134	4	4	0
Legal Services Total		16	16	0
Legislative				
Director/Officer	156	1	1	0
Staff Specialist I	130/134	1	1	0
Legislative Total		2	2	0
Meteorology & Measurement				
Administrative Assistant I/II	114/118	1	1 0	0 -1
Advanced Projects Advisor	144	1	1	0

Air Quality Engineer I/II	132/136	2	3	1
Air Quality Laboratory Technician I/II	122/126	1	1	0
Air Quality Meteorologist I/II	131/135	2	2	0
Air Quality Specialist I/II	130/134	16	10 * <u>15</u>	-6 <u>-1</u>
Air Quality Technical Assistant	118	1	0*	-1
Assistant Air Quality Specialist I/II	122/126	8	<u>9</u> * <u>4</u>	<u>1</u> <u>-4</u>
Assistant Manager	147	2	2	0
Assistant Staff Specialist I/II	122/126	2	2 <u>3</u>	<u>0</u> <u>1</u>
Director/Officer	156	1	1	0
Manager	148	5	5	0
Principal Air and Meteorological Monitoring Specialist	143	1	1	0
Principal Air Quality Chemist	142	3	3	0
Principal Air Quality Engineer	144	1	1	0
Principal Air Quality Meteorologist	143	1	1	0
Principal Air Quality Specialist	142	4	<u>4</u> <u>5</u>	<u>0</u> <u>1</u>
Senior Air Quality Chemist	138	2	2	0
Senior Air Quality Engineer	140	2	2	0
Senior Air Quality Specialist	138	2	10*	8
Staff Specialist I/II	130/134	1	1	0
Supervising Air Quality Engineer	144	1	1	0
Supervising Air Quality Specialist	142	5	<u>5</u> <u>4</u>	<u>0</u> <u>-1</u>
Systems Analyst	135	2	2	0
Meteorology & Measurement Total		67	70	3
My Air Online				
Assistant Manager	147	4	4	0
Director/Officer	156	1	1	0
Supervising Systems Analyst	139	1	1	0
Systems Analyst	135	1	1	0
Web Master	135	1	1	0
My Air Online Total		8	8	0
Planning & Climate Protection				
Administrative Assistant I/II	114/118	1	0*	-1
Advanced Projects Advisor	144	1	1	0
Assistant Manager	147	2	2	0
Assistant Staff Specialist	126	0	1*	1
Director/Officer	156	1	1	0
Environmental Planner I/II	130/134	3	3	0
Manager	148	2	2	0

Principal Environmental Planner	142	2	2	0
Senior Advanced Projects Advisor	148	1	1	0
Senior Air Quality Engineer	140	1	1	0
Senior Air Quality Specialist	138	1	1	0
Senior Environmental Planner	138	4	4	0
Senior Policy Advisor	148	1	1	0
Planning & Climate Protection Total		20	20	0
Rules				
Assistant Manager	147	1	1	0
Director/Officer	156	1	1	0
Manager	148	1	1	0
Senior Air Quality Engineer	140	5	5	0
Senior Air Quality Specialist	138	3	3	0
Rules Total		11	11	0
Strategic Incentives				
Administrative Assistant I/II	114/118	1	1	0
Assistant Staff Specialist I/II	122/126	3	3 4	<u>0</u> 1
Director/Officer	156	1	1	0
Manager	148	4	4	0
Senior Staff Specialist	138	5	5	0
Staff Specialist I/II	130/134	13	13 12	<u>0</u> -1
Supervising Staff Specialist	142	4	4	0
Strategic Incentives Total		31	31	0
Technology Implementation				
Assistant Staff Specialist I/II	122/126	3	2*	-1
Director/Officer	156	1	1	0
Manager	148	1	1	0
Senior Staff Specialist	138	1	1 2	<u>0</u> 1
Staff Specialist I/II	130/134	4	5 *4	<u>1</u> 0
Supervising Staff Specialist	142	1	1	0
Technology Implementation Total		11	11	0
Grand Total				
		445	465	20

*A single asterisk in the FYE 23 Column identifies a request to change a previously board approved position to a different classification within the same division. A negative number in the Difference Column indicates the job classification being removed and a positive number in the same column indicates the position being added. These requests equal a net zero change in the headcount.

**A double asterisk in any column identifies an individual item that is pending Board approval



BAY AREA
AIR QUALITY
MANAGEMENT
DISTRICT

Chief Operating Officer

FLSA – Exempt Job

Class Code:
1M102

BAY AREA AIR QUALITY MANAGEMENT DISTRICT
Established Date: 2/15/2023
Revision Date:

Benefit Class
Executive Management

SALARY RANGE

Established by Resolution or Contract

DISTINGUISHING CHARACTERISTICS:

DEFINITION

Under executive direction, serves as the immediate and highest level class below the Executive Officer / Air Pollution Control Officer, who plans, organizes, coordinates and directs divisions of the Bay Area Air Quality Management District; develops and provides policy guidance and strategies regarding air quality management; acts as the Air Pollution Control Officer as assigned; performs related work as assigned.

DISTINGUISHING CHARACTERISTICS

This single position class provides policy direction in the management of the District's programs and activities for multiple divisions. The incumbent is accountable for overseeing and directing the accomplishment of goals and objectives of assigned divisions and for furthering District goals and objectives in an effective manner.

The Chief Operating Officer is distinguished from the Air Pollution Control Officer in that the latter has overall management responsibility for the District. The class is further distinguished from the Deputy Air Pollution Control Officer in that the latter has managerial responsibility for specified divisions or functional areas of the District.

EXAMPLES OF DUTIES (Illustrative Only)

Supervises executive staff, including Division Directors and Deputy Air Pollution Control Officers.

Attends meetings of the Board and its committees either in conjunction with the Executive Officer or as the Executive Officer's designee.

Develops and directs the policies and procedures for program implementation of the goals and objectives of the District, as directed by the Executive Officer.

Recommends to the Executive Officer such measures and resolutions as may be appropriate to support the duties and obligations of the District.

Assists in the preparation of the proposed annual budget.

Supports the review of administrative activities and provides responsive recommendations to the Executive Officer.

Attend meetings of the board and its committees either in conjunction with the Executive Officer or as the Executive officer's designee.

Represents the District and/or the Executive Officer / Air Pollution Control Officer in varied situations with various groups and agencies both within and outside of the District.

Plans, organizes, coordinates and directs through deputies, division directors, section managers and support staff the work of assigned divisions.

Develop and direct the policies and procedures for the program implementation of the goals and objectives of the District, as directed by the Executive Officer.

Organizes and coordinates the development and implementation of projects and activities with other agencies.

Supports the Executive Officer / Air Pollution Control Officer in District management and interactions with the Board.

EDUCATION AND EXPERIENCE:

Education and Experience:

A typical way to obtain the knowledge and skills is:

Equivalent to a graduate level degree (MA/MS, PhD, JD) in engineering, physical or biological sciences, business, law or public administration or a closely related field and five years of experience managing environmental quality and related programs and activities at or equal to the District's Deputy Air Pollution Control Officer, preferably with a public agency.

SUPPLEMENTAL INFORMATION:

QUALIFICATIONS

Knowledge of:

Administrative principles and methods, including goal setting, program and budget development and implementation and employee supervision.

Principles, practices and program areas related to assigned divisions.

Social, political and environmental issues influencing air quality management programs.

Applicable District, state and federal laws, rules and regulations.

Principles and practices of effective public relations.

Current developments, literature and sources of information regarding air quality management activities.

Skill in:

Planning, organizing, coordinating and directing assigned programs and activities.

Selecting, motivating and evaluating staff and providing for their training and professional development.

Developing and implementing goals, objectives, policies, procedures, work standards and internal controls.

Analyzing complex technical and administrative problems, evaluating alternative solutions and adopting effective courses of action.

Interpreting, explaining and applying District rules and regulations and state and federal laws.

Representing the District effectively in contacts with the public, industry and other agencies.

Establishing and maintaining effective working relationships with those contacted in the course of the work.

Preparing clear and concise reports, correspondence and other written materials.

Exercising sound independent judgment within policy guidelines.

OTHER REQUIREMENTS:

Other Requirements:

Must possess a valid California's driver's license.

ATTACHMENT 6 Reclassification (add/delete) of positions COST IMPACT

Meteorology & Measurement:

Old Position Title	New Position Title	Cost impact
Supervising Air Quality Specialist	Principal Air Quality Specialist	No impact same salary grade
Admin Assistant	Assistant Staff Specialist	\$56,476.26
Senior Air Quality Specialist	Air Quality Specialist I/II	-\$34,160.86
Assistant Air Quality Specialist I/II	Senior Air Quality Specialist	\$48,898.03
(4) Assistant Air Quality Specialist II	(4) Air Quality Specialist I	\$14,103 each \$56,414 total

Total \$127,627.43

Engineering

Old Position Title	New Position Title	Cost impact
Senior Air Quality Engineer	Air Quality Specialist I/II	-\$26,360

Total: -\$26,350

Compliance & Enforcement

Old Position Title	New Position Title	Cost impact
(5) Senior Air Quality Specialist	(5) Air Quality Specialist I/II	-\$34,160.86 each -\$170,804.30 Total
Radio/Telephone Operator Supervisor	Supervising Air Quality Specialist	\$74,884.27

Total: -\$95,920.03

Strategic Incentives

Old Position Title	New Position Title	Cost impact
Staff Specialist I/II	Assistant Staff Specialist I/II	-\$30,985

Total: -\$30,985

Technology Information Operation

Old Position Title	New Position Title	Cost impact
Staff Specialist I/II	Senior Staff Specialist	\$17,913.13

Total: \$17,913.13

Executive

Old Position Title	New Position Title	Cost impact
DEO (Policy & Community)	DEO Equity and Community	No impact same salary grade
DEO (Administration)	DEO Administration (at will)	No impact same salary grade
DEO (Operations)	DEO Engineering and Compliance (at will)	No impact same salary grade
DAPCO	DEO Science and Policy (at will)	\$46,455.39
DAPCO	DEO Public Affairs (at will)	\$46,455.39
DAPCO	Chief Technology Officer	No impact same salary grade
DAPCO (CFO)	Ombuds Officer	-\$65,435.79
Board Operations Officer	Board Operations Officer	No impact same salary grade

Total: \$27,474.99

Old Position Title	New Position Title	Cost impact
(2) Staff Specialist II	(2) Accountant II	No impact same salary grade

Admin Services:

Old Position Title	New Position Title	Cost impact
Sr. Advanced Projects Adviser	Manager	No impact same salary grade

Department	Total
Meteorology & Measurement	\$127,627
Compliance & Enforcement	-\$95,920.03
Engineering	-\$26,360
Strategic Incentives	-\$30,985
Technology Implementation Office	\$17,913
Finance	-
Administrative Services	-
Executive	\$27,475
TOTAL	\$20,267

BAY AREA AIR QUALITY MANAGEMENT DISTRICT

Memorandum

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

From: Philip M. Fine
Executive Officer/APCO

Date: April 5, 2023

Re: Proposed Amendments to Air District Regulation 3: Fees

RECOMMENDED ACTION

None; receive and file.

BACKGROUND

Staff develops recommended amendments to the Air District's fee regulation as part of the budget preparation process. On December 7, 2022, the Board of Directors adopted an updated Cost Recovery and Containment Policy for fee-based activity that established a goal of increasing fee revenue sufficient to achieve 100 percent recovery of regulatory program costs. Progress towards this target is reported to the Board annually by staff and is periodically reviewed by outside consultants.

DISCUSSION

Consistent with the Cost Recovery and Containment Policy, draft amendments to specific fee schedules were made in consideration of the 2021 Cost Recovery and Containment Study, the 2022 Cost Recovery Report and Board direction. This work, conducted at the fee schedule-level, recommends:

- Schedule M and schedules with a cost recovery rate of at least 100 percent but less than 110 percent be increased by the Consumer Price Index for Bay Area Urban Wage Earners and Clerical Workers (CPI-W) for the most recent year, which is 6.3 percent.
- Schedules with a cost recovery rate less than 100 percent be increased by 15%.

Schedule	Description	Proposed Increase
Schedule A	Hearing Board Fees	15% increase
Schedule B	Combustion of Fuels	15% increase
Schedule E	Solvent Evaporating Sources	15% increase
Schedule F	Miscellaneous Sources	15% increase
Schedule G1	Miscellaneous Sources	15% increase
Schedule G2	Miscellaneous Sources	15% increase
Schedule G3	Miscellaneous Sources	15% increase
Schedule G4	Miscellaneous Sources	15% increase
Schedule G5	Miscellaneous Sources	15% increase
Schedule I	Dry Cleaners (not registered)	6.3% increase
Schedule H	Semiconductor and Related Operations	15% increase
Schedule K	Solid Waste Disposal Sites	15% increase
Schedule M	Major Stationary Source Fees	6.3% increase
Schedule N	Toxic Inventory Fees	6.3% increase
Schedule P	Major Facility Review Fees	6.3% increase
Schedule S	Naturally Occurring Asbestos (NOA) Operations	15% increase
Schedule T	Greenhouse Gas Fees	15% increase
Schedule V	Open Burning	15% increase
Schedule W	Petroleum Refining Emissions Tracking Fees	15% increase

Fees that are administrative in nature would be increased by the CPI-W.

In addition, the following key amendments are proposed:

- Clarify how the first toxic air contaminant source is defined for calculating the Risk Assessment Fee when more than one fee schedule is impacted.
- Add new fees for additional emission reduction credit transaction types in Section 3-311.
- Add a new fee for renewing an Authority to Construct.
- Add a new fee for evaluating petitions, plans, and reports with no current specified fee.
- Add metal shredding operations to Schedule G-2 and/or G-3 from Schedule F.
- Delete Schedule U - Indirect Source Review Fee.

Staff will provide the committee with additional details regarding the draft fee amendments, overall cost recovery and the proposed increases for the upcoming fiscal year. A summary of public comments received to date, including those received at a public workshop held on February 16, 2023, will be provided.

BUDGET CONSIDERATION/FINANCIAL IMPACT

The proposed fee amendments would increase fee schedule revenue in Fiscal Year Ending 2024 by an estimated \$5.3 million from fee schedule revenue that would otherwise result without the amendments.

Respectfully submitted,

Philip M. Fine
Executive Officer/APCO

Prepared by: Fred Tanaka
Reviewed by: Pamela J. Leong, and Veronica Eady

ATTACHMENTS:

None

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: April 5, 2023

Re: 2023 Financial Plan and Discussion on Proposed Budget for Fiscal Year Ending
(FYE) 2024

RECOMMENDED ACTION

The Committee will review and discuss the 2023 Financial Plan and the Proposed Budget for the Fiscal Year Ending (FYE) 2024 and provide, if necessary, direction to staff for further discussions at its May 3, 2023, committee meeting.

BACKGROUND

At the March 15, 2023, Board of Directors meeting, the FYE 2024 Proposed Budget document was referred to the Budget and Finance Committee for review at the Committee's April 5, 2023 meeting. In addition to the proposed budget, staff has also included the Air District's 2023 Financial Plan (the Plan). This year, the Plan accompanies the proposed budget and provides a summary of the current economic and financial outlook and the five-year financial forecast with key revenue and expenditure assumptions. The Plan also provides an overview of the Air District's financial policies and outstanding obligations.

DISCUSSION

Air District staff will present a summary of the 2023 Financial Plan and the Proposed Budget for FYE 2024 for discussion.

Air District staff will publish, prior to May 17, 2023, a notice to the general public that the first of two public hearings on the budget will be conducted on May 17, 2023, and that the second hearing will be conducted on June 7, 2023. Staff requests that the Finance and Administration Committee complete its review and take action on the Proposed Budget at the May 3, 2023, Finance and Administration Committee meeting. This will allow staff the necessary time required to amend, if necessary, the budget for the first public hearing to be held on May 17, 2023.

BUDGET CONSIDERATION/FINANCIAL IMPACT

The proposed consolidated budget for FYE 2024 is a balanced budget.

Respectfully submitted,

Philip M. Fine
Executive Officer/APCO

Prepared by: Stephanie Osaze and Leonid Bak
Reviewed by: John Chiladakis

ATTACHMENTS:

1. BAAQMD 2023 Financial Plan
2. BAAQMD FYE 2023-24 Budget Book



BAY AREA
AIR QUALITY
MANAGEMENT
DISTRICT

2023 FINANCIAL PLAN

GENERAL FUND

FIVE YEAR FISCAL FORECAST: 2024-2028

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INTRODUCTION

The Financial Plan (the Plan) serves as a *background* in the development of the Bay Area Air Quality Management District's (Air District's) annual budget.

The Plan *presents the current economic environment* and its short and long-term anticipated impacts to the Air District's fiscal condition. The Plan then *provides an overview of the financial outlook for the Air District and describes key assumptions* and policies. These inputs are used to develop a five-year financial forecast.

The five-year *forecast is not a budget, but rather, a framework projection* of the Air District's financial health based on key assumptions and factors. The forecast identifies future challenges and opportunities, allowing the Air District to be proactive in planning actions, as it develops and adopts a budget for the coming year.

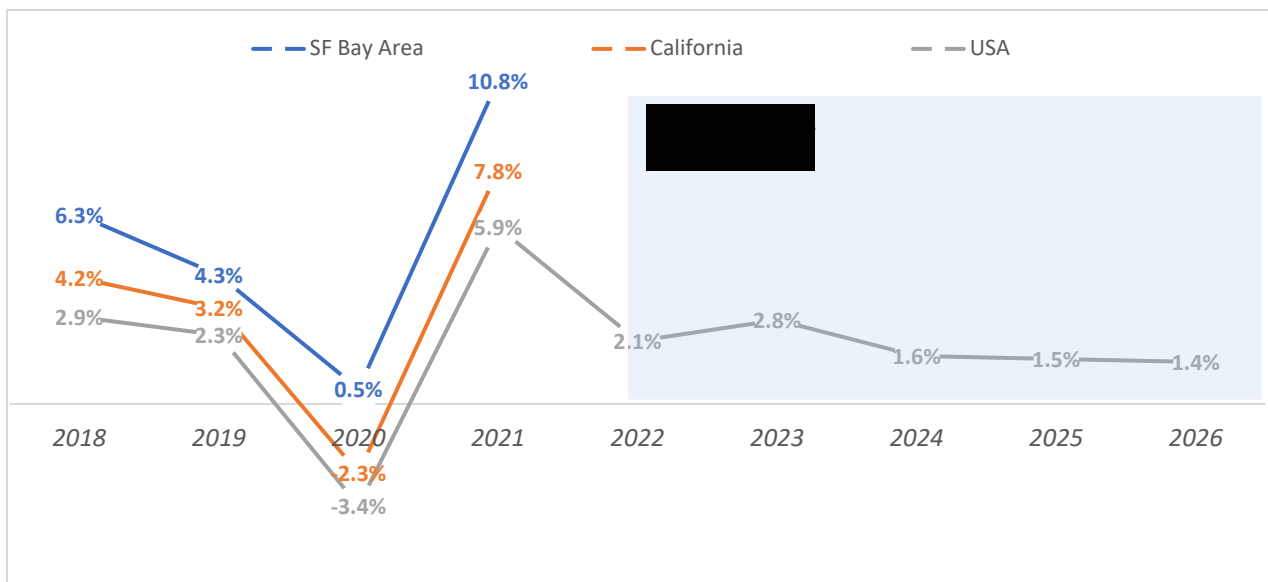
Prudent management of fiscal resources enables adequate maintenance of service levels while achieving the Air District's priorities, goals and objectives.

SECTION I. ECONOMIC OUTLOOK

A. ECONOMIC OUTPUT (GDP)

Over the course of 2022, the US economy has shown resilience despite rapid interest rate increases by the US Federal Reserve. Overall, *US economy* has grown by 2.1 percent – real GDP (net of inflation), slowing down from the rapid 5.9 percent increase in 2021 (Figure 1). *California's economy* likely grew slower than the 7.8 percent rate recorded in 2021 – the final data on the performance of the California economy is not available, but early indicators show considerable slowdown. The *Bay Area's economy* also experienced a much slower growth in 2022.

Figure 1 Economic Output – Real GDP Change in US, California, Bay Area



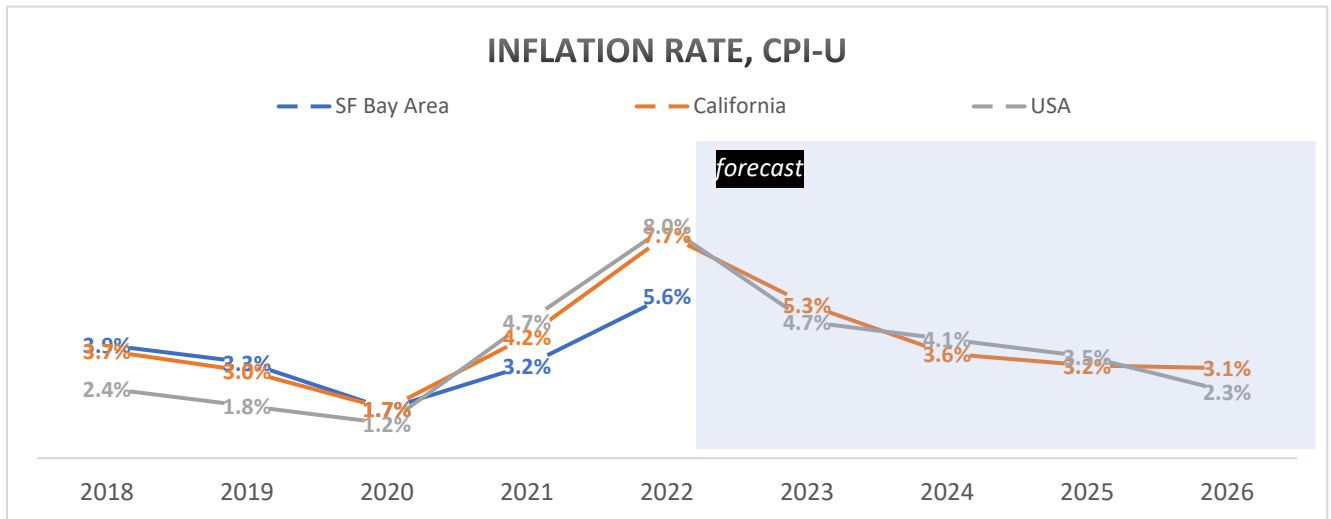
Source: US Bureau of Economic Analysis, California Department of Finance

Continued interest rate increases are expected to have a negative effect on the economy of the Bay Area because the Bay Area's economy is driven by the technology sector. Although there is a possibility of a mild recession in 2024, the expectation is that an economic recovery will follow in 2025-26.

B. INFLATION

Among all of the major economic indicators, none have been as significant in 2022 as inflation. Monthly inflation rate in the US reached 9.1 percent in June 2022, which is the highest rate in over 40 years. The high and very rapidly growing inflation rate prompted action from the US Federal Reserve, which started increasing interest rates in May 2022. During 2023, and especially in 2024, inflation rates in the US and California should get lower, closer to historical averages.

Figure 2 Inflation Rate, CPI-U, Average Annual Rates in US, California, Bay Area

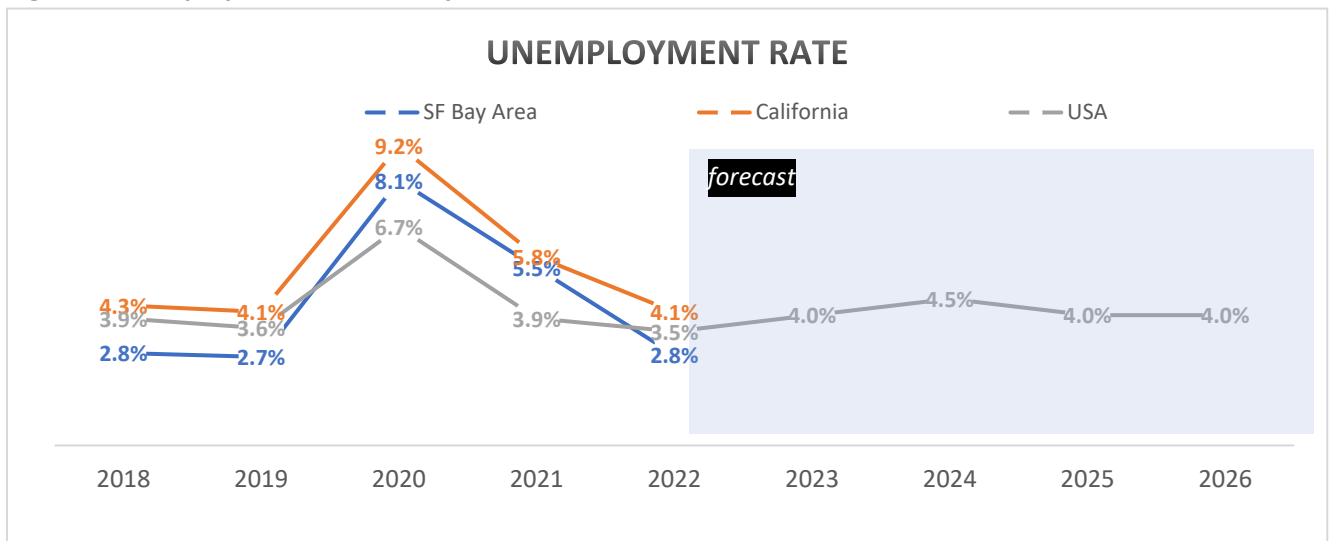


Source: US Bureau of Labor Statistics, California Department of Finance

C. LABOR MARKET

Both US and California have largely recovered jobs lost during the pandemic, reaching new historically low unemployment rates, see Figure 3. While the unemployment rate in the Bay Area is very low, declining to 2.8 percent in 2022, jobs recovery is still below the pre-pandemic level. In addition, many of the technology company layoffs will materialize over the course of 2023, adding pressure and increasing the unemployment rate in the Bay Area in 2023 and beyond.

Figure 3 Unemployment Rates in Bay Area, California, US

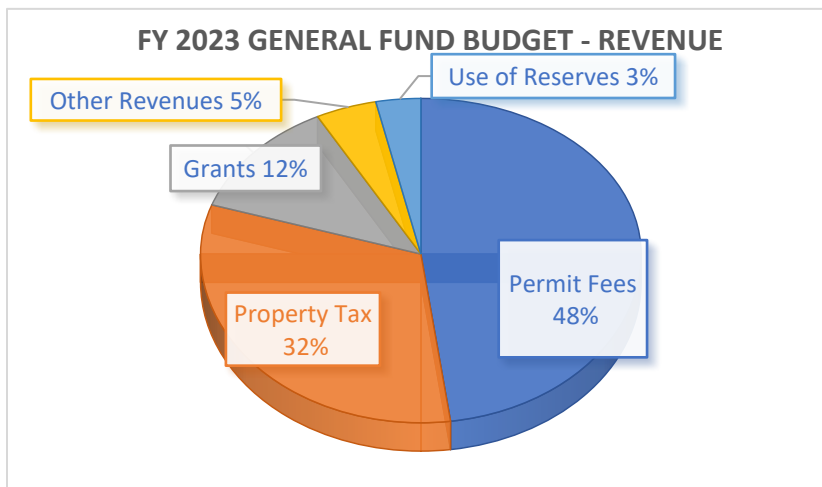


Source: US Bureau of Labor Statistics, California Employment Development Department

SECTION II. FINANCIAL OUTLOOK

The current financial outlook for the Air District is healthy. The Air District has been able to adopt balanced annual budgets over its recent history by being fiscally prudent, improving reserves, and by implementing sound financial policies. **Figure 4** provides a breakdown of the projected Revenues and Expenditures for the current fiscal year. The Fiscal Year 2023 General Fund Adopted Budget was \$132.0 million, which included a \$4.7 million transfer from reserves for continued capital improvements and to support James Cary Smith Grants. As a service-driven agency, salaries and benefits (including Pension and Medical) are the largest components of expenditure, representing about 65% of the total spending in the budget. The adopted Fiscal Year 2023 budget increased staffing level from 445 to 465 FTEs, an increase of 20 FTEs over the prior year.

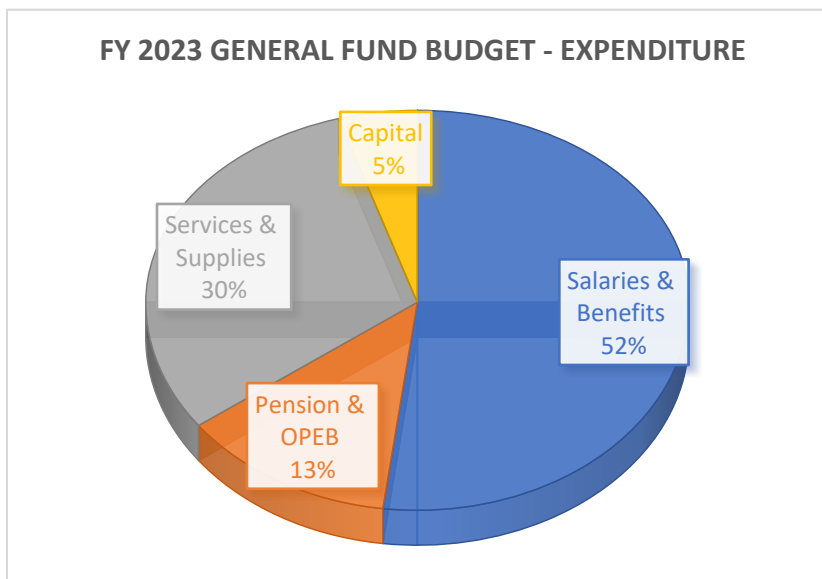
Figure 4 FY2023 General Fund Budget Breakdown



Permit Fees and Property Tax account for 80% of the Air District’s *revenue* for the FY 2023 General Fund Budget.

Use of reserves supported both continued capital improvement needs of the Air District and some grant work.

Other revenue includes items such as income from penalties and settlements, interest income, and state subvention.



The two major *General Fund Expenditures* are Salaries/Benefits and Services/Supplies totaling 82% of the projected budget for 2023.

SECTION III. FINANCIAL FORECAST

The Air District prepares a Five-Year Financial Forecast for the General Fund to project its long-term financial health based on revenue and expenditure trends, policy decisions, assumptions and expectations. The Five-Year Forecast allows the Air District to assess the current environment and respond to changes.

Table 1 Five-Year General Fund Financial Forecast

Five Year General Fund Financial Forecast

	FYE 2024 Budget	FYE 2025 Projected	FYE 2026 Projected	FYE 2027 Projected	FYE 2028 Projected
REVENUE					
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

Table 1 shows the projected forecast of revenues and expenditures for the next five years. Overall, projected expenditures exceed projected revenues for FYE 2024 and 2025. Starting in FYE 2026, the Air District is projected to have higher revenues than expenses.

However, critically, the current projection assumes spending on staffing fixed at 465 positions, which is likely the most impactful assumption, as personnel expenditures are the largest component of the Air District’s budget. The confidence in the sustainability of this assumption over the five-year plan is in question, given the persistent backlogs and various changing program mandates. Moving forward, it will be important to evaluate the accuracy of this assumption as the Air District proceeds with its pending strategic planning initiative this year. A complete list of assumptions used in the forecast is shown in the next Section of this report.

KEY REVENUE ASSUMPTIONS

1. **Property Tax** is expected to grow at a slower rate given the current economic conditions, with high mortgage rates and shifts in the office environment at many of the area employers. The five-year forecast assumes continued growth of approximately 4% in property tax revenue for the Air District, which is a recent weighted average historical property tax growth rate for the Bay Area counties.
2. **Permit Fee** revenues will follow the Air District's Cost Recovery policy. In December 2022, the Executive Board of the Air District adopted a cost recovery policy, aimed at increasing the current level of cost recovery from about 85% at present to 100%. The average cost recovery level is expected to take several years to catch up to 100 % due to historically higher spending than revenue on fee-recoverable activities of the Air District.
3. **Grant Revenues** in the General Fund mainly consist of federal grants from the Environmental Protection Agency (EPA) and does not include grants in the Special Fund related to Carl Moyer, Good Movements, Clean Cars for All, and Transportation for Clean Air grants. These General Fund grant revenues are expected to remain stable through the forecast period. However, changes to this assumption may be possible.
4. **Assembly Bill 617** funding of \$9.0 million from the State is expected to continue for the next 5 years.
5. **Other Revenues** mainly account for penalties, state subvention, and interest income. These revenues are expected to remain stable.

KEY EXPENDITURE ASSUMPTIONS

1. **Personnel** costs do not assume any new staffing beyond the level identified in previous budget discussions. A 3% annual cost of living adjustment is also projected for the forecast period. The current projection assumes a 5% vacancy rate in FYE 2024-26, gradually decreasing to about 3% in 2027-28.
2. **Retirement Pension** costs are following the implementation of the Air District's policy to make discretionary payments to CalPERS to reduce the unfunded actuarial liability (UAL).
3. **Other Post-Employment Benefits (OPEB)** is at present fully funded. Additional discretionary payments previously authorized have now shifted to address unfunded pension liability, in line with the policy adopted by the Board of Director in December 2022.
4. **Services and Supplies** costs are projected to remain stable, assuming only an inflationary increase of approximately 2-3%.
5. **Capital Expenditures** are expected to remain level, with only an inflationary increase.
6. **General Fund Reserves** are used to fund one-time costs, and to cover temporary revenue shortfalls. Reserves are expected to stay above the minimum policy level ensuring continuation of the Air District's operations, should another economic downturn occur.

APPENDIX I: FINANCIAL POLICIES

Financial policies provide a shared understanding of how the Air District will develop its financial practices and manage its resources. These policies were established by prior Boards using best practices and industry standards to guide the Air District's decision-making process. Listed below are Board approved financial policies.

- 1. Reserve Policy.** 2016, the Air District amended its reserve policy, raising it from 15% to 20% of General Fund operating budget. The Air District's minimum reserve balance of 20% of the General Fund operating budget is intended to address financial emergencies, litigations and one-time non-recurring operating and capital needs.
- 2. Cost Recovery Policy.** In December 2022, the Air District's Board of Directors (the Board) approved a new cost recovery policy aimed at achieving 100% cost recovery on fee-recoverable activities. Reaching 100% cost recovery will take several years. Previous policy, adopted by the Board in 2012 was targeting 85% cost recovery. Before 2012, there was no formal cost recovery policy at the Air District. As a result, the Air District was recovering less than 50% of its spending on fee-recoverable activities.
- 3. OPEB and Pension Funding Policy.** In December 2022, the Board adopted a policy formalizing the Air District's current practice of prefunding its Other Post-Employment Benefit (OPEB) and Pension obligations setting a target funding level of 90%. The Air District invests discretionary contributions for OPEB through a 115 Trust with the California Employers Retirement Benefit Trust (CERBT) and for pension through a 115 Trust with California Employers Pension Prefunding Trust (CEPPT). To achieve the 90% target funding level, the Air District will continue to invest up to \$5 million in annual discretionary contributions that may be used to invest into the respective plan trust accounts based on the following criteria: invest up to \$4 million in discretionary contributions into the OPEB trust account and \$1 million in discretionary contribution into the pension trust account. If either plan reaches the 90% funding target, the excess discretionary contributions may be transferred to the other trust. On an annual basis, the Air District will determine the amount of discretionary contributions to invest into pursuant the policy.

APPENDIX II: OUTSTANDING LIABILITIES

The Air District currently provides a retirement pension benefit plan through the California Public Employee Retirement Systems (CalPERS), and contracts with California Employers' Retiree Benefit Trust (CERBT) to prefund its OPEB obligations and with the California Employers' Pension Prefunding Trust (CEPPT) to prefund its pensions obligations.

PENSION RETIREMENT BENEFITS

The Air District provides a defined benefit pension plan to eligible retirees and employees through the California Pension Employee Retirement System (CalPERS). There are two separate retirement formulas provided to employees:

1. Classic Employees. For its Classic employees, the Air District has a “2.5% at 55” plan; under which employees retiring at age 55 will receive 2.5% of their single highest year of “regular” pay for each year of service. Classic employees are those hired by a local agency before January 1, 2013 or were hired from another CalPERS agency with a break in service of six months or less.
2. PEPRA Employees. Effective January 1, 2013, the Public Employees' Pension Reform Act (PEPRA) created a new retirement tier benefit formula to reduce costs and liabilities for state and local agency members in the CalPERS system. Employees hired after January 1, 2013 and retiring at age 62 will receive 2.0% of the average of their three highest years of regular pay for each year of service.

OTHER POST-EMPLOYMENT BENEFITS (OPEB)

In addition to pension, the Air District provides continuation of medical, dental, vision, and life insurance coverage to its retired employees. These benefits vary based on retirees' date of hire, years of PERS service, and coverage level selected. Most recent actuarial report (June 2022) indicates that the Air District's OPEB obligations are fully funded, at 103%.

CERTIFICATION OF PARTICIPATION NOTES (COPS)

In 2013, the Air District issued \$30M in COPs to finance its new headquarters at 375 Beale Street in partnership with Metropolitan Transportation Commission (MTC) through a private purchase with Bay Area Headquarters Authority (BAHA). In May 2017, the Air District closed escrow and acquired approximately 75,000 square feet of office space. As a part of this acquisition, the Air District prepaid \$10.7M towards the purchase, leaving the remaining balance to be paid annually.



**BAY AREA
AIR QUALITY
MANAGEMENT
DISTRICT**

PROPOSED BUDGET
FOR
FISCAL YEAR ENDING 2024

April 5, 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 the Air District's mission.
- Equity*** All Bay Area residents have the right to breathe clean air.

Bay Area Air Quality Management District

For Fiscal Year Ending June 30, 2024

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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 grant 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 equity 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 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 project categories. In 2018, the Air District was selected by the California Air Resources Board to administer VW Trust funding on a statewide-basis for the zero-emission freight and marine category totaling \$70 million and the light-duty zero emission vehicle infrastructure category totaling \$10 million. 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 Five-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 Public Employers' Retirement System (CalPERS) investment 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.

District-Wide Revenue and Expenditure Budgets

TABLE I: Consolidated Expenditures and Revenues by Major Categories

	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

	Approved Program Budget		Proposed Program Budget	FTE/Dollar	Percent
	Program Actuals	Budget		Change	Change
	2022	2023	2024	\$	%
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

	Program Actuals	Approved Program Budget	Proposed Program Budget	FTE/Dollar Change	Percent Change
	2022	2023	2024	\$	%
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

	Program Actuals	Approved Program Budget	Proposed Program Budget	FTE/Dollar Change	Percent Change
	2022	2023	2024	\$	%
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

	Program Actuals	Approved Program Budget	Proposed Program Budget	FTE/Dollar Change	Percent Change
	2022	2023	2024	\$	%
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)

	Program Actuals	Approved Program Budget	Proposed Program Budget	FTE/Dollar Change	Percent Change
	2022	2023	2024	\$	%
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)

	Program Actuals	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)

	Program Actuals	Approved Program Budget	Proposed Program Budget	FTE/Dollar Change	Percent Change
	2022	2023	2024	\$	%
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)

	Program Actuals 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)

	Program Actuals	Approved Program Budget	Proposed Program Budget	FTE/Dollar Change	Percent Change
	2022	2023	2024	\$	%
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

	Program Actuals	Approved Program Budget	Proposed Program Budget	FTE/Dollar Change	Percent Change
	2022	2023	2024	\$	%
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

	Program Actuals	Approved Program Budget	Proposed Program Budget	FTE/Dollar Change	Percent Change
	2022	2023	2024	\$	%
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

	Program Actuals	Approved Program Budget	Proposed Program Budget	FTE/Dollar Change	Percent Change
	2022	2023	2024	\$	%
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

	Program Actuals 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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Capital Expenditure

**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						6,789,377

**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 238-240
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

		Approved Program Budget	Proposed Program Budget	FTE/Dollar Change	Percent Change
	Program Actuals	2023	2024	\$	%
	2022				
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

		Approved Program Budget	Proposed Program Budget	FTE/Dollar Change	Percent Change
	Program Actuals 2022	2023	2024	\$	%
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	312,608	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					
	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

		Approved Program Budget	Proposed Program Budget	FTE/Dollar Change	Percent Change
	Program Actuals	2023	2024	\$	%
	2022				
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

		Approved Program Budget	Proposed Program Budget	FTE/Dollar Change	Percent Change
	Program Actuals	2023	2024	\$	%
	2022				
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:	
The Advisory Council is comprised of 7 members, appointed by the Board of Directors. SB1415 requires that the Advisory Council members be skilled and experienced in the fields of air pollution, climate change, or the health impacts of air pollution. The Council advises and consults with the Board of Directors and Executive Officer and makes recommendations and reports on matters that affect both policy and the legislative agenda.	
The Community Advisory Council was created at the request of community advocates in the Bay Area. The CAC is a Brown Act Committee and consists of 17 community members. The Councilmembers reflect the diversity of the communities in the Bay Area, the lived experiences in communities heavily impacted by air pollution and are individuals with diverse skill sets and a range of relevant knowledge and technical experience.	
Justification of Change Request:	
Not Applicable	
Activities	
Prepare and distribute all meeting materials, including agendas and minutes for Advisory Council regular and special meetings, approximately 4 per year. Prepare logistics for all Advisory Council regular and special meetings, including scheduling, polling, providing refreshments, preparation of facilities, providing stenographer, and legal noticing requirements, approximately 4 per year.	
Make travel, registration and payment arrangements for Advisory Council participation at the annual Air and Waste Management Association Conference.	
Maintain archive of Advisory Council materials, including minutes, agendas, and presentations.	
Maintain the District's website as it relates to the Advisory Council membership, calendar, meeting materials and minutes. Attend all Regular and Committee meetings of the Advisory Council.	
Track, process and issue quarterly travel reimbursement for each member of the Advisory Council.	
Coordinate recruitment of new Advisory Council members as necessary.	
The Community Advisory Council, which is a Brown Act advisory committee of the Board, will choose its own areas of focus, and provide input on key Air District policies and programs. Potential activities include: Disbursing the Community Benefits Fund; EJ Policy and Community Engagement Guidelines; Racial Equity Framework.	
Major Objectives	Delivery Date
Coordinate activities of the Advisory Council.	Ongoing
Conduct approximately four (4) meetings, based on the topics selected by the Board of Directors and Executive Officer.	Ongoing
Discuss presentations, materials and recommendations received meetings, and prepare and present a report to the Board of Directors.	Ongoing
The CAC advises the Board of Directors and the Executive Officer on technical, community, health, and policy matters.	Ongoing
The Council also exercises its own initiative to select areas for exploration or develop air quality projects or programs that emerge from impacted communities.	Ongoing

		Program Actuals	Approved Program Budget	Proposed Program Budget	FTE/Dollar Change	Percent Change
		2022	2023	2024	\$	%
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

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		Program Actuals	Approved Program Budget	Proposed Program Budget	FTE/Dollar Change	Percent Change
		2022	2023	2024	\$	%
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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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.

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

		Approved Program Budget	Proposed Program Budget	FTE/Dollar Change	Percent Change
	Program Actuals	2023	2024	\$	%
	2022				
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 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.

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

		Program Actuals	Approved Program Budget	Proposed Program Budget	FTE/Dollar Change	Percent Change
		2022	2023	2024	\$	%
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

		Approved Program Budget	Proposed Program Budget	FTE/Dollar Change	Percent Change
	Program Actuals	2023	2024	\$	%
	2022				
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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Human Resources Office

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

Vision

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

Mission

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

Managing Division:	
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

		Program Actuals	Approved Program Budget	Proposed Program Budget	FTE/Dollar Change	Percent Change
		2022	2023	2024	\$	%
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

		Approved Program Budget	Proposed Program Budget	FTE/Dollar Change	Percent Change
	Program Actuals	2023	2024	\$	%
	2022				
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

		Program Actuals	Approved Program Budget	Proposed Program Budget	FTE/Dollar Change	Percent Change
		2022	2023	2024	\$	%
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

		Program Actuals	Approved Program Budget	Proposed Program Budget	FTE/Dollar Change	Percent Change
		2022	2023	2024	\$	%
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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Administrative Resources Division

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

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

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

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

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

Managing Division:	
Administrative Resources Division	
Contact Person:	
Maricela Martinez	
Program Purpose:	
Facilities planning and maintenance of existing Air District owned facilities, leased satellite offices, equipment and supplies.	
Description of Program:	
The Facilities Office provides for the day-to-day operations of the Air District's offices at 375 Beale Street and 4114 Lakeside Drive and all (80+) leased satellite offices. The development of safety protocols is ongoing, security and maintenance of existing infrastructure and equipment is ongoing, 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

		Program Actuals	Approved Program Budget	Proposed Program Budget	FTE/Dollar Change	Percent Change
		2022	2023	2024	\$	%
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

		Approved Program Budget	Proposed Program Budget	FTE/Dollar Change	Percent Change
	Program Actuals	2023	2024	\$	%
	2022				
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

		Approved Program Budget	Proposed Program Budget	FTE/Dollar Change	Percent Change
	Program Actuals 2022	2023	2024	\$	%
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	6,000	6,000	
Utilities	93,981	56,000	56,000		
Postage		52800			
Printing & Reproduction		52900			
Equipment Rental		53100			
Rents & Leases		53200			
Professional Services & Contracts	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	1,000	1,000	
Total Services & Supplies Expenditures					
	128,361	313,000	313,000		
Capital Expenditures					
Leasehold Improvements		60100			
Building & Grounds		60105	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

		Approved Program Budget	Proposed Program Budget	FTE/Dollar Change	Percent Change
	Program Actuals	2023	2024	\$	%
	2022				
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

	Program Actuals	Approved Program Budget	Proposed Program Budget	FTE/Dollar Change	Percent Change
	2022	2023	2024	\$	%
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	3,728	5,000	5,000		
Postage		52800			
Printing & Reproduction		52900			
Equipment Rental		53100			
Rents & Leases	658,479	1,200,000	1,200,000		
Professional Services & Contracts	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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		Approved Program Budget	Proposed Program Budget	FTE/Dollar Change	Percent Change
	Program Actuals	2023	2024	\$	%
	2022				
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.

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Managing Division:	
Legislative Office	
Contact Person:	
Alan Abbs	
Program Purpose:	
State and Federal legislative advocacy.	
Description of Program:	
The Legislative Office advocates for Air District policy and budget priorities at the state and federal level. The Legislative Office interacts with legislators and staff, advocate and opposition stakeholders, state and local agencies, and members of the public.	
Justification of Change Request:	
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

		Program Actuals	Approved Program Budget	Proposed Program Budget	FTE/Dollar Change	Percent Change
		2022	2023	2024	\$	%
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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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

		Approved Program Budget	Proposed Program Budget	FTE/Dollar Change	Percent Change
	Program Actuals	2023	2024	\$	%
	2022				
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

		Approved Program Budget	Proposed Program Budget	FTE/Dollar Change	Percent Change
	Program Actuals	2023	2024	\$	%
	2022				
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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		Approved Program Budget	Proposed Program Budget	FTE/Dollar Change	Percent Change
	Program Actuals	2023	2024	\$	%
	2022				
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

		Approved Program Budget	Proposed Program Budget	FTE/Dollar Change	Percent Change
	Program Actuals	2023	2024	\$	%
	2022				
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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Communications Office

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

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

Office functions include production of publications and digital collateral for the general public and target audiences. This includes publishing newsletters, the annual report, videos and collateral materials. The Office also provides and oversees graphic design services, social media content creation, translation services and videography. The Office also provides Air District presentations and tours for international delegations, organizations and school groups.

Managing Division:	
Communications Office	
Contact Person:	
Kristine Roselius	
Program Purpose:	
Act as the Air District's main point of contact to the public through media and social media. Increase public awareness and understanding of the roles that the public and the Air District have in creating behavior change and reducing air pollution and the impacts of climate change.	
Description of Program:	
Provide proactive media outreach about air quality issues, Air District programs and the purpose and functions of the agency through printed materials, media events, promotional materials, baaqmd.gov website, press releases, publications, videos, podcasts and social media. Develop graphically appealing and compelling images and infographics to better message Air District efforts on social media, presentations and displays.	
Justification of Change Request:	
Budget increase due to ongoing AB617 support, increased videography and website accessibility needs.	
Activities	
Maintain up-to-date and relevant air quality information on the Air District website.	
Develop video and audio podcasts about air quality issues and the Air District's programs and rules.	
Develop wildfire messaging, procedures, graphics, printed and web materials.	
Produce publications including plans, brochures, booklets and other Air District documents.	
Issue press releases and host media events highlighting Air District accomplishments.	
Coordinate the Air District presence at events and fairs throughout the region.	
Develop and implement media, social media and communication strategies around major Air District policies and issues.	
Develop and maintain effective working relationships with members of the media and social media influencers.	
Track and analyze print, internet, radio, social media and television coverage of the Air District.	
Provide development opportunities for staff related to activities and objectives of the Air District.	
Develop emergency response internal, media and social media outreach procedures	
Develop crisis communications internal, media and social media outreach procedures	
Development and management of Air District social media sites	
Support for AB617 efforts.	
Major Objectives	Delivery Date
Develop media response / operating procedures, Air District media policy, and social media policy.	Ongoing
Produce Air District Annual Report.	June 2023
Publish quarterly Air Currents newsletter.	Quarterly
Conduct media training for public information officers and other Air District staff.	Ongoing
Develop videos, news releases / statements, infographics and display graphics for Air District programs / events.	Ongoing
Develop and manage Air District social media posts.	Ongoing
Crisis communications and emergency response for air quality incidents.	Ongoing
Develop and maintain media relations.	Ongoing
Host media events to promote Air District programs and initiatives.	Ongoing

		Approved Program Budget	Proposed Program Budget	FTE/Dollar Change	Percent Change
	Program Actuals	2023	2024	\$	%
	2022				
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

		Approved Program Budget	Proposed Program Budget	FTE/Dollar Change	Percent Change
	Program Actuals	2023	2024	\$	%
	2022				
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

		Approved Program Budget	Proposed Program Budget	FTE/Dollar Change	Percent Change
	Program Actuals 2022	2023	2024	\$	%
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	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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Technology Implementation Office

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

Managing Division:	
Technology Implementation Office	
Contact Person:	
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

		Approved Program Budget	Proposed Program Budget	FTE/Dollar Change	Percent Change
	Program Actuals	2023	2024	\$	%
	2022				
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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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.

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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		Program Actuals	Approved Program Budget	Proposed Program Budget	FTE/Dollar Change	Percent Change
		2022	2023	2024	\$	%
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

		Approved Program Budget	Proposed Program Budget	FTE/Dollar Change	Percent Change
	Program Actuals	2023	2024	\$	%
	2022				
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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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

		Program Actuals	Approved Program Budget	Proposed Program Budget	FTE/Dollar Change	Percent Change
		2022	2023	2024	\$	%
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

		Program Actuals	Approved Program Budget	Proposed Program Budget	FTE/Dollar Change	Percent Change
		2022	2023	2024	\$	%
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

		Approved Program Budget	Proposed Program Budget	FTE/Dollar Change	Percent Change
	Program Actuals	2023	2024	\$	%
	2022				
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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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

Permit Evaluation

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		Program Actuals	Approved Program Budget	Proposed Program Budget	FTE/Dollar Change	Percent Change
		2022	2023	2024	\$	%
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

		Program Actuals	Approved Program Budget	Proposed Program Budget	FTE/Dollar Change	Percent Change
		2022	2023	2024	\$	%
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

Permit Operations

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		Approved Program Budget	Proposed Program Budget	FTE/Dollar Change	Percent Change
	Program Actuals	2023	2024	\$	%
	2022				
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

		Approved Program Budget	Proposed Program Budget	FTE/Dollar Change	Percent Change
	Program Actuals	2023	2024	\$	%
	2022				
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

		Approved Program Budget	Proposed Program Budget	FTE/Dollar Change	Percent Change
	Program Actuals	2023	2024	\$	%
	2022				
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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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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		Program Actuals	Approved Program Budget	Proposed Program Budget	FTE/Dollar Change	Percent Change
		2022	2023	2024	\$	%
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

		Approved Program Budget	Proposed Program Budget	FTE/Dollar Change	Percent Change
	Program Actuals	2023	2024	\$	%
	2022				
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

		Approved Program Budget	Proposed Program Budget	FTE/Dollar Change	Percent Change
	Program Actuals	2023	2024	\$	%
	2022				
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

		Approved Program Budget	Proposed Program Budget	FTE/Dollar Change	Percent Change
	Program Actuals	2023	2024	\$	%
	2022				
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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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

		Approved Program Budget	Proposed Program Budget	FTE/Dollar Change	Percent Change
	Program Actuals	2023	2024	\$	%
	2022				
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

605

		Approved Program Budget	Proposed Program Budget	FTE/Dollar Change	Percent Change
	Program Actuals	2023	2024	\$	%
	2022				
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

		Program Actuals	Approved Program Budget	Proposed Program Budget	FTE/Dollar Change	Percent Change
		2022	2023	2024	\$	%
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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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.

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

		Approved Program Budget	Proposed Program Budget	FTE/Dollar Change	Percent Change
	Program Actuals	2023	2024	\$	%
	2022				
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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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.

Managing Division:	
Community Engagement Division	
Contact Person:	
Anna Lee & Diana Ruiz	
Program Purpose:	
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.	
Description of Program:	
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.	
Justification of Change Request:	
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.	
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

		Approved Program Budget	Proposed Program Budget	FTE/Dollar Change	Percent Change
	Program Actuals	2023	2024	\$	%
	2022				
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

	Program Actuals 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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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.

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

		Program Actuals	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

		Program Actuals	Approved Program Budget	Proposed Program Budget	FTE/Dollar Change	Percent Change
		2022	2023	2024	\$	%
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

	Program Actuals	Approved Program Budget	Proposed Program Budget	FTE/Dollar Change	Percent 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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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.

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

		Program Actuals	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

		Approved Program Budget	Proposed Program Budget	FTE/Dollar Change	Percent Change	
	Program Actuals	2023	2024	\$	%	
	2022					
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

Legacy Systems Support

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		Program Actuals	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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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.

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

		Program Actuals	Approved Program Budget	Proposed Program Budget	FTE/Dollar Change	Percent Change
		2022	2023	2024	\$	%
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

		Program Actuals	Approved Program Budget	Proposed Program Budget	FTE/Dollar Change	Percent Change
		2022	2023	2024	\$	%
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

		Program Actuals	Approved Program Budget	Proposed Program Budget	FTE/Dollar Change	Percent Change
		2022	2023	2024	\$	%
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

		Program Actuals	Approved Program Budget	Proposed Program Budget	FTE/Dollar Change	Percent Change
		2022	2023	2024	\$	%
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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		Program Actuals	Approved Program Budget	Proposed Program Budget	FTE/Dollar Change	Percent Change
		2022	2023	2024	\$	%
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

		Approved Program Budget	Proposed Program Budget	FTE/Dollar Change	Percent Change
	Program Actuals	2023	2024	\$	%
	2022				
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

		Program Actuals	Approved Program Budget	Proposed Program Budget	FTE/Dollar Change	Percent Change
		2022	2023	2024	\$	%
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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		Program Actuals	Approved Program Budget	Proposed Program Budget	FTE/Dollar Change	Percent 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

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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)

306

		Approved Program Budget	Proposed Program Budget	FTE/Dollar Change	Percent Change
	Program Actuals	2023	2024	\$	%
	2022				
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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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 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 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

		Program Actuals	Approved Program Budget	Proposed Program Budget	FTE/Dollar Change	Percent Change
		2022	2023	2024	\$	%
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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		Program Actuals	Approved Program Budget	Proposed Program Budget	FTE/Dollar Change	Percent Change
		2022	2023	2024	\$	%
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

		Approved Program Budget	Proposed Program Budget	FTE/Dollar Change	Percent Change
	Program Actuals	2023	2024	\$	%
	2022				
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)

312

		Approved Program Budget	Proposed Program Budget	FTE/Dollar Change	Percent Change
	Program Actuals	2023	2024	\$	%
	2022				
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

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)

316

		Program Actuals	Approved Program Budget	Proposed Program Budget	FTE/Dollar Change	Percent Change
		2022	2023	2024	\$	%
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:	
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.	
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.	
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.	
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

		Approved Program Budget	Proposed Program Budget	FTE/Dollar Change	Percent Change
	Program Actuals	2023	2024	\$	%
	2022				
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:	
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).	
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.	
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.	
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)

324

		Program Actuals	Approved Program Budget	Proposed Program Budget	FTE/Dollar Change	Percent Change
		2022	2023	2024	\$	%
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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Special Revenue Fund

Technology Implementation Office (TIO)

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

Managing Division:	
Technology Implementation Office	
Contact Person:	
Anthony Fournier	
Program Purpose:	
Administer funding, outreach, and planning to accelerate the adoption of light-duty (passenger) electric vehicles (EVs) and EV infrastructure in the Bay Area.	
Description of Program:	
The Air District's 2017 Clean Air Plan established a goal of 90% of Bay Area vehicles being zero emissions by 2050. To support this goal, this program incentives publicly available charging infrastructure, vehicle fleets, and electric vehicles for low-income consumers. This program 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)

317

		Program Actuals	Approved Program Budget	Proposed Program Budget	FTE/Dollar Change	Percent Change
		2022	2023	2024	\$	%
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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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 – 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

		Approved Program Budget	Proposed Program Budget	FTE/Dollar Change	Percent Change
	Program Actuals 2022	Program Budget 2023	Program Budget 2024	\$	%
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	2,586	3,000	3,000		
Building Maintenance		52600			
Utilities		52700			
Postage		52800	4,000		
Printing & Reproduction	6,255	8,000	8,500	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

		Approved	Proposed	FTE/Dollar	Percent
		Program Budget	Program Budget	Change	Change
	Program Actuals	2023	2024	\$	%
	2022				
Number of Positions (FTE)					
Personnel Expenditures					
Permanent Salaries		51100			
Overtime Salaries		51150			
Temporary Salaries		51200			
Payroll Taxes		51300			
Pension Benefits		51400			
FICA Replacement Benefits		51500			
Group Insurance Benefits		51600			
Employee Transportation Subsidy		51700			
Workers' Compensation		51800			
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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Special Revenue Fund

Community Engagement

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

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

Community Engagement - Special Project (Other Grant)

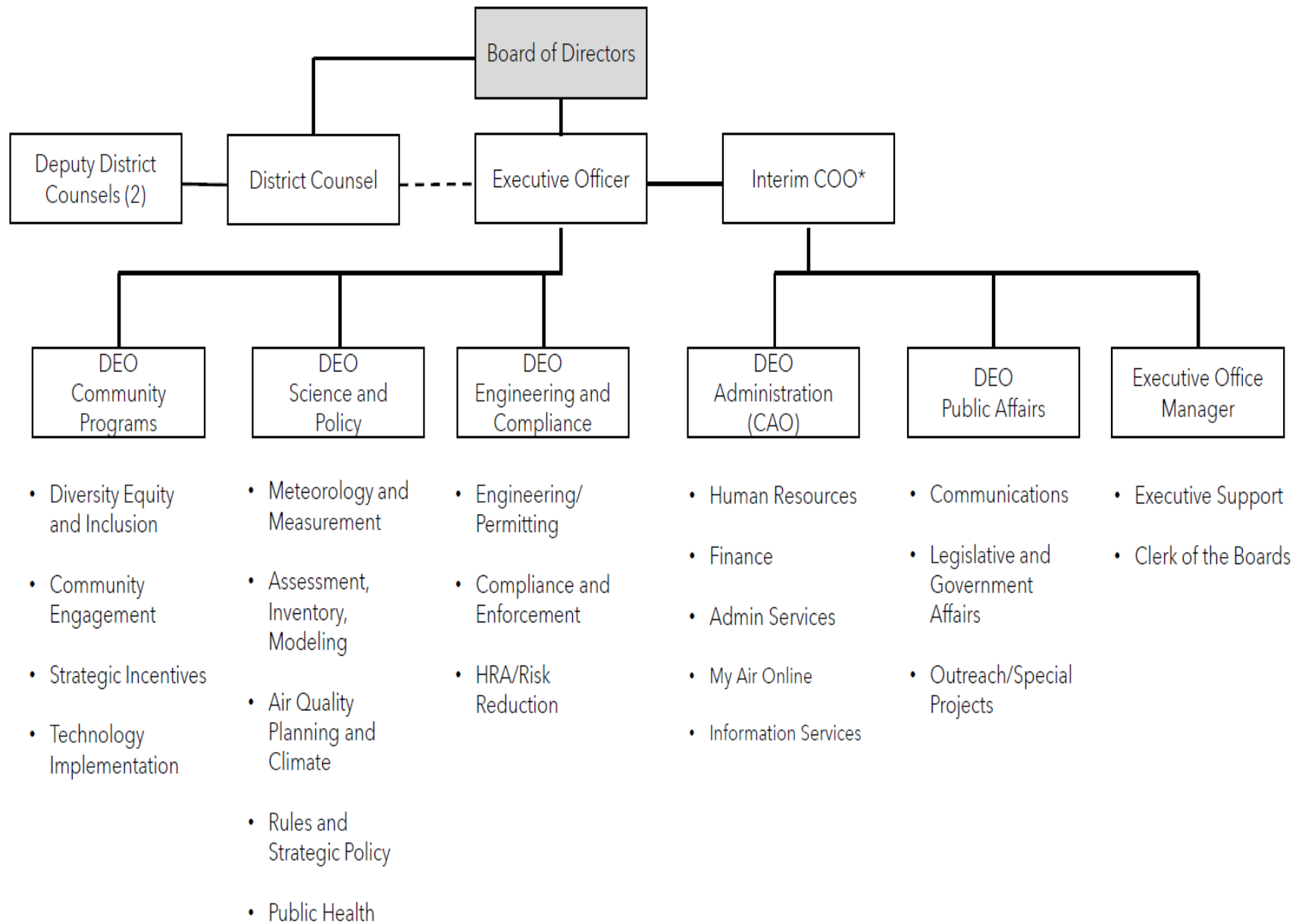
325

		Approved Program Budget	Proposed Program Budget	FTE/Dollar Change	Percent Change
	Program Actuals 2022	2023	2024	\$	%
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	254,897	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					
	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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Appendices

APPENDIX A



APPENDIX B

SELECTED LEGAL REQUIREMENTS

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

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

APPENDIX C

GENERAL FUND RESERVES AND LIABILITIES

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.

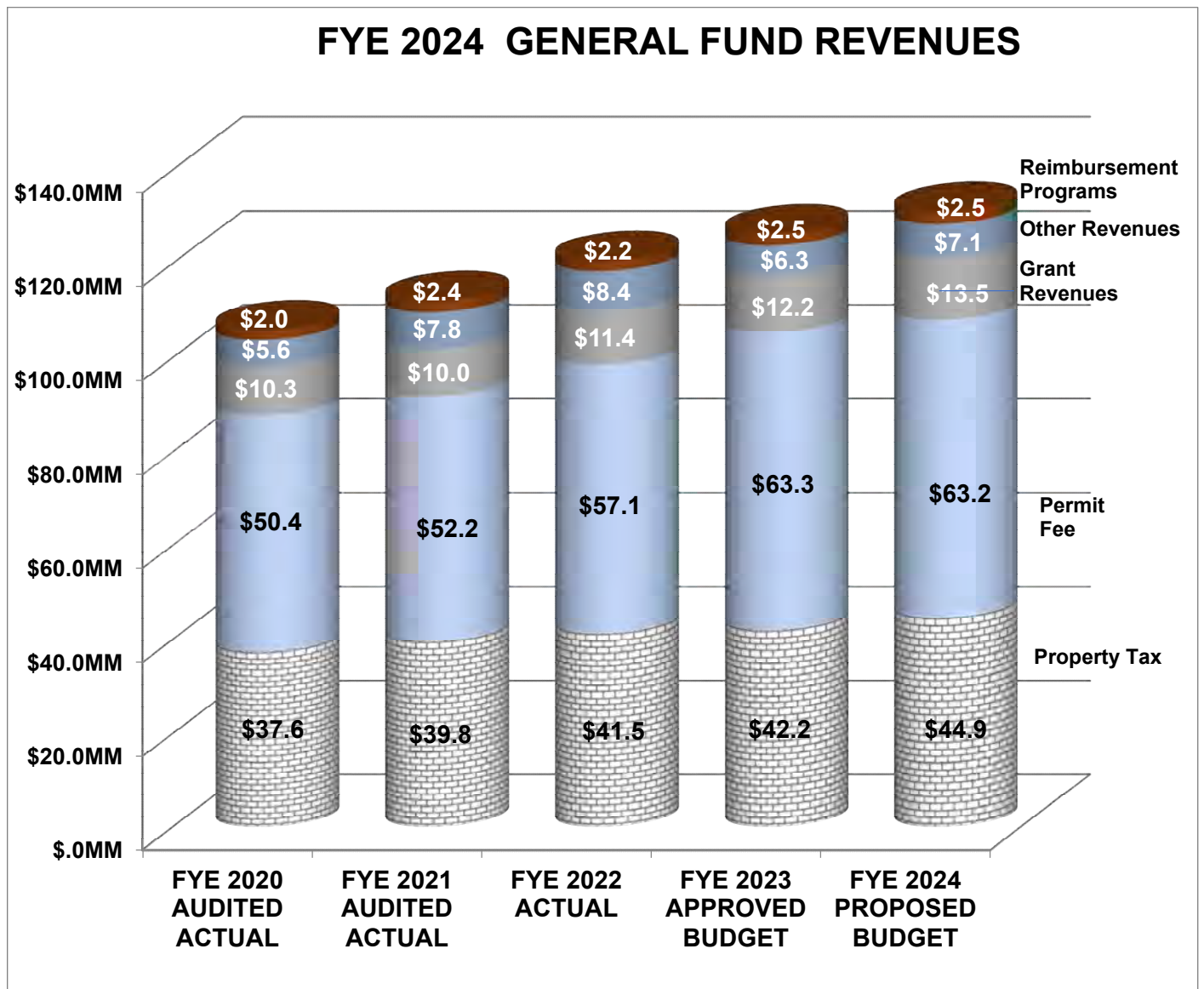
APPENDIX D

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 certain fees being billed based on economic activities and the proposed fee increases to each individual fee schedule. In FYE 2024 projected permit revenues are expected to be at the same level as in FY2023. Actual county revenues maintained an increasing trend over the past three years because of increased property valuation due to higher real estate prices in the Bay Area. This revenue source is expected to continue to increase in FYE 2024. Other General Fund sources of revenue have experienced small fluctuations over the years.

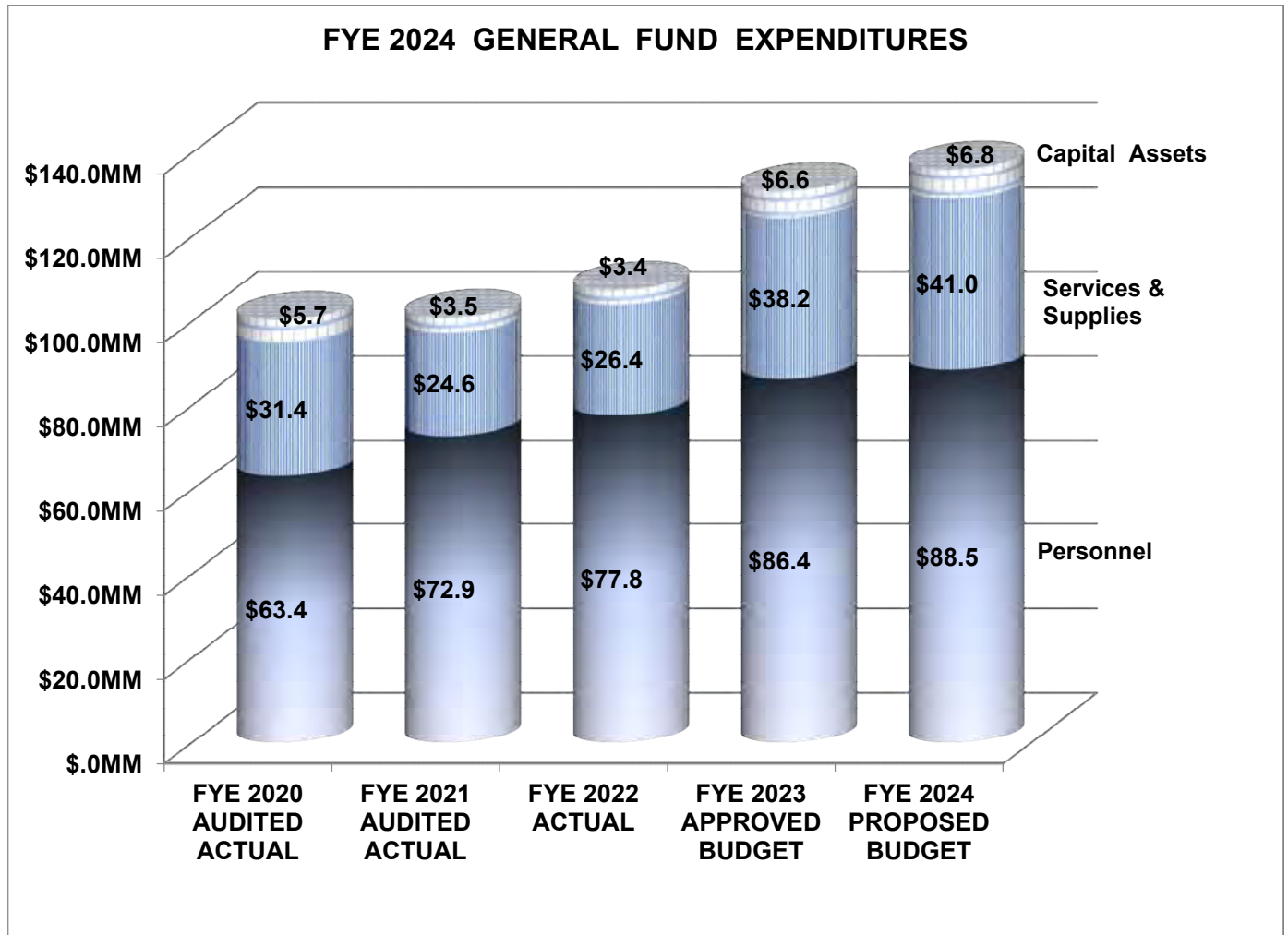


APPENDIX E

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

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.

APPENDIX G

7\$%/E 1: The proposed changes to the authorized permanent full-time positions and division assignments at the designated classification for Fiscal Year 2024 will be presented at the April 5, 2023 Finance and Administration Committee meeting for consideration and then referred to the Board of Directors for approval. The FY 2024 authorized staffing table will be added to this section of the budget upon final approval.

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)(< 2024 Authorized Staff

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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 TFCFA (Transportation Fund for Clean Air).

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Fund Reserves ± The equity accounts for the governmental fund types.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

UNIX ± A computer operating system.

UTM – A coordinate system for geographical locations.

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