



**BAY AREA
AIR QUALITY
MANAGEMENT
DISTRICT**

**APPROVED BUDGET
FOR
FISCAL YEAR ENDING 2019**

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.

CONTENTS

Budget Message	<u>PAGE</u>
Executive Summary	1
Financial Summary	2
Revenues and Available Financing	2
Incentive Revenue	3
Operating Expenditures	3
Personnel Expenditures	3
Capital Expenditures	4
Planning for the Future and Cost Containment	4

District-wide Revenue and Expenditure Budgets

Table I	Consolidated Expenditures and Revenues by Major Categories.....	7
Table II:	Consolidated Revenue.....	8
Table III	Consolidated Expenditures.....	9
Table IV:	General Fund	10
Table V:	Carl Moyer Fund	11
Table VI:	Mobile Source Incentive Fund (MSIF)	12
Table VII:	California Goods Movement Bond (CGMB).....	13
Table VIII:	Transportation Fund for Clean Air (TFCA)	14
Table IX:	Other Grants Revenues	15
Table X:	General Fund Expenditures by Division	16

Capital Expenditures

Table XI:	Capital Expenditure Summary	20
Table XII:	Capital Expenditure Detail.....	21

PROGRAM NARRATIVES AND EXPENDITURE DETAIL

GENERAL FUND

Executive Office.....	23
104 Executive Office	24
105 Bay Area Regional Collaborative (BARC).....	26
121 Board of Directors.....	28
122 Hearing Board.....	30
123 Advisory Council.....	32
125 My Air Online	34
302 Community Health Protection.....	36
309 Website Development & Maintenance	38
611 Rule Development.....	40
701 Finance/Accounting	42
Administrative Resources Division	45
106 Payroll	46
107 Benefit Administration.....	48
109 Organizational Development.....	50
111 Employment Relations	52
113 Diversity Equity & Inclusion.....	54
114 Recruitment & Testing.....	56
702 Facilities.....	58
703 Communications	60
707 375 Beale Street	62
708 Purchasing.....	64
709 Shared Services	66

CONTENTS

710	Fleet Services	68
	Legal Services Division	71
201	Legal Counsel.....	72
202	Hearing Board Proceedings.....	74
203	Penalties Enforcement & Settlement	76
205	Litigation	78
	Communications Office	81
301	Media Relations.....	82
303	Intermittent Control Programs.....	84
305	Spare the Air (CMAQ)	86
	Technology Implementation Office.....	89
126	Greenhouse Gas Technologies - Stationary	90
	Strategic Incentives Division.....	93
311	Carbon Offset Fund	94
313	Grant Program Development	96
	Compliance & Enforcement Division	99
401	Enforcement	100
402	Compliance Assistance & Operations	102
403	Compliance Assurance	104
	Engineering Division.....	107
501	Permit Evaluation	108
502	Permit Renewals	110
503	Air Toxics	112
504	Permit Operations	114
506	Title V.....	116
507	Engineering Special Projects.....	118
	Planning & Climate Protection Division.....	121
601	Source Inventories	122
602	Air Quality Plans	124
603	Air Quality Modeling Support	126
604	Air Quality Modeling & Research	128
605	Mobile Source Measures	130
608	Climate Protection	132
609	Community Air Risk Evaluation (CARE).....	134
	Information Services Division	137
712	Information Management Records & Content.....	138
725	Information Systems Software Development.....	140
726	Information Technology Engineering & Operations.....	142
	Meteorology, Measurement & Rules.....	145
802	Ambient Air Monitoring	146
803	Laboratory.....	148
804	Source Test.....	150

CONTENTS

805	Meteorology	152
807	Air Monitoring Instrument Performance Evaluation.....	154
809	Bio Watch Monitoring	156
810	Infrastructure and Records Management.....	158
811	Mobile Monitoring	160

SPECIAL REVENUE FUND

306	Intermittent Control Programs (TFCA).....	164
307	Carl Moyer Program Administration	166
308	Transportation Fund for Clean Air Administration (TFCA).....	168
310	Mobile Source Incentive Fund Administration (MSIF)	170
312	Vehicle Buy Back (MSIF)	172
316	Miscellaneous Incentive Program (Other Grant)	174
317	Electric Vehicle Program (TIO)	176
318	Enhanced Mobile Source Inspections Program (TFCA)	178
319	Commuter Benefits Program (TFCA)	180
323	California Goods Movement Bond-Grants Administration (CGMB)	182

Appendices:

Appendix A:	Program Organizational Chart.....	186
Appendix B:	Selected Legal Requirements.....	187
Appendix C:	Fund Balances (Reserves and Designations).....	188
Appendix D:	Sources of Revenue and Available Financing Trends (Figure 1)	190
Appendix E:	Budgeted Expenditure Trends (Figure 2).....	191
Appendix F:	Projected Revenue and Expenditures (Detail).....	192
Appendix G:	Definitions	194

(PAGE INTENTIONALLY LEFT BLANK)

BUDGET MESSAGE

Jack P. Broadbent, Executive Officer/APCO

EXECUTIVE SUMMARY

This document presents the proposed budget for the Bay Area Air Quality Management District (Air District) for Fiscal Year Ending (FYE) 2019. The Air District continues its commitment to fulfill its mission, goals and objectives, through activities which focus on core and mandated programs, fiscally conservative internal controls, long range financial planning and the development of short and long-term sustainable approaches toward achieving cleaner air to protect the public's health and the environment.

The proposed budget for FYE 2019 reflects the priorities established at the Board of Directors (Board) retreat of January 17, 2018, which includes maintenance and enhancement of Air District core functions as well as work on the following **key policy initiatives**:

Assembly Bill 617 Implementation – Assembly Bill (AB) 617, passed by the Legislature and signed by the Governor in 2017, establishes new, comprehensive air quality planning requirements for the California Air Resources Board (CARB) and local air districts. The bill requires CARB and the Air District to engage with communities to analyze and reduce localized cumulative exposure to air pollution to improve health in the most disproportionately impacted communities. CARB and the Air District will: 1) identify impacted communities in the Bay Area; 2) develop and implement monitoring programs to better understand local air pollution sources and exposures, and; 3) develop and implement community action plans to reduce local emissions and exposures. Air District AB 617 implementation activities will cut across all divisions, and will represent a major focus for the agency in FYE 2019 and beyond.

Climate Protection Grant Program – Staff will administer the \$4.5 million Climate Protection Grant Program established by the Board of Directors. The grant program will provide resources to local governments to support implementation of local climate action plans and programs.

Toxics Risk Reduction Rule Implementation – On November 15, 2017, the Air District Board of Directors adopted Regulation 11, Rule 18, Reduction of Risk from Air Toxic Emissions at Existing Facilities (Rule 11-18). Under this rule, facility-wide health risk assessments (HRAs) will be required for about 400 existing Air District facilities to determine if they are required to reduce their risk. As part of the implementation of Rule 11-18, the Air District plans to evaluate 60 facilities that are likely to have the highest health impacts during the first two years of implementation of this rule. These sites are expected to include refineries, cement manufacturing, metal melting, large chemical plants, large power plants, and landfills. The remaining 340 facilities will be evaluated in later years as part of rule implementation plan. Additional staff were added to the FYE 2018 budget for the implementation of this rule.

2017 Clean Air Plan – The Air District will continue to implement the 2017 Clean Air Plan: Spare the Air, Cool the Climate (2017 Plan), adopted by the Board of Directors in April 2017. The 2017 Plan identifies Air District projects and programs to reduce emissions of ozone precursors, fine particulates, air toxics and greenhouse gases (GHG), to improve air quality, public health and the global climate. Implementation activities cut across the agency and include rule development, permitting, enforcement, grants and incentives, collaboration with state, regional and local partners, research and technical analyses, community engagement, and public education.

Loan Program for Climate Technologies for Stationary Sources – The Air District's new Technology Implementation Office is exploring the launch a new stationary loan and loan guarantee program. This loan program would leverage other sources of funding through partnerships with state agencies and private lenders. This TIO program would support Bay Area's industrial and municipal facilities in implementing new technologies that can reduce their greenhouse gas emissions, support more efficient operations and lower costs.

Grants for Zero Emissions Mobile Source Projects – The Air District's grants programs will be prioritizing and targeting projects that achieve zero-and near-zero emissions reductions from replacement of older on- and off-road mobile sources, fleet expansion for on-road cars, trucks and buses, and single-occupancy vehicle trip reduction strategies that target the region's residents and commuters. In addition, funding for early actions will also be prioritized for communities that are identified through the Community Air Quality Protection AB 617 process.

Clean Transportation for Low-Income Consumers – Through a grant from the California Air Resources Board, the Air District is starting a new incentive program for low-income consumers in disadvantaged communities which will allow them to access cleaner transportation options, including plug-in hybrid vehicles, battery electric vehicles, or transit. The incentive levels and application requirements are established by the ARB. As part of the launch of the program in FYE 2019, the TIO will be responsible for: implementing an application system and procedures; hiring case managers to support applicants; devising outreach materials and events; formalizing relationships with car dealers, scrappers, and community development lenders.

FINANCIAL SUMMARY

Total fee revenue for FYE 2019 is projected to increase, on average, by approximately 5.8%. This is mainly due to an average 6% proposed increase to the fee schedules. The proposed fee schedules are in accordance with the Cost Recovery Policy previously adopted by the Board. The budgeted amount for County revenue reflects a 5.6% increase over last year based upon projected increases in assessed valuations in the Bay Area. Additionally, Department of Motor Vehicle registration revenues received for the Transportation Fund for Clean Air (TFCA) and the Mobile Source Incentive Fund (MSIF) will be fully expended for eligible projects and costs of administration.

The total Proposed General Fund Budget Expenditures for FYE 2019 of \$99.2 million represents an increase of approximately \$4.4 million or 4.5% over the FYE 2018 GF budget (excluding transfers from Reserves). This increase is primarily due to a combination of the following:

- \$6.9 million increased in Personnel Costs reflecting increased in budgeted FTE positions, increased health benefits premiums, and higher CalPERS employer contributions for FYE 2019.
- \$2.5 million decrease in services and supplies and capital equipment purchases for FYE 2019.

The Proposed Consolidated Budget Expenditures of \$159.7 million an increase of approximately \$5.0 million, or 3.2%.

The proposed budget is balanced, reflecting a \$4.0 million transfer from General Fund reserves to cover one-time costs related to establishing a five-year revolving loan program by the Technology Implementation Office. The FYE 2019 Proposed Budget includes an economic contingency reserve policy of 20% of operating budget. This policy allows for sound financial footing and allows the District the ability to operate for a minimum of three months in the event of a total loss of projected revenue. See Appendix C for further details on District's Fund Balance.

REVENUES AND AVAILABLE FINANCING

Details of the FYE 2019 General Fund and Special Revenue Fund are displayed in Table I and Table 2. In addition, FYE 2017 (actual revenues) through FYE 2019 (projected revenues) by major categories for the General Fund is displayed in Appendix D, Figure 1.

Fee Revenue

This budget year, the Air District will continue the process of implementing fee increases as allowed under the *Health and Safety Code*. In FYE 2019, the approved fee schedule increases at an average overall rate of 6%. This increase reflects the Board's adoption of a cost recovery policy in accordance with the recommendations of the cost recovery study undertaken in 2010. An independent review of the Air District's cost recovery and containment process is underway and anticipated completion is expected by April 2018.

County Revenue

The County revenue budget is based on property values in the nine Bay Area counties. For the FYE 2019 budget, staff is projecting a \$1.7 million or 5.6% increase in property taxes receipts over the FYE 2018 Budget primarily due to increased property valuations.

Other Sources of General Fund Revenue

Federal grants from EPA and other federal agencies show an increase of \$3.9 million or 159.4%; which is primarily due anticipated funds from the State for AB 617 implementation. As in the past, should the Air District receive supplemental Federal grants, the amounts will be presented to the Air District's Board for approval. The State Subvention grant for FYE 2019 is budgeted at \$1.7 million based on actual collections in prior year. Penalties and Settlements fluctuate from time to time; and the FYE 2019 projection is \$2.8 million.

INCENTIVES REVENUE

Transportation Fund for Clean Air (TFCA)

In 1991, the California State Legislature authorized the Air District to impose a \$4 surcharge on motor vehicles registered within its nine-county jurisdiction to fund projects that reduce on-road motor vehicle emissions. The Air District allocates these funds to eligible projects through the Transportation Fund for Clean Air (TFCA) program. The statutory authority for the TFCA and requirements of the program are set forth in California Health and Safety Code Sections 44241 and 44242. The Air District expends a portion of the funds collected for administrative purposes and provides the remainder of the funds to project sponsors that implement eligible projects or programs.

Sixty percent (60%) of the TFCA funds received are awarded directly by the Air District to eligible District programs (e.g., Smoking Vehicle, Enhanced Enforcement, and Spare the Air) and to a program referred to as the TFCA Regional Fund. The remaining forty percent (40%) of TFCA funds are forwarded to the designated congestion management agency within each Bay Area county to be distributed through the TFCA County Program Manager Fund program. Funding from the TFCA is used to support eligible zero-emissions on-road passenger vehicle, truck, and bus replacement and fleet expansion projects, and single-occupancy vehicle trip reduction strategies that target the region's residents and commuters.

Mobile Source Incentive Fund (MSIF)

Assembly Bill 923 (AB 923 - Firebaugh), enacted in 2004 (codified as Health and Safety Code Section 44225), authorized local air districts to increase their motor vehicle registration surcharge up to an additional \$2 per vehicle. The revenues from the additional \$2 surcharge are deposited in the Air District's Mobile Source Incentive Fund (MSIF). The Health & Safety Code stipulates that air districts may use the revenues generated by the additional \$2 surcharge for projects eligible for funding under the following programs: Carl Moyer Program, Lower Emission School Bus Program, Light-Duty Vehicle Scrap Program, and Agricultural Assistance Program. Funds may also be used for alternative fuel and electric infrastructure projects. The Air District provides these incentives to public and private entities for the implementation of eligible projects within the region. The Air District expends a portion of the funds collected for administrative purposes and provides the remainder to project sponsors that implement eligible projects. After successful reauthorization efforts in 2013, funding for the program will be available until 2024. Revenues from this funding source are separate from the General Fund budget for accounting purposes.

Carl Moyer Program (CMP)

The Air District has participated in the Carl Moyer Program (CMP), in cooperation with the California Air Resources Board, since the program began in fiscal year 1998-1999. The CMP provides grants to public and private entities to reduce emissions of oxides of nitrogen (NOx), reactive organic gases (ROG) and particulate matter (PM) from existing heavy-duty engines by either replacing or retrofitting them. Eligible heavy-duty diesel engine applications include on-road trucks and buses, off-road equipment, marine vessels, locomotives, stationary agricultural pump engines and forklifts. Funds available through the CMP are a result of State legislation, and are administered through CARB. After successful reauthorization efforts in 2013, funding for the program will be available until 2024.

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

The Air District will be awarding \$50 million from AB 134 (2017) for emissions reduction projects that provide early actions of the AB 617 process through a Community Air Quality Protection Grant Program. Consistent with the AB 134 legislation, this funding will be primarily administered through the CMP to help target reductions in exposure to diesel emissions in identified local communities. The AB 134 funds must be awarded to emissions reduction projects by June 2019 and spent by June 2021.

OPERATING EXPENDITURES

A summary of the General Fund Expenditures by Division from FYE 2017 (actual expenditures) through FYE 2019 (projected expenditures) is displayed in Table X. In addition, the General Fund Expenditures by major categories from FYE 2015 (actuals) through FYE 2019 (projected expenditures) are displayed in Appendix E, Figure 2.

PERSONNEL EXPENDITURES

The FYE 2019 budget provides for the filling of 397 FTE, an increase of 38 FTE over the initial approved FYE 2018 budget. During the second quarter of FYE 2018, the board approved an additional 22 FTE to address new and expanded programs because of State Assembly Bill 617. This budget also projects a 2.7% salary savings due to vacancies.

The FYE 2019 budget also projects a cost of living adjustment of 3.1% based on the annual average increase in CPI for the Bay Area region, which is consistent with the Board's approved Memorandum of Understanding with the Employee's Association.

CAPITAL EXPENDITURES

The budget for FYE 2019 funds capital expenditures from both operating revenue and reserves for a total of \$4.7 million, and is distributed across General Fund programs. Table IX provides details of the individual capital items. In addition, the proposed budget includes various reserves to address future capital needs of the Air District as represented in Appendix C.

PLANNING FOR THE FUTURE AND COST CONTAINMENT

Future projections anticipate adequate revenue to meet projected expenditures with the assumption of continued attention to cost and permit fee analysis. The Air District continues to be fiscally prudent by maintaining its reserves. Reserves address future capital equipment and facility needs, uncertainties in State funding and external factors affecting the economy that could impact the Air District's ability to balance its budgets.

While the increased pickup of pension costs by employees reduced the Air District's annual obligation, premiums in employee health benefit, pension costs and OPEB obligations continue to grow. Over the last few years, the Air District has made significant efforts in funding its obligations for OPEB by making additional contributions to fund its unfunded liability. Based on June 30, 2016 actuarial valuation study for OPEB, the Air District's plan is approximately 68% funded; leaving an unfunded liability of 32% or \$19 million. As a part of the FYE 2016 Budget, the Board adopted a minimum OPEB funding target policy of 90%. The FYE 2019 Budget includes the continuation of this funding with a \$4.0 million contribution.

The Air District's pension obligation is also growing; especially with recent changes in actuarial assumptions by CalPERS. As a result, CalPERS anticipates increased employer rates over the next 5 years. Based on the June 30, 2016 CalPERS actuarial valuation study, the Air District is currently funded at approximately 73%; leaving an unfunded liability of 27% or approximately \$76 million. Given these potential impacts, the FYE 2019 Budget contributes \$1.0 M in discretionary contributions towards this account, which will be used for the sole purpose of reducing the unfunded liability to minimize the impact of future rate increases for the Air District.

(PAGE INTENTIONALLY LEFT BLANK)

DISTRICT-WIDE REVENUE AND EXPENDITURE BUDGETS

	FYE 2017 AUDITED ACTUALS			FYE 2018 APPROVED BUDGET			FYE 2019 APPROVED BUDGET		
	GENERAL FUND	SPECIAL FUNDS	TOTAL FUNDS	GENERAL FUND	SPECIAL FUNDS	TOTAL FUNDS	GENERAL FUND	SPECIAL FUNDS	TOTAL FUNDS
REVENUES									
County Revenues	\$30,541,028		\$30,541,028	\$31,518,760		\$31,518,760	\$33,274,701		\$33,274,701
Permits/Fees	\$42,698,788		\$42,698,788	\$44,606,480		\$44,606,480	\$47,172,396		\$47,172,396
Grant Revenues	\$2,668,743	\$41,804,132	\$44,472,875	2,437,239	\$59,379,701	\$61,816,940	\$6,323,921	\$60,150,463	\$66,474,384
Other Revenues	\$5,999,699		\$5,999,699	\$5,217,000		\$5,217,000	\$5,473,349		\$5,473,349
Sub Total	\$81,908,259	\$41,804,132	\$123,712,391	\$83,779,479	\$59,379,701	\$143,159,180	\$92,244,367	\$60,150,463	\$152,394,830
Reimbursements Programs	\$1,937,722		\$1,937,722	\$2,234,249		\$2,234,249	\$2,056,805		\$2,056,805
Transfer in	\$541,767		\$541,767	\$976,358	\$492,661	\$1,469,019	\$849,835	\$412,830	\$1,262,665
Transfer from / (to) Reserves	\$3,891,782		\$3,891,782	\$7,850,000		\$7,850,000	\$4,000,000		\$4,000,000
TOTAL REVENUE	\$88,279,529	\$41,804,132	\$130,083,661	\$94,840,086	\$59,872,362	\$154,712,448	\$99,151,007	\$60,563,293	\$159,714,300
EXPENDITURES									
Personnel & Benefits	\$53,651,002	\$3,324,978	\$56,975,980	57,459,820	4,890,377	\$62,350,197	\$64,405,260	\$5,140,771	\$69,546,032
Services and Supplies	\$18,299,191	\$6,117,563	\$24,416,754	31,195,830	\$10,079,375	\$41,275,205	\$29,676,361	\$9,959,245	\$39,635,606
Capital Expenditures	3,626,490.00		\$3,626,490	\$5,691,775		\$5,691,775	\$4,656,556		\$4,656,556
Other Financing Uses	\$10,700,000		\$10,700,000						
Sub Total	\$86,276,682	\$9,442,541	\$95,719,224	\$94,347,425	\$14,969,752	\$109,317,177	\$98,738,177	\$15,100,016	\$113,838,194
Program Distributions	\$2,002,847	\$31,827,200	\$33,830,047		\$43,926,252	\$43,926,252		\$44,613,442	\$44,613,442
Transfer Out		\$534,390	\$534,390	\$492,661	\$976,358	\$1,469,019	\$412,830	\$849,835	\$1,262,665
TOTAL EXPENDITURE	\$88,279,529	\$41,804,132	\$130,083,661	\$94,840,086	\$59,872,362	\$154,712,448	\$99,151,007	\$60,563,293	\$159,714,300

**TABLE II
CONSOLIDATED REVENUES**

	FYE 2017 Audited Revenue	FYE 2018 Approved Budget	FYE 2019 Approved Budget	Dollar Change	Percent Change
GENERAL FUND					
<u>County Revenues:</u>					
Alameda	\$5,353,331	\$5,559,000	\$5,990,947	\$431,947	7.77%
Contra Costa	\$3,480,957	\$3,596,000	\$3,977,286	\$381,286	10.60%
Marin	\$1,433,759	\$1,487,000	\$1,505,345	\$18,345	1.23%
Napa	\$965,897	\$1,001,000	\$956,045	(\$44,955)	(4.49%)
San Francisco	\$4,523,815	\$4,468,760	\$4,893,600	\$424,840	9.51%
San Mateo	\$4,179,210	\$4,126,000	\$4,300,430	\$174,430	4.23%
Santa Clara	\$8,443,882	\$8,988,000	\$9,370,827	\$382,827	4.26%
Solano	\$759,102	\$799,000	\$836,834	\$37,834	4.74%
Sonoma	\$1,401,075	\$1,494,000	\$1,443,387	(\$50,613)	(3.39%)
Total County Revenues	\$30,541,028	\$31,518,760	\$33,274,701	\$1,755,941	5.57%
<u>Permits/Fees:</u>					
Annual Plant Renewal	\$30,962,348	\$33,285,555	\$35,067,943	\$1,782,388	5.35%
Title V Permit Fees	\$5,021,094	\$5,467,881	\$5,810,627	\$342,746	6.27%
Asbestos Fees	\$4,210,603	\$2,500,000	\$2,500,000		
Toxic Inventory Fees (AB2588)	\$211,380	\$363,081	\$506,806	\$143,725	39.58%
Registration Fees	\$154,629	\$216,195	\$312,326	\$96,131	44.46%
Hearing Board Fees (Variances)	\$5,722	\$20,000	\$8,000	(\$12,000)	(60.00%)
Greenhouse Gas Fees	\$2,133,012	\$2,753,768	\$2,966,694	\$212,926	7.73%
Total Permit Fees	\$42,698,788	\$44,606,480	\$47,172,396	\$2,565,916	5.75%
<u>Grant Revenues:</u>					
Federal Grants	\$2,658,675	\$2,437,239	\$1,523,921	(\$913,318)	(37.47%)
Other Grants	\$10,068		\$4,800,000	\$4,800,000	
Total Grant Revenues	\$2,668,743	\$2,437,239	\$6,323,921	\$3,886,682	159.47%
<u>Other Revenues:</u>					
Penalties and Settlements	\$3,335,649	\$2,750,000	\$2,750,000		
State Subvention	\$1,727,036	\$1,732,000	\$1,726,553	(\$5,447)	(0.31%)
PERP(Portable Equip Registration)		\$400,000	\$400,000		
Interest Income	\$669,209	\$285,000	\$496,796	\$211,796	74.31%
Miscellaneous Revenue	\$267,804	\$50,000	\$100,000	\$50,000	100.00%
Total Other Revenues	\$5,999,699	\$5,217,000	\$5,473,349	\$256,349	4.91%
Total Operating Revenues	\$81,908,259	\$83,779,479	\$92,244,367	\$8,464,888	10.10%
<u>Reimbursement Programs:</u>					
CMAQ Funding	\$823,094	\$885,000	\$885,000		
DHS Biowatch Funding	\$1,114,628	\$1,349,249	\$1,171,805	(\$177,444)	(13.15%)
Total Reimbursement Programs	\$1,937,722	\$2,234,249	\$2,056,805	(\$177,444)	(7.94%)
<u>Transfer from/ (to) Reserves:</u>	\$3,891,782	\$7,850,000	\$4,000,000	(\$3,850,000)	(49.04%)
<u>Transfer In:</u>	\$541,767	\$976,358	\$849,835	(\$126,523)	(12.96%)
Total General Fund Revenues	\$88,279,529	\$94,840,086	\$99,151,007	\$4,310,921	4.55%
SPECIAL REVENUE FUNDS					
<u>Grant Programs:</u>					
Carl Moyer Fund	\$6,328,872	\$7,168,324	\$15,409,032	\$8,240,708	114.96%
Mobile Source Incentives Fund	\$7,053,161	\$12,020,139	\$12,522,712	\$502,573	4.18%
California Goods Movement Bond	\$1,042,148	\$16,150,000	\$150,000	(\$15,999,999)	(99.07%)
Transportation Fund for Clean Air	\$17,877,643	\$18,213,686	\$24,271,452	\$6,057,766	33.26%
Other Grants Revenue	\$9,502,309	\$5,827,553	\$7,797,267	\$1,969,714	33.80%
Transfer In		\$492,661	\$412,830	(\$79,831)	(16.20%)
Total Special Revenue Funds	\$41,804,132	\$59,872,362	\$60,563,293	\$690,931	1.15%
TOTAL CONSOLIDATED REVENUES	\$130,083,661	\$154,712,448	\$159,714,300	\$5,001,852	3.23%

**TABLE III
CONSOLIDATED EXPENDITURES**

	FYE 2017 Audited Expenditures	FYE 2018 Approved Budget	FYE 2019 Approved Budget	FTE/Dollar Change	Percent Change
Number of Positions (FTE)	329	359	397	38	10.60%
Personnel Expenditures					
Permanent Salaries	\$36,415,741	\$41,081,189	\$46,130,610	\$5,049,421	12.29%
Overtime Salaries	\$364,359	\$420,538	\$430,196	\$9,658	2.30%
Temporary Salaries	\$587,906	\$77,554	\$95,958	\$18,404	23.73%
Payroll Taxes	\$681,497	\$589,731	\$667,291	\$77,561	13.15%
Pension Benefits	\$5,685,584	\$7,693,291	\$9,250,472	\$1,557,181	20.24%
FICA Replacement Benefits	\$635,476	\$617,847	\$685,863	\$68,016	11.01%
Group Insurance Benefits	\$8,027,225	\$9,261,516	\$9,438,503	\$176,987	1.91%
Employee Transportation Subsidy	\$401,646	\$490,365	\$459,989	(\$30,377)	(6.19%)
Workers' Compensation	\$119,116	\$230,000	\$230,000		
Other Post-Employment Benefits	\$3,992,480	\$4,000,000	\$4,000,000		
Board Stipends	\$64,950	\$92,000	\$92,000		
Vacancy Savings		(\$2,203,833)	(\$1,934,850)	\$268,982	(12.21%)
Total Personnel Expenditures	\$56,975,980	\$62,350,197	\$69,546,032	\$7,195,834	11.54%
Services & Supplies Expenditures					
Travel In-State	\$123,435	\$244,332	\$259,682	\$15,350	6.28%
Travel Out-Of-State	\$96,018	\$178,425	\$215,125	\$36,700	20.57%
Training & Education	\$303,311	\$756,221	\$719,129	(\$37,092)	(4.90%)
Repair & Maintenance (Equipment)	\$599,913	\$888,795	\$1,029,007	\$140,212	15.78%
Communications	\$723,084	\$770,431	\$805,231	\$34,800	4.52%
Building Maintenance	\$79,381	\$316,221	\$469,977	\$153,756	48.62%
Utilities	\$107,962	\$226,726	\$241,881	\$15,155	6.68%
Postage	\$50,859	\$144,840	\$154,340	\$9,500	6.56%
Printing & Reproduction	\$319,754	\$483,139	\$436,539	(\$46,600)	(9.65%)
Equipment Rental	\$57,659	\$30,000	\$33,000	\$3,000	10.00%
Rents & Leases	\$1,352,539	\$2,975,670	\$3,029,751	\$54,081	1.82%
Professional Services & Contracts	\$19,137,640	\$31,746,415	\$29,807,077	(\$1,939,338)	(6.11%)
General Insurance	\$361,193	\$691,000	\$400,000	(\$291,000)	(42.11%)
Shop & Field Supplies	\$382,290	\$572,963	\$570,657	(\$2,306)	(0.40%)
Laboratory Supplies	\$129,607	\$163,741	\$164,329	\$588	0.36%
Gasoline & Variable Fuel	\$192,425	\$230,000	\$230,000		
Computer Hardware & Software	\$326,531	\$639,437	\$747,365	\$107,928	16.88%
Stationery & Office Supplies	\$39,558	\$122,852	\$130,150	\$7,298	5.94%
Books & Journals	\$29,785	\$76,444	\$74,863	(\$1,581)	(2.07%)
Minor Office Equipment	\$3,810	\$17,553	\$117,503	\$99,950	569.42%
Other Financing Resource	\$10,700,000				
Total Services & Supplies Expenditures	\$35,116,754	\$41,275,205	\$39,635,606	(\$1,639,599)	(3.97%)
Capital Expenditures					
Leasehold Improvements		\$75,000	\$75,000		
Building & Grounds	\$30,221				
Office Equipment	\$56,554	\$100,000	\$50,000	(\$50,000)	(50.00%)
Computer & Network Equipment	\$2,597,837	\$3,300,000	\$2,640,000	(\$660,000)	(20.00%)
Motorized Equipment	\$34,000	\$32,000	\$25,000	(\$7,000)	(21.88%)
Lab & Monitoring Equipment	\$907,879	\$1,761,275	\$1,466,556	(\$294,719)	(16.73%)
Communications Equipment		\$400,000	\$400,000		
General Equipment		\$23,500		(\$23,500)	(100.00%)
Total Capital Expenditures	\$3,626,490	\$5,691,775	\$4,656,556	(\$1,035,219)	(18.19%)
Total Expenditures	\$95,719,224	\$109,317,177	\$113,838,194	\$4,521,016	4.14%
Transfer Out	\$534,390	\$1,469,019	\$1,262,665	(\$206,354)	(14.05%)
Program Distributions	\$33,830,047	\$43,926,252	\$44,613,442	\$687,190	1.56%
Total Expenditures Including Program Distribu	\$130,083,661	\$154,712,448	\$159,714,300	\$5,001,852	3.23%

**TABLE IV
GENERAL FUND**

	FYE 2017 Audited Actuals	FYE 2018 Approved Budget	FYE 2019 Approved Budget	FTE/Dollar Change	Percent Change
Number of Positions (FTE)	309.09	329.67	364.85	35.18	10.67%
Revenue					
General Revenues	\$87,737,762	\$93,871,307	\$98,301,172	\$4,429,865	4.72%
Transfer in from TFCA/MSIF	\$541,767	\$968,779	\$849,835	(\$118,944)	(12.28%)
Total Revenue	\$88,279,529	\$94,840,086	\$99,151,007	\$4,310,921	4.55%
Personnel Expenditures					
Permanent Salaries	\$34,242,744	\$37,922,915	\$42,671,415	\$4,748,500	12.52%
Overtime Salaries	\$261,757	\$298,038	\$375,196	\$77,158	25.89%
Temporary Salaries	\$555,227	\$77,554	\$95,958	\$18,404	23.73%
Payroll Taxes	\$648,799	\$543,308	\$617,040	\$73,733	13.57%
Pension Benefits	\$5,345,840	\$7,103,634	\$8,587,259	\$1,483,625	20.89%
FICA Replacement Benefits	\$607,411	\$583,732	\$630,355	\$46,622	7.99%
Group Insurance Benefits	\$7,680,085	\$8,704,341	\$8,943,031	\$238,690	2.74%
Employee Transportation Subsidy	\$378,031	\$453,481	\$440,457	(\$13,024)	(2.87%)
Workers' Compensation	\$112,478	\$211,222	\$211,372	\$150	0.07%
Other Post-Employment Benefits	\$3,753,678	\$3,673,428	\$3,676,028	\$2,601	0.07%
Board Stipends	\$64,950	\$92,000	\$92,000		
Vacancy Savings		(\$2,203,833)	(\$1,934,850)	\$268,982	(12.21%)
Total Personnel Expenditures	\$53,651,002	\$57,459,820	\$64,405,260	\$6,945,440	12.09%
Services & Supplies Expenditures					
Travel In-State	\$115,738	\$209,332	\$215,282	\$5,950	2.84%
Travel Out-Of-State	\$96,018	\$176,125	\$194,025	\$17,900	10.16%
Training & Education	\$300,783	\$736,021	\$691,429	(\$44,592)	(6.06%)
Repair & Maintenance (Equipment)	\$599,913	\$888,795	\$1,029,007	\$140,212	15.78%
Communications	\$717,897	\$764,331	\$801,131	\$36,800	4.81%
Building Maintenance	\$79,381	\$316,221	\$469,977	\$153,756	48.62%
Utilities	\$107,796	\$226,326	\$241,481	\$15,155	6.70%
Postage	\$50,859	\$135,740	\$145,240	\$9,500	7.00%
Printing & Reproduction	\$314,754	\$454,639	\$408,039	(\$46,600)	(10.25%)
Equipment Rental	\$57,659	\$30,000	\$33,000	\$3,000	10.00%
Rents & Leases	\$1,327,843	\$2,945,670	\$2,999,751	\$54,081	1.84%
Professional Services & Contracts	\$13,071,689	\$21,827,540	\$20,041,972	(\$1,785,568)	(8.18%)
General Insurance	\$361,193	\$691,000	\$400,000	(\$291,000)	(42.11%)
Shop & Field Supplies	\$382,290	\$565,463	\$563,157	(\$2,306)	(0.41%)
Laboratory Supplies	\$129,607	\$163,741	\$164,329	\$588	0.36%
Gasoline & Variable Fuel	\$192,425	\$230,000	\$230,000		
Computer Hardware & Software	\$325,782	\$626,537	\$734,465	\$107,928	17.23%
Stationery & Office Supplies	\$33,969	\$117,252	\$124,550	\$7,298	6.22%
Books & Journals	\$29,785	\$75,444	\$73,923	(\$1,521)	(2.02%)
Minor Office Equipment	\$3,810	\$15,653	\$115,603	\$99,950	638.54%
Other Financing Resource	\$10,700,000				
Total Services & Supplies Expenditures	\$28,999,191	\$31,195,830	\$29,676,361	(\$1,519,469)	(4.87%)
Capital Expenditures					
Leasehold Improvements		\$75,000	\$75,000		
Building & Grounds	\$30,221				
Office Equipment	\$56,554	\$100,000	\$50,000	(\$50,000)	(50.00%)
Computer & Network Equipment	\$2,597,837	\$3,300,000	\$2,640,000	(\$660,000)	(20.00%)
Motorized Equipment	\$34,000	\$32,000	\$25,000	(\$7,000)	(21.88%)
Lab & Monitoring Equipment	\$907,879	\$1,761,275	\$1,466,556	(\$294,719)	(16.73%)
Communications Equipment		\$400,000	\$400,000		
General Equipment		\$23,500		(\$23,500)	(100.00%)
Total Capital Expenditures	\$3,626,490	\$5,691,775	\$4,656,556	(\$1,035,219)	(18.19%)
Transfer Out		\$492,661	\$412,830	(\$79,831)	(16.20%)
Total Expenditures	\$86,276,682	\$94,840,086	\$99,151,007	\$4,310,921	4.55%
Program Distributions	\$2,002,846				
Total Expenditures Including Program Distributions	\$88,279,529	\$94,840,086	\$99,151,007	\$4,310,921	4.55%

**TABLE V
CARL MOYER FUND**

	FYE 2017 Audited Actuals	FYE 2018 Approved Budget	FYE 2019 Approved Budget	FTE/Dollar Change	Percent Change
Number of Positions (FTE)	2.33	2.62	5.39	2.77	105.73%
Revenue					
Admin Cost Income	\$406,554	\$457,441	\$961,036	\$503,595	110.09%
Program Revenues	\$5,922,319	\$6,710,883	\$14,447,996	\$7,737,113	115.29%
General Fund Subsidy					
Total Revenue	\$6,328,872	\$7,168,324	\$15,409,032	\$8,240,708	114.96%
Personnel Expenditures					
Permanent Salaries	\$258,616	\$283,005	\$564,784	\$281,780	99.57%
Overtime Salaries					
Temporary Salaries					
Payroll Taxes	\$3,890	\$4,003	\$8,071	\$4,069	101.66%
Pension Benefits	\$40,341	\$52,862	\$107,057	\$54,195	102.52%
FICA Replacement Benefits	\$3,190	\$3,050	\$9,268	\$6,218	203.90%
Group Insurance Benefits	\$40,967	\$49,683	\$78,273	\$28,589	57.54%
Employee Transportation Subsidy	\$2,692	\$2,891	\$4,855	\$1,964	67.94%
Workers' Compensation	\$790	\$1,679	\$3,123	\$1,444	86.02%
Other Post-Employment Benefits	\$28,420	\$29,194	\$54,307	\$25,113	86.02%
Total Personnel Expenditures	\$378,907	\$426,366	\$829,738	\$403,373	94.61%
Services & Supplies Expenditures					
Travel In-State	\$199	\$2,000		(\$2,000)	(100.00%)
Travel Out-Of-State					
Training & Education		\$1,500	\$1,500		
Repair & Maintenance (Equipment)					
Communications					
Building Maintenance					
Utilities					
Postage					
Printing & Reproduction		\$1,500	\$1,500		
Equipment Rental					
Rents & Leases					
Professional Services & Contracts	\$27,379	\$22,875	\$125,098	\$102,223	446.88%
General Insurance					
Shop & Field Supplies		\$1,000	\$1,000		
Laboratory Supplies					
Gasoline & Variable Fuel					
Computer Hardware & Software		\$1,000	\$1,000		
Stationery & Office Supplies	\$68	\$600	\$600		
Books & Journals		\$100	\$100		
Minor Office Equipment		\$500	\$500		
Depreciation & Amortization					
Non-Capital Assets					
Total Services & Supplies Expenditures	\$27,646	\$31,075	\$131,298	\$100,223	322.52%
Capital Expenditures					
Office Equipment					
Computer & Network Equipment					
Motorized Equipment					
General Equipment					
Total Capital Expenditures					
Transfer Out					
Total Expenditures	\$406,554	\$457,441	\$961,036	\$503,596	110.09%
Program Distributions	\$5,922,319	\$6,710,883	\$14,447,996	\$7,737,113	115.29%
Total Expenditures Including Program Distribu	\$6,328,872	\$7,168,324	\$15,409,032	\$8,240,709	114.96%

**TABLE VI
MOBILE SOURCE INCENTIVE FUND (MSIF)**

	FYE 2017 Audited Actuals	FYE 2018 Approved Budget	FYE 2019 Approved Budget	FTE/Dollar Change	Percent Change
Number of Positions (FTE)	4.03	4.22	3.44	(0.78)	(18.43%)
Revenue					
Admin Cost Income	\$5,939,413	\$762,811	\$782,669	\$19,858	2.60%
Program Revenues	\$1,113,748	\$11,257,327	\$11,740,043	\$482,716	4.29%
Transfer in from General Fund		\$11,551		(\$11,551)	(100.00%)
Total Revenue	\$7,053,161	\$12,031,689	\$12,522,712	\$491,023	4.08%
Personnel Expenditures					
Permanent Salaries	\$447,531	\$446,197	\$390,637	(\$55,560)	(12.45%)
Overtime Salaries	\$677	\$7,500		(\$7,500)	(100.00%)
Temporary Salaries					
Payroll Taxes	\$6,780	\$6,417	\$5,589	(\$828)	(12.90%)
Pension Benefits	\$70,302	\$83,310	\$75,301	(\$8,009)	(9.61%)
FICA Replacement Benefits	\$5,513	\$4,909	\$5,940	\$1,031	21.01%
Group Insurance Benefits	\$70,791	\$79,854	\$60,897	(\$18,957)	(23.74%)
Employee Transportation Subsidy	\$4,639	\$5,233	\$1,942	(\$3,291)	(62.89%)
Workers' Compensation	\$1,374	\$2,702	\$1,993	(\$709)	(26.24%)
Other Post-Employment Benefits	\$49,413	\$46,989	\$34,660	(\$12,329)	(26.24%)
Board Stipends					
Total Personnel Expenditures	\$657,020	\$683,111	\$576,959	(\$106,152)	(15.54%)
Services & Supplies Expenditures					
Travel In-State	\$636	\$2,000	\$2,000		
Travel Out-Of-State					
Training & Education		\$1,500	\$1,500		
Repair & Maintenance (Equipment)					
Communications	\$209	\$100	\$100		
Building Maintenance					
Utilities					
Postage					
Printing & Reproduction		\$1,500	\$1,500		
Equipment Rental					
Rents & Leases					
Professional Services & Contracts	\$5,168,881	\$7,270,000	\$7,270,000		
General Insurance					
Shop & Field Supplies					
Laboratory Supplies					
Gasoline & Variable Fuel					
Computer Hardware & Software		\$3,000	\$3,000		
Stationery & Office Supplies		\$500	\$500		
Books & Journals		\$200	\$200		
Minor Office Equipment		\$1,000	\$1,000		
Non-Capital Assets					
Total Services & Supplies Expenditures	\$5,169,726	\$7,279,800	\$7,279,800		
Capital Expenditures					
Computer & Network Equipment					
Motorized Equipment					
Communications Equipment					
General Equipment					
Total Capital Expenditures					
Transfer Out	\$112,667		\$126,010	\$126,010	
Total Expenditures	\$5,939,413	\$7,962,911	\$7,982,769	\$19,858	0.25%
Program Distributions	\$1,113,748	\$4,068,779	\$4,539,943	\$471,164	11.58%
Total Expenditures Including Program Distribu	\$7,053,161	\$12,031,690	\$12,522,712	\$491,022	4.08%

**TABLE VII
CALIFORNIA GOODS MOVEMENT BOND (CGMB)**

	FYE 2017 Audited Actuals	FYE 2018 Approved Budget	FYE 2019 Approved Budget	FTE/Dollar Change	Percent Change
Number of Positions (FTE)	2.62	3.16	2.73	(0.43)	(13.61%)
Revenue					
Admin Cost Income	\$64,361	\$150,000	\$150,000		
Program Revenues	\$977,787	\$16,000,000		(\$16,000,000)	(100.00%)
Transfer in from General Fund		\$481,110	\$412,830	(\$68,280)	(14.19%)
Total Revenue	\$1,042,148	\$16,631,110	\$562,830	(\$16,068,280)	(96.62%)
Personnel Expenditures					
Permanent Salaries	\$290,700	\$361,613	\$328,124	(\$33,489)	(9.26%)
Overtime Salaries	\$268				
Temporary Salaries	\$6,182				
Payroll Taxes	\$4,366	\$5,111	\$4,698	(\$413)	(8.09%)
Pension Benefits	\$45,455	\$67,504	\$63,145	(\$4,359)	(6.46%)
FICA Replacement Benefits	\$3,686	\$3,678	\$4,723	\$1,045	28.40%
Group Insurance Benefits	\$46,591	\$60,956	\$41,693	(\$19,264)	(31.60%)
Employee Transportation Subsidy	\$3,300	\$5,011	\$1,359	(\$3,651)	(72.87%)
Workers' Compensation	\$882	\$2,025	\$1,582	(\$443)	(21.88%)
Other Post-Employment Benefits	\$31,713	\$35,211	\$27,506	(\$7,705)	(21.88%)
Board Stipends					
Total Personnel Expenditures	\$433,143	\$541,110	\$472,830	(\$68,279)	(12.62%)
Services & Supplies Expenditures					
Travel In-State	\$1,275	\$2,000	\$2,000		
Travel Out-Of-State					
Training & Education	\$150	\$1,500	\$1,500		
Repair & Maintenance (Equipment)					
Communications					
Building Maintenance					
Utilities	\$166	\$400	\$400		
Postage		\$100	\$100		
Printing & Reproduction		\$500	\$500		
Equipment Rental					
Rents & Leases	\$24,696	\$30,000	\$30,000		
Professional Services & Contracts	\$42,693	\$50,000	\$50,000		
General Insurance					
Shop & Field Supplies		\$3,000	\$3,000		
Laboratory Supplies					
Gasoline & Variable Fuel					
Computer Hardware & Software		\$1,500	\$1,500		
Stationery & Office Supplies		\$1,000	\$1,000		
Books & Journals					
Minor Office Equipment					
Non-Capital Assets					
Total Services & Supplies Expenditures	\$68,980	\$90,000	\$90,000		
Capital Expenditures					
Office Equipment					
Computer & Network Equipment					
Motorized Equipment					
Communications Equipment					
General Equipment					
Total Capital Expenditures					
Transfers Out	(\$437,762)				
Total Expenditures	\$64,361	\$631,110	\$562,830	(\$68,279)	(10.82%)
Program Distributions	\$977,787	\$16,000,000		(\$16,000,000)	(100.00%)
Total Expenditures Including Program Distributions	\$1,042,148	\$16,631,110	\$562,830	(\$16,068,279)	(96.62%)

**TABLE VIII
TRANSPORTATION FUND FOR CLEAN AIR (TFCA)**

	FYE 2017 Audited Actuals	FYE 2018 Approved Budget	FYE 2019 Approved Budget	FTE/Dollar Change	Percent Change
Number of Positions (FTE)	10.11	17.03	11.97	(5.05)	(29.68%)
Revenue					
Admin Cost Income	\$972,152	\$1,702,577	\$1,616,919	(\$85,658)	(5.03%)
Program Revenues	\$16,905,490	\$16,511,109	\$22,654,533	\$6,143,424	37.21%
Total Revenue	\$17,877,643	\$18,213,686	\$24,271,452	\$6,057,766	33.26%
Personnel Expenditures					
Permanent Salaries	\$1,120,665	\$1,812,906	\$1,227,197	(\$585,709)	(32.31%)
Overtime Salaries	\$101,454	\$115,000	\$30,000	(\$85,000)	(73.91%)
Temporary Salaries	\$26,497				
Payroll Taxes	\$16,833	\$27,301	\$17,967	(\$9,334)	(34.19%)
Pension Benefits	\$175,141	\$338,542	\$237,501	(\$101,041)	(29.85%)
FICA Replacement Benefits	\$15,063	\$19,821	\$20,620	\$799	4.03%
Group Insurance Benefits	\$180,462	\$322,053	\$195,715	(\$126,337)	(39.23%)
Employee Transportation Subsidy	\$12,297	\$19,761	\$8,133	(\$11,628)	(58.85%)
Workers' Compensation	\$3,424	\$10,910	\$6,937	(\$3,973)	(36.42%)
Other Post-Employment Benefits	\$123,158	\$189,744	\$120,647	(\$69,097)	(36.42%)
Board Stipends					
Total Personnel Expenditures	\$1,774,992	\$2,856,038	\$1,864,717	(\$991,321)	(34.71%)
Services & Supplies Expenditures					
Travel In-State	\$5,587	\$17,200	\$17,200		
Travel Out-Of-State			\$4,000	\$4,000	
Training & Education		\$11,700	\$12,200	\$500	4.27%
Repair & Maintenance (Equipment)					
Communications	\$4,979	\$6,000	\$4,000	(\$2,000)	(33.33%)
Building Maintenance					
Utilities					
Postage		\$9,000	\$9,000		
Printing & Reproduction	\$5,000	\$25,000	\$25,000		
Equipment Rental					
Rents & Leases					
Professional Services & Contracts	\$775,374	\$2,151,000	\$1,803,007	(\$347,993)	(16.18%)
General Insurance					
Shop & Field Supplies		\$3,500	\$3,500		
Laboratory Supplies					
Gasoline & Variable Fuel					
Computer Hardware & Software	\$749	\$7,400	\$7,400		
Stationery & Office Supplies	\$5,522	\$3,000	\$3,000		
Books & Journals		\$500	\$440	(\$60)	(12.00%)
Minor Office Equipment		\$400	\$400		
Non-Capital Assets					
Total Services & Supplies Expenditures	\$797,210	\$2,234,700	\$1,889,147	(\$345,553)	(15.46%)
Capital Expenditures					
Office Equipment					
Computer & Network Equipment					
Motorized Equipment					
Lab & Monitoring Equipment					
Communications Equipment					
General Equipment					
Total Capital Expenditures					
Transfers Out	\$859,485	\$976,358	\$723,825	(\$252,533)	(25.86%)
Total Expenditures	\$3,431,688	\$6,067,096	\$4,477,689	(\$1,589,407)	(26.20%)
Program Distributions	\$14,445,955	\$12,146,590	\$19,793,763	\$7,647,173	62.96%
Total Expenditures Including Program Distributions	\$17,877,643	\$18,213,686	\$24,271,452	\$6,057,766	33.26%

**TABLE IX
OTHER GRANTS REVENUE FUND**

	FYE 2017 Audited Actuals	FYE 2018 Approved Budget	FYE 2019 Approved Budget	FTE/Dollar Change	Percent Change
Number of Positions (FTE)	0.49	2.28	8.62	6.34	277.66%
Revenue					
Admin Cost Income	\$134,916	\$827,553	\$1,965,527	\$1,137,974	137.51%
Program Revenues	\$9,367,392	\$5,000,000	\$5,831,740	\$831,740	16.63%
Total Revenue	\$9,502,309	\$5,827,553	\$7,797,267	\$1,969,714	33.80%
Personnel Expenditures					
Permanent Salaries	\$55,486	\$254,553	\$948,452	\$693,900	272.60%
Overtime Salaries	\$202		\$25,000	\$25,000	
Temporary Salaries					
Payroll Taxes	\$827	\$3,592	\$13,926	\$10,334	287.71%
Pension Benefits	\$8,506	\$47,439	\$180,209	\$132,770	279.87%
FICA Replacement Benefits	\$613	\$2,657	\$14,957	\$12,300	462.97%
Group Insurance Benefits	\$8,328	\$44,628	\$118,894	\$74,266	166.41%
Employee Transportation Subsidy	\$687	\$3,989	\$3,243	(\$746)	(18.69%)
Workers' Compensation	\$170	\$1,462	\$4,994	\$3,532	241.48%
Other Post-Employment Benefits	\$6,097	\$25,434	\$86,851	\$61,418	241.48%
Board Stipends					
Total Personnel Expenditures	\$80,915	\$383,753	\$1,396,527	\$1,012,774	263.91%
Services & Supplies Expenditures					
Travel In-State		\$11,800	\$23,200	\$11,400	96.61%
Travel Out-Of-State		\$2,300	\$17,100	\$14,800	643.48%
Training & Education	\$2,378	\$4,000	\$11,000	\$7,000	175.00%
Repair & Maintenance (Equipment)					
Communications					
Building Maintenance					
Utilities					
Postage					
Printing & Reproduction					
Equipment Rental					
Rents & Leases					
Professional Services & Contracts	\$51,623	\$425,000	\$517,000	\$92,000	21.65%
General Insurance					
Shop & Field Supplies					
Laboratory Supplies					
Gasoline & Variable Fuel					
Computer Hardware & Software					
Stationery & Office Supplies		\$500	\$500		
Books & Journals		\$200	\$200		
Minor Office Equipment					
Non-Capital Assets					
Total Services & Supplies Expenditures	\$54,001	\$443,800	\$569,000	\$125,200	28.21%
Capital Expenditures					
Office Equipment					
Computer & Network Equipment					
Motorized Equipment					
Lab & Monitoring Equipment					
Communications Equipment					
General Equipment					
Total Capital Expenditures					
Transfers Out					
Total Expenditures	\$134,916	\$827,553	\$1,965,527	\$1,137,974	137.51%
Program Distributions	\$9,367,392	\$5,000,000	\$5,831,740	\$831,740	16.63%
Total Expenditures Including Program Distributions	\$9,502,309	\$5,827,553	\$7,797,267	\$1,969,714	33.80%

**TABLE X
GENERAL FUND EXPENDITURES BY DIVISION**

	FYE 2017 Audited Program Expenditures	FYE 2018 Approved Program Budget	FYE 2019 Approved Program Budget	FTE/Dollar Change	Percent Change
Executive Office					
Executive	\$3,640,637	\$4,473,255	\$4,826,228	\$352,972	7.89%
Bay Area Regional Collaborative (BARC)	\$233,749	\$255,000	\$255,000		
Board of Directors	\$234,336	\$235,610	\$303,708	\$68,098	28.90%
Hearing Board	\$41,502	\$100,927	\$89,316	(\$11,611)	(11.50%)
Advisory Council	\$29,451	\$47,503	\$35,150	(\$12,354)	(26.01%)
My Air Online	\$2,997,505	\$3,399,979	\$3,154,548	(\$245,431)	(7.22%)
Community Health Protection	\$1,270,951	\$1,435,280	\$2,511,345	\$1,076,065	74.97%
Website Development & Maintenance	\$1,283,768	\$1,170,912	\$1,383,031	\$212,119	18.12%
Rule Development	\$1,600,627	\$1,659,681	\$1,988,094	\$328,414	19.79%
Finance/Accounting	\$1,852,244	\$1,947,458	\$2,064,453	\$116,995	6.01%
Total Executive	\$13,184,769	\$14,725,605	\$16,610,872	\$1,885,267	12.80%
Administrative Resources Division					
Payroll	\$219,687	\$250,619	\$374,661	\$124,042	49.49%
Benefit Administration	\$2,845,605	\$3,223,353	\$2,984,072	(\$239,280)	(7.42%)
Organizational Development	\$291,525	\$324,413	\$381,551	\$57,138	17.61%
Employment Relations	\$590,454	\$629,393	\$585,706	(\$43,687)	(6.94%)
Diversity Equity & Inclusion		\$879,396	\$866,231	(\$13,165)	(1.50%)
Recruitment & Testing	\$469,976	\$568,614	\$556,390	(\$12,224)	(2.15%)
Facilities	\$1,011,591	\$763,339	\$1,052,566	\$289,227	37.89%
Communications	\$895,899	\$1,156,092	\$1,036,013	(\$120,079)	(10.39%)
375 Beale Street	\$32,129	\$1,300,000	\$1,300,000		
Purchasing	\$699,731	\$1,124,233	\$1,001,657	(\$122,577)	(10.90%)
Shared Services	\$2,481,508	\$2,100,000	\$2,251,490	\$151,490	7.21%
Fleet Services	\$720,698	\$1,031,483	\$1,056,514	\$25,031	2.43%
Total Administrative Resources	\$10,258,805	\$13,350,935	\$13,446,850	\$95,915	0.72%
Legal Services					
Legal Counsel	\$1,484,945	\$1,737,235	\$1,981,708	\$244,473	14.07%
Hearing Board Proceedings	\$73,465	\$65,881	\$45,507	(\$20,374)	(30.93%)
Penalties Enforcement & Settlement	\$1,244,631	\$805,174	\$761,335	(\$43,840)	(5.44%)
Litigation	\$371,988	\$566,574	\$569,022	\$2,448	0.43%
Total Legal	\$3,175,029	\$3,174,864	\$3,357,572	\$182,708	5.75%
Communications Office					
Media Relations	\$1,364,533	\$1,508,895	\$1,584,565	\$75,670	5.01%
Intermittent Control Programs	\$1,126,119	\$1,529,140	\$1,445,903	(\$83,237)	(5.44%)
Spare the Air (CMAQ)	\$930,049	\$1,000,000	\$1,000,000		
Total Communication & Outreach	\$3,420,702	\$4,038,035	\$4,030,468	(\$7,567)	(0.19%)
Technology Implementation Office					
Greenhouse Gas Technologies - Stationary	\$51,629	\$500,000	\$4,399,336	\$3,899,336	779.87%
Total Technology Implementation	\$51,629	\$500,000	\$4,399,336	\$3,899,336	
Strategic Incentives					
Carbon Offset Fund	\$783	\$2,218		(\$2,218)	(100.00%)
Grant Program Development	\$699,076	\$584,243	\$532,024	(\$52,219)	(8.94%)
Total Strategic Incentives	\$699,859	\$586,461	\$532,024	(\$54,437)	(9.28%)

Compliance & Enforcement					
Enforcement	\$4,140,518	\$4,436,918	\$4,969,371	\$532,454	12.00%
Compliance Assistance & Operations	\$2,620,320	\$2,938,303	\$2,990,164	\$51,861	1.76%
Compliance Assistance	\$5,739,246	\$5,909,753	\$7,737,974	\$1,828,220	30.94%
Total Compliance & Enforcement	\$12,500,084	\$13,284,973	\$15,697,509	\$2,412,535	18.16%
Engineering					
Permit Evaluation	\$4,565,686	\$4,626,247	\$6,907,583	\$2,281,336	49.31%
Permit Renew als	\$745,139	\$950,464	\$1,224,990	\$274,526	28.88%
Air Toxics	\$1,627,855	\$3,661,245	\$1,410,915	(\$2,250,330)	(61.46%)
Permit Operations	\$715,112	\$1,072,012	\$872,709	(\$199,302)	(18.59%)
Title V	\$710,746	\$1,798,380	\$1,628,956	(\$169,424)	(9.42%)
Engineering Special Projects	\$512,836	\$1,156,507	\$786,868	(\$369,640)	(31.96%)
Total Engineering	\$8,877,373	\$13,264,855	\$12,832,021	(\$432,834)	(3.26%)
Planning & Climate Protection					
Source Inventories	\$961,875	\$1,337,928	\$1,275,640	(\$62,288)	(4.66%)
Air Quality Plans	\$794,158	\$333,745	\$930,293	\$596,548	178.74%
Air Quality Modeling Support	\$998,734	\$747,100	\$810,263	\$63,163	8.45%
Air Quality Modeling & Research	\$601,450	\$738,376	\$717,136	(\$21,240)	(2.88%)
Mobile Source Measures	\$978,980	\$1,314,565	\$1,191,856	(\$122,709)	(9.33%)
Climate Protection	\$1,729,318	\$6,987,373	\$2,060,582	(\$4,926,791)	(70.51%)
Community Air Risk Evaluation (CARE)	\$702,330	\$648,776	\$1,073,663	\$424,887	65.49%
Total Planning & Climate Protection	\$6,766,845	\$12,107,863	\$8,059,434	(\$4,048,429)	(33.44%)
Information Services					
Information Management Records & Content	\$369,509	\$1,549,198	\$1,076,925	(\$472,273)	(30.49%)
Information Systems Software Development	\$1,356,358	\$1,687,719	\$1,658,829	(\$28,891)	(1.71%)
Information Technology Engineering & Operation	\$3,300,768	\$3,788,167	\$3,757,389	(\$30,778)	(0.81%)
Total Information Services	\$5,026,635	\$7,025,085	\$6,493,143	(\$531,942)	(7.57%)
Meteorology, Measurement & Rules					
Ambient Air Monitoring	\$3,911,733	\$6,680,041	\$7,301,961	\$621,920	9.31%
laboratory	\$1,321,962	\$1,518,171	\$1,204,612	(\$313,558)	(20.65%)
Source Test	\$2,445,912	\$2,779,773	\$3,291,981	\$512,208	18.43%
Meteorology	\$758,620	\$657,822	\$868,276	\$210,453	31.99%
Air Monitoring Instrument Performance Evaluatio	\$569,799	\$602,501	\$603,618	\$1,117	0.19%
BioWatch Monitoring	\$1,114,626	\$1,410,385	\$1,323,775	(\$86,610)	(6.14%)
Infrastructure and Records Management	\$623,270	\$681,218	\$590,741	(\$90,476)	(13.28%)
Mobile Monitoring	\$327,264	\$162,670	\$28,834	(\$133,836)	
Total Meteorology, Measurement & Rules	\$11,073,185	\$14,492,581	\$15,213,799	\$721,217	4.98%
Vacancy Savings		(\$2,203,833)	(\$1,934,850)	\$268,983	(12.21%)
Other Financing Uses	\$10,700,000				100.00%
Program Distributions	\$2,002,846				
Transfer Out	\$541,767	\$492,661	\$412,830	(\$79,831)	(16.20%)
Total of All Divisions	\$88,279,529	\$94,840,086	\$99,151,007	\$4,310,921	4.55%

(PAGE INTENTIONALLY LEFT BLANK)

CAPITAL EXPENDITURES

**TABLE XI
CAPITAL EXPENDITURE SUMMARY**

The list below includes all capital expenditures budgeted for FYE 2019.

	<u>Description</u>	<u>PGM</u>	<u>Capital Type</u>	<u>Amount</u>	<u>Program Total</u>	<u>Division Total</u>
1	One (1) Analytical Equipment for Mobile Speciation Platform	802	Lab & Monitoring	481,618		
2	One (1) Analytical Equipment for Dense Spatial Monitoring Platform	802	Lab & Monitoring	260,000		
3	One (1) Analytical Equipment for Air Quality Characterization	802	Lab & Monitoring	200,000		
4	One (1) Analytical Equipment for Fixed Site Monitoring Network	802	Lab & Monitoring	150,000	1,091,618	
5	Four (4) Source Test Analyzers	804	Lab & Monitoring	75,508		
6	One (1) FTIR Analyzer	804	Lab & Monitoring	94,000		
7	One (1) Trailer for FTIR Instrumentation	804	Motorized Equipment	25,000		
8	Two (1) Calibration Gas Dilution Systems	804	Lab & Monitoring	17,000	211,508	
9	Two (1) Air Monitoring Equipment	807	Lab & Monitoring	20,000	20,000	<u>1,323,126</u>
10	Two (2) Hydrogen Sulfide Analyzer	401	Lab & Monitoring	34,650		
11	One (1) TVA FID System	401	Lab & Monitoring	13,180	47,830	
12	One (1) Optical Gas Imaging Camera	403	Lab & Monitoring	100,000		
13	One (1) Monitoring Equipment	403	Lab & Monitoring	20,600	120,600	<u>168,430</u>
14	One (1) Equipment for Record Keeping	712	Office Equipment	50,000		
15	Record Management Software System	712	Computer & Network Equipment	140,000	190,000	
16	Business Continuity Site	726	Leasehold Improvement	75,000		
17	Capital Lease for servers, telecommunications & hardware	726	Communications Equipment	400,000	475,000	<u>665,000</u>
18	Public Permitting & Compliance Systems	125	Computer & Network Equipment	2,500,000	2,500,000	<u>2,500,000</u>
Total Capital Expenditures						4,656,556

**TABLE XII
CAPITAL EXPENDITURES DETAIL**

	<u>Item Description</u>	<u>Cost</u>	<u>Program/ Capital Type</u>
1	<u>One (1) Analytical Equipment for Mobile Speciation Platform</u> Characterization for community level air quality for AB617 and Reg 12-15 will require the ability to do precise speciation at a variety of locations within each community to better characterize air quality exposure and determine source apportionment.	\$481,618	802/Lab & Monitoring
2	<u>One (1) Analytical Equipment for Dense Spatial Monitoring Platform</u> AB617 and Reg 12-15 community level air quality assessments will require assessment of air quality with higher spatial resolution	\$260,000	802/Lab & Monitoring
3	<u>One (1) Analytical Equipment for Air Quality Characterization</u> Analytical instrumentation to support 12-15 and AB617 through expansion of the fixed site network and monitoring capabilities in the existing sites.	\$200,000	802/Lab & Monitoring
4	<u>One (1) Analytical Equipment for Fixed Site Monitoring Network</u> Air quality analyzers to replace aging equipment in existing air monitoring sites	\$150,000	802/Lab & Monitoring
5	<u>Four (4) Source Test Analyzers</u> Replace current equipments that significantly past their useful lifetimes	\$75,508	804/Lab & Monitoring
6	<u>One (1) FTIR Analyzer</u> Fourier Transform Infrared Spectrometer to support Regulation 11, Rule 18, AB-617 and other ongoing air toxics measurement programs and data support.	\$94,000	804/Lab & Monitoring
7	<u>One (1) Trailer for FTIR Instrumentation</u> Trailer to house Fourier Transform Infrared Spectrometer to support Regulation 11, Rule 18 and AB-617 air toxics measurement and data support.	\$25,000	804/Motorized Equipment
8	<u>Two (1) Calibration Gas Dilution Systems</u> Improve instrument calibration efficiency and save cost on calibration gases.	\$17,000	804/Lab & Monitoring
9	<u>Two (1) Air Monitoring Equipments</u> Replace equipment has reached the end of its useful life and is requiring frequent repairs.	\$20,000	807/Lab & Monitoring
10	<u>Two (2) Hydrogen Sulfide Analyzer</u> The Jerome J605 is a field instrument used by inspection staff to measure hydrogen sulfide concentrations in ambient air in the low ppb ranges. The current Jerome instruments are older devices that have reached their end of useful life (over 15 years old).	\$34,650	401/Lab & Monitoring
11	<u>One (1) TVA FID System</u> The TVA is used to detect leaks and enforce volatile organic compound regulations at gasoline bulk terminals, sewage treatment plants, landfills, refineries and a variety of other sources.	\$13,180	401/Lab & Monitoring
12	<u>One (1) Optical Gas Imaging Camera</u> C&E currently has an older version of gas imaging camera and is at the end of its useful life and needs replacement to continue the work of finding and abating large VOC emissions. Having this camera has lead to the reduction of many tons of VOC. Without one large leaks will go undetected.	\$100,000	403/Lab & Monitoring
13	<u>One (1) Monitoring Equipment</u> The TVA is needed for leak detection and repair (LDAR) program for various compliance programs.	\$20,600	403/Lab & Monitoring
14	<u>One (1) Equipment for Record Management</u> Office Equipments	\$50,000	712/Office Equipment
15	<u>Record Management Software System</u> Management Software	\$140,000	712/Computer & Network Equipment
16	<u>Business Continuity Site</u> Business Continuity site for tasks requiring a physical presence (e.g. printing of invoices and permits)	\$75,000	726/Leasehold Improvement
17	<u>Capital Lease for servers, telecommunications & hardware</u> planned lease payment on the District's Capital Lease for Computer, Networking & Telephony equipment	\$400,000	726/Communications Equipment
18	<u>Public Permitting & Compliance Systems</u> Development and implementation of permitting and enforcement software functionality for medium and complex facilities, including data cleanup and consolidation activities.	\$2,500,000	125/Computer & Network Equipment
	Total Capital Expenditures	\$4,656,556	

PROGRAM NARRATIVES AND EXPENDITURE DETAIL
GENERAL FUND

NOTE: DEFINITIONS ARE PROVIDED ON PAGES 194-196
AND ARE AN INTEGRAL PART OF THIS BUDGET DOCUMENT.

EXECUTIVE OFFICE DIVISION

Under the leadership and direction of the Executive Officer/APCO and the Board of Directors, the Executive Office guides the Bay Area Air Quality Management District (Air District) in meeting its mission of protecting and improving public health, air quality, and the global climate. To fulfill this mission, the Air District builds its programs and policies on sound science, develops them with technical expertise and rigor, and executes them with quality. Air District programs and policies include both traditional air quality management approaches and new strategies for achieving clean air.

In FYE 2019, 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:

- Refinery Emissions Reduction Program and Rulemaking
- Climate Action Work Program
- Clean Air Plan Implementation
- 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 2019, these key partnerships will also address regional coordination of climate protection activities, and implementation of State initiatives such as SB 1339, SB375 and AB32 at the regional level.

Executive Office		104
Managing Division: Executive		
Contact Person: Maricela Martinez		
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:		
Activities		
Develop policy initiatives to meet Air District goals and objectives.		
Coordinate development of District's legislative agenda and implement strategy for achieving Air District's legislative goals.		
Coordinate District activities with staff and stakeholders.		
Work with District Counsel to keep current on all notice of violation settlements.		
Monitor actions of and serve as liaison to regional governmental agencies (e.g. MTC, ABAG), federal and statewide governmental organizations (e.g. U.S. EPA, CARB, CAPCOA), and representatives of the regulated community.		
Compliance and enforcement actions.		
Administer the Bay Area Clean Air Foundation.		
Major Objectives		Delivery Date
Rule Development and Amendments		Ongoing
Issue all non-Title V permits on a timely basis (within a 45 day period)		Ongoing
Production System Implementation		Ongoing
Adopt District Budget for FYE 2019		6/30/2018

		FYE 2017 Audited Program Expenditures	FYE 2018 Approved Program Budget	FYE 2019 Approved Program Budget	FTE/Dollar Change	Percent Change
Number of Positions (FTE)		17.32	12.01	13.86	1.86	15.47%
Personnel Expenditures						
Permanent Salaries	51105	\$1,917,116	\$2,034,989	\$2,176,144	\$141,155	6.94%
Overtime Salaries	51150	\$1,372				
Temporary Salaries	51200	(\$990)				
Payroll Taxes	51300	\$28,918	\$29,009	\$31,250	\$2,241	7.73%
Pension Benefits	51400	\$299,393	\$383,126	\$424,742	\$41,617	10.86%
FICA Replacement Benefits	51500	\$23,681	\$13,975	\$24,373	\$10,398	74.41%
Group Insurance Benefits	51600	\$303,213	\$239,212	\$213,258	(\$25,955)	(10.85%)
Employee Transportation Subsidy	51700	\$20,728	\$13,618	\$10,249	(\$3,370)	(24.74%)
Workers' Compensation	51800	\$5,857	\$7,692	\$8,032	\$339	4.41%
Other Post-Employment Benefits	51850	\$210,678	\$133,780	\$139,680	\$5,900	4.41%
Board Stipends	51900					
Total Personnel Expenditures		\$2,809,967	\$2,855,402	\$3,027,728	\$172,326	6.04%
Services & Supplies Expenditures						
Travel In-State	52200	\$23,179	\$28,000	\$20,000	(\$8,000)	(28.57%)
Travel Out-Of-State	52225	\$43,117	\$50,001	\$50,000	(\$1)	(0.00%)
Training & Education	52300	\$42,496	\$20,500	\$20,500		
Repair & Maintenance (Equipment)	52400					
Communications	52500	\$13,796	\$10,000	\$5,000	(\$5,000)	(50.00%)
Building Maintenance	52600					
Utilities	52700					
Postage	52800		\$500		(\$500)	(100.00%)
Printing & Reproduction	52900	\$1,217	\$1,500	\$1,500		
Equipment Rental	53100					
Rents & Leases	53200					
Professional Services & Contracts	53300	\$713,832	\$1,506,000	\$1,700,000	\$194,000	12.88%
General Insurance	53400					
Shop & Field Supplies	53500					
Laboratory Supplies	53600					
Gasoline & Variable Fuel	53700	\$37				
Computer Hardware & Software	53800					
Stationery & Office Supplies	53900	\$3,825	\$1,000	\$1,000		
Books & Journals	54100	\$188	\$500	\$500		
Minor Office Equipment	54200					
Depreciation & Amortization	54300					
Non-Capital Assets	54600					
Total Services & Supplies Expenditure:		\$841,687	\$1,618,001	\$1,798,500	\$180,499	11.16%
Capital Expenditures						
Leasehold Improvements	60100					
Building & Grounds	60105					
Office Equipment	60110	\$56,554				
Computer & Network Equipment	60115					
Motorized Equipment	60120					
Lab & Monitoring Equipment	60125					
Communications Equipment	60130					
General Equipment	60135					
PM 2.5 Equipment	60140					
Biowatch Equipment	60145					
Total Capital Expenditures		\$56,554				
Transfers Out	70005	(\$67,570)				
Total Expenditures		\$3,640,637	\$4,473,403	\$4,826,228	\$352,825	7.89%

Bay Area Regional Collaborative (BARC)		105
Managing Division: Executive		
Contact Person: Greg Nudd		
Program Purpose: The Bay Area Regional Collaborative (BARC) is a consortium of Board/Commission representatives from the Bay Area Air Quality Management District, Metropolitan Transportation Commission, Association of Bay Area Governments, and Bay Conservation and Development Commission. The BARC addresses cross-cutting issues of regional significance through collaboration and coordination.		
Description of Program: The BARC has selected Climate Change as the primary focus of its work. The four regional agencies work together to create coordinated policies, increase efficiencies, leverage resources, and provide better services to local governments that are grappling with climate mitigation and adaptation issues. This program includes Air District financial support for the BARC's assistance to coordinate the Bay Area Clean Air Plan and Regional Climate Action Strategy with the climate policies and programs of the other regional agencies.		
Justification of Change Request: Air District funding support for the BARC was included in the Executive Office Program 104 budget and Planning Division Climate Program 608 budget in past fiscal years. Air District funding support for the BARC has been consolidated into this Program budget for FYE 2019.		
Activities		
Provide support for the BARC Executive Director and Program Associate to implement the BARC work plan		
Provide support for limited professional services as needed for the BARC work plan		
Participate in BARC meetings, Executive Director meetings, and cross-agency staff teams		
Coordinate with BARC and member agency staff on climate change issues		
Major Objectives		
Work with BARC and member agency staff to coordinate implementation of the Clean Air Plan/Regional Climate Action Strategy and the Sustainable Communities Strategy		Ongoing
Work with BARC and member agency staff to integrate the Air District's Planning Healthy Places guidance into the Sustainable Communities Strategy		Ongoing
Work with BARC and member agency staff to coordinate technical assistance to cities and counties regarding climate action plans		Ongoing

	FYE 2017 Audited Program Expenditures	FYE 2018 Approved Program Budget	FYE 2019 Approved Program Budget	FTE/Dollar Change	Percent Change
Number of Positions (FTE)					
Personnel Expenditures					
Permanent Salaries	51105				
Overtime Salaries	51150				
Temporary Salaries	51200				
Payroll Taxes	51300				
Pension Benefits	51400				
FICA Replacement Benefits	51500				
Group Insurance Benefits	51600				
Employee Transportation Subsidy	51700				
Workers' Compensation	51800				
Other Post-Employment Benefits	51850				
Board Stipends	51900				
Total Personnel Expenditures					
Services & Supplies Expenditures					
Travel In-State	52200				
Travel Out-Of-State	52225				
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	\$233,749	\$255,000	\$255,000	
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				
Depreciation & Amortization	54300				
Non-Capital Assets	54600				
Total Services & Supplies Expenditures		\$233,749	\$255,000	\$255,000	
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				
PM2.5 Equipment	60140				
Biowatch Equipment	60145				
Total Capital Expenditures					
Transfer In/Out	70005				
Total Expenditures		\$233,749	\$255,000	\$255,000	

Board of Directors		121
Managing Division: Executive		
Contact Person: Maricela Martinez		
Program Purpose: Oversee Activities of the Board of Directors.		
Description of Program: Administration of activities of the Board of Directors.		
Justification of Change Request:		
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 for Board of Directors Committee meetings, approximately 30 per year.		
Prepare all logistics for Board of Directors Committee meetings, approximately 30 per year.		
Implement Board of Directors remote participation protocol for Committee meetings.		
Maintain up to date Board of Directors contact information and standing committee rosters.		
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.		
Make travel, registration and payment arrangements Board of Directors participation at the annual Air and Waste Management Association Conference.		
Maintain archive of Board materials, including minutes, agendas, correspondence and adopted resolutions.		
Maintain the 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/Implementation of Compliance Recording.		Ongoing
Coordinate New Board Member Orientation.		Ongoing
Coordinate transition to new Chair of the Board of Directors.		January 2019
Coordinate Board of Directors Annual Retreat		January 2019
Coordinate update of Board Committee membership.		February 2019

	FYE 2017 Audited Program Expenditures	FYE 2018 Approved Program Budget	FYE 2019 Approved Program Budget	FTE/Dollar Change	Percent Change	
Number of Positions (FTE)	0.69	0.50	0.97	0.46	91.40%	
Personnel Expenditures						
Permanent Salaries	51105	\$77,032	\$47,167	\$104,520	\$57,353	121.59%
Overtime Salaries	51150					
Temporary Salaries	51200					
Payroll Taxes	51300	\$1,168	\$663	\$1,494	\$831	125.39%
Pension Benefits	51400	\$12,000	\$8,756	\$19,571	\$10,815	123.51%
FICA Replacement Benefits	51500	\$851	\$587	\$1,722	\$1,135	193.29%
Group Insurance Benefits	51600	\$11,744	\$9,608	\$14,484	\$4,876	50.75%
Employee Transportation Subsidy	51700	\$1,558	\$884	\$1,628	\$744	84.19%
Workers' Compensation	51800	\$235	\$323	\$559	\$236	73.07%
Other Post-Employment Benefits	51850	\$8,465	\$5,622	\$9,729	\$4,107	73.07%
Board Stipends	51900	\$55,300	\$60,000	\$60,000		
Total Personnel Expenditures		\$168,352	\$133,610	\$213,708	\$80,098	59.95%
Services & Supplies Expenditures						
Travel In-State	52200	\$17,937	\$14,000	\$14,000		
Travel Out-Of-State	52225	\$15,153	\$17,000	\$20,000	\$3,000	17.65%
Training & Education	52300	\$16,350	\$21,000	\$26,000	\$5,000	23.81%
Repair & Maintenance (Equipment)	52400					
Communications	52500					
Building Maintenance	52600					
Utilities	52700					
Postage	52800					
Printing & Reproduction	52900					
Equipment Rental	53100					
Rents & Leases	53200					
Professional Services & Contracts	53300	\$16,544	\$50,000	\$30,000	(\$20,000)	(40.00%)
General Insurance	53400					
Shop & Field Supplies	53500					
Laboratory Supplies	53600					
Gasoline & Variable Fuel	53700					
Computer Hardware & Software	53800					
Stationery & Office Supplies	53900					
Books & Journals	54100					
Minor Office Equipment	54200					
Depreciation & Amortization	54300					
Non-Capital Assets	54600					
Total Services & Supplies Expenditure:		\$65,983	\$102,000	\$90,000	(\$12,000)	(11.76%)
Capital Expenditures						
Leasehold Improvements	60100					
Building & Grounds	60105					
Office Equipment	60110					
Computer & Network Equipment	60115					
Motorized Equipment	60120					
Lab & Monitoring Equipment	60125					
Communications Equipment	60130					
General Equipment	60135					
PM 2.5 Equipment	60140					
Biowatch Equipment	60145					
Total Capital Expenditures						
Transfers Out	70005					
Total Expenditures		\$234,336	\$235,611	\$303,708	\$68,097	28.90%

Hearing Board		122
Managing Division: Executive		
Contact Person: Maricela Martinez		
Program Purpose: Records, documents, and maintains records of actions of the quasi-judicial Hearing Board.		
Description of Program: The Hearing Board is a quasi-judicial body that rules on particular cases that affect only individual facilities. It is authorized to hear requests for variance relief, permit revocation, abatement orders, and appeals by permit applicants, or by interested third parties, concerning the issuance or denial of permits.		
Justification of Change Request: None.		
Activities		
Prepare logistics for all Hearing Board meetings, including scheduling, polling, providing refreshments, preparation of facilities, and legal noticing requirements.		
Develop and maintain Hearing Board calendar and schedules.		
Attend all hearings of the Hearing Board.		
Develop and maintain Hearing Board calendar and schedules.		
Draft selected Orders for Hearing Board review and signature.		
Maintain Hearing Board matters in IRIS computer systems.		
Print and reproduce Hearing Board notices.		
Maintain Record of Actions (Docket Book).		
Prepare and maintain docket files for each hearing.		
Collect required fees from Applicants.		
Follow-up on actions resulting from Hearing Board Orders/decisions.		
Process incoming documents and inquiries.		
Make arrangements for all off-site hearings.		
Research, compile and prepare reports for presentation to the Board of Directors and others as requested by the Hearing Board.		
Arrange for Hearing Board members attendance at Hearing Board Conferences and CARB Trainings.		
Track, process and issue monthly travel reimbursement and per diem payments for each member of the Hearing Board.		
Arrange for Hearing Board attendance at National Judicial College.		
Arrange for attendance of two Hearing Board members at annual AWMA Conference.		
Archive Hearing Board Dockets and related documents.		
Maintain the 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

		FYE 2017 Audited Program Expenditures	FYE 2018 Approved Program Budget	FYE 2019 Approved Program Budget	FTE/Dollar Change	Percent Change
Number of Positions (FTE)		0.17	0.35	0.29	(0.06)	(16.63%)
Personnel Expenditures						
Permanent Salaries	51105	\$19,213	\$33,903	\$28,103	(\$5,800)	(17.11%)
Overtime Salaries	51150					
Temporary Salaries	51200					
Payroll Taxes	51300	\$288	\$477	\$401	(\$76)	(15.93%)
Pension Benefits	51400	\$2,997	\$6,301	\$5,115	(\$1,187)	(18.83%)
FICA Replacement Benefits	51500	\$272	\$405	\$521	\$116	28.64%
Group Insurance Benefits	51600	\$3,051	\$6,629	\$3,442	(\$3,187)	(48.08%)
Employee Transportation Subsidy	51700	\$192	\$610	\$641	\$32	5.18%
Workers' Compensation	51800	\$59	\$223	\$168	(\$55)	(24.62%)
Other Post-Employment Benefits	51850	\$2,111	\$3,879	\$2,924	(\$955)	(24.62%)
Board Stipends	51900	\$9,650	\$32,000	\$32,000		
Total Personnel Expenditures		\$37,832	\$84,428	\$73,316	(\$11,112)	(13.16%)
Services & Supplies Expenditures						
Travel In-State	52200	\$641	\$1,000	\$1,000		
Travel Out-Of-State	52225	\$587				
Training & Education	52300	\$1,210	\$2,000	\$2,000		
Repair & Maintenance (Equipment)	52400					
Communications	52500					
Building Maintenance	52600					
Utilities	52700					
Postage	52800					
Printing & Reproduction	52900		\$2,000	\$2,000		
Equipment Rental	53100					
Rents & Leases	53200					
Professional Services & Contracts	53300	\$1,231	\$10,000	\$10,000		
General Insurance	53400					
Shop & Field Supplies	53500					
Laboratory Supplies	53600					
Gasoline & Variable Fuel	53700					
Computer Hardware & Software	53800					
Stationery & Office Supplies	53900		\$500	\$250	(\$250)	(50.00%)
Books & Journals	54100		\$500	\$500		
Minor Office Equipment	54200		\$500	\$250	(\$250)	(50.00%)
Depreciation & Amortization	54300					
Non-Capital Assets	54600					
Total Services & Supplies Expenditures		\$3,669	\$16,500	\$16,000	(\$500)	(3.03%)
Capital Expenditures						
Leasehold Improvements	60100					
Building & Grounds	60105					
Office Equipment	60110					
Computer & Network Equipment	60115					
Motorized Equipment	60120					
Lab & Monitoring Equipment	60125					
Communications Equipment	60130					
General Equipment	60135					
PM 2.5 Equipment	60140					
Biowatch Equipment	60145					
Total Capital Expenditures						
Transfers Out	70005					
Total Expenditures		\$41,502	\$100,928	\$89,316	(\$11,612)	(11.51%)

Advisory Council		123
Managing Division: Executive		
Contact Person: Maricela Martinez		
Program Purpose: The Advisory Council studies and makes recommendations on specific matters referred from the Board of Directors or the Air Pollution Control Officer. Matters can include technical, social, economic and environmental aspects of air quality issues.		
Description of Program: The Advisory Council is comprised of 7 members, appointed by the Board of Directors. SB1415 requires that the Advisory Council members be skilled and experienced in the fields of air pollution, climate change, or the health impacts of air pollution. The Council advises and consults with the Board of Directors and Executive Officer, and makes recommendations and reports on matters that affect both policy and the legislative agenda. The Council will meet approximately (4) times per year. The meeting may include presentations by speakers who are experts in a specific topic. Presentations, materials and recommendations received are discussed and a report is prepared for the Board of Directors.		
Justification of Change Request: Advisory Council members will participate in the Annual Air & Waste Management Conference on behalf of the Air District.		
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 Advisory Council participation at the annual Air and Waste Management Association Conference.		
Maintain archive of Advisory Council materials, including minutes, agendas, and presentations.		
Maintain the District's website as it relates to the Advisory Council membership, calendar, meeting materials and minutes.		
Attend all regular and Committee meetings of the Advisory Council.		
Track, process and issue quarterly travel reimbursement for each member of the Advisory Council.		
Coordinate recruitment of new Advisory Council members as necessary.		
Major Objectives		Delivery Date
Coordinate activities of the Advisory Council.		Ongoing
Conduct approximately 4 meeting, based on the topics selected by the Board of Directors and Executive Officer.		Ongoing
Discuss the presentations, materials and recommendations received at the meetings, and prepare and present a report to the Board of Directors.		Ongoing

	FYE 2017 Audited Program Expenditures	FYE 2018 Approved Program Budget	FYE 2019 Approved Program Budget	FTE/Dollar Change	Percent Change
Number of Positions (FTE)	0.07	0.14	0.01	(0.13)	(92.84%)
Personnel Expenditures					
Permanent Salaries	51105	\$7,754	\$11,917	\$443	(\$11,473) (96.28%)
Overtime Salaries	51150				
Temporary Salaries	51200				
Payroll Taxes	51300	\$116	\$167	\$6	(\$161) (96.21%)
Pension Benefits	51400	\$1,228	\$2,206	\$80	(\$2,125) (96.36%)
FICA Replacement Benefits	51500	\$94	\$163	\$8	(\$154) (95.01%)
Group Insurance Benefits	51600	\$1,356	\$2,660	\$53	(\$2,607) (97.99%)
Employee Transportation Subsidy	51700	\$92	\$245	\$10	(\$235) (95.89%)
Workers' Compensation	51800	\$24	\$90	\$3	(\$87) (97.09%)
Other Post-Employment Benefits	51850	\$852	\$1,557	\$45	(\$1,511) (97.09%)
Board Stipends	51900				
Total Personnel Expenditures		\$11,517	\$19,003	\$650	(\$18,354) (96.58%)
Services & Supplies Expenditures					
Travel In-State	52200	\$2,838	\$7,500	\$7,500	
Travel Out-Of-State	52225	\$2,522	\$11,000	\$11,000	
Training & Education	52300	\$3,634	\$2,000	\$5,000	\$3,000 150.00%
Repair & Maintenance (Equipment)	52400				
Communications	52500				
Building Maintenance	52600				
Utilities	52700				
Postage	52800				
Printing & Reproduction	52900		\$3,000	\$3,000	
Equipment Rental	53100				
Rents & Leases	53200				
Professional Services & Contracts	53300	\$8,940	\$5,000	\$8,000	\$3,000 60.00%
General Insurance	53400				
Shop & Field Supplies	53500				
Laboratory Supplies	53600				
Gasoline & Variable Fuel	53700				
Computer Hardware & Software	53800				
Stationery & Office Supplies	53900				
Books & Journals	54100				
Minor Office Equipment	54200				
Depreciation & Amortization	54300				
Non-Capital Assets	54600				
Total Services & Supplies Expenditures		\$17,934	\$28,500	\$34,500	\$6,000 21.05%
Capital Expenditures					
Leasehold Improvements	60100				
Building & Grounds	60105				
Office Equipment	60110				
Computer & Network Equipment	60115				
Motorized Equipment	60120				
Lab & Monitoring Equipment	60125				
Communications Equipment	60130				
General Equipment	60135				
PM 2.5 Equipment	60140				
Biowatch Equipment	60145				
Total Capital Expenditures					
Transfer In/Out	70005				
Total Expenditures		\$29,451	\$47,503	\$35,150	(\$12,354) (26.01%)

My Air Online		125
Managing Division: Information Services		
Contact Person: Blair L Adams		
Program Purpose: This program provides design, development, implementation strategies and business systems support for the District's web presence and online transactions.		
Description of Program: This program is responsible for software development and implementation of online enterprise software systems for the District. These include public websites as well as online systems supporting permitting, compliance, incentives and presentation of data to the public.		
Justification of Change Request: None.		
Activities		
Website redesign and implementation.		
Website integration with current and future online systems.		
Permitting and compliance development and implementation.		
Public facing data system development and implementation.		
Major Objectives		Delivery Date
Redesign of public website and integration with existing online systems.		Daily
Permitting and compliance systems design, development, testing and deployment.		Daily
Design and implementation of public facing data system.		Daily
Support Databank and IRIS data transfer to the permitting and compliance systems.		Daily
Implementation of software development lifecycle standards		Daily

		FYE 2017 Audited Program Expenditures	FYE 2018 Approved Program Budget	FYE 2019 Approved Program Budget	FTE/Dollar Change	Percent Change
Number of Positions (FTE)		4.24	3.49	2.00	(1.49)	(42.66%)
Personnel Expenditures						
Permanent Salaries	51105	\$470,374	\$427,303	\$261,429	(\$165,874)	(38.82%)
Overtime Salaries	51150	\$171				
Temporary Salaries	51200					
Payroll Taxes	51300	\$7,084	\$6,066	\$3,747	(\$2,319)	(38.23%)
Pension Benefits	51400	\$73,470	\$80,117	\$52,027	(\$28,090)	(35.06%)
FICA Replacement Benefits	51500	\$6,001	\$4,060	\$3,426	(\$634)	(15.63%)
Group Insurance Benefits	51600	\$75,052	\$64,208	\$37,725	(\$26,483)	(41.25%)
Employee Transportation Subsidy	51700	\$4,870	\$6,137	\$3,884	(\$2,253)	(36.71%)
Workers' Compensation	51800	\$1,437	\$2,235	\$1,159	(\$1,076)	(48.15%)
Other Post-Employment Benefits	51850	\$51,691	\$38,865	\$20,151	(\$18,714)	(48.15%)
Board Stipends	51900					
Total Personnel Expenditures		\$690,150	\$628,992	\$383,548	(\$245,443)	(39.02%)
Services & Supplies Expenditures						
Travel In-State	52200	\$704	\$5,000	\$5,000		
Travel Out-Of-State	52225	\$1,437				
Training & Education	52300	\$9,007	\$15,000	\$15,000		
Repair & Maintenance (Equipment)	52400	\$76				
Communications	52500	\$919				
Building Maintenance	52600					
Utilities	52700					
Postage	52800					
Printing & Reproduction	52900		\$1,000	\$1,000		
Equipment Rental	53100					
Rents & Leases	53200					
Professional Services & Contracts	53300	\$127,095	\$150,000	\$150,000		
General Insurance	53400					
Shop & Field Supplies	53500					
Laboratory Supplies	53600					
Gasoline & Variable Fuel	53700					
Computer Hardware & Software	53800	\$102,281	\$100,000	\$100,000		
Stationery & Office Supplies	53900					
Books & Journals	54100					
Minor Office Equipment	54200					
Depreciation & Amortization	54300					
Non-Capital Assets	54600					
Total Services & Supplies Expenditures		\$241,519	\$271,000	\$271,000		
Capital Expenditures						
Leasehold Improvements	60100					
Building & Grounds	60105					
Office Equipment	60110					
Computer & Network Equipment	60115	\$2,065,836	\$2,500,000	\$2,500,000		
Motorized Equipment	60120					
Lab & Monitoring Equipment	60125					
Communications Equipment	60130					
General Equipment	60135					
PM 2.5 Equipment	60140					
Biowatch Equipment	60145					
Total Capital Expenditures		\$2,065,836	\$2,500,000	\$2,500,000		
Transfer In/Out	70005					
Total Expenditures		\$2,997,505	\$3,399,992	\$3,154,548	(\$245,443)	(7.22%)

Community Health Protection		302
Managing Division: Community Health Protection Office		
Contact Person: Luz Gomez and David Ralston		
Program Purpose: Act as the District's main point of contact with the public to increase public awareness, engage local community organizations in Air District activities and assist the public in understanding the roles that the public, business community and the Air District have in controlling air pollution. The Community Engagement Office also facilitates stakeholder engagement in Air Districts' programs; implements the Public Participation Plan; manages issue-specific advisory groups, Resource Teams, and Sponsorships; and oversees the Community Grant Program.		
Description of Program: This program engages the public, including students, community residents, advocates and other stakeholders, about Air District programs and air quality issues; responds to inquiries from the public about Air District programs and the purpose and functions of the Air District; and develops effective clean air partnerships with non-profit organizations. This program also receives and responds to stakeholder concerns through facilitated dialogue with other Air District divisions.		
Justification of Change Request: The Professional Service budget has been increased from FYE 2018 to account for expanded responsibilities under AB 617 implementation, including new contracts with community-based organizations for local planning efforts. Other increases: funding for third-party event-planning for the YES Conference; planning and implementation of special events (Bike the Bay); funding for community education lending lab. Categories for other professional services remain the same as prior years or have been reduced.		
Activities		
Work in partnership with community groups and across Air District Divisions to implement AB 617.		
Create and manage Issue-Specific Advisory Groups for early and meaningful public engagement.		
Continue Community Grant Program with a specific focus on supporting regional community education partnerships		
Update and continue implementation of the Public Participation Plan including the use of creative tools for obtaining public engagement in Air District efforts including the Online Civic Engagement platform.		
Build and maintain productive working relationships with Air District stakeholders.		
Work with stakeholders to raise public awareness of air quality issues; inform and engage public regarding Air District initiatives, rules, regulations, and policies.		
Receive public inquiries and coordinate response with appropriate Air District divisions.		
Represent Air District with various stakeholders, community organizations and regional collaborations.		
Guide, support, and coordinate public involvement activities for Air District divisions.		
Actively participate and provide direction to the Air District's Spare the Air Resource teams.		
Facilitate informational presentations by Air District staff to community groups, visiting groups, school groups, etc.		
Facilitate multilingual assistance and access to the Air District.		
Maintain and expand air quality education for Limited English Proficient populations in Chinese, Tagalog, Spanish and Vietnamese in print, recorded and web-based (SparetheAirNow.org and BAAQMD.gov) formats.		
Develop partnerships with public health non-profits to promote clean air.		
Host International Delegations.		
Major Objectives		Delivery Date
Implement multiple aspects of AB 617 and track progress		6/30/2019
Create and manage issue-specific advisory groups as needed for new plans, rules and Air District initiatives		6/30/2019
Provide oversight of the Spare the Air Youth program including the annual YES conference.		6/30/2019
Continue Community Grant Program and create new AB 617 local action planning grant program		6/30/2019
Plan and implement special events including a Bike around the Bay engagement multi-day event		6/30/2019
Develop plan for effective outreach to Limited English Speaking communities in the Bay Area		6/30/2019
Coordinate District presence at public events, including events targeting Limited English Proficient populations.		6/30/2019
Plan, stock, and manage a community educational and lending lab		6/30/2019
Coordinate a readiness assessment for AB 617 communities		6/30/2019
Assist in stakeholder engagement process for District rule development processes.		6/30/2019
Foster positive working relationships with public health and other non-profit organizations to increase support for Air District's mission and vision.		6/30/2019

		FYE 2017 Audited Program Expenditures	FYE 2018 Approved Program Budget	FYE 2019 Approved Program Budget	FTE/Dollar Change	Percent Change
Number of Positions (FTE)		5.23	4.83	8.92	4.09	84.62%
Personnel Expenditures						
Permanent Salaries	51105	\$579,350	\$584,131	\$1,038,526	\$454,395	77.79%
Overtime Salaries	51150	\$11,467				
Temporary Salaries	51200	\$2,066				
Payroll Taxes	51300	\$8,757	\$8,258	\$14,863	\$6,606	79.99%
Pension Benefits	51400	\$90,486	\$109,059	\$201,159	\$92,100	84.45%
FICA Replacement Benefits	51500	\$6,893	\$5,621	\$15,531	\$9,910	176.31%
Group Insurance Benefits	51600	\$90,386	\$98,004	\$147,133	\$49,129	50.13%
Employee Transportation Subsidy	51700	\$6,368	\$7,379	\$14,642	\$7,263	98.43%
Workers' Compensation	51800	\$1,770	\$3,094	\$5,165	\$2,071	66.94%
Other Post-Employment Benefits	51850	\$63,667	\$53,808	\$89,826	\$36,018	66.94%
Board Stipends	51900					
Total Personnel Expenditures		\$861,210	\$869,354	\$1,526,845	\$657,491	75.63%
Services & Supplies Expenditures						
Travel In-State	52200	\$3,141	\$5,000	\$5,000		
Travel Out-Of-State	52225		\$2,500	\$2,500		
Training & Education	52300	\$4,196	\$15,000	\$15,000		
Repair & Maintenance (Equipment)	52400					
Communications	52500	\$7,451	\$5,000	\$2,000	(\$3,000)	(60.00%)
Building Maintenance	52600					
Utilities	52700					
Postage	52800					
Printing & Reproduction	52900	\$3,350	\$6,000	\$6,000		
Equipment Rental	53100					
Rents & Leases	53200					
Professional Services & Contracts	53300	\$426,896	\$528,500	\$950,000	\$421,500	79.75%
General Insurance	53400					
Shop & Field Supplies	53500	\$1,005	\$2,500	\$2,500		
Laboratory Supplies	53600					
Gasoline & Variable Fuel	53700					
Computer Hardware & Software	53800					
Stationery & Office Supplies	53900	\$98	\$1,500	\$1,500		
Books & Journals	54100					
Minor Office Equipment	54200					
Depreciation & Amortization	54300					
Non-Capital Assets	54600					
Total Services & Supplies Expenditures		\$446,137	\$566,000	\$984,500	\$418,500	73.94%
Capital Expenditures						
Leasehold Improvements	60100					
Building & Grounds	60105					
Office Equipment	60110					
Computer & Network Equipment	60115					
Motorized Equipment	60120					
Lab & Monitoring Equipment	60125					
Communications Equipment	60130					
General Equipment	60135					
PM 2.5 Equipment	60140					
Bioattach Equipment	60145					
Total Capital Expenditures						
Transfer Out	70005	(\$36,396)				
Total Expenditures		\$1,270,951	\$1,435,354	\$2,511,345	\$1,075,991	74.96%

Website Development and Maintenance		309
Managing Division: Information Services		
Contact Person: Blair L Adams		
Program Purpose: The Air District Websites support and maintain the agency's web presence to provide the public with information about air quality, including health alerts and real-time air quality data, plans and technical information, as well as access to registrations, permits, regulations and other information for business and industry constituents.		
Description of Program: Development, support, and maintenance of the Air District's web content management system (Sitecore) and websites, including BAAQMD.gov and SparetheAir.org.		
Justification of Change Request: The Air District will endeavor to further develop main and tertiary website components, minimize operational support by modernizing data management practices, and allow for greater public accessibility in order to continue to support Air District Initiatives.		
Activities		
Provide support for ongoing multilingual translation of main website and expand to tertiary websites		
Provide support for content editing and auditing of main website and tertiary websites		
Provide support for transition from current Spare the Air website to a new website		
Provide assistance, support, and training to Division site Editors and Approvers		
Develop, test, and implement new features and site components		
Site and system maintenance (upgrades, bug fixes, issue resolution, and general upkeep)		
Develop training materials and documentation for Site Editor and Approver tasks		
Ensure compliance with legal requirements (Web Content Accessibility (508), Privacy Policy, Terms of Use, etc.)		
Process Web statistics and system logs		
Maintain tools (such as widgets & RSS) for use by visitors and on general public websites		
Maintain legacy systems as needed		
Maintain the web content management system (SiteCore) and Air District Websites		
Maintain and manage the hosted environment of related web servers		
Major Objectives		Delivery Date
Continuously implement a content strategy and editor guidelines to improve and prioritize content		Ongoing
Continuously improve BAAQMD.gov and SparetheAir.org user experience and information architecture		Ongoing
Maintain and enhance mobile compatible designs and increase access across a broad range of devices for BAAQMD.gov and tertiary websites		Ongoing
Maintain and enhance interactive elements, functionality, and features on BAAQMD.gov and tertiary websites to increase visitor engagement		Ongoing
Address adjustments and enhancements that are requested by the public on all websites		Ongoing
Maintain and enhance accessibility to be fully compliant with ADA requirements as is legally mandated for BAAQMD.gov and tertiary websites		Ongoing
Maintain and enhance multilingual services online for BAAQMD.gov and tertiary websites, while developing a strategy for ongoing translation needs		Ongoing
Maintain and enhance community specific pages that use tagging to provide the most relevant information across multiple sections of the websites		Ongoing
Maintain and enhance the events calendar		Ongoing
Maintain and enhance site search		Ongoing
Continue to develop Site Editor Education and Training Materials		Ongoing

	FYE 2017 Audited Program Expenditures	FYE 2018 Approved Program Budget	FYE 2019 Approved Program Budget	FTE/Dollar Change	Percent Change
Number of Positions (FTE)	1.22	1.00	2.00	1.00	100.04%
Personnel Expenditures					
Permanent Salaries	51105	\$135,905	\$128,344	\$251,521	\$123,176 95.97%
Overtime Salaries	51150	\$774			
Temporary Salaries	51200				
Payroll Taxes	51300	\$2,056	\$1,819	\$3,603	\$1,784 98.06%
Pension Benefits	51400	\$21,139	\$24,028	\$48,196	\$24,168 100.58%
FICA Replacement Benefits	51500	\$1,606	\$1,164	\$3,516	\$2,352 202.14%
Group Insurance Benefits	51600	\$20,870	\$19,040	\$37,821	\$18,781 98.64%
Employee Transportation Subsidy	51700	\$1,385	\$1,752	\$4,176	\$2,424 138.41%
Workers' Compensation	51800	\$415	\$641	\$1,159	\$518 80.88%
Other Post-Employment Benefits	51850	\$14,935	\$11,141	\$20,151	\$9,011 80.88%
Board Stipends	51900				
Total Personnel Expenditures		\$199,087	\$187,929	\$370,144	\$182,215 96.96%
Services & Supplies Expenditures					
Travel In-State	52200				
Travel Out-Of-State	52225				
Training & Education	52300		\$8,000	\$6,000	(\$2,000) (25.00%)
Repair & Maintenance (Equipment)	52400				
Communications	52500	\$380		\$2,000	\$2,000
Building Maintenance	52600				
Utilities	52700				
Postage	52800				
Printing & Reproduction	52900	\$28,361			
Equipment Rental	53100				
Rents & Leases	53200				
Professional Services & Contracts	53300	\$898,898	\$900,000	\$873,887	(\$26,113) (2.90%)
General Insurance	53400				
Shop & Field Supplies	53500				
Laboratory Supplies	53600				
Gasoline & Variable Fuel	53700				
Computer Hardware & Software	53800	\$18,200	\$75,000	\$131,000	\$56,000 74.67%
Stationery & Office Supplies	53900				
Books & Journals	54100				
Minor Office Equipment	54200				
Depreciation & Amortization	54300				
Non-Capital Assets	54600				
Total Services & Supplies Expenditures		\$945,839	\$983,000	\$1,012,887	\$29,887 3.04%
Capital Expenditures					
Leasehold Improvements	60100				
Building & Grounds	60105				
Office Equipment	60110				
Computer & Network Equipment	60115	\$138,843			
Motorized Equipment	60120				
Lab & Monitoring Equipment	60125				
Communications Equipment	60130				
General Equipment	60135				
PM 2.5 Equipment	60140				
Biowatch Equipment	60145				
Total Capital Expenditures		\$138,843			
Transfer Out	70005				
Total Expenditures		\$1,283,768	\$1,170,929	\$1,383,031	\$212,102 18.11%

Rule Development		611
Managing Division: Executive		
Contact Person: Greg Nudd		
Program Purpose: The primary purpose of this program is to develop control measures and regulations to reduce air pollutant emissions in the Bay Area.		
Description of Program: The Rule Development Program is responsible for the development of regulations to implement Air District plans to attain Federal and State air quality standards, and to protect public health. The 2010 Clean Air Plan, the upcoming 2017 Clean Air Plan and other planning documents adopted by the Board of Directors address State requirements in the California Clean Air Act, State transport mitigation regulations and other state air quality requirements. 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. Rule Development staff also manages and coordinates the rule development process for other Divisions. In this fiscal year, the program will continue to develop rules pursuant to the Refinery Emission Reduction Strategy and Climate Protection Work Program as directed by the Board of Directors.		
Justification of Change Request: Anticipation of additional CEQA analyses, including more environmental impact reports for AB 617 Action Plans and BARCT Implementation.		
Activities		
Finalize a new rule to prohibit significant methane release (Rule 13-2)		
Finalize amendments to oil and gas rule		
Finalize amendment to gas turbine rule (9-9)		
Develop suite of rulemaking actions to reduce sulfur emissions from the refining sector.		
Develop suite of rulemaking actions to reduce methane emissions from landfills, composting operations and publically owned treatment works.		
Evaluate Further Study measures in the 2017 Clean Air Plan.		
Analyze greenhouse gas emission reduction strategies applicable to Air District-regulated stationary sources.		
Manage rule development process led by staff in other Sections and Divisions.		
Ensure compliance with Federal and State statutes and regulations governing rule adoption.		
Respond to information requests regarding rule development.		
Develop rules to implement BARCT for Cap-and-Trade Sources as required by AB 617		
Major Objectives		Delivery Date
Finalize new rule to prohibit significant methane release (Rule 13-2)		Jul 2018
Finalize refinery sulfur reduction rule or rules.		July 2018
Finalize VOC definition consolidation		Sep 2018
Finalize rule or rules to address methane landfills, composting operations and publicly-owned treatment works.		Oct 2018
Finalize amendment to gas turbine rule (9-9)		Oct 2018
Finalize new oil and gas rule		Nov 2018
Evaluate Further Study measures in the 2017 Clean Air Plan.		Ongoing
Analyze greenhouse gas emission reduction strategies applicable to Air District-regulated stationary sources.		Ongoing
Manage rule development process led by staff in other Sections and Divisions.		Ongoing
Ensure compliance with Federal and State statutes and regulations governing rule adoption.		Ongoing
Respond to information requests regarding rule development.		Ongoing

		FYE 2017 Audited Program Expenditures	FYE 2018 Approved Program Budget	FYE 2019 Approved Program Budget	FTE/Dollar Change	Percent Change
Number of Positions (FTE)		8.80	7.48	9.47	1.99	26.57%
Personnel Expenditures						
Permanent Salaries	51105	\$974,886	\$987,826	\$1,242,814	\$254,988	25.81%
Overtime Salaries	51150	\$13,489	\$10,000		(\$10,000)	(100.00%)
Temporary Salaries	51200					
Payroll Taxes	51300	\$14,683	\$14,236	\$17,813	\$3,578	25.13%
Pension Benefits	51400	\$152,338	\$163,254	\$240,716	\$77,462	47.45%
FICA Replacement Benefits	51500	\$12,138	\$8,708	\$16,419	\$7,711	88.56%
Group Insurance Benefits	51600	\$153,627	\$142,674	\$152,375	\$9,700	6.80%
Employee Transportation Subsidy	51700	\$10,245	\$13,290	\$16,020	\$2,731	20.55%
Workers' Compensation	51800	\$2,978	\$4,793	\$5,486	\$693	14.45%
Other Post-Employment Benefits	51850	\$107,133	\$83,356	\$95,402	\$12,045	14.45%
Board Stipends	51900					
Total Personnel Expenditures		\$1,441,517	\$1,428,137	\$1,787,044	\$358,908	25.13%
Services & Supplies Expenditures						
Travel In-State	52200	\$288	\$1,100	\$5,500	\$4,400	400.00%
Travel Out-Of-State	52225	\$1,803	\$2,100	\$3,250	\$1,150	54.76%
Training & Education	52300	\$4,258	\$2,900	\$7,750	\$4,850	167.24%
Repair & Maintenance (Equipment)	52400					
Communications	52500					
Building Maintenance	52600					
Utilities	52700					
Postage	52800					
Printing & Reproduction	52900	\$30,668	\$20,000	\$30,000	\$10,000	50.00%
Equipment Rental	53100					
Rents & Leases	53200					
Professional Services & Contracts	53300	\$120,255	\$200,000	\$150,250	(\$49,750)	(24.88%)
General Insurance	53400					
Shop & Field Supplies	53500	\$20		\$100	\$100	
Laboratory Supplies	53600					
Gasoline & Variable Fuel	53700					
Computer Hardware & Software	53800	\$1,783	\$2,000	\$4,000	\$2,000	100.00%
Stationery & Office Supplies	53900	\$36	\$100		(\$100)	(100.00%)
Books & Journals	54100		\$200	\$200		
Minor Office Equipment	54200					
Depreciation & Amortization	54300					
Non-Capital Assets	54600					
Total Services & Supplies Expenditures		\$159,110	\$228,400	\$201,050	(\$27,350)	(11.97%)
Capital Expenditures						
Leasehold Improvements	60100					
Building & Grounds	60105					
Office Equipment	60110					
Computer & Network Equipment	60115					
Motorized Equipment	60120					
Lab & Monitoring Equipment	60125					
Communications Equipment	60130					
General Equipment	60135					
PM 2.5 Equipment	60140					
Biowatch Equipment	60145					
Total Capital Expenditures						
Transfer Out	70005					
Total Expenditures		\$1,600,627	\$1,656,537	\$1,988,094	\$331,558	20.02%

Finance/Accounting		701
Managing Division: Executive		
Contact Person: Stephanie Osaze		
Program Purpose: The Finance/Accounting Program is responsible for maintaining the fiscal stewardship and financial accountability of the District.		
Description of Program: This program includes receipt and disbursement of District funds, and associated accounting activities. Accounting staff ensure that all receipts and expenditures are consistent with the approved District budget. The program is also responsible for the fiscal maintenance of TFCA, MSIF, CMP, Goods Movement as well as Federal and State grant funding.		
Justification of Change Request: Additional funding for FYE2019 is for management application services for the District's financial system.		
Activities		
Process receipts (checks/credit card payments) on a daily basis. (avg. 1,200 checks/mo).		
Process accounts receivable invoices.		
Process accounts payable invoices (avg. 450 general checks issued per month); record and monitor payments.		
Oversee cash flow to ensure fiscal solvency.		
Reconcile receipts and disbursements with District's Treasurer's Office Reports.		
Prepare quarterly comparison statements for the Budget and Finance Committee presentation.		
Prepare for the annual audit of the District's financial records.		
Prepare annual proposed budget book.		
Reconcile various grants and assist in preparation of reimbursement request reports.		
Major Objectives		Delivery Date
Provide budget variance reports to Program Managers within 30 days of period end.		Monthly
Provide quarterly summary variance reports to Division Directors/Officers.		Quarterly
Complete Annual Financial Report for the State Controller's Office.		Annually
Ensure timely payment of accounts payable.		Daily
Record timely processing of check and credit card receipts.		Daily
Analyze and implement new Budget Software.		June 2019
Assist with implementation of new third party credit card processor		May 2019
Implement new Cost Recovery Database		January 2019

		FYE 2017 Audited Program Expenditures	FYE 2018 Approved Program Budget	FYE 2019 Approved Program Budget	FTE/Dollar Change	Percent Change
Number of Positions (FTE)		8.11	9.85	9.87	0.02	0.23%
Personnel Expenditures						
Permanent Salaries	51105	\$898,613	\$947,430	\$1,021,839	\$74,408	7.85%
Overtime Salaries	51150					
Temporary Salaries	51200	\$751				
Payroll Taxes	51300	\$13,539	\$13,428	\$14,600	\$1,172	8.73%
Pension Benefits	51400	\$140,422	\$177,347	\$200,733	\$23,386	13.19%
FICA Replacement Benefits	51500	\$11,108	\$11,465	\$17,001	\$5,535	48.28%
Group Insurance Benefits	51600	\$141,270	\$181,159	\$189,403	\$8,243	4.55%
Employee Transportation Subsidy	51700	\$11,629	\$17,593	\$15,581	(\$2,012)	(11.44%)
Workers' Compensation	51800	\$2,745	\$6,311	\$5,720	(\$591)	(9.37%)
Other Post-Employment Benefits	51850	\$98,752	\$109,757	\$99,476	(\$10,281)	(9.37%)
Board Stipends	51900					
Total Personnel Expenditures		\$1,318,830	\$1,464,492	\$1,564,353	\$99,861	6.82%
Services & Supplies Expenditures						
Travel In-State	52200	\$2,038	\$2,600	\$3,000	\$400	15.38%
Travel Out-Of-State	52225		\$2,600	\$3,000	\$400	15.38%
Training & Education	52300	\$2,018	\$6,600	\$6,000	(\$600)	(9.09%)
Repair & Maintenance (Equipment)	52400		\$3,000	\$3,300	\$300	10.00%
Communications	52500	\$753	\$1,000	\$1,000		
Building Maintenance	52600					
Utilities	52700					
Postage	52800					
Printing & Reproduction	52900	\$3,481	\$6,000	\$6,000		
Equipment Rental	53100					
Rents & Leases	53200					
Professional Services & Contracts	53300	\$224,994	\$452,500	\$469,000	\$16,500	3.65%
General Insurance	53400					
Shop & Field Supplies	53500					
Laboratory Supplies	53600					
Gasoline & Variable Fuel	53700					
Computer Hardware & Software	53800	\$1,457	\$2,000	\$2,000		
Stationery & Office Supplies	53900	\$103	\$3,000	\$3,000		
Books & Journals	54100		\$800	\$800		
Minor Office Equipment	54200	\$2,342	\$3,000	\$3,000		
Depreciation & Amortization	54300					
Non-Capital Assets	54600					
Total Services & Supplies Expenditures		\$237,185	\$483,100	\$500,100	\$17,000	3.52%
Capital Expenditures						
Leasehold Improvements	60100					
Building & Grounds	60105					
Office Equipment	60110					
Computer & Network Equipment	60115	\$345,199				
Motorized Equipment	60120					
Lab & Monitoring Equipment	60125					
Communications Equipment	60130					
General Equipment	60135					
PM 2.5 Equipment	60140					
Biowatch Equipment	60145					
Total Capital Expenditures		\$345,199				
Transfer In/Out	70005	(\$48,969)				
Total Expenditures		\$1,852,244	\$1,947,592	\$2,064,453	\$116,861	6.00%

(PAGE INTENTIONALLY LEFT BLANK)

ADMINISTRATIVE RESOURCES DIVISION

The Administrative Resources Division provides administrative and operational support functions for the Air District, and is comprised of the Executive Operations Office, Business and Facilities Office, Diversity, Equity and Inclusion 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 and Facilities Office is responsible for contracts, purchasing, non-workers compensation risk management, office support services, planning and operations of Air District facilities, security, safety, and maintenance.

The Diversity, Equity and Inclusion Office is responsible for developing and integrating principles, practices and strategies for diversity, equity, and inclusion.

The Finance Office operates Accounts Payable, Accounts Receivable, Budgeting, Financial Reporting, and other core functions. This program is also responsible for accurate, complete and timely financial information while ensuring proper accounting and internal controls for the District.

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.

Payroll		106
Managing Division: Executive and Administrative Resources		
Contact Person: Judy Yu		
Program Purpose: Administer payroll for District employees and process benefit payments.		
Description of Program: They Payroll Program includes administering all aspects of the Air District's payroll, processing of insurance premium payments, sick leave, annual leave, disability payments, worker's compensation, and other related benefits dealing with payroll. Maintains and utilizes the current Ceridian payroll system.		
Justification of Change Request: The budget has increased to reflect the increase in the Ceridian payroll system's fees.		
Activities		
Process biweekly payroll.		
Maintain time keeping system.		
Perform necessary data entry for payroll program with timekeeping system.		
Audit payroll records.		
Continue to monitor payroll software; review and make needed revisions to the payroll system.		
Process benefit premium payments for accuracy.		
Monitor vacation/leave records.		
Respond to employment verifications and other external request for payroll information.		
Generate payroll reports.		
Major Objectives		Delivery Date
Administer and process payroll in an efficient and effective manner. Assists with problem solving on all aspects of payroll. Compliance with all payroll laws and requirements.		Bi-weekly
Implement conversion of new payroll and timekeeping system.		6/30/2019

		FYE 2017 Audited Program Expenditures	FYE 2018 Approved Program Budget	FYE 2019 Approved Program Budget	FTE/Dollar Change	Percent Change
Number of Positions (FTE)		0.73	0.85	1.66	0.81	95.34%
Personnel Expenditures						
Permanent Salaries	51105	\$81,862	\$92,437	\$171,001	\$78,564	84.99%
Overtime Salaries	51150					
Temporary Salaries	51200					
Payroll Taxes	51300	\$1,232	\$1,316	\$2,443	\$1,128	85.72%
Pension Benefits	51400	\$12,789	\$17,374	\$32,299	\$14,924	85.90%
FICA Replacement Benefits	51500	\$1,021	\$989	\$2,848	\$1,859	187.85%
Group Insurance Benefits	51600	\$12,951	\$14,096	\$28,335	\$14,239	101.01%
Employee Transportation Subsidy	51700	\$845	\$1,506	\$2,043	\$537	35.67%
Workers' Compensation	51800	\$250	\$545	\$962	\$417	76.63%
Other Post-Employment Benefits	51850	\$8,996	\$9,471	\$16,729	\$7,258	76.63%
Board Stipends	51900					
Total Personnel Expenditures		\$119,947	\$137,735	\$256,661	\$118,926	86.34%
Services & Supplies Expenditures						
Travel In-State	52200					
Travel Out-Of-State	52225		\$1,300	\$1,400	\$100	7.69%
Training & Education	52300		\$1,600	\$1,600		
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	\$104,809	\$110,000	\$115,000	\$5,000	4.55%
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					
Depreciation & Amortization	54300					
Non-Capital Assets	54600					
Total Services & Supplies Expenditures		\$104,809	\$112,900	\$118,000	\$5,100	4.52%
Capital Expenditures						
Leasehold Improvements	60100					
Building & Grounds	60105					
Office Equipment	60110					
Computer & Network Equipment	60115					
Motorized Equipment	60120					
Lab & Monitoring Equipment	60125					
Communications Equipment	60130					
General Equipment	60135					
PM 2.5 Equipment	60140					
Biowatch Equipment	60145					
Total Capital Expenditures						
Transfer Out	70005	(\$5,069)				
Total Expenditures		\$219,687	\$250,635	\$374,661	\$124,026	49.48%

Benefit Administration		107
Managing Division: Executive and Administrative Resources		
Contact Person: Judy Yu		
Program Purpose: Administer benefits, ergonomics and safety programs for District employees.		
Description of Program: The Benefits Administration Program includes the following District activities: employee and retiree benefits administration, employee benefits recordkeeping, workers' compensation, safety, ergonomics and special events.		
Justification of Change Request:		
Activities		
Administer Policies and Procedures relating to benefits.		
Administer health, dental, and vision care insurance.		
Administer retirement and pension plan.		
Administer life insurance and long-term disability insurance.		
Administer Dependent Care Assistance Plan and Medical Care Reimbursement Plan.		
Administer Workers Compensation Plan		
Administer Deferred Compensation Programs.		
Administer the Employee Assistance Program.		
Administer Cafeteria Plan.		
Administer COBRA.		
Process Human Resource Information system data.		
Administer transit/carpool subsidy.		
Provide orientation for new and separated employees.		
Coordinate Safety Committee activities and administer CalOSHA safety and training requirements.		
Provide adequate safety-related training.		
Administer requirements for respiratory fitness medical examinations.		
Conduct a variety of health and safety events.		
Coordinate Special Event Programs Including Employee Recognition Award program.		
Administer the ergonomics program and coordinate ergonomic assessments for staff.		
Major Objectives		Delivery Date
Administer employee benefit programs.		6/30/2019
Develop and administer the emergency planning components of the District's Safety Program.		6/30/2019
Administer the ergonomic program.		6/30/2019
Provide management and employee consultation regarding benefits administration.		6/30/2019
Review and perform cost benefit analysis of existing benefit contracts and consider lower-cost alternatives to traditional insurance.		6/30/2019
Administer the Human Resources Information System.		6/30/2019
Provide for compliance with Human Resources laws and requirements applying to public employers.		6/30/2019
Provide benefit, safety, and ergonomics related training.		6/30/2019
Coordinate employee recognition program, all hands, and other special events		6/30/2019

		FYE 2017 Audited Program Expenditures	FYE 2018 Approved Program Budget	FYE 2019 Approved Program Budget	FTE/Dollar Change	Percent Change
Number of Positions (FTE)		1.11	1.70	1.49	(0.21)	(12.64%)
Personnel Expenditures						
Permanent Salaries	51105	\$123,120	\$170,769	\$168,709	(\$2,060)	(1.21%)
Overtime Salaries	51150	\$666				
Temporary Salaries	51200	\$20,894				
Payroll Taxes	51300	\$134,198	\$2,420	\$2,414	(\$6)	(0.25%)
Pension Benefits	51400	\$16,936	\$31,958	\$31,810	(\$148)	(0.46%)
FICA Replacement Benefits	51500	\$186,317	\$201,979	\$2,558	(\$199,421)	(98.73%)
Group Insurance Benefits	51600	\$2,316,189	\$2,562,557	\$2,529,724	(\$32,833)	(1.28%)
Employee Transportation Subsidy	51700	\$1,088	\$2,662	\$2,034	(\$627)	(23.58%)
Workers' Compensation	51800	\$8,242	\$1,089	\$860	(\$229)	(21.01%)
Other Post-Employment Benefits	51850	\$11,903	\$18,943	\$14,963	(\$3,980)	(21.01%)
Board Stipends	51900					
Total Personnel Expenditures		\$2,819,554	\$2,992,376	\$2,753,072	(\$239,303)	(8.00%)
Services & Supplies Expenditures						
Travel In-State	52200	\$2,876	\$2,600	\$2,600		
Travel Out-Of-State	52225					
Training & Education	52300	\$8,364	\$67,400	\$67,400		
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	\$99,914	\$126,000	\$126,000		
General Insurance	53400					
Shop & Field Supplies	53500	\$34,053	\$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					
Depreciation & Amortization	54300					
Non-Capital Assets	54600					
Total Services & Supplies Expenditures		\$145,208	\$231,000	\$231,000		
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					
Biowatch Equipment	60145					
Total Capital Expenditures						
Transfer Out	70005	(\$119,157)				
Total Expenditures		\$2,845,605	\$3,223,376	\$2,984,072	(\$239,303)	(7.42%)

Organizational Development		109
Managing Division: Executive and Administrative Resources		
Contact Person: Judy Yu		
Program Purpose: Provide appropriate workplace learning and organization development to increase organizational effectiveness and results through training and development activities. Administer wellness events and activities to increase the well-being of the staff.		
Description of Program: The District's training and development program includes career developmental training for all non-management employees; and career developmental training, skills enhancement, safety, knowledge transfer, and succession planning for supervisory and management employees. It includes analysis of needs assessments and implementation of workforce development activities as part of an overall strategy to retain a top performing and motivated workforce. The program also includes the administration and coordination of wellness activities and events.		
Justification of Change Request:		
Activities		
Provide leadership development training as part of overall succession planning.		
Expand management/supervisory training.		
Provide support staff training.		
Provide labor relations training to management staff.		
Provide Ethics, Equal Opportunity, Diversity and Sexual Harassment prevention training.		
Provide coaching and development support to management and staff as needed.		
Administer Educational Reimbursement Program.		
Development of a specialized rotational job development program.		
Provide for targeted division-specific training as requested or needed.		
Provide and support District-wide training programs as requested or needed.		
Coordinate and implement the various wellness activities and events.		
Administer the performance evaluation program.		
Major Objectives		Delivery Date
To provide District Employees with appropriate training and development programs. To provide the District with a defined succession program involving appropriate staffing. To provide training, staffing, and development programs allowing flexibility in the changing needs and priorities of the Air District		6/30/2019
To provide compliance with Federal, State, and local laws which require training applicable to District programs, processes and activities.		6/30/2019
To administer and coordinate the wellness program.		6/30/2019
To develop and implement an online system to track performance evaluation.		6/30/2019
To develop and implement a mentorship program.		6/30/2019

		FYE 2017 Audited Program Expenditures	FYE 2018 Approved Program Budget	FYE 2019 Approved Program Budget	FTE/Dollar Change	Percent Change
Number of Positions (FTE)		0.90	0.76	1.20	0.44	56.88%
Personnel Expenditures						
Permanent Salaries	51105	\$100,600	\$83,477	\$132,311	\$48,834	58.50%
Overtime Salaries	51150	\$692				
Temporary Salaries	51200	\$156				
Payroll Taxes	51300	\$1,517	\$1,187	\$1,892	\$705	59.35%
Pension Benefits	51400	\$15,691	\$15,683	\$24,608	\$8,925	56.91%
FICA Replacement Benefits	51500	\$1,238	\$890	\$2,059	\$1,169	131.31%
Group Insurance Benefits	51600	\$15,773	\$12,817	\$26,155	\$13,339	104.07%
Employee Transportation Subsidy	51700	\$1,030	\$1,357	\$1,739	\$382	28.18%
Workers' Compensation	51800	\$307	\$490	\$695	\$205	41.86%
Other Post-Employment Benefits	51850	\$11,055	\$8,523	\$12,091	\$3,568	41.86%
Board Stipends	51900					
Total Personnel Expenditures		\$148,060	\$124,425	\$201,551	\$77,126	61.99%
Services & Supplies Expenditures						
Travel In-State	52200	\$1,913	\$2,600	\$2,600		
Travel Out-Of-State	52225					
Training & Education	52300	\$147,366	\$197,000	\$177,000	(\$20,000)	(10.15%)
Repair & Maintenance (Equipment)	52400					
Communications	52500					
Building Maintenance	52600					
Utilities	52700					
Postage	52800					
Printing & Reproduction	52900	\$26				
Equipment Rental	53100					
Rents & Leases	53200					
Professional Services & Contracts	53300	\$417	\$200	\$200		
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		\$200	\$200		
Minor Office Equipment	54200					
Depreciation & Amortization	54300					
Non-Capital Assets	54600					
Total Services & Supplies Expenditures		\$149,722	\$200,000	\$180,000	(\$20,000)	(10.00%)
Capital Expenditures						
Leasehold Improvements	60100					
Building & Grounds	60105					
Office Equipment	60110					
Computer & Network Equipment	60115					
Motorized Equipment	60120					
Lab & Monitoring Equipment	60125					
Communications Equipment	60130					
General Equipment	60135					
PM 2.5 Equipment	60140					
Biowatch Equipment	60145					
Total Capital Expenditures						
Transfer Out	70005	(\$6,257)				
Total Expenditures		\$291,525	\$324,425	\$381,551	\$57,126	17.61%

Employment Relations		111
Managing Division: Executive and Administrative Resources		
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: classification and compensation, employee relations, labor relations, Equal Employment Opportunity (EEO) programs, personnel regulatory compliance, research and recordkeeping.		
Justification of Change Request: None.		
Activities		
Administer, interpret, and implement the Memorandum of Understanding (MOU) and Personnel Policies and Procedures of the Administrative Code.		
Provide management and staff consultation.		
Administer EEO Policy.		
Meet with Employee Association on appropriate subjects.		
Provide support of grievance/arbitration processes.		
Administer Performance Appraisal System.		
Maintain accurate employment records.		
Provide discipline counseling.		
Major Objectives		Delivery Date
Administer, interpret, implement and comply with the MOU and applicable laws, rules and regulations.		6/30/2019
Administer, interpret, implement and comply with the Personnel Policies and Procedures of the Administrative Code and applicable laws, rules and regulations.		6/30/2019
Administer, interpret, implement and comply with the District's Administrative Instructions.		6/30/2019
Administer the Equal Employment Opportunity policy.		6/30/2019
Continue positive relations with the Employees' Association.		6/30/2019
Ensure reliability of employment history and data.		6/30/2019

		FYE 2017 Audited Program Expenditures	FYE 2018 Approved Program Budget	FYE 2019 Approved Program Budget	FTE/Dollar Change	Percent Change
Number of Positions (FTE)		1.74	2.26	1.72	(0.54)	(23.83%)
Personnel Expenditures						
Permanent Salaries	51105	\$192,815	\$247,012	\$210,855	(\$36,157)	(14.64%)
Overtime Salaries	51150	\$1,925				
Temporary Salaries	51200	\$6,627				
Payroll Taxes	51300	\$2,830	\$3,481	\$3,020	(\$462)	(13.26%)
Pension Benefits	51400	\$29,360	\$45,977	\$41,888	(\$4,088)	(8.89%)
FICA Replacement Benefits	51500	\$2,349	\$2,635	\$3,014	\$379	14.36%
Group Insurance Benefits	51600	\$29,686	\$46,066	\$29,086	(\$16,980)	(36.86%)
Employee Transportation Subsidy	51700	\$1,929	\$2,063	\$2,468	\$405	19.62%
Workers' Compensation	51800	\$589	\$1,451	\$999	(\$452)	(31.13%)
Other Post-Employment Benefits	51850	\$21,189	\$25,229	\$17,375	(\$7,853)	(31.13%)
Board Stipends	51900					
Total Personnel Expenditures		\$289,300	\$373,914	\$308,706	(\$65,208)	(17.44%)
Services & Supplies Expenditures						
Travel In-State	52200	\$878	\$6,000	\$6,000		
Travel Out-Of-State	52225					
Training & Education	52300	\$14,551	\$7,000	\$9,000	\$2,000	28.57%
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	\$297,872	\$241,500	\$261,000	\$19,500	8.07%
General Insurance	53400					
Shop & Field Supplies	53500					
Laboratory Supplies	53600					
Gasoline & Variable Fuel	53700					
Computer Hardware & Software	53800					
Stationery & Office Supplies	53900		\$500	\$500		
Books & Journals	54100		\$500	\$500		
Minor Office Equipment	54200					
Depreciation & Amortization	54300					
Non-Capital Assets	54600					
Total Services & Supplies Expenditures		\$313,301	\$255,500	\$277,000	\$21,500	8.41%
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					
Biowatch Equipment	60145					
Total Capital Expenditures						
Transfer Out	70005	(\$12,147)				
Total Expenditures		\$590,454	\$629,414	\$585,706	(\$43,708)	(6.94%)

Office of Diversity, Equity & Inclusion		113
Managing Division: Executive and Administrative Resources		
Contact Person: Mary Ann Okpalaugo		
Program Purpose: Reflects the Air District's leadership and commitment to diversity, equity and inclusion within the agency and the Bay Area.		
Description of Program: Office of Diversity, Equity and Inclusion (DE&I) - The Air District's Office of DE&I is responsible for developing and integrating principles, practices and strategies for diversity, equity, and inclusion. DEI will be part of the Executive Office and will focus on reviewing Air District programs, policies, procedures, initiatives and funding to ensure that the vital work of bringing a clear equity lens to the Air District's mission of "protecting public health, air quality and the global climate" is achieved.		
Justification of Change Request:		
Activities		
Facilitate Strategy Initiatives: Communication, Education and Awareness; Employment Practices and Recruiting; Empowerment; Mentorship Program Development; Community Outreach and Brand Awareness		
Work to Drive Diversity and Inclusion Initiatives within Air District at all levels and Programs in the Air District		
Leverage Workforce Diversity and Empower Diverse Perspectives throughout Training & Leadership Development		
Establish Practices that Promote Inclusive Voices to Shift Leadership Pipeline		
Participation in Government Alliance on Race & Equity 2018 Implementation Cohort		
Major Objectives		
Partner with Human Resources to determine current initiatives and develop long term strategies to Build Diversity and Inclusion into the Talent Life Cycle to Enhance Employee Engagement and Empower all Voices to Seek Leadership Roles		Ongoing
Develop Strategy to Expand Diversity and Inclusion to Recruiting and Promotional Opportunities to Build Pipeline		Ongoing
Development of Comprehensive Diversity, Equity, and Inclusion Training Program		December 2018
Cultivate a Collaborative, Productive and Inclusive Work Environment that Leverages Diversity and Where Employees Feel Valued - Skill Building Around Conversations and Bias		Ongoing
Complete Local and Regional Government Alliance on Racial Equity Program 2018 Implementation year		December 2018

	FYE 2017 Audited Program Expenditures	FYE 2018 Approved Program Budget	FYE 2019 Approved Program Budget	FTE/Dollar Change	Percent Change
Number of Positions (FTE)		2.00	2.00	-	
Personnel Expenditures					
Permanent Salaries	51105	\$258,657	\$258,177	(\$480)	(0.19%)
Overtime Salaries	51150				
Temporary Salaries	51200				
Payroll Taxes	51300	\$3,685	\$3,700	\$15	0.40%
Pension Benefits	51400	\$48,667	\$51,372	\$2,706	5.56%
FICA Replacement Benefits	51500	\$2,328	\$3,516	\$1,188	51.04%
Group Insurance Benefits	51600	\$38,652	\$48,322	\$9,670	25.02%
Employee Transportation Subsidy	51700	\$3,840	\$2,234	(\$1,606)	(41.82%)
Workers' Compensation	51800	\$1,281	\$1,159	(\$123)	(9.58%)
Other Post-Employment Benefits	51850	\$22,286	\$20,151	(\$2,135)	(9.58%)
Board Stipends	51900				
Total Personnel Expenditures		\$379,396	\$388,631	\$9,235	2.43%
Services & Supplies Expenditures					
Travel In-State	52200	\$4,200	\$4,700	\$500	11.90%
Travel Out-Of-State	52225	\$7,200	\$7,900	\$700	9.72%
Training & Education	52300	\$65,500	\$60,000	(\$5,500)	(8.40%)
Repair & Maintenance (Equipment)	52400				
Communications	52500				
Building Maintenance	52600				
Utilities	52700				
Postage	52800				
Printing & Reproduction	52900	\$5,000	\$5,000		
Equipment Rental	53100				
Rents & Leases	53200				
Professional Services & Contracts	53300	\$418,100	\$400,000	(\$18,100)	(4.33%)
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				
Depreciation & Amortization	54300				
Non-Capital Assets	54600				
Total Services & Supplies Expenditures		\$500,000	\$477,600	(\$22,400)	(4.48%)
Capital Expenditures					
Leasehold Improvements	60100				
Building & Grounds	60105				
Office Equipment	60110				
Computer & Network Equipment	60115				
Motorized Equipment	60120				
Lab & Monitoring Equipment	60125				
Communications Equipment	60130				
General Equipment	60135				
PM 2.5 Equipment	60140				
Biowatch Equipment	60145				
Total Capital Expenditures					
Transfer In/Out	70005				
Total Expenditures		\$879,396	\$866,231	(\$13,165)	(1.50%)

Recruitment & Testing		114
Managing Division: Executive and Administrative Resources		
Contact Person: Judy Yu		
Program Purpose: The Recruitment and Testing Program conducts recruitment, testing and outreach activities for external and internal candidates to fill vacant positions.		
Description of Program: This Recruitment and Testing Program includes costs associated with outreach and advertising for vacant positions, as well as costs for testing candidates, including retaining external panel members. Maintain equal opportunity recruitment policy and compliance with all laws, policies, and requirements.		
Justification of Change Request: None.		
Activities		
Online or hard copy advertising of vacant positions.		
Participation in job fairs and similar outreach activities.		
Travel to regional and out of state recruitment events and similar activities.		
Duplicating of recruitment materials.		
Special design services for recruiting materials.		
Professional services for specialized executive management recruitments.		
On-going applicant tracking system subscription and professional services fees.		
Conducting screenings of minimum qualifications, supplemental applications, and resumes.		
Coordinating panel interviews and hiring interviews.		
Performing background checks, reference checks, DMV checks and physical abilities checks.		
Utilization of resources for recruitment such as NeoGov		
Major Objectives		Delivery Date
Recruitment and testing conducted for "X" number of vacancies.		6/30/2019
"X" number of new external candidates hired.		6/30/2019
"X" number of internal candidates promoted.		6/30/2019
Compliance with all applicable recruitment policies, requirements and law.		6/30/2019
Maintain Air District's Equal Opportunity Policy for recruitment and testing.		6/30/2019
Implement online testing.		6/30/2019

		FYE 2017 Audited Program Expenditures	FYE 2018 Approved Program Budget	FYE 2019 Approved Program Budget	FTE/Dollar Change	Percent Change
Number of Positions (FTE)		2.55	2.60	2.56	(0.04)	(1.62%)
Personnel Expenditures						
Permanent Salaries	51105	\$282,959	\$274,831	\$281,477	\$6,646	2.42%
Overtime Salaries	51150	\$229				
Temporary Salaries	51200					
Payroll Taxes	51300	\$4,264	\$3,891	\$4,025	\$135	3.46%
Pension Benefits	51400	\$44,239	\$51,384	\$53,524	\$2,139	4.16%
FICA Replacement Benefits	51500	\$3,507	\$3,026	\$4,395	\$1,368	45.21%
Group Insurance Benefits	51600	\$44,654	\$46,852	\$50,067	\$3,215	6.86%
Employee Transportation Subsidy	51700	\$2,906	\$3,430	\$2,848	(\$582)	(16.96%)
Workers' Compensation	51800	\$864	\$1,666	\$1,482	(\$184)	(11.04%)
Other Post-Employment Benefits	51850	\$31,095	\$28,971	\$25,772	(\$3,199)	(11.04%)
Board Stipends	51900					
Total Personnel Expenditures		\$414,718	\$414,051	\$423,590	\$9,539	2.30%
Services & Supplies Expenditures						
Travel In-State	52200	\$292				
Travel Out-Of-State	52225	\$580	\$4,600	\$2,800	(\$1,800)	(39.13%)
Training & Education	52300	\$332				
Repair & Maintenance (Equipment)	52400					
Communications	52500	\$30,121	\$50,000	\$50,000		
Building Maintenance	52600					
Utilities	52700					
Postage	52800					
Printing & Reproduction	52900					
Equipment Rental	53100					
Rents & Leases	53200					
Professional Services & Contracts	53300	\$41,459	\$100,000	\$80,000	(\$20,000)	(20.00%)
General Insurance	53400					
Shop & Field Supplies	53500					
Laboratory Supplies	53600					
Gasoline & Variable Fuel	53700					
Computer Hardware & Software	53800					
Stationery & Office Supplies	53900					
Books & Journals	54100					
Minor Office Equipment	54200					
Depreciation & Amortization	54300					
Non-Capital Assets	54600					
Total Services & Supplies Expenditures		\$72,784	\$154,600	\$132,800	(\$21,800)	(14.10%)
Capital Expenditures						
Leasehold Improvements	60100					
Building & Grounds	60105					
Office Equipment	60110					
Computer & Network Equipment	60115					
Motorized Equipment	60120					
Lab & Monitoring Equipment	60125					
Communications Equipment	60130					
General Equipment	60135					
PM2.5 Equipment	60140					
Biowatch Equipment	60145					
Total Capital Expenditures						
Transfer Out	70005	(\$17,527)				
Total Expenditures		\$469,976	\$568,651	\$556,390	(\$12,261)	(2.16%)

Facilities		702
Managing Division: Executive and Administrative Resources		
Contact Person: Satnam Hundel		
Program Purpose: Facilities Planning and Maintenance of existing facilities, equipment and supplies.		
Description of Program: The Facilities Planning section provides for the day to day operations of the Air District's office at 375 Beale Street and satellite offices. The development of safety protocols is ongoing, security, and maintenance of existing infrastructure and equipment is ongoing and will include satellite offices.		
Justification of Change Request: None.		
Activities		
Work with BAHA and consultants on facility related projects in reference to shared space and services at 375 Beale Street.		
Respond to emergency facility repair requests.		
Oversee general contractors for the construction of offices and cubicles. Procure furniture and reconfigure cubicle spaces. Oversee electricians and plumbers.		
Routine maintenance at offsite facilities: performing preventive and scheduled maintenance as well as maintenance performed in response to signs of wear and tear observed during planned maintenance activities.		
Conference room set-up and oversee security for Board meetings.		
Major Objectives		Delivery Date
Work with BAHA and consultants on facility related projects in reference to shared space and services at 375 Beale Street.		Ongoing
Respond to emergency facility repair requests.		Ongoing
Oversee general contractors for the construction of offices and cubicles. Procure furniture and reconfigure cubicle spaces. Oversee electricians and plumbers.		Ongoing
Routine maintenance at offsite facilities: performing preventive and scheduled maintenance as well as maintenance performed in response to signs of wear and tear observed during planned maintenance activities.		Ongoing
Conference room set-up and oversee security for Board meetings.		Ongoing

Facilities

702

		FYE 2017 Audited Program Expenditures	FYE 2018 Approved Program Budget	FYE 2019 Approved Program Budget	FTE/Dollar Change	Percent Change
Number of Positions (FTE)		2.51	2.08	1.99	(0.09)	(4.31%)
Personnel Expenditures						
Permanent Salaries	51105	\$278,205	\$168,466	\$173,357	\$4,892	2.90%
Overtime Salaries	51150	\$4,532				
Temporary Salaries	51200	\$81,679				
Payroll Taxes	51300	\$4,140	\$2,391	\$2,470	\$80	3.33%
Pension Benefits	51400	\$42,980	\$31,573	\$34,299	\$2,726	8.63%
FICA Replacement Benefits	51500	\$3,458	\$2,416	\$3,403	\$986	40.81%
Group Insurance Benefits	51600	\$43,364	\$32,719	\$47,928	\$15,208	46.48%
Employee Transportation Subsidy	51700	\$4,063	\$1,752	\$1,942	\$190	10.84%
Workers' Compensation	51800	\$850	\$1,330	\$1,151	(\$179)	(13.47%)
Other Post-Employment Benefits	51850	\$30,573	\$23,133	\$20,016	(\$3,116)	(13.47%)
Board Stipends	51900					
Total Personnel Expenditures		\$493,844	\$263,779	\$284,566	\$20,786	7.88%
Services & Supplies Expenditures						
Travel In-State	52200	\$216				
Travel Out-Of-State	52225					
Training & Education	52300		\$600		(\$600)	(100.00%)
Repair & Maintenance (Equipment)	52400		\$16,500	\$25,000	\$8,500	51.52%
Communications	52500					
Building Maintenance	52600	\$59,323	\$232,000	\$325,000	\$93,000	40.09%
Utilities	52700	\$3,731	\$55,000	\$65,000	\$10,000	18.18%
Postage	52800					
Printing & Reproduction	52900					
Equipment Rental	53100					
Rents & Leases	53200	\$20,974				
Professional Services & Contracts	53300	\$452,375	\$192,500	\$250,000	\$57,500	29.87%
General Insurance	53400					
Shop & Field Supplies	53500	\$1,431	\$3,000	\$3,000		
Laboratory Supplies	53600					
Gasoline & Variable Fuel	53700					
Computer Hardware & Software	53800					
Stationery & Office Supplies	53900	\$568				
Books & Journals	54100					
Minor Office Equipment	54200			\$100,000	\$100,000	
Depreciation & Amortization	54300					
Non-Capital Assets	54600					
Total Services & Supplies Expenditures		\$538,618	\$499,600	\$768,000	\$268,400	53.72%
Capital Expenditures						
Leasehold Improvements	60100					
Building & Grounds	60105					
Office Equipment	60110					
Computer & Network Equipment	60115					
Motorized Equipment	60120					
Lab & Monitoring Equipment	60125					
Communications Equipment	60130					
General Equipment	60135					
PM 2.5 Equipment	60140					
Biowatch Equipment	60145					
Total Capital Expenditures						
Transfer Out	70005	(\$20,871)				
Total Expenditures		\$1,011,591	\$763,379	\$1,052,566	\$289,186	37.88%

Communications		703
Managing Division: Executive and Administrative Resources		
Contact Person: Satnam Hundel		
Program Purpose: Maintenance of the day-to-day communication and reproduction operations of the District.		
Description of Program: The day-to-day administrative operations include: sorting and distribution of incoming and outgoing mail, and processing reproduction and subscription requests.		
Justification of Change Request: None.		
Activities		
Process incoming and outgoing mail (outgoing approximately 30,000 pieces/month).		
Maintain subscription service for District publications (Air Currents).		
Process Directory changes.		
Process photocopying requests, including document binding and package preparation.		
Sort and distribute incoming mail and packages in-house		
Prepare and mail board packets, asbestos reports, permits, permit invoices, data update forms, and other materials as requested.		
Receive and sign for incoming deliveries.		
Major Objectives		Delivery Date
Process incoming and outgoing mail (outgoing approximately 30,000 pieces/month).		Daily
Sort and distribute incoming mail and packages in-house		Daily

Communications

703

		FYE 2017 Audited Program Expenditures	FYE 2018 Approved Program Budget	FYE 2019 Approved Program Budget	FTE/Dollar Change	Percent Change
Number of Positions (FTE)		2.05	2.50	2.04	(0.46)	(18.47%)
Personnel Expenditures						
Permanent Salaries	51105	\$227,200	\$168,959	\$120,765	(\$48,194)	(28.52%)
Overtime Salaries	51150	\$8,199				
Temporary Salaries	51200	\$45,161				
Payroll Taxes	51300	\$3,429	\$2,348	\$1,706	(\$642)	(27.33%)
Pension Benefits	51400	\$35,635	\$31,016	\$21,699	(\$9,317)	(30.04%)
FICA Replacement Benefits	51500	\$2,838	\$2,906	\$3,486	\$580	19.96%
Group Insurance Benefits	51600	\$36,468	\$47,515	\$33,546	(\$13,968)	(29.40%)
Employee Transportation Subsidy	51700	\$3,793	\$4,373	\$3,926	(\$447)	(10.23%)
Workers' Compensation	51800	\$694	\$1,599	\$1,179	(\$420)	(26.28%)
Other Post-Employment Benefits	51850	\$24,968	\$27,815	\$20,505	(\$7,310)	(26.28%)
Board Stipends	51900					
Total Personnel Expenditures		\$388,384	\$286,532	\$206,813	(\$79,719)	(27.82%)
Services & Supplies Expenditures						
Travel In-State	52200					
Travel Out-Of-State	52225					
Training & Education	52300	\$538	\$1,600		(\$1,600)	(100.00%)
Repair & Maintenance (Equipment)	52400	\$2,298	\$53,000		(\$53,000)	(100.00%)
Communications	52500	\$215,142	\$200,000	\$220,000	\$20,000	10.00%
Building Maintenance	52600					
Utilities	52700					
Postage	52800	\$50,831	\$74,000	\$84,000	\$10,000	13.51%
Printing & Reproduction	52900		\$11,000	\$2,200	(\$8,800)	(80.00%)
Equipment Rental	53100	\$57,659	\$30,000	\$33,000	\$3,000	10.00%
Rents & Leases	53200					
Professional Services & Contracts	53300	\$196,823	\$500,000	\$490,000	(\$10,000)	(2.00%)
General Insurance	53400					
Shop & Field Supplies	53500					
Laboratory Supplies	53600					
Gasoline & Variable Fuel	53700					
Computer Hardware & Software	53800					
Stationery & Office Supplies	53900	\$638				
Books & Journals	54100					
Minor Office Equipment	54200					
Depreciation & Amortization	54300					
Non-Capital Assets	54600					
Total Services & Supplies Expenditures		\$523,929	\$869,600	\$829,200	(\$40,400)	(4.65%)
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					
Biowatch Equipment	60145					
Total Capital Expenditures						
Transfer Out	70005	(\$16,414)				
Total Expenditures		\$895,899	\$1,156,132	\$1,036,013	(\$120,119)	(10.39%)

375 Beale Street		707
Managing Division: Executive and Administrative Resources		
Contact Person: Satnam Hundel		
Program Purpose: The cost associated with the Air District's office space located at 375 Beale Street.		
Description of Program: This program will pay for the lease payments associated the Air District's financing ownership interest of its portion of the new facility through the issuance of a private placement of Certificate of Participation Notes (COPS) with the Bay Area Housing Authority.		
Justification of Change Request: None.		
Activities		
Payment towards the Air District's financing obligation (COPS).		
Major Objectives		Delivery Date
Make monthly payments of \$100,000 towards the financing obligations for the FYE 2018/2019		Monthly

	FYE 2017 Audited Program Expenditures	FYE 2018 Approved Program Budget	FYE 2019 Approved Program Budget	FTE/Dollar Change	Percent Change
Number of Positions (FTE)				-	
Personnel Expenditures					
Permanent Salaries	51105				
Overtime Salaries	51150				
Temporary Salaries	51200				
Payroll Taxes	51300				
Pension Benefits	51400				
FICA Replacement Benefits	51500				
Group Insurance Benefits	51600				
Employee Transportation Subsidy	51700				
Workers' Compensation	51800				
Other Post-Employment Benefits	51850				
Board Stipends	51900				
Travel In-State	52200				
Travel Out-Of-State	52225				
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	\$1,300,000	\$1,300,000		
Professional Services & Contracts	53300	\$9,286			
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				
Depreciation & Amortization	54300				
Non-Capital Assets	54600				
Total Services & Supplies Expenditures		\$9,286	\$1,300,000		
Capital Expenditures					
Leasehold Improvements	60100				
Building & Grounds	60105	\$30,221			
Office Equipment	60110				
Computer & Network Equipment	60115				
Motorized Equipment	60120				
Lab & Monitoring Equipment	60125				
Communications Equipment	60130				
General Equipment	60135				
PM 2.5 Equipment	60140				
Biowatch Equipment	60145				
Total Capital Expenditures		\$30,221			
Transfer Out	70005	(\$7,377)			
Total Expenditures		\$32,130	\$1,300,000		

Purchasing		708
Managing Division: Executive and Administrative Resources		
Contact Person: Satnam Hundel		
Program Purpose: Provide for the purchasing of equipment and supplies and the negotiating of service contracts.		
Description of Program: The purchasing section is responsible for the procurement of services, equipment and supplies. The section facilitates the administration of limited access license agreements, lease agreements, professional service contracts, and request for proposals/qualifications. The section is also responsible for the property management administration of various insurance policies, and the coordination of the disposal of surplus equipment.		
Justification of Change Request: None.		
Activities		
Process purchase order requests.		
Approve the purchase of necessary office supplies as requested by District personnel.		
Administer District service contracts and negotiate lease renewals.		
Process service requests on equipment under maintenance.		
Deliver requested office supplies.		
Negotiate best price on sale of surplus equipment.		
Manage District insurance policies		
Major Objectives		Delivery Date
Process purchase order requests.		Daily
Approve the purchase of necessary office supplies as requested by District personnel.		Ongoing
Administer District service contracts, leases, and limited access license agreements.		Ongoing

	FYE 2017 Audited Program Expenditures	FYE 2018 Approved Program Budget	FYE 2019 Approved Program Budget	FTE/Dollar Change	Percent Change
Number of Positions (FTE)	2.20	2.02	3.00	0.98	48.83%
Personnel Expenditures					
Permanent Salaries	51105 \$244,229	\$242,819	\$352,080	\$109,262	45.00%
Overtime Salaries	51150 \$789				
Temporary Salaries	51200				
Payroll Taxes	51300 \$3,677	\$3,408	\$5,039	\$1,631	47.86%
Pension Benefits	51400 \$38,186	\$45,015	\$69,974	\$24,960	55.45%
FICA Replacement Benefits	51500 \$3,026	\$2,346	\$5,229	\$2,883	122.86%
Group Insurance Benefits	51600 \$38,567	\$44,279	\$45,151	\$872	1.97%
Employee Transportation Subsidy	51700 \$3,586	\$3,868	\$6,118	\$2,251	58.19%
Workers' Compensation	51800 \$746	\$1,291	\$1,738	\$447	34.58%
Other Post-Employment Benefits	51850 \$26,839	\$22,461	\$30,227	\$7,766	34.58%
Board Stipends	51900				
Total Personnel Expenditures	\$359,645	\$365,487	\$515,557	\$150,070	41.06%
Services & Supplies Expenditures					
Travel In-State	52200 \$13				
Travel Out-Of-State	52225				
Training & Education	52300	\$1,000	\$1,100	\$100	10.00%
Repair & Maintenance (Equipment)	52400				
Communications	52500				
Building Maintenance	52600				
Utilities	52700				
Postage	52800				
Printing & Reproduction	52900 \$16,432	\$31,800	\$40,000	\$8,200	25.79%
Equipment Rental	53100				
Rents & Leases	53200				
Professional Services & Contracts	53300				
General Insurance	53400 \$325,912	\$636,000	\$345,000	(\$291,000)	(45.75%)
Shop & Field Supplies	53500				
Laboratory Supplies	53600				
Gasoline & Variable Fuel	53700				
Computer Hardware & Software	53800				
Stationery & Office Supplies	53900 \$12,928	\$90,000	\$100,000	\$10,000	11.11%
Books & Journals	54100				
Minor Office Equipment	54200				
Depreciation & Amortization	54300				
Non-Capital Assets	54600				
Total Services & Supplies Expenditures	\$355,285	\$758,800	\$486,100	(\$272,700)	(35.94%)
Capital Expenditures					
Leasehold Improvements	60100				
Building & Grounds	60105				
Office Equipment	60110				
Computer & Network Equipment	60115				
Motorized Equipment	60120				
Lab & Monitoring Equipment	60125				
Communications Equipment	60130				
General Equipment	60135				
PM 2.5 Equipment	60140				
Biowatch Equipment	60145				
Total Capital Expenditures					
Transfer Out	70005 (\$15,199)				
Total Expenditures	\$699,731	\$1,124,287	\$1,001,657	(\$122,630)	(10.91%)

Shared Services		709
Managing Division: Executive and Administrative Resources		
Contact Person: Satnam Hundel		
Program Purpose: 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.		
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.		
Justification of Change Request: The shared services component includes general services and technology functions: personnel, conference room scheduling, conference room set-up, video conferencing, webcasting, copy/print/mail production and distribution, shared fleet management, shuttle service, wellness center; email, calendaring, telephone systems, wireless network, internet connectivity, printing, electronic file storage, server rooms maintenance		
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

Shared Services

709

	FYE 2017 Audited Program Expenditures	FYE 2018 Approved Program Budget	FYE 2019 Approved Program Budget	FTE/Dollar Change	Percent Change
Number of Positions (FTE)			1.00	1.00	
Personnel Expenditures					
Permanent Salaries	51105		\$103,373	\$103,373	
Overtime Salaries	51150				
Temporary Salaries	51200				
Payroll Taxes	51300		\$1,477	\$1,477	
Pension Benefits	51400		\$20,509	\$20,509	
FICA Replacement Benefits	51500		\$1,713	\$1,713	
Group Insurance Benefits	51600		\$11,821	\$11,821	
Employee Transportation Subsidy	51700		\$1,942	\$1,942	
Workers' Compensation	51800		\$579	\$579	
Other Post-Employment Benefits	51850		\$10,076	\$10,076	
Board Stipends	51900				
Total Personnel Expenditures			\$151,490	\$151,490	
Services & Supplies Expenditures					
Travel In-State	52200				
Travel Out-Of-State	52225				
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	\$2,481,508	\$2,100,000	\$2,100,000	
General Insurance	53400				
Shop & Field Supplies	53500				
Laboratory Supplies	53600				
Gasoline & Variable Fuel	53700				
Computer Hardware & Software	53800				
Stationery & Office Supplies	53900				
Books & Journals	54100				
Minor Office Equipment	54200				
Depreciation & Amortization	54300				
Non-Capital Assets	54400				
Total Services & Supplies Expenditures		\$2,481,508	\$2,100,000	\$2,100,000	
Capital Expenditures					
Leasehold Improvements	60100				
Building & Grounds	60105				
Office Equipment	60110				
Computer & Network Equipment	60115				
Motorized Equipment	60120				
Lab & Monitoring Equipment	60125				
Communications Equipment	60130				
General Equipment	60135				
PM 2.5 Equipment	60140				
Biowatch Equipment	60145				
Total Capital Expenditures					
Transfer Out	70005				
Total Expenditures		\$2,481,508	\$2,100,000	\$151,490	7.21%

Fleet Services		710
Managing Division: Executive and Administrative Resources		
Contact Person: Satnam Hundel		
Program Purpose: Fleet maintenance and inspection to ensure safe and reliable transportation.		
Description of Program: The vehicle maintenance section includes the maintenance of the District's 123-vehicle fleet, vehicle financing, tracking and diagnostics fuel records of District vehicles. All vehicle maintenance is outsourced for service. As of FYE 2018/19, ninety-four (94) vehicles are leased from Enterprise Fleet Services on a Full Maintenance Program. One (1) Electric vehicle is leased from Nissan Motor Acceptance Corporation where routine services are covered by the vehicle warranty plan; one (1) Hydrogen Fuel Cell vehicle is leased from Anderson Honda Motors Co. Inc; and twenty-seven (27) vehicles are owned by the District and are included in the Enterprise Maintenance Management Program in which Enterprise assists the District in handling all scheduled and non-scheduled repairs.		
Justification of Change Request: None.		
Activities		
Perform factory-recommended preventive and routine vehicle maintenance.		
Maintain service support for response to emergency calls within one hour.		
Manage insurance contracts on District vehicles; process damage claims.		
Train staff in new technology in vehicle maintenance, evaluation and repairs.		
Modify and maintain up-to-date vehicle maintenance procedures.		
Oversee Enterprise-leased vehicles maintenance appointments.		
Perform yearly smog checks and reports on District vehicles.		
Quarterly Fuel Reporting.		
Vehicle disposal and purchasing.		
Cost management and billing.		
Plan and prepare annual budget, expenditures and analyze all financial objectives		
Create/update fleet policy and procedures, to include vehicle assignment, personal use, replacement policy, accident reporting process, and other procedures		
Major Objectives		Delivery Date
Completion of yearly maintenance on all District vehicles.		Annually
Completion of annual smog check for District vehicles.		Annually
Reduce the District vehicles carbon foot print with alternative fuel options such as Hybrid Vehicles, Electric Vehicles (EVs), and Hydrogen Fuel Cell		On-going

Fleet Services

710

		FYE 2017 Audited Program Expenditures	FYE 2018 Approved Program Budget	FYE 2019 Approved Program Budget	FTE/Dollar Change	Percent Change
Number of Positions (FTE)			0.72	0.83	0.11	14.94%
Personnel Expenditures						
Permanent Salaries	51105		\$80,008	\$94,546	\$14,537	18.17%
Overtime Salaries	51150					
Temporary Salaries	51200					
Payroll Taxes	51300		\$1,130	\$1,353	\$223	19.69%
Pension Benefits	51400		\$14,926	\$18,783	\$3,857	25.84%
FICA Replacement Benefits	51500		\$841	\$1,423	\$582	69.13%
Group Insurance Benefits	51600		\$14,795	\$21,559	\$6,764	45.72%
Employee Transportation Subsidy	51700		\$1,266		(\$1,266)	(100.00%)
Workers' Compensation	51800		\$463	\$481	\$18	3.93%
Other Post-Employment Benefits	51850		\$8,053	\$8,370	\$317	3.93%
Board Stipends	51900					
Total Personnel Expenditures			\$121,483	\$146,514	\$25,031	20.60%
Services & Supplies Expenditures						
Travel In-State	52200	\$5,401				
Travel Out-Of-State	52225					
Training & Education	52300	\$277	\$2,000	\$2,000		
Repair & Maintenance (Equipment)	52400	\$8,357	\$11,500	\$11,500		
Communications	52500					
Building Maintenance	52600					
Utilities	52700					
Postage	52800					
Printing & Reproduction	52900					
Equipment Rental	53100					
Rents & Leases	53200	\$472,001	\$600,000	\$600,000		
Professional Services & Contracts	53300	\$6,761	\$11,500	\$11,500		
General Insurance	53400	\$35,281	\$55,000	\$55,000		
Shop & Field Supplies	53500	\$362				
Laboratory Supplies	53600					
Gasoline & Variable Fuel	53700	\$192,258	\$230,000	\$230,000		
Computer Hardware & Software	53800					
Stationery & Office Supplies	53900					
Books & Journals	54100					
Minor Office Equipment	54200					
Depreciation & Amortization	54300					
Non-Capital Assets	54600					
Total Services & Supplies Expenditures		\$720,698	\$910,000	\$910,000		
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					
Biowatch Equipment	60145					
Total Capital Expenditures						
Transfer Out	70005					
Total Expenditures		\$720,698	\$1,031,483	\$1,056,514	\$25,031	2.43%

(PAGE INTENTIONALLY LEFT BLANK)

LEGAL SERVICES DIVISION

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

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

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

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

Legal Counsel	201
Managing Division: Legal	
Contact Person: Brian C. Bunger	
Program Purpose: To advise, counsel and assist the Board of Directors, the Executive Officer/APCO, and District staff on all legal matters related to the Air District's clean air mission and operations.	
Description of Program: The Air District Counsel provides a wide variety of legal services to the Board of Directors, the Executive Officer/APCO, Advisory Council, and District staff. Those services include advising and counseling on issues arising under Federal and State air pollution laws, the Brown Act, the California Environmental Quality Act (CEQA), the Public Records Act, and conflict of interest laws. Attorneys in the District Counsel's office prepare and review complex contracts, provide legal opinions and advice on rule development, and governmental and general law issues, such as enforcement, permitting and air quality planning matters. Work in the District Counsel's office also includes the development and implementation of legal policy documents for the District.	
Justification of Change Request: None.	
Activities	
Staff all Board of Director and Board Committee meetings and provide legal advice and direction, as necessary, at such meetings.	
Draft all necessary resolutions for adoption by the Board of Directors.	
Provide all legal opinions, reports and correspondence requested by the Board of Directors, the Advisory Council and the Executive Officer/APCO.	
Provide all legal opinions, reports and correspondence requested by the Board of Directors, the Advisory Council and the Executive Officer/APCO.	
Review and comment on all legislative proposals affecting the District.	
Provide legal advice and review of all rule adoptions and amendments including CEQA analysis.	
Staff all meetings with District staff, members of the public, representatives of other public agencies, environmental groups, industry, the press and legislative representatives involving District permitting, rule development or enforcement.	
Provide legal advice, direction and contract drafting to administration of TFCA.	
Advise and assist the Executive Officer/APCO and District staff in legal matters involving contracts, the Public Records Act, conflicts of interest, leases and copyrights.	
Provide all staff support functions associated with the above activities.	
Advise Air District staff and the Board of Directors on all issues related to the Federal Clean Air Act, California Clean Air Act and associated State and Federal regulations.	
Major Objectives	Delivery Date

		FYE 2017 Audited Program Expenditures	FYE 2018 Approved Program Budget	FYE 2019 Approved Program Budget	FTE/Dollar Change	Percent Change
Number of Positions (FTE)		8.97	7.39	7.79	0.40	5.45%
Personnel Expenditures						
Permanent Salaries	51105	\$993,137	\$1,143,386	\$1,345,477	\$202,091	17.67%
Overtime Salaries	51150					
Temporary Salaries	51200					
Payroll Taxes	51300	\$14,969	\$16,311	\$19,339	\$3,028	18.56%
Pension Benefits	51400	\$154,905	\$215,425	\$262,938	\$47,513	22.06%
FICA Replacement Benefits	51500	\$12,230	\$8,600	\$13,906	\$5,306	61.71%
Group Insurance Benefits	51600	\$155,010	\$149,179	\$138,097	(\$11,083)	(7.43%)
Employee Transportation Subsidy	51700	\$10,575	\$11,197	\$12,943	\$1,745	15.59%
Workers' Compensation	51800	\$3,034	\$4,734	\$4,514	(\$220)	(4.65%)
Other Post-Employment Benefits	51850	\$109,139	\$82,322	\$78,496	(\$3,827)	(4.65%)
Board Stipends	51900					
Total Personnel Expenditures		\$1,452,999	\$1,631,154	\$1,875,708	\$244,554	14.99%
Services & Supplies Expenditures						
Travel In-State	52200	\$1,156	\$3,000	\$3,000		
Travel Out-Of-State	52225	\$1,879	\$2,000	\$2,000		
Training & Education	52300	\$2,081	\$5,500	\$5,500		
Repair & Maintenance (Equipment)	52400					
Communications	52500	\$6,393	\$8,200	\$8,000	(\$200)	(2.44%)
Building Maintenance	52600					
Utilities	52700					
Postage	52800					
Printing & Reproduction	52900	\$2,337	\$2,500	\$2,500		
Equipment Rental	53100					
Rents & Leases	53200					
Professional Services & Contracts	53300	\$49,490	\$20,000	\$20,000		
General Insurance	53400					
Shop & Field Supplies	53500					
Laboratory Supplies	53600					
Gasoline & Variable Fuel	53700					
Computer Hardware & Software	53800					
Stationery & Office Supplies	53900	\$933				
Books & Journals	54100	\$29,084	\$65,000	\$65,000		
Minor Office Equipment	54200					
Depreciation & Amortization	54300					
Non-Capital Assets	54600					
Total Services & Supplies Expenditures		\$93,352	\$106,200	\$106,000	(\$200)	(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					
Biowatch Equipment	60145					
Total Capital Expenditures						
Transfer Out	70005	(\$61,406)				
Total Expenditures		\$1,484,945	\$1,737,354	\$1,981,708	\$244,354	14.06%

Hearing Board Proceedings		202
Managing Division: Legal		
Contact Person: Brian C. Bunger		
Program Purpose: To represent the Air District in all proceedings involving variances, orders of abatement, permit appeals and permit revocations before the Air District's Hearing Board.		
Description of Program: The Air District Counsel provides all necessary legal representation and counsel for the District in variance, order of abatement, permit appeal and permit revocation actions before the Air District's Hearing Board. Permit holders may seek variance relief from the Hearing Board when they are unable to meet a District rule or permit requirement as long as state law requirements are met. The District may seek orders of abatement against facilities for on-going violations, or seek to revoke those facilities' permits. The Air District Counsel also represents the District in appeals by applicants or third parties to permit, emission reduction credit, and interchangeable emission reduction credit decisions made by the District. In addition, the Air District Counsel works with the Hearing Board's members and staff to improve the Hearing Board's rules and procedures.		
Justification of Change Request: None.		
Activities		
Review and advise Air District staff regarding the legal and factual sufficiency of variance requests.		
Prepare and/or review all required written correspondence, pleadings and orders.		
Represent the Air District in all Hearing Board matters, including preparing all written submissions for these cases.		
Prepare Air District witnesses for hearings.		
Provide staff support functions associated with the above activities.		
Major Objectives		Delivery Date

		FYE 2017 Audited Program Expenditures	FYE 2018 Approved Program Budget	FYE 2019 Approved Program Budget	FTE/Dollar Change	Percent Change
Number of Positions (FTE)		0.45	0.26	0.17	(0.09)	(33.84%)
Personnel Expenditures						
Permanent Salaries	51105	\$50,160	\$47,439	\$32,183	(\$15,256)	(32.16%)
Overtime Salaries	51150					
Temporary Salaries	51200					
Payroll Taxes	51300	\$761	\$681	\$463	(\$219)	(32.08%)
Pension Benefits	51400	\$7,787	\$9,000	\$6,427	(\$2,573)	(28.59%)
FICA Replacement Benefits	51500	\$579	\$305	\$313	\$8	2.50%
Group Insurance Benefits	51600	\$7,974	\$4,833	\$3,883	(\$949)	(19.65%)
Employee Transportation Subsidy	51700	\$539	\$534	\$388	(\$146)	(27.41%)
Workers' Compensation	51800	\$153	\$168	\$101	(\$68)	(40.18%)
Other Post-Employment Benefits	51850	\$5,512	\$2,924	\$1,749	(\$1,175)	(40.18%)
Board Stipends	51900					
Total Personnel Expenditures		\$73,465	\$65,885	\$45,507	(\$20,378)	(30.93%)
Services & Supplies Expenditures						
Travel In-State	52200					
Travel Out-Of-State	52225					
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					
Depreciation & Amortization	54300					
Non-Capital Assets	54600					
Total Services & Supplies Expenditures						
Capital Expenditures						
Leasehold Improvements	60100					
Building & Grounds	60105					
Office Equipment	60110					
Computer & Network Equipment	60115					
Motorized Equipment	60120					
Lab & Monitoring Equipment	60125					
Communications Equipment	60130					
General Equipment	60135					
PM 2.5 Equipment	60140					
Biowatch Equipment	60145					
Total Capital Expenditures						
Transfer Out	70005					
Total Expenditures		\$73,465	\$65,885	\$45,507	(\$20,378)	(30.93%)

Penalties Enforcement & Settlement		203
Managing Division: Legal		
Contact Person: Brian C. Bunger		
Program Purpose: To remove the economic benefit from, and provide a credible and effective deterrence to, violations of Air District Rules by reaching settlements or pursuing penalty enforcement actions fairly and consistently.		
Description of Program: The Air District Counsel, in cooperation with the Enforcement and Compliance Division, enforces the Air District's rules by reaching informal settlements through the Mutual Settlement Program, by pursuing administrative enforcement actions (orders of abatement and revocation of permits), by filing and prosecuting civil penalty actions, or by referring cases to other agencies for consideration of civil or criminal enforcement actions within those agencies' jurisdiction.		
Justification of Change Request: None.		
Activities		
Administer Mutual Settlement Program.		
Pursue Small Claims Court actions to collect civil penalties.		
Provide full time clerical staff support for this program.		
Prepare witnesses and documentary evidence for administrative hearings and civil litigation associated with actions to recover civil penalties.		
Meet and confer with District staff and defendants to discuss settlement or to advance litigation.		
Represent the District in all court hearings, settlement conferences and civil discovery.		
Coordinate the referral of cases for civil and criminal prosecution to District Attorney offices and other agencies with jurisdiction over air quality issues.		
Prepare all correspondence and prepare and file all pleadings in civil and administrative actions.		
Settle or pursue enforcement actions on all Notices of Violation (NOVs).		
Major Objectives		Delivery Date

		FYE 2017 Audited Program Expenditures	FYE 2018 Approved Program Budget	FYE 2019 Approved Program Budget	FTE/Dollar Change	Percent Change
Number of Positions (FTE)		4.61	3.98	3.80	(0.18)	(4.55%)
Personnel Expenditures						
Permanent Salaries	51105	\$510,698	\$551,400	\$528,861	(\$22,539)	(4.09%)
Overtime Salaries	51150					
Temporary Salaries	51200					
Payroll Taxes	51300	\$7,710	\$7,861	\$7,585	(\$276)	(3.51%)
Pension Benefits	51400	\$79,602	\$103,823	\$104,323	\$499	0.48%
FICA Replacement Benefits	51500	\$6,180	\$4,630	\$6,641	\$2,011	43.42%
Group Insurance Benefits	51600	\$81,853	\$79,381	\$60,406	(\$18,976)	(23.90%)
Employee Transportation Subsidy	51700	\$5,638	\$5,459	\$7,264	\$1,805	33.07%
Workers' Compensation	51800	\$1,560	\$2,549	\$2,200	(\$349)	(13.69%)
Other Post-Employment Benefits	51850	\$56,122	\$44,324	\$38,256	(\$6,068)	(13.69%)
Board Stipends	51900					
Total Personnel Expenditures		\$749,363	\$799,427	\$755,535	(\$43,892)	(5.49%)
Services & Supplies Expenditures						
Travel In-State	52200	\$268	\$2,800	\$2,800		
Travel Out-Of-State	52225					
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	\$495,000				
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		\$1,000	\$1,000		
Minor Office Equipment	54200					
Depreciation & Amortization	54300					
Non-Capital Assets	54600					
Total Services & Supplies Expenditures		\$495,268	\$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					
Biowatch Equipment	60145					
Total Capital Expenditures						
Transfer Out	70005					
Total Expenditures		\$1,244,631	\$805,227	\$761,335	(\$43,892)	(5.45%)

Litigation	205
Managing Division: Legal	
Contact Person: Brian C. Bungler	
Program Purpose: To represent and oversee the Air District representation in State and Federal courts.	
Description of Program: Individuals, corporations and organizations may sue the Air District in State or Federal court over District actions; the District Counsel represents the District in such matters. The District Counsel also directs the efforts of outside counsel handling such litigation and advising the District in specialized legal areas such as labor law, employment law and tort actions.	
Justification of Change Request: None.	
Activities	
Represent Air District in State court actions.	
Represent Air District in Federal court actions.	
Provide litigation status reports to Air District Board of Directors.	
Legal research for litigation matters.	
Monitor and direct activities of outside counsel in general litigation and specialized legal areas such as labor law, employment law and tort actions.	
Provide clerical support for litigation matters.	
Major Objectives	
	Delivery Date

Litigation

205

		FYE 2017 Audited Program Expenditures	FYE 2018 Approved Program Budget	FYE 2019 Approved Program Budget	FTE/Dollar Change	Percent Change
Number of Positions (FTE)		1.87	1.31	1.21	(0.10)	(7.69%)
Personnel Expenditures						
Permanent Salaries	51105	\$208,076	\$229,459	\$229,521	\$62	0.03%
Overtime Salaries	51150					
Temporary Salaries	51200					
Payroll Taxes	51300	\$3,129	\$3,289	\$3,302	\$13	0.38%
Pension Benefits	51400	\$32,562	\$43,439	\$45,139	\$1,700	3.91%
FICA Replacement Benefits	51500	\$2,640	\$1,525	\$2,170	\$645	42.32%
Group Insurance Benefits	51600	\$33,130	\$24,239	\$26,042	\$1,803	7.44%
Employee Transportation Subsidy	51700	\$2,153	\$1,901	\$2,666	\$765	40.23%
Workers' Compensation	51800	\$636	\$839	\$700	(\$139)	(16.53%)
Other Post-Employment Benefits	51850	\$22,866	\$14,595	\$12,182	(\$2,413)	(16.53%)
Board Stipends	51900					
Total Personnel Expenditures		\$305,193	\$319,285	\$321,722	\$2,437	0.76%
Services & Supplies Expenditures						
Travel In-State	52200					
Travel Out-Of-State	52225					
Training & Education	52300		\$3,000	\$3,000		
Repair & Maintenance (Equipment)	52400					
Communications	52500					
Building Maintenance	52600					
Utilities	52700					
Postage	52800		\$2,300	\$2,300		
Printing & Reproduction	52900					
Equipment Rental	53100					
Rents & Leases	53200					
Professional Services & Contracts	53300	\$66,796	\$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					
Minor Office Equipment	54200		\$7,000	\$7,000		
Depreciation & Amortization	54300					
Non-Capital Assets	54600					
Total Services & Supplies Expenditures		\$66,796	\$247,300	\$247,300		
Capital Expenditures						
Leasehold Improvements	60100					
Building & Grounds	60105					
Office Equipment	60110					
Computer & Network Equipment	60115					
Motorized Equipment	60120					
Lab & Monitoring Equipment	60125					
Communications Equipment	60130					
General Equipment	60135					
PM2.5 Equipment	60140					
Biowatch Equipment	60145					
Total Capital Expenditures						
Transfer Out	70005					
Total Expenditures **		\$371,988	\$566,585	\$569,022	\$2,437	0.43%

(PAGE INTENTIONALLY LEFT BLANK)

COMMUNICATIONS OFFICE

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

The Office manages advertising and outreach for Spare the Air, Winter 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. This includes publishing newsletters, the annual report, videos and collateral materials. The office also provides and oversees graphic design services.

Media Relations		301
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.		
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, mobile apps and social media. Develop graphically appealing and compelling images to better message Air District efforts on social media, presentations and displays.		
Justification of Change Request: Budget increased due to new staff and training requirements as well as adding translation costs for all press releases to this budget.		
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		
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		
Major Objectives		Delivery Date
Produce 2018 Air District Annual Report.		6/30/2019
Publish quarterly Air Currents newsletter.		6/30/2019
Develop media response \ operating procedures, Air District media policy, and social media policy.		Ongoing
Conduct media training for public information officers and other Air District staff.		Ongoing
Develop video podcasts, video news releases / statements, infographics and display graphics for Air District programs / events.		Ongoing
Publish Air District social media posts.		Ongoing

Media Relations

301

		FYE 2017 Audited Program Expenditures	FYE 2018 Approved Program Budget	FYE 2019 Approved Program Budget	FTE/Dollar Change	Percent Change
Number of Positions (FTE)		6.39	6.17	6.38	0.21	3.36%
Personnel Expenditures						
Permanent Salaries	51105	\$708,061	\$691,974	\$708,086	\$16,112	2.33%
Overtime Salaries	51150	\$12,598				
Temporary Salaries	51200	\$27,537				
Payroll Taxes	51300	\$10,710	\$9,811	\$10,127	\$316	3.23%
Pension Benefits	51400	\$110,857	\$129,575	\$138,579	\$9,004	6.95%
FICA Replacement Benefits	51500	\$8,733	\$7,187	\$11,055	\$3,868	53.82%
Group Insurance Benefits	51600	\$111,780	\$115,510	\$81,631	(\$33,879)	(29.33%)
Employee Transportation Subsidy	51700	\$7,928	\$8,358	\$8,985	\$627	7.50%
Workers' Compensation	51800	\$2,163	\$3,956	\$3,697	(\$259)	(6.54%)
Other Post-Employment Benefits	51850	\$77,811	\$68,804	\$64,304	(\$4,499)	(6.54%)
Board Stipends	51900					
Total Personnel Expenditures		\$1,078,178	\$1,035,175	\$1,026,465	(\$8,710)	(0.84%)
Services & Supplies Expenditures						
Travel In-State	52200	\$4,751	\$8,500	\$9,000	\$500	5.88%
Travel Out-Of-State	52225		\$4,600	\$4,600		
Training & Education	52300	\$5,635	\$15,700	\$16,500	\$800	5.10%
Repair & Maintenance (Equipment)	52400					
Communications	52500	\$13,348	\$44,000	\$47,000	\$3,000	6.82%
Building Maintenance	52600					
Utilities	52700					
Postage	52800	\$27	\$4,000	\$4,000		
Printing & Reproduction	52900	\$42,970	\$42,000	\$42,000		
Equipment Rental	53100					
Rents & Leases	53200					
Professional Services & Contracts	53300	\$235,993	\$340,000	\$420,000	\$80,000	23.53%
General Insurance	53400					
Shop & Field Supplies	53500					
Laboratory Supplies	53600					
Gasoline & Variable Fuel	53700					
Computer Hardware & Software	53800	\$4,315	\$11,000	\$11,000		
Stationery & Office Supplies	53900	\$9,844	\$4,000	\$4,000		
Books & Journals	54100					
Minor Office Equipment	54200					
Depreciation & Amortization	54300					
Non-Capital Assets	54600					
Total Services & Supplies Expenditures		\$316,884	\$473,800	\$558,100	\$84,300	17.79%
Capital Expenditures						
Leasehold Improvements	60100					
Building & Grounds	60105					
Office Equipment	60110					
Computer & Network Equipment	60115					
Motorized Equipment	60120					
Lab & Monitoring Equipment	60125					
Communications Equipment	60130					
General Equipment	60135					
PM 2.5 Equipment	60140					
Biowatch Equipment	60145					
Total Capital Expenditures						
Transfer Out	70005	(\$30,529)				
Total Expenditures		\$1,364,533	\$1,508,975	\$1,584,565	\$75,590	5.01%

Intermittent Control Programs		303
Managing Division: Communications Office		
Contact Person: Kristine Roselius		
Program Purpose: The Winter Spare the Air program informs the public about the Wood Burning Rule, the health impacts of wood smoke pollution and alternative, cleaner forms of heat.		
Description of Program: The Wood Burning Rule was passed in 2008 and wood burning is banned between November and February when a Winter Spare the Air Alert is called. The Winter Spare the Air campaign informs the public about the health impacts of wood smoke both inside and outside the home. A seasonal messaging/advertising campaign is developed and delivered to the public through regional advertising, media outreach, neighborhood events and through seasonal door-to-door outreach and survey campaign.		
Justification of Change Request: Budget decrease due to shifting of translation costs to 301 budget and less need for printing/reproduction costs.		
Activities		
Develop and disseminate a Winter Spare the Air campaign to inform the public about the health impacts of wood smoke.		
Prepare and issue media releases, respond to media inquiries and plan media events/deskside & editorial board visits.		
Conduct public opinion surveys to evaluate program and measure behavior change.		
Manage and update the sparetheair.org, baaqmd.gov and sparetheairnow.org websites as well as social media sites including Twitter, Linked In, Pinterest and Facebook.		
Manage notification methods for Winter 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 Public Engagement Committee and Board of Directors.		
Provide outreach to local government leaders and community organizations and the general public about the Winter Spare the Air program.		
Promote cleaner heating options.		
Major Objectives		Delivery Date
Launch Winter Spare the Air Season.		11/1/2018
Execute and evaluate Winter Spare the Air season public outreach campaign.		6/30/2019
Develop video podcasts, video news releases / statements, displays and infographics for Winter Spare the Air programs / events.		2/28/2019
Respond to public inquiries, provide informational speeches and presentations.		2/28/2019
Publicize cleaner heating options.		6/30/19
Monitor and measure campaign effectiveness via public opinion surveys.		3/30/2019
Develop Winter Spare the Air Season summary.		4/1/2019
Add text alerts as a Winter Spare the Air Alert notification method.		11/01/19
Issue Winter Spare the Air Alert advisories when air quality is forecast to reach unhealthy levels.		2/28/2019
Provide information about the health impacts of wood smoke to the public, community organizations and local government leaders.		Ongoing
Redesign sparetheair.org website		3/01/19

Intermittent Control Programs

303

		FYE 2017 Audited Program Expenditures	FYE 2018 Approved Program Budget	FYE 2019 Approved Program Budget	FTE/Dollar Change	Percent Change
Number of Positions (FTE)		1.24	2.08	2.00	(0.08)	(3.79%)
Personnel Expenditures						
Permanent Salaries	51105	\$137,473	\$241,402	\$221,965	(\$19,436)	(8.05%)
Overtime Salaries	51150	\$14,398				
Temporary Salaries	51200					
Payroll Taxes	51300	\$2,069	\$3,422	\$3,175	(\$248)	(7.24%)
Pension Benefits	51400	\$21,571	\$45,199	\$43,846	(\$1,353)	(2.99%)
FICA Replacement Benefits	51500	\$1,513	\$2,423	\$3,462	\$1,039	42.88%
Group Insurance Benefits	51600	\$20,829	\$39,894	\$30,241	(\$9,653)	(24.20%)
Employee Transportation Subsidy	51700	\$1,382	\$3,293	\$2,874	(\$419)	(12.71%)
Workers' Compensation	51800	\$420	\$1,334	\$1,160	(\$173)	(13.00%)
Other Post-Employment Benefits	51850	\$15,107	\$23,195	\$20,179	(\$3,016)	(13.00%)
Board Stipends	51900					
Total Personnel Expenditures		\$214,762	\$360,162	\$326,903	(\$33,259)	(9.23%)
Services & Supplies Expenditures						
Travel In-State	52200					
Travel Out-Of-State	52225					
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	\$911,357	\$1,169,000	\$1,119,000	(\$50,000)	(4.28%)
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					
Depreciation & Amortization	54300					
Non-Capital Assets	54600					
Total Services & Supplies Expenditures		\$911,357	\$1,169,000	\$1,119,000	(\$50,000)	(4.28%)
Capital Expenditures						
Leasehold Improvements	60100					
Building & Grounds	60105					
Office Equipment	60110					
Computer & Network Equipment	60115					
Motorized Equipment	60120					
Lab & Monitoring Equipment	60125					
Communications Equipment	60130					
General Equipment	60135					
PM 2.5 Equipment	60140					
Biowatch Equipment	60145					
Total Capital Expenditures						
Transfer Out	70005					
Total Expenditures		\$1,126,119	\$1,529,162	\$1,445,903	(\$83,259)	(5.44%)

Spare the Air (CMAQ)		305
Managing Division: Communications Office		
Contact Person: Kristine Roselius		
Program Purpose: The Spare the Air program encourages the public to reduce their driving, a major source of Bay Area air pollution, and promotes the use of public transit, biking, walking, carpooling, trip reduction and other behavior changes that reduce pollution from automobiles.		
Description of Program: The Spare the Air Program provides health alerts and informs Bay Area residents about air pollution and encourages them to reduce single occupancy driving, especially during their commute to and from work, to improve air quality. The Spare the Air program will also help to promote the Commuter Benefits Program which supports the overall goal of reducing the number of vehicles on Bay Area roads. When air quality is forecast to be unhealthy, the Air District issues Spare the Air Alerts. Outreach to the public is conducted through an advertising and media relations campaign as well as through social media sites such as Twitter and Facebook.		
Justification of Change Request: No change.		
Activities		
Conduct campaign to educate the public about individual choices to reduce air pollution.		
Prepare and issue media releases, respond to media inquiries and plan media events.		
Conduct public opinion surveys to evaluate program and measure behavior change.		
Manage and update the sparetheair.org website as well as campaign 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 Public Engagement Committee and Board of Directors.		
Major Objectives		Delivery Date
Develop the 2019 Spare the Air campaign.		3/01/2019
Launch 2019 Spare the Air ozone season.		5/01/2019
Monitor and measure campaign effectiveness via public opinion surveys.		10/15/2019
Manage the 2019 Spare the Air advertising, media relations and social media campaign.		10/30/2019
Promote Spare the Air clean air activities at public events.		10/30/2019
Develop video podcasts, video news releases / statements, displays and infographics for Spare the Air program / events.		10/30/2019

		FYE 2017 Audited Program Expenditures	FYE 2018 Approved Program Budget	FYE 2019 Approved Program Budget	FTE/Dollar Change	Percent Change
Number of Positions (FTE)						
Personnel Expenditures						
Permanent Salaries	51105					
Overtime Salaries	51150					
Temporary Salaries	51200					
Payroll Taxes	51300					
Pension Benefits	51400					
FICA Replacement Benefits	51500					
Group Insurance Benefits	51600					
Employee Transportation Subsidy	51700					
Workers' Compensation	51800					
Other Post-Employment Benefits	51850					
Board Stipends	51900					
Total Personnel Expenditures						
Services & Supplies Expenditures						
Travel In-State	52200					
Travel Out-Of-State	52225					
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	\$930,049	\$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					
Depreciation & Amortization	54300					
Non-Capital Assets	54600					
Total Services & Supplies Expenditures		\$930,049	\$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					
Biowatch Equipment	60145					
Total Capital Expenditures						
Transfer Out	70005					
Total Expenditures		\$930,049	\$1,000,000	\$1,000,000		

(PAGE INTENTIONALLY LEFT BLANK)

TECHNOLOGY IMPLEMENTATION OFFICE

Achieving federal and state clean air standards and greenhouse gas emissions targets requires a significant shift towards cleaner technology alternatives by both the mobile and stationary source sectors. The Bay Area Air Quality Management District (Air District) established the Technology Implementation Office (TIO) with the mission to catalyze innovation by advancing disruptive, cost-effective solutions to achieve greenhouse gas emissions reductions. TIO will cultivate partnerships and provide financing to incentivize low carbon intensity practices including deployment of zero emissions vehicles and infrastructure, zero emissions energy generation, efficient production and smart/connected technologies.

The TIO will work to achieve the goal of a carbon-free Bay Area by 2050, as envisioned in the Air District's proposed 2017 Clean Air Plan, and mainstream technologies so they can be scaled-up beyond the Bay Area. The TIO's partnerships and incentives for emerging technologies will be focused on the stationary source sector and the Air District's Light-Duty Electric Vehicle Programs.

Key TIO responsibilities include:

- Managing a loan program in partnership with financing authorities to fund clean air and GHG reduction projects in the stationary sector.
- Managing a grants program to fund adoption of clean vehicles and expansion of clean vehicle infrastructure
- Identifying projects and opportunities in which technical support and available funding can make a significant difference in the widespread deployment of cleaner vehicles and technology, and issuing grants, loans or loan guarantees for eligible projects.
- Performing technology evaluation, data analysis, planning, and reporting to evaluate potential technologies, projects, consumers and the market, and to evaluate the results of Air District sponsored clean-technology projects.
- Convening representatives from private industry, technology developers and equipment manufacturers, academia and research institutions, non-profits, local, state and federal agencies, and advocacy groups, to raise awareness about emerging technologies with potential customers, discuss emerging trends, and share best practices that accelerate the mass-adoption of the cleanest available vehicles and technology.

Greenhouse Gas Technologies - Stationary		126
Managing Division: Technology Implementation Office		
Contact Person: Ranyee Chiang		
Program Purpose: The Technology Implementation Office will catalyze innovation by advancing disruptive, cost-effective solutions to achieve greenhouse gas emissions reduction. The TIO'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 beyond the Bay Area.		
Description of Program: The program cultivates partnerships and provides financing to incentivize low carbon intensity practices for stationary and industrial sources.		
Justification of Change Request: Funds that were identified in the General Fund designated reserves are being requested to establish and administer the loan program fund and to conduct matchmaking efforts between technologies and customers. The TIO will also continue efforts with the Steering Committee, to research and evaluate new technologies, and to develop additional funding to reduce emissions.		
Activities		
Oversee loan and loan guarantee partnership, including to leverage additional funding resources.		
Identify technologies and customers and provide technical support and financing to implement technologies.		
Identify new sources of funding and prepare grant applications to secure new funding.		
Convene stakeholders for technology matchmaking and peer-to-peer information exchanges.		
Provide technical resources to partners and the District.		
Major Objectives		Delivery Date
1. Publish technology assessment report.		8/31/18
2. Provide loans and loan guarantees for implementing new technologies.		Ongoing
3. Convene stakeholders for technology matchmaking event and to discuss emerging trends in technologies and accelerating adoption.		5/31/19

		FYE 2017 Audited Program Expenditures	FYE 2018 Approved Program Budget	FYE 2019 Approved Program Budget	FTE/Dollar Change	Percent Change
Number of Positions (FTE)		0.07		2.44	2.44	
Personnel Expenditures						
Permanent Salaries	51105	\$8,704		\$236,177	\$236,177	
Overtime Salaries	51150			\$25,000	\$25,000	
Temporary Salaries	51200					
Payroll Taxes	51300	\$99		\$3,734	\$3,734	
Pension Benefits	51400	\$950		\$43,008	\$43,008	
FICA Replacement Benefits	51500	\$54		\$4,217	\$4,217	
Group Insurance Benefits	51600	\$785		\$32,967	\$32,967	
Employee Transportation Subsidy	51700	\$53		\$194	\$194	
Workers' Compensation	51800	\$27		\$1,416	\$1,416	
Other Post-Employment Benefits	51850	\$956		\$24,624	\$24,624	
Board Stipends	51900					
Total Personnel Expenditures		\$11,629		\$371,336	\$371,336	
Services & Supplies Expenditures						
Travel In-State	52200		\$12,000	\$5,500	(\$6,500)	(54.17%)
Travel Out-Of-State	52225		\$10,000	\$9,500	(\$500)	(5.00%)
Training & Education	52300		\$6,000	\$9,000	\$3,000	50.00%
Repair & Maintenance (Equipment)	52400		\$1,000		(\$1,000)	(100.00%)
Communications	52500		\$3,000	\$2,000	(\$1,000)	(33.33%)
Building Maintenance	52600					
Utilities	52700					
Postage	52800					
Printing & Reproduction	52900					
Equipment Rental	53100					
Rents & Leases	53200					
Professional Services & Contracts	53300	\$40,000	\$456,000	\$4,001,000	\$3,545,000	777.41%
General Insurance	53400					
Shop & Field Supplies	53500					
Laboratory Supplies	53600					
Gasoline & Variable Fuel	53700					
Computer Hardware & Software	53800		\$10,000	\$500	(\$9,500)	(95.00%)
Stationery & Office Supplies	53900		\$1,000	\$250	(\$750)	(75.00%)
Books & Journals	54100		\$1,000	\$250	(\$750)	(75.00%)
Minor Office Equipment	54200					
Depreciation & Amortization	54300					
Non-Capital Assets	54600					
Total Services & Supplies Expenditures		\$40,000	\$500,000	\$4,028,000	\$3,528,000	705.60%
Capital Expenditures						
Leasehold Improvements	60100					
Building & Grounds	60105					
Office Equipment	60110					
Computer & Network Equipment	60115					
Motorized Equipment	60120					
Lab & Monitoring Equipment	60125					
Communications Equipment	60130					
General Equipment	60135					
PM2.5 Equipment	60140					
Biowatch Equipment	60145					
Total Capital Expenditures						
Transfer In/Out	70005					
Total Expenditures		\$51,629	\$500,000	\$4,399,336	\$3,899,336	779.87%

(PAGE INTENTIONALLY LEFT BLANK)

STRATEGIC INCENTIVES DIVISION

The Strategic Incentives Division administers grant programs to facilitate the execution of projects or programs focused primarily on the reduction of emissions from mobile sources in the Bay Area. The primary grant programs include the Transportation Fund for Clean Air (TFCA), the Carl Moyer Program (CMP), the Mobile Source Incentive Fund (MSIF), the Lower-Emission School Bus Program (LESBP), in addition to other miscellaneous grant programs. These programs support the implementation of transportation and mobile source measures, as well as other incentive-based initiatives that improve air quality in the region. In FYE 2019 the Strategic Incentives Division will administer more than \$64 million in new grant revenue funds.

CARBON OFFSET FUND		311
Managing Division: Strategic Incentives		
Contact Person: Chengfeng Wang		
Program Purpose: Administer allocation of carbon offset fund revenue.		
Description of Program: On September 10, 2007, ConocoPhillips Company (COP) entered into a settlement agreement with the Attorney General of California, which resulted in COP making a one-time payment of approximately \$4.4 million to a carbon offset fund created by the Air District. On November 24, 2008, the Air District entered into a Memorandum of Understanding with the Attorney General regarding the establishment of a carbon offset fund and the implementation of a Greenhouse Gas Reduction Grant Program (GGRGP) to fund projects that achieve verifiable, quantifiable reductions in greenhouse gas (GHG) emissions, with priority given to projects near the Rodeo Refinery. These projects were completed by FYE 2016. The remaining funds from the GGRGP are being used for the replacement of conventional commercial lawn and garden equipment with zero-emission alternatives with all funded projects to be completed in FYE 2019.		
Justification of Change Request: No change.		
Activities		
Develop policies and guidelines for Program funding and prepare recommendations for Board of Directors consideration of Program policies and award of project funds.		
Conduct workshops and assist with outreach efforts and project solicitation.		
Review and evaluate applications and proposals for conformance with the applicable guidelines, policies, and regulations, and prepare Program documents, contracts, letters, reports, and communications.		
Track status and performance of projects, and conduct inspections.		
Prepare technical, financial, and staff reports.		
Major Objectives		Delivery Date
Prepare technical, financial, and staff reports.		Ongoing
Monitor, inspect, and audit projects to assure compliance with program guidelines.		Ongoing
Review project progress reports and reimbursement requests and ensure project files are complete and up to date.		Ongoing
Prepare and submit the final annual report to California Attorney General.		06/30/19

	FYE 2017 Audited Program Expenditures	FYE 2018 Approved Program Budget	FYE 2019 Approved Program Budget	FTE/Dollar Change	Percent Change
Number of Positions (FTE)		0.01		(0.01)	(100.00%)
Personnel Expenditures					
Permanent Salaries	51105	\$520	\$1,479	(\$1,479)	(100.00%)
Overtime Salaries	51150				
Temporary Salaries	51200				
Payroll Taxes	51300	\$8	\$21	(\$21)	(100.00%)
Pension Benefits	51400	\$80	\$275	(\$275)	(100.00%)
FICA Replacement Benefits	51500	\$11	\$15	(\$15)	(100.00%)
Group Insurance Benefits	51600	\$99	\$252	(\$252)	(100.00%)
Employee Transportation Subsidy	51700	\$6	\$23	(\$23)	(100.00%)
Workers' Compensation	51800	\$2	\$8	(\$8)	(100.00%)
Other Post-Employment Benefits	51850	\$57	\$147	(\$147)	(100.00%)
Board Stipends	51900				
Total Personnel Expenditures		\$783	\$2,222	(\$2,222)	(100.00%)
Services & Supplies Expenditures					
Travel In-State	52200				
Travel Out-Of-State	52225				
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				
Depreciation & Amortization	54300				
Non-Capital Assets	54600				
Total Services & Supplies Expenditures					
Capital Expenditures					
Leasehold Improvements	60100				
Building & Grounds	60105				
Office Equipment	60110				
Computer & Network Equipment	60115				
Motorized Equipment	60120				
Lab & Monitoring Equipment	60125				
Communications Equipment	60130				
General Equipment	60135				
PM 2.5 Equipment	60140				
Biowatch Equipment	60145				
Total Capital Expenditures					
Transfer Out	70005				
Total Expenditures		\$783	\$2,222	(\$2,222)	(100.00%)

GRANT PROGRAM DEVELOPMENT		313
Managing Division: Strategic Incentives		
Contact Person: Anthony Fournier		
Program Purpose: Expand availability of funding for emission reduction projects in the Bay Area by identifying and securing new sources of funding. Manage advanced technology demonstration projects through grants secured.		
Description of Program: This program, established in 2010, is focused on identifying and securing new sources of funding for the Bay Area region. In FYE 2019, staff will pursue funding from Federal, State, local governments and other funding sources. Over time, this program aims to expand the availability of grant funding in the region in order to create additional opportunities for Bay Area businesses and residents to implement projects that reduce criteria pollutants, greenhouse gases, and toxic air contaminants from mobile and stationary sources.		
Justification of Change Request: No change.		
Activities		
Form partnerships to leverage Air District funding resources.		
Identify new sources of funding.		
Prepare grant applications to secure new funding sources.		
Manage advanced technology demonstration grants secured through development activities.		
Major Objectives		Delivery Date
Identify new sources of funding for the region.		Ongoing
Prepare grant applications and secure new funding sources.		Ongoing
Manage advanced technology demonstration grants secured through development activities.		6/30/2019

		FYE 2017 Audited Program Expenditures	FYE 2018 Approved Program Budget	FYE 2019 Approved Program Budget	FTE/Dollar Change	Percent Change
Number of Positions (FTE)		2.63	3.40	2.65	(0.75)	(22.05%)
Personnel Expenditures						
Permanent Salaries	51105	\$292,126	\$368,556	\$277,306	(\$91,250)	(24.76%)
Overtime Salaries	51150	\$3,961				
Temporary Salaries	51200	\$92,628				
Payroll Taxes	51300	\$4,402	\$5,200	\$3,963	(\$1,237)	(23.79%)
Pension Benefits	51400	\$46,070	\$68,676	\$54,650	(\$14,026)	(20.42%)
FICA Replacement Benefits	51500	\$4,194	\$3,961	\$4,571	\$610	15.39%
Group Insurance Benefits	51600	\$46,698	\$66,095	\$34,619	(\$31,476)	(47.62%)
Employee Transportation Subsidy	51700	\$3,508	\$5,471	\$2,452	(\$3,019)	(55.18%)
Workers' Compensation	51800	\$893	\$2,180	\$1,537	(\$644)	(29.51%)
Other Post-Employment Benefits	51850	\$32,103	\$37,919	\$26,727	(\$11,192)	(29.51%)
Board Stipends	51900					
Total Personnel Expenditures		\$526,583	\$558,058	\$405,824	(\$152,234)	(27.28%)
Services & Supplies Expenditures						
Travel In-State	52200		\$7,700	\$13,200	\$5,500	71.43%
Travel Out-Of-State	52225		\$4,000	\$8,000	\$4,000	100.00%
Training & Education	52300		\$3,500	\$3,500		
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	\$172,493	\$10,000	\$80,000	\$70,000	700.00%
General Insurance	53400					
Shop & Field Supplies	53500		\$1,000	\$1,000		
Laboratory Supplies	53600					
Gasoline & Variable Fuel	53700					
Computer Hardware & Software	53800			\$20,000	\$20,000	
Stationery & Office Supplies	53900			\$500	\$500	
Books & Journals	54100					
Minor Office Equipment	54200					
Depreciation & Amortization	54300					
Non-Capital Assets	54600					
Total Services & Supplies Expenditures		\$172,493	\$26,200	\$126,200	\$100,000	381.68%
Capital Expenditures						
Leasehold Improvements	60100					
Building & Grounds	60105					
Office Equipment	60110					
Computer & Network Equipment	60115					
Motorized Equipment	60120					
Lab & Monitoring Equipment	60125					
Communications Equipment	60130					
General Equipment	60135					
PM 2.5 Equipment	60140					
Biowatch Equipment	60145					
Total Capital Expenditures						
Transfer Out	70005					
Total Expenditures		\$699,076	\$584,258	\$532,024	(\$52,234)	(8.94%)

(PAGE INTENTIONALLY LEFT BLANK)

COMPLIANCE & ENFORCEMENT DIVISION

The Compliance & Enforcement Division ensures the Air District will realize the emission reductions achieved by the air quality regulations adopted by the Board of Directors, and permit conditions issued by the Executive Officer/APCO. Compliance with District, State, and Federal regulations is achieved by a Compliance Assistance Program that assists industry in understanding requirements, a Compliance Assurance (inspection) Program and an Enforcement Program that provides an effective deterrence to non-compliance. The Division promotes compliance assistance and voluntary compliance that assists companies to ensure compliance with regulations. When non-compliance is discovered, enforcement is applied at a level appropriate to the nature and extent of the violation. The Division will continue to work closely with industry, community groups, and environmental groups to review and enhance air quality compliance and enforcement programs, to provide the highest level of service.

For FYE 2019, the Division will continue to implement the Air District's comprehensive strategy to reduce residential wood smoke through enforcement, outreach and compliance assistance of the Wood Smoke Rule (Regulation 6, Rule 3). The Division will continue to implement the District's Mobile Source Compliance Plan (MSCP), a program for enforcement of CARB Diesel Particulate Matter (DPM) regulations from mobile sources. The Division will continue to minimize petroleum refinery flare use through the Flare Minimization Plans for all five Bay Area refineries. Other significant air programs requiring Division resources include investigations of Title V deviation reporting, the Portable Equipment Registration Program (PERP), Asbestos projects (renovations, demolitions and naturally occurring asbestos – NOA), compliance determinations for State Air Toxics Control Measures (ATCMs) and Federal Maximum Available Control Technology (MACTs) for air toxics. The Division will continue the implementation and enforcement of the District's Commuter Benefits regulation, which targets employers with more than 50 employees within the Air District's jurisdiction.

During the coming year, Division programs will continue to focus on activities that support the District's commitment to achieving clean air to protect public health and the environment. The Division will implement the following programs:

- The Compliance Assistance Program will continue to develop *Compliance Advisories* for use by the Inspection staff, industry and the public. These will include several related to new and amended regulations and state Air Toxics Control Measures for stationary sources and some mobile sources. The program encompasses inspector training, support for various Division programs, dispatch activities, Compliance Assistance Advisories, and Industry Compliance Schools. The small business incentive program will provide financial incentives for small businesses to attend District-run Industry Compliance Schools to learn practical information on how to comply with District regulations and how compliance benefits not only their business, but also their community.
- The Compliance Assurance Program will continue both announced and unannounced inspections of air pollution sources to ensure compliance. Targeted strategies will be used to focus inspections to find non-compliance and reduce excess emissions. Sources include: Title V and Synthetic Minors permits, petroleum refineries, chemical plants, dry cleaners, gasoline dispensing facilities, autobody shops, asbestos renovations and demolitions, agricultural and prescribed burning, and other permitted sources. Staff will continue to plan, prepare, and respond to air pollution incidents and to work closely with other response agencies.
- The Enforcement Program will continue with a focus on major facility (Title V, Synthetic Minor) auditing and will strive to ensure compliance with all air quality regulations. Staff will work with the Legal Division to provide a strong deterrent to non-compliance and to apply the appropriate level of enforcement, proportional to the level of non-compliance. The Division will vigorously pursue violators who show a disregard for the law and well-being of the public. Air pollution complaints will be investigated to provide a high level of service to the public. Wood smoke patrols for excessive opacity and curtailment violations will be conducted for the fifth winter of the wood smoke regulation.

The Division's outreach, throughout the programs above, will continue to provide compliance assistance materials in foreign languages and translation services for the air pollution complaint process, and other public service access points at the Air District.

Enforcement		401
Managing Division: Compliance & Enforcement		
Contact Person: John Marvin		
Program Purpose: Enforce applicable Federal, State, and District air pollution regulations and permit conditions.		
Description of Program: 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.		
Justification of Change Request: Program 401 budget reflects inflationary costs for rents; added costs for inspection staff additions, and safety and building code upgrades for Santa Clara, Hayward, Novato, and Peninsula field offices.		
Activities		
Investigate, issue, and process NOV's and NTC's; re-inspect sources to verify compliance status after issuance. Work with Legal Division to procure penalty settlement and/or successful prosecution.		
Receive and investigate citizen inquiries and general air pollution complaints. Respond to these complaints as soon as possible where highest priority response is given to ongoing complaints alleged against potential nuisance sites.		
Prepare enforcement cases in coordination with Legal Division; conduct/coordinate investigations to support their development for legal actions.		
Provide technical analysis and support for variances, abatement orders, and permit appeals to the Hearing Board. Prepare weekly District position report on all matters before the Hearing Board. Ensure that increments of progress from variances, abatement orders, consent decrees, enforcement agreements, or settlement agreements are being met.		
Asbestos regulations enforcement: issue and process NOV's, investigate air pollution complaints; handle inquiries. Conduct Demo/Reno outreach to city building departments, fire departments, and other stakeholders as needed. Attend environmental task force meetings.		
Gasoline Dispensing Facilities (GDF) regulations enforcement: issue and process NOV's, investigate air pollution complaints, and conduct diagnostic testing. Assist operators with preventative maintenance and training.		
Woodsmoke regulation enforcement: conduct curtailment and opacity patrols based on received complaints; process NOV's.		
CARB Mobile Source regulations enforcement in CARE impacted areas with special focus on West Oakland.		
Asbestos ATCM for Construction, Grading, Quarrying, and Surface Mining Operations regulation enforcement: issue and process NOV's for naturally occurring asbestos (NOA) construction projects, investigate air pollution complaints, and provide compliance assistance to construction project owner/operators		
Refinery Flares: review, comment, approve and enforce provisions in Regulation 12, Rules 11 and 12.		
Participate in interagency environmental task force programs to coordinate District enforcement activities with other County/State/Federal governmental agencies.		
Provide staff at community meetings to present information on the complaint process, enforcement activities, etc.		
Major Objectives		Delivery Date

Enforcement

401

		FYE 2017 Audited Program Expenditures	FYE 2018 Approved Program Budget	FYE 2019 Approved Program Budget	FTE/Dollar Change	Percent Change
Number of Positions (FTE)		23.26	25.62	27.89	2.27	8.86%
Personnel Expenditures						
Permanent Salaries	51105	\$2,575,427	\$2,651,530	\$2,925,699	\$274,168	10.34%
Overtime Salaries	51150	\$50,518	\$113,850	\$113,850		
Temporary Salaries	51200	\$23,442	\$5,500	\$5,500		
Payroll Taxes	51300	\$38,828	\$39,225	\$43,542	\$4,317	11.01%
Pension Benefits	51400	\$402,474	\$495,193	\$568,230	\$73,037	14.75%
FICA Replacement Benefits	51500	\$31,576	\$29,817	\$47,965	\$18,148	60.86%
Group Insurance Benefits	51600	\$404,052	\$479,191	\$523,066	\$43,875	9.16%
Employee Transportation Subsidy	51700	\$26,572	\$22,882	\$17,347	(\$5,535)	(24.19%)
Workers' Compensation	51800	\$7,868	\$16,413	\$16,155	(\$257)	(1.57%)
Other Post-Employment Benefits	51850	\$283,017	\$285,436	\$280,958	(\$4,478)	(1.57%)
Board Stipends	51900					
Total Personnel Expenditures		\$3,843,773	\$4,139,037	\$4,542,311	\$403,275	9.74%
Services & Supplies Expenditures						
Travel In-State	52200	\$12,626	\$16,400	\$18,800	\$2,400	14.63%
Travel Out-Of-State	52225	\$1,789	\$1,200	\$1,450	\$250	20.83%
Training & Education	52300	\$1,173	\$6,790	\$6,790		
Repair & Maintenance (Equipment)	52400	\$835	\$8,000	\$108,000	\$100,000	1250.00%
Communications	52500	\$158,332	\$127,000	\$137,000	\$10,000	7.87%
Building Maintenance	52600	\$1,045	\$2,500	\$2,500		
Utilities	52700	\$1,401	\$4,000	\$4,000		
Postage	52800					
Printing & Reproduction	52900	\$877	\$2,000	\$2,000		
Equipment Rental	53100					
Rents & Leases	53200	\$39,407	\$60,000	\$69,600	\$9,600	16.00%
Professional Services & Contracts	53300	\$2,970	\$9,590	\$9,590		
General Insurance	53400					
Shop & Field Supplies	53500	\$13,195	\$15,000	\$16,500	\$1,500	10.00%
Laboratory Supplies	53600					
Gasoline & Variable Fuel	53700					
Computer Hardware & Software	53800	\$1,337	\$2,000	\$2,000		
Stationery & Office Supplies	53900	\$91				
Books & Journals	54100					
Minor Office Equipment	54200	\$1,017	\$1,000	\$1,000		
Depreciation & Amortization	54300					
Non-Capital Assets	54600					
Total Services & Supplies Expenditures		\$236,096	\$255,480	\$379,230	\$123,750	48.44%
Capital Expenditures						
Leasehold Improvements	60100					
Building & Grounds	60105					
Office Equipment	60110					
Computer & Network Equipment	60115					
Motorized Equipment	60120					
Lab & Monitoring Equipment	60125	\$60,650	\$43,500	\$47,830	\$4,330	9.95%
Communications Equipment	60130					
General Equipment	60135					
PM 2.5 Equipment	60140					
Biowatch Equipment	60145					
Total Capital Expenditures		\$60,650	\$43,500	\$47,830	\$4,330	9.95%
Transfer Out	70005					
Total Expenditures		\$4,140,518	\$4,438,017	\$4,969,371	\$531,355	11.97%

Compliance Assistance & Operations		402
Managing Division: Compliance & Enforcement		
Contact Person: Juan Ortellado		
Program Purpose: Promote compliance with Air District regulations through program development and industry/source education.		
Description of Program: The Compliance Assistance and Operations Program provides both industry and Division staff with the necessary tools to promote compliance with air quality requirements. The Program also provides educational materials and conducts outreach to the public to promote compliance with the woodsmoke reduction program. In support of the woodsmoke reduction program, the Program maintains both an online and phone Woodsmoke Complaint System for the public to register complaints. The Program also manages a dispatch system for all general complaints from the public. Industry Compliance Schools (ICS), including a Small Business ICS incentive program, are offered for businesses. Compliance Advisories, fact sheets and other educational materials are provided to industry and trade associations. Regulatory questions are answered via a dedicated compliance assistance telephone line. In-service training ensures consistent and appropriate inspection activities. Mobile source compliance activities are conducted pursuant to the Air District's Mobile Source Compliance Plan. Partnerships with other public agencies promote multi-media pollution prevention through local Green Business programs and other activities. Support is provided for all Division air programs, and for the public and industry.		
Justification of Change Request: With new staff joining the division, there is a need for additional funding to attend relevant external training opportunities, such as the annual CAPCOA Enforcement Symposium and the Odor Conference. Staff have also assumed new responsibilities in the CAPCOA Enforcement Managers Committee, which also results in the need for additional travel funding.		
Activities		
Compliance Assistance (Industry Assistance): provide small and medium-sized businesses with specialized educational and technical assistance to achieve and maintain compliance. Develop Compliance Assistance materials for specific business sectors and the public (woodsmoke). Provide compliance assistance during routine inspections and following enforcement action. Compliance assistance is also provided for all air quality complaints for the general public through dispatch or other 1-800 or 1-877 phone 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. Staff identify and translate Compliance Assistance materials for small business and other industry sectors where non-English speaking operators need additional assistance.		
Compliance Assistance: develop and maintain Division Policies and Procedures and other documents/processes to ensure consistent application of enforcement activities. Conduct Industry Compliance Schools (ICS) for Small Businesses (using the SB Incentive ICS program) and other regulated industries. Build partnerships with other public and community organizations to strengthen compliance assistance activities. Conduct compliance assistance and enforcement activities for the woodsmoke reduction and mobile source enforcement programs. Maintain compliance assistance hotline during core business hours and provide staff for speaker's bureau. Promote pollution prevention through multi-media collaboration and coordination with local County Green Business Program Coordinators and the Association of Bay Area Governments (ABAG).		
Training & 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.		
Operations: develop and maintain air programs to support Air District and 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 & 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.		
Major Objectives		Delivery Date

Compliance Assistance & Operations

402

		FYE 2017 Audited Program Expenditures	FYE 2018 Approved Program Budget	FYE 2019 Approved Program Budget	FTE/Dollar Change	Percent Change
Number of Positions (FTE)		15.11	18.14	17.68	(0.46)	(2.55%)
Personnel Expenditures						
Permanent Salaries	51105	\$1,673,419	\$1,774,915	\$1,806,487	\$31,572	1.78%
Overtime Salaries	51150	\$7,619				
Temporary Salaries	51200	\$24,122				
Payroll Taxes	51300	\$25,163	\$25,107	\$25,807	\$700	2.79%
Pension Benefits	51400	\$261,260	\$331,592	\$353,138	\$21,546	6.50%
FICA Replacement Benefits	51500	\$20,803	\$21,118	\$30,412	\$9,295	44.01%
Group Insurance Benefits	51600	\$264,511	\$335,467	\$346,797	\$11,330	3.38%
Employee Transportation Subsidy	51700	\$17,803	\$28,479	\$19,146	(\$9,333)	(32.77%)
Workers' Compensation	51800	\$5,113	\$11,624	\$10,243	(\$1,381)	(11.88%)
Other Post-Employment Benefits	51850	\$183,898	\$202,157	\$178,134	(\$24,023)	(11.88%)
Board Stipends	51900					
Total Personnel Expenditures		\$2,483,710	\$2,730,458	\$2,770,164	\$39,705	1.45%
Services & Supplies Expenditures						
Travel In-State	52200	\$3,231	\$1,600	\$8,000	\$6,400	400.00%
Travel Out-Of-State	52225		\$1,700	\$6,000	\$4,300	252.94%
Training & Education	52300	\$8,175	\$13,000	\$14,000	\$1,000	7.69%
Repair & Maintenance (Equipment)	52400		\$4,000	\$4,000		
Communications	52500	\$116,603	\$128,000	\$128,000		
Building Maintenance	52600					
Utilities	52700					
Postage	52800		\$15,000	\$15,000		
Printing & Reproduction	52900	\$1,742	\$8,000	\$8,000		
Equipment Rental	53100					
Rents & Leases	53200		\$500	\$500		
Professional Services & Contracts	53300	\$3,742	\$30,000	\$30,000		
General Insurance	53400					
Shop & Field Supplies	53500	\$58				
Laboratory Supplies	53600					
Gasoline & Variable Fuel	53700					
Computer Hardware & Software	53800	\$582	\$1,000	\$1,000		
Stationery & Office Supplies	53900	\$2,477	\$4,000	\$4,000		
Books & Journals	54100					
Minor Office Equipment	54200		\$1,500	\$1,500		
Depreciation & Amortization	54300					
Non-Capital Assets	54600					
Total Services & Supplies Expenditures		\$136,610	\$208,300	\$220,000	\$11,700	5.62%
Capital Expenditures						
Leasehold Improvements	60100					
Building & Grounds	60105					
Office Equipment	60110					
Computer & Network Equipment	60115					
Motorized Equipment	60120					
Lab & Monitoring Equipment	60125					
Communications Equipment	60130					
General Equipment	60135					
PM 2.5 Equipment	60140					
Biowatch Equipment	60145					
Total Capital Expenditures						
Transfer Out	70005					
Total Expenditures		\$2,620,320	\$2,938,758	\$2,990,164	\$51,405	1.75%

Compliance Assurance		403
Managing Division: Compliance & Enforcement		
Contact Person: Richard Lew/Jeff Gove		
Program Purpose: Conduct compliance inspections and to ensure compliance with Air Quality regulations to achieve emission reductions.		
Description of Program: The Inspection Program's goal is to ensure that facilities operate and maintain their equipment and processes in compliance with all applicable Federal, State and District Regulations and Permit conditions through continuing on-site visits by Inspection staff. Facilities inspected range from refineries, chemical plants, and high-technology industries, including small businesses such as gas stations, auto body shops, and dry cleaners. Additionally, strict enforcement of Toxic and Hazardous Material Regulations such as asbestos and diesel particulate rules has greatly minimized the public's risk and exposure to carcinogens. This program includes rapid response to incidents involving accidental emission of air pollutants, investigation to determine cause, and recommendations necessary to prevent reoccurrence. Incidents range from community odor episodes to releases of potentially hazardous pollutants from publicly-owned and private industrial sources. The program includes coordination with other agency responders, which work to ensure that response is complete, and that the public is protected to the greatest extent possible.		
Justification of Change Request: Program 403 budget reflects expenditures for replacement of field monitoring equipment and the increased monthly rent of the field offices. In addition, an increase for safety and building code upgrades for Richmond and Concord field offices.		
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.		
Air Toxics (asbestos & diesel PM) 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.		Yearly
Prepare and submit required reports to EPA, Negotiation of EPA 105 Grant Program Outputs.		10/1/2018

		FYE 2017 Audited Program Expenditures	FYE 2018 Approved Program Budget	FYE 2019 Approved Program Budget	FTE/Dollar Change	Percent Change
Number of Positions (FTE)		33.61	36.95	46.12	9.16	24.79%
Personnel Expenditures						
Permanent Salaries	51105	\$3,720,814	\$3,719,047	\$4,765,872	\$1,046,825	28.15%
Overtime Salaries	51150	\$57,948		\$57,948	\$57,948	
Temporary Salaries	51200	\$18,404		\$18,404	\$18,404	
Payroll Taxes	51300	\$56,640	\$52,631	\$69,202	\$16,571	31.48%
Pension Benefits	51400	\$581,306	\$695,107	\$928,008	\$232,901	33.51%
FICA Replacement Benefits	51500	\$45,031	\$43,015	\$79,197	\$36,181	84.11%
Group Insurance Benefits	51600	\$578,615	\$665,721	\$858,265	\$192,543	28.92%
Employee Transportation Subsidy	51700	\$38,572	\$32,831	\$42,487	\$9,656	29.41%
Workers' Compensation	51800	\$11,368	\$23,677	\$26,718	\$3,040	12.84%
Other Post-Employment Benefits	51850	\$408,893	\$411,782	\$464,656	\$52,874	12.84%
Board Stipends	51900					
Total Personnel Expenditures		\$5,517,591	\$5,643,812	\$7,310,756	\$1,666,943	29.54%
Services & Supplies Expenditures						
Travel In-State	52200	\$12,089	\$10,000	\$10,000		
Travel Out-Of-State	52225		\$2,550	\$2,550		
Training & Education	52300	\$4,937	\$3,300	\$5,168	\$1,868	56.61%
Repair & Maintenance (Equipment)	52400	\$4,212	\$10,000	\$60,000	\$50,000	500.00%
Communications	52500	\$43,950	\$65,000	\$65,000		
Building Maintenance	52600	\$4,095	\$4,000	\$4,000		
Utilities	52700	\$6,969	\$3,000	\$3,000		
Postage	52800					
Printing & Reproduction	52900	\$430	\$1,000	\$1,000		
Equipment Rental	53100					
Rents & Leases	53200	\$78,181	\$81,000	\$89,100	\$8,100	10.00%
Professional Services & Contracts	53300	\$484	\$15,500	\$15,500		
General Insurance	53400					
Shop & Field Supplies	53500	\$51,628	\$26,000	\$26,000		
Laboratory Supplies	53600					
Gasoline & Variable Fuel	53700					
Computer Hardware & Software	53800	\$12,406	\$23,000	\$23,000		
Stationery & Office Supplies	53900	\$1,993	\$2,300	\$2,300		
Books & Journals	54100					
Minor Office Equipment	54200	\$281				
Depreciation & Amortization	54300					
Non-Capital Assets	54600					
Total Services & Supplies Expenditures		\$221,656	\$246,650	\$306,618	\$59,968	24.31%
Capital Expenditures						
Leasehold Improvements	60100					
Building & Grounds	60105					
Office Equipment	60110					
Computer & Network Equipment	60115					
Motorized Equipment	60120					
Lab & Monitoring Equipment	60125		\$20,600	\$120,600	\$100,000	485.44%
Communications Equipment	60130					
General Equipment	60135					
PM 2.5 Equipment	60140					
Biowatch Equipment	60145					
Total Capital Expenditures			\$20,600	\$120,600	\$100,000	485.44%
Transfer Out	70005					
Total Expenditures		\$5,739,246	\$5,911,062	\$7,737,974	\$1,826,911	30.91%

(PAGE INTENTIONALLY LEFT BLANK)

ENGINEERING DIVISION

Engineering Division staff 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' requirements, New Source Review (NSR) of Toxic Air Contaminants (TACs) and California Environmental Quality Act (CEQA). There are over 10,000 facilities with about 24,000 devices and operations that have Air District permits.

The Division manages the issuance and renewals of Title V (Major Facility Review) permits. Title V permits are renewed every five years, and are updated to reflect changes that occur at the facilities. The Division will continue to streamline and improve the program.

The Division continues to transition to the Production System which includes an online system for the regulated community. These tools will increase consistency, efficiency and accuracy by allowing customers to submit applications, report data for the emissions inventory, pay invoices and renew permits through an online interface. The Division is working to design, test and deploy the next phase that will incorporate additional device types and a portal to accept refinery emissions inventories.

The Division is actively working on projects associated with the petroleum refineries. Staff is developing improved emission factors for fugitive emission leaks from heavy liquid service components. As required by Regulation 12, Rule 15, staff is reviewing Annual Emissions Inventories, from the refineries (5) and their support facilities, and addressing deficiencies related to these submittals.

The Division implements Regulation 11, Rule 18, Reduction of Risk from Air Toxic Emissions at Existing Facilities. In the first phase, the Division expects to refine toxic emissions and prioritization scores for approximately 60 facilities, out of which an estimated 35 facilities are expected to undergo refined health risk assessments (HRAs). HRAs will be conducted to determine if the facilities are subject to the risk reduction requirements of this rule.

The Division implements the State Air Toxics "Hot Spots" Program, which applies to existing facilities that emit Toxic Air Contaminants (TACs). Adopted in 1987 in response to public concern about TAC emissions, this program requires facilities to report their emissions to the Air District. Facilities with significant health risk must perform a detailed health risk assessment, notify the public, and reduce their risk to the public.

The Division provides technical support to other divisions, agencies and programs, including rule development, emissions inventory, enforcement actions, the Technology Implementation Office and the District's Regional Climate Action Plan. Key rule development efforts include NSR toxics review, petroleum refining, stationary gas turbines, sources of fine particulate matter greenhouse gases and rules to implement Best Available Retrofit Technology (BARCT).

The Division is participating in the Air District's Assembly Bill 617 implementation which includes a new Community Health Protection Program to benefit communities most directly affected by air pollution. Staff is helping the California Air Resources Board with stationary source inventory validation and reporting, creation of a BACT clearinghouse and BARCT.

The Division is developing a formal training program so that permits are evaluated and issued more efficiently and consistently. Staff continuously updates policies, procedures, permit manuals and permit templates.

Staff provides quality customer service to industry and the public.

Permit Evaluation		501
Managing Division:		
Engineering		
Contact Person:		
Pamela Leong		
Program Purpose:		
Evaluation of all Non-Title V Permit Applications.		
Description of Program:		
This program involves activities related to the evaluation of permit applications submitted to the District (except Title V permit applications, which are covered under Program 506). This includes applications for: (1) new/modified sources subject to District New Source Review requirements, (2) emissions banking, (3) Interchangeable Emission Reduction Credits (IERCs), and (4) Prevention of Significant Deterioration (PSD) & Acid Rain permits. Staff calculates emissions and evaluates compliance with regulatory requirements, including case-by-case Best Available Control Technology (BACT) and offset determinations. The program includes California Environmental Quality Act (CEQA) review and Climate Protection activities related to permitted sources.		
Justification of Change Request:		
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.		
Provide assistance to 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).		
Focus for 2019 will be support for rule development and implementation of Refinery, GHG Regulations, and AB 617.		
Finalize revisions of Permitting Regulations (2-1, 2-2, 2-4 and 2-6) to address EPA's deficiencies, address crude slate changes at refineries, and add a District GHG threshold for permitting.		
Major Objectives		Delivery Date
Implement Regulation 12-15 Petroleum Refining Emissions Tracking Emission Inventory Guidelines		6/30/19
Finalize revisions of Permitting Regulations (2-1, 2-2, 2-4 and 2-6) to address EPA's deficiencies, address crude slate changes at refineries, and add a District GHG threshold for permitting.		6/30/19
Assist Air District with AB 617 (inventories, rule development, etc.)		6/30/19

		FYE 2017 Audited Program Expenditures	FYE 2018 Approved Program Budget	FYE 2019 Approved Program Budget	FTE/Dollar Change	Percent Change
Number of Positions (FTE)		27.31	21.94	34.22	12.28	55.99%
Personnel Expenditures						
Permanent Salaries	51105	\$3,023,657	\$2,637,639	\$4,098,922	\$1,461,283	55.40%
Overtime Salaries	51150	\$29,865	\$40,000	\$40,000		
Temporary Salaries	51200	\$22,702	\$64,048	\$64,048		
Payroll Taxes	51300	\$45,531	\$38,924	\$59,661	\$20,738	53.28%
Pension Benefits	51400	\$472,577	\$494,146	\$1,111,831	\$617,685	125.00%
FICA Replacement Benefits	51500	\$37,550	\$25,536	\$58,921	\$33,386	130.74%
Group Insurance Benefits	51600	\$477,764	\$411,216	\$632,352	\$221,136	53.78%
Employee Transportation Subsidy	51700	\$36,620	\$37,414	\$58,021	\$20,607	55.08%
Workers' Compensation	51800	\$9,238	\$14,056	\$19,826	\$5,770	41.05%
Other Post-Employment Benefits	51850	\$332,280	\$244,450	\$344,799	\$100,349	41.05%
Board Stipends	51900					
Total Personnel Expenditures		\$4,487,783	\$4,007,427	\$6,488,382	\$2,480,955	61.91%
Services & Supplies Expenditures						
Travel In-State	52200	\$1,028	\$13,000	\$13,000		
Travel Out-Of-State	52225					
Training & Education	52300		\$2,464	\$2,464		
Repair & Maintenance (Equipment)	52400					
Communications	52500		\$110	\$110		
Building Maintenance	52600					
Utilities	52700					
Postage	52800					
Printing & Reproduction	52900	\$1,300				
Equipment Rental	53100					
Rents & Leases	53200					
Professional Services & Contracts	53300	\$75,482	\$601,059	\$401,059	(\$200,000)	(33.27%)
General Insurance	53400					
Shop & Field Supplies	53500					
Laboratory Supplies	53600					
Gasoline & Variable Fuel	53700					
Computer Hardware & Software	53800	\$22	\$2,000	\$2,000		
Stationery & Office Supplies	53900					
Books & Journals	54100		\$200	\$200		
Minor Office Equipment	54200	\$72	\$368	\$368		
Depreciation & Amortization	54300					
Non-Capital Assets	54600					
Total Services & Supplies Expenditures		\$77,903	\$619,201	\$419,201	(\$200,000)	(32.30%)
Capital Expenditures						
Leasehold Improvements	60100					
Building & Grounds	60105					
Office Equipment	60110					
Computer & Network Equipment	60115					
Motorized Equipment	60120					
Lab & Monitoring Equipment	60125					
Communications Equipment	60130					
General Equipment	60135					
PM 2.5 Equipment	60140					
Biowatch Equipment	60145					
Total Capital Expenditures						
Transfer Out	70005					
Total Expenditures		\$4,565,686	\$4,626,628	\$6,907,583	\$2,280,955	49.30%

Permit Renewals		502
Managing Division:		
Engineering		
Contact Person:		
Fred Tanaka		
Program Purpose:		
Review and process annual data updates and permit renewals.		
Description of Program:		
The Permit Renewal Program involves activities related to the annual renewal of District permits. The permit renewal process involves collection of data needed to update the Air District's emissions inventory, review of permit conditions, preparation of permit fee invoices, reconciliation of discrepancies and issuance of permit documents. Information gathered during this process is used for planning and rule development may also result in enforcement action or additional permitting.		
Justification of Change Request:		
None.		
Activities		
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

Permit Renewals

502

		FYE 2017 Audited Program Expenditures	FYE 2018 Approved Program Budget	FYE 2019 Approved Program Budget	FTE/Dollar Change	Percent Change
Number of Positions (FTE)		4.54	5.93	7.32	1.39	23.44%
Personnel Expenditures						
Permanent Salaries	51105	\$502,562	\$624,240	\$824,274	\$200,034	32.04%
Overtime Salaries	51150	\$966	\$4,338	\$4,338		
Temporary Salaries	51200	\$10,877				
Payroll Taxes	51300	\$7,569	\$8,890	\$11,854	\$2,964	33.34%
Pension Benefits	51400	\$78,225	\$116,583	\$158,897	\$42,314	36.29%
FICA Replacement Benefits	51500	\$5,992	\$6,903	\$12,594	\$5,691	82.45%
Group Insurance Benefits	51600	\$77,042	\$109,887	\$125,251	\$15,365	13.98%
Employee Transportation Subsidy	51700	\$5,143	\$9,820	\$9,788	(\$32)	(0.32%)
Workers' Compensation	51800	\$1,535	\$3,799	\$4,241	\$441	11.62%
Other Post-Employment Benefits	51850	\$55,228	\$66,077	\$73,753	\$7,676	11.62%
Board Stipends	51900					
Total Personnel Expenditures		\$745,139	\$950,536	\$1,224,990	\$274,454	28.87%
Services & Supplies Expenditures						
Travel In-State	52200					
Travel Out-Of-State	52225					
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					
Depreciation & Amortization	54300					
Non-Capital Assets	54600					
Total Services & Supplies Expenditures						
Capital Expenditures						
Leasehold Improvements	60100					
Building & Grounds	60105					
Office Equipment	60110					
Computer & Network Equipment	60115					
Motorized Equipment	60120					
Lab & Monitoring Equipment	60125					
Communications Equipment	60130					
General Equipment	60135					
PM 2.5 Equipment	60140					
Biowatch Equipment	60145					
Total Capital Expenditures						
Transfer Out	70005					
Total Expenditures		\$745,139	\$950,536	\$1,224,990	\$274,454	28.87%

Air Toxics		503
Managing Division: Engineering		
Contact Person: Sanjeev Kamboj		
Program Purpose: To develop and implement an effective air toxics control strategy that integrates Federal, State, and local requirements.		
Description of Program: The Air Toxics Program involves the integration of Federal and State air toxics mandates with local goals that have been established by the Air District's Board of Directors. The program includes air toxics new source review (NSR), reduction of risk from existing facilities (Regulation 11, Rule 18), air toxics control measures, the Air Toxics "Hot Spots" Program, which includes maintaining an air toxics emissions inventory and research for alternative methods of reducing emissions. Staff provides modeling of emissions as needed.		
Justification of Change Request:		
Activities		
Perform health risk screening for new/modified permit applications, and more detailed health risk assessments (HRAs) as required (300 estimated).		
Implement Regulation 11, Rule 18, Reduction of risk from air toxic emissions at existing facilities. Refine toxics emission inventory, prioritization scores and performing approximately 200 refined facility-wide HRAs to determine if these facilities are subject to Rule 11-18.		
Continue to implement recently adopted amendments to Regulation 2, Rule 5, New Source Review of Toxic Air Contaminants.		
Transition to the new atmospheric dispersion modeling system (AERMOD).		
Review health risk assessments and Prevention of Significant Deterioration (PSD) modeling analyses for major permit applications.		
Maintain air toxics emissions inventory.		
Complete annual air toxics prioritization, Assembly Bill 2588 (AB2588), and review any new health risk assessments that may be required. Coordinate public notification and risk reduction audits.		
Coordinate with planning staff regarding data needs for updated California Environmental Quality Act (CEQA), Guidelines and Thresholds of Significance.		
Publish periodic Air Toxics Emissions and Air Toxics Control Program Report.		
Conduct studies that reduce toxic air pollution.		
Support rule development efforts for reducing PM2.5 once health effect values for PM2.5 become available from Office of Environmental Health Hazard Assessment (OEHHA).		
Major Objectives		Delivery Date
Implement in phases Regulation 11, Rule 18, Reduction of Risk from Air Toxic Emissions at Existing Facilities.		Ongoing
Continue to collect GDF risk data to incorporate 2015 OEHHA HRA guidelines for gas stations in the Toxics NSR Rule 2-5		Ongoing
Prepare and submit annual toxic emissions data (AB2588) to California Air Resources Board.		04/15/2019

		FYE 2017 Audited Program Expenditures	FYE 2018 Approved Program Budget	FYE 2019 Approved Program Budget	FTE/Dollar Change	Percent Change
Number of Positions (FTE)		9.31	12.73	7.36	(5.37)	(42.20%)
Personnel Expenditures						
Permanent Salaries	51105	\$1,030,812	\$1,558,203	\$925,103	(\$633,100)	(40.63%)
Overtime Salaries	51150	\$1,254	\$8,000	\$8,000		
Temporary Salaries	51200					
Payroll Taxes	51300	\$15,515	\$22,231	\$13,369	(\$8,862)	(39.86%)
Pension Benefits	51400	\$161,064	\$292,076	\$182,211	(\$109,865)	(37.62%)
FICA Replacement Benefits	51500	\$12,864	\$14,817	\$12,646	(\$2,171)	(14.65%)
Group Insurance Benefits	51600	\$162,351	\$235,754	\$118,195	(\$117,559)	(49.87%)
Employee Transportation Subsidy	51700	\$11,156	\$21,039	\$13,705	(\$7,334)	(34.86%)
Workers' Compensation	51800	\$3,149	\$8,156	\$4,263	(\$3,893)	(47.74%)
Other Post-Employment Benefits	51850	\$113,279	\$141,846	\$74,134	(\$67,712)	(47.74%)
Board Stipends	51900					
Total Personnel Expenditures		\$1,511,445	\$2,302,122	\$1,351,625	(\$950,497)	(41.29%)
Services & Supplies Expenditures						
Travel In-State	52200		\$1,300	\$1,300		
Travel Out-Of-State	52225		\$750	\$750		
Training & Education	52300	\$859	\$4,600	\$4,600		
Repair & Maintenance (Equipment)	52400					
Communications	52500					
Building Maintenance	52600					
Utilities	52700					
Postage	52800		\$39,940	\$39,940		
Printing & Reproduction	52900	\$113,813	\$107,000	\$7,000	(\$100,000)	(93.46%)
Equipment Rental	53100					
Rents & Leases	53200					
Professional Services & Contracts	53300	\$1,738	\$1,201,000	\$1,000	(\$1,200,000)	(99.92%)
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		
Depreciation & Amortization	54300					
Non-Capital Assets	54600					
Total Services & Supplies Expenditures		\$116,410	\$1,359,290	\$59,290	(\$1,300,000)	(95.64%)
Capital Expenditures						
Leasehold Improvements	60100					
Building & Grounds	60105					
Office Equipment	60110					
Computer & Network Equipment	60115					
Motorized Equipment	60120					
Lab & Monitoring Equipment	60125					
Communications Equipment	60130					
General Equipment	60135					
PM2.5 Equipment	60140					
Biowatch Equipment	60145					
Total Capital Expenditures						
Transfer Out	70005					
Total Expenditures		\$1,627,855	\$3,661,412	\$1,410,915	(\$2,250,497)	(61.47%)

Permit Operations		504
Managing Division: Engineering		
Contact Person: Fred Tanaka		
Program Purpose: Development and maintenance of permitting systems		
Description of Program: The Permit Operations Program involves the collection, updating and maintenance of data for permitted sources of air pollution, and the development and maintenance of systems to manage these data. Data include source locations, operational data, emission factors, emissions inventory, emissions banking and "no net increase" tracking. Additional program activities include developing permit renewal procedures, coordination & tracking of permit-related activities, and provide customer support.		
Justification of Change Request: Not applicable		
Activities		
Process and maintain data from permitted facilities.		
Maintain permit tracking and management programs.		
Manage and improve data quality.		
Provide customer support.		
Maintain division pages on website.		
Maintain emissions bank and small facility bank.		
Update and correct data from permitted facilities.		
Manage division records including metadata and documents.		
Major Objectives		Delivery Date
Produce annual stationary source emissions inventory to California Air Resources Board (CARB) and EPA		12/31/2018

Permit Operations

504

		FYE 2017 Audited Program Expenditures	FYE 2018 Approved Program Budget	FYE 2019 Approved Program Budget	FTE/Dollar Change	Percent Change
Number of Positions (FTE)		4.04	6.80	4.45	(2.35)	(34.58%)
Personnel Expenditures						
Permanent Salaries	51105	\$448,010	\$626,994	\$532,157	(\$94,837)	(15.13%)
Overtime Salaries	51150	\$97	\$5,000	\$5,000		
Temporary Salaries	51200	\$5,143				
Payroll Taxes	51300	\$6,758	\$8,916	\$7,691	(\$1,225)	(13.74%)
Pension Benefits	51400	\$70,145	\$116,799	\$103,045	(\$13,754)	(11.78%)
FICA Replacement Benefits	51500	\$5,608	\$7,918	\$7,661	(\$257)	(3.25%)
Group Insurance Benefits	51600	\$71,918	\$123,960	\$71,050	(\$52,910)	(42.68%)
Employee Transportation Subsidy	51700	\$5,260	\$9,687	\$6,098	(\$3,589)	(37.05%)
Workers' Compensation	51800	\$1,369	\$4,358	\$2,578	(\$1,780)	(40.85%)
Other Post-Employment Benefits	51850	\$49,233	\$75,797	\$44,836	(\$30,961)	(40.85%)
Board Stipends	51900					
Total Personnel Expenditures		\$663,542	\$979,429	\$780,116	(\$199,312)	(20.35%)
Services & Supplies Expenditures						
Travel In-State	52200					
Travel Out-Of-State	52225					
Training & Education	52300		\$510		(\$510)	(100.00%)
Repair & Maintenance (Equipment)	52400		\$3,268		(\$3,268)	(100.00%)
Communications	52500					
Building Maintenance	52600					
Utilities	52700					
Postage	52800					
Printing & Reproduction	52900	\$49,957	\$75,166	\$75,166		
Equipment Rental	53100					
Rents & Leases	53200					
Professional Services & Contracts	53300	\$1,613	\$12,255	\$12,255		
General Insurance	53400					
Shop & Field Supplies	53500			\$4,151	\$4,151	
Laboratory Supplies	53600					
Gasoline & Variable Fuel	53700					
Computer Hardware & Software	53800		\$1,021	\$1,021		
Stationery & Office Supplies	53900		\$102		(\$102)	(100.00%)
Books & Journals	54100		\$271		(\$271)	(100.00%)
Minor Office Equipment	54200					
Depreciation & Amortization	54300					
Non-Capital Assets	54600					
Total Services & Supplies Expenditures		\$51,570	\$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					
PM2.5 Equipment	60140					
Biowatch Equipment	60145					
Total Capital Expenditures						
Transfer Out	70005					
Total Expenditures		\$715,112	\$1,072,022	\$872,709	(\$199,312)	(18.59%)

Title V	506
Managing Division: Engineering	
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 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 District requirements applicable to sources of air pollution at subject facilities.	
Justification of Change Request:	
Activities	
Evaluate and process Title V applications (initial, revisions and renewals).	
Conduct Title V outreach activities and public hearings, as needed.	
Provide Title V training to District staff.	
Track EPA rulemaking related to Title V, Section 112, compliance monitoring and acid rain.	
Major Objectives	
Streamline the Title V program.	Delivery Date Ongoing

		FYE 2017 Audited Program Expenditures	FYE 2018 Approved Program Budget	FYE 2019 Approved Program Budget	FTE/Dollar Change	Percent Change
Number of Positions (FTE)		4.27	6.16	6.00	(0.16)	(2.56%)
Personnel Expenditures						
Permanent Salaries	51105	\$473,183	\$737,526	\$763,059	\$25,533	3.46%
Overtime Salaries	51150	\$5,649	\$66,330	\$66,330		
Temporary Salaries	51200		\$8,006	\$8,006		
Payroll Taxes	51300	\$7,137	\$11,554	\$12,011	\$457	3.95%
Pension Benefits	51400	\$73,983	\$138,364	\$151,038	\$12,675	9.16%
FICA Replacement Benefits	51500	\$5,819	\$7,167	\$10,340	\$3,173	44.27%
Group Insurance Benefits	51600	\$74,418	\$111,288	\$107,759	(\$3,529)	(3.17%)
Employee Transportation Subsidy	51700	\$5,659	\$10,508	\$11,356	\$848	8.07%
Workers' Compensation	51800	\$1,446	\$3,945	\$3,476	(\$469)	(11.89%)
Other Post-Employment Benefits	51850	\$52,000	\$68,612	\$60,453	(\$8,159)	(11.89%)
Board Stipends	51900					
Total Personnel Expenditures		\$699,293	\$1,163,300	\$1,193,828	\$30,528	2.62%
Services & Supplies Expenditures						
Travel In-State	52200		\$378	\$378		
Travel Out-Of-State	52225					
Training & Education	52300		\$907	\$907		
Repair & Maintenance (Equipment)	52400					
Communications	52500		\$530	\$530		
Building Maintenance	52600					
Utilities	52700					
Postage	52800					
Printing & Reproduction	52900	\$11,452	\$28,873	\$28,873		
Equipment Rental	53100					
Rents & Leases	53200					
Professional Services & Contracts	53300		\$602,723	\$402,723	(\$200,000)	(33.18%)
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		
Depreciation & Amortization	54300					
Non-Capital Assets	54600					
Total Services & Supplies Expenditures		\$11,452	\$635,128	\$435,128	(\$200,000)	(31.49%)
Capital Expenditures						
Leasehold Improvements	60100					
Building & Grounds	60105					
Office Equipment	60110					
Computer & Network Equipment	60115					
Motorized Equipment	60120					
Lab & Monitoring Equipment	60125					
Communications Equipment	60130					
General Equipment	60135					
PM 2.5 Equipment	60140					
Biowatch Equipment	60145					
Total Capital Expenditures						
Transfer Out	70005					
Total Expenditures		\$710,746	\$1,798,428	\$1,628,956	(\$169,472)	(9.42%)

Engineering Special Projects		507
Managing Division: Engineering		
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: 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 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 for internal and external customers. The program also implements public noticing, public records fulfillment and other projects not specified in other Division programs. Planning and implementation of AB 617 activities are also handled in this program.		
Justification of Change Request: Since Public Noticing (Legal Notices) activities are moved to this program, \$100,000 was moved from Program 503 to 507.		
Activities		
Develop and maintain District permit rules, policies and procedures.		
Coordinate review and modification of standard permit conditions.		
Update permitting tools such as Permit Handbook, Best Available Control Technology (BACT) and Toxic Best Available Control Technology (TBACT) Workbook documents.		
Improve division business processes.		
Review and improve the point source emissions inventory.		
Manage training program.		
Coordinate Public Noticing activities.		
Major Objectives		Delivery Date
Complete and submit Interchangeable Emission Reduction Credit (IERC) report to California Air Resources Board (CARB).		3/1/2019
Complete and submit Offset Equivalence report for EPA.		3/1/2019
Implement new Production System functionality.		ongoing
Conduct internal and external training.		ongoing
Fulfill public records requests.		ongoing

Engineering Special Projects

507

	FYE 2017 Audited Program Expenditures	FYE 2018 Approved Program Budget	FYE 2019 Approved Program Budget	FTE/Dollar Change	Percent Change
Number of Positions (FTE)	2.78	5.00	2.82	(2.18)	(43.62%)
Personnel Expenditures					
Permanent Salaries	51105	\$308,283	\$613,113	(\$245,041)	(39.97%)
Overtime Salaries	51150		\$5,000		
Temporary Salaries	51200	\$23,976			
Payroll Taxes	51300	\$4,649	\$8,773	(\$3,426)	(39.05%)
Pension Benefits	51400	\$48,025	\$114,913	(\$43,222)	(37.61%)
FICA Replacement Benefits	51500	\$3,682	\$5,822	(\$934)	(16.04%)
Group Insurance Benefits	51600	\$47,409	\$94,168	(\$43,735)	(46.44%)
Employee Transportation Subsidy	51700	\$4,070	\$8,685	(\$4,396)	(50.61%)
Workers' Compensation	51800	\$942	\$3,205	(\$1,571)	(49.02%)
Other Post-Employment Benefits	51850	\$33,873	\$55,734	(\$27,321)	(49.02%)
Board Stipends	51900				
Total Personnel Expenditures	\$474,908	\$909,413	\$539,768	(\$369,645)	(40.65%)
Services & Supplies Expenditures					
Travel In-State	52200		\$5,000		
Travel Out-Of-State	52225				
Training & Education	52300	\$2,206	\$115,000	(\$50,000)	(43.48%)
Repair & Maintenance (Equipment)	52400				
Communications	52500	\$1,628	\$5,000		
Building Maintenance	52600				
Utilities	52700				
Postage	52800				
Printing & Reproduction	52900		\$200	\$50,000	25000.00%
Equipment Rental	53100				
Rents & Leases	53200				
Professional Services & Contracts	53300	\$11,107	\$50,000		
General Insurance	53400				
Shop & Field Supplies	53500	\$2,808	\$10,000		
Laboratory Supplies	53600				
Gasoline & Variable Fuel	53700				
Computer Hardware & Software	53800	\$20,080	\$60,000		
Stationery & Office Supplies	53900				
Books & Journals	54100		\$400		
Minor Office Equipment	54200	\$99	\$1,500		
Depreciation & Amortization	54300				
Non-Capital Assets	54600				
Total Services & Supplies Expenditures	\$37,927	\$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				
Biowatch Equipment	60145				
Total Capital Expenditures					
Transfer Out	70005				
Total Expenditures	\$512,836	\$1,156,513	\$786,868	(\$369,645)	(31.96%)

(PAGE INTENTIONALLY LEFT BLANK)

PLANNING AND CLIMATE PROTECTION DIVISION

The Planning and Climate Protection Division prepares comprehensive source emission inventories for the Bay Area, conducts air quality modeling and data analyses, and prepares plans to meet State and Federal air quality standards. Division staff coordinates and implements climate protection activities through the Climate Protection Section. Division staff analyzes ambient and emissions data for toxic air contaminants, particulate matter, ozone and their precursors, and develops and implements programs to reduce exposures. Division staff works with cities, counties and other agencies to encourage transportation and land use decisions that improve air quality and protect the climate. Division staff prepares, reviews and provides guidance on environmental documents prepared pursuant to California Environmental Quality Act (CEQA).

In FYE 2019, staff will continue to implement the multi-pollutant Bay Area 2017 Clean Air Plan (2017 Plan), which addresses ozone, particulate matter, toxic air contaminants and greenhouse gases (GHGs). The 2017 Plan includes goals to attain all ambient air quality standards, eliminate disparities in health risk from air pollution, and reduce regional GHG emissions 40% below 1990 levels by 2030 and 80% below 1990 levels by 2050. To meet the new requirements of AB 617, staff will work to develop community air quality action plans, including: identifying and prioritizing impacted communities, conducting community outreach, implementing measures to reduce emissions and exposure, and providing local land use guidance. Staff will continue to work with local lead agencies, regional agencies, and others to implement the CEQA Guidelines. Staff will provide technical assistance to cities and counties on climate protection, local plans, and environmental review processes. Staff will track the development of new national ambient air quality standards and associated planning requirements. Staff will continue to work with Cal-EPA, the California Air Resources Board (CARB), and Federal, State, regional and local agencies to reduce emissions associated with ports and goods movement and implement other mobile source programs.

In FYE 2019, staff will implement GHG emission reduction measures identified in the 2017 Plan. Staff will: complete an update to CEQA Thresholds for GHGs; develop best practices and resources related to green waste handling and composting per SB 1383; develop rules and rule amendments to reduce GHGs; administer the Climate Protection Grant Program; work with CARB to coordinate state and regional climate programs; assist local governments with the development and implementation of climate action plans and local GHG reduction strategies; develop model ordinances and best practices to accelerate local policy adoption for reducing GHGs; collaborate with regional agency partners to implement Plan Bay Area and develop its next iteration; work with partner agencies to implement regional GHG reduction strategies through the Bay Area Regional Collaborative; conduct measurement studies of methane and other GHGs to support rule-making and compliance and enforcement efforts; and refine and maintain the Bay Area GHG emission inventory and improve GHG emissions forecasts.

In FYE 2019, staff will analyze aerometric data, conduct modeling, and apply geographic information systems to support the District's Strategic Incentives Division, rule development, permitting, climate protection, and planning activities. Staff will conduct source apportionment analyses and hybrid photochemical and dispersion modeling, characterize emissions and air quality, and assess air quality health impacts to support AB 617. Staff will continue to work with CARB, U.S. EPA, NOAA, NASA, Northern California air districts, and other stakeholders on the Central California Air Quality Studies, focused mainly on ozone, air toxics and PM. These studies involve field measurements, use of satellite data, emissions inventory development, modeling, and analysis of air quality and pollutant transport in North Central California. Staff will further improve modeling emissions estimates and continue conducting data analysis and modeling to better understand formation of fine and ultrafine PM, ozone and air toxics, and their health impacts in the Bay Area. Staff will investigate transport of pollutants between the Bay Area and neighboring regions and intercontinental transport of pollutants.

In FYE 2019, Division staff will continue work with other divisions on the technical analysis, outreach, and risk reduction components of the CARE Program. AB 617 will require an expansion of the CARE program's technical work, including: updates to regional-scale air toxics emissions estimates and modeling; an expanded program focused on local-scale emissions inventory development and modeling of air toxics and fine particulate matter; assessment via measurements and analyses in impacted communities of fine particulate matter and air toxic emissions and modeling; identifying impacted communities, and; working with State agencies, cities, counties, local stakeholders and others to develop and implement community action plans.

Many programs in the Division are supported by updating and reporting inventories of air pollutant emissions. In FYE 2019, Division staff will work with other divisions to review emissions inventory products and develop a quality assurance plan for them. Updated emissions methods and databases are needed for assessing impacts of pollution sources and to meet reporting and rule development requirements of the District. New requirements from CARB, posed by AB 617 and AB 197, 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.

Source Inventories		601
Managing Division: Planning and Climate Protection		
Contact Person: Phil Martien		
Program Purpose: Compile source inventories for criteria pollutants, toxic air contaminants (TACs) and greenhouse gases (GHGs) for planning, rule development, exposure assessments, and public information. Develop emissions forecasts to assist in developing effective projects and 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 an inventory of all significant sources of air pollution emissions (criteria pollutants, TAC, and GHGs) in the Bay Area, and estimates the quantity, timing, and spatial distribution of emissions from each source or category of sources. The inventory includes emissions from industrial sources, motor vehicles, commercial activities, agricultural activities, residential and consumer products, and natural sources. Source inventories are used as a starting point for preparing regional and local air quality plans and for developing rules to control emissions. Inventory calculations are also used to track progress in implementing plans and demonstrating attainment. To meet State requirements, the Source Inventories Program reports permitted source emissions to CARB annually. These emissions are, in turn, reported by CARB to the public and to U.S. EPA. Staff also prepares and maintains GHG emission inventories and forecasts for the region and coordinates the development of emissions estimates for local-scale exposure assessments and for local air quality action plans required by Assembly Bill 617 (Garcia, 2017).		
Justification of Change Request: AB 617 imposes major new requirements. These new requirements will require additional products from the Source Inventories Program on a specified timeline. Additional resources are needed to meet the deadlines for (a) developing local emissions inventories to support local air quality Action Plans and for tracking emission reductions from Action Plan measures and (b) adapting emissions inventory methods and reporting to conform to Statewide standardization.		
Activities		
Prepare point and area source emissions estimates to report to CARB, including criteria pollutants, TAC, and GHG emissions.		
Provide inventory information to Air District staff to support various programs: Research and Modeling, Strategic Incentives Division, Rule Development, Communications, Community Engagement, Climate Protection, and CARE programs, including detailed local emissions for local air quality Action Plans.		
To support multiple Air District programs, refine and evaluate emissions estimates, with emphasis on non-CO2 GHGs such as methane, TAC, and fine particulate matter, incorporating new measurement and analysis techniques.		
Continue to develop the emissions inventory reporting platform, improving the District's ability to report and evaluate emissions inventory estimates.		
Refine GHG scenario forecasts to improve tracking of state, regional, and local GHG reduction measures and quantify the level of additional reductions needed to meet GHG reduction targets.		
Lead an Emissions Inventory Editorial Board at the Air District that implements staged improvements in methods for estimating and reporting emissions, adopting methods standardized across the State to meet AB 617 emissions reporting requirements.		
Provide emission inventory information requested by the public and by consultants.		
Major Objectives		Delivery Date
Transmit detailed point and area source data to CARB's CEIDARS data base.		12/31/2018
Develop local-scale emissions to support the West Oakland Action Plan.		6/30/2019
Incorporate measurements and/or new models to refine methane emissions estimates in support of rule development and implementation of the Climate Protection Program.		12/31/2018
Develop preliminary emissions datasets to support other local air quality Action Plans.		6/30/2019

Source Inventories

601

	FYE 2017 Audited Program Expenditures	FYE 2018 Approved Program Budget	FYE 2019 Approved Program Budget	FTE/Dollar Change	Percent Change
Number of Positions (FTE)	5.32	6.10	5.81	(0.29)	(4.70%)
Personnel Expenditures					
Permanent Salaries	51105	\$589,190	\$797,917	(\$66,815)	(8.37%)
Overtime Salaries	51150				
Temporary Salaries	51200				
Payroll Taxes	51300	\$8,887	\$11,383	(\$909)	(7.99%)
Pension Benefits	51400	\$92,007	\$150,339	(\$9,917)	(6.60%)
FICA Replacement Benefits	51500	\$7,216	\$7,100	\$2,905	40.92%
Group Insurance Benefits	51600	\$92,457	\$106,285	\$11,243	10.58%
Employee Transportation Subsidy	51700	\$7,138	\$10,592	\$78	0.74%
Workers' Compensation	51800	\$1,800	\$3,908	(\$541)	(13.83%)
Other Post-Employment Benefits	51850	\$64,748	\$67,971	(\$9,400)	(13.83%)
Board Stipends	51900				
Total Personnel Expenditures	\$863,442	\$1,155,496	\$1,082,140	(\$73,356)	(6.35%)
Services & Supplies Expenditures					
Travel In-State	52200	\$3,900	\$3,900		
Travel Out-Of-State	52225	\$3,100	\$3,100		
Training & Education	52300	\$5,610	\$7,000	\$6,000	85.71%
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	\$92,121	\$145,900	\$5,000	3.43%
General Insurance	53400				
Shop & Field Supplies	53500				
Laboratory Supplies	53600				
Gasoline & Variable Fuel	53700				
Computer Hardware & Software	53800	\$343	\$22,000	\$22,000	
Stationery & Office Supplies	53900				
Books & Journals	54100	\$360	\$500	\$500	
Minor Office Equipment	54200		\$100	\$100	
Depreciation & Amortization	54300				
Non-Capital Assets	54600				
Total Services & Supplies Expenditures	\$98,433	\$182,500	\$193,500	\$11,000	6.03%
Capital Expenditures					
Leasehold Improvements	60100				
Building & Grounds	60105				
Office Equipment	60110				
Computer & Network Equipment	60115				
Motorized Equipment	60120				
Lab & Monitoring Equipment	60125				
Communications Equipment	60130				
General Equipment	60135				
PM 2.5 Equipment	60140				
Biowatch Equipment	60145				
Total Capital Expenditures					
Transfer Out	70005				
Total Expenditures	\$961,875	\$1,337,996	\$1,275,640	(\$62,356)	(4.66%)

Air Quality Plans		602
Managing Division:		
Planning and Climate Protection		
Contact Person:		
Dave Vintze		
Program Purpose: Prepare and track effectiveness of plans to attain and maintain State and National ambient air quality standards and local community emission reduction plans per AB 617.		
Description of Program: This program has historically involved the preparation of plans required for attaining or maintaining State and National air quality standards. This includes the preparation of State Triennial Updates (Clean Air Plan), and any SIP related submittals to EPA for national planning requirements. Air districts are now required to develop community action plans per AB 617, the Community Air Protection Program. All three of these planning requirements will involve cooperation of various District staff and cooperation with ABAG, MTC, CARB, EPA, local governments and community groups. Preparing CEQA documents for air quality plans as necessary, tracking the effectiveness of air quality plans, ensuring compliance with State and national air quality planning requirements, and reporting to CARB and EPA are included in the program. This program also includes tracking and commenting on proposed State and National air quality standards and planning requirements.		
Justification of Change Request: Additional resources are requested to prepare the community action plans called for in AB 617 and the associated CEQA compliance document. The District will need to prepare at least one AB 617 action plan during FYE 2019.		
Activities		
Participate in Statewide planning activities related to AB 617 implementation		
Coordinate preparation of community action plans per AB 617		
Participate in planning activities related to State and Federal ambient air quality standards.		
Track development of new or amended State and Federal ambient air quality standards.		
Prepare any documents or technical analysis needed to meet new State or Federal planning requirements for ozone and PM2.5.		
Track implementation of control measures in the 2017 Clean Air Plan.		
Update District website with current air quality planning requirements and/or information related to proposed revisions to State and federal ambient air quality standards.		
Prepare CEQA document for the AB 617 community action plan.		
Major Objectives		Delivery Date
Prepare AB 617 community action plan for the West Oakland Community		6/30/2019
Prepare CEQA document for the AB 617 community action plan		6/30/2019
Submit other planning documents to CARB and EPA as required in FYE 2018 timeframe.		6/30/2019

		FYE 2017 Audited Program Expenditures	FYE 2018 Approved Program Budget	FYE 2019 Approved Program Budget	FTE/Dollar Change	Percent Change
Number of Positions (FTE)		4.45	1.95	4.43	2.48	127.17%
Personnel Expenditures						
Permanent Salaries	51105	\$493,465	\$203,727	\$533,818	\$330,092	162.03%
Overtime Salaries	51150	\$2,100				
Temporary Salaries	51200					
Payroll Taxes	51300	\$7,447	\$2,875	\$7,643	\$4,768	165.81%
Pension Benefits	51400	\$77,124	\$37,976	\$104,703	\$66,727	175.71%
FICA Replacement Benefits	51500	\$6,016	\$2,270	\$7,672	\$5,402	238.00%
Group Insurance Benefits	51600	\$76,947	\$37,212	\$71,514	\$34,302	92.18%
Employee Transportation Subsidy	51700	\$6,496	\$3,342	\$4,329	\$987	29.53%
Workers' Compensation	51800	\$1,508	\$1,249	\$2,566	\$1,317	105.41%
Other Post-Employment Benefits	51850	\$54,228	\$21,729	\$44,633	\$22,904	105.41%
Board Stipends	51900					
Total Personnel Expenditures		\$725,330	\$310,380	\$776,878	\$466,498	150.30%
Services & Supplies Expenditures						
Travel In-State	52200	\$2,130	\$2,215	\$2,215		
Travel Out-Of-State	52225					
Training & Education	52300	\$2,387	\$1,200	\$1,200		
Repair & Maintenance (Equipment)	52400					
Communications	52500	\$3,105				
Building Maintenance	52600					
Utilities	52700					
Postage	52800					
Printing & Reproduction	52900	\$413				
Equipment Rental	53100					
Rents & Leases	53200					
Professional Services & Contracts	53300	\$60,523	\$20,000	\$150,000	\$130,000	650.00%
General Insurance	53400					
Shop & Field Supplies	53500					
Laboratory Supplies	53600					
Gasoline & Variable Fuel	53700					
Computer Hardware & Software	53800					
Stationery & Office Supplies	53900	\$269				
Books & Journals	54100					
Minor Office Equipment	54200					
Depreciation & Amortization	54300					
Non-Capital Assets	54600					
Total Services & Supplies Expenditures		\$68,827	\$23,415	\$153,415	\$130,000	555.20%
Capital Expenditures						
Leasehold Improvements	60100					
Building & Grounds	60105					
Office Equipment	60110					
Computer & Network Equipment	60115					
Motorized Equipment	60120					
Lab & Monitoring Equipment	60125					
Communications Equipment	60130					
General Equipment	60135					
PM2.5 Equipment	60140					
Biowatch Equipment	60145					
Total Capital Expenditures						
Transfer Out	70005					
Total Expenditures		\$794,158	\$333,795	\$930,293	\$596,498	178.70%

Air Quality Modeling Support		603
Managing Division: Planning and Climate Protection		
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: the Climate Protection Program, the Air Quality Planning Program, Strategic Incentives Division programs, the Central California Air Quality Studies (CCAQS), the Spare the Air Program, Assembly Bill 617 related programs, the California Baseline Ozone Transport Study (CABOTS) and the ambient data Quality Assurance (QA)/Quality Control (QC) Program. 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 health impacts and international pollutant transport.		
Justification of Change Request: Additional resources are needed to update high resolution spatial surrogates to support AB617		
Activities		
Support the Climate Protection Program: analyze ambient data, conduct modeling, help design monitoring program, evaluate GHG emissions estimates and analyze trends.		
Support District's Air Quality Planning Program: conduct data analysis and modeling.		
Support the Strategic Incentives Division: create and update maps to prioritize grant projects.		
Respond to internal/external aerometric data requests.		
Manage the District's data analysis and modeling-related contracts: prepare work statements, review and evaluate contractors' progress and invoices, and review project final reports.		
Perform air quality modeling and data analysis to support District's rulemaking activities: apply CALMET/CALPUFF models to evaluate air quality and health benefits of proposed emission reductions.		
Support permitting activities: apply AERMOD model to accommodate the District's non-PSD modeling needs and prepare meteorological inputs to AERMOD for permit modeling.		
Participate in CARB's CCAQS and CABOTS programs: participate in the Technical and Policy Committee meetings, and provide in-kind support to their modeling and data analysis and emissions inventory preparation efforts.		
Participate in ambient air monitoring program: perform QA/QC on meteorological data, and review and update the District's aerometric data needs.		
Support Assembly Bill 617: create high resolution emissions inventory maps, evaluate locations of air monitoring stations, and assess ambient and health benefits of proposed and adopted emission controls.		
Major Objectives		Delivery Date
Perform ozone and PM modeling and analyses to assess District's status with respect to the standards.		6/30/2019
Update health impacts analyses of ozone and PM, and document the results.		12/31/2018
Perform analyses to assess contribution of wood burning to PM and document the results.		10/15/2018
Update cluster and Chemical Mass Balance analyses to further refine the identification of emission sources contributing to ozone and PM.		12/31/2018
Verify the District's aerometric data for 2017 and prepare meteorological inputs to AERMOD.		12/31/2018
Perform WRF/CMAQ modeling and analyses to support the District's rule development efforts.		12/31/2018
Prepare and update 1km resolution emissions inventory over the Bay Area to support AB617.		12/31/2018
Test WRF/CMAQ or WRF/CHEM models for real time air quality forecasting.		6/30/2019
Update health risk analysis for air toxics.		6/30/2019
Update ship emissions estimates and ocean born PM emissions inventory for modeling.		12/31/2018

		FYE 2017 Audited Program Expenditures	FYE 2018 Approved Program Budget	FYE 2019 Approved Program Budget	FTE/Dollar Change	Percent Change
Number of Positions (FTE)		4.02	3.45	3.20	(0.25)	(7.19%)
Personnel Expenditures						
Permanent Salaries	51105	\$445,666	\$431,638	\$411,467	(\$20,171)	(4.67%)
Overtime Salaries	51150					
Temporary Salaries	51200					
Payroll Taxes	51300	\$6,710	\$6,135	\$5,896	(\$239)	(3.89%)
Pension Benefits	51400	\$69,579	\$81,023	\$79,630	(\$1,393)	(1.72%)
FICA Replacement Benefits	51500	\$5,479	\$4,016	\$5,531	\$1,515	37.74%
Group Insurance Benefits	51600	\$70,374	\$65,515	\$51,070	(\$14,445)	(22.05%)
Employee Transportation Subsidy	51700	\$5,300	\$6,125	\$3,054	(\$3,070)	(50.13%)
Workers' Compensation	51800	\$1,362	\$2,210	\$1,855	(\$356)	(16.08%)
Other Post-Employment Benefits	51850	\$48,976	\$38,443	\$32,260	(\$6,183)	(16.08%)
Board Stipends	51900					
Total Personnel Expenditures		\$653,444	\$635,104	\$590,763	(\$44,341)	(6.98%)
Services & Supplies Expenditures						
Travel In-State	52200	\$75	\$1,250	\$1,350	\$100	8.00%
Travel Out-Of-State	52225	\$2,827	\$2,050	\$3,350	\$1,300	63.41%
Training & Education	52300	\$400	\$6,100	\$6,300	\$200	3.28%
Repair & Maintenance (Equipment)	52400		\$7,500	\$7,000	(\$500)	(6.67%)
Communications	52500		\$1,000	\$1,000		
Building Maintenance	52600					
Utilities	52700					
Postage	52800					
Printing & Reproduction	52900					
Equipment Rental	53100					
Rents & Leases	53200					
Professional Services & Contracts	53300	\$341,988	\$93,650	\$200,000	\$106,350	113.56%
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					
Depreciation & Amortization	54300					
Non-Capital Assets	54600					
Total Services & Supplies Expenditures		\$345,290	\$112,050	\$219,500	\$107,450	95.89%
Capital Expenditures						
Leasehold Improvements	60100					
Building & Grounds	60105					
Office Equipment	60110					
Computer & Network Equipment	60115					
Motorized Equipment	60120					
Lab & Monitoring Equipment	60125					
Communications Equipment	60130					
General Equipment	60135					
PM2.5 Equipment	60140					
Biowatch Equipment	60145					
Total Capital Expenditures						
Transfer Out	70005					
Total Expenditures		\$998,734	\$747,154	\$810,263	\$63,109	8.45%

Air Quality Modeling & Research		604
Managing Division:		
Planning and Climate Protection		
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 (PM _{2.5} and PM _{0.1}), and toxic air contaminants in the Bay Area, assesses attainment status of the Bay Area with respect to Federal and State standards, supports Federal and State air quality plan development activities, quantifies 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:		
Activities		
Maintain and apply air quality models to investigate ozone, PM _{2.5} , PM _{0.1} , and toxic air contaminants formation in the Bay Area as well as their regional transport.		
Maintain and apply meteorological models to prepare inputs to air quality models.		
Maintain and apply emissions inventory models to prepare inputs to air quality models.		
Maintain and apply air pollution health impacts and monetary valuation models.		
Prepare ambient data for model inputs and evaluation of model outputs.		
Conduct ambient data analyses for ozone, PM _{2.5} , PM _{0.1} and toxic air contaminants to characterize each pollutant's formation in the Bay Area.		
Evaluate and improve model performance for multi-pollutant applications.		
Maintain the District's cluster computer system on which models are run.		
Develop graphics, analysis and model evaluation tools.		
Develop in-house staff expertise in modeling and air quality analysis.		
Coordinate Modeling Advisory Committee meetings.		
Analyze Bay Area status relative to the national and state ambient air quality standards.		
Major Objectives		Delivery Date
Evaluate and improve WRF meteorological model performance to support CMAQ applications.		6/30/2019
Update and improve spatial surrogates and temporal profiles used for gridding and temporalizing county level emissions estimates for modeling.		6/30/2019
Evaluate and improve CMAQ model performance for multipollutant simulations.		6/30/2019
Evaluate and update BenMAP for assessing health impacts of ozone, fine particulate matter, ultrafine particulate matter and air toxics contaminants.		6/30/2019
Maintain and evaluate the CALMET/CALPUFF modeling system for local scale model applications.		6/30/2019
Maintain and evaluate the AERMOD model for non-PSD model applications.		6/30/2019
Update analysis of CMAQ sensitivity to emission reductions for PM, toxics and ozone and assess Bay Area trends.		6/30/2019
Maintain the meteorological and air quality database and update analyses of ambient data for selected PM, toxics and ozone simulation periods.		6/30/2019
Update modeling software and computer libraries.		6/30/2019

		FYE 2017 Audited Program Expenditures	FYE 2018 Approved Program Budget	FYE 2019 Approved Program Budget	FTE/Dollar Change	Percent Change
Number of Positions (FTE)		3.68	3.65	3.53	(0.12)	(3.27%)
Personnel Expenditures						
Permanent Salaries	51105	\$407,592	\$484,764	\$467,934	(\$16,830)	(3.47%)
Overtime Salaries	51150					
Temporary Salaries	51200					
Payroll Taxes	51300	\$6,148	\$6,911	\$6,708	(\$203)	(2.94%)
Pension Benefits	51400	\$63,636	\$91,272	\$90,842	(\$430)	(0.47%)
FICA Replacement Benefits	51500	\$5,087	\$4,249	\$6,099	\$1,851	43.56%
Group Insurance Benefits	51600	\$64,047	\$66,319	\$67,434	\$1,115	1.68%
Employee Transportation Subsidy	51700	\$4,345	\$6,475	\$4,952	(\$1,524)	(23.53%)
Workers' Compensation	51800	\$1,245	\$2,339	\$2,045	(\$293)	(12.54%)
Other Post-Employment Benefits	51850	\$44,792	\$40,671	\$35,572	(\$5,100)	(12.54%)
Board Stipends	51900					
Total Personnel Expenditures		\$596,893	\$702,999	\$681,586	(\$21,413)	(3.05%)
Services & Supplies Expenditures						
Travel In-State	52200	\$17	\$900	\$900		
Travel Out-Of-State	52225	\$1,100	\$1,650	\$1,650		
Training & Education	52300	\$550	\$2,500	\$2,500		
Repair & Maintenance (Equipment)	52400		\$10,000	\$10,000		
Communications	52500					
Building Maintenance	52600					
Utilities	52700					
Postage	52800					
Printing & Reproduction	52900	\$71	\$3,500	\$3,500		
Equipment Rental	53100					
Rents & Leases	53200					
Professional Services & Contracts	53300		\$9,500	\$9,500		
General Insurance	53400					
Shop & Field Supplies	53500					
Laboratory Supplies	53600					
Gasoline & Variable Fuel	53700					
Computer Hardware & Software	53800	\$2,821	\$7,372	\$7,500	\$128	1.74%
Stationery & Office Supplies	53900					
Books & Journals	54100					
Minor Office Equipment	54200					
Depreciation & Amortization	54300					
Non-Capital Assets	54600					
Total Services & Supplies Expenditures		\$4,558	\$35,422	\$35,550	\$128	0.36%
Capital Expenditures						
Leasehold Improvements	60100					
Building & Grounds	60105					
Office Equipment	60110					
Computer & Network Equipment	60115					
Motorized Equipment	60120					
Lab & Monitoring Equipment	60125					
Communications Equipment	60130					
General Equipment	60135					
PM2.5 Equipment	60140					
Biowatch Equipment	60145					
Total Capital Expenditures						
Transfer Out	70005					
Total Expenditures		\$601,450	\$738,421	\$717,136	(\$21,285)	(2.88%)

Mobile Source Measures		605
Managing Division: Planning and Climate Protection		
Contact Person: Dave Vintze		
Program Purpose: Implementation of regional land use, mobile source and transportation measures.		
Description of Program: State and Federal laws require air districts to implement mobile source and transportation measures to attain and maintain ambient air quality standards and to reduce emissions and exposure to fine particulate matter and toxic air contaminants in disproportionately impacted communities. To this end, District staff works with CARB, MTC, ABAG, CMAs, cities, counties, transit operators, Caltrans, and other agencies and community organizations to encourage and facilitate implementation of mobile source and transportation measures and to implement the 2017 Clean Air Plan. This program also includes consultation with other agencies regarding land use and transportation planning activities to minimize the potential land use compatibility conflicts of locating sensitive receptors in close proximity to local sources of air pollution. In addition, this program also includes analysis of air quality impacts of plans and projects through CEQA and other environmental review processes, and transportation/general conformity determinations. Staff also works with State and local agencies to reduce emissions from ports and goods movement, and participates in CARB rulemaking processes.		
Justification of Change Request:		
Activities		
Provide guidance to cities and counties on air quality and infill development related to the Planning Healthy Places guidance document. Work with CAPCOA to update land use guidance documents and emission estimate models.		
Collaborate with other regional agencies to implement Plan Bay Area, TOD and smart growth in the Bay Area.		
Participate in Statewide effort to update the CalEEMod land use emission model.		
Respond to questions from cities, counties and other agencies regarding air quality analysis procedures for CEQA documents; review and send comment letters on environmental documents for major development projects and plans.		
Complete the update to the District's CEQA thresholds and guidelines.		
Implement control measures in the 2017 Clean Air Plan, including an Indirect Source Rule, green waste diversion and zero waste model ordinances.		
Work with MTC and others on implementation of transportation measures in the 2017 Clean Air Plan.		
Work with EPA, CARB, and various Federal, State, regional and local agencies on mobile source programs, e.g., ports, goods movement, railroads, shipping.		
Participate on regional and statewide Transportation Conformity Task Forces.		
Track CARB actions on on-road and off-road mobile sources and fuels, and Bureau of Automotive Repair actions on vehicle inspection and maintenance; attend workshops and hearings and prepare comments as appropriate.		
Evaluate and promote use of alternative fuels, e.g., hydrogen, biodiesel, etc.		
Assist MTC and the Compliance and Enforcement Division with the implementation and evaluation of the commuter benefits program.		
Assist in the development of climate action plans and community action plans per AB 617.		
Provide consultation to Federal agencies regarding general conformity review of non-transportation projects.		
Maintain & update webpages re: CEQA guidelines, smart growth, Planning Healthy Places, etc.		
Major Objectives		Delivery Date
Complete the update to the District's CEQA thresholds and guidelines per 2017 CAP		8/31/2018
Assist with project level TAC/PM2.5 air quality analysis for Station Area Plans, Transit Priority Projects and Priority Development Areas to assist local jurisdictions in moving these projects forward.		6/30/2019
Prepare comment letters regarding air quality impacts of Bay Area development projects and plans for CEQA documents.		6/30/2019
Complete development of an indirect source rule per 2017 CAP		6/30/2019
Participate in Port of Oakland Maritime Air Quality Improvement Plan update & implementation processes.		6/30/2019
Develop model green waste diversion and zero waste model ordinances, and composting best practices guidance consistent with 2017 CAP control measures		12/31/2018
Participate in CAPCOA update to land use guidance documents and CalEEMod model.		6/30/2019

Mobile Source Measures

605

		FYE 2017 Audited Program Expenditures	FYE 2018 Approved Program Budget	FYE 2019 Approved Program Budget	FTE/Dollar Change	Percent Change
Number of Positions (FTE)		4.37	5.27	4.61	(0.66)	(12.47%)
Personnel Expenditures						
Permanent Salaries	51105	\$484,706	\$704,326	\$622,783	(\$81,543)	(11.58%)
Overtime Salaries	51150	\$553				
Temporary Salaries	51200	\$76,866				
Payroll Taxes	51300	\$7,361	\$10,014	\$8,929	(\$1,084)	(10.83%)
Pension Benefits	51400	\$76,159	\$132,252	\$121,847	(\$10,405)	(7.87%)
FICA Replacement Benefits	51500	\$6,099	\$6,129	\$7,972	\$1,843	30.06%
Group Insurance Benefits	51600	\$76,936	\$98,141	\$82,369	(\$15,772)	(16.07%)
Employee Transportation Subsidy	51700	\$5,520	\$8,369	\$5,497	(\$2,872)	(34.31%)
Workers' Compensation	51800	\$1,481	\$3,374	\$2,670	(\$704)	(20.85%)
Other Post-Employment Benefits	51850	\$53,266	\$58,675	\$46,438	(\$12,237)	(20.85%)
Board Stipends	51900					
Total Personnel Expenditures		\$788,948	\$1,021,278	\$898,506	(\$122,773)	(12.02%)
Services & Supplies Expenditures						
Travel In-State	52200	\$349	\$2,300	\$2,300		
Travel Out-Of-State	52225	\$2,209	\$1,300	\$1,300		
Training & Education	52300	\$1,338	\$3,400	\$3,400		
Repair & Maintenance (Equipment)	52400					
Communications	52500	\$1,368				
Building Maintenance	52600					
Utilities	52700					
Postage	52800					
Printing & Reproduction	52900		\$4,000	\$4,000		
Equipment Rental	53100					
Rents & Leases	53200					
Professional Services & Contracts	53300	\$184,615	\$281,900	\$281,900		
General Insurance	53400					
Shop & Field Supplies	53500					
Laboratory Supplies	53600					
Gasoline & Variable Fuel	53700					
Computer Hardware & Software	53800					
Stationery & Office Supplies	53900		\$450	\$450		
Books & Journals	54100	\$153				
Minor Office Equipment	54200					
Depreciation & Amortization	54300					
Non-Capital Assets	54600					
Total Services & Supplies Expenditures		\$190,033	\$293,350	\$293,350		
Capital Expenditures						
Leasehold Improvements	60100					
Building & Grounds	60105					
Office Equipment	60110					
Computer & Network Equipment	60115					
Motorized Equipment	60120					
Lab & Monitoring Equipment	60125					
Communications Equipment	60130					
General Equipment	60135					
PM2.5 Equipment	60140					
Biowatch Equipment	60145					
Total Capital Expenditures						
Transfer Out	70005					
Total Expenditures		\$978,980	\$1,314,628	\$1,191,856	(\$122,773)	(9.34%)

Climate Protection		608
Managing Division: Planning and Climate Protection		
Contact Person: Abby Young		
Program Purpose: Reduce emissions contributing to climate change and integrate climate protection into programs to reduce criteria and toxic air pollutants.		
Description of Program: District climate protection activities for FYE 2019 will be coordinated by the Climate Protection Section and will include: implementation of the 2017 Clean Air Plan; administering the 2018 Climate Protection Grant Program; supporting the development of proposed rules to reduce GHGs; conducting methane and CO2 measurement studies to support rule-making and other programs; refining GHG emission inventories and forecasts; continuing technical assistance to local governments on climate action plan development and implementation through the development of model ordinances and best practices, assistance in obtaining cap and trade and other funds, assistance in developing indicators to track success, and assistance in implementing strategies to reduce GHG emissions from key sectors including buildings, waste, water and transportation; assistance to local governments and other entities to implement carbon sequestration on natural and working lands; supporting programs to divert organics from the waste stream; working with the private sector to reduce super-GHGs from refrigeration; working with stakeholder groups to develop public outreach and education initiatives to reduce GHG emissions; 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:		
Activities		
Implement 2017 Clean Air Plan by developing and implementing comprehensive, high priority strategies to reduce GHGs.		
Implement the 2018 Climate Protection Grant Program to reduce GHGs from existing buildings and support innovative strategies with potential for long-term GHG reductions across multiple sectors.		
Provide support for climate-related rule development activity.		
Continue to collaborate and develop new methods for inventorying and forecasting regional GHG emissions to support rule-development, specifically the Basin-wide Methane Strategy.		
Continue administering and improving the GHG Measurement Program using the GHG fixed-site and mobile monitoring network and collaborating with research institutions.		
Provide climate leadership in the Bay Area through convening events, and providing networking and information-sharing opportunities for local governments and stakeholder groups.		
Develop tools and standardized methodologies to assist local government in developing GHG emission inventories.		
Support local climate action plans via technical assistance, developing model ordinances, and disseminating best practices, particularly in the areas of organic waste reduction, active and low-GHG transportation, and zero net energy/carbon buildings.		
Engage stakeholder and industry groups in developing approaches for implementing the 2017 Clean Air Plan, including switching to low-GHG refrigerants and low-GHG diets.		
Coordinate the integration of climate protection strategies in existing Air District programs.		
Participate in regional climate protection programs with BARC, MTC, ABAG, and BCDC.		
Participate in Statewide and regional Scoping Plan and Plan Bay Area implementation efforts.		
Work with local, regional, state and federal agencies and organizations to coordinate climate protection efforts.		
Major Objectives		Delivery Date
Implement GHG reduction strategies identified in the 2017 Clean Air Plan.		6/30/2019
Administer the 2018 Climate Protection Grant Program.		6/30/2019
Support methane strategy rule development through GHG measurement activities.		6/30/19
Implement control measures/strategies for the existing residential & commercial building stock.		6/30/19
Implement strategies to divert organics from the waste stream.		6/30/2019
Implement strategies to promote low-GHG refrigerants and reduce refrigerant use.		6/30/2019
Implement strategies that support low- and no-GHG transportation.		6/30/2019
Accelerate the local implementation of GHG reduction activities through developing model policies, best practices, guidance and assistance identifying and securing funding.		6/30/2019
Collaborate with stakeholder organizations to develop public outreach and education campaigns.		6/30/2019
Continue developing methods and collaborations to expand and improve GHG inventory and forecasting practices to support rule-making.		6/30/2019
Continue operating and improving the fixed-site and mobile GHG monitoring network and develop improved estimates of methane and other GHG emissions.		6/30/2019

		FYE 2017 Audited Program Expenditures	FYE 2018 Approved Program Budget	FYE 2019 Approved Program Budget	FTE/Dollar Change	Percent Change
Number of Positions (FTE)		9.18	11.35	8.82	(2.53)	(22.27%)
Personnel Expenditures						
Permanent Salaries	51105	\$1,016,949	\$1,463,446	\$1,165,401	(\$298,045)	(20.37%)
Overtime Salaries	51150	\$8,842				
Temporary Salaries	51200	\$15,247				
Payroll Taxes	51300	\$15,346	\$20,788	\$16,705	(\$4,083)	(19.64%)
Pension Benefits	51400	\$158,753	\$274,550	\$225,436	(\$49,114)	(17.89%)
FICA Replacement Benefits	51500	\$12,276	\$13,211	\$15,309	\$2,097	15.87%
Group Insurance Benefits	51600	\$158,764	\$218,608	\$152,516	(\$66,092)	(30.23%)
Employee Transportation Subsidy	51700	\$11,111	\$18,967	\$5,716	(\$13,251)	(69.86%)
Workers' Compensation	51800	\$3,107	\$7,272	\$5,111	(\$2,161)	(29.72%)
Other Post-Employment Benefits	51850	\$111,752	\$126,471	\$88,889	(\$37,583)	(29.72%)
Board Stipends	51900					
Total Personnel Expenditures		\$1,512,145	\$2,143,314	\$1,675,082	(\$468,232)	(21.85%)
Services & Supplies Expenditures						
Travel In-State	52200	\$1,924	\$2,800	\$4,300	\$1,500	53.57%
Travel Out-Of-State	52225	\$1,819	\$7,000	\$7,500	\$500	7.14%
Training & Education	52300	\$1,630	\$6,100	\$6,100		
Repair & Maintenance (Equipment)	52400		\$20,000	\$20,000		
Communications	52500	\$778				
Building Maintenance	52600					
Utilities	52700					
Postage	52800					
Printing & Reproduction	52900	\$2,648	\$1,100	\$100	(\$1,000)	(90.91%)
Equipment Rental	53100					
Rents & Leases	53200			\$5,100	\$5,100	
Professional Services & Contracts	53300	\$113,750	\$4,805,000	\$340,000	(\$4,465,000)	(92.92%)
General Insurance	53400					
Shop & Field Supplies	53500	\$28				
Laboratory Supplies	53600					
Gasoline & Variable Fuel	53700	\$30				
Computer Hardware & Software	53800	\$2,911	\$1,800	\$1,800		
Stationery & Office Supplies	53900		\$300	\$300		
Books & Journals	54100		\$100	\$100		
Minor Office Equipment	54200			\$200	\$200	
Depreciation & Amortization	54300					
Non-Capital Assets	54600	\$3,981				
Total Services & Supplies Expenditures		\$129,498	\$4,844,200	\$385,500	(\$4,458,700)	(92.04%)
Capital Expenditures						
Leasehold Improvements	60100					
Building & Grounds	60105					
Office Equipment	60110					
Computer & Network Equipment	60115					
Motorized Equipment	60120					
Lab & Monitoring Equipment	60125	\$87,674				
Communications Equipment	60130					
General Equipment	60135					
PM2.5 Equipment	60140					
Biowatch Equipment	60145					
Total Capital Expenditures		\$87,674				
Transfer Out	70005	\$3,981				
Total Expenditures		\$1,733,299	\$6,987,514	\$2,060,582	(\$4,926,932)	(70.51%)

Community Air Risk Evaluation (CARE)		609
Managing Division: Planning and Climate Protection		
Contact Person: Phil Martien		
Program Purpose: Evaluate community health risks from ambient toxic air contaminants (TACs), fine particulate matter (PM) and other pollutants. Focus mitigation measures on locations with higher exposures and risk levels and vulnerable populations. Develop mitigation strategies for local sources of interest and new and existing development near busy roadways and other air pollution sources. Partner with other Air District staff and community members to execute requirements develop tools, analyses, and products to support local air quality Action Plans.		
Description of Program: The District's CARE program targets risk reduction activities in areas where impacts of TACs, fine PM, and other pollutants are greatest. The CARE program helps to coordinate emissions inventory development, air modeling, air 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 to focus District risk reduction activities, such as rulemaking, grant and incentive programs, partnerships with local agencies on local plans and programs, collaboration with public health professionals, development of community risk reduction plans, advocacy of State and local regulatory programs, community engagement processes to improve public health in the most impacted communities, and other activities. The CARE program actively participates in the development of local air quality Action Plans required by Assembly Bill 617.		
Justification of Change Request: AB 617 imposes major new requirements. These new requirements will require additional products from the CARE Program on a specified timeline. Additional resources will be required in Program 609 to meet the deadlines for ranking Bay Area communities within the Air District and for engaging with communities to develop local air quality Action Plans. Additional resources also will be required for Program 609 to develop technical products to support the local Action Plans.		
Activities		
Manage and coordinate the CARE program.		
Conduct local-scale modeling and analyses to support risk screening tools that support the development of local air quality action plans and that help promote healthy development.		
Participate in outreach and assist in evaluating community risks and hazards, through measurement and modeling programs.		
Compile demographic and health statistics data for the Bay Area.		
Attend community meetings to understand local concerns and provide updates on the CARE program.		
Develop modeling methods to identify emission sources and source areas affecting impacted communities.		
Develop mitigations for sources of interest and mitigation strategies for new and existing development near busy roadways and other air pollution sources.		
Update regional emissions estimates of TAC.		
Investigate and support the use of low-cost air quality sensor networks to improve exposure assessments.		
Support enhanced data visualization/analysis tools for community partnerships and local planning guidance.		
Major Objectives		Delivery Date
Continue to expand the existing network of low-cost air quality sensors in the Bay Area to measure CO2 and local pollutants.		6/30/2019
In coordination with West Oakland community groups, Air District staff, and stakeholders, develop products to support the West Oakland Action Plan: project goals, exposure and risk assessments, mitigation measures, and tracking methods.		6/30/2019
Work with San Francisco residents, City/County of San Francisco to support the San Francisco Community Risk Reduction Plan (CRRP). Combine CRRP efforts with community mapping in the Bay View neighborhood.		9/30/2018
Analyze local air pollution exposures in select communities to support preliminary Action Plan development.		6/30/2019

		FYE 2017 Audited Program Expenditures	FYE 2018 Approved Program Budget	FYE 2019 Approved Program Budget	FTE/Dollar Change	Percent Change
Number of Positions (FTE)		3.39	2.53	3.68	1.15	45.43%
Personnel Expenditures						
Permanent Salaries	51105	\$375,555	\$356,761	\$500,735	\$143,974	40.36%
Overtime Salaries	51150					
Temporary Salaries	51200	\$1,319				
Payroll Taxes	51300	\$5,657	\$5,101	\$7,180	\$2,079	40.76%
Pension Benefits	51400	\$58,760	\$67,370	\$96,916	\$29,546	43.86%
FICA Replacement Benefits	51500	\$4,680	\$2,944	\$6,425	\$3,481	118.26%
Group Insurance Benefits	51600	\$59,668	\$43,635	\$76,210	\$32,575	74.65%
Employee Transportation Subsidy	51700	\$3,900	\$4,390	\$6,709	\$2,319	52.82%
Workers' Compensation	51800	\$1,147	\$1,620	\$2,131	\$510	31.50%
Other Post-Employment Benefits	51850	\$41,271	\$28,180	\$37,057	\$8,877	31.50%
Board Stipends	51900					
Total Personnel Expenditures		\$551,958	\$510,002	\$733,363	\$223,361	43.80%
Services & Supplies Expenditures						
Travel In-State	52200		\$1,900	\$1,900		
Travel Out-Of-State	52225		\$2,000	\$2,000		
Training & Education	52300	\$80	\$10,400	\$10,400		
Repair & Maintenance (Equipment)	52400		\$3,000	\$3,000		
Communications	52500	\$3,095	\$1,000	\$1,000		
Building Maintenance	52600					
Utilities	52700					
Postage	52800					
Printing & Reproduction	52900		\$2,000	\$2,000		
Equipment Rental	53100					
Rents & Leases	53200					
Professional Services & Contracts	53300	\$137,766	\$100,700	\$300,700	\$200,000	198.61%
General Insurance	53400					
Shop & Field Supplies	53500		\$3,500		(\$3,500)	(100.00%)
Laboratory Supplies	53600					
Gasoline & Variable Fuel	53700					
Computer Hardware & Software	53800	\$9,431	\$13,500	\$18,500	\$5,000	37.04%
Stationery & Office Supplies	53900		\$200	\$200		
Books & Journals	54100		\$500	\$500		
Minor Office Equipment	54200		\$100	\$100		
Depreciation & Amortization	54300					
Non-Capital Assets	54600					
Total Services & Supplies Expenditures		\$150,372	\$138,800	\$340,300	\$201,500	145.17%
Capital Expenditures						
Leasehold Improvements	60100					
Building & Grounds	60105					
Office Equipment	60110					
Computer & Network Equipment	60115					
Motorized Equipment	60120					
Lab & Monitoring Equipment	60125					
Communications Equipment	60130					
General Equipment	60135					
PM2.5 Equipment	60140					
Biowatch Equipment	60145					
Total Capital Expenditures						
Transfer Out	70005					
Total Expenditures		\$702,330	\$648,802	\$1,073,663	\$424,861	65.48%

(PAGE INTENTIONALLY LEFT BLANK)

INFORMATION SERVICES DIVISION

The Information Services Division focuses on Information Technology Operations and Support. Under this program, District staff provides design, implementation, security and maintenance of all computer server infrastructures including but not limited to email, telephone, network, file storage, disaster recovery, financials, and remote connection. 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.

The Records Management Program (RM) is responsible for maintaining the Air District official records for each Divisions. These documents are made available for public, industry and internal request in accordance to the APCO Policy and Procedures. RM also monitors the Records Retention Schedule approved by the Board of Directors. RM division has been, and continues, working with consultants to develop the most effect way to meet these responsibilities.

In FY2019, the RM program intends to purchase new software to maintain all digitized records and track any paper records that are not maintained in electronic format. Consultants will assist RM in writing, review responses and make recommendations for a Request for Proposal (RFP) for software vendors. RM will assist each Division in developing Policy and Procedures for their official document criteria and conduct training for the Records Custodians on procedures for submitting documents to RM.

Information Management Records & Content		712
Managing Division: Information Services		
Contact Person: Magen Holloway		
Program Purpose: To provide archival and retrieval services for the District's records produced by various Divisions. Retires documents in accordance to the Record Retention Schedule.		
Description of Program: The Records Management Program (RM) is responsible for maintaining the Air District official records for each Divisions. These documents are made available for public, industry and internal request in accordance to the APCO Policy and Procedures. RM also monitors the Records Retention Schedule approved by the Board of Directors.		
Justification of Change Request:		
New software will assist RM meet the program objects.		
Consultants will assist RM in writing, review responses and make recommendations for a Request for Proposal (RFP) for software vendors.		
Activities		
Manage and Support of Physical and Electronic Storage of District Records. Maintain records in accordance to the Record Retention Schedule.		
Purchase software to maintain and track District Records.		
Train Division Records Custodians on new software.		
Major Objectives		Delivery Date
Purchase new software to maintain all official District records.		

		FYE 2017 Audited Program Expenditures	FYE 2018 Approved Program Budget	FYE 2019 Approved Program Budget	FTE/Dollar Change	Percent Change
Number of Positions (FTE)		1.29	2.00	2.99	0.99	49.28%
Personnel Expenditures						
Permanent Salaries	51105	\$142,993	\$188,535	\$317,084	\$128,549	68.18%
Overtime Salaries	51150	\$1,235				
Temporary Salaries	51200	\$2,997				
Payroll Taxes	51300	\$2,169	\$2,651	\$4,532	\$1,882	70.99%
Pension Benefits	51400	\$22,097	\$35,007	\$61,642	\$26,635	76.09%
FICA Replacement Benefits	51500	\$1,633	\$2,328	\$5,114	\$2,786	119.67%
Group Insurance Benefits	51600	\$21,186	\$40,872	\$44,685	\$3,813	9.33%
Employee Transportation Subsidy	51700	\$1,418	\$1,752	\$3,857	\$2,105	120.17%
Workers' Compensation	51800	\$437	\$1,281	\$1,730	\$448	34.98%
Other Post-Employment Benefits	51850	\$15,714	\$22,286	\$30,081	\$7,795	34.98%
Board Stipends	51900					
Total Personnel Expenditures		\$211,879	\$294,712	\$468,725	\$174,013	59.05%
Services & Supplies Expenditures						
Travel In-State	52200	\$28		\$2,500	\$2,500	
Travel Out-Of-State	52225					
Training & Education	52300		\$5,000	\$5,000		
Repair & Maintenance (Equipment)	52400					
Communications	52500	\$3,686	\$3,600	\$3,600		
Building Maintenance	52600	\$534	\$8,500	\$8,500		
Utilities	52700	\$3,546	\$2,400	\$3,600	\$1,200	50.00%
Postage	52800					
Printing & Reproduction	52900	\$3,210	\$85,000	\$85,000		
Equipment Rental	53100					
Rents & Leases	53200	\$79,749	\$70,000	\$80,000	\$10,000	14.29%
Professional Services & Contracts	53300	\$73,229	\$160,000	\$160,000		
General Insurance	53400					
Shop & Field Supplies	53500		\$15,000	\$15,000		
Laboratory Supplies	53600					
Gasoline & Variable Fuel	53700					
Computer Hardware & Software	53800			\$50,000	\$50,000	
Stationery & Office Supplies	53900	\$105	\$5,000	\$5,000		
Books & Journals	54100					
Minor Office Equipment	54200					
Depreciation & Amortization	54300					
Non-Capital Assets	54600					
Total Services & Supplies Expenditures		\$164,088	\$354,500	\$418,200	\$63,700	17.97%
Capital Expenditures						
Leasehold Improvements	60100					
Building & Grounds	60105					
Office Equipment	60110		\$100,000	\$50,000	(\$50,000)	(50.00%)
Computer & Network Equipment	60115		\$800,000	\$140,000	(\$660,000)	(82.50%)
Motorized Equipment	60120					
Lab & Monitoring Equipment	60125					
Communications Equipment	60130					
General Equipment	60135					
PM 2.5 Equipment	60140					
Biowatch Equipment	60145					
Total Capital Expenditures			\$900,000	\$190,000	(\$710,000)	(78.89%)
Transfer Out	70005	(\$6,458)				
Total Expenditures		\$369,509	\$1,549,212	\$1,076,925	(\$472,287)	(30.49%)

Information Systems Software Development		725
Managing Division: Information Services		
Contact Person: Blair L Adams		
Program Purpose: This program provides design, implementation and support services for the District's permitting business function, including the transition from the legacy systems to the Production System.		
Description of Program: This program is responsible for software design, validation and implementation of the Production System for permitting activities such as processing permit applications, registrations and permit renewal. The Production System will replace existing systems (e.g., Databank, IRIS, current online registration systems). Implementation of the system includes providing a help desk and support tools to enhance the customer experience to use the online system.		
Justification of Change Request:		
Activities		
Designs for permitting functionality and features		
User Acceptance Testing of functionality and features		
Legacy data review and cleanup		
Customer Help Desk		
Customer tools to enhance system usability		
Staff Training		
Major Objectives		Delivery Date
Production System design and testing		Daily
Implementation of functionality to internal customers		Daily
Implementation of functionality to external customers		Daily

		FYE 2017 Audited Program Expenditures	FYE 2018 Approved Program Budget	FYE 2019 Approved Program Budget	FTE/Dollar Change	Percent Change
Number of Positions (FTE)		7.65	8.57	8.53	(0.04)	(0.42%)
Personnel Expenditures						
Permanent Salaries	51105	\$847,428	\$1,086,135	\$1,102,291	\$16,155	1.49%
Overtime Salaries	51150	\$1,219				
Temporary Salaries	51200	\$14,266				
Payroll Taxes	51300	\$12,791	\$15,377	\$15,796	\$419	2.72%
Pension Benefits	51400	\$132,448	\$203,093	\$213,092	\$9,999	4.92%
FICA Replacement Benefits	51500	\$10,218	\$9,972	\$14,752	\$4,780	47.93%
Group Insurance Benefits	51600	\$132,857	\$166,948	\$121,835	(\$45,113)	(27.02%)
Employee Transportation Subsidy	51700	\$8,737	\$15,361	\$10,167	(\$5,194)	(33.81%)
Workers' Compensation	51800	\$2,589	\$5,489	\$4,942	(\$547)	(9.96%)
Other Post-Employment Benefits	51850	\$93,127	\$95,464	\$85,954	(\$9,510)	(9.96%)
Board Stipends	51900					
Total Personnel Expenditures		\$1,255,679	\$1,597,840	\$1,568,829	(\$29,012)	(1.82%)
Services & Supplies Expenditures						
Travel In-State	52200					
Travel Out-Of-State	52225					
Training & Education	52300		\$15,000	\$15,000		
Repair & Maintenance (Equipment)	52400					
Communications	52500	\$679				
Building Maintenance	52600					
Utilities	52700					
Postage	52800					
Printing & Reproduction	52900					
Equipment Rental	53100					
Rents & Leases	53200					
Professional Services & Contracts	53300	\$50,000	\$50,000	\$50,000		
General Insurance	53400					
Shop & Field Supplies	53500					
Laboratory Supplies	53600					
Gasoline & Variable Fuel	53700					
Computer Hardware & Software	53800	\$50,000	\$25,000	\$25,000		
Stationery & Office Supplies	53900					
Books & Journals	54100					
Minor Office Equipment	54200					
Depreciation & Amortization	54300					
Non-Capital Assets	54600					
Total Services & Supplies Expenditures		\$100,679	\$90,000	\$90,000		
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					
Biowatch Equipment	60145					
Total Capital Expenditures						
Transfer Out	70005					
Total Expenditures		\$1,356,358	\$1,687,840	\$1,658,829	(\$29,012)	(1.72%)

Information Technology Engineering & Operations		726
Managing Division: Information Services		
Contact Person: John Chiladakis		
Program Purpose: Provide computer and telecommunications infrastructure. Provide service and support for staff.		
Description of Program: Operate, engineer, purchase, install, upgrade, maintain, and repair new software systems, computer networks, network servers, telephone systems, voicemail systems, firewalls, personal computers, workstations, file and database servers, and operating system and application software.		
Justification of Change Request:		
Activities		
Operation and system administration of HP-3000 business system.		
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 database 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

		FYE 2017 Audited Program Expenditures	FYE 2018 Approved Program Budget	FYE 2019 Approved Program Budget	FTE/Dollar Change	Percent Change
Number of Positions (FTE)		10.16	11.41	10.96	(0.45)	(3.96%)
Personnel Expenditures						
Permanent Salaries	51105	\$1,124,941	\$1,412,142	\$1,382,166	(\$29,976)	(2.12%)
Overtime Salaries	51150	\$4,941	\$8,000	\$8,000		
Temporary Salaries	51200	\$14,456				
Payroll Taxes	51300	\$16,949	\$20,146	\$19,917	(\$229)	(1.14%)
Pension Benefits	51400	\$175,791	\$264,541	\$270,578	\$6,037	2.28%
FICA Replacement Benefits	51500	\$13,924	\$13,279	\$19,038	\$5,759	43.37%
Group Insurance Benefits	51600	\$176,227	\$217,372	\$210,413	(\$6,959)	(3.20%)
Employee Transportation Subsidy	51700	\$12,066	\$18,907	\$16,036	(\$2,871)	(15.19%)
Workers' Compensation	51800	\$3,437	\$7,309	\$6,348	(\$962)	(13.16%)
Other Post-Employment Benefits	51850	\$123,624	\$127,119	\$110,394	(\$16,725)	(13.16%)
Board Stipends	51900					
Total Personnel Expenditures		\$1,666,355	\$2,088,815	\$2,042,889	(\$45,925)	(2.20%)
Services & Supplies Expenditures						
Travel In-State	52200	\$221				
Travel Out-Of-State	52225	\$1,740	\$10,000		(\$10,000)	(100.00%)
Training & Education	52300		\$40,000	\$40,000		
Repair & Maintenance (Equipment)	52400	\$482,215	\$565,500	\$605,500	\$40,000	7.07%
Communications	52500	\$14,446	\$14,000	\$25,000	\$11,000	78.57%
Building Maintenance	52600					
Utilities	52700					
Postage	52800					
Printing & Reproduction	52900		\$5,000		(\$5,000)	(100.00%)
Equipment Rental	53100					
Rents & Leases	53200					
Professional Services & Contracts	53300	\$337,909	\$390,000	\$390,000		
General Insurance	53400					
Shop & Field Supplies	53500		\$7,500		(\$7,500)	(100.00%)
Laboratory Supplies	53600					
Gasoline & Variable Fuel	53700					
Computer Hardware & Software	53800	\$86,790	\$190,000	\$179,000	(\$11,000)	(5.79%)
Stationery & Office Supplies	53900		\$2,000		(\$2,000)	(100.00%)
Books & Journals	54100		\$500		(\$500)	(100.00%)
Minor Office Equipment	54200					
Depreciation & Amortization	54300					
Non-Capital Assets	54600	\$432,948				
Total Services & Supplies Expenditures		\$1,356,270	\$1,224,500	\$1,239,500	\$15,000	1.22%
Capital Expenditures						
Leasehold Improvements	60100		\$75,000	\$75,000		
Building & Grounds	60105					
Office Equipment	60110					
Computer & Network Equipment	60115	\$348,565				
Motorized Equipment	60120					
Lab & Monitoring Equipment	60125					
Communications Equipment	60130		\$400,000	\$400,000		
General Equipment	60135					
PM 2.5 Equipment	60140					
Biowatch Equipment	60145					
Total Capital Expenditures		\$348,565	\$475,000	\$475,000		
Transfer Out	70005	(\$70,422)				
Total Expenditures		\$3,300,768	\$3,788,315	\$3,757,389	(\$30,925)	(0.82%)

(PAGE INTENTIONALLY LEFT BLANK)

METEOROLOGY, MEASUREMENT & RULES DIVISION

The Meteorology and Measurement Division consists of eight individual sections that provide technical support, air quality and meteorological data, chemical analysis and forecasting services to the Compliance & Enforcement, Engineering, Planning, Legal, Rules and Communications and Community Engagement Divisions.

The Air Monitoring Section provides the data to determine if the Air District is in attainment with state and federal standards, and provides a scientific basis for other Air District programmatic decisions. New and continuing activities include:

- Performing upgrades to the toxics monitoring network to improve data completeness and expand sampling capabilities, as well as upgrades to other monitoring programs whose equipment is nearing end of life.
- Work with industry, community groups and other interested parties to determine appropriate locations for community monitoring systems developed as part of the overall Refinery Strategy and Regulation 12, Rule 15 as well as monitoring associated with Assembly Bill 617 (AB 617).

The Laboratory Services Section provides analytical services and expertise in support of Air District goals and programs. New and continuing activities include:

- Continuation of upgrades to laboratory analytical instruments to enhance the laboratory's ability to analyze for additional organic and toxic compounds.
- Providing gravimetric, ion, OC/EC and metals analysis on PM_{2.5} filter samples.

The Source Test Section tests emissions from stationary sources to determine compliance with Air District regulations. New and continuing activities include:

- Additional and enhanced compliance testing on sources of volatile organic compounds, accuracy tests on the continuous emission monitoring network and PM_{2.5} testing at affected sources.
- Providing technical support and data for other Air District Divisions to facilitate decision making.

The Meteorology and Data Analysis Section provides Spare the Air, burn and other air quality forecasting in addition to analysis and validation of aerometric and meteorological data that supports Air District programs. New and continuing activities include:

- Daily air quality forecasting for the Spare the Air program and enhanced burn forecasting for the Air District's Open Burning Regulation.
- Development and maintenance of the quality system that ensures high quality data and incorporation of other data streams that may provide additional value to Air District operations.

The Performance Evaluation Section performs independent performance evaluation of the Air District's air monitoring and meteorological networks, in addition to specific outside networks of value to Air District activities, to ensure high quality data and compliance with EPA requirements. New and continuing activities include:

- Performance evaluations of air monitoring instruments at Air District and refinery locations.
- Maintenance of the Air District's and other important meteorological networks.

The BioWatch Monitoring Section operates and maintains a monitoring network for the Department of Homeland Security.

The Data Management and Communications provides IT support for the Division.

- Manage data and communications systems to decrease downtime and increase cost effectiveness.
- Continue to develop the Air District laboratory information system.

The Mobile Monitoring Section will provide mobile measurements and generate data in support of Air District activities including when incidents occur. These new activities will include:

- Purchase and development of mobile measurement capabilities.
- Support other Air District activities including mobile measurements during incidents, including mobile screening measurements in support of AB 617.

Ambient Air Monitoring		802
Managing Division: Meteorology and Measurement		
Contact Person: Steven Randall		
Program Purpose: Provide the data required to determine and measure progress towards the Bay Area's attainment of National and State ambient air quality standards as well as determine and measure progress of other Air District programs.		
Description of Program: The primary function of the Air Monitoring Section is to operate and maintain a network of 54 measurement sites, which is the sum of 40 Air Monitoring stations and an additional 14 Meteorological sites, that provide data required to determine attainment status of both National and State ambient air quality standards, new and modified regulations and National and State sampling strategies, as well as provide more targeted community level air quality assessment monitoring in support of AB617 activities and refinery communities. Additionally, a network of toxics gaseous and particulate monitors collect data to develop trends and help define risk, and for National and State programs. Air monitoring and meteorological data, as well as sampling projects such as the National Air Toxic Trends Sites (NATTS), Precursor Air Monitoring Stations (PAMS) and PM _{2.5} speciation sampling, are also used for Air Quality Index (AQI) forecasts, Clean Air Plan (CAP) modeling, Prevention of Significant Deterioration (PSD) modeling, Refinery Community Monitoring, AB617 monitoring and Environmental Impact Reports (EIRs).		
Justification of Change Request: The budgets for Utilities (52700), Rents and Leases (53200), and Shop and Field (53505) have been increased due to a combination of inflationary pressures, contractual agreements, and new site development, in particular, for Refinery Community Monitoring. Building Maintenance (52600) has been increased by \$150,000 to pay for safety improvements and repairs to aging air monitoring stations. Capital equipment requests are \$1,151,618 to support replacement of aging air monitoring equipment, implementation of relocatable speciation platform(s) and dense spatial monitoring systems in support of community monitoring for AB617 and Reg 12-15, and expansion of existing site monitoring capabilities to support better community level air quality characterization.		
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 air monitoring stations to support Refinery Community Monitoring as well as stations to assess SO ₂ and H ₂ S emissions from large industrial sources.		
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 three-station PAMS network that meets EPA requirements.		
Operate additional equipment as defined by EPA's NATTS requirements at the San Jose Air Monitoring Station.		
Operate a 20-station gaseous toxics network to provide data for State and Air District programs.		
Operate up to four TSP Lead samplers at three regional airports.		
Perform toxics sampling at two sites for the California Air Resources Board (CARB).		
Operate 1 filter-based and 14 continuous fine particulate samplers as well as 4 speciation samplers to satisfy and augment the monitoring requirements for PM _{2.5} .		
Provide additional monitoring in support of other Air District programs as resources allow.		
Operate three Near Road monitoring stations as mandated by EPA; two in the San Francisco-Oakland-Fremont CBSA, and one in the San Jose-Sunnyvale-Santa Clara CBSA; Operate an additional site along the Interstate 580 corridor.		
Operate one PM _{2.5} black carbon site in Forest Knolls, west Marin County, and other comparative sites to assess wood smoke trends.		
Perform quality control checks on criteria and non-criteria pollutant monitors required by EPA and CARB regulations and Air District procedures, review ambient pollutant data, precision data and repair equipment.		
Participate in interdivisional teams addressing issues that include, but are not limited to, regulation and Manual of Procedures improvement, website, special studies and customer service.		
Participate and aid in the development of the use of low cost sensors for local-scale measurement studies		
Implement community level air quality screening and assessment tools and procedures in support of AB617		
Implement monitoring in refinery communities in support of Reg 12-15		
Major Objectives		Delivery Date
Collect and process data that has been subjected to rigorous Quality Control (QC) as part of National, State and Air District programs.		Quarterly
Implementation of community level screening and air quality assessment in support of AB617 and Reg 12-15		Ongoing
Continue to improve Quality Systems Documents and procedures.		Ongoing

Ambient Air Monitoring

802

		FYE 2017 Audited Program Expenditures	FYE 2018 Approved Program Budget	FYE 2019 Approved Program Budget	FTE/Dollar Change	Percent Change
Number of Positions (FTE)		17.31	22.04	30.76	8.73	39.60%
Personnel Expenditures						
Permanent Salaries	51105	\$1,916,769	\$2,221,829	\$3,134,256	\$912,427	41.07%
Overtime Salaries	51150	\$1,797	\$8,500	\$8,500		
Temporary Salaries	51200	\$2,627				
Payroll Taxes	51300	\$28,938	\$31,542	\$44,896	\$13,354	42.34%
Pension Benefits	51400	\$299,957	\$414,948	\$589,574	\$174,626	42.08%
FICA Replacement Benefits	51500	\$23,518	\$25,651	\$53,046	\$27,395	106.80%
Group Insurance Benefits	51600	\$301,450	\$418,165	\$466,746	\$48,581	11.62%
Employee Transportation Subsidy	51700	\$19,874	\$15,267	\$29,297	\$14,029	91.89%
Workers' Compensation	51800	\$5,859	\$14,120	\$17,823	\$3,703	26.23%
Other Post-Employment Benefits	51850	\$210,734	\$245,557	\$309,961	\$64,404	26.23%
Board Stipends	51900					
Total Personnel Expenditures		\$2,811,525	\$3,395,578	\$4,654,098	\$1,258,520	37.06%
Services & Supplies Expenditures						
Travel In-State	52200	\$6,565	\$25,144	\$25,144		
Travel Out-Of-State	52225	\$10,777		\$10,500	\$10,500	
Training & Education	52300	\$1,525	\$17,000	\$17,000		
Repair & Maintenance (Equipment)	52400	\$54,343	\$74,067	\$74,067		
Communications	52500	\$150				
Building Maintenance	52600	\$13,607	\$44,863	\$105,389	\$60,526	134.91%
Utilities	52700	\$73,133	\$116,681	\$120,151	\$3,470	2.97%
Postage	52800					
Printing & Reproduction	52900					
Equipment Rental	53100					
Rents & Leases	53200	\$324,428	\$435,749	\$448,821	\$13,072	3.00%
Professional Services & Contracts	53300	\$152,069	\$656,344	\$400,344	(\$256,000)	(39.00%)
General Insurance	53400					
Shop & Field Supplies	53500	\$144,531	\$270,077	\$280,000	\$9,923	3.67%
Laboratory Supplies	53600	\$45,824	\$72,329	\$72,329		
Gasoline & Variable Fuel	53700					
Computer Hardware & Software	53800	\$1,788	\$10,000		(\$10,000)	(100.00%)
Stationery & Office Supplies	53900	\$38				
Books & Journals	54100		\$2,500	\$2,500		
Minor Office Equipment	54200					
Depreciation & Amortization	54300					
Non-Capital Assets	54600					
Total Services & Supplies Expenditures		\$828,777	\$1,724,754	\$1,556,245	(\$168,509)	(9.77%)
Capital Expenditures						
Leasehold Improvements	60100					
Building & Grounds	60105					
Office Equipment	60110					
Computer & Network Equipment	60115					
Motorized Equipment	60120					
Lab & Monitoring Equipment	60125	\$201,786	\$1,559,975	\$1,091,618	(\$468,357)	(30.02%)
Communications Equipment	60130					
General Equipment	60135					
PM 2.5 Equipment	60140	\$69,646				
Biowatch Equipment	60145					
Total Capital Expenditures		\$271,431	\$1,559,975	\$1,091,618	(\$468,357)	(30.02%)
Transfer Out	70005					
Total Expenditures		\$3,911,733	\$6,680,307	\$7,301,961	\$621,654	9.31%

Laboratory		803
Managing Division: Meteorology and Measurement		
Contact Person: Mairi Beacon		
Program Purpose: Provide laboratory, analytical, and technical services and support to other Air District Divisions and Sections.		
Description of Program: The primary function of the Laboratory Program is to provide laboratory analyses, analytical services and technical support to other Divisions, Sections and special programs in completing their objectives. The Laboratory Program evaluates and develops analytical methods as required by new, analytical capabilities or amendments and additions to Air District regulations. The analytical services of the program also provide technical information for enforcement action, permit evaluation and regulatory standard development. Close liaison is maintained with other air pollution agencies and technical groups.		
Justification of Change Request: The budgets for Repair and Maintenance (52400) and Lab Supplies (53300) were increased due to inflationary pressure and contractual obligations. Professional Services (53305) was increased to cover the need for outside lab services and development of in-house solutions to services beyond current laboratory capabilities due to new regulatory requirements.		
Activities		
Perform up to 200 compliance analyses for the Compliance & Enforcement Division.		
Provide up to 50 complete sample analyses for the Source Test Section.		
Provide 750 ambient air toxic sample analyses for the Air Monitoring, National Ambient Toxic Trends Sites (NATTS) and as needed for other Air District programs.		
Analyze 600 PM ₁₀ filters for the Air Monitoring Program, including anion and cation speciation.		
Perform Elemental Carbon/Organic Carbon (EC/OC) analyses on up to 1000 PM ₁₀ filters in support of various Air District programs.		
Develop, modify and recommend analytical methods to support enforcement action and to provide support for rule development.		
Analyze up to 700 PM _{2.5} filters for the Air Monitoring Section.		
Perform XRF analysis for metals on up to 250 samples collected by Air Monitoring Section in support of various programs.		
Perform High Pressure Liquid Chromatography (HPLC) analyses for carbonyls in up to 200 samples collected by the Air Monitoring Section in support of NATTS and other Air District programs.		
Participate in a minimum of 6 inter-laboratory audit test programs for toxic compounds conducted by CARB and EPA.		
Perform gravimetric, ion, OC/EC and metals analysis on up to 750 PM _{2.5} speciation filter samples collected by Air Monitoring Section in support of the SASS (Speciation Air Sampling Study) program.		
Major Objectives		Delivery Date
Provide the Compliance & Enforcement Division with analytical data from 200 samples to support enforcement action.		Ongoing
Provide the Source Test Section with analytical data from 50 samples to support the Air District's Source Testing Program.		Ongoing
Provide the Air Monitoring Section with analytical data for toxic organic compounds in 750 ambient air samples.		Ongoing
Provide the Air Monitoring Section with analytical data from 600 PM ₁₀ filters, including OC/EC and anion/cation speciation.		Ongoing
Develop, modify and recommend analytical methods to support enforcement action and to provide support for Rule Development.		Ongoing
Provide the Air Monitoring Section with analytical data from 700 PM _{2.5} filters.		Ongoing
Provide the Air Monitoring Section with analytical data for metals in 250 samples in support of various programs.		Ongoing
Provide the Air Monitoring Section with analytical data for carbonyl compounds in 200 samples in support of the NATTS and other Air District programs.		Ongoing
Participate in and complete a minimum of 6 inter-laboratory audits for toxic compounds conducted by CARB and EPA.		Ongoing
Provide the Air Monitoring Section with analytical data from 750 PM _{2.5} SASS filters.		Ongoing

Laboratory

803

		FYE 2017 Audited Program Expenditures	FYE 2018 Approved Program Budget	FYE 2019 Approved Program Budget	FTE/Dollar Change	Percent Change
Number of Positions (FTE)		6.38	7.11	5.77	(1.34)	(18.78%)
Personnel Expenditures						
Permanent Salaries	51105	\$707,027	\$813,826	\$692,101	(\$121,725)	(14.96%)
Overtime Salaries	51150		\$1,700	\$1,700		
Temporary Salaries	51200	\$14,209				
Payroll Taxes	51300	\$10,647	\$11,560	\$9,934	(\$1,626)	(14.07%)
Pension Benefits	51400	\$110,421	\$152,345	\$133,957	(\$18,388)	(12.07%)
FICA Replacement Benefits	51500	\$8,770	\$8,276	\$9,991	\$1,715	20.73%
Group Insurance Benefits	51600	\$111,490	\$134,925	\$112,959	(\$21,966)	(16.28%)
Employee Transportation Subsidy	51700	\$7,913	\$10,819	\$746	(\$10,072)	(93.10%)
Workers' Compensation	51800	\$2,160	\$4,555	\$3,345	(\$1,210)	(26.56%)
Other Post-Employment Benefits	51850	\$77,698	\$79,222	\$58,179	(\$21,043)	(26.56%)
Board Stipends	51900					
Total Personnel Expenditures		\$1,050,335	\$1,217,227	\$1,022,912	(\$194,315)	(15.96%)
Services & Supplies Expenditures						
Travel In-State	52200	\$32	\$200	\$200		
Travel Out-Of-State	52225		\$5,000	\$5,000		
Training & Education	52300	\$2,940	\$1,500	\$1,500		
Repair & Maintenance (Equipment)	52400	\$44,128	\$62,920	\$69,000	\$6,080	9.66%
Communications	52500					
Building Maintenance	52600					
Utilities	52700					
Postage	52800					
Printing & Reproduction	52900					
Equipment Rental	53100					
Rents & Leases	53200					
Professional Services & Contracts	53300	\$27,070	\$19,000	\$21,000	\$2,000	10.53%
General Insurance	53400					
Shop & Field Supplies	53500	\$17,233	\$3,240	\$3,000	(\$240)	(7.41%)
Laboratory Supplies	53600	\$78,135	\$79,182	\$82,000	\$2,818	3.56%
Gasoline & Variable Fuel	53700					
Computer Hardware & Software	53800					
Stationery & Office Supplies	53900					
Books & Journals	54100					
Minor Office Equipment	54200					
Depreciation & Amortization	54300					
Non-Capital Assets	54600					
Total Services & Supplies Expenditures		\$169,539	\$171,042	\$181,700	\$10,658	6.23%
Capital Expenditures						
Leasehold Improvements	60100					
Building & Grounds	60105					
Office Equipment	60110					
Computer & Network Equipment	60115					
Motorized Equipment	60120					
Lab & Monitoring Equipment	60125	\$102,088	\$130,000		(\$130,000)	(100.00%)
Communications Equipment	60130					
General Equipment	60135					
PM 2.5 Equipment	60140					
Biowatch Equipment	60145					
Total Capital Expenditures		\$102,088	\$130,000		(\$130,000)	(100.00%)
Transfer Out	70005					
Total Expenditures		\$1,321,962	\$1,518,269	\$1,204,612	(\$313,657)	(20.66%)

Source Test		804
Managing Division: Meteorology and Measurements		
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; and, research and develop new analytical source test procedures. 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, and develop applicable standards and produce emissions data for new or revised regulations.		
Justification of Change Request: Account consolidations were made to better reflect actual expenditures and simplify the purchasing and the expenditure tracking process. Specific accounts were increased to reflect inflationary pressure and contractual obligations. Increases to Professional Services (53305), Motorized Equipment (60120) and Lab & Monitoring Equipment (60125) reflect service and equipment needs to meet Regulation 11, Rule 18 and AB617 data collection goals. Increases to Accounts 52200 and 52300 were made to address the addition of new staff due to retirement.		
Activities		
Conduct at least 90 instrumental gaseous source tests.		
Conduct up to 45 particulate or gaseous toxics source tests.		
Conduct at least 150 Field Accuracy Tests (FATs) on CEM systems.		
Conduct up to 24 source tests at gasoline bulk terminals and bulk plants.		
Conduct at least 400 source tests on gasoline cargo tanks.		
Conduct up to 30 Enhanced Vapor Recovery source tests at Gasoline Distribution Facilities (GDF)		
Evaluate up to 450 indicated excesses and other CEM-related call-ins.		
Maintain an electronic list of all source tests conducted at Title V facilities.		
Provide source testing support rule development efforts.		
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

		FYE 2017 Audited Program Expenditures	FYE 2018 Approved Program Budget	FYE 2019 Approved Program Budget	FTE/Dollar Change	Percent Change
Number of Positions (FTE)		12.54	14.05	15.52	1.48	10.51%
Personnel Expenditures						
Permanent Salaries	51105	\$1,388,075	\$1,538,882	\$1,773,765	\$234,883	15.26%
Overtime Salaries	51150	\$7,483	\$7,500	\$7,500		
Temporary Salaries	51200					
Payroll Taxes	51300	\$20,856	\$21,954	\$25,488	\$3,534	16.10%
Pension Benefits	51400	\$216,480	\$311,364	\$337,389	\$26,025	8.36%
FICA Replacement Benefits	51500	\$17,259	\$16,349	\$26,720	\$10,372	63.44%
Group Insurance Benefits	51600	\$218,380	\$254,785	\$277,059	\$22,275	8.74%
Employee Transportation Subsidy	51700	\$14,213	\$16,062	\$15,800	(\$262)	(1.63%)
Workers' Compensation	51800	\$4,235	\$8,999	\$8,992	(\$7)	(0.07%)
Other Post-Employment Benefits	51850	\$152,333	\$156,506	\$156,390	(\$116)	(0.07%)
Board Stipends	51900					
Total Personnel Expenditures		\$2,039,314	\$2,332,401	\$2,629,103	\$296,703	12.72%
Services & Supplies Expenditures						
Travel In-State	52200	\$3,942	\$6,750	\$3,000	(\$3,750)	(55.56%)
Travel Out-Of-State	52225	\$1,805	\$3,500	\$3,500		
Training & Education	52300	\$3,445	\$950	\$9,350	\$8,400	884.21%
Repair & Maintenance (Equipment)	52400	\$3,450	\$7,400	\$5,000	(\$2,400)	(32.43%)
Communications	52500					
Building Maintenance	52600	\$777	\$8,570	\$8,800	\$230	2.68%
Utilities	52700	\$18,560	\$16,105	\$16,590	\$485	3.01%
Postage	52800					
Printing & Reproduction	52900					
Equipment Rental	53100					
Rents & Leases	53200	\$191,476	\$273,520	\$281,730	\$8,210	3.00%
Professional Services & Contracts	53300	\$66,239	\$39,720	\$60,000	\$20,280	51.06%
General Insurance	53400					
Shop & Field Supplies	53500	\$75,279	\$53,670	\$53,400	(\$270)	(0.50%)
Laboratory Supplies	53600	\$5,648	\$12,230	\$10,000	(\$2,230)	(18.23%)
Gasoline & Variable Fuel	53700	\$100				
Computer Hardware & Software	53800					
Stationery & Office Supplies	53900					
Books & Journals	54100					
Minor Office Equipment	54200					
Depreciation & Amortization	54300					
Non-Capital Assets	54600	\$4,044				
Total Services & Supplies Expenditures		\$374,764	\$422,415	\$451,370	\$28,955	6.85%
Capital Expenditures						
Leasehold Improvements	60100					
Building & Grounds	60105					
Office Equipment	60110					
Computer & Network Equipment	60115					
Motorized Equipment	60120			\$25,000	\$25,000	
Lab & Monitoring Equipment	60125	\$31,834		\$186,508	\$186,508	
Communications Equipment	60130					
General Equipment	60135		\$23,500		(\$23,500)	(100.00%)
PM 2.5 Equipment	60140					
Biowatch Equipment	60145					
Total Capital Expenditures		\$31,834	\$23,500	\$211,508	\$188,008	800.03%
Transfer Out	70005					
Total Expenditures		\$2,445,912	\$2,778,316	\$3,291,981	\$513,666	18.49%

Meteorology		805
Managing Division: Meteorology and Measurement		
Contact Person: Mairi Beacon		
Program Purpose: Provide air quality and open burning forecasts 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, and episode/alert forecasts. Data analysis objectives include the validation, compilation and interpretation of meteorological and air quality data and internal and external distribution of data to various data systems. Other objectives include evaluation for legal actions, determination of long-term air quality trends and establishment of databases.		
Justification of Change Request: The budget for Professional Services (53300) was increased due to inflationary pressure and contractual agreements. The budgets for Out-of-State Travel (52225) and Computer Hardware (53805) were increased to meet the evolving responsibilities of the Meteorology group and to enable staff to keep up with current science and technology.		
Activities		
Provide reliable and timely Air Quality forecasts to the Air District and the public on weekdays, weekends and holidays, including determinations for voluntary and mandatory curtailment programs.		
Review prescribed and marsh burn plans. Issue the daily open burn decision to Regional, State, and National Fire Agencies and the public. Allocate and distribute burn acreage for prescribed, marsh, and Sonoma County stubble burning.		
Quality assure EPA mandated air quality data and provide to EPA within 90 days of the end of a quarter.		
Prepare and provide the Annual Air Monitoring Network Report to EPA, CARB and the public.		
Provide input on the operation of the Air District's Meteorological Network and evaluate the suitability of non-Air District meteorological data for use in numerical models. Non-Air District meteorological data sources include sewage plants, research facilities, cement plants, petroleum refineries, and utility companies.		
Provide certified air quality data to Air District staff.		
Monitor and review air quality and meteorological data from each of the five oil refinery Ground Level Monitoring (GLM) Networks and provide evaluation of Episode Reports to the Compliance and Enforcement Division regarding compliance with Air District Regulations 1 and 9.		
Participate in group efforts to develop regulations, Manual of Procedures, web page, joint transport assessment studies and other programs as assigned.		
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.		
Respond to record requests for information on air quality and meteorological data from industry, the public, consultants, and government agencies. Respond to requests to provide presentations for Air District functions including Board and Committee meetings, and community outreach and public information meetings.		
Major Objectives		Delivery Date
Submit quality assured air quality data to EPA's AQS Database.		Quarterly
Provide air quality, meteorological, and GLM data in electronic format to requestors.		Monthly
Prepare and submit Annual Air Monitoring Network Report to EPA, CARB and the public.		6/30/2019
Continue improvements to databases for air quality and meteorological data.		Ongoing
Provide daily air quality forecasts and burn acreage allocations to meet Air District needs.		Ongoing

Meteorology

805

		FYE 2017 Audited Program Expenditures	FYE 2018 Approved Program Budget	FYE 2019 Approved Program Budget	FTE/Dollar Change	Percent Change
Number of Positions (FTE)		3.64	3.23	4.38	1.15	35.71%
Personnel Expenditures						
Permanent Salaries	51105	\$403,196	\$386,260	\$538,439	\$152,179	39.40%
Overtime Salaries	51150	\$3,140	\$17,500	\$18,375	\$875	5.00%
Temporary Salaries	51200	\$4,807				
Payroll Taxes	51300	\$6,086	\$5,739	\$7,978	\$2,239	39.01%
Pension Benefits	51400	\$62,997	\$72,443	\$100,193	\$27,750	38.31%
FICA Replacement Benefits	51500	\$4,986	\$3,759	\$7,519	\$3,760	100.03%
Group Insurance Benefits	51600	\$63,564	\$59,546	\$73,932	\$14,386	24.16%
Employee Transportation Subsidy	51700	\$4,680	\$5,287	\$2,449	(\$2,838)	(53.68%)
Workers' Compensation	51800	\$1,232	\$2,069	\$2,539	\$470	22.71%
Other Post-Employment Benefits	51850	\$44,308	\$35,981	\$44,153	\$8,171	22.71%
Board Stipends	51900					
Total Personnel Expenditures		\$598,995	\$588,584	\$795,576	\$206,992	35.17%
Services & Supplies Expenditures						
Travel In-State	52200	\$1,960	\$250	\$250		
Travel Out-Of-State	52225	\$4,874	\$8,000	\$12,000	\$4,000	50.00%
Training & Education	52300	\$1,215				
Repair & Maintenance (Equipment)	52400		\$16,500	\$12,000	(\$4,500)	(27.27%)
Communications	52500					
Building Maintenance	52600					
Utilities	52700					
Postage	52800					
Printing & Reproduction	52900					
Equipment Rental	53100					
Rents & Leases	53200	\$1,764				
Professional Services & Contracts	53300	\$130,958	\$26,000	\$32,000	\$6,000	23.08%
General Insurance	53400					
Shop & Field Supplies	53500	\$16,484	\$11,282	\$4,000	(\$7,282)	(64.55%)
Laboratory Supplies	53600					
Gasoline & Variable Fuel	53700					
Computer Hardware & Software	53800	\$2,345	\$7,250	\$12,450	\$5,200	71.72%
Stationery & Office Supplies	53900	\$23				
Books & Journals	54100					
Minor Office Equipment	54200					
Depreciation & Amortization	54300					
Non-Capital Assets	54600					
Total Services & Supplies Expenditures		\$159,624	\$69,282	\$72,700	\$3,418	4.93%
Capital Expenditures						
Leasehold Improvements	60100					
Building & Grounds	60105					
Office Equipment	60110					
Computer & Network Equipment	60115					
Motorized Equipment	60120					
Lab & Monitoring Equipment	60125					
Communications Equipment	60130					
General Equipment	60135					
PM 2.5 Equipment	60140					
Biowatch Equipment	60145					
Total Capital Expenditures						
Transfer Out	70005					
Total Expenditures		\$758,620	\$657,866	\$868,276	\$210,410	31.98%

Air Monitoring Instrument Performance Evaluation		807
Managing Division: Meteorology and Measurement		
Contact Person: Jerry Bovee		
Program Purpose: Provide independent performance evaluation services for the Air Monitoring Section and evaluate equipment and siting for air quality monitoring performed by industry and/or their consultants within the Air District's boundaries.		
Description of Program: The primary function of the Performance Evaluation (PE) Section is to ensure the accuracy of data collected throughout the Air District's air monitoring network. The PE Section is also responsible for audits and data evaluation of the H ₂ S and SO ₂ ground level monitors (GLMs) and operation of H ₂ S and SO ₂ mobile sampling units for odor complaint investigations and episodic sampling.		
Justification of Change Request: Account consolidations were made to better reflect actual expenditures and simplify the purchasing and the expenditure tracking process. Specific accounts were increased to reflect inflationary pressure and contractual obligations.		
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 SO ₂ and H ₂ S GLMs and prepare summary reports of the audits.		
Conduct performance evaluation audits on non-criteria pollutant monitors and prepare summary reports of the audits.		
Participate in inter-agency performance evaluation program conducted by EPA and CARB at Air District sites.		
Perform source-oriented sampling and mobile monitoring during complaint, odor, and episode conditions to provide data required for enforcement action. Between incidents, maintain the instruments and vehicles as needed.		
Participate in interdivisional teams working on improving Air District regulations and the Manual of Procedures, special studies and customer service.		
Audit the Air District meteorological network.		
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
Audit the Air District meteorological network.		Ongoing
Maintain criteria pollutant calibration standards and calibrators to meet EPA requirements.		Ongoing
Revise Standard Operating Procedures (SOPs) to reflect changes in procedures.		Ongoing

Air Monitoring Instrument Performance Evaluation

807

		FYE 2017 Audited Program Expenditures	FYE 2018 Approved Program Budget	FYE 2019 Approved Program Budget	FTE/Dollar Change	Percent Change
Number of Positions (FTE)		2.91	3.33	3.23	(0.10)	(3.01%)
Personnel Expenditures						
Permanent Salaries	51105	\$322,335	\$353,119	\$347,061	(\$6,059)	(1.72%)
Overtime Salaries	51150	\$1,114	\$2,320	\$2,500	\$180	7.76%
Temporary Salaries	51200					
Payroll Taxes	51300	\$4,859	\$5,069	\$4,998	(\$71)	(1.40%)
Pension Benefits	51400	\$50,425	\$66,501	\$67,326	\$825	1.24%
FICA Replacement Benefits	51500	\$3,998	\$3,880	\$5,548	\$1,669	43.01%
Group Insurance Benefits	51600	\$51,252	\$53,121	\$78,347	\$25,226	47.49%
Employee Transportation Subsidy	51700	\$3,346	\$2,117	\$4,373	\$2,256	106.55%
Workers' Compensation	51800	\$985	\$2,136	\$1,873	(\$263)	(12.30%)
Other Post-Employment Benefits	51850	\$27,903	\$37,141	\$32,572	(\$4,569)	(12.30%)
Board Stipends	51900					
Total Personnel Expenditures		\$466,216	\$525,404	\$544,598	\$19,194	3.65%
Services & Supplies Expenditures						
Travel In-State	52200	\$989	\$445	\$445		
Travel Out-Of-State	52225		\$2,075	\$2,075		
Training & Education	52300		\$100	\$100		
Repair & Maintenance (Equipment)	52400		\$6,240	\$6,240		
Communications	52500					
Building Maintenance	52600		\$11,000	\$11,000		
Utilities	52700	\$456				
Postage	52800					
Printing & Reproduction	52900					
Equipment Rental	53100					
Rents & Leases	53200					
Professional Services & Contracts	53300	\$891	\$2,425	\$2,500	\$75	3.09%
General Insurance	53400					
Shop & Field Supplies	53500	\$24,175	\$15,500	\$16,500	\$1,000	6.45%
Laboratory Supplies	53600					
Gasoline & Variable Fuel	53700					
Computer Hardware & Software	53800					
Stationery & Office Supplies	53900					
Books & Journals	54100		\$160	\$160		
Minor Office Equipment	54200					
Depreciation & Amortization	54300					
Non-Capital Assets	54600					
Total Services & Supplies Expenditures		\$26,512	\$37,945	\$39,020	\$1,075	2.83%
Capital Expenditures						
Leasehold Improvements	60100					
Building & Grounds	60105					
Office Equipment	60110					
Computer & Network Equipment	60115					
Motorized Equipment	60120	\$34,000	\$32,000		(\$32,000)	(100.00%)
Lab & Monitoring Equipment	60125	\$43,071	\$7,200	\$20,000	\$12,800	177.78%
Communications Equipment	60130					
General Equipment	60135					
PM 2.5 Equipment	60140					
Biowatch Equipment	60145					
Total Capital Expenditures		\$77,071	\$39,200	\$20,000	(\$19,200)	(48.98%)
Transfer Out	70005					
Total Expenditures		\$569,799	\$602,549	\$603,618	\$1,069	0.18%

BioWatch Monitoring		809
Managing Division: Meteorology and Measurement		
Contact Person: Eric Stevenson		
Program Purpose: Operate and maintain the Bay Area BioWatch network for the Federal Department of Homeland Security (DHS) in cooperation with the EPA.		
Description of Program: The BioWatch Monitoring Program consists of a network of sample collection units located throughout the Bay Area. Filter media are collected and replaced on a daily basis. Exposed filter housing are delivered to an outside laboratory for analysis. The network operates 24-hours a day, 365 days a year. This program is fully funded by a Department of Homeland Security grant and any budgetary changes were made to more accurately reflect the grant request.		
Justification of Change Request: All funding changes are covered by the DHS grant award.		
Activities		
Operate and maintain BioWatch collection sites to provide exposed filter media for laboratory analysis.		
Provide training and contract oversight for the BioWatch program.		
Implement Consequence Management Plan for the BioWatch program.		
Major Objectives		Delivery Date
Provide oversight of facilities and equipment.		Ongoing
Assure program requirements for computer entry, sampling, and filter delivery are met.		Ongoing
Assure impacted Air Monitoring and contractor staff are notified in the event of positive results.		Ongoing

	FYE 2017 Audited Program Expenditures	FYE 2018 Approved Program Budget	FYE 2019 Approved Program Budget	FTE/Dollar Change	Percent Change	
Number of Positions (FTE)	0.12	0.11	0.15	0.04	38.97%	
Personnel Expenditures						
Permanent Salaries	51105	\$14,184	\$13,751	\$17,605	\$3,855	28.03%
Overtime Salaries	51150					
Temporary Salaries	51200					
Payroll Taxes	51300	\$214	\$196	\$252	\$56	28.71%
Pension Benefits	51400	\$2,212	\$2,586	\$3,442	\$856	33.09%
FICA Replacement Benefits	51500	\$163	\$123	\$257	\$134	108.37%
Group Insurance Benefits	51600	\$2,185	\$1,981	\$2,346	\$364	18.39%
Employee Transportation Subsidy	51700	\$145	\$98	\$301	\$203	207.00%
Workers' Compensation	51800	\$43	\$68	\$85	\$17	25.66%
Other Post-Employment Benefits	51850	\$1,559	\$1,180	\$1,483	\$303	25.66%
Board Stipends	51900					
Total Personnel Expenditures		\$20,707	\$19,983	\$25,771	\$5,788	28.96%
Services & Supplies Expenditures						
Travel In-State	52200					
Travel Out-Of-State	52225		\$5,350	\$5,350		
Training & Education	52300					
Repair & Maintenance (Equipment)	52400					
Communications	52500					
Building Maintenance	52600					
Utilities	52700		\$29,140	\$29,140		
Postage	52800					
Printing & Reproduction	52900					
Equipment Rental	53100					
Rents & Leases	53200	\$67,144	\$48,551	\$48,550	(\$1)	(0.00%)
Professional Services & Contracts	53300	\$1,026,776	\$1,294,974	\$1,202,664	(\$92,310)	(7.13%)
General Insurance	53400					
Shop & Field Supplies	53500		\$9,688	\$9,500	(\$188)	(1.94%)
Laboratory Supplies	53600					
Gasoline & Variable Fuel	53700					
Computer Hardware & Software	53800		\$2,700	\$2,800	\$100	3.70%
Stationery & Office Supplies	53900					
Books & Journals	54100					
Minor Office Equipment	54200					
Depreciation & Amortization	54300					
Non-Capital Assets	54600					
Total Services & Supplies Expenditures		\$1,093,919	\$1,390,403	\$1,298,004	(\$92,399)	(6.65%)
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					
Biowatch Equipment	60145					
Total Capital Expenditures						
Transfer Out	70005					
Total Expenditures		\$1,114,626	\$1,410,386	\$1,323,775	(\$86,611)	(6.14%)

Infrastructure and Records Management		810
Managing Division: Meteorology and Measurements		
Contact Person: Steve Randall		
Program Purpose: Provide air monitoring and meteorological station infrastructure and communication support for the Division. Manage and operate the Division's Data Management System, Laboratory information system, and support the development of required analytical and operational tools.		
Description of Program: The Infrastructure and Records Management Section provides network support for Source Test, Air Monitoring, Meteorology, Laboratory and Performance Evaluation Sections. This includes software development, hardware purchases and support, and telecommunications for remote air monitoring and meteorology stations. This Section also supports and maintains data export facilities from the Data Management System.		
Justification of Change Request: No change in the overall budget amount for the section is requested.		
Activities		
Maintain computer hardware and infrastructure for remote Meteorology and Measurements Division locations.		
Manage contracts for telecommunication, software development and other Meteorology and Measurements Division IT related tasks.		
Manage software development projects dealing with Meteorology and Measurements Division data retrieval and ensure they are compatible with other integrated software packages.		
Major Objectives		Delivery Date
Manage software and telecommunication contracts for Meteorology and Measurements Division.		Ongoing
Develop software for Meteorology and Measurements Division data retrieval and storage.		Ongoing
Procure computer related hardware for unique Meteorology and Measurements Division tasks.		Ongoing
Maintain IT infrastructure between the Air District office and remote air monitoring, meteorology and other Meteorology and Measurements Division sites.		Ongoing
Support the Air District's real-time air quality and meteorology web page (Gate 2).		Ongoing

		FYE 2017 Audited Program Expenditures	FYE 2018 Approved Program Budget	FYE 2019 Approved Program Budget	FTE/Dollar Change	Percent Change
Number of Positions (FTE)		2.58	1.52	1.27	(0.24)	(16.06%)
Personnel Expenditures						
Permanent Salaries	51105	\$286,317	\$170,441	\$149,980	(\$20,461)	(12.00%)
Overtime Salaries	51150	\$155		\$155	\$155	
Temporary Salaries	51200	\$3,259				
Payroll Taxes	51300	\$4,193	\$2,409	\$2,149	(\$260)	(10.78%)
Pension Benefits	51400	\$44,263	\$31,812	\$29,771	(\$2,042)	(6.42%)
FICA Replacement Benefits	51500	\$4,631	\$1,767	\$2,188	\$420	23.79%
Group Insurance Benefits	51600	\$47,844	\$31,021	\$27,291	(\$3,730)	(12.02%)
Employee Transportation Subsidy	51700	\$2,882	\$2,593	\$2,318	(\$275)	(10.62%)
Workers' Compensation	51800	\$872	\$973	\$738	(\$234)	(24.10%)
Other Post-Employment Benefits	51850	\$31,370	\$16,919	\$12,842	(\$4,077)	(24.10%)
Board Stipends	51900					
Total Personnel Expenditures		\$425,786	\$257,935	\$227,431	(\$30,504)	(11.83%)
Services & Supplies Expenditures						
Travel In-State	52200					
Travel Out-Of-State	52225					
Training & Education	52300					
Repair & Maintenance (Equipment)	52400					
Communications	52500	\$81,773	\$97,891	\$97,891		
Building Maintenance	52600		\$4,788	\$4,788		
Utilities	52700					
Postage	52800					
Printing & Reproduction	52900					
Equipment Rental	53100					
Rents & Leases	53200	\$52,720	\$76,350	\$76,350		
Professional Services & Contracts	53300	\$56,101	\$123,500	\$63,500	(\$60,000)	(48.58%)
General Insurance	53400					
Shop & Field Supplies	53500		\$67,306	\$67,306		
Laboratory Supplies	53600					
Gasoline & Variable Fuel	53700					
Computer Hardware & Software	53800	\$6,891	\$52,975	\$52,975		
Stationery & Office Supplies	53900		\$500	\$500		
Books & Journals	54100					
Minor Office Equipment	54200					
Depreciation & Amortization	54300					
Non-Capital Assets	54600					
Total Services & Supplies Expenditures		\$197,484	\$423,310	\$363,310	(\$60,000)	(14.17%)
Capital Expenditures						
Leasehold Improvements	60100					
Building & Grounds	60105					
Office Equipment	60110					
Computer & Network Equipment	60115					
Motorized Equipment	60120					
Lab & Monitoring Equipment	60125					
Communications Equipment	60130					
General Equipment	60135					
PM2.5 Equipment	60140					
Biowatch Equipment	60145					
Total Capital Expenditures						
Transfer Out	70005					
Total Expenditures		\$623,270	\$681,245	\$590,741	(\$90,504)	(13.29%)

Mobile Monitoring		811
Managing Division: Meteorology and Measurement		
Contact Person: Eric Stevenson		
Program Purpose: Provide mobile measurement of pollutant concentrations and collection of samples in support of Air District programs as well as non-routine releases of air contaminants.		
Description of Program: The function of the Mobile Monitoring program is to provide additional spatial and temporal information as needed in support of Air District activities and to respond in a timely manner to incidents where releases of air contaminants may adversely impact public health or the environment. The response would include, to the extent possible, defining the area impacted, and the identification and measurement of the specific compounds involved in the release.		
Justification of Change Request: No increases requested.		
Activities		
Assist in the development and maintenance of incident response procedures.		
Work with other Divisions to utilize mobile monitoring capabilities in support of special studies and programs.		
Build and maintain mobile monitoring capabilities and instrumentation that is ready to be deployed at any time.		
Respond to incidents, measure impacts and determine the extent of those impacts, in a timely manner.		
Report findings to other Air District Sections and Divisions, and other agencies, as appropriate.		
Assist other Sections and Divisions in developing appropriate strategies and procedures dealing with incident response.		
Major Objectives		
Assist in the development of incident response procedures.		Ongoing
Build and develop mobile monitoring capabilities.		Ongoing
Support other Air District programs with mobile monitoring.		Ongoing
Be able to respond to any incident in the Bay Area in a timely manner regardless of when the incident occurs.		Ongoing
Maintain all instrumentation so that it is operational 24-hours a day.		Ongoing
Develop reporting systems and strategies so that appropriate Air District Sections and Divisions have adequate information to make decisions during incidents.		Ongoing
Continue to build and improve overall incident response, communication and effectiveness.		Ongoing

	FYE 2017 Audited Program Expenditures	FYE 2018 Approved Program Budget	FYE 2019 Approved Program Budget	FTE/Dollar Change	Percent Change
Number of Positions (FTE)		1.00	0.03	(1)	(97.14%)
Personnel Expenditures					
Permanent Salaries	51105	\$87,764	\$2,215	(\$85,549)	(97.48%)
Overtime Salaries	51150		\$3,000	\$3,000	
Temporary Salaries	51200				
Payroll Taxes	51300	\$1,231	\$75	(\$1,156)	(93.91%)
Pension Benefits	51400	\$16,260	\$399	(\$15,861)	(97.55%)
FICA Replacement Benefits	51500	\$1,164	\$49	(\$1,115)	(95.80%)
Group Insurance Benefits	51600	\$20,316	\$336	(\$19,980)	(98.34%)
Employee Transportation Subsidy	51700	\$1,752	\$55	(\$1,697)	(96.83%)
Workers' Compensation	51800	\$641	\$17	(\$624)	(97.42%)
Other Post-Employment Benefits	51850	\$11,143	\$288	(\$10,855)	(97.42%)
Board Stipends	51900				
Total Personnel Expenditures		\$140,270	\$6,434	(\$133,836)	(95.41%)
Services & Supplies Expenditures					
Travel In-State	52200				
Travel Out-Of-State	52225				
Training & Education	52300	\$800	\$800		
Repair & Maintenance (Equipment)	52400	\$5,400	\$5,400		
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	\$16,200	\$16,200		
Laboratory Supplies	53600				
Gasoline & Variable Fuel	53700				
Computer Hardware & Software	53800				
Stationery & Office Supplies	53900				
Books & Journals	54100				
Minor Office Equipment	54200				
Depreciation & Amortization	54300				
Non-Capital Assets	54400	\$16,133			
Total Services & Supplies Expenditures		\$16,133	\$22,400		
Capital Expenditures					
Leasehold Improvements	60100				
Building & Grounds	60105				
Office Equipment	60110				
Computer & Network Equipment	60115				
Motorized Equipment	60120				
Lab & Monitoring Equipment	60125	\$311,131			
Communications Equipment	60130				
General Equipment	60135				
PM 2.5 Equipment	60140				
Biowatch Equipment	60145				
Total Capital Expenditures		\$311,131			
Transfer Out	70005				
Total Expenditures		\$327,264	\$162,670	(\$28,834)	(82.27%)

(PAGE INTENTIONALLY LEFT BLANK)

PROGRAM NARRATIVES AND EXPENDITURE DETAIL
SPECIAL REVENUE FUND

Intermittent Control Programs (TFCA)		306
Managing Division: Communications Office		
Contact Person: Kristine Roselius		
Program Purpose: The Spare the Air program encourages the public to reduce their driving, a major source of Bay Area air pollution, and promotes the use of public transit, biking, walking, carpooling, trip reduction and other behavior changes that reduce pollution from automobiles. Provide 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: Work with employers, resource teams and the public to reduce air pollution by promoting employer commute programs and making clean air choices including taking public transportation, ridesharing and trip linking; this program complements Program 305. Funds will be used for electronic notification systems, employer outreach, partnerships, Commuter Benefits Program outreach, staff time associated with the Spare the Air programs and grass roots education.		
Justification of Change Request: Budget decreased due to shifting of translation costs to 301 budget and less funding needed for the second phase of the Spare the Air website redesign.		
Activities		
Conduct Spare the Air Employer Program to inform employees about commuter incentive programs and individual choices to reduce air pollution.		
Promote employer transportation programs aimed at employees to reduce the number of single occupancy vehicles commuting to work.		
Prepare and issue media releases, respond to media inquiries and plan employer workshops and events.		
Conduct employer opinion surveys to evaluate Spare the Air program and measure behavior change.		
Manage and update the sparetheair.org and employerssparetheair.org 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 employers/employees of Spare the Air Alerts through AirAlerts, the media, sparetheair.org, baaqmd.gov, iPhone app and social media sites.		
Manage employer outreach & advertising campaign.		
Provide outreach to employers, in concert with MTC, for the Commuter Benefits Program.		
Provide overview of campaign to Public Engagement Committee and Board of Directors.		
Major Objectives		Delivery Date
Manage Air Quality Resource teams.		6/30/2019
Manage Spare the Air Employer Program.		6/30/2019
Conduct employer workshops and develop employer outreach materials, webinars and website information for new employer commute incentives rule.		Ongoing
Coordinate Air District presence at public events, including community events and fairs targeting Limited English Proficient populations.		6/30/2019
Develop video podcasts, video news releases / statements, displays and infographics for Employer Program and Commuter Benefits Program / events.		6/30/2019
Redesign sparetheair.org website		3/01/19

Intermittent Control Programs (TFCA)

306

		FYE 2017 Audited Program Expenditures	FYE 2018 Approved Program Budget	FYE 2019 Approved Program Budget	FTE/Dollar Change	Percent Change
Number of Positions (FTE)		3.41	3.63	6.16	2.53	69.49%
Personnel Expenditures						
Permanent Salaries	51105	\$377,665	\$407,140	\$584,591	\$177,451	43.58%
Overtime Salaries	51150	\$93,719	\$85,000		(\$85,000)	(100.00%)
Temporary Salaries	51200	\$5,547				
Payroll Taxes	51300	\$5,681	\$6,997	\$8,342	\$1,345	19.23%
Pension Benefits	51400	\$58,847	\$76,127	\$112,419	\$36,293	47.67%
FICA Replacement Benefits	51500	\$4,966	\$4,229	\$10,584	\$6,355	150.26%
Group Insurance Benefits	51600	\$60,359	\$70,415	\$95,259	\$24,844	35.28%
Employee Transportation Subsidy	51700	\$3,914	\$6,006	\$6,587	\$581	9.67%
Workers' Compensation	51800	\$1,154	\$2,328	\$3,568	\$1,240	53.26%
Other Post-Employment Benefits	51850	\$41,503	\$40,486	\$62,049	\$21,563	53.26%
Board Stipends	51900					
Total Personnel Expenditures		\$653,355	\$698,728	\$883,398	\$184,671	26.43%
Services & Supplies Expenditures						
Travel In-State	52200	\$1,084				
Travel Out-Of-State	52225					
Training & Education	52300					
Repair & Maintenance (Equipment)	52400					
Communications	52500					
Building Maintenance	52600					
Utilities	52700					
Postage	52800		\$5,000	\$5,000		
Printing & Reproduction	52900	\$5,000	\$15,000	\$15,000		
Equipment Rental	53100					
Rents & Leases	53200					
Professional Services & Contracts	53300	\$689,652	\$1,055,000	\$1,005,000	(\$50,000)	(4.74%)
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					
Depreciation & Amortization	54300					
Non-Capital Assets	54600					
Total Services & Supplies Expenditures		\$695,736	\$1,075,000	\$1,025,000	(\$50,000)	(4.65%)
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					
Biowatch Equipment	60145					
Total Capital Expenditures						
Transfer Out	70005	\$309,865	\$183,766	\$397,529	\$213,763	116.32%
Total Expenditures		\$1,658,955	\$1,957,494	\$2,305,927	\$348,434	17.80%

Carl Moyer Program Administration		307
Managing Division: Strategic Incentives		
Contact Person: Anthony Fournier		
Program Purpose: Implementation of the Carl Moyer Program (CMP), which provides grants for the execution of projects that reduce emissions from primarily heavy-duty engines.		
Description of Program: The Air District has participated in the CMP, in cooperation with the California Air Resources Board (CARB), since the program began in fiscal year 1998-1999. The CMP provides grants to public and private entities to reduce emissions of oxides of nitrogen (NOx), reactive organic gases (ROG) and particulate matter (PM) from existing heavy-duty engines by either replacing or retrofitting them. Eligible heavy-duty diesel engine applications include on-road trucks and buses, off-road equipment, marine vessels, locomotives, and stationary agricultural pump engines. Air District staff conducts outreach and solicits grant applications, reviews the grant applications according to established criteria, recommends allocation of the funding, monitors progress in implementing funded projects, and reports on the use of funds. This program also includes assessment of mobile source technologies in support of the grant-making function. The Air District has been allocated \$50 million from AB 134 (2017) for emissions reduction projects that provide early actions of the AB 617 process through a Community Air Quality Protection Grant Program. Consistent with the AB 134 legislation, funding from AB134 will be primarily administered through the CMP and Proposition 1B Goods Movement Program. The AB 134 funds must be awarded to emissions reduction projects by June 2019 and spent by June 2021.		
Justification of Change Request: No change.		
Activities		
Develop policies and procedures for the administration of the CMP.		
Conduct outreach to interested parties and provide application assistance.		
Evaluate grant applications for eligibility with CMP guidelines.		
Conduct inspections of the baseline and funded project equipment.		
Prepare grant award recommendations and coordinate the execution of funding agreements for the selected projects.		
Administer and monitor projects that have been awarded CMP grants.		
Prepare and submit reports to CARB on the implementation of the CMP.		
Monitor, inspect, and audit current and previously funded programs and projects to assure compliance with State and District guidelines, policies, and statutory and regulatory requirements.		
Prepare technical, financial, and staff reports.		
Major Objectives		Delivery Date
Finalize policies and procedures for the new CMP funding cycle (Year 20), consistent with CARB guidelines.		7/1/2018
Issue call for grant applications and conduct outreach for CMP Year 20 funds.		By 8/1/2018
Submit reports to CARB on the District's implementation of the CMP.		8/29/2018
Evaluate grant applications and prepare grant award recommendations for Board of Directors approval (Year 20 funding cycle).		6/30/2019
Issue funding agreements (contracts) for CMP grants awarded (Year 19 and 20 funding cycles).		6/30/2019
Process payments, review project reports, inspect and close out on-going projects.		6/30/2019

		FYE 2017 Audited Program Expenditures	FYE 2018 Approved Program Budget	FYE 2019 Approved Program Budget	FTE/Dollar Change	Percent Change
Number of Positions (FTE)		2.33	2.62	5.39	2.77	105.73%
Personnel Expenditures						
Permanent Salaries	51105	\$258,616	\$282,379	\$564,784	\$282,405	100.01%
Overtime Salaries	51150					
Temporary Salaries	51200					
Payroll Taxes	51300	\$3,890	\$4,003	\$8,071	\$4,069	101.66%
Pension Benefits	51400	\$40,341	\$52,862	\$107,057	\$54,195	102.52%
FICA Replacement Benefits	51500	\$3,190	\$3,050	\$9,268	\$6,218	203.90%
Group Insurance Benefits	51600	\$40,967	\$49,683	\$78,273	\$28,589	57.54%
Employee Transportation Subsidy	51700	\$2,692	\$2,891	\$4,855	\$1,964	67.94%
Workers' Compensation	51800	\$790	\$1,679	\$3,123	\$1,444	86.02%
Other Post-Employment Benefits	51850	\$28,420	\$29,194	\$54,307	\$25,113	86.02%
Board Stipends	51900					
Total Personnel Expenditures		\$378,907	\$425,740	\$829,738	\$403,998	94.89%
Services & Supplies Expenditures						
Travel In-State	52200	\$199	\$2,000		(\$2,000)	(100.00%)
Travel Out-Of-State	52225					
Training & Education	52300		\$1,500	\$1,500		
Repair & Maintenance (Equipment)	52400					
Communications	52500					
Building Maintenance	52600					
Utilities	52700					
Postage	52800					
Printing & Reproduction	52900		\$1,500	\$1,500		
Equipment Rental	53100					
Rents & Leases	53200					
Professional Services & Contracts	53300	\$27,379	\$22,875	\$125,098	\$102,223	446.88%
General Insurance	53400					
Shop & Field Supplies	53500		\$1,000	\$1,000		
Laboratory Supplies	53600					
Gasoline & Variable Fuel	53700					
Computer Hardware & Software	53800		\$1,000	\$1,000		
Stationery & Office Supplies	53900	\$68	\$600	\$600		
Books & Journals	54100		\$100	\$100		
Minor Office Equipment	54200		\$500	\$500		
Depreciation & Amortization	54300					
Non-Capital Assets	54600					
Total Services & Supplies Expenditures		\$27,646	\$31,075	\$131,298	\$100,223	322.52%
Capital Expenditures						
Leasehold Improvements	60100					
Building & Grounds	60105					
Office Equipment	60110					
Computer & Network Equipment	60115					
Motorized Equipment	60120					
Lab & Monitoring Equipment	60125					
Communications Equipment	60130					
General Equipment	60135					
PM 2.5 Equipment	60140					
Biowatch Equipment	60145					
Total Capital Expenditures						
Transfer Out	70005					
Total Expenditures		\$406,554	\$456,815	\$961,036	\$504,221	110.38%

TRANSPORTATION FUND FOR CLEAN AIR		308
Managing Division:		
Strategic Incentives		
Contact Person:		
Chengfeng Wang		
Program Purpose:		
Administer motor vehicle registration fee surcharge revenues to reduce emissions from on-road vehicles.		
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 (HSC) Sections 44241 and 44242. Sixty percent of the funds are awarded directly by the Air District to eligible Air District programs (e.g., Smoking Vehicle, Spare the Air) and through the TFCA Regional Fund program. The remaining 40% are forwarded to the nine designated Bay Area congestion management agencies and distributed through the County Program Manager Fund program.</p> <p>The TFCA provides grants to reduce emissions of criteria pollutants through trip reduction projects and clean-air vehicle-based projects. Air District staff conducts outreach, solicits grant applications, reviews the applications, recommends allocation of funding, monitors progress in implementing projects, and reports on the use of funds. This program also includes assessment of mobile source technologies and transportation control measures in support of the grant-making function.</p>		
Justification of Change Request:		
No change.		
Activities		
Prepare updates to the Regional Fund and County Program Manager policies and guidelines for consideration by the Air District's Board of Directors and develop policies and procedures for the administration of the TFCA.		
Develop and issue solicitation packages and conduct outreach.		
Review and evaluate project applications to determine their eligibility, and prepare associated documents, contracts, letters, reports, and communications.		
Prepare recommendations for award of eligible projects for approval by the Air District's Board of Directors.		
Monitor, inspect, and audit current and previously funded programs and projects to assure compliance with State and District guidelines, policies, and statutory and regulatory requirements.		
Review progress reports, process reimbursement requests, and ensure project files are complete and up to date.		
Prepare technical, financial, and staff reports and attend meetings.		
Major Objectives		Delivery Date
Prepare recommended updates to the FYE 2020 County Program Manager policies for Board of Directors consideration.		11/30/2018
Prepare and distribute FYE 2020 County Program Manager guidance and application package.		12/31/2018
Review and recommend action on FYE 2020 County Program Manager expenditure plans.		5/31/2019
Execute FYE 2020 funding agreements for County Program Managers.		6/30/2019
Prepare and distribute FYE 2019 Regional Fund guidance, conduct outreach, and solicit applications.		Ongoing
Review FYE 2019 TFCA Regional Fund applications and recommend eligible projects for Board of Directors consideration and approval.		Ongoing
Prepare FYE 2019 funding agreements for TFCA Regional Fund recipients.		Ongoing
Prepare FYE 2018 TFCA Report on Regional Fund Expenditures and Effectiveness.		12/31/2018
Conduct audit of TFCA funded projects and programs completed by 6/30/2017.		6/30/2019

		FYE 2017 Audited Program Expenditures	FYE 2018 Approved Program Budget	FYE 2019 Approved Program Budget	FTE/Dollar Change	Percent Change
Number of Positions (FTE)		4.83	5.47	5.68	0.21	3.90%
Personnel Expenditures						
Permanent Salaries	51105	\$534,926	\$607,252	\$626,776	\$19,524	3.22%
Overtime Salaries	51150	\$7,735	\$30,000	\$30,000		
Temporary Salaries	51200	\$2,091				
Payroll Taxes	51300	\$8,077	\$8,999	\$9,399	\$400	4.44%
Pension Benefits	51400	\$83,496	\$113,106	\$121,936	\$8,830	7.81%
FICA Replacement Benefits	51500	\$6,423	\$6,364	\$9,801	\$3,437	54.02%
Group Insurance Benefits	51600	\$83,442	\$107,864	\$98,091	(\$9,772)	(9.06%)
Employee Transportation Subsidy	51700	\$6,218	\$8,783	\$1,456	(\$7,326)	(83.42%)
Workers' Compensation	51800	\$1,634	\$3,503	\$3,291	(\$212)	(6.06%)
Other Post-Employment Benefits	51850	\$58,789	\$60,918	\$57,229	(\$3,689)	(6.06%)
Board Stipends	51900					
Total Personnel Expenditures		\$792,832	\$946,788	\$957,979	\$11,191	1.18%
Services & Supplies Expenditures						
Travel In-State	52200	\$4,503	\$11,200	\$11,200		
Travel Out-Of-State	52225			\$4,000	\$4,000	
Training & Education	52300		\$11,700	\$12,200	\$500	4.27%
Repair & Maintenance (Equipment)	52400					
Communications	52500	\$2,021	\$3,000	\$1,000	(\$2,000)	(66.67%)
Building Maintenance	52600					
Utilities	52700					
Postage	52800					
Printing & Reproduction	52900		\$2,000	\$2,000		
Equipment Rental	53100					
Rents & Leases	53200					
Professional Services & Contracts	53300	\$85,302	\$596,000	\$298,007	(\$297,993)	(50.00%)
General Insurance	53400					
Shop & Field Supplies	53500		\$3,500	\$3,500		
Laboratory Supplies	53600					
Gasoline & Variable Fuel	53700					
Computer Hardware & Software	53800	\$749	\$7,400	\$7,400		
Stationery & Office Supplies	53900	\$5,522	\$3,000	\$3,000		
Books & Journals	54100		\$500	\$440	(\$60)	(12.00%)
Minor Office Equipment	54200		\$400	\$400		
Depreciation & Amortization	54300					
Non-Capital Assets	54600					
Total Services & Supplies Expenditures		\$98,097	\$638,700	\$343,147	(\$295,553)	(46.27%)
Capital Expenditures						
Leasehold Improvements	60100					
Building & Grounds	60105					
Office Equipment	60110					
Computer & Network Equipment	60115					
Motorized Equipment	60120					
Lab & Monitoring Equipment	60125					
Communications Equipment	60130					
General Equipment	60135					
PM 2.5 Equipment	60140					
Biowatch Equipment	60145					
Total Capital Expenditures						
Transfer Out	70005	\$393,680	\$144,878	\$315,793	\$170,915	117.97%
Total Expenditures		\$1,284,608	\$1,730,366	\$1,616,919	(\$113,447)	(6.56%)

Mobile Source Incentive Fund Administration		310
Managing Division: Strategic Incentives		
Contact Person: Anthony Fournier		
Program Purpose: Administer funding from motor vehicle surcharge revenues, authorized by AB 923, for emission reduction projects.		
Description of Program: 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). MSIF funds can be allocated to the following eligible projects and programs, according to established criteria: the Lower-Emission School Bus Program, a passenger vehicle retirement program, projects eligible for Carl Moyer Program funds, and selected agricultural projects. Staff recommends funding allocations to eligible projects and programs for approval by the Board of Directors, monitors progress in implementing funded projects, reports on the use of the funds, and coordinates verification of requirements compliance. This program also includes assessment of mobile source and transportation technologies and programs in support of the grant-making function.		
Justification of Change Request: No change.		
Activities		
Recommend funding allocations to the Board of Directors.		
Conduct outreach to interested parties and provide application assistance.		
Evaluate grant applications for eligibility with applicable guidelines.		
Conduct inspections of the baseline and funded project equipment.		
Prepare grant award recommendations and coordinate the execution of funding agreements for the selected projects.		
Administer and monitor projects that have been awarded grants.		
Prepare and submit reports to the California Air Resources Board (CARB) on the expenditure of MSIF funds.		
Monitor, inspect, and audit current and previously funded programs and projects to assure compliance with State and District guidelines, policies, and statutory and regulatory requirements.		
Prepare technical, financial, and staff reports.		
Major Objectives		Delivery Date
Report MSIF expenditures to CARB.		8/29/2018
Define allocation of available funds to eligible projects and programs.		3/1/2019
Conduct outreach, and solicit project applications.		6/30/2019
Obtain Board of Directors approval of project recommendations.		Ongoing
Prepare and coordinate execution of funding agreements.		Ongoing
Process payments, review project reports, inspect and close out on-going projects.		Ongoing
Monitor the progress of funded projects.		Ongoing

	FYE 2017 Audited Program Expenditures	FYE 2018 Approved Program Budget	FYE 2019 Approved Program Budget	FTE/Dollar Change	Percent Change
Number of Positions (FTE)	3.79	3.68	2.79	(0.89)	(24.18%)
Personnel Expenditures					
Permanent Salaries	51105 \$420,081	\$388,689	\$324,669	(\$64,020)	(16.47%)
Overtime Salaries	51150 \$677	\$7,500		(\$7,500)	(100.00%)
Temporary Salaries	51200				
Payroll Taxes	51300 \$6,367	\$5,620	\$4,647	(\$973)	(17.32%)
Pension Benefits	51400 \$66,006	\$72,789	\$62,360	(\$10,429)	(14.33%)
FICA Replacement Benefits	51500 \$5,167	\$4,284	\$4,818	\$534	12.47%
Group Insurance Benefits	51600 \$66,371	\$69,099	\$52,711	(\$16,388)	(23.72%)
Employee Transportation Subsidy	51700 \$4,352	\$4,713	\$1,068	(\$3,645)	(77.34%)
Workers' Compensation	51800 \$1,290	\$2,358	\$1,616	(\$741)	(31.45%)
Other Post-Employment Benefits	51850 \$46,397	\$41,006	\$28,111	(\$12,895)	(31.45%)
Board Stipends	51900				
Total Personnel Expenditures	\$616,708	\$596,056	\$479,999	(\$116,058)	(19.47%)
Services & Supplies Expenditures					
Travel In-State	52200 \$636	\$2,000	\$2,000		
Travel Out-Of-State	52225				
Training & Education	52300	\$1,500	\$1,500		
Repair & Maintenance (Equipment)	52400				
Communications	52500 \$209				
Building Maintenance	52600				
Utilities	52700				
Postage	52800				
Printing & Reproduction	52900	\$1,500	\$1,500		
Equipment Rental	53100				
Rents & Leases	53200				
Professional Services & Contracts	53300 \$12,320	\$70,000	\$70,000		
General Insurance	53400				
Shop & Field Supplies	53500				
Laboratory Supplies	53600				
Gasoline & Variable Fuel	53700				
Computer Hardware & Software	53800	\$3,000	\$3,000		
Stationery & Office Supplies	53900	\$500	\$500		
Books & Journals	54100	\$200	\$200		
Minor Office Equipment	54200	\$1,000	\$1,000		
Depreciation & Amortization	54300				
Non-Capital Assets	54600				
Total Services & Supplies Expenditures	\$13,165	\$79,700	\$79,700		
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				
Biowatch Equipment	60145				
Total Capital Expenditures					
Transfer Out	70005 \$105,754	\$35,781	\$126,010	\$90,229	252.17%
Total Expenditures	\$735,626	\$711,537	\$685,709	(\$25,829)	(3.63%)

Vehicle Buy-Back Program		312
Managing Division: Strategic Incentives		
Contact Person: Anthony Fournier		
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		
Implement the Vehicle Buy-Back program, monitor contractor performance, review/ pay program invoices.		Ongoing
Report program expenditures to the California Air Resources Board (CARB)		8/31/18

Vehicle Buy Back Program

312

		FYE 2017 Audited Program Expenditures	FYE 2018 Approved Program Budget	FYE 2019 Approved Program Budget	FTE/Dollar Change	Percent Change
Number of Positions (FTE)		0.24	0.54	0.65	0.11	21.04%
Personnel Expenditures						
Permanent Salaries	51105	\$27,450	\$56,580	\$65,968	\$9,388	16.59%
Overtime Salaries	51150					
Temporary Salaries	51200					
Payroll Taxes	51300	\$413	\$797	\$942	\$146	18.29%
Pension Benefits	51400	\$4,296	\$10,521	\$12,941	\$2,420	23.00%
FICA Replacement Benefits	51500	\$346	\$625	\$1,122	\$497	79.56%
Group Insurance Benefits	51600	\$4,420	\$10,756	\$8,187	(\$2,569)	(23.88%)
Employee Transportation Subsidy	51700	\$287	\$520	\$874	\$354	67.94%
Workers' Compensation	51800	\$84	\$344	\$377	\$33	9.45%
Other Post-Employment Benefits	51850	\$3,017	\$5,984	\$6,549	\$565	9.45%
Board Stipends	51900					
Total Personnel Expenditures		\$40,313	\$86,127	\$96,960	\$10,833	12.58%
Services & Supplies Expenditures						
Travel In-State	52200					
Travel Out-Of-State	52225					
Training & Education	52300					
Repair & Maintenance (Equipment)	52400					
Communications	52500		\$100	\$100		
Building Maintenance	52600					
Utilities	52700					
Postage	52800					
Printing & Reproduction	52900					
Equipment Rental	53100					
Rents & Leases	53200					
Professional Services & Contracts	53300	\$5,156,561	\$7,200,000	\$7,200,000		
General Insurance	53400					
Shop & Field Supplies	53500					
Laboratory Supplies	53600					
Gasoline & Variable Fuel	53700					
Computer Hardware & Software	53800					
Stationery & Office Supplies	53900					
Books & Journals	54100					
Minor Office Equipment	54200					
Depreciation & Amortization	54300					
Non-Capital Assets	54600					
Total Services & Supplies Expenditures		\$5,156,561	\$7,200,100	\$7,200,100		
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					
Biowatch Equipment	60145					
Total Capital Expenditures						
Transfer Out	70005	\$6,913				
Total Expenditures		\$5,203,787	\$7,286,227	\$7,297,060	\$10,833	0.15%

MISCELLANEOUS INCENTIVE PROGRAMS		316
Managing Division: Strategic Incentives		
Contact Person: Chengfeng Wang		
Program Purpose: Administer new, one-time pass through, sources of funding to implement emissions reductions projects		
Description of Program: Each year the Air District receives grant revenues from sources such as the Bay Area Clean Air Foundation, State of California, Federal government, and settlement agreements that augment and complement funding from its other perennial sources of funding. Grant funding from these sources is often awarded to the District through a competitive solicitation process that results in funding that can be used to support specific projects for a limited and specified period (e.g., 1 to 2 years). In addition, this program also covers the activities of certain Air District funded incentive programs, such as the Wood Smoke Reduction Incentive Program.		
Justification of Change Request: No Change.		
Activities		
Research opportunities, and prepare and submit applications for new sources of funding from the State of California, Federal government and other sources.		
Develop policies and guidelines, issue calls for projects, conduct workshops, attend meetings, and outreach to potential project sponsors.		
Review, evaluate and rank project applications to determine their eligibility and award amount, and prepare associated project documents (contracts, letters, reports, and communications).		
Prepare recommendations for award of eligible projects for approval by the Air District's Board of Directors.		
Monitor, inspect, and audit funded programs and projects to assure compliance of applicable guidelines, policies, and statutory and regulatory requirements.		
Review progress reports, process reimbursement requests, and ensure project files are complete and up to date.		
Prepare technical, financial, and staff reports.		
Major Objectives		Delivery Date
Research opportunities and apply for funding.		Ongoing
Develop policies and guidelines, issue calls for projects, conduct workshops, attend meetings, and outreach to potential project sponsors.		Ongoing
Review and evaluate applications, prepare recommendations for award of eligible projects, prepare associated project documents (contracts, letters, reports, and communications).		Ongoing
Monitor, inspect, and audit funded programs and projects; review progress reports, process reimbursement requests, and ensure project files are complete and up to date; and prepare technical, financial, and staff reports.		Ongoing

Miscellaneous Incentive Program

316

		FYE 2017 Audited Program Expenditures	FYE 2018 Approved Program Budget	FYE 2019 Approved Program Budget	FTE/Dollar Change	Percent Change
Number of Positions (FTE)		0.10	0.10	1.64	1.54	1540.00%
Personnel Expenditures						
Permanent Salaries	51105	\$11,241	\$13,605	\$212,167	\$198,562	1459.50%
Overtime Salaries	51150					
Temporary Salaries	51200					
Payroll Taxes	51300	\$157	\$192	\$3,040	\$2,849	1487.63%
Pension Benefits	51400	\$1,558	\$2,529	\$40,556	\$38,027	1503.43%
FICA Replacement Benefits	51500	\$102	\$116	\$2,863	\$2,747	2359.93%
Group Insurance Benefits	51600	\$1,353	\$2,199	\$26,742	\$24,543	1116.09%
Employee Transportation Subsidy	51700	\$92	\$192	\$660	\$468	243.89%
Workers' Compensation	51800	\$34	\$64	\$950	\$886	1382.92%
Other Post-Employment Benefits	51850	\$1,235	\$1,114	\$16,524	\$15,410	1382.92%
Board Stipends	51900					
Total Personnel Expenditures		\$15,773	\$20,011	\$303,504	\$283,492	1416.65%
Services & Supplies Expenditures						
Travel In-State	52200			\$7,700	\$7,700	
Travel Out-Of-State	52225			\$5,000	\$5,000	
Training & Education	52300			\$3,000	\$3,000	
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			\$4,000	\$4,000	
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					
Depreciation & Amortization	54300					
Non-Capital Assets	54600					
Total Services & Supplies Expenditures				\$19,700	\$19,700	
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					
Biowatch Equipment	60145					
Total Capital Expenditures						
Transfer Out	70005					
Total Expenditures		\$15,773	\$20,011	\$323,204	\$303,192	1515.10%

Light Duty Electric Vehicles	317
Managing Division: Technology Implementation Office	
Contact Person: Ranyee Chiang	
Program Purpose: Administer funding, outreach, and planning to accelerate the adoption of plug-in electric vehicles (PEVs) and PEV infrastructure in the Bay Area.	
Description of Program: <p>The Air District's 2013 Bay Area Plug-In Electric Vehicle Readiness Plan identified PEV adoption goals of a minimum of 110,000 PEVs on our roads by 2020, and 247,000 by 2025, which was expanded to a goal of 90% of the Bay Area fleet by 2050 in the Air District's 2017 Clean Air Plan. The Plan also outlined a series of strategies, best practices, and readiness actions that can be taken by regional agencies to remove potential barriers and accelerate PEV deployment. This program implements these strategies, and will also update the Plan to reflect the current state of vehicle technologies, consumers, and market.</p> <p>This program provides incentives for publicly available charging infrastructure, vehicle fleets, vehicles for low-income consumers, and outreach, partnerships, and planning to ensure regional coordination and maximize effectiveness of Air District programs.</p>	
Justification of Change Request: New grant funding from the California Air Resources Board and Metropolitan Transportation Commission to support incentives for low-income consumers (ARB) and outreach, planning, and evaluation (MTC).	
Activities	
Develop policies and guidelines for Program funding and prepare recommendations for Board of Director consideration of Program policies and award of project funds for light-duty electric vehicle fleets, charging infrastructure, and vehicles for low-income consumers (Clean Cars 4 All).	
Conduct workshops, outreach and project solicitation.	
Review and evaluate applications and proposals for conformance with the applicable guidelines, policies, and regulations, and prepare Program documents, contracts, letters, reports, and communications.	
Track status and performance of projects, conduct inspections, and audit current and previously funded projects to assure compliance with Program requirements.	
Review progress reports, process reimbursement requests, and ensure project files are complete and up to date.	
Organize and participate in workgroups and events to increase awareness about PEVs, support deployment and sharing best practices.	
Develop updated roadmap for incentive program strategy and goal for charging infrastructure.	
Prepare technical, financial, and staff reports.	
Major Objectives	Delivery Date
Develop policies and guidelines for Program funding and obtain Board of Directors' approval of recommendations for award of TFCA Program funds (light-duty electric vehicle fleet and charging infrastructure programs) and ARB incentives (Clean Cars 4 All).	12/31/18
Launch Clean Cars 4 All pilot	1/31/2019
Launch Clean Cars 4 All program	6/30/2019
Submit light-duty EV incentive and infrastructure roadmap to Board	06/30/19
Prepare technical, financial, and staff reports.	Ongoing

Light Duty Electric Vehicles

317

		FYE 2017 Audited Program Expenditures	FYE 2018 Approved Program Budget	FYE 2019 Approved Program Budget	FTE/Dollar Change	Percent Change
Number of Positions (FTE)		0.39	2.18	6.98	4.80	219.82%
Personnel Expenditures						
Permanent Salaries	51105	\$44,245	\$240,981	\$736,285	\$495,304	205.54%
Overtime Salaries	51150	\$202		\$25,000	\$25,000	
Temporary Salaries	51200					
Payroll Taxes	51300	\$670	\$3,400	\$10,886	\$7,485	220.13%
Pension Benefits	51400	\$6,948	\$44,909	\$139,652	\$94,743	210.97%
FICA Replacement Benefits	51500	\$511	\$2,540	\$12,094	\$9,553	376.06%
Group Insurance Benefits	51600	\$6,975	\$42,429	\$92,152	\$49,723	117.19%
Employee Transportation Subsidy	51700	\$594	\$3,797	\$2,583	(\$1,214)	(31.97%)
Workers' Compensation	51800	\$135	\$1,398	\$4,044	\$2,645	189.18%
Other Post-Employment Benefits	51850	\$4,862	\$24,319	\$70,327	\$46,008	189.18%
Board Stipends	51900					
Total Personnel Expenditures		\$65,142	\$363,775	\$1,093,023	\$729,248	200.47%
Services & Supplies Expenditures						
Travel In-State	52200		\$11,800	\$15,500	\$3,700	31.36%
Travel Out-Of-State	52225		\$2,300	\$12,100	\$9,800	426.09%
Training & Education	52300	\$2,378	\$4,000	\$8,000	\$4,000	100.00%
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	\$51,623	\$425,000	\$513,000	\$88,000	20.71%
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		\$200	\$200		
Minor Office Equipment	54200					
Depreciation & Amortization	54300					
Non-Capital Assets	54600					
Total Services & Supplies Expenditures		\$54,001	\$443,800	\$549,300	\$105,500	23.77%
Capital Expenditures						
Leasehold Improvements	60100					
Building & Grounds	60105					
Office Equipment	60110					
Computer & Network Equipment	60115					
Motorized Equipment	60120					
Lab & Monitoring Equipment	60125					
Communications Equipment	60130					
General Equipment	60135					
PM2.5 Equipment	60140					
Bio-watch Equipment	60145					
Total Capital Expenditures						
Transfer Out	70005					
Total Expenditures		\$119,143	\$807,575	\$1,642,323	\$834,748	103.36%

Enhanced Mobile Source Inspections		318
Managing Division: Compliance & Enforcement		
Contact Person: Juan Ortellado		
Program Purpose: Conduct enhanced inspection patrols to report smoking vehicles to promote repair or retirement of these vehicles to protect 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 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 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.		
Justification of Change Request: None.		
Activities		
Smoking Vehicles: Conduct inspection patrols for smoking vehicles. Vehicle owners are identified using Department of Motor Vehicles (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 drayage truck regulation (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 ARB's DTR regulation. 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. 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 NOVs 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 Monthly Trucker Workgroup meetings at the Port.		
Compliance and enforcement activities associated with Regulation 14, Rule 1 – Bay Area Commuter Benefits Program.		
Major Objectives		Delivery Date

		FYE 2017 Audited Program Expenditures	FYE 2018 Approved Program Budget	FYE 2019 Approved Program Budget	FTE/Dollar Change	Percent Change
Number of Positions (FTE)		1.87	5.93	0.14	(5.79)	(97.71%)
Personnel Expenditures						
Permanent Salaries	51105	\$208,074	\$598,612	\$15,831	(\$582,781)	(97.36%)
Overtime Salaries	51150					
Temporary Salaries	51200	\$18,859				
Payroll Taxes	51300	\$3,075	\$8,471	\$227	(\$8,245)	(97.33%)
Pension Benefits	51400	\$32,797	\$111,881	\$3,146	(\$108,735)	(97.19%)
FICA Replacement Benefits	51500	\$3,674	\$6,900	\$234	(\$6,666)	(96.60%)
Group Insurance Benefits	51600	\$36,661	\$105,308	\$2,365	(\$102,943)	(97.75%)
Employee Transportation Subsidy	51700	\$2,165	\$1,942	\$89	(\$1,852)	(95.40%)
Workers' Compensation	51800	\$636	\$3,798	\$79	(\$3,719)	(97.93%)
Other Post-Employment Benefits	51850	\$22,866	\$66,054	\$1,368	(\$64,685)	(97.93%)
Board Stipends	51900					
Total Personnel Expenditures		\$328,805	\$902,966	\$23,339	(\$879,627)	(97.42%)
Services & Supplies Expenditures						
Travel In-State	52200					
Travel Out-Of-State	52225					
Training & Education	52300					
Repair & Maintenance (Equipment)	52400					
Communications	52500	\$2,957	\$3,000	\$3,000		
Building Maintenance	52600					
Utilities	52700					
Postage	52800		\$4,000	\$4,000		
Printing & Reproduction	52900		\$8,000	\$8,000		
Equipment Rental	53100					
Rents & Leases	53200					
Professional Services & Contracts	53300	\$420	\$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					
Depreciation & Amortization	54300					
Non-Capital Assets	54600					
Total Services & Supplies Expenditures		\$3,377	\$265,000	\$265,000		
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					
Bioattach Equipment	60145					
Total Capital Expenditures						
Transfer Out	70005	\$155,941	\$475,866	\$10,503	(\$465,363)	(97.79%)
Total Expenditures		\$488,124	\$1,643,832	\$298,842	(\$1,344,990)	(81.82%)

COMMUTER BENEFITS PROGRAM		319
Managing Division:		
Compliance and Enforcement		
Contact Person:		
Juan Ortellado		
Program Purpose:		
Implementation of the Commuter Benefits Program, per the requirements of Air District Regulation 14-1.		
Description of Program:		
As part of the implementation of the Commuter Benefits Program, staff plans to continue performing education, outreach, monitoring, and tracking of approximately 10,000 Bay Area employers subject to the program.		
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.		6/30/19

Commuter Benefits Program

319

	FYE 2017 Audited Program Expenditures	FYE 2018 Approved Program Budget	FYE 2019 Approved Program Budget	FTE/Dollar Change	Percent Change
Number of Positions (FTE)		2.00		(2.00)	(100.00%)
Personnel Expenditures					
Permanent Salaries	51105	\$200,687		(\$200,687)	(100.00%)
Overtime Salaries	51150				
Temporary Salaries	51200				
Payroll Taxes	51300	\$2,834		(\$2,834)	(100.00%)
Pension Benefits	51400	\$37,429		(\$37,429)	(100.00%)
FICA Replacement Benefits	51500	\$2,328		(\$2,328)	(100.00%)
Group Insurance Benefits	51600	\$38,466		(\$38,466)	(100.00%)
Employee Transportation Subsidy	51700	\$3,031		(\$3,031)	(100.00%)
Workers' Compensation	51800	\$1,281		(\$1,281)	(100.00%)
Other Post-Employment Benefits	51850	\$22,286		(\$22,286)	(100.00%)
Board Stipends	51900				
Total Personnel Expenditures		\$308,341		(\$308,341)	(100.00%)
Services & Supplies Expenditures					
Travel In-State	52200	\$6,000	\$6,000		
Travel Out-Of-State	52225				
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	\$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				
Depreciation & Amortization	54300				
Non-Capital Assets	54600				
Total Services & Supplies Expenditures		\$256,000	\$256,000		
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				
Bioattach Equipment	60145				
Total Capital Expenditures					
Transfer Out	70005	\$138,753		\$138,753	100.00%
Total Expenditures		\$703,094	\$256,000	(\$447,094)	(63.59%)

California Goods Movement Bond - Grants Administration		323
Managing Division: Strategic Incentives		
Contact Person: Anthony Fournier		
Program Purpose: The purpose of this program is to protect public health by reducing emissions associated with goods movement activities.		
Description of Program: In 2007, the California State Legislature enacted Senate Bill 88 authorizing \$1 billion in bond funding over four years for projects to protect public health from emissions associated with goods movement activities. In FYE 2018 staff will continue administration of the Year 5 round of program funding, monitor progress in implementing funded projects, work to ensure projects are completed as required, disburse grant funds by the specified deadlines, and report on project status and use of funds. Funding from AB134 (2017) will be primarily administered through the Carl Moyer Program and Proposition 1B Goods Movement Program.		
Justification of Change Request: No change.		
Activities		
Develop policies and procedures for the administration of the Goods Movement Bond Program (GMP).		
Conduct outreach to interested parties and provide application assistance.		
Evaluate grant applications for eligibility with GMP guidelines.		
Conduct inspections of the baseline and funded project equipment.		
Prepare grant award recommendations and coordinate the execution of funding agreements for the selected projects.		
Administer and monitor projects that have been awarded GMP grants.		
Prepare and submit reports to the California Air Resources Board (CARB) on the implementation of the GMP.		
Monitor, inspect, and audit current and previously funded programs and projects to assure compliance with State and Air District guidelines, policies, and statutory and regulatory requirements.		
Prepare technical, financial, and staff reports.		
Major Objectives		Delivery Date
Monitor Year 5 projects, ensure projects are completed and paid on schedule.		12/31/2018
Conduct project inspections, review applications, and prepare reports for submittal to CARB.		12/31/2018
Monitor the performance of previously funded GMP projects.		Ongoing

		FYE 2017 Audited Program Expenditures	FYE 2018 Approved Program Budget	FYE 2019 Approved Program Budget	FTE/Dollar Change	Percent Change
Number of Positions (FTE)		2.62	3.16	2.73	(0.43)	(13.61%)
Personnel Expenditures						
Permanent Salaries	51105	\$290,700	\$361,083	\$328,124	(\$32,959)	(9.13%)
Overtime Salaries	51150	\$268				
Temporary Salaries	51200	\$6,182				
Payroll Taxes	51300	\$4,366	\$5,111	\$4,698	(\$413)	(8.09%)
Pension Benefits	51400	\$45,455	\$67,504	\$63,145	(\$4,359)	(6.46%)
FICA Replacement Benefits	51500	\$3,686	\$3,678	\$4,723	\$1,045	28.40%
Group Insurance Benefits	51600	\$46,591	\$60,956	\$41,693	(\$19,264)	(31.60%)
Employee Transportation Subsidy	51700	\$3,300	\$5,011	\$1,359	(\$3,651)	(72.87%)
Workers' Compensation	51800	\$882	\$2,025	\$1,582	(\$443)	(21.88%)
Other Post-Employment Benefits	51850	\$31,713	\$35,211	\$27,506	(\$7,705)	(21.88%)
Board Stipends	51900					
Total Personnel Expenditures		\$433,143	\$540,580	\$472,830	(\$67,749)	(12.53%)
Services & Supplies Expenditures						
Travel In-State	52200	\$1,275	\$2,000	\$2,000		
Travel Out-Of-State	52225					
Training & Education	52300	\$150	\$1,500	\$1,500		
Repair & Maintenance (Equipment)	52400					
Communications	52500					
Building Maintenance	52600					
Utilities	52700	\$166	\$400	\$400		
Postage	52800		\$100	\$100		
Printing & Reproduction	52900		\$500	\$500		
Equipment Rental	53100					
Rents & Leases	53200	\$24,696	\$30,000	\$30,000		
Professional Services & Contracts	53300	\$42,693	\$50,000	\$50,000		
General Insurance	53400					
Shop & Field Supplies	53500		\$3,000	\$3,000		
Laboratory Supplies	53600					
Gasoline & Variable Fuel	53700					
Computer Hardware & Software	53800		\$1,500	\$1,500		
Stationery & Office Supplies	53900		\$1,000	\$1,000		
Books & Journals	54100					
Minor Office Equipment	54200					
Depreciation & Amortization	54300					
Non-Capital Assets	54400					
Total Services & Supplies Expenditures		\$68,980	\$90,000	\$90,000		
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					
Bio-watch Equipment	60145					
Total Capital Expenditures						
Transfer Out	70005	(\$437,762)	(\$455,462)	(\$412,830)	(\$42,632)	9.36%
Total Expenditures		\$64,361	\$175,118	\$150,000	(\$25,117)	(14.34%)

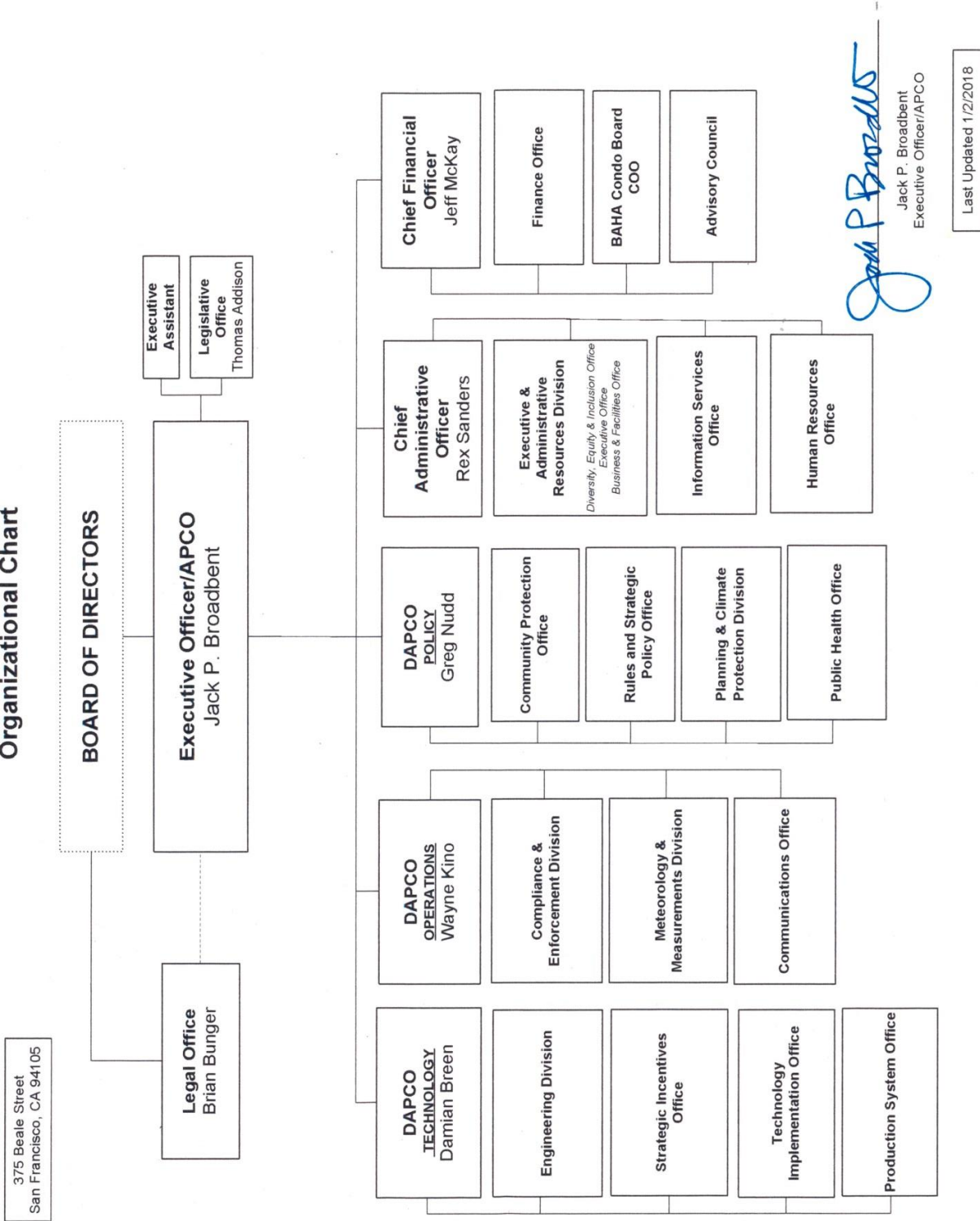
(PAGE INTENTIONALLY LEFT BLANK)

APPENDICES

APPENDIX A

PROGRAM ORGANIZATIONAL CHART SUMMARY

Organizational Chart



Jack P. Broadbent
 Jack P. Broadbent
 Executive Officer/APCO

Last Updated 1/2/2018



B A A Q M D
A I R Q U A L I T Y
M A N A G E M E N T
D I S T R I C T

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, Program #308. Air District sponsored and managed TFCA projects include; a portion of Intermittent Control Programs #306 and Transportation fund for clean Air Administration #308. Administration, Program #308. Regional Bikeshare Program #315, Electric Vehicle Program #317, Enhanced Mobile Source and Inspections Program #318, and Commuter Benefits Program #319.
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.

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 2018, receipt of the Federal grant funds for FYE 2019 could be delayed or jeopardized because of this MOE requirement

APPENDIX C

GENERAL FUND BALANCE

FUND BALANCES	6/30/2017 Audited	6/30/2018 Projected	6/30/2019 Projected
DESIGNATED: *			
Building Acquisition	-	-	7,000,000
Diversity, Equity & Inclusion	-	100,000	-
Economic Contingency	16,519,959	17,390,311	19,084,769
GHG Abatement Technology Study	1,500,000	1,500,000	-
IT- Event Response	500,000	500,000	-
Litigation	-	500,000	-
Napa/Sonoma Fireplace Replacement Grant	-	-	3,000,000
Pension & Post Employment Liability	1,600,000	440,000	-
Technology Implementation Office	-	3,350,000	-
Tech- Meterological Network Equipment	131,100	131,100	-
Tech- Mobile Monitoring Instruments	80,000	80,000	-
Woodchip Program	-	150,000	-
Woodsmoke Grants	-	1,000,000	1,000,000
Worker's Comp Self -Funding	1,000,000	1,000,000	-
TOTAL DESIGNATED	\$21,331,059	\$26,141,411	\$ 30,084,769
UNDESIGNATED	20,455,742	15,645,390	4,000,000
Use of Fund Balance	(852,032)	(7,702,032)	(4,000,000)
TOTAL UNDESIGNATED	\$19,603,710	\$ 7,943,358	\$0
TOTAL DESIGNATED & UNDESIGNATED	\$40,934,769	\$ 34,084,769	\$ 30,084,769
BUILDING PROCEEDS:	4,668,200	4,668,200	4,668,200
TOTAL FUND BALANCE	\$45,602,969	\$ 38,752,969	\$ 34,752,969
* Designated Fund Balances are subject to change at Board's discretion.			
UNFUNDED LIABILITIES	(Based on 2016 Actuarial Valuation Report)		
CalPERS Pension Retirement			77,114,925
Other Post Employment Benefits			32,954,000
TOTAL UNFUNDED LIABILITIES			\$ 110,068,925

APPENDIX C

GENERAL FUND BALANCE

APPENDIX C depicts the actual unrestricted cash at the end of FYE 2017, as well as, the projected amount for FYE 2018 and FYE 2019. For FYE 2018, a recommendation of \$7.7 million was approved by the Board from fund balance reserves for implementation of the clean air plan, health risk assessment and the establishment of a Technology Implementation Office. For FYE2019, a recommendation of \$4.0 million is to fund projects using a revolving loan arrangement to leverage these funds. In an effort to remain fiscally prudent, the District established an economic contingency reserve policy (greater than 20% of General Fund operating expense) to ensure the stability of services for a period of time and the ability to set aside fund for anticipated projects and future obligations. During the budget process, staff recommends designations for the remaining fund balance. The following is a brief description summarizing designated categories as shown in the table on the previous page:

- Building Acquisition established in FYE 2019 to purchase East Bay space to replace rented space and for future expansion.
- Diversity Equity & Inclusion established in FYE2018 for education and training.
- Economic Contingency was established in FYE2008 at the request of the Board for unplanned expenditures and/or unanticipated loss in revenues. In FYE2016, the Board approved a 20% reserve policy as a funding target.
- GHG Abatement Technology Study established in FYE2015 to provide funding, via the Air District's Clean Air Foundation, for a study into the best available control technology for greenhouse gases at permitted sources.
- IT Event Response established in FYE2014 to address information technology related incidents that compromises the District's IT systems.
- Litigation – established in FYE2017 to address uncertainties for pending litigation.
- Napa/Sonoma Fireplace Replacement Grant establish in FYE 2019 to assist fire victims rebuild home fireplaces with cleaner heating options.
- Pension Retirement & Post-Employment Benefits established in FYE2002 to prefund Cal PERS to reduce future rate increases to pension benefits over time and fund future Other Post-Employment Benefits (OPEB) obligations to reduce unfunded OPEB liability over time.
- Tech-Meteorological Network Equipment established in FYE2014 to replace network equipment that is no longer supported and has past the end of its useful life.
- Tech- Mobile Monitoring Instruments established in FYE2014 to purchase instruments to operate the Air District's Mobile Monitoring Program.
- Woodchip Program established in FYE2018 to provide grants for alternative to burning.
- Wood Smoke Grant established in FYE2018 to extend the grants program especially to high wood smoke areas.
- Worker's Compensation established in FYE2004 as a result self-funded policy which requires the District to pay for potential claims over and above its deductible limits.
- Building Proceeds established in FYE2015 from the sale of 939 Ellis Building and will be used towards the acquisition of 375 Beale and associated obligations.

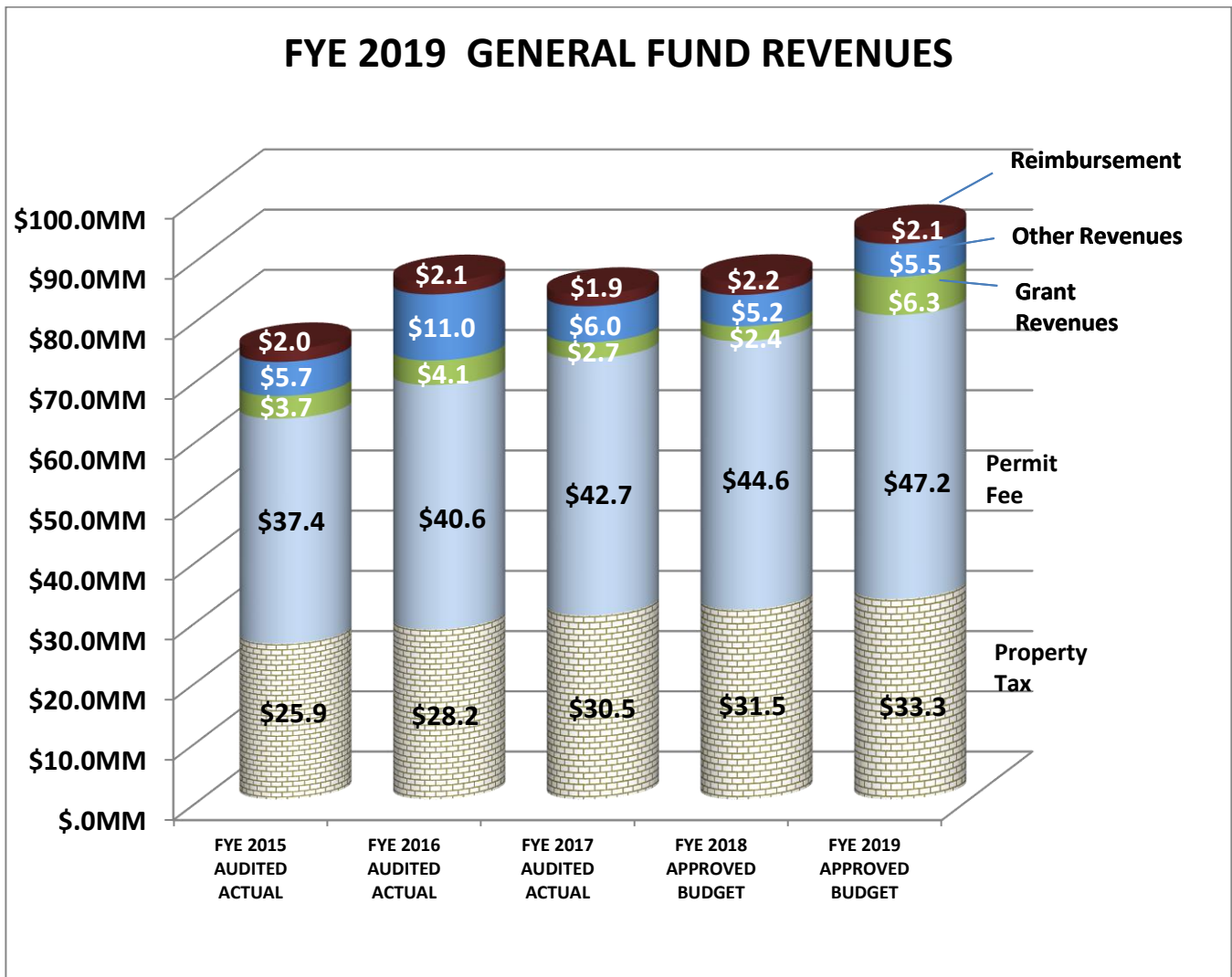
APPENDIX D

Figure 1

Sources of Revenue Trends

Figure 1 below graphically displays the trends in the sources of revenue used to fund expenditures each year from FYE 2015 through FYE2017 along with the adopted and proposed budget for FYE 2018 and FYE 2019, respectively.

As seen from Figure 1, permit fees are the District's largest single source of revenue. Permit fees fluctuates from FYE 2015 through FYE 2018 as a result of certain fees being billed and collected on a two-year cycle. Projected fees are expected to increase approximately 6.2% due to proposed fee increase consistent with the Air District's cost recovery policy. County revenues experienced significant increases over the past three years as a result of increased property valuation and construction activities in the Bay Area. This revenue source is expected to continue to grow in FYE 2019. Other General Fund sources of revenue have experience slight growth as well over the year, especially in FYE 2019 as a result of state grant related to activities for the implementation of Assembly Bill 617. Reimbursement Revenues sources are projected to decrease slightly in FYE2019.

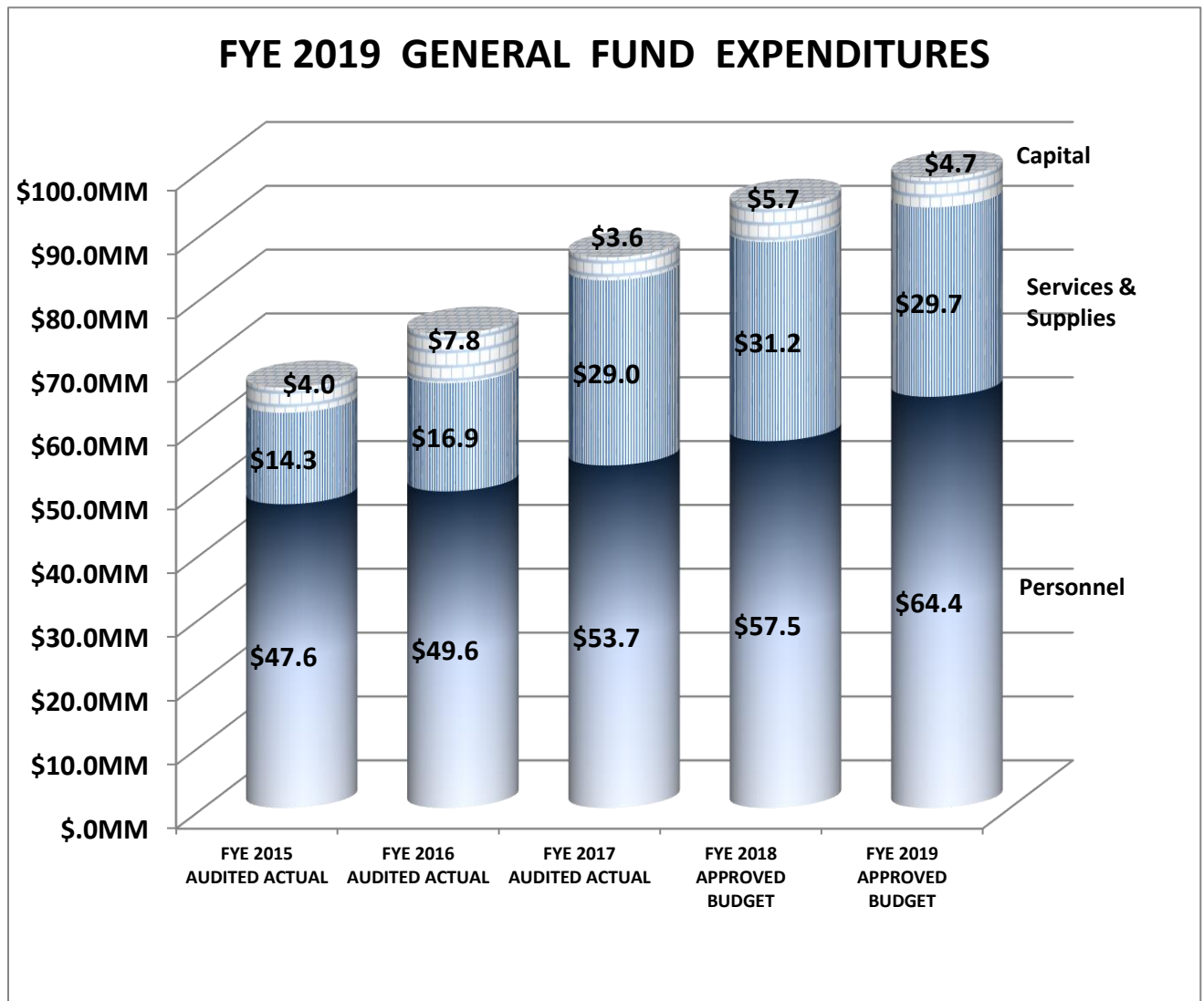


APPENDIX E

Figure 2

Expenditure Trends

Below Figure 2 shows the trends in actual expenditures from FYE 2015 through FYE 2017 along with the approved and proposed budget expenditures for FYE 2018 and FYE 2019, respectively. From FYE 2015 through FYE 2019, total General Fund have risen at an average rate of 11% per year from \$65.9 million to \$99.2 million due to increased Personnel Costs, Services and Capital Programs expenditures. The FYE 2019 General Fund Proposed Budget shows a projected \$4.3 million increase in expenditures over FYE 2018; which is mainly attributed to increase Personnel Costs as staffing levels increase.



APPENDIX F

Figure 3 and Detail

Projected Revenues and expenditures

Revenue Assumptions

County Property Tax revenue is expected to increase this year based on housing valuations and county receipt information, with projected underlying increases in future years of not more than the allowable 2% of Secured Taxes, as stipulated under *Health & Safety (Code) Section 40271*. The Code established the funding formula by which the District receives its revenue from this source.

Permit Fees should continue to increase in accordance with the Cost Recovery study as the Air District will implement the recommendations contained in the study. The Air District has also established the use of the Cost of Living Adjustment (COLA) as a means to maintain the costs associated with processing operating permit renewals and new and modified permit requests.

Restoration of the State Subvention instituted many years ago, has been realized and State funding for FYE 2019 remains at the \$1.7 million level same as FYE 2017. The FYE 2019 anticipates continued funding through Federal Grant Assistance Programs.

Expenditure Assumptions

Future Cost of Living Adjustments (COLA) increases.

Health benefit costs will continue to increase.

Cal PERS rates will continue to increase.

Services and Supplies will remain relatively steady; except for fluctuates due to one-time expenditures.

Capital expenditures will decrease slightly in FYE 2019 and will fluctuate from year to year based on capital replacement schedule.

APPENDIX F

GENERAL FUND 3 YEAR PROJECTION

	FYE 2017 Audited Revenue & Transfers	FYE 2018 Approved Revenue & Transfers	FYE 2019 Approved Revenue & Transfers	FYE 2020 Projected Revenue & Transfers	FYE 2021 Projected Revenue & Transfers
REVENUE					
County Revenues	\$30,541,028	\$31,518,760	\$33,274,701	\$34,197,942	\$35,949,089
Permits/Fees	\$42,698,788	\$44,606,480	\$47,172,397	\$49,560,763	\$51,110,226
Grant Revenues	\$3,783,371	\$3,786,488	\$7,495,726	\$7,633,922	\$7,786,601
Other Revenues	\$6,822,792	\$6,102,000	\$6,358,348	\$6,504,165	\$6,653,635
Sub Total	\$83,845,980	\$86,013,728	\$94,301,172	\$97,896,793	\$101,499,551
Transfer from Special Funds	\$541,767	\$976,358	\$849,835	\$866,832	\$884,168
Transfer from / (to) Fund Balance	\$3,891,782	\$7,850,000	\$4,000,000	(\$13,853)	(\$43,116)
TOTAL REVENUE	\$88,279,529	\$94,840,086	\$99,151,007	\$98,749,772	\$102,340,603
EXPENDITURES					
Personnel & Benefits (net Pension/OPEB)	\$44,551,484	\$46,682,759	\$52,141,974	\$53,149,716	\$54,728,938
Retirement Pension	\$5,345,840	\$7,103,634	\$8,587,259	\$10,316,270	\$11,548,959
Other Post Employment Benefits (OPEB)	\$3,753,678	\$3,673,428	\$3,676,028	\$3,678,838	\$3,681,734
Services and Supplies	\$31,002,037	\$31,195,830	\$29,676,361	\$27,274,803	\$27,999,314
Capital Expenditures	\$3,626,490	\$5,691,775	\$4,656,556	\$3,904,930	\$3,943,687
Sub Total	\$88,279,529	\$94,347,425	\$98,738,177	\$98,324,557	\$101,902,631
Transfer Out	\$0	\$492,661	\$412,830	\$425,215	\$437,971
TOTAL EXPENDITURE	\$88,279,529	\$94,840,086	\$99,151,007	\$98,749,772	\$102,340,603
General Fund Balance					
Beginning	\$49,494,751	\$45,602,969	\$38,752,969	\$34,752,969	\$34,766,822
(Use of)/Transfer to Fund Balance	(\$3,891,782)	(\$6,850,000)	(\$4,000,000)	\$13,853	\$43,116
Ending Fund Balance	\$45,602,969	\$38,752,969	\$34,752,969	\$34,766,822	\$34,809,938

APPENDIX G

Definitions

AB 434 (Assembly Bill 434) – This enacted bill resulted in *California Health and Safety Code* Section 44241 which authorizes the District to levy a fee on motor vehicles registered in the District. The revenue must be used to fund specified programs aimed at the reduction of air pollution from motor vehicles. The bill allows the District to allocate not more than five percent (5%) of the fees distributed for administrative costs. See TFCA (Transportation Fund for Clean Air).

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Fund Balance – Undesignated – That portion of the unreserved fund balance 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 Balances – 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.