



BAY AREA
AIR QUALITY
MANAGEMENT
DISTRICT

BOARD OF DIRECTORS
BUDGET AND FINANCE COMMITTEE MEETING

COMMITTEE MEMBERS

JULIA MILLER -CHAIRPERSON - CHRIS DALY - VICE CHAIRPERSON
HAROLD BROWN
JERRY HILL
DENA MOSSAR
MARLAND TOWNSEND
ROBERTA COOPER
JAKE MCGOLDRICK
PAMELA TORLIATT

WEDNESDAY
FEBRUARY 26, 2003
9:30 A.M.

4TH FLOOR
CONFERENCE ROOM

AGENDA

1. **CALL TO ORDER - ROLL CALL**
2. **PUBLIC COMMENT PERIOD** *(Public Comment on Non-Agenda Items Pursuant to Government Code § 54954.3) Members of the public are afforded the opportunity to speak on any agenda item. All agendas for regular meetings are posted at District headquarters, 939 Ellis Street, San Francisco, CA, at least 72 hours in advance of a regular meeting. At the beginning of the regular meeting agenda, an opportunity is also provided for the public to speak on any subject within the Board's authority. Speakers will be limited to five (5) minutes each.*
3. **APPROVAL OF MINUTES OF DECEMBER 11, 2002**
4. **SECOND QUARTER FINANCIAL REPORT FOR FISCAL YEAR 2002/2003**
W. Tanaka /5066
wtanaka@baaqmd.gov
The Financial Report for the Second Quarter of Fiscal Year 2002/2003 will be presented. This will be an informational item only.
5. **CONSIDER REQUEST TO INCREASE FISCAL YEAR 2002/2003 BUDGET** **W. Tanaka**
5066
wtanaka@baaqmd.gov
Consider approval of staff request that the District's FY 02/03 budget be increased to reflect additional Penalty and Settlement revenue received (\$1,020,000), and an estimated increase of \$990,000 to county revenue. Staff will also request FY 02/03 budget increases to Capital Expenditure accounts in the following Divisions: Technical Services \$554,645, Administrative Services \$432,355 – 20 Hybrid vehicles, \$528,000 for additional HVAC upgrade work and Information System Services \$495,000.
6. **CONSIDER REQUEST TO PARTICIPATE ON OVERSIGHT EXECUTIVE COMMITTEE OF THE REGIONAL GOODS MOVEMENT STUDY AND FINANCIAL SUPPORT IN THE AMOUNT OF \$50,000**
W. Norton/5052
exec@baaqmd.gov
Consider approval of request from the Metropolitan Transportation Commission, the Regional Transportation Initiative Employer Coalition, and the Economic Development Alliance for Business to participate on the Oversight Executive Committee of the Regional Goods Movement study and a financial contribution to provide for this expenditure in the amount of \$50,000. Approval of a transfer of funds from Professional Services Program 104 is also requested.

7. **CONSIDER FUNDING FEASIBILITY STUDY FOR TRAVELING AIR QUALITY EDUCATION PROGRAM FOR YOUTH**

T. Lee/4905

tlee@baaqmd.gov

Consider approval of staff request to fund a \$19,500 contract with Communications West to research the feasibility of a mobile exhibit and education program for youth. The feasibility study will address costs and possible sources of funding for this program.

8. **CONSIDER AND DISCUSS PERSONALIZED VERSIONS OF AIR CURRENTS**

T. Lee/4905

tlee@baaqmd.gov

Consider financial feasibility of directing staff to prepare personalized versions of the Districts' Air Currents publication.

9. **COMMITTEE MEMBER COMMENTS/OTHER BUSINESS**

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

10. **TIME AND PLACE OF NEXT MEETING – MARCH 26, 2003 939 ELLIS STREET - SF, CA**

11. **ADJOURNMENT**

WN:mag

BAY AREA AIR QUALITY MANGEMENT DISTRICT
Interoffice Memorandum

To: Chairperson Miller and Members
of the Budget and Finance Committee

From: Wayne Tanaka
Director of Administrative Services

Date: February 13, 2003

Re: Second Quarter Financial Report

RECOMMENDED ACTION:

Informational report. Receive and file.

DISCUSSION

GENERAL FUND BUDGET: STATEMENT OF REVENUE

Comparison of Budget to Actual Revenue

- County Revenue receipts were \$7,244,738 (54%) of budgeted revenue. Alameda, Santa Mateo and Santa Clara counties accounted for the majority of the receipts received.
- Permit Fee receipts were \$12,263,975 (73%) of budgeted revenue.
- Asbestos Fees were \$620,336 (51%) of budgeted revenue.
- Penalties and Settlements receipts were \$1,903,219 (190%) of budgeted revenue.
- State Subvention was \$855,000 (46%) of budgeted revenue.
- Interest Income receipts were \$159,391 (39%) of budgeted revenue.
- Miscellaneous Revenue receipts were \$82,734 (31%) of budgeted revenue.

GENERAL FUND BUDGET: STATEMENT OF EXPENDITURES

Comparison of Budget to Actual Expenditures

- Salaries and Benefits were \$13,749,095 (49%) of estimated expenditures.
- Operational Services and Supplies were \$3,248,310 (36%) of estimated expenditures.
- Capital Outlay was \$284,206 (18%) of estimated expenditures.

TFCA FUND: STATEMENT OF INCOME AND EXPENDITURES

- Total Revenue was \$1,882,099 (44%) of estimated revenue and expenditures.
- In keeping with TFCA Fund requirements, expenditures must equal revenue.
- Salary and Benefits were \$636,065 (55%) of estimated expenditures.
- Operational Services and Supplies were \$1,246,034 (40%) of estimated expenditures.

BUDGET CONSIDERATION/FINANCIAL IMPACT

No impact on current year budget.

Respectfully submitted,

Wayne Tanaka
Director of Administrative Services

Prepared by: Wayne Tanaka

FORWARDED _____

BAY AREA AIR QUALITY MANGEMENT DISTRICT
Interoffice Memorandum

To: Chairperson Miller and Members
of the Budget and Finance Committee

From: Wayne Tanaka
Director of Administrative Services

Date: February 11, 2003

Re: Consider Request to Increase Fiscal Year 2002/2003 Budget

RECOMMENDED ACTION:

Recommend that the Board of Directors approve staff's recommendation to increase the District's FY 02/03 Penalties and Settlements Revenue Budget by \$1,020,000 and County Revenue Budget by \$990,000 and allocate \$554,645 to the Technical Services Division Capital Account, \$495,000 to the Information Systems Services Capital Account, \$432,355 to the Administrative Services Division Capital Account and \$528,000 for additional HVAC upgrade work.

DISCUSSION

The District has received or will be receiving unexpected additional funds not contemplated as revenue during the development of the FY 02/03 budget. In keeping with proper budgeting and accounting practices, the receipts of these funds should be recognized in a mid-year budget adjustment. In the past, staff has recommended mid-year budget adjustments when necessary.

The adjustment of \$1,020,000 in the Penalty and Settlement revenue budget will increase it from \$1,000,000 to \$2,020,000. The adjustment of \$990,000 in the County Revenue budget will increase it from \$13,466,000 to \$14,456,000.

The adjustments for these two budgets are not ordinary occurrences. Additional Penalty and Settlement revenue should be viewed as a one-time event. The adjustment to County revenue is the result of higher than anticipated residential real estate activity in certain Bay Area communities.

The additional revenue funding will allow the District to purchase much needed capital asset items that will not be purchased or at best delayed due to the States fiscal problems. With the direct impact to the District not known at this time, staff believes it is prudent to make these capital purchases this year. Additional funding for the HVAC system will accelerate the upgrade work and move the District closer to a completely renovated system that will reduce the amount of energy used.

The capital items to be purchase are:

20 Hybrid vehicles	\$432,355
HVAC work	\$528,000
Technical Services	\$554,645
ISS	\$495,000

BUDGET CONSIDERATION/FINANCIAL IMPACT

Increase the District's FY 02/03 Penalties and Settlements Revenue Budget by \$1,020,000 and County Revenue Budget by \$990,000 and allocate \$554,645 to the Technical Services Division Capital Account, \$495,000 to the Information Systems Services Capital Account, \$432,355 to the Administrative Services Division Capital Account and \$528,000 for additional HVAC upgrade work.

Respectfully submitted,

Wayne Tanaka
Director of Administrative Services

FORWARDED _____

BAY AREA AIR QUALITY MANGEMENT DISTRICT
Memorandum

To: Chairperson Miller and Members
of the Budget and Finance Committee

From: William C. Norton
Executive Officer/APCO

Date: February 19, 2003

Re: Consider Request to Participate on Oversight Executive Committee of
the Regional Goods Movement Study and Financial Support in the
Amount of \$50,000

RECOMMENDED ACTION:

Recommend that the Board of Directors approve request for Air District participation on Oversight Executive Committee of the Regional Goods Movement Study and funding in the amount of \$50,000. Recommend that the Board of Directors approve transfer of funds from program 104 Professional Services.

BACKGROUND

The Metropolitan Transportation Commission (MTC), the Regional Transportation Initiative Employer Coalition and the Economic Development Alliance for Business has made a formal request to the District to participate on the Oversight Executive Committee of the Regional Goods Movement Study and have requested \$50,000 in funding to support the work on the study. Attached for your review is a copy of the letter received January 23, 2003.

DISCUSSION

The Regional Goods Movement Study will conduct a thorough analysis of goods movement in the Bay Area, including its relationship to the economy, land use patterns, and transportation infrastructure.

The study will examine the environmental impacts associated with freight movement, including diesel emissions from trucks, and NOx emissions from aircraft and ships. In addition, the study will evaluate policies and projects that have the potential to improve overall Bay Area air quality. These policies and projects include:

- Evaluation of a short-haul freight rail system between the Bay Area and the Central Valley;
- Potential for freight ferries on the San Francisco Bay; and
- Development of information that would help inform decision-makers of the importance of land use policies that encourage port-related and other goods movement activities to remain closer to the Bay Area's urban core.

This study indicates the strong local partnership commitment being made by the Metropolitan Transportation Commission, the Regional Transportation Initiative Coalition, and the Economic Development Alliance for Business.

BUDGET CONSIDERATION/IMPACTS

Funding for the second phase of this study is \$50,000. Approval of a transfer of funds from Program 104 Professional Services is requested.

Respectfully submitted,

William C. Norton
Executive Officer/APCO

Prepared by: Mary Ann Goodley

BAY AREA AIR QUALITY MANGEMENT DISTRICT
Memorandum

To: Chairperson Miller and Members
Of the Budget and Finance Committee

From: Teresa Lee
Director of Public Information and Outreach

Date: February 14, 2003

Re: Consider and Discuss Personalized Versions of Air Currents for
Board of Directors

RECOMMENDED ACTION:

Consider the financial feasibility of directing staff to prepare personalized versions of Air Currents for Board of Directors.

BACKGROUND

This item was originally discussed at meeting of the Board of Directors and was referred to the Public Outreach Committee. The Committee has approved the idea of customized versions of Air Currents and has forwarded the referral to the Budget and Finance Committee for possible funding.

DISCUSSION

Metropolitan Transportation Commission (MTC) staff prepare bi-monthly or quarterly "MTC Reports" for their commissioners featuring transportation related news items. While some of the information is generic to the Bay Area, the newsletters are also customized to reflect localized activities of interest. Some of the information is derived from the MTC publication *Transactions*, with additional facts inserted for each region. *MTC Reports* are written by a Public Information Officer, and then reviewed by two managers. Graphics are also inserted, as well as pictures and contact information for the commissioner(s) who have requested the customized reports (13 out of 16 commissioners). *MTC Reports* are then printed in small quantities not to exceed 200 for each commissioner as per Fair Political Practice Commission rules. The *Reports* are either mailed with a list supplied by a commissioner or distributed by the commissioners themselves.

BUDGET CONSIDERATION/FINANCIAL IMPACT

MTC estimates that the cost for this project for 13 commissioners in staff time at one-third of a public information officer (approximately \$25,000 yearly) and \$15,000 to \$20,000 yearly for printing and distribution. This is approximately \$3300 per Commissioner. Cost for the District would depend on the number of Board members who would request this service. For fifteen Board members, the cost is approximately \$49,500 per year; for twenty Board members, the cost is approximately \$66,000.

Respectfully submitted,

Teresa Lee
Director of Public Information & Outreach

Prepared by: Teresa Lee
Reviewed by: Peter Hess

FORWARDED: _____