



BAY AREA
AIR QUALITY
MANAGEMENT
DISTRICT

**BOARD OF DIRECTORS
MEETING
June 15, 2022**

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

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

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- **MEETING ATTENDEES MAY, IN LIEU OF REMOTE PARTICIPATION, ATTEND IN PERSON FOR PUBLIC COMMENT AND/OR OBSERVATION AT 375 BEALE STREET, BOARD ROOM (1ST FLOOR). IN-PERSON ATTENDEES MUST PASS REQUIRED HEALTH SCREENINGS AND ADHERE TO POSTED PUBLIC HEALTH PROTOCOLS WHILE IN THE BUILDING. THE PUBLIC MAY PARTICIPATE REMOTELY VIA ZOOM AT THE FOLLOWING LINK OR BY PHONE**

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BOARD OF DIRECTORS MEETING AGENDA

WEDNESDAY, JUNE 15, 2022
9:00 AM

Chairperson, John J. Bauters

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

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

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

***Public Comment on Agenda Items:** The public may comment on each item on the agenda as the item is taken up. Members of the public who wish to speak on matters on the agenda for the meeting, will have three minutes each to address the Board. No speaker who has already spoken on that item will be entitled to speak to that item again.*

4. **Special Orders of the Day**

CONSENT CALENDAR (Items 5 - 13)

5. Approval of the Budget Hearing Minutes of May 4, 2022

The Board will consider approving the attached draft minutes of the Budget Hearing Minutes of May 4, 2022.

6. Approval of the Minutes of June 1, 2022

The Board will consider approving the attached draft minutes of the Board meeting of June 1, 2022.

7. Remote Teleconferencing per Assembly Bill (AB) 361 (Rivas)

The Board of Directors will consider approving a resolution reauthorizing Air District Board and Committee meetings remote teleconferencing through July 15, 2022.

8. Board Communications Received from June 2, 2022, through June 14, 2022

A copy of communications directed to the Board of Directors received by the Air District from June 2, 2022 through June 14, 2022, if any, will be distributed to the Board Members by way of email.

9. Personnel Out-of-State Business Travel Report for May 2022

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

10. Authorization to Accept Grant Funding from the California Energy Commission

The Board of Directors will consider adopting a resolution authorizing the Interim Executive Officer/APCO to accept up to \$2,994,574 from the California Energy Commission and commit up to \$1,073,771 in Air District matching funds to expand electric vehicle (EV) charging infrastructure at Bay Area multi-family buildings; and authorize the Interim Executive Officer/APCO to enter all necessary agreements to accept, obligate and expend this funding.

11. Authorization to Amend Contract with Environmental Consultant, PlaceWorks

The Board of Directors will consider authorizing the Interim Executive Officer/APCO to execute a contract amendment with PlaceWorks in an amount not to exceed \$700,000.

12. Authorization to Establish and Amend Existing Air District Job Classifications and Salary Ranges

The Board of Directors will consider establishing and amending existing Air District job classifications of Senior Accountant and Principal Staff Specialist, amending the salary ranges for the Accountant Series, and retitle Fiscal Services Coordinator to Fiscal Services Supervisor.

13. Report of the Community Equity, Health and Justice Committee Meeting of June 2, 2022

The Board of Directors will receive a report of the Community Equity, Health and Justice Committee Meeting of June 2, 2022.

PUBLIC HEARINGS

14. Final Public Hearing to Consider Adoption of Proposed Amendments to Air District Regulation 3: Fees

The Board of Directors will conduct the final public hearing and consider the adoption of proposed amendments to Air District Regulation 3: Fees that would become effective on July 1, 2022. The proposed fee amendments are designed to recover the costs of regulatory program activities.

15. Final Public Hearing to Consider Adoption of the Air District's Proposed Budget for Fiscal Year Ending (FYE) 2023

The Board of Directors will conduct the final public hearing and consider the adoption of a resolution to approve the Budget for the Fiscal Year Ending (FYE) 2023 and various budget-related actions.

PRESENTATION(S)

16. Wildfire Season Preview

This is an informational item only and will be presented by Michael Flagg, Principal Air Quality Specialist, and Tracy Lee, Manager.

OTHER BUSINESS

17. Public Comment on Non-Agenda Matters

Pursuant to Government Code Section 54954.3

Members of the public who wish to speak on matters not on the agenda for the meeting, will have two minutes each to address the Board.

18. Board Member Comments

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

19. Report of the Interim Executive Officer/APCO
20. Chairperson's Report
21. Time and Place of Next Meeting

Wednesday, July 6, 2022, at 9:00 a.m., in person or via webcast, teleconference, or Zoom, pursuant to procedures in accordance with Assembly Bill 361 (Rivas 2021).

CLOSED SESSION

22. Public Employee Appointment and Employment

Pursuant to Government Code Section 54957(b)

Title: Executive Officer/Air Pollution Control Officer

23. Existing Litigation (Government Code Section 54956.9(a))

Pursuant to Government Code Section 54956.9(a), the Board will meet in closed session with legal counsel to discuss the following cases:

South Coast Air Quality Management District v. Chao, D.C. District Court, Case No. 19-CV-3436 (consolidated under lead Case No. 19-CV-2826);

South Coast Air Quality Management District v. EPA, D.C. Circuit, Case No. 19-1241 (consolidated under lead Case No. 19-1230); and

South Coast Air Quality Management District v. NHTSA, D.C. Circuit, Case No. 20-1173 (consolidated under lead Case No. 20-1145).

OPEN SESSION

24. Adjournment

The Board meeting shall be adjourned by the Board Chair.

CONTACT:

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

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

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

Accessibility and Non-Discrimination Policy

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

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

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

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

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

BAY AREA AIR QUALITY MANAGEMENT DISTRICT

375 BEALE STREET, SAN FRANCISCO, CA 94105

FOR QUESTIONS PLEASE CALL (415) 749-4941

EXECUTIVE OFFICE:

MONTHLY CALENDAR OF AIR DISTRICT MEETINGS

JUNE 2022

<u>TYPE OF MEETING</u>	<u>DAY</u>	<u>DATE</u>	<u>TIME</u>	<u>ROOM</u>
Advisory Council Meeting - CANCELLED	Monday	13	8:30 a.m.	Webcast only pursuant to Assembly Bill 361
Board of Directors Legislative Committee	Monday	13	1:00 p.m.	Webcast only pursuant to Assembly Bill 361
Board of Directors Stationary Source and Climate Impacts Committee	Monday	13	2:30 p.m.	Webcast only pursuant to Assembly Bill 361
Board of Directors Meeting	Wednesday	15	9:00 a.m.	1 st Floor, Board Room (In person option available) and REMOTE pursuant to Assembly Bill 361
Board of Directors Administration Committee	Wednesday	15	11:00 a.m.	1 st Floor, Board Room (In person option available) and REMOTE pursuant to Assembly Bill 361
Board of Directors Stationary Source and Climate Impacts Committee – CANCELLED & RESCHEDULED TO MONDAY, JUNE 13, 2022 AT 2:30 P.M.	Monday	20	9:00 a.m.	Webcast only pursuant to Assembly Bill 361
Board of Directors Budget and Finance Committee - CANCELLED	Wednesday	22	9:30 a.m.	Webcast only pursuant to Assembly Bill 361
Board of Directors Mobile Source and Climate Impacts Committee - CANCELLED	Thursday	23	9:30 a.m.	Webcast only pursuant to Assembly Bill 361
Path to Clean Air Community Emissions Reduction Plan Steering Committee	Monday	27	5:30 p.m.	Webcast only pursuant to Assembly Bill 361
Community Advisory Council Meeting	Thursday	30	6:00 p.m.	Webcast only pursuant to Assembly Bill 361

JULY 2022

<u>TYPE OF MEETING</u>	<u>DAY</u>	<u>DATE</u>	<u>TIME</u>	<u>ROOM</u>
Board of Directors Meeting	Wednesday	6	9:00 a.m.	1 st Floor, Board Room (In person option available) <u>and</u> REMOTE pursuant to Assembly Bill 361
Board of Directors Community Equity, Health and Justice Committee	Thursday	7	9:30 a.m.	Webcast only pursuant to Assembly Bill 361
Advisory Council Meeting	Monday	11	8:30 a.m.	Webcast only pursuant to Assembly Bill 361
Board of Directors Legislative Committee	Monday	11	1:00 p.m.	Webcast only pursuant to Assembly Bill 361
Board of Directors Stationary Source and Climate Impacts Committee	Monday	18	9:00 a.m.	Webcast only pursuant to Assembly Bill 361
Path to Clean Air Community Emissions Reduction Plan Steering Committee	Monday	18	5:30 p.m.	Webcast only pursuant to Assembly Bill 361
Board of Directors Meeting	Wednesday	20	9:00 a.m.	1 st Floor, Board Room (In person option available) <u>and</u> REMOTE pursuant to Assembly Bill 361
Board of Directors Administration Committee	Wednesday	20	11:00 a.m.	1 st Floor, Board Room (In person option available) <u>and</u> REMOTE pursuant to Assembly Bill 361
Board of Directors Budget and Finance Committee	Wednesday	27	9:30 a.m.	Webcast only pursuant to Assembly Bill 361
Board of Directors Mobile Source and Climate Impacts Committee	Thursday	28	9:30 a.m.	Webcast only pursuant to Assembly Bill 361

HL 6/9/2022 – 12:30 P.M.

G/Board/Executive Office/Moncal

BAY AREA AIR QUALITY MANAGEMENT DISTRICT
Memorandum

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

From: Sharon L. Landers
Interim Executive Officer/APCO

Date: June 15, 2022

Re: Approval of the Budget Hearing Minutes of May 4, 2022

RECOMMENDED ACTION

Approve the attached draft minutes of the Budget Hearing Minutes of May 4, 2022.

BACKGROUND

None.

DISCUSSION

Attached for your review and approval is the draft minutes of the Budget Hearing Meeting of May 4, 2022.

BUDGET CONSIDERATION/FINANCIAL IMPACT

None.

Respectfully submitted,

Sharon L. Landers
Interim Executive Officer/APCO

Prepared by: Marcy Hiratzka
Reviewed by: Vanessa Johnson

ATTACHMENTS:

1. Draft Minutes of the Budget Hearing Meeting of May 4, 2022

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

Board of Directors Special Budget Hearing Meeting
Wednesday, May 4, 2022

*Note: Audio recordings of the meeting are available on the website of the
Bay Area Air Quality Management District at
www.baaqmd.gov/bodagendas*

This meeting was conducted under procedures authorized by Assembly Bill 361 (Rivas 2021), allowing remote meetings. Members of the Board of Directors participated both by teleconference (via Zoom) and in person.

CALL TO ORDER

1. **PLEDGE OF ALLEGIANCE (OUT OF ORDER, ITEM 2)**
2. **PUBLIC MEETING PROCEDURE (ITEM 3)**
3. **Opening Comments:** Board of Directors (Board) Chairperson, Karen Mitchoff, called the meeting to order at 8:39 a.m. **(ITEM 1)**

Roll Call:

Present: Chairperson Karen Mitchoff; Vice Chairperson John Bauters; Secretary Davina Hurt; and Directors Margaret Abe-Koga (Zoom), Teresa Barrett, Pauline Russo Cutter (Zoom), John Gioia (Zoom), Carole Groom (Zoom), Erin Hannigan (Zoom), David Haubert (Zoom), Lynda Hopkins (Zoom), David Hudson, Rob Rennie (Zoom), Katie Rice, Mark Ross (Zoom), Brad Wagenknecht, and Steve Young (Zoom).

Absent: Directors David Canepa, Tyrone Jue, Sergio Lopez, Otto Lee, Myrna Melgar, Nate Miley, and Shamann Walton.

PUBLIC HEARING

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

The Board of Directors received testimony on the proposed amendments to Air District Regulation 3: Fees for Fiscal Year Ending (FYE) 2023. The proposed amendments were designed to recover the costs of regulatory program activities supported by fees. This was the first of two public hearings required before adoption. The staff presentation, *Amendments to Regulation 3, Fees*, was not given.

Public Comments

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

Board Comments

None.

Board Action

None; receive and file.

5. FIRST PUBLIC HEARING ON THE PROPOSED AIR DISTRICT BUDGET FOR FYE 2023

The Board of Directors held the first of two required public hearings for the exclusive purpose of considering testimony on the Air District's Proposed Budget for Fiscal Year Ending (FYE) 2023. A Final Public Hearing is scheduled for Wednesday, June 15, 2022, to consider adoption of the Proposed Budget for FYE 2023.

Dr. Jeff McKay, Chief Financial Officer, introduced Stephanie Osaze, Finance Director, who gave the staff presentation *First Public Hearing to Consider Adoption of the Air District's Proposed Budget for Fiscal Year Ending 2023*, including: outcome; outline; requested action; financial history (actual reserves and policy trends, General Fund revenue and expenditure trends; staffing trends, cost recovery trends, fees and cost recovery overview); current FY budget overview; current FY 2022-2023 Proposed Budget overview; breakdown of FY 2023 General Fund revenues and expenditures; breakdown of \$15 million Budget increase; recent staffing requests; FYE 2022 included request for 26 staff: new staffing request General Fund (19) on hold and new staffing requests grant funded (7) on hold; FYE 2023 Proposed 20 new staff; alternative Proposed Budget; possible Proposed Budget options; Budget options: 6.4% vs. 10.9% blended rate; capital Budget detail; funding of retirement liabilities; reserves designations; FY 2022-2023 Proposed Budget summary; next steps; and feedback requested/prompt.

NOTED PRESENT: Director Barrett was noted present at 8:51am, Director Young was noted present at 8:55am, and Director Lopez was noted present at 8:59am.

Public Comments

No requests received.

Board Comments

The Board and staff discussed whether the adoption of the Proposed Budget would help reduce the current permit application backlog; and how cost containment can be achieved, moving forward.

Board Action

None; receive and file.

OTHER BUSINESS

6. PUBLIC COMMENT ON NON-AGENDA MATTERS

No requests received.

7. BOARD MEMBER COMMENTS

None.

8. TIME AND PLACE OF NEXT MEETING

Wednesday, June 15, 2022, at 9:00 a.m., in person or via webcast, teleconference, or Zoom, pursuant to procedures in accordance with Assembly Bill 361 (Rivas 2021).

9. ADJOURNMENT

The meeting adjourned at 9:03 a.m.

Marcy Hiratzka
Clerk of the Boards

BAY AREA AIR QUALITY MANAGEMENT DISTRICT
Memorandum

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

From: Sharon L. Landers
Interim Executive Officer/APCO

Date: June 15, 2022

Re: Approval of the Minutes of June 1, 2022

RECOMMENDED ACTION

Approve the attached draft minutes of the Board meeting of June 1, 2022.

BACKGROUND

None.

DISCUSSION

Attached for your review and approval are the draft minutes of the Board of Directors Meeting of June 1, 2022.

BUDGET CONSIDERATION/FINANCIAL IMPACT

None.

Respectfully submitted,

Sharon L. Landers
Interim Executive Officer/APCO

Prepared by: Marcy Hiratzka
Reviewed by: Vanessa Johnson

ATTACHMENTS:

1. Draft Minutes of the Board of Directors Meeting of June 1, 2022

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

Board of Directors Regular Meeting
Wednesday, June 1, 2022

*Note: Audio recordings of the meeting are available on the website of the
Bay Area Air Quality Management District at
www.baaqmd.gov/bodagendas*

This meeting was conducted under procedures authorized by Assembly Bill 361 (Rivas 2021), allowing remote meetings. Members of the Board of Directors participated both by teleconference (via Zoom) and in person.

CALL TO ORDER

1. **Opening Comments:** Board of Directors (Board) Chairperson, John Bauters, called the meeting to order at 9:01 a.m.

Roll Call:

Present: Chairperson John Bauters; Vice Chairperson Davina Hurt; Secretary Teresa Barrett; and Directors Margaret Abe-Koga (Zoom), John Gioia (Zoom), Erin Hannigan (Zoom), David Haubert (Zoom), Lynda Hopkins, David Hudson (Zoom), Tyrone Jue, Otto Lee, Sergio Lopez (Zoom), Nate Miley (Zoom), Karen Mitchoff (Zoom), Rob Rennie (Zoom), Mark Ross (Zoom), Brad Wagenknecht (Zoom), Shamann Walton (Zoom), and Steve Young (Zoom).

Absent: Directors David Canepa, Pauline Russo Cutter, Carole Groom, Katie Rice.

2. **PLEDGE OF ALLEGIANCE**
3. **PUBLIC MEETING PROCEDURE**

CONSENT CALENDAR (ITEMS 4 – 13)

4. Approval of the Minutes of May 18, 2022
5. Remote Teleconferencing per Assembly Bill (AB) 361 (Rivas)
6. Board Communications Received from May 18, 2022 through May 31, 2022
7. Notices of Violations Issued and Settlements in Excess of \$10,000 in the Month of April 2022
8. Authorization to Amend Contract with Innoppl, Inc.
9. Authorization to Amend Contract with Valley Verde
10. Authorization to Execute Contract with Critical Impact Consulting

11. Quarterly Report of the Executive Office and Division Activities for the Months of January 2022 - March 2022
12. Report of the Technology Implementation Office Steering Committee Meeting of May 13, 2022
13. Report of the Richmond Area Community Emissions Reduction Plan Steering Committee Meeting of May 16, 2022.
14. Report of the Mobile Source & Climate Impacts Committee Meeting of May 26, 2022

Public Comments

No requests received.

Board Comments

None.

Board Action

Director Hannigan made a motion, seconded by Director Lee, to **approve** Consent Calendar Items 4 through 14, inclusive; and the motion **carried** by the following vote of the Board:

- AYES: Teresa Barrett, John Bauters, John Gioia, Erin Hannigan, David Hudson, Davina Hurt, Tyrone Jue, Otto Lee, Sergio Lopez, Karen Mitchoff, Rob Rennie, Mark Ross, Brad Wagenknecht, Shamann Walton, Steve Young.
- NOES: None.
- ABSTAIN: None.
- ABSENT: Margaret Abe-Koga, David Canepa, Pauline Russo Cutter, Carole Groom, David Haubert, Lynda Hopkins, Nate Miley, Katie Rice.

PRESENTATION

15. ACLIMA BLOCK-BY-BLOCK AIR QUALITY RESULTS

Dr. Ranyee Chiang, Director of Meteorology and Measurement, gave the staff presentation *Release of Aclima Block-by-Block Air Quality Results*, including: outline; requested action; Air District goals for Aclima project; summary of task orders; Aclima's air quality mapping complements other Bay Area monitoring efforts; next steps: exploring the data; and examples of anticipated questions.

David Herzl of Aclima and Brian Beveridge of the West Oakland Environmental Indicators Project (WOEIP), who were partners on this project, also presented.

NOTED PRESENT: Director Hopkins was noted present at 9:07am; Director Miley was noted present at 9:20am; Director Abe-Koga was noted present at 9:25am; and Director Haubert was noted present at 9:30 am.

Public Comments

Public comments were given by Christine Wolfe, California Council for Environmental and Economic Balance; Tony Fisher, Clean Air Foundation; Ken Szutu, Vallejo Citizen Air Monitoring Network, Ms. Margaret Gordon, WOEIP; and Jed Holtzman, San Francisco resident.

Board Comments

The Board and staff discussed whether the data from the Aclima project is available on the Richmond-North Richmond-San Pablo area Community Health Protection Program (AB 617) webpage; the request for community trainings on how to access the Aclima data, beginning with AB 617 communities; whether the Aclima data has been translated into languages other than English; whether the Aclima project scope included monitoring methane, lead, or characterizations of impacts on fence-line communities from refineries; whether Aclima is still driving to collect Bay Area data; whether the data that has been collected would be helpful to new construction projects that are struggling to meet California Environmental Quality Act requirements; whether the Aclima data can speculate between different types of particulate matter pollution sources (i.e.: brake and tire dust); whether the Aclima data includes a breakdown of socioeconomic demographics; the time period during which the data was collected, whether any extreme Particulate Matter events were included within that timeframe, and how such events may impact the data; the suggestion of comparing the current and future data over time to identify trends and patterns; the status of the Air District's interpretation of the data; and concerns that the public's difficulties in interpreting the context of the data may deter them from using the data and becoming familiar with it.

Board Action

None; receive and file.

OTHER BUSINESS

16. PUBLIC COMMENT ON NON-AGENDA MATTERS

No requests received.

17. BOARD MEMBER COMMENTS

Director Hudson requested that the Air District's Office of Diversity, Equity, and Inclusion send him a copy of *Equity Model of Change*. He also requested information on the Air District's community stipend policy.

18. REPORT OF THE INTERIM EXECUTIVE OFFICER/AIR POLLUTION CONTROL OFFICER (APCO)

Sharon Landers, Interim Executive Officer/APCO, asked Dr. Chiang to provide a summary on recent air quality. Ms. Landers announced that she plans to introduce new hires and employees who are being promoted at future Board meetings.

19. **CHAIRPERSON'S REPORT**

Chair Bauters announced the following:

- On May 18, 2022, the Board appointed Sandy Crockett as the new District Counsel.
- On May 18, 2022, the Board voted to retain Sharon Landers as the Interim Executive Officer beginning Monday, May 23, for a nine-month contract.
- San Francisco County Supervisor, Myrna Melgar, has resigned from the Air District's Board.
- In observance of Pride Month (June), Chair Bauters shared his personal story and offered himself as a resource.

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

Wednesday, June 15, 2022, at 9:00 a.m., in person or via webcast, teleconference, or Zoom, pursuant to procedures in accordance with Assembly Bill 361 (Rivas 2021).

CLOSED SESSION (10:38 am)

21. **EXISTING LITIGATION (Government Code Section 54956.9(a))**

Pursuant to Government Code Section 54956.9(a), the Board will meet in closed session with legal counsel to discuss the following cases:

Chevron U.S.A Inc. v. Bay Area Air Quality Management District, Contra Costa Superior Court, Case No. MSN21-1739; and

Martinez Refining Co. LLC v. Bay Area Air Quality Management District, Contra Costa Superior Court, Case No. MSN21-1568.

Reportable Action: Mr. Crockett had nothing to report.

OPEN SESSION (11:06 am)

22. **ADJOURNMENT**

The meeting adjourned at 11:07 a.m.

Marcy Hiratzka
Clerk of the Boards

BAY AREA AIR QUALITY MANAGEMENT DISTRICT
Memorandum

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

From: Sharon L. Landers
Interim Executive Officer/APCO

Date: June 15, 2022

Re: Remote Teleconferencing per Assembly Bill (AB) 361 (Rivas)

RECOMMENDED ACTION

The Board of Directors will consider approving a resolution reauthorizing Air District Board and Committee meetings remote teleconferencing through July 15, 2022.

BACKGROUND

AB 361 (R. Rivas 2021) (Open meetings: state and local agencies: teleconferences) allows a local agency to use teleconferencing until January 1, 2024, without complying with certain teleconferencing requirements imposed by the Ralph M. Brown Act, when a legislative body of a local agency holds a meeting during a declared state of emergency, as that term is defined, when state or local health officials have imposed or recommended measures to promote social distancing, during a proclaimed state of emergency held for the purpose of determining, by majority vote, whether meeting in person would present imminent risks to the health or safety of attendees, and during a proclaimed state of emergency when the legislative body has determined that meeting in person would present imminent risks to the health or safety of attendees, as provided. The law requires a resolution every 30 days to provide this flexibility.

DISCUSSION

When the COVID-19 pandemic started, local agency boards struggled to conduct their meetings in compliance with the Brown Act's public accessibility requirements while still abiding by stay-at-home orders. As a result, Governor Newsom signed several executive orders to grant local agencies the flexibility to meet remotely during the COVID-19 pandemic. The Governor's executive orders allowed public agencies to meet remotely and did not require physical public access to those meeting locations. Those executive orders expired on September 30, 2021. The State of Emergency Declaration of March 4, 2020, continues to remain in effect.

AB 361 provides additional flexibility for local agencies looking to meet remotely during a proclaimed state of emergency, however, the legislative body is required to consider and vote on this flexibility on a monthly basis. Excerpts of the bill amending Section 54953 of the

Government Code provide the following guidance:

(e) (1) A local agency may use teleconferencing without complying with the requirements of paragraph (3) of subdivision (b) if the legislative body complies with the requirements of paragraph (2) of this subdivision in any of the following circumstances:

(A) The legislative body holds a meeting during a proclaimed state of emergency, and state or local officials have imposed or recommended measures to promote social distancing.

(B) The legislative body holds a meeting during a proclaimed state of emergency for the purpose of determining, by majority vote, whether as a result of the emergency, meeting in person would present imminent risks to the health or safety of attendees.

(C) The legislative body holds a meeting during a proclaimed state of emergency and has determined, by majority vote, pursuant to subparagraph (B), that, as a result of the emergency, meeting in person would present imminent risks to the health or safety of attendees.

The following guidance on exercising this flexibility is also contained in the amended Section 54953(e) of the Government Code:

(3) If a state of emergency remains active, or state or local officials have imposed or recommended measures to promote social distancing, in order to continue to teleconference without compliance with paragraph (3) of subdivision (b), the legislative body shall, not later than 30 days after teleconferencing for the first time pursuant to subparagraph (A), (B), or (C) of paragraph (1), and every 30 days thereafter, make the following findings by majority vote:

(A) The legislative body has reconsidered the circumstances of the state of emergency.

(B) Any of the following circumstances exist:

(i) The state of emergency continues to directly impact the ability of the members to meet safely in person.

(ii) State or local officials continue to impose or recommend measures to promote social distancing.

(4) For the purposes of this subdivision, “state of emergency” means a state of emergency proclaimed pursuant to Section 8625 of the California Emergency Services Act (Article 1 commencing with Section 8550) of Chapter 7 of Division 1 of Title 2).

(f) This section shall remain in effect only until January 1, 2024, and as of that date is repealed.

BUDGET CONSIDERATION/FINANCIAL IMPACT

None.

Respectfully submitted,

Sharon L. Landers
Interim Executive Officer/APCO

Prepared by: Alan Abbs
Reviewed by: Alexander G. Crockett

ATTACHMENTS:

1. Draft AB 361 Subsequent Resolution

BAY AREA AIR QUALITY MANAGEMENT DISTRICT

RESOLUTION NO. 2022-XX

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE BAY AREA AIR QUALITY MANAGEMENT DISTRICT PROCLAIMING A LOCAL EMERGENCY PERSISTS, RE-RATIFYING THE PROCLAMATION OF A STATE OF EMERGENCY BY GOVERNOR NEWSOM ON MARCH 20, 2020, AND RE-AUTHORIZING REMOTE TELECONFERENCE MEETINGS OF THE LEGISLATIVE BODIES OF THE BAY AREA AIR QUALITY MANAGEMENT DISTRICT FOR THE PERIOD JUNE 15 TO JULY 15, 2022 PURSUANT TO BROWN ACT PROVISIONS.

WHEREAS, the Bay Area Air Quality Management District (District) is committed to preserving and nurturing public access and participation in meetings of the Board of Directors; and

WHEREAS, all meetings of Bay Area Air Quality Management District's legislative bodies are open and public, as required by the Ralph M. Brown Act (Cal. Gov. Code 54950 – 54963), so that any member of the public may attend, participate, and watch the District's legislative bodies conduct their business; and

WHEREAS, the Brown Act, Government Code section 54953(e), makes provision for remote teleconferencing participation in meetings by members of a legislative body, without compliance with the requirements of Government Code section 54953(b)(3), subject to the existence of certain conditions; and

WHEREAS, a required condition is that a state of emergency is declared by the Governor pursuant to Government Code section 8625, proclaiming the existence of conditions of disaster or of extreme peril to the safety of persons and property within the state caused by conditions as described in Government Code section 8558; and

WHEREAS, a proclamation is made when there is an actual incident, threat of disaster, or extreme peril to the safety of persons and property within the jurisdictions that are within the District's boundaries, caused by natural, technological, or human-caused disasters; and

WHEREAS, it is further required that state or local officials have imposed or recommended measures to promote social distancing, or, the legislative body meeting in person would present imminent risks to the health and safety of attendees; and

WHEREAS, the Board of Directors previously adopted Resolutions on October 6, 2021 and thereafter, finding that the requisite conditions exist for the legislative bodies of the District to conduct remote teleconference meetings without compliance with paragraph (3) of subdivision (b) of section 54953; and

WHEREAS, as a condition of extending the use of the provisions found in section 54953(e), the Board of Directors must reconsider the circumstances of the state of emergency that exists in the District, and the Board of Directors has done so; and

WHEREAS, emergency conditions persist in the District, specifically, the COVID-19 state of emergency remains active and Governor Newsom's Covid-19 Emergency Proclamation of March 4, 2020 remains in effect to prevent, mitigate, and respond to the spread of COVID-19; and

WHEREAS, social distancing has been ordered and strongly recommended by state and local public health authorities due to the imminent health and safety risks of in person contacts and meetings during the COVID-19 emergency; and

WHEREAS, the Board of Directors does hereby find that the COVID-19 public health emergency, and its imminent health risks to attendees of public meetings have caused, and will continue to cause, conditions of peril to the safety of persons within the District that are likely to be beyond the control of services, personnel, equipment, and facilities of the District, and desires to affirm a local emergency exists and re-ratify the proclamation of state of emergency by the Governor of the State of California; and

WHEREAS, as a consequence of the local emergency persisting, the Board of Directors does hereby find that the legislative bodies of the District shall continue to conduct their meetings without compliance with paragraph (3) of subdivision (b) of Government Code section 54953, as authorized by subdivision (e) of section 54953, and that such legislative bodies shall continue to comply with the requirements to provide the public with access to the meetings as prescribed in paragraph (2) of subdivision (e) of section 54953; and

WHEREAS, the District is publicizing in its meeting agendas zoom and webcast links and phone numbers for members of the public to participate remotely in meetings of the District's legislative bodies.

NOW, THEREFORE, THE BOARD OF DIRECTORS OF THE BAY AREA AIR QUALITY MANAGEMENT DISTRICT DOES HEREBY RESOLVE AS FOLLOWS:

Section 1. Recitals. The Recitals set forth above are true and correct and are incorporated into this Resolution by this reference.

Section 2. Affirmation that Local Emergency Persists. The Board of Directors hereby considers the conditions of the state of emergency related to Covid 19 in the District, proclaims that a local emergency persists throughout the Bay Area Air Quality Management District due to COVID-19, observes that social distancing has been ordered and strongly recommended by the public health authorities, and finds that in person meetings present imminent health risks during the COVID-19 pandemic.

Section 3. Re-ratification of Governor's Proclamation of a State of Emergency. The Board hereby ratifies the Governor of the State of California's Proclamation of State of Emergency, effective as of its issuance date of March 4, 2020.

Section 4. Remote Teleconference Meetings. The staff and legislative bodies of the District are hereby authorized and directed to take all actions necessary to carry out the intent and purpose of this Resolution including, continuing to conduct open and public meetings in accordance with Government Code section 54953(e) and other applicable provisions of the Brown Act.

Section 5. Effective Date of Resolution. This Resolution shall take effect immediately upon its adoption and shall be effective until the earlier of (i) July 15, 2022 or such time the Board of Directors adopts a subsequent resolution in accordance with Government Code section 54953(e)(3) to extend the time during which the legislative bodies of the District may continue to teleconference without compliance with paragraph (3) of subdivision (b) of section 54953.

The foregoing resolution was duly regularly introduced, passed, and adopted at a regular meeting of the Board of Directors of the Bay Area Air Quality Management District on the motion of _____, seconded by _____, on the 15th day of JUNE 2022, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

ATTEST:

John J. Bauters
Chair of the Board of Directors

Teresa Barrett
Secretary of the Board of Directors

BAY AREA AIR QUALITY MANAGEMENT DISTRICT
Memorandum

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

From: Sharon L. Landers
Interim Executive Officer/APCO

Date: June 15, 2022

Re: Board Communications Received from June 2, 2022, through June 14, 2022

RECOMMENDED ACTION

None; receive and file.

BACKGROUND

None.

DISCUSSION

Copies of communications directed to the Board of Directors received by the Air District from June 2, 2022 through June 14, 2022, if any, will be distributed to the Board Members by way of email.

BUDGET CONSIDERATION/FINANCIAL IMPACT

None.

Respectfully submitted,

Sharon L. Landers
Interim Executive Officer/APCO

Prepared by: Michelle Beteta
Reviewed by: Vanessa Johnson

ATTACHMENTS:

None

BAY AREA AIR QUALITY MANAGEMENT DISTRICT
Memorandum

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

From: Sharon L. Landers
Interim Executive Officer/APCO

Date: June 15, 2022

Re: Personnel Out-of-State Business Travel Report for May 2022

RECOMMENDED ACTION

None; receive and file.

BACKGROUND

In accordance with Section 5.4 (b) of the District's Administrative Code, Fiscal Policies and Procedures Section, the Board is hereby notified of District personnel who have traveled on out-of-state business. The report covers out-of-state business travel for the month of May 2022. The monthly out-of-state business travel report is presented in the month following travel completion.

DISCUSSION

The following out-of-state business travel activities occurred in the month of May 2022:

- David Minuk, Principal Human Resources Analyst, attended American Payroll Association Congress, Las Vegas, NV, May 10th - 13th, 2022.

BUDGET CONSIDERATION/FINANCIAL IMPACT

All associated business travel-related costs are covered by the respective division's FYE 2022 Budget.

Respectfully submitted,

Sharon L. Landers
Interim Executive Officer/APCO

Prepared by: Stephanie Osaze
Reviewed by: Jeff McKay

ATTACHMENTS:

None

BAY AREA AIR QUALITY MANAGEMENT DISTRICT
 Memorandum

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

From: Sharon L. Landers
 Interim Executive Officer/APCO

Date: June 15, 2022

Re: Authorization to Accept Grant Funding from the California Energy Commission

RECOMMENDED ACTION

Recommend the Board of Directors the following:

1. Adopt a resolution authorizing the Bay Area Air Quality Management District (Air District) to accept up to \$2,994,574 from the California Energy Commission (CEC) and commit up to \$1,073,771 in Air District matching funds to expand electric vehicle (EV) charging infrastructure at Bay Area multi-family buildings; and
2. Authorize the Interim Executive Officer/APCO to enter into all necessary agreements to accept, obligate, and expend this funding.

BACKGROUND

Wide-scale adoption of electric vehicles (EVs) and electrification of all types of transportation are essential to achieving local, state, and federal emission reduction targets for greenhouse gases and criteria pollutants. California has set a goal of 250,000 EV chargers and 1.5 million EVs sold by 2025, five million EVs sold by 2030, and to phase out sales of most conventional vehicles by 2035. The Bay Area has set a target of 1.5 million zero-emissions vehicles by 2030 and 90% of vehicles in the Bay Area being zero-emissions by 2050. The Bay Area and California also share the goal to cut greenhouse gas emissions to 80% below 1990 levels by 2050. At the end of 2021, there were a total of 266,890 EVs registered and operating on Bay Area roads, representing 5% of the region’s light-duty fleet, according to data from the CEC.

Additional charging stations will be needed to: accommodate future growth in the EV market, achieve the ambitious Bay Area goals, and support a broader range of Bay Area residents. An individual or household’s charging needs are related to their type of residence, with drivers in single-family homes being much more likely to have home charging compared to those living in apartments or multi-family buildings. Those that live in single-family homes are more likely to purchase EVs due to higher income levels and the ability to charge the vehicle at home. In the Bay Area, over one-third (36%) of housing units are in multi-family buildings. To extend the EV

market beyond those living in single-family homes, the Bay Area must expand public charging infrastructure and charging at multi-family buildings. The Air District's *Charge!* Program, other grant programs supporting EV infrastructure, and regional policies play a critical role in increasing the number of charging stations to support the Bay Area's growing EV fleet.

DISCUSSION

On November 24, 2021, the CEC released Grant Funding Opportunity ([GFO](#) 21-63, the Reliable, Equitable, and Accessible Charging for multi-family Housing (REACH) solicitation. The REACH solicitation sought proposals to demonstrate replicable and scalable business and technology models for large-scale deployment of EV charging infrastructure capable of maximizing access and EV travel for multi-family housing residents. The REACH solicitation requires a minimum of 50% of the proposed EV chargers to be in [CalEnviroScreen 4.0](#) disadvantaged or low-income communities. The solicitation allows grant funds to be used towards education, outreach and engagement efforts, as well as cover the costs for: EV supply equipment (EVSE), installation and labor, distributed energy resources/energy storage, solar panels, planning/engineering as well as extended warranty, operation, maintenance, and servicing costs for up to five years.

The Air District partnered with GRID Alternatives and Marin Clean Energy (MCE) to develop a preliminary project plan and submit a proposal for the REACH solicitation, with the Air District serving as the primary applicant. The Air District also connected with several community-based organizations, EV stakeholders, housing authorities, and public agencies in the region to discuss its proposal for the solicitation and to identify synergies and opportunities for future collaboration. For the proposal, Air District staff organized meetings with several organizations and received letters of support from: The Association for Clean Energy Affordability, Atchison Village Mutual Homes Corporation, Bay Area Rapid Transit District, Community Housing Development Corporation, City of Oakland, East Oakland Collective, Energy Conservation Options, MRK Partners, Metropolitan Transportation Commission, Oakland Housing Authority, Pacific Gas & Electric Company, StopWaste, and TransForm.

On February 18, 2022, the Air District submitted a proposal requesting \$2,994,574 in REACH funding for EV charging infrastructure projects serving multi-family housing residents in disadvantaged and low-income communities, specifically Oakland, Richmond/San Pablo, and Vallejo. In the proposal, the Air District and project partners committed to providing up to \$1,073,771 in matching funds. Project partners are required to provide a minimum of 25% of the grant request, but the Air District will be responsible for the full amount. The project has an equity centered framework that engages residents to assess their needs and gather input to inform the design and development of EV charger deployment while creating long-term benefits through education and outreach. The project will fund approximately 80 single-port Level 1 chargers, 62 dual-port Level 2 chargers, and six DC fast chargers across twelve project sites, which will be a combination of offsite and onsite charging for multi-family residents. The final charger configurations may vary depending on feedback from communities and other stakeholders.

On May 11, 2022, the CEC released its [Notice of Proposed Award](#) for the REACH solicitation. The CEC recommended the Air District as an awardee in the amount of \$2,994,574 for its

proposal. In order to access this funding, CEC requires the Air District’s Board of Directors adopt a resolution to accept, obligate, and expend the funding. Leveraging REACH funding with the Air District’s *Charge!* Program and other available incentives will significantly reduce the costs for multi-family buildings to install and operate EV chargers.

BUDGET CONSIDERATION/FINANCIAL IMPACT

The Air District may use funds from the Transportation for Clean Air Fund, Mobile Source Incentive Fund, Congestion Mitigation and Air Quality Improvement Program, or other eligible funding sources in addition to project partner contributions to meet the match obligation for the REACH proposal.

Respectfully submitted,

Sharon L. Landers
Interim Executive Officer/APCO

Prepared by: Ada Truong and Tin Le
Reviewed by: Anthony Fournier

ATTACHMENTS:

- 1. Draft Resolution Accepting Clean Transportation Program Funds from the CEC

BAY AREA AIR QUALITY MANAGEMENT DISTRICT

RESOLUTION NO. 2022-_____

**A Resolution Accepting Clean Transportation Program funds
From the California Energy Commission**

WHEREAS, the purpose of this Resolution is to authorize the Bay Area Air Quality Management District (Air District) to accept, obligate, and expend up to \$2,994,574 in Clean Transportation Program funding from the California Energy Commission (CEC) and to authorize the Executive Officer/Air Pollution Control Officer to execute all necessary agreements, required documents, and amendments required to accept and expend this funding;

WHEREAS, Assembly Bill (AB) 118 (Núñez, Chapter 750, Statutes of 2007) created and AB 8 (Perea, Chapter 401, Statutes of 2013) extended the Clean Transportation Program where CEC administers an annual program budget of approximately \$100 million to support a variety of clean transportation projects;

WHEREAS, on November 24, 2021, CEC opened Grant Funding Opportunity (GFO) 21-603, the Reliable, Equitable, and Accessible Charging for multi-family Housing (REACH) solicitation, for projects to increase Electric Vehicle (EV) charging access for and enable greater plug-in EV adoption by Multi-Family Housing (MFH) residents;

WHEREAS, on February 18, 2022, the Air District submitted an application to CEC requesting up to \$2,994,574 in REACH Program funding to install EV charging infrastructure at Bay Area MFH buildings and proposed to commit up to \$1,073,771 in Air District matching funds as part of the application;

WHEREAS, on May 11, 2022, CEC issued a notice of proposed awards for the REACH solicitation which included a proposed award to the Air District of up to \$2,994,574;

WHEREAS, CEC will authorize a grant of up to \$2,994,574 to the Air District for the proposed project, upon approval by the Air District Board of Directors to accept such grant of funds, CEC Business Meeting approval, and full execution of a CEC award agreement;

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors hereby approves the Air District's acceptance of CEC funds and commits the Air District to comply with the CEC Clean Transportation REACH program requirements.

BE IT FURTHER RESOLVED, the Air District will provide the required matching funds for the project by allocating local motor vehicle surcharge revenues, project partner contributions, and other incentive funds to project equipment, labor, and administrative costs.

BE IT FURTHER RESOLVED, the Executive Officer/Air Pollution Control Officer is authorized to accept, obligate, and execute all agreements, required documents, and any amendments thereto to implement and carry out the purposes of this resolution.

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

AYES:

NOES:

ABSTAIN:

ABSENT:

John J. Bauters
Chair of the Board of Directors

ATTEST:

Teresa Barrett
Secretary of the Board of Directors

BAY AREA AIR QUALITY MANAGEMENT DISTRICT

Memorandum

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

From: Sharon L. Landers
Interim Executive Officer/APCO

Date: June 15, 2022

Re: Authorization to Amend Contract with Environmental Consultant, PlaceWorks

RECOMMENDED ACTION

Recommend Board of Directors authorize the Interim Executive Officer/APCO to execute a contract amendment with PlaceWorks for support of Air District California Environmental Quality Act (CEQA) work in an amount not to exceed \$700,000.

BACKGROUND

PlaceWorks assists the Air District in developing and preparing Initial Studies, Negative Declarations, Environmental Impact Reports, or other CEQA-related documents for individual projects as specified by staff. In addition to providing CEQA services for individual projects, PlaceWorks also supports the update of the CEQA air quality thresholds of significance, updates to the CEQA guidelines, and updates or development of CEQA support tools and data. Additionally, they will also support the environmental review of AB 617 Community Emissions Reduction Plans for the communities of Richmond/North Richmond/San Pablo and East Oakland, if deemed necessary.

DISCUSSION

In April 2018, the Air District posted an open solicitation Request for Proposals (2018-003) to perform CEQA analyses for State and/or federal air quality plans, Community Action Plans and rule development projects. Four applications were received and scored by a panel based on expertise, skills, approach and cost. As a result of this competitive process, three consultants, including PlaceWorks, Inc., entered into Master Service Agreements to assist with the Air District's on-going multi-divisional CEQA analyses needs. The initial contract term for PlaceWorks' Master Service Agreement was from July 1, 2018 to June 30, 2022 for services not to exceed \$100,000 (Contract No. 2018.166). In February 2022, the Air District amended the contract to a new termination date of December 31, 2023 and increased the not to exceed value to \$300,000. The recommended increase in funding from \$300,000 to \$700,000 reflects the need for CEQA Lead Agency support a number of EIRs, air quality thresholds of significance determinations, updates to the CEQA guidelines, updates or development of CEQA support tools

and data, and AB 617 Community Emission Reduction Plans.

BUDGET CONSIDERATION/FINANCIAL IMPACT

The Air District will seek full reimbursement of the costs associated with this contract amendment from individual projects where it has to act as the CEQA Lead Agency. Air District Regulation 3 Fees Section 3-315 requires the applicant for an Authority to Construct to pay “the District’s costs of performing any environmental evaluation and preparing and filing any documents pursuant to the California Environmental Quality Act (Public Resources Code, Section 21000, et seq), including the costs of any outside consulting assistance which the District may employ in connection with the preparation of any such evaluation or documentation, as well as the District’s reasonable internal costs (including overhead) of processing, reviewing, or filing any environmental evaluation or documentation.”

The remainder of the contract costs, up to \$200,000, will be for updates to the CEQA thresholds and guidelines and environmental review of Community Emissions Reduction Plans if necessary. Resources for both efforts are included in the FYE 2022 and proposed FYE 2023 budgets.

Respectfully submitted,

Sharon L. Landers
Interim Executive Officer/APCO

Prepared by: Carol Allen and Wendy Goodfriend
Reviewed by: Pamela Leong and Henry Hilken

ATTACHMENTS:

1. Executed Original Contract: Place Works - Contract No. 2018.166
2. Executed Contract Amendment 1: Place Works - Contract No. 2018.166
3. Draft Contract Amendment 2: Place Works - Contract No. 2018.166

BAY AREA AIR QUALITY MANAGEMENT DISTRICT

MASTER SERVICES CONTRACT

CONTRACT NO. 2018.166

1. PARTIES – The parties to this Contract (“Contract”) are the Bay Area Air Quality Management District (“DISTRICT”) whose address is 375 Beale Street, Suite 600, San Francisco, CA 94105, and **PlaceWorks** (“CONTRACTOR”) whose address is 1625 Shattuck Avenue, Suite 300, Berkeley, CA 94709.
2. RECITALS
 - A. DISTRICT is the local agency with primary responsibility for regulating stationary source air pollution in the Bay Area Air Quality Management District in the State of California. DISTRICT is authorized to enter into this Contract under California Health and Safety Code Section 40701. DISTRICT desires to contract with CONTRACTOR for Services as defined herein. DISTRICT is entering into this Contract based on CONTRACTOR’s stated qualifications to perform the Services.
 - B. All parties to this Contract have had the opportunity to have this contract reviewed by their attorney.
3. DEFINITIONS
 - A. “Purchase Order” shall mean the written or electronic document used by DISTRICT to track payments to CONTRACTOR under this Contract.
 - B. “Services” shall mean the services to be provided by CONTRACTOR hereunder as generally described in the General Description of Services, attached hereto as Attachment A and made a part hereof by this reference, and as specifically described in Task Orders issued pursuant to this Contract.
 - C. “Task Order” shall mean a written request by DISTRICT for specific services to be performed by CONTRACTOR.
4. PERFORMANCE REQUIREMENTS
 - A. CONTRACTOR is authorized to do business in the State of California. CONTRACTOR attests that it is in good tax standing with federal and state tax authorities.
 - B. CONTRACTOR agrees to obtain any and all required licenses, permits, and all other appropriate legal authorizations from all applicable federal, state and local jurisdictions and pay all applicable fees.
 - C. CONTRACTOR shall comply with all laws and regulations that apply to its performance under this Contract, including any requirements to disclose potential conflicts of interest under DISTRICT’s Conflict of Interest Code.
 - D. CONTRACTOR shall not engage in any performance of work during the term of this contract that is in direct or indirect conflict with duties and responsibilities set forth in the Scope of Work.
 - E. CONTRACTOR shall exercise the degree of skill and care customarily required by accepted professional practices and procedures.
 - F. CONTRACTOR shall ensure that any subcontractors, employees and agents performing under this Contract comply with the performance standards set forth in paragraph D above.

5. TERM – The term of this Contract is from July 1, 2018 to June 30, 2022, unless further extended by amendment of this Contract in writing, or terminated earlier. CONTRACTOR shall not submit any invoice for services performed under this Contract until the Contract is fully executed.

6. TERMINATION

A. The DISTRICT may terminate this Contract at any time, at will, and without specifying any reason, by notifying CONTRACTOR in writing. The notice of termination shall specify the effective date of termination, which shall be no less than thirty (30) calendar days from the date of delivery of the notice of termination, and shall be delivered in accordance with the provisions of section 13 below. Immediately upon receipt of the notice of termination, CONTRACTOR shall cease all services under this Contract, except such services as are specified in the notice of termination. CONTRACTOR shall deliver a final invoice for all remaining services performed but not billed, including any services specified in the termination notice, on or before ten (10) business days following the termination date.

B. Either party may terminate this Contract for breach by the other party.

i) Failure to perform any agreement or obligation contained in this Contract or failure to complete the services in a satisfactory manner shall constitute a breach of the Contract.

ii) The non-breaching party may terminate the Contract by delivery of a written notice of breach. The notice of breach shall specify the date of termination, which shall be no earlier than ten (10) business days from delivery of the notice of breach. In the alternative, at its sole discretion, the non-breaching party may require the breaching party to cure the breach. The notice of breach shall specify the nature of the breach and the date by which such breach must be cured.

iii) If CONTRACTOR fails to perform any obligation under this Contract, DISTRICT at its sole discretion, may perform, or cause the performance, of the obligation itself. In that event, DISTRICT shall deduct the costs to perform such obligation and any other costs to cure the breach from the payment otherwise due to CONTRACTOR for work performed under this Contract. DISTRICT's performance hereunder shall not be deemed a waiver or release of any obligation of, or default by, CONTRACTOR under this Contract.

iv) The notice of breach shall be provided in accordance with the notice requirements set forth in section 13.

v) The non-breaching party reserves all rights under law and equity to enforce this Contract and recover any damages.

7. INSURANCE

A. CONTRACTOR shall maintain the following insurance:

i) Workers' compensation and employers' liability insurance as required by California law or other applicable statutory requirements.

ii) Occurrence-based commercial general liability insurance or equivalent form with a limit of not less than one million dollars (\$1,000,000) each occurrence. Such insurance shall include DISTRICT and its officers, agents, and employees as additional insureds and shall be primary with respect to any insurance maintained by DISTRICT.

iii) Business automobile liability insurance or equivalent form with a limit of not less than one million dollars (\$1,000,000) each accident. Such insurance shall include coverage for owned, hired, and non-owned vehicles. If CONTRACTOR is a sole proprietor, CONTRACTOR may meet this insurance requirement with personal automobile liability insurance carrying

a business use endorsement or by demonstrating to the satisfaction of DISTRICT that business use is covered under the CONTRACTOR's personal automobile liability insurance. A CONTRACTOR using only rental vehicles in performing work under this Contract may meet this insurance requirement by purchasing automobile liability insurance in the required coverage amount from the rental agency.

- B. All insurance shall be placed with insurers acceptable to DISTRICT.
- C. Prior to commencement of work under this Contract, CONTRACTOR shall furnish properly-executed certificates of insurance for all required insurance. Upon request by DISTRICT, CONTRACTOR shall provide a complete copy of any required insurance policy. CONTRACTOR shall notify DISTRICT in writing thirty (30) days prior to cancellation or modification of any required insurance policy. Any such modifications are subject to pre-approval by DISTRICT.
- D. If CONTRACTOR fails to maintain the required insurance coverage set forth above, DISTRICT reserves the right either to purchase such additional insurance and to deduct the cost thereof from any payments owed to CONTRACTOR or to terminate this Contract for breach.

8. INDEMNIFICATION

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

9. AGREEMENT TO PROVIDE SERVICES

- A. CONTRACTOR hereby agrees to provide to DISTRICT, as DISTRICT may from time to time designate, such services as DISTRICT may order by Task Order, all in accordance with and subject to the terms, covenants and conditions of this Contract. DISTRICT agrees to pay for these services ordered by DISTRICT in accordance with and subject to the terms, covenants and conditions of this Contract.
- B. All Task Orders issued by DISTRICT to CONTRACTOR for services during the term of this Contract are subject to the provisions of this Contract as though fully set forth in such Task Order. In the event that the provisions of this Contract conflict with any Task Order issued by DISTRICT to CONTRACTOR, the provisions of this Contract shall govern. No other terms and conditions, including, but not limited to, those contained in CONTRACTOR's standard printed terms and conditions, on CONTRACTOR's order acknowledgment, invoices or otherwise, shall have any application to or effect upon or be deemed to constitute an amendment to or to be incorporated into this Contract, any Task Order, or any transactions occurring pursuant hereto or thereto, unless this Contract shall be specifically amended to adopt such other terms and conditions in writing by the parties.
- C. Notwithstanding any other provision of this Contract to the contrary, DISTRICT shall have no obligation to order or purchase any services hereunder and the placement of any Task Order

shall be in the sole discretion of DISTRICT. Without limiting the generality of the foregoing, the actual quantity of services to be purchased hereunder shall be determined by DISTRICT in its sole discretion and shall not exceed \$100,000. This Contract is not exclusive. CONTRACTOR expressly acknowledges and agrees that DISTRICT may purchase at its sole discretion, services that are identical or similar to the services described in this Contract from any third party.

10. TASK ORDERS – Each Task Order will specify the following items, as relevant: specific services requested, schedule for services, location where services are to be performed (with contact person), and cost or estimated cost of services. Each Task Order issued under this Contract shall be made part of, and be incorporated into this Contract, and shall reference this Contract on the face of each Task Order. Should any Task Order not conform to or satisfy the terms of this Contract, CONTRACTOR shall have five (5) business days after receipt to reject the Task Order. By not rejecting the Task Order within five (5) business days, CONTRACTOR will have accepted the Task Order. Acceptance by CONTRACTOR is limited to the provisions of this Contract and the Task Order. No additional or different provisions proposed by CONTRACTOR or DISTRICT shall apply. In addition, the parties agree that this Contract and accepted Task Orders constitute a contract for services and satisfy all statutory and legal formalities of a contract.

11. PRICING, INVOICES, AND PAYMENT
 - A. DISTRICT shall pay CONTRACTOR for all services ordered and provided in compliance with the terms and conditions of this Contract and with Task Orders issued under this Contract.
 - B. CONTRACTOR shall submit original invoices to DISTRICT in form and substance and format reasonably acceptable to DISTRICT. Each invoice, including supporting documentation, must be prepared in duplicate on CONTRACTOR's letterhead; must list DISTRICT's contract number, Purchase Order Number, and the CONTRACTOR's Social Security Number or Federal Employer Identification Number; and must be submitted to: Bay Area Air Quality Management District, 375 Beale Street, Suite 600, San Francisco, CA 94105, Attn: Contracts Manager.
 - C. Except as specifically set forth in Attachment A or in Task Orders under this Contract, DISTRICT shall not be responsible for any additional costs or expenses of any nature incurred by CONTRACTOR in connection with the provision of the services, including without limitation travel expenses, clerical or administrative personnel, long distance telephone charges, etc.
 - D. CONTRACTOR represents, warrants and covenants that the prices, charges and fees for services set forth in this Contract (on the whole) are at least as favorable as the prices, charges and fees CONTRACTOR charges (on the whole) to other of its customers or clients for the same or substantially similar services provided under the same or substantially similar circumstances, terms, and conditions. If CONTRACTOR agrees or contracts with other clients or customers similarly situated during the Term of this Contract, and offers or agrees to financial terms more favorable than those set forth herein (on the whole), CONTRACTOR hereby agrees that it will reduce the prices, charges and/or fees charged to DISTRICT in respect of the services hereunder to the most favorable rates received by those other clients or customers.

12. DISPUTE RESOLUTION – A party that disputes a notice of breach must first seek mediation to resolve the dispute in accordance with the provisions set forth below.
 - A. Upon receipt of a notice of breach of contract, the party may submit a demand for mediation to resolve whether or not a breach occurred. The party must state the basis of the dispute and deliver the demand within ten (10) business days of the date of receipt of the notice of breach.

- B. The mediation shall take place at DISTRICT's office at 375 Beale Street, Suite 600, San Francisco, or at such other place as may be mutually agreed upon by the parties and the mediator.
 - C. The parties shall make good faith efforts to hold the mediation within thirty (30) days after receipt of the demand for mediation.
 - D. Each party shall bear its own mediation costs.
 - E. In the event the parties are unable to resolve the dispute, either party may file an action in a court of competent jurisdiction to enforce the Contract.
 - F. Maximum recovery under this section shall be limited to the total value of all Task Orders issued under this Contract. The mediation costs shall not reduce the maximum amount recoverable under this section.
13. NOTICES – All notices that are required under this Contract shall be provided in the manner set forth herein, unless specified otherwise. Notice to a party shall be delivered to the attention of the person listed below, or to such other person or persons as may hereafter be designated by that party in writing. Notice shall be in writing sent by e-mail, facsimile, or regular first class mail. In the case of e-mail and facsimile communications, valid notice shall be deemed to have been delivered upon sending, provided the sender obtained an electronic confirmation of delivery. E-mail and facsimile communications shall be deemed to have been received on the date of such transmission, provided such date was a business day and delivered prior to 4:00 p.m. PST. Otherwise, receipt of e-mail and facsimile communications shall be deemed to have occurred on the following business day. In the case of regular mail notice, notice shall be deemed to have been delivered on the mailing date and received five (5) business days after the date of mailing.

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

CONTRACTOR: PlaceWorks
 1625 Shattuck Avenue, Suite 300
 Berkeley, CA 94709
 Attn: Greg Goodfellow

14. ADDITIONAL PROVISIONS – All attachment(s) to this Contract are expressly incorporated herein by this reference and made a part hereof as though fully set forth.
15. EMPLOYEES OF CONTRACTOR
- A. CONTRACTOR shall be responsible for the cost of regular pay to its employees, as well as cost of vacation, vacation replacements, sick leave, severance pay, and pay for legal holidays.
 - B. CONTRACTOR, its officers, employees, agents, or representatives shall not be considered employees or agents of DISTRICT, nor shall CONTRACTOR, its officers, employees, agents, or representatives be entitled to or eligible to participate in any benefits, privileges, or plans, given or extended by DISTRICT to its employees.
16. CONFIDENTIALITY – In order to carry out the purposes of this Contract, CONTRACTOR may require access to certain of DISTRICT's confidential information (including trade secrets, inventions, confidential know-how, confidential business information, and other information that DISTRICT

considers confidential) (collectively, "Confidential Information"). It is expressly understood and agreed that DISTRICT may designate in a conspicuous manner Confidential Information that CONTRACTOR obtains from DISTRICT, and CONTRACTOR agrees to:

- A. Observe complete confidentiality with respect to such information, including without limitation, agreeing not to disclose or otherwise permit access to such information by any other person or entity in any manner whatsoever, except that such disclosure or access shall be permitted to employees of CONTRACTOR requiring access in fulfillment of the services provided under this Contract.
 - B. Ensure that CONTRACTOR's officers, employees, agents, representatives, and independent contractors are informed of the confidential nature of such information and to assure by agreement or otherwise that they are prohibited from copying or revealing, for any purpose whatsoever, the contents of such information or any part thereof, or from taking any action otherwise prohibited under this section.
 - C. Not use such information or any part thereof in the performance of services to others or for the benefit of others in any form whatsoever whether gratuitously or for valuable consideration, except as permitted under this Contract.
 - D. Notify DISTRICT promptly and in writing of the circumstances surrounding any possession, use, or knowledge of such information or any part thereof by any person or entity other than those authorized by this section. Take at CONTRACTOR's expense, but at DISTRICT's option and in any event under DISTRICT's control, any legal action necessary to prevent unauthorized use of such information by any third party or entity which has gained access to such information at least in part due to the fault of CONTRACTOR.
 - E. Take any and all other actions necessary or desirable to assure such continued confidentiality and protection of such information during the term of this Contract and following expiration or termination of the Contract.
 - F. Prevent access to such materials by a person or entity not authorized under this Contract.
 - G. Establish specific procedures in order to fulfill the obligations of this section.
17. INTELLECTUAL PROPERTY RIGHTS – Title and full ownership rights to all intellectual property developed under this Contract shall at all times remain with DISTRICT, unless otherwise agreed to in writing.

18. PUBLICATION

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

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

- D. CONTRACTOR shall inform its officers, employees, and subcontractors involved in the performance of this Contract of the restrictions contained herein and shall require compliance with the above.
19. NON-DISCRIMINATION – In the performance of this Contract, CONTRACTOR shall not discriminate in its recruitment, hiring, promotion, demotion, and termination practices on the basis of race, religious creed, color, national origin, ancestry, sex, age, marital status, sexual orientation, medical condition, or physical or mental disability and shall comply with the provisions of the California Fair Employment & Housing Act (Government Code Section 12900 et seq.), the Federal Civil Rights Act of 1964 (P.L. 88-352) and all amendments thereto, and all administrative rules and regulations issued pursuant to said Acts. CONTRACTOR shall also require each subcontractor performing services in connection with this Contract to comply with this section and shall include in each contract with such subcontractor provisions to accomplish the requirements of this section.
 20. PROPERTY AND SECURITY – Without limiting CONTRACTOR'S obligations with regard to security, CONTRACTOR shall comply with all the rules and regulations established by DISTRICT for access to and activity in and around DISTRICT's premises.
 21. ASSIGNMENT – No party shall assign, sell, license, or otherwise transfer any rights or obligations under this Contract to a third party without the prior written consent of the other party, and any attempt to do so shall be void upon inception.
 22. WAIVER – No waiver of a breach, of failure of any condition, or of any right or remedy contained in or granted by the provisions of this Contract shall be effective unless it is in writing and signed by the party waiving the breach, failure, right, or remedy. No waiver of any breach, failure, right, or remedy shall be deemed a waiver of any other breach, whether or not similar, nor shall any waiver constitute a continuing waiver unless the writing so specifies. Further, the failure of a party to enforce performance by the other party of any term, covenant, or condition of this Contract, and the failure of a party to exercise any rights or remedies hereunder, shall not be deemed a waiver or relinquishment by that party to enforce future performance of any such terms, covenants, or conditions, or to exercise any future rights or remedies.
 23. ATTORNEYS' FEES – In the event any action is filed in connection with the enforcement or interpretation of this Contract, each party shall bear its own attorneys' fees and costs.
 24. FORCE MAJEURE – Neither DISTRICT nor CONTRACTOR shall be liable for or deemed to be in default for any delay or failure in performance under this Contract or interruption of services resulting, directly or indirectly, from acts of God, enemy or hostile governmental action, civil commotion, strikes, lockouts, labor disputes, fire or other casualty, judicial orders, governmental controls,

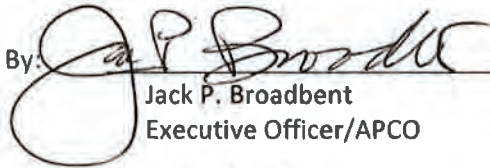
regulations or restrictions, inability to obtain labor or materials or reasonable substitutes for labor or materials necessary for performance of the services, or other causes, except financial, that are beyond the reasonable control of DISTRICT or CONTRACTOR, for a period of time equal to the period of such force majeure event, provided that the party failing to perform notifies the other party within fifteen calendar days of discovery of the force majeure event, and provided further that that party takes all reasonable action to mitigate the damages resulting from the failure to perform. Notwithstanding the above, if the cause of the force majeure event is due to party's own action or inaction, then such cause shall not excuse that party from performance under this Contract.


25. SEVERABILITY – If a court of competent jurisdiction holds any provision of this Contract to be illegal, unenforceable or invalid in whole or in part for any reason, the validity and enforceability of the remaining provisions, or portions of them will not be affected.
26. HEADINGS – Headings on the sections and paragraphs of this Contract are for convenience and reference only, and the words contained therein shall in no way be held to explain, modify, amplify, or aid in the interpretation, construction, or meaning of the provisions of this Contract.
27. COUNTERPARTS/FACSIMILES/SCANS – This Contract may be executed and delivered in any number of counterparts, each of which, when executed and delivered, shall be deemed an original, and all of which together shall constitute the same contract. The parties may rely upon a facsimile copy or scanned copy of any party's signature as an original for all purposes.
28. GOVERNING LAW – Any dispute that arises under or relates to this Contract shall be governed by California law, excluding any laws that direct the application of another jurisdiction's laws. Venue for resolution of any dispute that arises under or relates to this Contract, including mediation, shall be San Francisco, California.
29. ENTIRE CONTRACT AND MODIFICATION – This Contract represents the final, complete, and exclusive statement of the agreement between the parties related to CONTRACTOR providing services to DISTRICT and supersedes all prior and contemporaneous understandings and agreements of the parties. No party has been induced to enter into this Contract by, nor is any party relying upon, any representation or warranty outside those expressly set forth herein. This Contract may only be amended by mutual agreement of the parties in writing and signed by both parties.
30. SURVIVAL OF TERMS – The provisions of sections 8 (Indemnification), 16 (Confidentiality), 17 (Intellectual Property Rights), and 18 (Publication) shall survive the expiration or termination of this Contract.

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

BAY AREA AIR QUALITY
MANAGEMENT DISTRICT

PLACEWORKS


By: 
Jack P. Broadbent
Executive Officer/APCO

By: 
Keith McCann
CEO

Date: 7/5/18

Date: _____

Approved as to form:
District Counsel

By: 
Brian C. Bungler
District Counsel

**Attachment A
General Description of Services**

The DISTRICT anticipates preparing numerous California Environmental Quality Act (CEQA) documents for projects carried out by the Strategic Incentives Division, Office of Rules and Strategic Development and the Planning and Climate Protection Division. In close consultation with DISTRICT staff, CONTRACTOR will assist in preparing initial studies, negative declarations, environmental impact reports or other CEQA-related documents for projects specified by DISTRICT staff. CONTRACTOR may also be requested to attend internal staff meetings, Board Hearings and/or public workshops. All work authorized under this contract will be by Task Orders.

Hourly billing rate for CONTRACTOR staff time:

Professional	Hourly Rate
Principal	\$195
Associate Principal	\$180
Senior Associate / Senior Scientist	\$150
Associate / Scientist	\$120
Project Planner / Project Scientist	\$95
Planner / Assistant Scientist	\$85
Graphics Specialist	\$65
Clerical / Word Processing	\$45
Intern	\$65

- Billing rates are valid through December 2018 at which a 4% annual increase may be made.
- Subcontractors are billed at cost plus 10%.
- Any travel expenses incurred by CONTRACTOR must follow the DISTRICT's travel policy, attached hereto as Attachment B.

Total cost of Contract not to exceed \$100,000.



*Committed to Achieving Clean Air to Protect
the People's Health and the Environment*

Contractor Travel Policy

Contractors who are under agreement with the District and who plan to bill the District for travel expenses per the terms of their Contract must adhere to this Contractor Travel Policy.

GUIDELINES

Making Travel Arrangements

When making travel arrangements, Contractor should take reasonable measures to secure the lowest fares and prices for transportation, lodging, and food. Documentation of this research will be required to receive reimbursement. **Please note that booking travel and hotel arrangements at the same time can result in significant savings to the District and therefore is encouraged.**

1. The Bay Area Air Quality Management District shall reimburse travel-related expenses to cover lodging, meals, other incidental expenses and costs of transportation subject to the following limitations:
 - **Air Transportation** - Coach class rate for all flights. If coach is not available, business class rate is permissible only with prior written client approval.
 - **Car Rental** – A compact car rental. Mid-size cars rentals are permissible if the rental is shared by three or more individuals.
 - **Lodging** – Holiday Inn will be used up to the federal GSA FTR rates for San Francisco, California. If Holiday Inn is not used then reimbursement will be at the current rate for a standard room at Holiday Inn.
 - **Meals** – Up to the federal GSA FTR rates for San Francisco, California.
 - **Incidentals** – Up to the federal GSA FTR rates for San Francisco, California.
 - **Mileage** – Reimbursement will be provided at the current reimbursement rate for each mile, or the equivalent of the IRS Mileage rate, whichever is greater.
 - **Parking** - Travelers will be reimbursed for airport parking or nearby lots for overnight or day trips. For trips ranging from 2-7 days, outlying or long-term lots are recommended. For trips of longer duration, the cost of shuttle service in lieu of parking charges shall be considered. Travelers will be reimbursed for parking near the BAAQMD office for meetings.
 - **Ground Transportation** – The least expensive means of transportation shall be used within the Bay Area, considering time and other constraints. Travelers not affiliated with the San Francisco or Oakland office will be reimbursed for public transportation and taxis, provided they do not have a rental car

2. Supporting documentation shall be provided for travel-related expenses in accordance with the following requirements:
 - **Airfare, Car Rentals, Lodging** – Bills for actual expenses incurred.
 - **Meals** – Meals billed in excess of \$25.00 each day require receipts or other supporting documentation for the total amount of the bill to be approved by the DISTRICT.
 - **Other Travel Related Expenses** – Receipts are required for all individual items in excess of twenty five dollars (\$25.00).
3. Travel Time Charging
 - Contractor employees (and subcontractors) are to record hours actually worked (those in which a benefit to the DISTRICT was provided during travel) when traveling on business for the firm. This normally will not include all hours during travel, except when all travel is within the normal business day (8:00 AM – 5:00 PM). If travel is on a normal business day, then travel will be arranged for morning or evening so as to minimize travel during working hours (8:00 AM – 5:00 PM) and maximize on-site time on the day of travel. Time that is incurred because of personal preference or combining personal travel with business is not to be charged.

AMENDMENT NO. 1 TO
BAY AREA AIR QUALITY MANAGEMENT DISTRICT
CONTRACT NO. 2018.166

This amendment to the above-entitled contract (“Contract Amendment”) is dated, for reference purposes only, February 18, 2022.

RECITALS:

1. The Bay Area Air Quality Management District (“DISTRICT”) and **PlaceWorks** (“CONTRACTOR”) (hereinafter referred to as the “PARTIES”) entered into the above-entitled contract for California Environmental Quality Act (CEQA) analyses support for DISTRICT (the “Contract”), effective July 1, 2018.
2. The PARTIES seek to amend the term and the total cost of the Contract because DISTRICT seeks to continue receiving services from CONTRACTOR prescribed in the Contract and CONTRACTOR desires to continue to provide those services.
3. In accordance with Section 29 of the Contract, DISTRICT and CONTRACTOR amend the above-entitled Contract as follows:


TERMS AND CONDITIONS OF CONTRACT AMENDMENT:


1. By this Contract Amendment, DISTRICT and CONTRACTOR amend Section 5, “Term.” The term of the Contract shall be extended so that the termination date of the Contract is now December 31, 2023.
2. By this Contract Amendment, DISTRICT and CONTRACTOR amend Paragraph C of Section 9, “Agreement to Provide Services,” of the Contract to replace “\$100,000” with “\$300,000.”
3. By this Contract Amendment, DISTRICT and CONTRACTOR replace Attachment A, General Description of Services, with the attached “Attachment A-1, General Description of Services” and agree that all references in the Contract to Attachment A shall be deemed to refer to Attachment A-1, General Description of Services.
4. DISTRICT and CONTRACTOR agree that all other terms and conditions of the Contract shall remain in full force and effect.

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

BAY AREA AIR QUALITY
MANAGEMENT DISTRICT

PLACEWORKS

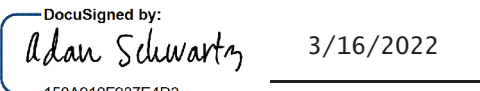
By: 
DocuSigned by:
B5AE1A26FCA4453...
Alexander Crockett
Interim Executive Officer/APCO

By: 
Keith McCann
CEO

Date: 3/18/2022

Date: 3-12-22

Approved as to form:
District Counsel

By: 
DocuSigned by:
150A910F987E4D3...
Adam Schwartz
Acting District Counsel

Attachment A-1
General Description of Services

The DISTRICT anticipates preparing numerous California Environmental Quality Act (CEQA) documents for projects carried out by the Strategic Incentives Division, Office of Rules and Strategic Development and the Planning and Climate Protection Division. In close consultation with DISTRICT staff, CONTRACTOR will assist in preparing initial studies, negative declarations, environmental impact reports or other CEQA-related documents for projects specified by DISTRICT staff. CONTRACTOR may also be requested to attend internal staff meetings, Board Hearings and/or public workshops. All work authorized under this contract will be by Task Orders.

Hourly billing rate for CONTRACTOR staff time:

Effective: July 1, 2018

Professional	Hourly Rate
Principal	\$195
Associate Principal	\$180
Senior Associate / Senior Scientist	\$150
Associate / Scientist	\$120
Project Planner / Project Scientist	\$95
Planner / Assistant Scientist	\$85
Graphics Specialist	\$65
Clerical / Word Processing	\$45
Intern	\$65

Effective: January 1, 2022 – December 31, 2022

Professional	Hourly Rate
Principal	\$210 - \$335
Associate Principal	\$195 - \$250
Senior Associate / Senior Scientist II	\$170 - \$235
Senior Associate / Senior Scientist I	\$160 - \$195
Associate / Scientist II	\$135 - \$170
Associate / Scientist I	\$125 - \$160
Project Planner / Project Scientist	\$105 - \$150
Planner / Assistant Scientist	\$90 - \$130
Graphics Specialist	\$90 - \$135
Administrator	\$145 - \$200
Clerical / Word Processing/Technical Editor	\$45 - \$150
Intern	\$75 - \$100

- July 1, 2018 billing rates are valid through December 2018 at which a 4% annual increase may be made.
- January 1, 2022 – December 31, 2022 billing rates are valid through December 2022 at which a 5% annual increase may be made.
- Subcontractors are billed at cost plus 10%.
- Any travel expenses incurred by CONTRACTOR must follow the DISTRICT's travel policy, attached hereto as Attachment B.

Total cost of Contract not to exceed \$300,000.

AMENDMENT NO. 2 TO
BAY AREA AIR QUALITY MANAGEMENT DISTRICT
CONTRACT NO. 2018.166

This amendment to the above-entitled contract (“Contract Amendment”) is dated, for reference purposes only, January 18, 2022.

RECITALS:

1. The Bay Area Air Quality Management District (“DISTRICT”) and **PlaceWorks** (“CONTRACTOR”) (hereinafter referred to as the “PARTIES”) entered into the above-entitled contract for California Environmental Quality Act (CEQA) analyses support for DISTRICT (the “Contract”), effective July 1, 2018.
2. The PARTIES seek to amend the term and the total cost of the Contract because DISTRICT seeks to continue receiving services from CONTRACTOR prescribed in the Contract and CONTRACTOR desires to continue to provide those services.
3. In accordance with Section 29 of the Contract, DISTRICT and CONTRACTOR amend the above-entitled Contract as follows:

TERMS AND CONDITIONS OF CONTRACT AMENDMENT:

1. By this Contract Amendment, DISTRICT and CONTRACTOR amend Section 5, “Term.” The term of the Contract shall be extended so that the termination date of the Contract is now December 31, 2023.
2. By this Contract Amendment, DISTRICT and CONTRACTOR amend Paragraph C of Section 9, “Agreement to Provide Services,” of the Contract to replace “\$300,000” with “\$700,000.”
3. By this Contract Amendment, DISTRICT and CONTRACTOR replace Attachment A, General Description of Services, with the attached “Attachment A-1, General Description of Services” and agree that all references in the Contract to Attachment A shall be deemed to refer to Attachment A-1, General Description of Services.
4. DISTRICT and CONTRACTOR agree that all other terms and conditions of the Contract shall remain in full force and effect.

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

BAY AREA AIR QUALITY
MANAGEMENT DISTRICT

PLACEWORKS

By: _____
Sharon Landers
Interim Executive Officer/APCO

By: _____
Keith McCann
CEO

Date: _____

Date: _____

Approved as to form:
District Counsel

By: _____
Alexander G. Crockett
District Counsel

**Attachment A-1
General Description of Services**

The DISTRICT anticipates preparing numerous California Environmental Quality Act (CEQA) documents for projects carried out by the Strategic Incentives Division, Office of Rules and Strategic Development the Planning and Climate Protection Division, and the Engineering Division. In close consultation with DISTRICT staff, CONTRACTOR will assist in preparing initial studies, negative declarations, environmental impact reports or other CEQA-related documents for projects specified by DISTRICT staff. CONTRACTOR may also be requested to attend internal staff meetings, Board Hearings and/or public workshops. All work authorized under this contract will be by Task Orders.

Hourly billing rate for CONTRACTOR staff time:

Effective: July 1, 2018

Professional	Hourly Rate
Principal	\$195
Associate Principal	\$180
Senior Associate / Senior Scientist	\$150
Associate / Scientist	\$120
Project Planner / Project Scientist	\$95
Planner / Assistant Scientist	\$85
Graphics Specialist	\$65
Clerical / Word Processing	\$45
Intern	\$65

Effective: January 1, 2022 – December 31, 2022

Professional	Hourly Rate
Principal	\$210 - \$335
Associate Principal	\$195 - \$250
Senior Associate / Senior Scientist II	\$170 - \$235
Senior Associate / Senior Scientist I	\$160 - \$195
Associate / Scientist II	\$135 - \$170
Associate / Scientist I	\$125 - \$160
Project Planner / Project Scientist	\$105 - \$150
Planner / Assistant Scientist	\$90 - \$130
Graphics Specialist	\$90 - \$135
Administrator	\$145 - \$200
Clerical / Word Processing/Technical Editor	\$45 - \$150
Intern	\$75 - \$100

- July 1, 2018 billing rates are valid through December 2018 at which a 4% annual increase may be made.
- January 1, 2022 – December 31, 2022 billing rates are valid through December 2022 at which a 5% annual increase may be made.
- Subcontractors are billed at cost plus 10%.
- Any travel expenses incurred by CONTRACTOR must follow the DISTRICT's travel policy, attached hereto as Attachment B.

Total cost of Contract not to exceed \$700,000.

DRAFT

BAY AREA AIR QUALITY MANAGEMENT DISTRICT

Memorandum

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

From: Sharon L. Landers
Interim Executive Officer/APCO

Date: June 15, 2022

Re: Authorization to Establish and Amend Existing Air District Job Classifications and
Salary Ranges

RECOMMENDED ACTION

Recommend the Board of Directors:

1. Establish the job classifications of Senior Accountant at Salary Range 138 and Principal Staff Specialist at Salary Range 142; and,
2. Amend the salary change for the classification of Accountant Assistant I/II to the proposed Salary Range 122/126, Accountant I/II to the proposed Salary Range 130/134 and Principal Accountant to the proposed Salary Range 142; and
3. Retitle the classification of the Fiscal Services Coordinator to Fiscal Services Supervisor.

BACKGROUND

Each year, the Air District and the Employees' Association work together to conduct classification studies pursuant to Article VI of the Memorandum of Understanding (MOU) and to create new classifications or update current classifications when appropriate.

ARTICLE VI - CLASSIFICATION STUDIES

1. Up to 6 classifications will be reviewed in each of the remaining years of the current MOU. The EA and the District will each select up to three classification series.
2. Bargaining unit positions in selected job classifications will be audited to determine whether the positions are correctly classified.
3. Job classification descriptions will be thoroughly reviewed to determine whether they need to be updated to reflect changes to the work being performed in the positions assigned to those classifications, including the knowledge, skills and abilities, examples of duties, and qualifications required to perform the work.
4. Review of classifications may include a compensation analysis to determine if adjustment to the rate of pay for a classification is warranted based on external comparators and/or internal equity considerations.

5. No bargaining unit employee will be subject to a reduction in force, demoted, y-rated, or suffer a reduction in salary or benefits based on the results of an audit of his/her position, a review of the job classification description assigned to their position, or a compensation analysis.
6. In the event that a compensation analysis conducted pursuant to this Side Letter of Agreement indicates that an adjustment to pay rates is warranted, the Human Resources Officer shall prepare a report and recommendation for consideration by the Board of Directors as part of the annual budget preparation process.
7. All position audits, job classification description reviews, and compensation analyses conducted pursuant to this Side Letter of Agreement shall be performed by an external consulting firm mutually agreed upon by the parties.
8. The cost of any work performed pursuant to #7 shall be borne equally by the District and the Association, except that the Association's costs for such work shall not exceed \$15,000 per year.
9. However, neither party is required to designate classes in any year.
10. Aside mutual agreement in the form of a side letter, existing represented classifications shall remain in full force and effect without modification for the term of this MOU.

DISCUSSION

The Human Resources Office and the Employees' Association jointly performed a classification and internal pay equity study of the Accountant job classification series. The analysis concluded that Accounting series classes were generally paid below other Air District classes with similar experience and education requirements, and did not reflect duties based on the current structure of Fiscal Services.

After the internal valuation analysis, and subsequent negotiations, the parties recommendation is to create a new classification and alter the salary range for the Accountant job classification series. Creating this new classification series will better describe the qualifications and better reflect the duties that are being performed. The class study also resulted in a recommendation to adjust the salary ranges for the studied classifications to the proposed salary ranges listed below.

Table 1 – Salary Adjustments

Number of Employees	Current Classification	Current Salary Range	Proposed Salary Range
1	Accounting Assistant I	112	122
2	Accounting Assistant II	116	126
0	Accountant I	126	130
2	Accountant II	130	134
0	Senior Accountant	N/A	138
0	Principal Accountant	138	142
1	Fiscal Services Supervisor	142	142

In addition, the parties agreed to expand and create a principal level in the Staff Specialist job classification series. Creating a new Principal Staff Specialist classification will allow for growth opportunities for incumbents in the series and will provide a class level to meet the needs of performing the most complex and highly specialized level of non-supervisory duties.

Attached are the job descriptions of the new and updated classifications.

BUDGET CONSIDERATION/FINANCIAL IMPACT

The cost of the proposed changes is approximately \$30,000 spread between FYE 2022 and FYE 2023. Future costs associated with merit increases may incur an additional cost of \$25,000 per year and will be included in future budgets.

Respectfully submitted,

Sharon L. Landers
Interim Executive Officer/APCO

Prepared by: Terri Levels
Reviewed by: Rex Sanders

ATTACHMENTS:

1. Job Description - Accounting Assistant I-II
2. Job Description - Accountant I-II
3. Job Description - Senior Accountant
4. Job Description - Principal Accountant
5. Job Description - Fiscal Services Supervisor
6. Job Description - Principal Staff Specialist Job Description



BAY AREA AIR QUALITY MANAGEMENT DISTRICT

ACCOUNTING ASSISTANT I/II

DEFINITION:

Under immediate supervision, provides a variety of routine to difficult financial, billing, statistical and accounting office support; may perform general office support duties, including filing, answering telephone, and responding to customer and vendor questions; performs related work as assigned.

DISTINGUISHING CHARACTERISTICS:

Accounting Assistant I is the entry level class of this accounting support series. Initially under close supervision, incumbents learn financial office and Air District procedures. As experience is gained, there is greater independence of action within established guidelines. This class is alternately staffed with Accounting Assistant II and incumbents may advance to the higher level after gaining experience and demonstrating proficiency which meet the qualifications of the higher-level class.

Accounting Assistant II is the journey level class of this series, fully competent to perform a variety of responsible accounting and financial record-keeping support duties. All positions are characterized by the presence of fairly clear guidelines from which to make decisions and the availability of supervision in non-routine circumstances. This class is distinguished from the Accountant I/II class in that the latter is a professional level class requiring a higher level of education and experience in accounting.

EXAMPLES OF DUTIES (*Illustrative Only*):

Performs a variety of responsible clerical and routine technical accounting duties in support of assigned accounting system, function, or program area including in the areas of accounts receivables, accounts payable, and maintaining general and subsidiary ledgers and accounts.

Prepares, maintains, and/or verifies a variety of accounting, financial, and statistical records, ledgers, logs, and files; gathers, assembles, tabulates, enters, checks, verifies, balances, adjusts, records, and files financial data; codes data according to prescribed accounting procedures; reviews information to ensure accurate reporting; resolves discrepancies; establishes and maintains various files and records.

Matches and processes invoices, receiving reports and other requests for payment with purchase order or contract documents; ensures proper authorization and compliance with District policies and procedures.

Inputs information to financial systems or manually prepares forms to produce payments; reconciles and prepares payment requests for expenditures such as utility, rents, employee reimbursements, grants and contract payments.

Provides information to Air District staff, vendors, or to the general public that requires the use of judgment and the interpretation of policies, rules, or procedures.

Processes fines, fees, charges and other monies due to the Air District; receives payments and balances monies on a regular basis.

Reviews online customer payments and match to the financial system, and processes and balances accordingly.

Assists with the production of various periodic billings, receives checks by mail and processes and balances accordingly; audits accounts receivable; answers factual questions regarding Air District policies and procedures.

Processes returned checks and online credit card refunds; conveys to proper person to effect collection and makes appropriate entries to files and/or ledgers.

Maintains accounting and financial and statistical records and prepares periodic or special reports; audits and verifies various information, including source data as well as manual and computer-produced reports.

Reviews, researches, and reconciles information for varied reports, journals, budget, or related accounting or statistical data.

Posts information to ledgers, journals and reports; totals and balances figures, proofs data and makes corrections as required.

Enters and retrieves data from an on-line billing or financial systems; may use such systems to produce standard reports; operates standard office equipment.

Performs related duties as assigned.

QUALIFICATIONS

Knowledge of:

Financial policies and procedures of the Air District.

Financial document processing and record-keeping and bookkeeping practices and procedures.

Basic budgeting auditing and accounting principles and practices.

Basic business data processing principles and the use of computer databases and systems.

Office practices and procedures, including filing and the operation of standard office equipment.

Preparing basic written analysis and reports.

Business arithmetic, including decimals and percentages.

Correct English usage and the basic format for typed materials.

Skill in:

Preparing, maintaining and reconciling various financial, accounting, statistical and numerical records.

Performing detailed financial office support work accurately.

Operating standard office equipment including a calculator and computer terminal.

Prioritizing work, coordinating several activities and meeting critical deadlines.

Using initiative and sound independent judgment within established guidelines.

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

Understanding and carrying out oral and written directions.

Communicating effectively with industry representatives, District staff, members of the public and other agencies, orally and in writing.

Ability to complete forms and enter information into a computer system.

EDUCATION AND EXPERIENCE:

Education & Experience:

A typical way to obtain the knowledge and skills is:

Accounting Assistant I: Equivalent to an Associate degree in accounting, finance, business or public administration, economics or a closely related discipline, and one year of experience in financial clerical experience or administrative support.

Accountant Assistant II: In addition to the above, two years of bookkeeping, accounting or financial clerical experience.

Substitution: Sub-professional accounting support work may substitute for the education criteria on a year for year basis up to two years.

Governmental or public agency accounting experience is desirable

OTHER REQUIREMENTS:

Some positions require the strength to lift and carry files weighing up to 15 pounds; stand for periods of time copying or assembling materials; bend, reach and kneel to retrieve and return files; work at a computer for two hours or more; walk up stairs; use various office and telecommunication equipment; use a mouse and type on a keyboard; read small print on a computer screen or in printed documents.

Specified positions may require the possession of a valid California driver's license.



BAY AREA AIR QUALITY MANAGEMENT DISTRICT

ACCOUNTANT I/II

DEFINITION:

Under general supervision, performs professional accounting work relating to Air District accounting procedures and records; provides technical direction to accounting support staff; performs related work as assigned.

DISTINGUISHING CHARACTERISTICS:

Accountant I is the entry level class in this series. Initially under close supervision, incumbents perform a variety of routine accounting duties while learning the Air District accounting policies and procedures. With experience, the work becomes more diversified, complex and requires increasing independent judgment. This class is alternatively staffed with the Accountant II level and incumbents may progress to the higher level after gaining experience and demonstrating proficiency sufficient to meet the qualifications of the higher level class.

Accountant II is the journey level class in this series. The incumbent is fully competent to perform the full scope and diversity of responsibilities. Successful performance requires a thorough knowledge of governmental accounting procedures, the ability to exercise sound independent judgment within established guidelines and skill in directing accounting activities. Accountant II level requires knowledge of GASB standards, existing financial and accounting procedures and precedents as well as the initiative to identify and resolve related issues.

This class is distinguished from the Senior Accountant in that the latter provides lead direction to accounting staff and is responsible the more complex accounting duties.

EXAMPLES OF DUTIES (*Illustrative Only*):

Reviews accounting and financial documents to ensure accuracy of information and calculations and makes correcting entries into the computerized financial system.

Examines supporting documentation to establish proper authorization and conformance with agreements, contracts, and state and federal regulations.

Maintains control and subsidiary accounting records involving a variety of transactions and accounts.

Prepares trial balances; upon completion of accounting cycles, coordinates and calculates periodic closings.

Prepares journal entries and reconciliations of general ledger, subsidiary accounts, grants accounts and bank statements.

Assists in the preparation of and analyzes and adjusts budgets for departmental, project budgets for grants, and District funds.

Confers with departmental representatives and provides information regarding access to the budgeting and accounting processes inherent in the computerized operating system.

Reviews and analyzes grant expenditures to assist appropriate divisions to process reimbursement claims, and supporting forms required by grantee agency.

Calculates and allocates quarterly interest to various accounts including grants accounts.

Works with appropriate divisions to manage grant project budget, to upload, carryover and reconcile project budgets and budget adjustments, project reclassification and prepare revenue recognition journal entries.

Prepares year-end journal entries related to each grant award and tracks remaining balances for each grant award in compliance with grant agreement requirements.

Coordinates accounting and internal control activities.

Provides information to outside agencies as requested.

Analyzes programs and legislation to determine fiscal and budgetary impact; prepares budgetary appropriation transfers and supplemental budgets.

Reviews and recommends modifications to accounting systems and procedures.

Provides technical support to outside auditors and governmental program auditors.

Interprets and explains policy changes and procedures of the Governmental Accounting Standards Board (GASB) and applicable District, state, and federal laws, rules and regulations.

Participates in the preparation of the annual financial statement report; prepares required schedules, statements and footnotes as assigned.

Maintains Fixed Assets Records of the District.

Perform other related duties as assigned.

QUALIFICATIONS:

Knowledge of:

Principles, practices and terminology of general, fund and governmental accounting.

Principles and practices of business data processing, particularly as related to the processing of accounting information.

Applicable laws regulating public financial operations.

Budgeting principles and terminology.

Basic auditing and reconciliation principles and methods.

Skill in:

Analyzing, balancing, reviewing, interpreting and reconciling financial reports and transactions.

Verifying the accuracy of financial data and information.

Ensuring proper authorization and documentation for disbursements and other transactions.

Preparing clear, concise and complete financial reports and statements.

Exercising sound independent judgment within established procedural guidelines.

Making accurate mathematic and statistical calculations.

Maintaining accurate records and files.

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

Using computer software applications, including JDE accounting software and spreadsheets.

Ability to:

Interpret and explain accounting and financial agreements, contracts, and state and federal regulations.

Create and maintain accurate records for a complex accounting structure using a computerized financial system.

Prepare a variety of reports and financial documents, coordinating information from a variety of sources.

Analyze accounting practices and policies and recommend changes in accordance with GASB and applicable District, state, and federal laws, rules and regulations.

EDUCATION AND EXPERIENCE:

A typical way to obtain the knowledge and skills is:

Education:

Equivalent to a Bachelor's degree with major coursework in accounting, finance, business or public administration, economics or a closely related discipline.

AND

Experience:

Accountant I: Two years of professional level accounting experience in a professional accounting department.

Accountant II: Four years of professional level accounting experience in a professional accounting department, in which at least two years included performing work equivalent to the Air District's Account I classification.

Substitution: Sub-professional accounting support work may substitute for the education criteria on a year for year basis up to two years.

Governmental or public agency accounting experience is desirable.

OTHER REQUIREMENTS:

Some positions require the strength to lift and carry files weighing up to 15 pounds; stand for periods of time copying or assembling materials; bend, reach and kneel to retrieve and return files; work at a computer for two hours or more; walk up stairs; use various office and telecommunication equipment; use a mouse and type on a keyboard; read small print on a computer screen or in printed documents.

Specified positions may require the possession of a valid California driver's license.



SENIOR ACCOUNTANT

DEFINITION

Under direction, provides lead direction and performs the more complex professional accounting work; performs related work as assigned.

DISTINGUISHING CHARACTERISTICS

This is the advanced lead level in the Accountant series. Incumbents provide lead direction and are assigned to perform the more complex accounting activities that supports financial reporting and the maintenance of the general ledger while exercising independent judgement. This class is distinguished from the Fiscal Services Supervisor in that the latter supervises assigned staff on a continuing basis and provides performance evaluations.

EXAMPLES OF DUTIES (*Illustrative Only*)

Provides a lead role in developing, implementing, and monitoring new and/or revised accounting, budgeting, grant accounting, and auditing policies, procedures, and systems.

Provides project supervision and performs complex and specialized accounting work.

Reviews existing accounting, budgeting, grants, and auditing policies, procedures, and systems for effectiveness and efficiency and assists with developing, overseeing, and implementing a plan for improvement.

Prepares and distributes monthly/quarterly financial reports for the Board of Directors and District management.

Research and resolve technical questions and provide interpretations of County, State, Federal, GAAP, GASB, government circulars, and other regulatory or legislative requirements regarding accounting processes, fiscal controls, reporting, and the maintenance of Air District financial records for compliance.

Interprets and explains new Government Accounting Standards Board (GASB) statements.

Provides project lead for the maintenance and upgrade of the Air District's automated accounting system.

Provides a lead role in the oversight of accounting activities and the performance of accounting staff.

Writes financial accounting practices and procedures.

Confers with and advises District staff and other interested parties regarding accounting, financial grant reporting and compliance and financial policies and procedures.

Provides a lead role in coordinating the development of the annual Air District operating budget and capital improvement budget and assists in preparing long-range financial plans.

Assists with budget inquiries, and provide instructions/training for budget input and preparation.

Participates in internal and external audit activities; performs the most difficult and complex audits; assists with policy and procedure development.

Conducts a variety of feasibility studies and analyses regarding the Air District's accounting, budgeting, and auditing policies, procedures, and systems.

Participates in developing, implementing, and monitoring new and/or revised accounting policies, procedures, and systems.

Coordinates information received from division representatives regarding their accounting and budgeting policies, procedures, and systems needs; makes appropriate recommendations.

Provides oversight, review and coordination of fiscal operations, grant accounting, payroll and benefits data for annual Air District budget and financial reporting.

Provides input into hiring selection decisions and performance evaluations; provides professional development and training.

Provides lead role in grant accounting and reconciliation; reviews and analyzes grant accounting expenditures; ensures compliance with grant agreement.

Assist with grant audits, inquiries and financial reporting.

Reviews and analyzes grant expenditures to assist appropriate divisions to process reimbursement claims, and supporting forms required by grantee agency.

Calculates and allocates quarterly interest to various accounts including grants accounts.

Works with appropriate divisions to manage grant project budget, to upload, carryover and reconcile project budgets and budget adjustments, project reclassification and prepare revenue recognition journal entries.

Performs other specialized projects and other related duties as assigned.

QUALIFICATIONS

Knowledge of:

Principles and practices of general, fund, and governmental accounting, including financial statement preparation and methods of financial reporting.

Policies, procedures, and systems used in accounting, budgeting, and auditing.

Auditing principles, practices, and methods.

Principles and practices of business data processing related to the processing of accounting information and the interpretation of input/output documents.

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

Principles of budgetary administration and control.

Computer applications and software.

Skill in:

Analyzing a variety of accounting, budgeting, and auditing policies, procedures, and systems.

Coordinating, assigning, and reviewing the work of assigned staff on a project basis.

Reviewing and verifying the accuracy of financial data and associated legal documents.

Analyzing, evaluating, and reconciling complex financial data.

Preparing clear, concise, and complete financial reports and other written correspondence.

Recommending and implementing improved accounting methods and procedures.

Interpreting and applying complex financial rules, regulations, and ordinances.

Using computer software applications, including word processing and spreadsheets.

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

Exercising sound independent judgement within established guidelines.

EDUCATION AND EXPERIENCE:

A typical way to obtain the knowledge and skills is:

Equivalent to a Bachelor's degree with major coursework in accounting, finance, business or public administration, economics, or a closely related discipline, and four (4) years of accounting, budgeting, and/or auditing experience of which at least two (2) years of experience included performing work at the level equivalent to the Air District's Accountant II classification.

Substitution: Sub-professional accounting support work may substitute for the education criteria on a year for year basis up to two years.

Government or public agency experience is desirable.

OTHER REQUIREMENTS:

Some positions require the strength to lift and carry files weighing up to 15 pounds; stand for periods of time copying or assembling materials; bend, reach and kneel to retrieve and return files; work at a computer for two hours or more; walk up stairs; use various office and telecommunication equipment; use a mouse and type on a keyboard; read small print on a computer screen or in printed documents.

Specified positions may require the possession of a valid California driver's license.

PRINCIPAL ACCOUNTANT

DEFINITION

Under direction, performs the most complex and highly specialized professional accounting work; may supervise staff on a project basis or lead project teams; performs related work as assigned.

DISTINGUISHING CHARACTERISTICS

This class performs highly specialized professional accounting work in support of the District's goals and objectives. Incumbents are responsible for providing project supervision and/or team leadership for developing, implementing, and monitoring new and/or revised systems or programs. Incumbents perform work that is complex and highly specialized which requires a high degree of initiative and independent judgement. The work performed has significant consequences on the operations of the Division in that it involves the development or revision of District-wide financial systems or programs, policies, and procedures, thus having a significant impact on the operations of the District. This class is distinguished from the Finance Manager and Business Manager, in that the latter have managerial responsibilities and supervise assigned staff on a continuing basis, including conducting performance evaluations.

EXAMPLES OF DUTIES (Illustrative Only)

Coordinates or provides a lead role in developing, implementing, and monitoring new and/or revised accounting, budgeting, and auditing policies, procedures, and systems.

Provides project supervision and team leadership on a project specific basis and performs the most complex and specialized accounting work.

Reviews existing accounting, budgeting, and auditing policies, procedures, and systems for effectiveness and efficiency and develops, oversees, and implements a plan for improvement.

Coordinates the preparation and distribution of monthly financial reports for the Board of Directors and District management.

Provides project management for the maintenance and upgrade of the District's automated accounting system.

Provides a lead role in the oversight of accounting activities and the performance of accounting staff.

Writes financial accounting practices and procedures.

Confers with and advises District staff and other interested parties regarding accounting and financial policies and procedures.

Assists in preparing, publishing, and monitoring the District's annual budget.

Assists with internal and external audit activities; performs the most difficult and complex audits; assists with policy and procedure development.

Conducts a variety of feasibility studies and analyses regarding the District's accounting, budgeting, and auditing policies, procedures, and systems.

Works with division representatives in the implementation of new and/or revised accounting policies, procedures, and systems.

Coordinates information received from division representatives regarding their accounting and budgeting policies, procedures, and systems needs; makes appropriate recommendations.

QUALIFICATIONS

Knowledge of:

Principles and practices of general, fund, and governmental accounting, including financial statement preparation and methods of financial reporting.

Policies, procedures, and systems used in accounting, budgeting, and auditing.

Auditing principles, practices, and methods.

Principles and practices of business data processing related to the processing of accounting information and the interpretation of input/output documents.

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

Principles of budgetary administration and control.

Computer applications and software.

Skill in:

Analyzing a variety of accounting, budgeting, and auditing policies, procedures, and systems.

Coordinating, assigning, and reviewing the work of assigned staff on a project basis.

Reviewing and verifying the accuracy of financial data and associated legal documents.

Analyzing, evaluating, and reconciling complex financial data.

Preparing clear, concise, and complete financial reports and other written correspondence.

Recommending and implementing improved accounting methods and procedures.

Interpreting and applying complex financial rules, regulations, and ordinances.

Using computer software applications, including word processing and spreadsheets.

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

Exercising sound independent judgement within established guidelines.

Education and Experience:

A typical way to obtain the knowledge and skills is:

Equivalent to graduation from a four (4) year college or university with major coursework in accounting, finance, business or public administration, economics, or a closely related discipline and four (4) years of accounting, budgeting, and/or auditing experience, preferably in a public agency.

FISCAL SERVICES SUPERVISOR

DEFINITION:

Under direction, supervises assigned staff and professional accounting work; coordinates integration of accounting functions with overall fiscal operations, payroll, and budgeting; performs related work as assigned.

DISTINGUISHING CHARACTERISTICS

This is the supervisory level and provides both supervision and professional accounting services in support of the Air District's goals and objectives. The incumbent is responsible for providing coordination in developing, implementing, and monitoring new and/or revised systems or programs, and for providing supervision of accounting staff and other technical staff. The incumbent performs highly specialized assignments which requires considerable accounting knowledge, high degree of initiative and independent judgment. This class is distinguished from the Principal Accountant, in that the latter does not supervise or evaluate staff on a continuing basis. This class is also distinguished from manager levels, in that the latter performs management duties with responsibilities for a program or defined functional area.

EXAMPLES OF DUTIES (*Illustrative Only*)

Assigns, supervises, reviews and evaluates the work of professional, technical budget and support staff.

Participates in the selection of assigned staff and provides for their training and professional development.

Provides oversight, review and coordination of fiscal operations, payroll and benefits data for the annual Air District budget and financial reporting.

Coordinates information received from division representatives regarding their accounting and budgeting policies, procedures, and systems needs; makes appropriate recommendations.

Research and resolve technical questions and provide interpretations of County, State, Federal, GAAP, GASB, government circulars, and other regulatory or legislative requirements regarding accounting processes, fiscal controls, reporting, and the maintenance of Air District financial records for compliance.

Interprets and explains new Government Accounting Standards Board (GASB) statements.

Supervises and participates in internal and external audit activities; performs the most difficult and complex audits; assists with policy and procedure development; participates in developing, implementing, and monitoring new and/or revised accounting, budgeting, and auditing policies, procedures, and systems.

Reviews existing accounting, budgeting, and auditing policies, procedures, and systems for effectiveness and efficiency and develops, oversees, and implements a plan for improvement.

Supervises and participates in the preparation and distribution of financial reports for the Board of Directors and Air District management.

Confers with and advises Air District staff and other interested parties regarding accounting, fiscal systems, budgeting systems and other fiscal policies and procedures.

Supervises and reviews the Air District's fiscal operations including accounting and auditing policies, procedures, and systems.

Provides oversight, review and coordination of payroll and benefit data for Air District annual budget and financial reporting.

Assists with budget inquiries, and provide instructions/training for budget input and preparation.

Performs other related duties as assigned.

QUALIFICATIONS

Knowledge of:

Principles and practices of supervision.

Principles and practices of general, fund, and governmental accounting and payroll allocation, including financial statement preparation and methods of financial reporting.

Policies, procedures, and systems used in accounting, budgeting, and auditing.

Auditing principles, practices, and methods.

Principles and practices of business data processing related to the processing of accounting information and the interpretation of results.

Applicable Air District, Federal, State, and local laws, rules, and regulations.

Computer applications and software.

Skill in:

Coordinating and providing oversight for fiscal operations.

Analyzing a variety of accounting, budgeting, and auditing policies, procedures, and systems.

Coordinating, assigning, and reviewing the work of assigned staff.

Training and motivating assigned staff.

Reviewing and verifying the accuracy of financial data and associated legal documents.

Analyzing, evaluating, and reconciling complex financial data.

Preparing clear, concise, and complete financial reports and other written correspondence.

Recommending and implementing improved accounting methods and procedures.

Interpreting and applying complex financial rules, regulations, and ordinances.

Using computer software applications, including JDE accounting software and spreadsheets.

Establishing and maintaining effective working relationships with internal and external contacts.

Exercising sound independent judgment within established guidelines.

EDUCATION AND EXPERIENCE:

A typical way to obtain the knowledge and skills is:

Equivalent to a Bachelor's degree with major coursework in accounting, finance, business or public administration, economics, or a closely related field and five (5) years of accounting, budgeting, and/or auditing experience, of which at least two (2) years of experience included performing lead or supervisory responsibilities at the level equivalent to the Air District's Senior Accountant classification.

Substitution: Sub-professional accounting support work may substitute for the education criteria on a year for year basis up to two years.

Government or public agency experience is desirable.

OTHER REQUIREMENTS:

Some positions require the strength to lift and carry files weighing up to 15 pounds; stand for periods of time copying or assembling materials; bend, reach and kneel to retrieve and return files; work at a computer for two hours or more; walk up stairs; use various office and telecommunication equipment; use a mouse and type on a keyboard; read small print on a computer screen or in printed documents.

Specified positions may require the possession of a valid California driver's license.



BAY AREA AIR QUALITY MANAGEMENT DISTRICT

PRINCIPAL STAFF SPECIALIST

DEFINITION:

Under direction, performs the most complex level of program assignments and may provide project supervision or team leadership on a project specific basis in the areas of incentives, contracts, business services, finance, budget, fleet and facility management, case enforcement and settlement, and information technology; performs related work as assigned.

DISTINGUISHING CHARACTERISTICS:

This class provides the most complex and specialized program assignments in support of the District's goals and objectives in the areas identified above. Incumbents are responsible for providing project leadership for coordinating and developing programs and require considerable technical knowledge and use of independent judgment in those areas. This class is distinguished from the Senior Staff Specialist by its assignments of greater and/or more complex responsibilities, and its greater independence of action and consequences. This class is distinguished from Supervising Staff Specialist, in that the latter supervises assigned staff on a continuing basis and conducts performance appraisals. This class is also distinguished from manager level in that the latter has managerial responsibility for assigned programs and staff.

EXAMPLES OF DUTIES:

EXAMPLE OF DUTIES (Illustrative Only)

The Principal Staff Specialist duties will vary by Division, and will include a subset of the example duties listed below for the specific position.

Provides lead direction, coordinates, and carries out the most complex assignments relating to the development, implementation, and processes of new or revised programs to achieve and maintain compliance and quality control; researches technical feasibility and new control proposals; and coordinates the development of technological justifications.

Provides lead direction, training and work review to technical and support staff; prioritizes and follows up on work assignments to ensure timely completion.

Reviews, analyzes, and administers a variety of grants, contracts, and other agreements in support of District activities; monitors expenditures and charges against agreements; prepares fiscal status reports for management; advises contractors and management regarding issues involving contract administration and interpretation; and prepares cost analyses.

Participates in the development and implementation of policies and guidelines for assigned programs.

Conducts workshops, meetings, and trainings on the technical application and interpretation of District regulations and rules; makes presentations and develops technical material.

Reviews and researches District, local, state, and federal rules and regulations; analyzes compliance and impacts on District operations, programs, and projects and prepares recommendation; implements programs for new and revised regulations.

Conducts research and prepares and presents reports as assigned.

Responds to inquiries and provides information concerning District rules, regulations, policies, and procedures; explains and interprets technical rules and regulations regarding District programs.

Confers and interfaces with industry representatives, District staff, the public and other agencies to obtain and disseminate technical and operational information regarding District programs; represents the District on various matters.

Leads the implementation, upgrades, and maintenance of computer databases and programs; promotes data integrity and quality through the enforcement of standards and controls; prepares data and analytical reports as required.

Provides input into selection decisions and performance evaluations, and provides for technical development and training.

Advises staff on technical and regulatory issues.

QUALIFICATIONS

Knowledge of:

Methods and techniques of administrative analysis and principles of budget preparation, administration, and control.

Administrative organization and government management principles.

Training theory, methods and techniques.

Computer software applications.

Project development and management.

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

Skill in:

Planning, assigning, directing and reviewing the work of others.

Training others in work procedures.

Analyzing, developing, and conducting research on administrative and technical projects and programs and prepare written analyses, reports, and recommendations.

Developing and coordinating implementation plans, special projects, and internal audit policies and procedures.

Developing and presenting effective training programs; presenting appropriate facts and recommendations and communicate in a clear and concise manner, both orally and in writing.

Evaluating the impact of a variety of new, amended, and proposed District rules and regulations and preparing written analyses and recommendations.

Selective training and reviewing the work of personnel.

Conducting research on various matters.

Using and adapting to various computer and software applications.

Developing and administering effective programs.

Analyzing technical problems, evaluating alternative solutions and develop effective recommendations.

Analyzing and interpreting technical and legal rules, policies and procedures.

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

Exercising sound independent judgment within established guidelines.

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

EDUCATION AND EXPERIENCE:

Education & Experience:

A typical way to obtain the knowledge and skills is:

Equivalent to the completion of a Bachelor's degree from an accredited college or university and four years of professional analytical experience, including developing and administering programs.

Some positions may require more specialized education, training, and experience.

A graduate degree may substitute up to two years of the required experience.

OTHER REQUIREMENTS:

Other Requirements:

Specified positions must possess a valid California driver's license.

BAY AREA AIR QUALITY MANAGEMENT DISTRICT
Memorandum

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

From: Sharon L. Landers
Interim Executive Officer/APCO

Date: June 15, 2022

Re: Report of the Community Equity, Health and Justice Committee Meeting of June 2,
2022

RECOMMENDED ACTION

None; receive and file.

BACKGROUND

None.

DISCUSSION

The Community Equity, Health & Justice Committee met on Thursday, June 2, 2022, and approved the minutes of May 5, 2022. This meeting was conducted under procedures in accordance with Assembly Bill 361. Members of the Committee participated by teleconference.

The Committee then received an oral presentation from Ken Szutu, founder and Director of Citizen Air Monitoring Network in Vallejo, and Air District Community Advisory Council member. Mr. Szutu discussed his suggestions regarding how the Air District can better engage the community in its enforcement activities. He advocated for more focus on enforcement at the Board level, similar to the focus put on rule making, for more emphasis on engaging the community as partners during enforcement complaint response, for putting effort into harnessing community energy to assist with enforcement activities and for a forum to discuss, inform and exchange thoughts about enforcement between the Air District and the community.

The Committee then received the staff presentation *Compliance & Enforcement Overview*.

The Committee was to receive the staff presentation *Bay Area Permitting Overview*, but this presentation was continued until the Committee's next meeting.

The next meeting of the Community Equity, Health & Justice Committee will be held on Thursday, July 7, 2022, at 9:30 a.m., via webcast, teleconference, or Zoom, pursuant to procedures in accordance with Assembly Bill 361 (Rivas 2021). This concludes the Chair Report of the Community Equity, Health & Justice Committee.

BUDGET CONSIDERATION/FINANCIAL IMPACT

None.

Respectfully submitted,

Sharon L. Landers
Interim Executive Officer/APCO

Prepared by: Marcy Hiratzka
Reviewed by: Vanessa Johnson

ATTACHMENTS:

1. Community Equity, Health and Justice Committee June 2, 2022, Meeting Memorandums

BAY AREA AIR QUALITY MANAGEMENT DISTRICT

Memorandum

To: Chairperson Davina Hurt and Members
of the Community Equity, Health and Justice Committee

From: Sharon L. Landers
Interim Executive Officer/APCO

Date: June 2, 2022

Re: Community Perspectives

RECOMMENDED ACTION

None; receive and file.

BACKGROUND

The Community Equity, Health and Justice Committee provides local and regional community environmental justice advocates and local leaders a platform to present and share their expertise and/or lived experiences. Specific subjects/topics will vary based upon each community member's unique experience.

Established before AB 617 was enacted into law, the Citizen Air Monitoring Network (CAMN) is a group of Vallejo residents working together to make the air and environment better for all. CAMN hosts monthly meetings open to all and welcomes diverse participation from all Vallejo residents, including youth voices. CAMN has worked to build a network of air monitors in Vallejo to help identify when there is unsafe air, and to help the community learn about potential air quality issues and advocate for better air quality.

DISCUSSION

Mr. Ken Szutu is the founder and Director of Citizen Air Monitoring Network (CAMN) in Vallejo and serves as an Air District Community Advisory Council (CAC) member. He will discuss his suggestions regarding community-engaged enforcement. Mr. Szutu advocates that more community engagement can deliver several benefits, including:

- Empowering communities to own local air quality issues and contribute to the problem-solving process with the Air District;
- More efficient enforcement with support from community members.

Mr. Szutu believes compliance and enforcement is a core component of Environmental Justice (EJ) and compared to affluent communities, EJ communities are more prone to pollution and less equipped to address these issues. Therefore, the welfare of the EJ communities depends on rigorous enforcement.

Mr. Szutu has also served on the Particulate Matter Design Team and Refinery Rules Technical Working Group for the Air District. He has a Master's degree in Electrical Engineering from the State University of New York in Buffalo, where he specialized in computer engineering. He is currently the Vice President of St. Vincent's Hill Neighborhood Coalition and serves on the steering committee for California Environmental Justice Coalition (CEJC).

BUDGET CONSIDERATION/FINANCIAL IMPACT

None.

Respectfully submitted,

Sharon L. Landers
Interim Executive Officer/APCO

Prepared by: Tim Williams
Reviewed by: Veronica Eady

ATTACHMENTS:

None

BAY AREA AIR QUALITY MANAGEMENT DISTRICT
Memorandum

To: Chairperson Davina Hurt and Members
of the Community Equity, Health and Justice Committee

From: Sharon L. Landers
Interim Executive Officer/APCO

Date: June 2, 2022

Re: Compliance & Enforcement Overview

RECOMMENDED ACTION

None; receive and file.

BACKGROUND

The Compliance and Enforcement (C&E) Division ensures the mission of the Air District is realized through a robust inspection and enforcement program of approximately 24,000 stationary sources permitted across the Bay Area region. The C&E Division comprises of field and operations staff that enforce applicable Federal, State, and local Air District rules and regulations and permit requirements. Staff evaluate compliance and conduct inspections at a variety of sources such as, but not limited to gasoline dispensing operations, back-up generators, boilers, solvent and coating operations, storage tanks, landfills, power plants, chemical plants, and refineries. Staff also receive and investigate air quality complaints and episodic events that involve excess emissions reported by facilities and collaborate with local and state regulatory agencies to address compliance concerns and ongoing violations. Enforcement actions are taken in collaboration with other divisions across the Air District to help resolve violations and reduce emissions that impact local communities.

DISCUSSION

As part of this agenda item, staff will provide an overview of the C&E Division and review division goals, core programs, priorities, and staff resources. Staff will highlight key programs including a comprehensive compliance inspection program, an air quality complaint program to respond to and investigate air pollution complaints and community concerns, and a field operations and investigation program to conduct audits and identify sources of non-compliance following incidents and potential air emission releases of hazardous chemicals and pollutants. Through a robust enforcement program, Notices of Violations are issued to sites/facilities that do not comply with air quality regulations and enforcement actions are taken in collaboration with other divisions across the Air District and other regulatory agencies with jurisdiction. In addition to enforcement activities, C&E focuses on enhancing industry compliance through the

development and implementation of new rules, compliance advisories, policies and strategies that complement a wide range of compliance and enforcement efforts. The presentation will also cover current staffing resources and priorities into 2022 to ensure compliance across the nine-county Bay Area.

2022 Priorities

- Enhance focus on Title V major facility inspections
- Increase efforts to conduct comprehensive audits and investigations at Title V facilities or other source categories where there are compliance concerns
- Target enforcement efforts in impacted communities (AB 617 Communities in Richmond San Pablo, West Oakland and East Oakland, Bay View Hunters Point)
- Address chronic violations via the Air District Hearing Board
- Develop a new Air District webpage that makes Notice of Violation information accessible to the public
- Continue cross-training staff to build a robust C&E team

BUDGET CONSIDERATION/FINANCIAL IMPACT

None.

Respectfully submitted,

Sharon L. Landers
Interim Executive Officer/APCO

Prepared by: Ying Yu, Paul Hibser, and Tracy Lee
Reviewed by: Jeffrey Gove

ATTACHMENTS:

None

BAY AREA AIR QUALITY MANAGEMENT DISTRICT
Memorandum

To: Chairperson Davina Hurt and Members
of the Community Equity, Health and Justice Committee

From: Sharon L. Landers
Interim Executive Officer/APCO

Date: June 2, 2022

Re: Bay Area Permitting Overview

RECOMMENDED ACTION

None; receive and file.

BACKGROUND

Air District permits protect public health by assuring that stationary sources of air pollution comply with all applicable Air District regulations through its permitting programs. The Air District's New Source Review and Title V permitting programs apply to a broad range of facilities throughout the Bay Area. The New Source Review program is a pre-construction permitting requirement that requires permit applicants to demonstrate that new sources of air emissions, and modifications to existing sources that will increase emissions, will meet all applicable air pollution control requirements, including using state-of-the-art pollution control equipment and mitigating potential increases in public health risks. The Title V program is an operating permit requirement applicable to major emissions sources that consolidates all of the various regulatory requirements applicable to a facility into a single, comprehensive permitting document to improve transparency, enforceability, and facility compliance. These programs are set forth in five Rules in Regulation 2 (Permits), Rule 1 (General Requirements); Rule 2 (New Source Review); Rule 4 (Emissions Banking); Rule 5 (New Source Review of Toxic Air Contaminants); and Rule 6 (Major Facility Review).

DISCUSSION

Regulation 2 (Permits) includes the Air District's rules that govern New Source Review, which is a comprehensive permitting program that applies to entities within the boundaries of the Bay Area Air Quality Management District when they install new equipment or make modifications to existing equipment that will increase air pollution emissions. Prior to installing a new source of air pollution or modifying an existing source that will increase emissions above the Air District's applicability thresholds, they must obtain a permit from the Air District. To obtain a permit from the Air District, the permit applicant must control emissions or exposure to people nearby if emissions or exposures exceed established thresholds. The Air District cannot issue

permits for projects that will exceed health risk limits, or that do not comply with regulatory standards.

On December 15, 2021, the Air District Board of Directors adopted amendments to Regulation 2 (Permits), Rule 1 (General Requirements) and Rule 5 (New Source Review of Toxic Air Contaminants). The adopted amendments address how the Air District issues permits for sources of air pollution, with particular emphasis on increasing health protection in communities overburdened by pollution and health vulnerabilities. The adopted amendments will:

- Make health risk limits for new and modified projects more stringent if the project is located in an Overburdened Community – a change that recognizes the fact that air quality, health burdens, and exposures to other environmental contaminants are concentrated in certain parts of the Bay Area – particularly in communities with the highest concentrations of Black and Brown residents. In Overburdened Communities, the acceptable health risk limit will be reduced from ten in one million to six in one million.
- Expand the Air District’s public notice requirement in Overburdened Communities to require notification of nearby residents and businesses of proposed projects if the project will require a health risk assessment because of toxic air contaminant emissions.

Overburdened Communities are defined as census tracts that score at or above the 70th percentile in CalEnviroScreen, Version 4.0, as well as areas that are within 1,000 feet of the boundaries of those census tracts.

The Community Equity Health and Justice Committee will receive a presentation on the Air District’s current permitting program and the enhancements that will be introduced by the adopted amendments to Regulation 2 (Permits), Rule 1 (General Requirements) and Rule 5 (New Source Review of Toxic Air Contaminants), effective July 1, 2022.

BUDGET CONSIDERATION/FINANCIAL IMPACT

None.

Respectfully submitted,

Sharon L. Landers
Interim Executive Officer/APCO

Prepared by: Kevin Oei
Reviewed by: Pamela Leong and Damian Breen

ATTACHMENTS:

None

COMMUNITY EQUITY,
HEALTH AND JUSTICE
COMMITTEE MEETING
OF 06/02/2022

BAY AREA AIR QUALITY MANAGEMENT DISTRICT

Memorandum

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

From: Sharon L. Landers
Interim Executive Officer/APCO

Date: June 15, 2022

Re: Final Public Hearing to Consider Adoption of Proposed Amendments to Air District
Regulation 3: Fees

RECOMMENDED ACTION

Recommend the Board of Directors adopt amendments to Air District Regulation 3 that would become effective on July 1, 2022.

BACKGROUND

Staff develops recommended amendments to the Air District's fee regulations as part of the budget preparation process. Staff will propose fee amendments as well as other fees to improve cost recovery for the Air District's fee-based programs.

DISCUSSION

Amendments to specific fee schedules were made using our authority to better recover costs as allowed by the California Health and Safety Code.

The draft amendments propose a 15 percent fee increase for fees and fee schedules not deemed fully cost recovered (a rate above 110 percent). Fees that are administrative in nature would be increased by 15 percent. These changes have a blended fee schedule increase of 10.9 percent.

Fee schedules not deemed fully recovered are the following:

- Schedule A: Hearing Board Fees
- Schedule B: Combustion of Fuels
- Schedule E: Solvent Evaporating Sources
- Schedule F: Misc. Sources (e.g., storage silos, abrasive blasting)
- Schedule G-1: Misc. Sources (e.g., glass manufacturing, soil remediation)
- Schedule G-2: Misc. Sources (e.g., asphaltic concrete, furnaces)
- Schedule G-3: Misc. Sources (e.g., metal melting, cracking units)
- Schedule G-4: Misc. Sources (e.g., cement kilns, sulfur removal & coking units)
- Schedule H: Semiconductor and Related Operations

Schedule K: Solid Waste Disposal Sites Schedule M: Major Stationary Source Fees
Schedule N: Toxic Inventory Fees
Schedule P: Major Facility Review Fees
Schedule S: Naturally Occurring Asbestos Operations
Schedule T: Greenhouse Gas Fees
Schedule V: Open Burning
Schedule W: Petroleum Refining Emissions Tracking Fees

The following additional amendments are proposed:

- Fees to implement the amendments to Regulation 2 (Permits), Rules 1 (General Requirements) and 5 (New Source Review for Toxic Air Contaminants), which were adopted by the Board in December 2021 and take effect on July 1, 2022, are proposed as follows:
 - Revise Section 3-302, Fees for New and Modified Sources to add a new fee for a permit application for projects in an Overburdened Community (OBC).
 - Revise Section 3-318, to have the public notice fees apply to applicable permit applications in an OBC.
 - Revise Section 3-327, Permit to Operate, Renewal Fees to add a new fee for each permitted facility located in an OBC would be charged during permit renewal.
 - Staff proposes an OBC renewal fee of 15 percent of the permit renewal fees for all facilities with a Permit to Operate. The maximum OBC renewal fee will be capped at \$250,000 per year per facility. This fee would impact approximately 2,400 facilities.
 - The OBC renewal fee is estimated to increase the budget by \$2.4 million.
- In Schedule C, increase the base fee for the Risk Assessment Fee by 15 percent.
- In Schedule D.A, increase the Risk Assessment Fee for existing facilities Gasoline Dispensing Facilities by 15 percent.
- Add a new fee in Schedule S: Naturally Occurring Asbestos Operations for a geologic evaluation which may be required before an Asbestos Dust Mitigation Plan (ADMP) application is submitted. The geologic evaluation is currently being done without any cost recovery.
- Remove fee rounding language from specific fee schedules and replace with a new citation in Section 300.

A Staff Report that is attached with this memorandum provides additional details regarding the proposed fee amendments.

BUDGET CONSIDERATION/FINANCIAL IMPACT

The proposed fee amendments would increase fee schedule revenue in FYE 2023 by an estimated \$8.9 million more than would otherwise result without the amendments based on the previous year's activity in FYE 2023.

Respectfully submitted,

Sharon L. Landers
Interim Executive Officer/APCO

Prepared by: Fred Tanaka

Reviewed by: Pamela J. Leong, Damian Breen, and Jeff McKay

ATTACHMENTS:

1. Draft FYE 2023 Regulation 3 Fees Board Resolution
2. Final FY 2023 - 20220615 Reg 3 Staff Report
3. Final Cost Recovery Report 2022

BAY AREA AIR QUALITY MANAGEMENT DISTRICT

RESOLUTION No. 2022-

A Resolution of the Board of Directors of the Bay Area Air Quality Management District Amending Regulation 3 – Fees

WHEREAS, a public hearing has been properly noticed in accordance with the provisions of Health & Safety Code sections 40725;

WHEREAS, in 2005 the Bay Area Air Quality Management District (“District”) retained the accounting firm of Stonefield Josephson, Inc. to conduct a study of the District’s fee structure for permitted and non-permitted sources in order to determine whether or not fee revenue from these regulated sources was sufficient to pay for the costs of those regulatory activities and services;

WHEREAS, Stonefield Josephson, after a thorough analysis of the District’s fee structure, revenues and associated costs, found that District fee revenue have not been sufficient to offset the costs of associated regulatory activities and reported this and other findings in *Bay Area Air Quality Management District Cost Recovery Study, Final Report; March 30, 2005* (“2005 Cost Recovery Study”);

WHEREAS, Stonefield Josephson also found that: (1) despite an across-the-board fee increase of 15 percent in fiscal year ending (FYE) 2000 and adjustments during the subsequent 5 years for inflation, a significant cost recovery gap still existed; and (2) for FYE 2004, fee revenue covered only about 60 percent of direct and indirect program activity costs, leaving a gap of approximately \$13 million to be filled with property tax revenue;

WHEREAS, Stonefield Josephson, based on its findings, recommended that, if the identified revenue gap was to be reduced, fees should be increased by more than annual cost of living adjustments over a period of time;

WHEREAS, in each year from 2005 through and including 2020, the Board approved amendments to Regulation 3 – Fees to increase fees to address this revenue gap and to move toward full alignment between permit fee revenues and associated District permit-related activities and services;

WHEREAS, in September 2010, the District contracted with Matrix Consulting Group to complete an updated Cost Recovery and Containment Study (“2011 Cost Recovery and Containment Study”) based on cost and revenue data for FYE 2010;

WHEREAS, the 2011 Cost Recovery and Containment Study indicated that a significant cost recovery gap continued to exist, with fee revenues for FYE 2010 covering only 62 percent of the direct and indirect costs of program costs;

WHEREAS, in the 2011 Cost Recovery and Containment Study, Matrix Consulting Group recommended that the District adopt a Cost Recovery Policy to guide future fee amendments;

WHEREAS, on March 7, 2012, the Board adopted a Cost Recovery Policy (“2012 Cost Recovery Policy”) that provides as a general policy that the District should fully recover the costs of regulatory program activities by assessing fees to regulated entities, that the District should amend Regulation 3 – Fees in order to increase the overall recovery of the District’s direct and indirect costs of program costs to 85 percent by the end of FYE 2016, and further, that the District should continue to amend specific fee schedules in consideration of cost recovery analyses conducted at the fee schedule level, with larger increases adopted for schedules with larger cost recovery gaps;

WHEREAS, in September 2017, the District contracted with Matrix Consulting Group to complete an updated Cost Recovery and Containment Study (“2018 Cost Recovery and Containment Study”) based on cost and revenue data for FYE 2017;

WHEREAS, a primary focus of the 2018 Cost Recovery and Containment Study was to improve the District’s accounting for indirect costs and overhead in its cost recovery efforts;

WHEREAS, the 2022 Cost Recovery Report indicates that a significant cost recovery gap continues to exist with fee revenues for FYE 2018 to 2020 covering only 83.8 percent of the direct and indirect costs of program costs, and falling short of the cost recovery goal for FYE 2021 established in the 2012 Cost Recovery Policy;

WHEREAS, the Board of Directors has determined for FYE 2021 there is a need to increase fees to further reduce the misalignment between permit fee revenues and associated District permit-related activities and services and to further reduce the misalignment between fee revenues for non-permitted sources and associated District activities and services related to those sources;

WHEREAS, District staff proposed increased fees based in part on the magnitude of the cost recovery gap for certain non-permitted sources and existing fee schedules by increasing fee schedules below 110 percent cost recovery for the previous three years on average and administrative fees by 15 percent;

WHEREAS, District staff proposed the increase of the Risk Assessment fee for existing Gas Dispensing Facilities in Schedule D.A by 15 percent;

WHEREAS, District staff proposed a new Geologic evaluation and inspection fee in Schedule S, will help the District recover the costs associated with work not previously being charged a fee;

WHEREAS, District staff proposed a new Overburdened Community application fee, Overburdened Community renewal fee, and a new Public Notice fee, which will help the District implement and recover the on-going costs associated with complying with adopted amendments to Regulation 2 (Permits), Rules 1 (General Requirements) and Regulation 2, Rule 5 (New Source Review (NSR) for Toxic Air Contaminants);

WHEREAS, District staff eliminated language for fee rounding from fee schedules and moved the language into a new section 300;

WHEREAS, District staff discussed the proposed amendments to Regulation 3 – Fees at a virtual public workshop on February 17, 2022;

WHEREAS, District staff sent a notification of an alternative proposed amendments to Regulation 3 – Fees on March 16, 2022 to impacted parties;

WHEREAS, on March 17, 2022, the District notified the proposed amendments to Regulation 3 to the California Air Resources Board;

WHEREAS, the Budget and Finance Committee of the Board of Directors held regularly scheduled public meetings on March 23, 2022 and April 27, 2022, at which the proposed amendments to Regulation 3 were discussed, at which oral or written presentations could be made on the subject of the proposed amendments, and the single proposal was decided upon for the public hearing;

WHEREAS, the Board of Directors of the Bay Area Air Quality Management District held a public hearing on May 4, 2022, to consider the proposed amendments to Regulation 3 in accordance with all provisions of law;

WHEREAS, an additional public hearing is required by Health and Safety Code section 41512.5 for fees applicable to sources not included within the District’s permit system, specifically, the proposed amendment of the following fee schedules: Schedule L: Asbestos Operations, Schedule Q: Excavation of Contaminated Soil and Removal of Underground Storage Tanks, Schedule R: Equipment Registration Fees, Schedule S: Naturally Occurring Asbestos Operations, Schedule U: Indirect Source Fees and Schedule V: Open Burning;

WHEREAS, on May 16, 2022, District staff published in newspapers the notice of public hearings required by Health and Safety Code sections 40725 and also distributed and published on the District’s website a request for public comments and input on the proposed amendments to Regulation 3;

WHEREAS, the Board of Directors of the Bay Area Air Quality Management District held a second public hearing on June 15, 2022, to consider the proposed amendments to Regulation 3 related to non-permitted sources in accordance with all provisions of law;

WHEREAS, the Board of Directors obtains its authority to adopt, amend or repeal rules and regulations from sections 40702, 42311, 42311.2, 41512.7, 42364 and 40725 through 40728 of the Health & Safety Code and Title 40, Code of Federal Regulations, Part 70.9;

WHEREAS, the Board of Directors has determined that the proposed amendments to Regulation 3 are written or displayed so that its meaning can be understood by the persons directly affected by the regulation;

WHEREAS, the Board of Directors has determined that the proposed amendments to Regulation 3 are in harmony with, and not in conflict with or contradictory to, existing statutes, court decisions, or state or federal regulations;

WHEREAS, the Board of Directors has determined that the proposed amendments to Regulation 3 do not impose the same requirements as any existing state or federal regulation and are necessary and proper to execute the power and duties granted to and imposed upon the District;

WHEREAS, the Board of Directors by adopting the proposed amendments to Regulation 3 is implementing, interpreting and making specific the provisions of Health & Safety Code section 42311 (fee schedule for district programs), section 41512.7 (allowable increases to authority to construct and permit to operate fees), and section 42364 (fees schedule for hearing board review of permit appeals);

WHEREAS, District staff has evaluated the proposed amendments to Regulation 3 and has determined that the proposed rulemaking project is statutorily exempt from the requirements of CEQA pursuant to Public Resources Code section 21080, subparagraph (b)(8) (the establishment, modification, structuring, restructuring, or approval of rates, tolls, fares or other charges by public agencies); and CEQA Guidelines section 15273 (statutory exemption for rates, tolls, fares and charges);

WHEREAS, District staff has determined that a socioeconomic analysis of the proposed amendments to Regulation 3 pursuant to Health & Safety Code section 40728.5 is not required because the amendments will not significantly affect air quality or emissions limitations within the meaning of that section;

WHEREAS, District staff has determined that an incremental cost-effectiveness analysis of the proposed amendments to Regulation 3 pursuant to Health & Safety Code section 40920.6 is not required because the amendments do not impose best available retrofit control requirements;

WHEREAS, District staff has prepared and presented to this Board, a detailed staff report relative to the subject matter of the proposed amendment which is incorporated by reference and attached hereto;

WHEREAS, District staff recommends adoption of the proposed amendments to Regulation 3 and its associated fee schedules; and

WHEREAS, this Board concurs with District staff's recommendations and desires to adopt the proposed amendments to Regulation 3 and associated schedules as described above and set forth in Attachment A hereto.

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors of the Bay Area Air Quality Management District does hereby adopt, pursuant to the authority granted by law, the proposed amendments to Regulation 3 – Fees as set forth in Attachment A hereto and discussed in the staff report with instructions to staff to correct any typographical or formatting errors before final publication of the text of the proposed amended rule as adopted.

BE IT FURTHER RESOLVED that the effective date of the proposed amendments attached hereto shall be July 1, 2022.

BE IT FURTHER RESOLVED, that the Board of Directors of the Bay Area Air Quality Management District does hereby find and conclude that its approval of the proposed amendments to Regulation 3 – Fees is statutorily exempt from the requirements of CEQA pursuant to Public Resources Code section 21080, subparagraph (b)(8) (the establishment, modification, structuring, restructuring, or approval of rates, tolls, fares or other charges by public agencies), and CEQA Guidelines section 15273 (statutory exemption for rates, tolls, fares and charges). In support of this conclusion, the Board of Directors specifically finds that, as explained further in the Staff

Report, the fees addressed by Regulation 3 are imposed for the purpose of meeting operating expenses and purchasing and leasing supplies, equipment and materials.

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

AYES:

NOES:

ABSENT:

John J. Bauters
Chairperson of the Board of Directors

ATTEST:

Teresa Barrett
Secretary of the Board of Directors

ATTACHMENT A

[PROPOSED AMENDED RULE]

Regulation 3: Fees

DRAFT



BAY AREA
AIR QUALITY
MANAGEMENT
DISTRICT

STAFF REPORT

Proposed Amendments to BAAQMD REGULATION 3: FEES

June 15, 2022

Prepared by:

Fred Tanaka, Manager

Reviewed by:

Pamela J. Leong, Director

Barry Young, Senior Advanced Projects Advisor

Engineering Division

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EXECUTIVE SUMMARY

Bay Area Air Quality Management District (Air District or BAAQMD) staff has proposed amendments to Regulation 3: Fees for Fiscal Year Ending (FYE) 2023 that would increase revenue for effectively implementing and enforcing regulatory programs for stationary sources of air pollution. FYE 2023 represents July 1, 2022, to June 30, 2023.

The 2022 Cost Recovery Report shows that the most-recent 3-year average fee revenue (FYE 2019 to 2021) stood at 83.8 percent of program activity costs. Cost recovery rates are impacted by changes to several factors including but not limited to new and enhanced programs/rules, staffing levels, Air District priorities, facility emissions and facility permitting. Therefore, cost recovery is evaluated annually and aligned with the proposed budget for the next fiscal year. The overall cost recovery rate does not consider work backlog, the staff time needed for the Air District to meet its regulatory obligations and the reduced level of service. In other words, the driving factor on the cost side only accounts for time spent on fee-recoverable work with the existing staff regardless of the timeliness and the quality of the work.

Typical work that is supported by fees in Regulation 3, includes but is not limited to:

- Permitting and notification programs
- Compliance and Enforcement of permitted and registered facilities
- Compliance assistance to permitted and registered facilities
- Source Testing at permitted facilities
- Rule development for regulated industries
- Emissions inventory from permitted and registered facilities
- Other (e.g., Implementation of Regulation 11, Rule 18: Reduction of Risk from Toxic Air emissions at Existing Facilities)

Examples of work backlog include but not limited to:

- Delays in issuing permits, registrations, and notifications, reviewing source test reports, completing rule studies and rule development, implementing regulatory requirements, and evaluating facility-wide health risk assessments;
- Longer inspection frequencies;
- Limited time to quality control data and emissions inventories; and
- Increased response times to air quality complaints, inquiries, requests for information, and general assistance.

To close the existing cost recovery rate gap and to provide for additional staff to reduce the work backlog, the fee proposal strategy recommended is to increase all fee schedules that are not deemed fully recovered (less than 110 percent cost recovery) by 15 percent. With few exceptions, the proposal increases administrative fees in Section 300 by 15 percent.

The proposal includes new fees to fund some of the cost to implement “2021 Permit Reform amendments” or amendments to Regulation 2 (Permits), Rules 1 (General

Requirements) and Regulation 2, Rule 5 (New Source Review (NSR) for Toxic Air Contaminants). These amendments were adopted in December 2021 and become effective on July 1, 2022. The proposed new fees are to offset the costs from the permit rule changes for facilities located in an overburdened community (OBC). These fees will recover costs for new public noticing requirements, additional work to ensure compliance with NSR for Toxics, system/programming changes, and new tools for applicants and staff. The new fees are:

- Adding Subsection 3-302.7 – Overburdened Community application fee, which is a \$1,000 fee for applications requiring a health risk assessment in an OBC;
- Amending Section 3-318 – Public Notice Fees, which would apply to any public notice requirement; and
- Adding Subsection 3-327.4 – Overburdened Community renewal fee, which adds a fee equal to 15% of the annual total permit renewal fee for a facility located in an OBC, capped at \$250,000 per year.

2021 Permit Reform implementation costs for non-OBC facilities will be accounted in future cost recovery analyses. This work includes general system changes and emissions inventory improvements.

In an ongoing effort to fund mandated work that is not being charged a fee, the proposal includes amending Schedule S: Naturally Occurring Asbestos, by adding a new evaluation fee of \$3,200 and a \$179 per hour inspection fee when a Geologic evaluation is required.

Fee rounding language which was previously cited in specific fee schedules was deleted and consolidated in Section 3-344. In addition, editorial text and formatting were made.

The Air District has over 10,000 facilities with more than 26,000 devices and operations with an active Permit to Operate and/or Registration. There are an estimated 2,400 facilities with a Permit to Operate in OBC areas. If all proposed amendments are approved, the impact of the changes to a facility’s permit renewal fees are approximately the following:

**Estimated Impact of the FYE 2023 Fee Changes:
Permit Renewal Fees**

Facility type	Percent impact, not in an OBC	Percent impact, in an OBC
Registered only	No change	No change
Gas dispensing facility ¹	1.0	15.0
Emergency generator (minimum fee)	15.0	31.0
Auto body operation only	13.0	32.0
Power plant ²	15.0	≈31.6
Petroleum refinery ²	12.9	17.7 to 22.5

¹ Based on a common configuration of 6 islands with 3 triple product nozzles

² Based on the same permitting scenario as the previous year

The proposed fee amendments would increase overall Air District fee revenue in FYE 2022 by approximately \$8.95 million relative to fee revenue that would be expected without the amendments for the same permitted facility inventory. The portion of the estimated total revenue from new fees is \$2.46 million.

The Board of Directors received testimony on May 4, 2022, regarding the proposed amendments to Regulation 3: Fees. Air District staff recommends that the Board of Directors consider adoption of the proposed amendments to Regulation 3: Fees with an effective date of July 1, 2022.

BACKGROUND

State law authorizes the Air District to assess fees to generate revenue to recover the reasonable costs of regulatory program activities for stationary sources of air pollution. The largest portion of Air District fees is collected under provisions that allow the Air District to impose permit fees sufficient to recover the costs of program activities related to permitted sources. The Air District is also authorized to assess fees for: (1) area-wide or indirect sources of emissions which are regulated, but for which permits are not issued by the Air District, (2) sources subject to the requirements of the State Air Toxics Hot Spots Program (Assembly Bill 2588), and (3) activities related to the Air District's Hearing Board involving variances or appeals from Air District decisions on the issuance of permits. The Air District has established, and regularly updates, a fee regulation, Regulation 3: Fees, under these authorities.

For existing fees, the amendments are proposed in a manner sufficient to increase overall recovery of regulatory program activity costs, not to exceed 15 percent. The amendments follow a strategy to increase individual fees and fee schedules that are not fully recovered by 15 percent. An individual fee or fee schedule is not considered fully recovered if the past 3-year cost recovery rate average is less than 110 percent. No increases are proposed for fee schedules recovering costs above 110 percent. Several administrative fees will be increased by 15 percent. This strategy addresses the current cost recovery gap while accounting for the need to start addressing future resources to reduce the work backlog.

In addition, the amendments contain new fees to recover cost from new programs and rules such as the 2021 Permit Reform amendments and significant work previously not charged a fee.

The Air District continues to implement several cost containment and efficiency-based strategies. Some of these strategies include timekeeping improvements to bill codes, periodic review of time accounting, greater web-based capabilities, annual updates to cost recovery, improved public education, submittal of online permit applications, and transitioning to the new Cloud-based data system, the New Production System (NPS). Implementing these strategies has resulted in efficiencies as well as the ability to provide

a higher service level.

COST RECOVERY

The Air District analyzed whether fees result in the collection of a sufficient and appropriate amount of revenue in comparison to the costs of related program activities. In 1999, a comprehensive review of the Air District's fee structure and revenue was completed by the firm KPMG Peat Marwick LLP (*Bay Area Air Quality Management District Cost Recovery Study, Final Report: Phase One – Evaluation of Fee Revenues and Activity Costs*, KPMG Peat Marwick LLP, February 16, 1999). This 1999 Cost Recovery Study indicated that fee revenue did not nearly offset the full costs of program activities associated with sources subject to fees as authorized by State law. Property tax revenue and, in some years, reserve funds had been used to close this cost recovery gap.

The Air District Board of Directors adopted an across-the-board fee increase of 15 percent, the maximum allowed by State law for permit fees, for FYE 2000 as a step toward more complete cost recovery. The Air District also implemented a detailed employee time accounting system to improve the ability to track costs by program activities moving forward. In each of the next five years, the Air District adjusted fees only to account for inflation except for FYE 2005, in which the Air District also approved further increases in Title V permit fees and a new permit renewal processing fee.

In 2004, the Air District funded an updated Cost Recovery Study. The accounting firm Stonefield Josephson, Inc. completed this study in March 2005 (*Bay Area Air Quality Management District Cost Recovery Study, Final Report*, Stonefield Josephson, Inc., March 30, 2005). This 2005 Cost Recovery Study indicated that a significant cost recovery gap continued to exist. The study also provided cost recovery results at the level of each individual fee schedule based on detailed time accounting data. Finally, the contractor provided a model that could be used by Air District staff to update the analysis of cost recovery on an annual basis using a consistent methodology.

For the five years following the completion of the 2005 Cost Recovery Study (i.e., FYE 2006 through 2010), the Air District adopted fee amendments that increased overall projected fee revenue by an average of 8.9 percent per year. To address fee equity issues, the various fees were not all increased in a uniform manner. Rather, individual fee schedules were amended based on the magnitude of the cost recovery gap for that schedule, with the schedules with the more significant cost recovery gaps receiving more significant fee increases. In FYE 2009, the Air District's fee amendments also included a new greenhouse gas (GHG) fee schedule. The GHG fee schedule recovers costs from stationary source activities related to the Air District's Climate Protection Program. In FYE 2011, the Air District adopted an across-the-board 5 percent fee increase, except for the Title V fee schedule (Schedule P) which was increased by 10 percent (the Air District's 2010 Cost Recovery Study indicated that Fee Schedule P recovered only 46 percent of program activity costs).

In September 2010, the Air District contracted with the firm Matrix Consulting Group to complete an updated analysis of cost recovery that could be used in developing fee amendments for FYE 2012 and beyond. This study also included a review of the Air District's current cost containment strategies and provided recommendations to improve the management of the Air District's costs and the quality of services provided to stakeholders. The study was completed in March 2011 (*Cost Recovery and Containment Study, Bay Area Air Quality Management District, Final Report, Matrix Consulting Group, March 9, 2011*). The 2011 Cost Recovery and Containment Study concluded that, for FYE 2010, overall fee revenue recovered 64 percent of related program activity costs. The study also provided cost recovery results at the level of each individual fee schedule based on detailed time accounting data and provided a methodology for Air District staff to update the analysis of cost recovery on an annual basis using a consistent methodology.

The results of the 2011 Cost Recovery and Containment Study were used to establish fee amendments for FYE 2012 that were designed to increase overall fee revenue by 10 percent (relative to fee revenue that would result without the fee amendments). To address fee equity issues, the various fees were not all increased in a uniform manner. Rather, existing fee schedules were amended based on the magnitude of the cost recovery gap for that schedule, with the schedules with the more significant cost recovery gaps receiving more significant fee increases. Based on this approach, the fee rates in several fee schedules were not increased, while the fee rates in other fee schedules were increased by 10, 12, or 14 percent.

One of the recommendations made by Matrix Consulting Group in their 2011 Cost Recovery and Containment Study indicated that the Air District should consider the adoption of a Cost Recovery Policy to guide future fee amendments. Air District staff initiated a process to develop such a Policy in May 2011, and a Stakeholder Advisory Group was convened to provide input in this regard. A Cost Recovery Policy was adopted by the Air District's Board of Directors on March 7, 2012 (see Appendix A). This policy specified that the Air District should amend its fee regulation in a manner sufficient to increase overall recovery of regulatory program activity costs to a minimum of 85 percent. The policy also indicated that amendments to specific fee schedules should continue to be made in consideration of cost recovery analyses conducted at the fee schedule-level, with larger increases being adopted for the schedules that have the larger cost recovery gaps.

The Matrix Consulting Group was retained by the Air District in September 2017 to provide a cost recovery and containment study for the fiscal year ended June 30, 2017, to update the study done in 2011. This assessment used multiple analytical tools to evaluate the Air District's process for allocation of indirect costs, validate current cost recovery levels, and determine progress from their 2011 recommendations for cost recovery and savings. The primary purpose of this study was to evaluate the indirect overhead and the cost recovery associated with the fees charged. The project team reviewed the Air District's programs and confirmed their classification as direct or indirect, and reviewed time

tracking data associated with each of the different fee schedules. The report also provided specific recommendations related to direct and indirect cost recovery, as well as potential cost efficiencies.

The 2018 Matrix Cost Recovery Study recommended the following fee rate changes based on the past 3-year average of cost recovery calculated for each individual fee schedule:

Cost Recovery Rate Range	Proposed Fee Rate Changes
Above 110%	No increase
95 – 110%	CPI
85 – 94%	7% increase
75 – 84%	8% increase
50 – 74%	9% increase
Less than 50%	15% increase

The Matrix Consulting Group was retained by the Air District in July 2021 to provide a cost recovery and containment study to update the study completed in 2018. This assessment used multiple analytical tools to evaluate the Air District’s process for allocation of indirect costs, validate current cost recovery levels, and determine progress from their 2018 recommendations for cost recovery and savings. The primary purpose of this study was to review and verify current cost recovery calculation methodology, determine options for achieving 100% cost recovery, ensure compliance with all legal regulations (Proposition 26, Proposition 218, and California Health and Safety Code), and continue best management practices by having an outside auditor reassess the fee calculations approximately every five years. This rule proposal follows one of the scenarios in the current Cost Recovery and Containment Study to reach 100% cost recovery.

The project team interviewed internal and external stakeholders, reviewed the Air District’s programs and confirmed their cost classification as direct or indirect, and reviewed time tracking data associated with each of the different fee schedules. The final report, expected in the summer of 2022, will provide specific recommendations related to direct and indirect cost recovery, as well as potential cost efficiencies.

For the 2022 Cost Recovery Report, staff updated the cost recovery analysis for FYE 2021 using the methodology established by Matrix Consulting Group. The study indicates that the overall cost recovery rate for FYE 2021 was 83.7 percent. This rate is based on a 3-year average of the previous fiscal years. The schedules with the lowest cost recovery rates are Schedules K (9 percent), S (16 percent) and W (12 percent).

Cost recovery rates are impacted by several factors. For costs that are funded by fee revenue, new and enhanced programs, staffing levels, and priorities impact cost recovery. If approved, new Air District full-time employees (FTEs) supported by Regulation 3 fees that are proposed in the FYE 2023 budget would impact cost recovery. For revenue, facility permitting such as permit renewals/shutdowns, permit applications, and revenue

from emission levels impact cost recovery. Additional FYE 2023 costs that are expected to increase are from: adding staff, revising HRA streamlining for Permit Reform amendments, and job classification changes in Compliance and Enforcement. Cost recovery progress is reported to the Board annually.

PROPOSED FEE AMENDMENTS FOR FYE 2023

OVERVIEW OF PROPOSED AMENDMENTS

The Air District is proposing increases to fees and fee schedules based on their cost recovery status. In addition, the proposal includes a new fee to implement adopted amendments to Regulation 2, Rules 1 and Regulation 2, Rule 5, a new fee for Geologic evaluations in the Naturally Occurring Asbestos program, clarifying language for fee founding and administrative clean-up.

The fee schedules that are not considered fully recovered are proposed to be increased by 15 percent as listed in Table 1.

Table 1. Fee Schedules Proposed for a 15% Increase

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

The complete text of the proposed changes to Air District Regulation 3: Fees, has been prepared in strikethrough (deletion of existing text) and underline (new text) format, and is included in Appendix A. Proposed fee increases have been rounded to the nearest whole dollar.

PROPOSED RULE AMENDMENTS IN SECTION 200

Section 3-246: Overburdened Community

The Air District added a reference to the definition located in Regulation 2, Rule 1.

PROPOSED RULE AMENDMENTS IN SECTION 300

The following sections of Regulation 3 are proposed to be increased by 15 percent:

- Section 3-302: New and modified source filing fees
- Section 3-311: Emission Banking Fees
- Section 3-312: Regulation 2, Rule 9 Alternative Compliance Plan fee
- Section 3-320: Toxic Inventory maximum fee
- Section 3-327: Permit to Operate renewal processing fee
- Section 3-337: Exemption Fee
- Section 3-341: Fee for Risk Reduction Plan
- Section 3-342: Fee for Facility-Wide Health Risk Assessment
- Section 3-343: Fees for Air Dispersion Modeling

The following sections of Regulation 3 are proposed to have no change:

- Section 3-307: Transfers

Section 3-302.7: Fee for applications in an Overburdened Community:

To implement the new requirements in Regulation 2, Rule 5, staff estimates approximately 5 hours of additional analysis, evaluation and initial verification for each application that requires an HRA in an OBC. These projects will need to meet a more stringent cancer risk threshold or risk action level to comply with Toxic New Source Review. Because the level to comply is more stringent, staff expect additional discussion and evaluation with the applicant to ensure the final permit of the project is in compliance with NSR for toxic air contaminants. In addition, start-up verification including source tests and or start-up inspections may be required. Staff estimates between 50 to 80 applications per year that could be impacted by this fee.

Section 3-318: Public Notice Fee

To implement the new requirement for public noticing for applicable permit applications located in an OBC (Regulation 2, Rule 1, Section 412), language for this section was amended to allow for this section to apply to any public noticing requirement in the permit application process. The OBC public notice is triggered if the new or modified source in the permit application is in an OBC and an HRA is required. The public notice fee is based on the actual cost of the work. For the last 3 years, the public school notification cost has been between \$1,000 and \$6,800. The cost primarily depends on the number of impacted schools and the population density of the area. The cost of an OBC public notice is expected to be in the same range.

Section 3-327.4: Overburdened Community renewal fee

To implement the 2021 Permit Reform amendments for overburdened facilities, staff has been developing interim tools to be ready by the July 1, 2022 effective date and planning for long term changes to the data systems. These changes include a new mapping tool to identify a facility's OBC status based on address, cross-streets and location. The map will be compatible with the current interactive maps on the Air District's website. Using a Master Services Agreement with an existing vendor and contract, staff is working to finalize the interim mapping tool by late June 2022. Implementation challenges include identification of the OBC status of numerous facilities located on the border of or straddling the OBC line. As a long-term goal, the OBC map will be merged with the existing interactive "Facilities Map" that will be regularly updated (<https://www.baaqmd.gov/about-air-quality/interactive-data-maps>). The mapping tool will also be integrated into the NPS. When applications are submitted online, OBC status will be automated and corresponding application OBC fees will be calculated. The data systems are being programmed with the updated toxic air contaminants metadata. Enhanced logic is being developed in NPS to properly calculate emissions and trigger levels for various permit tasks for OBC facilities.

There are approximately 2,400 facilities that have initially been determined to be located in OBCs. It is an Air District priority to ensure the facilities in these communities are in compliance, which requires additional resources for compliance assistance, verification and enforcement. More permits may require initial and periodic compliance verification through monitoring and source tests. Resources will be required to review plans, reports and records. The Air District may perform source tests and will need to validate test results from outside source testing companies. In addition, the Air District may not have internal expertise to perform some specialized testing. In these cases, the Air District will need to coordinate with an outside testing company. The emissions inventory in OBCs will have a higher level of scrutiny and verification. Due to lack of staffing, continuous emission factor updates in the database have been put on hold. There will need to be a renewed and continuous effort to validate and update emission factors and emission estimation methodologies.

The equivalent of twelve (12) FTEs is estimated for full implementation of the 2021 Permit Reform amendments. Some of the cost, especially in the first year, will be on the design and maintenance of the infrastructure including the indirect ongoing costs of maintaining the web tools.

- Average staff cost of \$200,000 per fully-funded FTE
- 12 FTEs x \$200,000 = \$2,400,000

Although the final allocation has not been determined, staff estimates two to four FTEs in Engineering/Field Engineering, one (1) FTE in Information Technology, and six to eight (6 to 8) FTEs in Compliance & Enforcement (C&E) and two (2) FTEs in Meteorology and Measurement divisions are needed. An estimated \$100,000 to \$400,000 is needed for contracts.

The proposed OBC renewal fee is based on a percentage of a permitted facility's permit renewal fees of 15 percent. As part of the renewal fee, the OBC fee will be calculated prior to the addition of the AB 617 Community Health Impact Fee (Section 3-327.2) and the Criteria Pollutant and Toxic Emissions Reporting (CTR) fee (Section 3-327.3). The OBC renewal fee is capped at \$250,000.

Section 3-344: Rounding

References to fee rounding were inconsistently cited throughout the regulation. Those citations were removed and replaced by this section.

OTHER FEE SCHEDULE CHANGES

The following are specific details and or changes to fee schedules beyond the percent fee increase as shown in Table 1.

Schedule C: Stationary Containers for the Storage of Organic Liquids

To align calculation for the Risk Assessment Fee (RAF) with the change to the filing fee in Section 3-302, the base fee was changed in Schedule C.2.a.

Schedule D.A: Gasoline Transfer at Gasoline Dispensing Facilities

The RAF for existing GDFs is proposed for a 15 percent increase in Schedule D.A.4.b. This will improve alignment of the RAF fee already being charged to new GDFs for the same work.

Schedule S: Naturally Occurring Asbestos

The Air District is proposing a new fee for a Geologic evaluation in the naturally occurring asbestos program. This work has been done for several years without charging fees. On average, the Air District performs ten (10) geologic evaluations per year, each taking about 16 hours to complete. At \$200 per hour for cost recovery, the Geologic evaluation fee is proposed to be \$3,200. Consistent with the inspection fee already in Schedule S for naturally occurring asbestos evaluations, the same inspection fee is proposed when an inspection is needed for a Geologic evaluation.

FEE REVENUE AND COSTS OF PROGRAM ACTIVITIES

The 2022 Cost Recovery Report concluded that, for FYE 2021, fee revenue recovered 83.8 percent of regulatory program activity costs, with revenue of \$61.6 million and costs of \$51.4 million. This resulted in a shortfall based on a 3-year average, or cost recovery gap, of \$10.2 million which was filled by county tax revenue.

The Air District implements cost containment measures as needed including reducing capital expenditures and delaying the hiring of staff. The latter may improve the cost recovery rate but ignores the work backlog. The cost recovery rate does not factor in approximately ten (10) approved positions supported by fees from the FYE 2022 budget that have been on hold for hiring. Costs will increase when these positions are filled and time is billed to fee-based activity. The costs for implementing the 2021 Permit Reform amendments that are not covered by the new proposed fees will be incorporated into the annual cost recovery review.

The proposed fee amendments for FYE 2023 are projected to increase overall Air District fee revenue by approximately \$8.95 million relative to fee revenue levels that would be expected without the amendments. Revenue in FYE 2023 is expected to remain below the Air District's regulatory program costs for both permitted and non-permitted sources.

In the FYE 2023 Budget, the Air District proposes to increase staffing levels by 20 FTEs from 445 FTEs to 465. Many of these FTEs will be supported by fees. This proposal is based on preliminary findings from the on-going Management audit that identified risk in various under-staffed programs including Engineering, Compliance and Enforcement, and Meteorology and Measurement Divisions. These positions have not been specifically identified and will require further review and recommendations from the Management audit. If any or all FTEs are approved and hired, the cost of programs supported by fees will increase.

Some of the efficiency-based and cost management strategies that have been implemented include timekeeping improvements including auditing, review and updates to the cost recovery evaluation, improved public education, training, improved accessibility of information, and expansion of online services. Implementing these strategies has resulted in efficiencies as well as the ability to provide a higher service level.

The Air District is actively transitioning to the NPS, which currently includes an online portal for the regulated community for high-volume categories including gas stations, dry cleaners, auto body shops, emergency diesel engine-only facilities, other permit registrations, and asbestos notifications for renovation and demolition projects. As of May 10, 2022, 1,434 facilities have been migrated into NPS from the legacy system in FYE 2022. Currently, 68 percent of all permitted and registered facilities are fully managed by NPS. Staff continues to develop the system to manage additional device types and facility configurations. In 2021, approximately 6,000 renovations and demolition asbestos notifications were processed through NPS. Through the online portal, these tools will increase efficiency and accuracy by allowing customers to submit applications and notifications, report data for the emissions inventory, pay invoices and have access to permit documents.

The Air District expanded the ability to pay most invoices online and submit forms via email such as permit applications, annual data updates and administrative forms. In 2021, over 9,500 permit renewal invoices were paid, but only 21.9% were paid online.

Increasing online payment acceptance will reduce resources needed to follow-up with expired permits, reconcile over/under payments and issue renewed permit documents in a timely manner. Several facilities subject to Criteria Air Pollutants and Toxic Air Contaminants reporting (CTR) have transitioned reporting to the Air District from paper forms to electronic spreadsheets reporting. Instead of manually typing the information into the database, the electronic submittal may be uploaded directly into the system. The Air District will continue to implement automated features to improve efficiency.

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.

STATUTORY AUTHORITY FOR PROPOSED FEE INCREASES

The Air District is a regional regulatory agency, and its fees are used to recover the costs of issuing permits, performing inspections, and other associated regulatory activities. The Air District's fees fall into the category specified in Section 1(e) of Article XIII C of the California Constitution which specifies that charges of this type assessed to regulated entities to recover regulatory program activity costs are not taxes. The amount of fee revenue collected by the Air District has been clearly shown to be much less than the costs of the Air District's regulatory program activities both for permitted and non-permitted sources.

The Air District's fee regulation, with its various fee schedules, is used to allocate regulatory program costs to fee payers in a manner which bears a fair or reasonable relationship to the payer's burden on, or benefits received from, regulatory activities. Permit fees are based on the type and size of the source being regulated, with minimum and maximum fees being set in recognition of the practical limits to regulatory costs that exist based on source size. Add-on fees are used to allocate costs of specific regulatory requirements that apply to some sources but not others (e.g., health risk screening fees, public notification fees, alternative compliance plan fees). Emissions-based fees are used to allocate costs of regulatory activities not reasonably identifiable with specific fee payers.

Since 2006, the Air District has used annual analyses of cost recovery performed at the fee-schedule level, which is based on data collected from a labor-tracking system, to adjust fees. These adjustments are needed as the Air District's regulatory program activities change over time based on changes in statutes, rules and regulations, enforcement priorities, and other factors.

State law authorizes air districts to adopt fee schedules to cover the costs of various air pollution programs. California Health and Safety Code (H&S Code) section 42311(a) provides authority for an air district to collect permit fees to cover the costs of air district programs related to permitted stationary sources. H&S Code section 42311(f) further

authorizes the Air District to assess additional permit fees to cover the costs of programs related to toxic air contaminants. H&S Code section 41512.7(b) limits the allowable percentage increase in fees for authorities to construct and permits to operate to 15 percent per year.

H&S Code section 44380(a) authorizes air districts to adopt a fee schedule that recovers the costs to the air district and State agencies of the Air Toxics Hot Spots Program (AB 2588). The section provides the authority for the Air District to collect toxic inventory fees under Schedule N.

H&S Code section 42311(h) authorizes air districts to adopt a schedule of fees to cover the reasonable costs of the Hearing Board incurred as a result of appeals from air district decisions on the issuance of permits. Section 42364(a) provides similar authority to collect fees for the filing of applications for variances or to revoke or modify variances. These sections provide the authority for the Air District to collect Hearing Board fees under Schedule A.

H&S Code section 42311(g) authorizes air districts to adopt a schedule of fees to be assessed on area-wide or indirect sources of emissions, which are regulated but for which permits are not issued by the air district, to recover the costs of air district programs related to these sources. This section provides the authority for the Air District to collect asbestos fees (including fees for Naturally Occurring Asbestos operations), soil excavation reporting fees, registration fees for various types of regulated equipment, for Indirect Source Review, and fees for open burning.

The proposed fee amendments are in accordance with all applicable authorities. The Air District fees subject to this rulemaking are in amounts no more than necessary to cover the reasonable costs of the Air District's regulatory activities, and the manner in which the Air District fees allocate those costs to a payer bear a fair and reasonable relationship to the payer's burdens on the Air District regulatory activities and benefits received from those activities. Permit fee revenue (after adoption of the proposed amendments) would still be well below the Air District's regulatory program activity costs associated with permitted sources. Similarly, fee revenue for non-permitted area wide sources would be below the Air District's costs of regulatory programs related to these sources. Hearing Board fee revenue would be below the Air District's costs associated with Hearing Board activities related to variances and permit appeals. Fee increases for authorities to construct and permits to operate would be less than 15 percent per year.

ASSOCIATED IMPACTS AND OTHER RULE DEVELOPMENT REQUIREMENTS

EMISSIONS IMPACTS

There will be no direct change in air emissions because of the proposed amendments.

ECONOMIC IMPACTS

The Air District must, in some cases, consider the socioeconomic impacts and incremental costs of proposed rules or amendments. Section 40728.5(a) of the California H&S Code requires that socioeconomic impacts be analyzed whenever an air district proposes the adoption, amendment, or repeal of a rule or regulation that will significantly affect air quality or emissions limitations. The proposed fee amendments will not significantly affect air quality or emissions limitations, and so a socioeconomic impact analysis is not required.

Section 40920.6 of the H&S Code specifies that an air district is required to perform an incremental cost analysis for a proposed rule, if the purpose of the rule is to meet the requirement for best available retrofit control technology or for a feasible measure. The proposed fee amendments are not best available retrofit control technology requirements, nor are they a feasible measure required under the California Clean Air Act; therefore, an incremental cost analysis is not required.

Previous cost recovery strategies did not consider the work backlog that has grown over the last several years. Underfunding and understaffing FTEs in fee-based programs has an impact to the regulated community, the public and the economy that relies on the Air District to perform work on a timely basis.

The financial impact of the proposed fee amendments on small businesses depends on the fee schedule of the primary device/operation and whether the facility is located in an OBC. The Air District has over 10,000 active permitted and registered facilities with varying configurations, so it is difficult to show the impact for all situations. It is common for a facility to have a mixture of operations and device types that are charged different fee schedules.

Many small businesses operate only one or two permitted sources, and generally pay only the minimum permit renewal fees. Since Schedule R is proposed to have no increase, facilities with only registered sources will have no increase in FYE 2023. Whereas an auto body shop's primary operation is the painting operation under Schedule E with a proposed 15 percent increase.

Table 2a. Estimated Impact of Regulation 3 Amendments to Annual Renewal Fees for Typical Small Businesses Not Located in an OBC

Facility Type	Fee Schedule	FYE 2022 Fees (current)	Proposed Fees (post change)	Delta Change from Proposal	Percent Change from Proposal
Back-up Generator ^{1,2}	B	\$382	\$439	+\$57	+15%
Gas Station ³	D.A	\$2,707	\$2,729	+\$22	+1%
Auto Body Shop ^{1,2}	E	\$815	\$938	+\$123	+13%
Coffee Roaster	F	\$643	\$739	+\$96	+13%
Dry Cleaner ¹	R	\$259	\$259	\$0	0

1. Assuming facility has only one source.
2. Assuming source qualifies for minimum fee.
3. Assuming a configuration of 6 islands with 3-triple product nozzles.

Table 2b. Estimated Impact of Regulation 3 Amendments to Annual Renewal Fees for Typical Small Businesses Located in an OBC

Facility Type	Fee Schedule	FYE 2022 Fees (current)	Proposed Fees (post change)	Delta Change from Proposal	Percent Change from Proposal
Back-up Generator ^{1,2}	B	\$382	\$502	+\$120	+31%
Gas Station ³	D.A	\$2,707	\$3,121	+\$414	+15%
Auto Body Shop ^{1,2}	E	\$815	\$1,072	+\$257	+32%
Coffee Roaster	F	\$643	\$845	+\$202	+31%
Dry Cleaner ¹	R	\$259	\$259	\$0	0

1. Assuming facility has only one source.
2. Assuming source qualifies for minimum fee.
3. Assuming a configuration of 6 islands with 3-triple product nozzles.

For larger facilities, such as refineries and power plants, increases in annual permit renewal fees would cover a considerable range due to differences in the facility's size, mix of emission sources, pollutant emission rates and applicable fee schedules.

As shown in Table 3, the FYE 2023 projected annual permit fee increase for the five Bay Area refineries would range from approximately 12.9 and 22.5 percent. The annual permit fee increase for power generating facilities shown in Table 4 would range from approximately 15.0 and 31.7 percent. Projected FYE 2023 fee increases are based on FYE 2021 material throughput data.

Tables 3 and 4 also include current Permit to Operate fees paid and historical annual fee increases. The proposed fees have less of an impact on the Valero Refinery and Crockett Cogen than similar facilities in their category because they are not located in an OBC and therefore are not subject to the proposed new OBC renewal fee. The tables also show that the actual and predicted fee impact is difficult to predict. For large facilities, operational swings from year to year may have a significant impact on a facility's permit renewal fees.

Table 3. Comparison of Petroleum Refinery Annual Permit Fee Increase/Decrease with Projected FYE 2022 Impact

Facility	FYE 2021 % Fee change, actual/predicted		FYE 2021 renewal fee	FYE 2022 % Fee change, actual/predicted		FYE 2022 renewal fee	FYE 2023 <i>Projected</i> , % fee change
Chevron	8.7	5.2	\$4.0 million	-5.9	6.1	\$3.8 million	17.7
Martinez Refining Co.	10.4	6.2	\$3.9 million	3.4	6.9	\$4.0 million	17.8
Phillips 66	6.0	6.6	\$2.1 million	18.7	8.1	\$2.4 million	22.5
Tesoro	1.3	5.9	\$2.9 million	-11.7	6.2	\$2.6 million	21.2
Valero	7.9	6.5	\$2.5 million	7.5	6.9	\$2.7 million	12.9

Table 4. Comparison of Power Plant Annual Permit Fee Increase/Decrease with Projected FYE 2022 Impact

Facility	FYE 2021 % Fee change, actual/predicted		FYE 2021 renewal fee	FYE 2022 % Fee change, actual/predicted		FYE 2022 renewal fee*	FYE 2023, <i>Projected</i> % fee change
Crockett Cogen	-3.6	5.7	\$257,000	11.2	9.1	\$289,000	15.0
Delta Energy	16.7	5.7	\$530,000	12.6	9.2	\$608,800	31.7
Gateway	10.0	5.7	\$390,000	NA	9.3	\$390,000	31.6
Los Medanos	14.2	5.7	\$460,000	5.0	9.4	\$483,200	31.5

ENVIRONMENTAL IMPACTS

The California Environmental Quality Act (CEQA), Public Resources Code section 21000 et seq., and the CEQA Guidelines, 14 CCR 15000 et seq., require a government agency that undertakes or approves a discretionary project to prepare documentation addressing the potential impacts of that project on all environmental media. Certain types of agency actions are, however, exempt from CEQA requirements. The proposed fee amendments are exempt from the requirements of the CEQA under Section 15273 of the CEQA Guidelines, which state: "CEQA does not apply to the establishment, modification, structuring, restructuring, or approval of rates, tolls, fares, and other charges by public agencies...." (See also Public Resources Code Section 21080(b) (8)).

Section 40727.2 of the H&S Code imposes requirements on the adoption, amendment, or repeal of air district regulations. It requires an air district to identify existing federal and air district air pollution control requirements for the equipment or source type affected by the proposed change in air district rules. The air district must then note any differences between these existing requirements and the requirements imposed by the proposed change. This fee proposal does not impose a new standard, make an existing standard more stringent, or impose new or more stringent administrative requirements. Therefore, section 40727.2 of the H&S Code does not apply.

STATUTORY FINDINGS

Pursuant to H&S Code section 40727, regulatory amendments must meet findings of necessity, authority, clarity, consistency, non-duplication, and reference. The proposed amendments to Regulation 3:

- Are necessary to fund the Air District's efforts to attain and maintain federal and state air quality standards, and to reduce public exposure to toxic air contaminants;
- Are authorized by H&S Code sections 42311, 42311.2, 41512.7, 42364, 44380 and 40 CFR Part 70.9;
- Are clear, in that the amendments are written so that the meaning can be understood by the affected parties;
- Are consistent with other Air District rules, and not in conflict with any state or federal law;
- Are not duplicative of other statutes, rules or regulations; and
- Reference H&S Code sections 42311, 42311.2, 41512.7, 42364, 44380 and 40 CFR Part 70.9.

RULE DEVELOPMENT PROCESS

Regulation 3 rule development process runs in parallel with the proposed budget for the next fiscal year. California Health and Safety Code Section 41512.5 requires a district board, prior to adopting or revising fees applicable to emission sources that are not permitted, to hold a public hearing at least 30 days prior to the meeting of the district

board at which the amendments are adopted or revised. This provision applies to Schedule L: Asbestos Operations, Schedule Q: Excavation of Contaminated Soil and Removal of Underground Storage Tanks, Schedule R: Equipment Registration Fees, Schedule S: Naturally Occurring Asbestos Operations, Schedule U: Indirect Source Fees, and Schedule V: Open Burning. The following are the key dates and activities in the rule development process:

Rule Development Step	Date
Budget Advisory Group meeting #1	January 24, 2022
Public workshop	February 17, 2022
Budget Advisory Group meeting #2	March 14, 2022
Written workshop comments due	March 18, 2022
Budget & Finance Committee briefing	March 23, 2022
Budget & Finance Committee briefing	April 27, 2022
Board of Directors first public hearing to receive testimony	May 4, 2022
Written Public Hearing comments due	May 25, 2022
Board of Directors second public hearing to consider adoption	June 15, 2022
Proposed fee amendments effective date	July 1, 2022

From January 2022 through April 2022, all working meetings, the public workshop, briefings to the board committees, the public hearing were held virtually due to the Covid-19 pandemic. The Board of Directors held their meetings as a webinar pursuant to the provisions of Assembly Bill 361 (Rivas 2021). Starting in May 2022, meetings were conducted in a hybrid format where participation could be done virtually or in-person.

To provide early input from external stakeholders, the Air District established a Budget Advisory Group (BAG) to make the process more transparent. At the first meeting, the group discussed this year’s budget calendar, the state of the economy, cost recovery, last year’s adopted and this year’s proposed Fee Regulation Amendments, and the Fee Amendments relationship to the Air District’s budget. The workgroup is comprised of the chair and vice-chair of the Air District’s Budget and Finance Committee, Air District staff, and regulated industry associations. Air District staff continue to outreach small business associations such as those representing auto body shops, retail gas dispensing facilities and dry cleaners.

The Air District distributed the notice for a public workshop to all Air District-permitted and registered facilities, asbestos contractors, and other potentially interested stakeholders and posted the notice on the Air District website. At the February 17 workshop, staff presented the initial concepts for the draft Regulation 3 amendments. There were eleven (11) stakeholders that attended the public workshop held as a Zoom webinar. On February 25, the Air District posted its initial draft rule proposal. On March 16, a second notice was distributed to the same stakeholders to alert interested parties of an alternate proposal for consideration to the Budget and Finance Committee. After the second Budget and Finance Committee meeting on April 27, the options were narrowed to the version posted on March 16 for the May 4 Public Hearing. The legal notice for the second

public hearing was published on May 16.

PUBLIC COMMENTS

All written comments along with Air District responses since the public workshop until the end of the public comment period of May 25, 2022 are documented in Appendix B.

CONCLUSIONS

Air District staff finds that the proposed fee amendments meet the findings of necessity, authority, clarity, consistency, non-duplication and reference specified in H&S Code section 40727. The proposed amendments:

- Are necessary to fund the Air District's efforts to attain and maintain federal and state air quality standards, and to reduce public exposure to toxic air contaminants;
- Are authorized by H&S Code sections 42311, 42311.2, 41512.7, 42364, 44380 and 40 CFR Part 70.9;
- Are clear, in that the amendments are written so that the meaning can be understood by the affected parties;
- Are consistent with other Air District rules, and not in conflict with any state or federal law;
- Are not duplicative of other statutes, rules or regulations; and
- Reference H&S Code sections 42311, 42311.2, 41512.7, 42364, 44380 and 40 CFR Part 70.9.

The proposed fee amendments will be used by the Air District to recover the costs of issuing permits and notifications, ensuring and verifying compliance, verifying emissions, and other associated regulatory activities. The Air District fees subject to this rulemaking are in amounts no more than necessary to cover the reasonable costs of the Air District's regulatory activities, and the manner in which the Air District fees allocate those costs to a payer bear a fair and reasonable relationship to the payer's burdens on the Air District regulatory activities and benefits received from those activities. After adoption of the proposed amendments, permit fee revenue would still be below the Air District's regulatory program activity costs associated with permitted sources. Similarly, fee revenue for non-permitted sources would be below the Air District's costs of regulatory programs related to these sources. Fee increases for authorities to construct and permits to operate would not exceed 15 percent per year as required under H&S Code section 41512.7. The proposed amendments to Regulation 3 are exempt from the requirements of the CEQA under Section 15273 of the CEQA Guidelines.

**APPENDIX A:
PROPOSED REGULATORY LANGUAGE –
REGULATION 3: FEES**

**REGULATION 3
FEES
INDEX**

3-100 GENERAL

- 3-101 Description
- 3-102 Deleted July 12, 1989
- 3-103 Exemption, Abatement Devices
- 3-104 Deleted August 2, 1995
- 3-105 Exemption, Excavation of Contaminated Soil and Removal of Underground Storage Tank Operation Fees
- 3-106 Deleted December 2, 1998
- 3-107 Exemption, Sources Exempt from Permit Requirements

3-200 DEFINITIONS

- 3-201 Cancelled Application
- 3-202 Gasoline Dispensing Facility
- 3-203 Filing Fee
- 3-204 Initial Fee
- 3-205 Authority to Construct
- 3-206 Modification
- 3-207 Permit to Operate Fee
- 3-208 Deleted June 4, 1986
- 3-209 Small Business
- 3-210 Solvent Evaporating Source
- 3-211 Source
- 3-212 Deleted August 2, 1995
- 3-213 Major Stationary Source
- 3-214 Deleted March 1, 2000
- 3-215 Deleted March 1, 2000
- 3-216 Deleted March 1, 2000
- 3-217 Deleted March 1, 2000
- 3-218 Deleted March 1, 2000
- 3-219 Deleted March 1, 2000
- 3-220 Deleted March 1, 2000
- 3-321 Deleted March 1, 2000
- 3-222 Deleted March 1, 2000
- 3-223 Start-up Date
- 3-224 Permit to Operate
- 3-225 Deleted June 3, 2015
- 3-226 Air Toxics "Hot Spots" Information and Assessment Act of 1987
- 3-227 Toxic Air Contaminant, or TAC
- 3-228 Deleted December 2, 1998
- 3-229 Deleted December 2, 1998
- 3-230 Deleted December 2, 1998
- 3-231 Deleted December 2, 1998
- 3-232 Deleted December 2, 1998
- 3-233 Deleted December 2, 1998
- 3-234 Deleted December 2, 1998
- 3-235 Deleted December 2, 1998
- 3-236 Deleted December 2, 1998
- 3-237 PM₁₀
- 3-238 Risk Assessment Fee

- 3-239 Toxic Surcharge
- 3-240 Biogenic Carbon Dioxide
- 3-241 Green Business
- 3-242 Incident
- 3-243 Incident Response
- 3-244 Permit to Operate Renewal Date
- 3-245 Permit Renewal Period
- 3-246 **Overburdened Community**

3-300 STANDARDS

- 3-301 Hearing Board Fees
- 3-302 Fees for New and Modified Sources
- 3-303 Back Fees
- 3-304 Alteration
- 3-305 Cancellation or Withdrawal
- 3-306 Change in Conditions
- 3-307 Transfers
- 3-308 Change of Location
- 3-309 Deleted June 21, 2017
- 3-310 Fee for Constructing Without a Permit
- 3-311 Banking
- 3-312 Emission Caps and Alternative Compliance Plans
- 3-313 Deleted May 19, 1999
- 3-314 Deleted August 2, 1995
- 3-315 Costs of Environmental Documentation
- 3-316 Deleted June 6, 1990
- 3-317 Asbestos Operation Fee
- 3-318 Public Notice Fee, ~~Schools~~
- 3-319 Major Stationary Source Fees
- 3-320 Toxic Inventory Fees
- 3-321 Deleted December 2, 1998
- 3-322 Excavation of Contaminated Soil and Removal of Underground Storage Tank Operation Fees
- 3-323 Pre-Certification Fees
- 3-324 Deleted June 7, 2000
- 3-325 Deleted December 2, 1998
- 3-326 Deleted December 2, 1998
- 3-327 Permit to Operate, Renewal Fees
- 3-328 Fee for OEHHA Risk Assessment Reviews
- 3-329 Fees for New Source Review Health Risk Assessment
- 3-330 Fee for Renewing an Authority to Construct
- 3-331 Registration Fees
- 3-332 Naturally Occurring Asbestos Fees
- 3-333 Major Facility Review (MFR) and Synthetic Minor Application Fees
- 3-334 Greenhouse Gas Fees
- 3-335 Indirect Source Review Fees
- 3-336 Open Burning Operation Fees
- 3-337 Exemption Fees
- 3-338 Incident Response Fees
- 3-339 Refining Emissions Tracking Fees
- 3-340 Major Stationary Source Community Air Monitoring Fees
- 3-341 Fee for Risk Reduction Plan
- 3-342 Fee for Facility-Wide Health Risk Assessment

3-343 Fees for Air Dispersion Modeling

3-344 Rounding

3-400 ADMINISTRATIVE REQUIREMENTS

- 3-401 Permits
- 3-402 Single Anniversary Date
- 3-403 Change in Operating Parameters
- 3-404 Deleted June 7, 2000
- 3-405 Fees Not Paid
- 3-406 Deleted June 4, 1986
- 3-407 Deleted August 2, 1995
- 3-408 Permit to Operate Valid for 12 Months
- 3-409 Deleted June 7, 2000
- 3-410 Deleted August 2, 1995
- 3-411 Advance Deposit of Funds
- 3-412 Deleted December 2, 1998
- 3-413 Toxic "Hot Spots" Information and Assessment Act Revenues
- 3-414 Deleted December 2, 1998
- 3-415 Failure to Pay - Further Actions
- 3-416 Adjustment of Fees
- 3-417 Temporary Amnesty for Unpermitted and Unregistered Sources
- 3-418 Temporary Incentive for Online Production System Transactions

3-500 MONITORING AND RECORDS (None Included)

3-600 MANUAL OF PROCEDURES (None Included)

FEE SCHEDULES

- SCHEDULE A HEARING BOARD FEES
- SCHEDULE B COMBUSTION OF FUEL
- SCHEDULE C STATIONARY CONTAINERS FOR THE STORAGE OF ORGANIC LIQUIDS
- SCHEDULE D GASOLINE TRANSFER AT GASOLINE DISPENSING FACILITIES, BULK PLANTS AND TERMINALS
- SCHEDULE E SOLVENT EVAPORATING SOURCES
- SCHEDULE F MISCELLANEOUS SOURCES
- SCHEDULE H SEMICONDUCTOR AND RELATED OPERATIONS
- SCHEDULE I DRY CLEANERS
- SCHEDULE J DELETED February 19, 1992
- SCHEDULE K SOLID WASTE DISPOSAL SITES
- SCHEDULE L ASBESTOS OPERATIONS
- SCHEDULE M MAJOR STATIONARY SOURCE FEES
- SCHEDULE N TOXIC INVENTORY FEES
- SCHEDULE O DELETED May 19, 1999
- SCHEDULE P MAJOR FACILITY REVIEW FEES
- SCHEDULE Q EXCAVATION OF CONTAMINATED SOIL AND REMOVAL OF UNDERGROUND STORAGE TANKS
- SCHEDULE R EQUIPMENT REGISTRATION FEES
- SCHEDULE S NATURALLY OCCURRING ASBESTOS OPERATIONS
- SCHEDULE T GREENHOUSE GAS FEES
- SCHEDULE U INDIRECT SOURCE REVIEW FEES
- SCHEDULE V OPEN BURNING
- SCHEDULE W REFINING EMISSIONS TRACKING FEES
- SCHEDULE X MAJOR STATIONARY SOURCE COMMUNITY AIR MONITORING FEES

REGULATION 3 FEES

(Adopted June 18, 1980)

3-100 GENERAL

3-101 Description: This regulation establishes the regulatory fees charged by the District.
(Amended 7/6/83, 11/2/83, 2/21/90, 12/16/92, 8/2/95, 12/2/98, 5/21/03, 5/21/08, 5/20/09, 6/19/13)

3-102 Deleted July 12, 1989

3-103 Exemption, Abatement Devices: Installation, modification, or replacement of abatement devices on existing sources are subject to fees pursuant to Section 3-302.3. All abatement devices are exempt from annual permit renewal fees. However, emissions from abatement devices, including any secondary emissions, shall be included in facility-wide emissions calculations when determining the applicability of and the fees associated with Schedules M, N, P, and T.

(Amended 6/4/86; 7/1/98; 6/7/00; 5/21/08)

3-104 Deleted August 2, 1995

3-105 Exemption, Excavation of Contaminated Soil and Removal of Underground Storage Tank Operation Fees: Fees shall not be required, pursuant to Section 3-322, for operations associated with the excavation of contaminated soil and the removal of underground storage tanks if one of the following is met:

105.1 The tank removal operation is being conducted within a jurisdiction where the APCO has determined that a public authority has a program equivalent to the District program and persons conducting the operations have met all the requirements of the public authority.

105.2 Persons submitting a written notification for a given site have obtained an Authority to Construct or Permit to Operate in accordance with Regulation 2, Rule 1, Section 301 or 302. Evidence of the Authority to Construct or the Permit to Operate must be provided with any notification required by Regulation 8, Rule 40.

(Adopted 1/5/94; Amended 5/21/03)

3-106 Deleted December 2, 1998

3-107 Exemption, Sources Exempt from Permit Requirements: Any source that is exempt from permit requirements pursuant to Regulation 2, Rule 1, Sections 103 through 128 is exempt from permit fees. However, emissions from exempt sources shall be included in facility-wide emissions calculations when determining the applicability of and the fees associated with Schedules M, N, and P.

(Adopted 6/7/00)

3-200 DEFINITIONS

3-201 Cancelled Application: Any application which has been withdrawn by the applicant or cancelled by the APCO for failure to pay fees or to provide the information requested to make an application complete.

(Amended 6/4/86, 4/6/88)

3-202 Gasoline Dispensing Facility: Any stationary facility which dispenses gasoline directly into the fuel tanks of vehicles, such as motor vehicles, aircraft or boats. The facility shall be treated as a single source which includes all necessary equipment for the exclusive use of the facility, such as nozzles, dispensers, pumps, vapor return lines, plumbing and storage tanks.

(Amended 2/20/85)

3-203 Filing Fee: A fixed fee for each source in an authority to construct.

(Amended 6/4/86)

3-204 Initial Fee: The fee required for each new or modified source based on the type and size of the source. The fee is applicable to new and modified sources seeking to obtain an authority to construct. Operation of a new or modified source is not allowed until the permit to operate fee is paid.

(Amended 6/4/86)

- 3-205 Authority to Construct:** Written authorization from the APCO, pursuant to Section 2-1-301, for a source to be constructed or modified or for a source whose emissions will be reduced by the construction or modification of an abatement device.
(Amended June 4, 1986)
- 3-206 Modification:** See Section 1-217 of Regulation 1.
- 3-207 Permit to Operate Fee:** The fee required for the annual renewal of a permit to operate or for the first year of operation (or prorated portion thereof) of a new or modified source which received an authority to construct.
(Amended 6/4/86, 7/15/87, 12/2/98, 6/7/00)
- 3-208 Deleted June 4, 1986**
- 3-209 Small Business:** A business with no more than 10 employees and gross annual income of no more than \$750,000 that is not an affiliate of a non-small business.
(Amended 6/4/86, 6/6/90, 6/7/00, 6/15/05, 6/16/10)
- 3-210 Solvent Evaporating Source:** Any source utilizing organic solvent, as part of a process in which evaporation of the solvent is a necessary step. Such processes include, but are not limited to, solvent cleaning operations, painting and surface coating, rotogravure coating and printing, flexographic printing, adhesive laminating, etc. Manufacture or mixing of solvents or surface coatings is not included.
(Amended 7/3/91)
- 3-211 Source:** See Section 1-227 of Regulation 1.
- 3-212 Deleted August 2, 1995**
- 3-213 Major Stationary Source:** For the purpose of Schedule M, a major stationary source shall be any District permitted plant, building, structure, stationary facility or group of facilities under the same ownership, leasehold, or operator which, in the base calendar year, emitted to the atmosphere organic compounds, oxides of nitrogen (expressed as nitrogen dioxide), oxides of sulfur (expressed as sulfur dioxide), or PM₁₀ in an amount calculated by the APCO equal to or exceeding 50 tons per year.
(Adopted 11/2/83; Amended 2/21/90, 6/6/90, 8/2/95, 6/7/00)
- 3-214 Deleted October 20, 1999, effective March 1, 2000**
- 3-215 Deleted October 20, 1999, effective March 1, 2000**
- 3-216 Deleted October 20, 1999, effective March 1, 2000**
- 3-217 Deleted October 20, 1999, effective March 1, 2000**
- 3-218 Deleted October 20, 1999, effective March 1, 2000**
- 3-219 Deleted October 20, 1999, effective March 1, 2000**
- 3-220 Deleted October 20, 1999, effective March 1, 2000**
- 3-221 Deleted October 20, 1999, effective March 1, 2000**
- 3-222 Deleted October 20, 1999, effective March 1, 2000**
- 3-223 Start-up Date:** Date when new or modified equipment under an authority to construct begins operating. The holder of an authority to construct is required to notify the APCO of this date at least 3 days in advance. For new sources, or modified sources whose authorities to construct have expired, operating fees are charged from the startup date.
(Adopted 6/4/86; Amended 6/6/90)
- 3-224 Permit to Operate:** Written authorization from the APCO pursuant to Section 2-1-302.
(Adopted 6/4/86; Amended 6/7/00)
- 3-225 Deleted June 3, 2015**
- 3-226 Air Toxics "Hot Spots" Information and Assessment Act of 1987:** The Air Toxics "Hot Spots" Information and Assessment Act of 1987 directs the California Air Resources Board and the Air Quality Management Districts to collect information from industry on emissions of potentially toxic air contaminants and to inform the public about such emissions and their impact on public health. It also directs the Air Quality Management District to collect fees sufficient to cover the necessary state and District costs of implementing the program.
(Adopted 10/21/92; Amended 6/15/05)
- 3-227 Toxic Air Contaminant, or TAC:** An air pollutant that may cause or contribute to an increase in mortality or in serious illness or that may pose a present or potential hazard to human health. For the purposes of this rule, TACs consist of the substances listed in Table 2-5-1 of Regulation 2, Rule 5.
(Adopted 10/21/92; Amended 6/15/05)

- 3-228 Deleted December 2, 1998
 3-229 Deleted December 2, 1998
 3-230 Deleted December 2, 1998
 3-231 Deleted December 2, 1998
 3-232 Deleted December 2, 1998
 3-233 Deleted December 2, 1998
 3-234 Deleted December 2, 1998
 3-235 Deleted December 2, 1998
 3-236 Deleted December 2, 1998
 3-237 **PM₁₀**: See Section 2-1-229 of Regulation 2, Rule 1. *(Adopted 6/7/00)*
- 3-238 **Risk Assessment Fee**: Fee for a new or modified source of toxic air contaminants for which a health risk assessment (HRA) is required under Regulation 2-5-401, for an HRA required under Regulation 11, Rule 18, or for an HRA prepared for other purposes (e.g., for determination of permit exemption in accordance with Regulations 2-1-316, 2-5-301 and 2-5-302; or for determination of exemption from emission control requirements pursuant to Regulation 8-47-113 and 8-47-402). *(Adopted 6/15/05; Amended 6/21/17)*
- 3-239 **Toxic Surcharge**: Fee paid in addition to the permit to operate fee for a source that emits one or more toxic air contaminants at a rate which exceeds a chronic trigger level listed in Table 2-5-1. *(Adopted 6/15/05)*
- 3-240 **Biogenic Carbon Dioxide**: Carbon dioxide emissions resulting from materials that are derived from living cells, excluding fossil fuels, limestone and other materials that have been transformed by geological processes. Biogenic carbon dioxide originates from carbon (released in the form of emissions) that is present in materials that include, but are not limited to, wood, paper, vegetable oils, animal fat, and food, animal and yard waste. *(Adopted 5/21/08)*
- 3-241 **Green Business**: A business or government agency that has been certified under the Bay Area Green Business Program coordinated by the Association of Bay Area Governments and implemented by participating counties. *(Adopted 6/19/10)*
- 3-242 **Incident**: A non-routine release of an air contaminant that may cause adverse health consequences to the public or to emergency personnel responding to the release, or that may cause a public nuisance or off-site environmental damage. *(Adopted 6/19/13)*
- 3-243 **Incident Response**: The District's response to an incident. The District's incident response may include the following activities: i) inspection of the incident-emitting equipment and facility records associated with operation of the equipment; ii) identification and analysis of air quality impacts, including without limitation, identifying areas impacted by the incident, modeling, air monitoring, and source sampling; iii) engineering analysis of the specifications or operation of the equipment; and iv) administrative tasks associated with processing complaints and reports. *(Adopted 6/19/13)*
- 3-244 **Permit to Operate Renewal Date**: The first day of a Permit to Operate's Permit Renewal Period. *(Adopted 6/19/13)*
- 3-245 **Permit Renewal Period**: The length of time the source is authorized to operate pursuant to a Permit to Operate. *(Adopted 6/19/13)*
- 3-246 **Overburdened Community**: As defined in Regulation 2, Rule 1 *(Adopted TBD)*
- 3-300 **STANDARDS**
- 3-301 **Hearing Board Fees**: Applicants for variances or appeals or those seeking to revoke or modify variances or abatement orders or to rehear a Hearing Board decision shall pay the applicable fees, including excess emission fees, set forth in Schedule A. *(Amended 6/7/00)*

3-302

Fees for New and Modified Sources: Applicants for authorities to construct and permits to operate new sources shall pay for each new source: a filing fee of ~~\$546593~~, the initial fee, the risk assessment fee, the permit to operate fee, and toxic surcharge (given in Schedules B, C, D, E, F, H, I or K). Applicants for authorities to construct and permits to operate modified sources shall pay for each modified source, a filing fee of ~~\$546593~~, the initial fee, the risk assessment fee, and any incremental increase in permit to operate and toxic surcharge fees. Where more than one of the schedules is applicable to a source, the fee paid shall be the highest of the applicable schedules. If any person requests more than three HRA scenarios required pursuant to Regulation 2, Rule 5 in any single permit application, they shall pay an additional risk assessment fee for each of these scenarios. Except for gasoline dispensing facilities (Schedule D) and semiconductor facilities (Schedule H), the size to be used for a source when applying the schedules shall be the maximum size the source will have after the construction or modification. Where applicable, fees for new or modified sources shall be based on maximum permitted usage levels or maximum potential to emit including any secondary emissions from abatement equipment. The fee rate applied shall be based on the fee rate in force on the date the application is declared by the APCO to be complete according to 2-1-402, excluding 2-1-402.3 fees. The APCO may reduce the fees for new and modified sources by an amount deemed appropriate if the owner or operator of the source attends an Industry Compliance School sponsored by the District.

302.1 Small Business Discount: If an applicant qualifies as a small business and the source falls under schedules B, C, D (excluding gasoline dispensing facilities), E, F, H, I or K, the filing fee, initial fee, and risk assessment fee shall be reduced by 50%. All other applicable fees shall be paid in full. If an applicant also qualifies for a Green Business Discount, only the Small Business Discount (i.e., the 50% discount) shall apply.

302.2 Deleted July 3, 1991

302.3 Fees for Abatement Devices: Applicants for an authority to construct and permit to operate abatement devices where there is no other modification to the source shall pay a ~~\$546593~~ filing fee and initial and risk assessment fees that are equivalent to 50% of the initial and risk assessment fees for the source being abated, not to exceed a total of ~~\$40,74712,359~~. For abatement devices abating more than one source, the initial fee shall be 50% of the initial fee for the source having the highest initial fee.

302.4 Fees for Reactivated Sources: Applicants for a Permit to Operate reactivated, previously permitted equipment shall pay the full filing, initial, risk assessment, permit, and toxic surcharge fees.

302.5 Deleted June 3, 2015

302.6 Green Business Discount: If an applicant qualifies as a green business, the filing fee, initial fee, and risk assessment fee shall be reduced by 10%. All other applicable fees shall be paid in full.

302.7 Fee for applications in an Overburdened Community: An applicant with a project that requires a Health Risk Assessment in an Overburdened Community shall pay a fee of \$1,000 in addition to any other permit application fees.

(Amended 5/19/82, 7/6/83, 6/4/86, 7/15/87, 6/6/90, 7/3/91, 6/15/94, 10/8/97, 7/1/98, 5/19/99, 6/7/00, 6/6/01, 5/1/02, 5/21/03, 6/2/04, 6/15/05, 6/7/06, 5/2/07, 5/21/08, 5/20/09, 6/16/10, 5/4/11, 6/6/12, 6/19/13, 6/4/14, 6/3/15, 6/15/16, 6/21/17, 6/6/18, 6/5/19, 6/16/21, TBD)

3-303

Back Fees: An applicant required to obtain a permit to operate existing equipment in accordance with District regulations shall pay back fees equal to the permit to operate fees and toxic surcharges given in the appropriate Schedule (B, C, D, E, F, H, I or K) prorated from the effective date of permit requirements. Where more than one of these schedules is applicable to a source, the fee paid shall be the highest of the applicable schedules. The applicant shall also pay back fees equal to toxic inventory fees pursuant to Section 3-320 and Schedule N. The maximum back fee shall not exceed a total of five years' permit, toxic surcharge, and toxic inventory fees. An owner/operator required to register existing equipment in accordance with District regulations shall pay back fees equal to the annual renewal fee given in Schedule R prorated from the effective date of registration requirements, up to a maximum of five years.

(Amended 5/19/82, 7/6/83, 6/4/86, 7/15/87, 6/6/90, 7/3/91, 10/8/97, 6/15/05, 5/20/09)

3-304

Alteration: Except as provided below, an applicant to alter an existing permitted source shall

pay the filing fee and 50% of the initial fee for the source, provided that the alteration does not result in an increase in emissions of any regulated air pollutant. For gasoline dispensing facilities subject to Schedule D, an applicant for an alteration shall pay a fee of 1.75 times the filing fee.

304.1 Schedule D Fees: Applicants for alteration to a gasoline dispensing facility subject to Schedule D shall pay a fee of 1.75 times the filing fee.

304.2 Schedule G Fees: Applicants for alteration to a permitted source subject to Schedule G-3, G-4, or G-5 shall pay the filing fee, 100% of the initial fee, and, if District regulations require a health risk assessment of the alteration, the risk assessment fee provided for in Schedule G-2. The applicant shall pay the permit renewal and the toxic surcharge fees applicable to the source under Schedules G-3, G-4, or G-5.

(Amended 6/4/86, 11/15/00, 6/2/04, 6/3/15, 6/15/16, 6/6/18, 6/5/19)

3-305 Cancellation or Withdrawal: There will be no refund of the initial fee and filing fee if an application is cancelled or withdrawn. There will be no refund of the risk assessment fee if the risk assessment has been conducted prior to the application being cancelled or withdrawn. If an application for identical equipment for the same project is submitted within six months of the date of cancellation or withdrawal, the initial fee will be credited in full against the fee for the new application.

(Amended 7/6/83, 4/6/88, 10/8/97, 6/15/05, 6/21/17, 6/16/21)

3-306 Change in Conditions: If an applicant applies to change the conditions on an existing authority to construct or permit to operate, the applicant will pay the following fees. There will be no change in anniversary date.

306.1 Administrative Condition Changes: An applicant applying for an administrative change in permit conditions shall pay a fee equal to the filing fee for a single source, provided the following criteria are met:

1.1 The condition change applies to a single source or a group of sources with shared permit conditions.

1.2 The condition change does not subject the source(s) to any District Regulations or requirements that were not previously applicable.

1.3 The condition change does not result in any increase in emissions of POC, NPOC, NO_x, CO, SO₂, or PM₁₀ at any source or the emission of a toxic air contaminant above the trigger levels identified in Table 2-5-1

1.4 The condition change does not require a public notice.

306.2 Other Condition Changes: Applicant shall pay the filing, initial, and risk assessment fees required for new and modified equipment under Section 3-302. If the condition change will result in higher permit to operate fees, the applicant shall also pay any incremental increases in permit to operate fees and toxic surcharges.

(Amended 7/6/83, 6/4/86, 6/6/90, 10/8/97, 6/7/00, 6/15/05, 6/21/17)

3-307 Transfers: The owner/operator of record is the person to whom a permit is issued or, if no permit has yet been issued to a facility, the person who applied for a permit. Permits are valid only for the owner/operator of record. Upon submittal of a \$102 transfer of ownership fee, permits are re-issued to the new owner/operator of record with no change in expiration dates.

(Amended 2/20/85, 6/4/86, 11/5/86, 4/6/88, 10/8/97, 5/1/02, 5/21/03, 6/02/04, 6/19/13, 6/4/14, 6/15/16)

3-308 Change of Location: An applicant who wishes to move an existing source, which has a permit to operate, shall pay no fee if the move is on the same facility. If the move is not on the same facility, the source shall be considered a new source and subject to Section 3-302. This section does not apply to portable permits meeting the requirements of Regulation 2-1-220 and 413.

(Amended 7/6/83; 6/4/86; 6/15/05)

3-309 Deleted June 21, 2017

3-310 Fee for Constructing Without a Permit: An applicant for an authority to construct and a permit to operate a source, which has been constructed or modified without an authority to construct, shall pay the following fees:

310.1 Sources subject to permit requirements on the date of initial operation shall pay fees for new construction pursuant to Section 3-302, any back fees pursuant to Section 3-303, and a late fee equal to 100% of the initial fee. A modified gasoline dispensing facility subject to Schedule D that is not required to pay an initial fee shall pay fees for a modified source pursuant to Section 3-302, back fees, and a late fee equal to 100%

of the filing fee.

- 310.2 Sources previously exempt from permit requirements that lose their exemption due to changes in District, state, or federal regulations shall pay a permit to operate fee and toxic surcharge for the coming year and any back fees pursuant to Section 3-303.
- 310.3 Sources previously exempt from permit requirements that lose their exemption due to a change in the manner or mode of operation, such as an increased throughput, shall pay fees for new construction pursuant to Section 3-302. In addition, sources applying for permits after commencing operation in a non-exempt mode shall also pay a late fee equal to 100% of the initial fee and any back fees pursuant to Section 3-303.
- 310.4 Sources modified without a required authority to construct shall pay fees for modification pursuant to Section 3-302 and a late fee equal to 100% of the initial fee.

(Amended 7/6/83, 4/18/84, 6/4/86, 6/6/90, 7/3/91, 8/2/95, 10/8/97, 6/02/04, 6/15/05, 6/6/12)

3-311 Emission Banking Fees: An applicant to bank emissions for future use, to convert an emission reduction credit (ERC) into an Interchangeable Emission Reduction Credit (IERC), or to transfer ownership of ERCs shall pay the following fees:

- 311.1 Banking ERCs: An applicant to bank emissions for future use shall pay a filing fee of ~~\$546593~~ per source plus the initial fee given in Schedules B, C, D, E, F, H, I or K. Where more than one of these schedules is applicable to a source, the fee paid shall be the highest of the applicable schedules.
- 311.2 Converting Existing ERCs: An applicant to convert an existing ERC into an IERC shall pay a filing fee of ~~\$546593~~ per source plus the initial fee given in Schedules B, C, D, E, F, H, I or K. Where more than one of these schedules is applicable to a source, the fee paid shall be the highest of the applicable schedules.
- 311.3 Transferring ERC Ownership: An applicant to transfer an ERC it currently owns to another owner shall pay a filing fee of ~~\$546593~~.

(Amended 7/6/83, 6/4/86, 7/15/87, 7/3/91, 6/15/94, 7/1/98, 5/19/99, 6/7/00, 6/6/01, 5/1/02, 5/21/03, 6/02/04, 6/15/05, 6/7/06, 5/2/07, 5/21/08, 5/20/09, 6/16/10, 5/4/11, 6/6/12, 6/19/13, 6/4/14, 6/3/15, 6/15/16, 6/21/17, 6/6/18, 6/5/19, 6/16/21, TBD)

3-312 Emission Caps and Alternative Compliance Plans: Any facility which elects to use an alternative compliance plan contained in:

- 312.1 Regulation 8 ("bubble") to comply with a District emission limitation or to use an annual or monthly emission limit to acquire a permit in accordance with the provisions of Regulation 2, Rule 2, shall pay an additional annual fee equal to fifteen percent of the total plant permit to operate fee.
- 312.2 Regulation 2, Rule 9, or Regulation 9, Rule 10 shall pay an annual fee of ~~\$1,3051,501~~ for each source included in the alternative compliance plan, not to exceed ~~\$13,05315,011~~.

(Adopted 5/19/82; Amended 6/4/86, 5/19/99, 6/7/00, 6/6/01, 5/1/02, 5/23/03, 6/2/04, 6/15/05, 6/7/06, 5/2/07, 5/21/08, 5/20/09, 6/16/10, 5/4/11, 6/6/12, 6/19/13, 6/4/14, 6/3/15, 6/15/16, 6/21/17, 6/6/18, 6/5/19, 6/16/21, TBD)

3-313 Deleted May 19, 1999

3-314 Deleted August 2, 1995

3-315 Costs of Environmental Documentation: An applicant for an Authority to Construct shall pay, in addition to the fees required under Section 3-302 and in any applicable schedule, the District's costs of performing any environmental evaluation and preparing and filing any documents pursuant to the California Environmental Quality Act (Public Resources Code, Section 21000, et seq), including the costs of any outside consulting assistance which the District may employ in connection with the preparation of any such evaluation or documentation, as well as the District's reasonable internal costs (including overhead) of processing, reviewing, or filing any environmental evaluation or documentation.

(Adopted 12/18/85; Amended 5/1/02, 6/3/15)

3-316 Deleted June 6, 1990

3-317 Asbestos Operation Fees: After July 1, 1988, persons submitting a written plan, as required by Regulation 11, Rule 2, Section 401, to conduct an asbestos operation shall pay the fee given in Schedule L.

(Adopted 7/6/88; Renumbered 9/7/88; Amended 8/2/95)

3-318 Public Notice Fee, Schools: Pursuant to ~~Section 42301.6(b) of the Health and Safety Code, an An~~ applicant for an authority to construct or permit to operate subject to the public notice requirements of Regulation 2-1-412 shall pay, in addition to the fees required under Section 3-

302 and in any applicable schedule, a fee to cover the expense of preparing and distributing the public notices to the affected persons specified in Regulation 2-1-412 as follows:

318.1 A fee of \$2,272 per application, and

318.2 The District's cost exceeding \$2,272 of preparing and distributing the public notice.

318.3 The District shall refund to the applicant the portion of any fee paid under this Section that exceeds the District's cost of preparing and distributing the public notice.

(Adopted 11/1/89; Amended 10/8/97, 7/1/98, 5/19/99, 6/7/00, 5/21/03, 6/2/04, 6/16/10, 6/15/16, 6/21/17, 6/6/18)

3-319 Major Stationary Source Fees: Any major stationary source emitting 50 tons per year of organic compounds, sulfur oxides, nitrogen oxides, or PM₁₀ shall pay a fee based on Schedule M. This fee is in addition to permit and other fees otherwise authorized to be collected from such facilities and shall be included as part of the annual permit renewal fees.

(Adopted 6/6/90; Amended 8/2/95, 6/7/00)

3-320 Toxic Inventory Fees: Any facility that emits one or more toxic air contaminants in quantities above a minimum threshold level shall pay an annual fee based on Schedule N. This fee will be in addition to permit to operate, toxic surcharge, and other fees otherwise authorized to be collected from such facilities.

320.1 An applicant who qualifies as a small business under Regulation 3-209 shall pay a Toxic Inventory Fee as set out in Schedule N up to a maximum fee of ~~\$40,207~~11,738 per year.

(Adopted 10/21/92; Amended 5/19/99, 5/21/03, 6/2/04, 6/15/05, 6/7/06, 5/2/07, 5/20/09, 6/16/10, 5/4/11, 6/15/16, 6/21/17, 6/5/19, 6/16/21, TBD)

3-321 Deleted December 2, 1998

3-322 Excavation of Contaminated Soil and Removal of Underground Storage Tank Operation Fees: Persons submitting a written notification for a given site to conduct either excavation of contaminated soil or removal of underground storage tanks as required by Regulation 8, Rule 40, Section 401, 402, 403 or 405 shall pay a fee based on Schedule Q.

(Adopted 1/5/94; Amended 8/2/95; 5/21/03)

3-323 Pre-Certification Fees: An applicant seeking to pre-certify a source, in accordance with Regulation 2, Rule 1, Section 415, shall pay the filing fee, initial fee and permit to operate fee given in the appropriate schedule.

(Adopted June 7, 1995)

3-324 Deleted June 7, 2000

3-325 Deleted December 2, 1998

3-326 Deleted December 2, 1998

3-327 Permit to Operate, Renewal Fees: After the expiration of the initial permit to operate, the permit to operate shall be renewed on an annual basis or other time period as approved by the APCO. The fee required for the renewal of a permit to operate is the permit to operate fee and toxic surcharge listed in Schedules B, C, D, E, F, H, I, and K, prorated for the period of coverage. When more than one of the schedules is applicable to a source, the fee paid shall be the highest of the applicable schedules. This renewal fee is applicable to all sources required to obtain permits to operate in accordance with District regulations. The permit renewal invoice shall also specify any applicable major stationary source fees based on Schedule M, toxic inventory fees based on Schedule N, major facility review fees based on Schedule P, greenhouse gas fees based on Schedule T, refining emissions tracking fees based on Schedule W, and community air monitoring fees based on Schedule X. Where applicable, renewal fees shall be based on actual usage or emission levels that have been reported to or calculated by the District.

327.1 Renewal Processing Fee: In addition, the facility shall also pay a processing fee at the time of renewal that covers each Permit Renewal Period as follows:

1.1 ~~\$402-117~~ for facilities with one permitted source, including gasoline dispensing facilities,

1.2 ~~\$204-231~~ for facilities with 2 to 5 permitted sources,

1.3 ~~\$404-461~~ for facilities with 6 to 10 permitted sources,

1.4 ~~\$602-692~~ for facilities with 11 to 15 permitted sources,

1.5 ~~\$799-919~~ for facilities with 16 to 20 permitted sources,

1.6 ~~\$999-1,149~~ for facilities with more than 20 permitted sources.

327.2 Assembly Bill 617 Community Health Impact Fee: An owner/operator of a permitted facility subject to Schedule P (Major Facility Review Fees) shall pay an Assembly Bill

617 community health impact fee of 5.7 percent of the facility's total renewal fee, up to a maximum fee of ~~\$100,000~~\$115,000 per year per facility owner.

327.3 Criteria Pollutant and Toxic Emissions Reporting (CTR): The owner/operator of a permitted facility shall pay a CTR fee of 4.4 percent of the facility's total renewal fee, up to a maximum fee of ~~\$50,000~~\$57,500 per year.

327.4 Overburdened Community renewal fee: The owner/operator of a permitted facility in an Overburdened Community shall pay a fee of 15 percent of the facility's total renewal fee, up to a maximum fee of \$250,000 per year.

(Adopted 6/7/00; Amended 6/2/04, 6/16/04, 6/15/05, 6/7/06, 5/2/07, 5/21/08, 5/20/09, 6/16/10, 5/4/11, 6/6/12, 6/19/13, 6/4/14, 6/3/15, 6/15/16, 6/21/17, 6/6/18, 6/5/19, 6/3/20, 6/16/21, 11/3/21, TBD)

3-328 Fee for OEHHA Risk Assessment Reviews: Any facility that submits a health risk assessment to the District in accordance with Section 44361 of the California Health and Safety Code shall pay any fee requested by the State Office of Environmental Health Hazard Assessment (OEHHA) for reimbursement of that agency's costs incurred in reviewing the risk assessment.

(Adopted 6/7/00)

3-329 Fees for New Source Review Health Risk Assessment: Any person required to submit a health risk assessment (HRA) pursuant to Regulation 2-5-401 shall pay an appropriate Risk Assessment Fee pursuant to Regulation 3-302 and Schedules B, C, D, E, F, H, I or K. In addition, any person that requests that the District prepare or review an HRA (e.g., for determination of permit exemption in accordance with Regulations 2-1-316, 2-5-301 and 2-5-302; or for determination of exemption from emission control requirements pursuant to Regulation 8-47-113 and 8-47-402) shall pay a Risk Assessment Fee. A Risk Assessment Fee shall be assessed for each source that is proposed to emit a toxic air contaminant (TAC) at a rate that exceeds a trigger level in Table 2-5-1: Toxic Air Contaminant Trigger Levels. If a project requires an HRA due to total project emissions, but TAC emissions from each individual source are less than the Table 2-5-1 trigger levels, a Risk Assessment Fee shall be assessed for the source in the project with the highest TAC emissions.

(Adopted 6/15/05; Amended 6/21/17)

3-330 Fee for Renewing an Authority to Construct: An applicant seeking to renew an authority to construct in accordance with Regulation 2-1-407 shall pay a fee of 50% of the initial fee in effect at the time of the renewal. If the District determines that an authority to construct cannot be renewed, any fees paid under this section shall be credited in full against the fee for a new authority to construct for functionally equivalent equipment submitted within six months of the date the original authority to construct expires.

(Adopted June 15, 2005)

3-331 Registration Fees: Any person who is required to register equipment under District rules shall submit a registration fee, and any annual fee thereafter, as set out in Schedule R. The APCO may reduce registration fees by an amount deemed appropriate if the owner or operator of the equipment attends an Industry Compliance School sponsored by the District.

(Adopted June 6, 2007; Amended 6/16/10)

3-332 Naturally Occurring Asbestos Fees: After July 1, 2007, any person required to submit or amend an Asbestos Dust Mitigation Plan (ADMP) pursuant to Title 17 of the California Code of Regulations, Section 93105, Asbestos Air Toxic Control Measure for Construction, Grading, Quarrying, and Surface Mining Operations shall pay the fee(s) set out in Schedule S.

(Adopted June 6, 2007; Amended 6/5/19)

3-333 Major Facility Review (MFR) and Synthetic Minor Application Fees: Any facility that applies for, or is required to undergo, an initial MFR permit, an amendment to an MFR permit, a minor or significant revision to an MFR permit, a reopening of an MFR permit, a renewal of an MFR permit, an initial synthetic minor operating permit, or a revision to a synthetic minor operating permit, shall pay the applicable fees set forth in Schedule P.

(Adopted May 21, 2008)

3-334 Greenhouse Gas Fees: Any permitted facility with greenhouse gas emissions shall pay a fee based on Schedule T. This fee is in addition to permit and other fees otherwise authorized to be collected from such facilities, and shall be included as part of the annual permit renewal fees.

(Adopted May 21, 2008)

- 3-335 Indirect Source Review Fees:** Applicants that must file an Air Quality Impact Assessment pursuant to District rules for a project that is deemed to be an indirect source shall pay a fee based on Schedule U.
(Adopted May 20, 2009)
- 3-336 Open Burning Operation Fees:** Effective July 1, 2013, any person required to provide notification to the District prior to burning; submit a petition to conduct a Filmmaking or Public Exhibition fire; receive an acreage burning allocation to conduct a Stubble fire; or submit a smoke management plan and receive an acreage burning allocation to conduct a Wildland Vegetation Management (Prescribed Burning) fire or Marsh Management fire shall pay the fee given in Schedule V.
(Adopted June 19, 2013; Amended 6/3/20)
- 3-337 Exemption Fee:** An applicant who wishes to receive a certificate of exemption shall pay a filing fee of ~~\$546593~~ per exempt source.
(Adopted June 19, 2013; Amended 6/4/14; 6/3/15, 6/21/17, 6/16/21, TBD)
- 3-338 Incident Response Fee:** Any facility required to obtain a District permit, and any District-regulated area-wide or indirect source, that is the site where an incident occurs to which the District responds, shall pay a fee equal to the District's actual costs in conducting the incident response as defined in Section 3-243, including without limitation, the actual time and salaries, plus overhead, of the District staff involved in conducting the incident response and the cost of any materials. (Adopted June 19, 2013)
- 3-339 Refining Emissions Tracking Fees:** Any person required to submit an Annual Emissions Inventory, Monthly Crude Slate Report, or air monitoring plan in accordance with Regulation 12, Rule 15 shall pay the applicable fees set forth in Schedule W.
(Adopted 6/15/16, Amended 11/03/21)
- 3-340 Major Stationary Source Community Air Monitoring Fees:** Any major stationary source emitting 35 tons per year of organic compounds, sulfur oxides, nitrogen oxides, carbon monoxide or PM₁₀ shall pay a community air monitoring fee based on Schedule X. This fee is in addition to permit and other fees otherwise authorized to be collected from such facilities and shall be included as part of the annual permit renewal fees.
(Adopted 6/15/16)
- 3-341 Fee for Risk Reduction Plan:** Any person required to submit a Risk Reduction Plan in accordance with Regulation 11, Rule 18 shall pay the applicable fees set forth below:
- 341.1 ~~\$1,5821,819~~ for facilities with one source subject to risk reduction pursuant to Regulation 11, Rule 18, including gasoline dispensing facilities;
 - 341.2 ~~\$3,1643,639~~ for facilities with 2 to 5 sources subject to risk reduction pursuant to Regulation 11, Rule 18;
 - 341.3 ~~\$6,3287,277~~ for facilities with 6 to 10 sources subject to risk reduction pursuant to Regulation 11, Rule 18;
 - 341.4 ~~\$12,65514,553~~ for facilities with 11 to 15 sources subject to risk reduction pursuant to Regulation 11, Rule 18;
 - 341.5 ~~\$25,31029,107~~ for facilities with 16 to 20 sources subject to risk reduction pursuant to Regulation 11, Rule 18;
 - 341.6 ~~\$33,74738,809~~ for facilities with more than 20 sources subject to risk reduction pursuant to Regulation 11, Rule 18.
- (Adopted 6/21/17, Amended 6/5/19, 6/3/20, 6/16/21, TBD)
- 3-342 Fee for Facility-Wide Health Risk Assessment:** Any person required to undergo a health risk assessment (HRA) to assess compliance with the Regulation 11, Rule 18 risk action levels shall pay a risk assessment fee for each source pursuant to Regulation 3-329 and Schedules B, C, D, E, F, H, I or K. The maximum fee required for any single HRA of a facility conducted pursuant to Regulation 11, Rule 18 shall not exceed a total of ~~\$458,488181,916~~. If a facility retains a District-approved consultant to complete the required facility-wide HRA, the facility shall pay a fee to cover the District's costs of performing the review of the facility-wide HRA, including the costs of any outside consulting assistance which the District may employ in connection with any such review, as well as the District's reasonable internal costs (including overhead) of processing, reviewing, or approving the facility-wide HRA. The total HRA review cost shall be determined based on the District's actual review time in hours multiplied by an hourly charge of ~~\$246-248~~ per hour. Facilities shall pay an HRA review fee as

indicated below and the District's cost exceeding the applicable HRA review fees indicated below for performing the review of the facility-wide HRA:

- 342.1 ~~\$2,5962,985~~ for facilities with one to 10 sources subject to risk reduction pursuant to Regulation 11, Rule 18, including gasoline dispensing facilities;
- 342.2 ~~\$6,9608,004~~ for facilities with 11 to 50 sources subject to risk reduction pursuant to Regulation 11, Rule 18;
- 342.3 ~~\$14,76416,979~~ for facilities with more than 50 sources subject to risk reduction pursuant to Regulation 11, Rule 18.

The District shall refund to the applicant the portion of any fee paid under this Section that exceeds the District's cost of performing the review of the facility-wide HRA.

(Adopted 6/21/17; Amended 6/6/18, 6/5/19, 6/16/21, TBD)

3-343 Fees for Air Dispersion Modeling: An applicant for an Authority to Construct or Permit to Operate shall pay, in addition to the fees required under Section 3-302 and 3-329 and in any applicable schedule, the District's costs of performing any air dispersion modeling needed to determine compliance with any District regulatory requirement. The total air dispersion modeling fee cost shall be determined based on the District's actual review time in hours multiplied by an hourly charge of ~~\$246-248~~ per hour. This fee shall also apply for costs incurred in reviewing air dispersion modeling submittals by applicants and the costs of any outside consulting assistance which the District may employ in connection with the preparation of any such evaluation or documentation, as well as the District's reasonable internal costs (including overhead) of processing, reviewing, or approving the air dispersion modeling.

(Adopted 6/5/19; Amended 6/16/21, TBD)

3-344 Rounding: Each fee will be rounded to the nearest dollar.

(Adopted XXXXX)

3-400 ADMINISTRATIVE REQUIREMENTS

3-401 Permits: Definitions, standards, and conditions contained in Regulation 2, Permits, are applicable to this regulation.

3-402 Single Anniversary Date: The APCO may assign a single anniversary date to a facility on which all its renewable permits to operate expire and will require renewal. Fees will be prorated to compensate for different time periods resulting from change in anniversary date.

3-403 Change in Operating Parameters: See Section 2-1-404 of Regulation 2, Rule 1.

3-404 Deleted June 7, 2000

3-405 Fees Not Paid: If an applicant or owner/operator fails to pay the fees specified on the invoice by the due date, the following procedure(s) shall apply:

405.1 Authority to Construct: The application will be cancelled but can be reactivated upon payment of fees.

405.2 New Permit to Operate: The Permit to Operate shall not be issued, and the facility will be notified that operation, including startup, is not authorized.

2.1 Fees received during the first 30 days following the due date must include a late fee equal to 10 percent of all fees specified on the invoice.

2.2 Fees received more than 30 days after the due date must include a late fee equal to 25 percent of all fees specified on the invoice.

405.3 Renewal of Permit to Operate: The owner or operator of a facility must renew the Permit to Operate in order to continue to be authorized to operate the source. Permit to Operate Fees for the Permit Renewal Period shall be calculated using fee schedules in effect on the Permit to Operate Renewal Date. The permit renewal invoice will include all fees to be paid in order to renew the Permit to Operate, as specified in Section 3-327. If not renewed as of the date of the next Permit Renewal Period, a Permit to Operate lapses and further operation is no longer authorized. The District will notify the facility that the permit has lapsed. Reinstatement of lapsed Permits to Operate will require the payment of all unpaid prior Permit to Operate fees and associated reinstatement fees for each unpaid prior Permit Renewal Period, in addition to all fees specified on the permit renewal invoice.

405.4 Reinstatement of Lapsed Permit to Operate: To reinstate a Permit to Operate, the

owner or operator must pay all of the following fees:

- 4.1 The applicable Permit to Operate Fees for the current year, as specified in Regulation 3-327, and the applicable reinstatement fee, if any, calculated as follows:
 - 4.1.1 Fees received during the first 30 days following the due date must include all fees specified on the permit renewal invoice plus a reinstatement fee equal to 10 percent of all fees specified on the invoice.
 - 4.1.2 Fees received more than 30 days after the due date, but less than one year after the due date, must include all fees specified on the permit renewal invoice plus a reinstatement fee equal to 25 percent of all fees specified on the invoice.
- 4.2 The applicable Permit to Operate Fees specified in Regulation 3-327 for each prior Permit Renewal Period for which all Permit to Operate Fees and associated reinstatement fees have not been paid. Each year's Permit to Operate Fee shall be calculated at the fee rates in effect on that year's Permit to Operate Renewal Date. The reinstatement fee for each associated previously-unpaid Permit to Operate Fee shall be calculated in accordance with Regulation 3-405.4.1 and 4.1.2.

Each year or period of the lapsed Permit to Operate is deemed a separate Permit Renewal Period. The oldest outstanding Permit to Operate Fee and reinstatement fees shall be paid first.

405.5 **Registration and Other Fees:** Persons who have not paid the fee by the invoice due date, shall pay the following late fee in addition to the original invoiced fee. Fees shall be calculated using fee schedules in effect at the time of the fees' original determination.

- 5.1 Fees received during the first 30 days following the due date must include an additional late fee equal to 10 percent of all fees specified on the invoice.
- 5.2 Fees received more than 30 days after the due date must include an additional late fee equal to 25 percent of all fees specified on the invoice.

(Amended 7/6/83, 6/4/86, 11/5/86, 2/15/89, 6/6/90, 7/3/91, 8/2/95, 12/2/98, 6/15/05, 6/7/06, 6/6/12, 6/19/13, 6/4/14, 6/6/18, 6/5/19)

3-406

Deleted June 4, 1986

3-407

Deleted August 2, 1995

3-408

Permit to Operate Valid for 12 Months: A Permit to Operate is valid for 12 months from the date of issuance or other time period as approved by the APCO.

(Amended/Adopted 6/4/86; Amended 6/7/00)

3-409

Deleted June 7, 2000

3-410

Deleted August 2, 1995

3-411

Advance Deposit of Funds: The APCO may require that at the time of the filing of an application for an Authority to Construct for a project for which the District is a lead agency under the California Environmental Quality Act (Public Resources Code, Section 21000, et seq.), the applicant shall make an advance deposit of funds, in an amount to be specified by the APCO, to cover the costs which the District estimates to incur in connection with the District's performance of its environmental evaluation and the preparation of any required environmental documentation. In the event the APCO requires such an estimated advance payment to be made, the applicant will be provided with a full accounting of the costs actually incurred by the District in connection with the District's performance of its environmental evaluation and the preparation of any required environmental documentation.

(Adopted 12/18/85; Amended 8/2/95)

3-412

Deleted December 2, 1998

3-413

Toxic "Hot Spots" Information and Assessment Act Revenues: No later than 120 days after the adoption of this regulation, the APCO shall transmit to the California Air Resources Board, for deposit into the Air Toxics "Hot Spots" Information and Assessment Fund, the revenues determined by the ARB to be the District's share of statewide Air Toxics "Hot Spot" Information and Assessment Act expenses.

(Adopted 10/21/92)

3-414

Deleted December 2, 1998

Bay Area Air Quality Management District

TBD November 3, 2021

- 3-415 Failure to Pay - Further Actions:** When an applicant or owner/operator fails to pay the fees specified on the invoice by the due date, the APCO may take the following actions against the applicant or owner/operator:
- 415.1 Issuance of a Notice to Comply.
 - 415.2 Issuance of a Notice of Violation.
 - 415.3 Revocation of an existing Permit to Operate. The APCO shall initiate proceedings to revoke permits to operate for any person who is delinquent for more than one month. The revocation process shall continue until payment in full is made or until permits are revoked.
 - 415.4 The withholding of any other District services as deemed appropriate until payment in full is made.
- (Adopted 8/2/95; Amended 12/2/98, 6/15/05)*
- 3-416 Adjustment of Fees:** The APCO or designees may, upon finding administrative error by District staff in the calculation, imposition, noticing, invoicing, and/or collection of any fee set forth in this rule, rescind, reduce, increase, or modify the fee. A request for such relief from an administrative error, accompanied by a statement of why such relief should be granted, must be received within two years from the date of payment.
- (Adopted 10/8/97)*
- 3-417 Temporary Amnesty for Unpermitted and Unregistered Sources:** The APCO has the authority to declare an amnesty period, during which the District may waive all or part of the back fees and/or late fees for sources that are currently operating without valid Permits to Operate and/or equipment registrations.
- (Adopted 6/16/10)*
- 3-418 Temporary Incentive for Online Production System Transactions:** The APCO has the authority to declare an incentive period for transactions made using the online production system, during which the District may waive all or any part of the fees for these transactions.
- (Adopted 6/6/18)*

**SCHEDULE A
HEARING BOARD FEES¹**

Established by the Board of Directors December 7, 1977 Resolution No. 1046
(Code section references are to the California Health & Safety Code, unless otherwise indicated)

	Large Companies	Small Business	Third Party
1. For each application for variance exceeding 90 days, in accordance with §42350, including applications on behalf of a class of applicants, which meet the requirements of the Hearing Board Rules for a valid and proper class action for variance Plus, for each hearing in addition to the first hearing necessary to dispose of said variance application in accordance with §42350, the additional sum of	\$6,999 <u>.049</u> \$3,504 <u>.030</u>	\$1,047 <u>1,204</u> \$353 <u>06</u>	
2. For each application for variance not exceeding 90 days, in accordance with §42350, including applications on behalf of a class of applicants, which meet the requirements of the Hearing Board Rules for a valid and proper class action for variance Plus, for each hearing in addition to the first hearing necessary to dispose of said variance application, in accordance with §42350, the additional sum of	\$4,202 <u>.832</u> \$2,098 <u>.413</u>	\$1,047 <u>1,204</u> \$353 <u>06</u>	
3. For each application to modify a variance in accordance with §42356 ... Plus, for each hearing in addition to the first hearing on said application to modify a variance, in accordance with §42345, necessary to dispose of the application, the additional sum of	\$2,788 <u>.206</u> \$2,098 <u>.413</u>	\$353 <u>06</u> \$353 <u>06</u>	
4. For each application to extend a variance, in accordance with §42357 .. Plus, for each hearing in addition to the first hearing on an application to extend a variance, in accordance with §42357, necessary to dispose of the application, the additional sum of	\$2,788 <u>.206</u> \$2,098 <u>.413</u>	\$353 <u>06</u> \$353 <u>06</u>	
5. For each application to revoke a variance	\$4,202 <u>.832</u>	\$353 <u>06</u>	
6. For each application for approval of a Schedule of Increments of Progress in accordance with §41703	\$2,788 <u>.206</u>	\$353 <u>06</u>	
7. For each application for variance in accordance with §41703, which exceeds 90 days Plus, for each hearing in addition to the first hearing on said application for variance in accordance with §41703, the additional sum of	\$6,999 <u>.049</u> \$3,504 <u>.030</u>	\$1,047 <u>1,204</u> \$353 <u>06</u>	
8. For each application for variance in accordance with §41703, not to exceed 90 days Plus, for each hearing in addition to the hearing on said application for a variance in accordance with §41703, the additional sum of	\$4,202 <u>.832</u> \$2,098 <u>.413</u>	\$1,047 <u>1,204</u> \$353 <u>06</u>	

		Large Companies	Small Business	Third Party
9.	For each Appeal (Permit, Banking, Title V).....	\$6,9998.0 49 per hearing day	\$3,5044.0 030 per hearing day	\$3,5044.0 30 for entire appeal period
10.	For each application for intervention in accordance with Hearing Board Rules §§2.3, 3.6 & 4.6.....	\$3,5044.0 030	\$7048.0 10	
11.	For each application to Modify or Terminate an abatement order.....	\$6,9998.0 49 per hearing day	\$3,5044.0 030 per hearing day	
12.	For each application for an interim variance in accordance with §42351	\$3,5044.0 030	\$7048.0 10	
13.	For each application for an emergency variance in accordance with §42359.5	\$1,7472.0 009	\$3534.0 06	
14.	For each application to rehear a Hearing Board decision in accordance with §40861	100% of previous fee charged	100% of previous fee charged	
15.	Excess emission fees.....	See Attachment I	See Attachment I	
16.	Miscellaneous filing fee for any hearing not covered above	\$3,5044.0 030	\$1,047.0 1,204	\$1,047.0 1,204
17.	For each published Notice of Public Hearing.....	Cost of Publication	\$0	\$0
18.	Court Reporter Fee (to be paid only if Court Reporter required for hearing)	Actual Appearance and Transcript costs per hearing solely dedicated to one Docket	\$0	Actual Appearance and Transcript costs per hearing solely dedicated to one Docket

NOTE 1 Any applicant who believes they have a hardship for payment of fees may request a fee waiver from the Hearing Board pursuant to Hearing Board Rules.
 (Amended 10/8/97, 5/19/99, 6/7/00, 6/6/01, 5/1/02, 5/21/03, 6/2/04, 6/15/05, 6/7/06, 5/2/07, 5/21/08, 5/20/09, 6/16/10, 5/4/11, 6/6/12, 6/19/13, 6/4/14, 6/3/15, 6/15/16, 6/21/17, 6/6/18, 6/5/19, 6/16/21, TBD)

**SCHEDULE A
ATTACHMENT I
EXCESS EMISSION FEE**

A. General

- (1) Each applicant or petitioner for a variance from these Rules and Regulations shall pay to the Clerk or Deputy Clerk of the Hearing Board, in addition to the other filing fees required in Schedule A, an emission fee based on the total weight of emissions discharged, per source or product, other than those described in division (B) below, during the variance period in excess of that allowed by these rules in accordance with the schedule set forth in Table I.
- (2) Where the total weight of emission discharged cannot be easily calculated, the petitioner shall work in concert with District staff to establish the amount of excess emissions to be paid.
- (3) In the event that more than one rule limiting the discharge of the same contaminant is violated, the excess emission fee shall consist of the fee for violation which will result in the payment of the greatest sum. For the purposes of this subdivision, opacity rules and particulate mass emissions shall not be considered rules limiting the discharge of the same contaminant.

B. Excess Visible Emission Fee

Each applicant or petitioner for a variance from Regulation 6 or Health and Safety Code Section 41701 shall pay to the Clerk or Deputy Clerk of the Hearing Board, in addition to the filing fees required in Schedule A and the excess emission fees required in (A) above (if any), an emission fee based on the difference between the percent opacity allowed by Regulation 6 and the percent opacity of the emissions allowed from the source or sources operating under the variance, in accordance with the schedule set forth in Table II.

In the event that an applicant or petitioner is exempt from the provisions of Regulation 6, the applicant or petitioner shall pay a fee calculated as described herein above, but such fee shall be calculated based upon the difference between the opacity allowed under the variance and the opacity allowed under the provisions of Health and Safety Code Section 41701, in accordance with the schedule set forth in Table II.

C. Applicability

The provisions of subdivision (A) shall apply to all variances that generate excess emissions.

D. Fee Determination

- (1) The excess emission fees shall be calculated by the petitioner based upon the requested number of days of operation under variance multiplied by the expected excess emissions as set forth in subdivisions (A) and (B) above. The calculations and proposed fees shall be set forth in the petition.
- (2) The Hearing Board may adjust the excess emission fee required by subdivisions (A) and (B) of this rule based on evidence regarding emissions presented at the time of the hearing.

E. Small Businesses

- (1) A small business shall be assessed twenty percent (20%) of the fees required by subdivisions (A) and (B), whichever is applicable. "Small business" is defined in the Fee Regulation.
- (2) Request for exception as a small business shall be made by the petitioner under penalty of perjury on a declaration form provided by the Executive Officer which shall be submitted to the Clerk or Deputy Clerk of the Hearing Board at the time of filing a petition for variance.

F. Group, Class and Product Variance Fees

Each petitioner included in a petition for a group, class or product variance shall pay the filing fee specified in Schedule A, and the excess emission fees specified in subdivisions (A) and (B), whichever is applicable.

G. Adjustment of Fees

If after the term of a variance for which emission fees have been paid, petitioner can establish, to the satisfaction of the Executive Officer/APCO, that emissions were actually less than those upon which the fee was based, a pro rata refund shall be made.

H. Fee Payment/Variance Invalidation

- (1) Excess emission fees required by subdivisions (A) and (B), based on an estimate provided during the variance Hearing, are due and payable within fifteen (15) days of the granting of the variance. The petitioner shall be notified in writing of any adjustment to the amount of excess emission fees due, following District staff's verification of the estimated emissions. Fee payments to be made as a result of an adjustment are due and payable within fifteen (15) days of notification of the amount due.
- (2) Failure to pay the excess emission fees required by subdivisions (A) and (B) within fifteen (15) days of notification that a fee is due shall automatically invalidate the variance. Such notification may be given by personal service or by deposit, postpaid, in the United States mail and shall be due fifteen (15) days from the date of personal service or mailing. For the purpose of this rule, the fee payment shall be considered to be received by the District if it is postmarked by the United States Postal Service on or before the expiration date stated on the billing notice. If the expiration date falls on a Saturday, Sunday, or a state holiday, the fee payment may be postmarked on the next business day following the Saturday, Sunday, or the state holiday with the same effect as if it had been postmarked on the expiration date.

**TABLE I
SCHEDULE OF EXCESS EMISSIONS FEES**

Air Contaminants	All at \$6.70 per pound
Organic gases, except methane and those containing sulfur	
Carbon Monoxide	
Oxides of nitrogen (expressed as nitrogen dioxide)	
Gaseous sulfur compounds (expressed as sulfur dioxide)	
Particulate matter	
Toxic Air Contaminants	All at \$33.35 per pound
Asbestos	
Benzene	
Cadmium	
Carbon tetrachloride	
Chlorinated dioxins and dibenzofurans (15 species)	
Diesel exhaust particulate matter	
Ethylene dibromide	
Ethylene dichloride	
Ethylene oxide	
Formaldehyde	
Hexavalent chromium	
Methylene chloride	
Nickel	
Perchloroethylene	
1,3-Butadiene	
Inorganic arsenic	
Beryllium	
Polynuclear aromatic hydrocarbons (PAH)	
Vinyl chloride	
Lead	
1,4-Dioxane	
Trichloroethylene	

**TABLE II
SCHEDULE OF EXCESS VISIBLE EMISSION FEE**

For each source with opacity emissions in excess of twenty percent (20%), but less than forty percent (40%) (where the source is in violation of Regulation 6 and California Health and Safety Code Section 41701), the fee is calculated as follows:

$$\text{Fee} = (\text{Opacity} * \text{equivalent} - 20) \times \text{number of days allowed in variance} \times \$6.85$$

For each source with opacity emissions in excess of forty percent (40%) (where the source is in violation of Regulation 6 and California Health and Safety Code Section 41701), the fee is calculated as follows:

$$\text{Fee} = (\text{Opacity} * \text{equivalent} - 40) \times \text{number of days allowed by variance} \times \$6.85$$

- * Where "Opacity" equals maximum opacity of emissions in percent (not decimal equivalent) allowed by the variance. Where the emissions are darker than the degree of darkness equivalent to the allowed Ringelmann number, the percentage equivalent of the excess degree of darkness shall be used as "opacity."

(Adopted 6/7/00; Amended 5/1/02, 5/21/03, 6/2/04, 6/15/05, 6/7/06, 5/2/07, 5/21/08, 5/20/09, 6/16/10, 5/4/11, 6/6/12, 6/19/13, 6/4/14, 6/3/15, 6/15/16, 6/21/17, 6/6/18, 6/5/19, 6/16/21)

**SCHEDULE B
COMBUSTION OF FUEL**
(Adopted June 18, 1980)

For each source that burns fuel, which is not a flare and not exempted by Regulation 2, Rule 1, the fee shall be computed based on the maximum gross combustion capacity (expressed as higher heating value, HHV) of the source.

1. INITIAL FEE: \$68,6278.91 per MM BTU/HOUR
 - a. The minimum fee per source is: \$366421
 - b. The maximum fee per source is: \$128,009147,210
2. RISK ASSESSMENT FEE (RAF), if required pursuant to Regulation 3-329 or 3-342.
 - a. RAF for first toxic air contaminant (TAC) source in application: \$516,593 plus \$68,6278.91 per MM BTU/hr
 - b. Minimum RAF for first TAC source: \$8821,014
 - c. RAF for each additional TAC source: \$68,6278.91 per MM BTU/hr
 - d. Minimum RAF per additional TAC source: \$366421*
 - e. Maximum RAF per source is: \$128,009147,210
 - * RAF for additional TAC sources is only applicable to those sources that emit one or more TACs at a rate that exceeds a trigger level listed in Table 2-5-1
3. PERMIT TO OPERATE FEE: \$34,3039.45 per MM BTU/HOUR
 - a. The minimum fee per source is: \$260299
 - b. The maximum fee per source is: \$64,00473,605
4. TOXIC SURCHARGE is only applicable for a source that emits one or more TACs at a rate that exceeds a chronic trigger level listed in Table 2-5-1: the permit to operate fee shall be raised by ten percent. This fee shall not be assessed for TACs not listed in Table 2-5-1.
- ~~5. ROUNDING: Fees for each source will be rounded to the nearest dollar. The fee for sources will be rounded up to the nearest dollar for 51 cents and above, and amounts 50 cents and lower will be rounded down to the nearest dollar.~~
65. Applicants for an authority to construct and permit to operate a project, which burns municipal waste or refuse-derived fuel, shall pay in addition to all required fees, an additional fee to cover the costs incurred by the State Department of Health Services, and/or a qualified contractor designated by the State Department of Health Services, in reviewing a risk assessment as required under H&S Code Section 42315. The fee shall be transmitted by the District to the Department of Health Services and/or the qualified contractor upon completion of the review and submission of comments in writing to the District.
76. A surcharge equal to 100% of all required initial and permit to operate fees shall be charged for sources permitted to burn one or more of the following fuels: coke, coal, wood, tires, black liquor, and municipal solid waste.

NOTE: MM BTU is million BTU of higher heat value
One MM BTU/HR = 1.06 gigajoules/HR

(Amended 6/5/85; 6/4/86, 3/4/87, 6/6/90, 7/3/91, 6/15/94, 10/8/97, 7/1/98, 7/1/98, 5/19/99, 6/7/00, 6/6/01, 5/1/02, 5/21/03, 6/2/04, 6/15/05, 6/7/06, 5/2/07, 5/21/08, 5/20/09, 6/16/10, 5/4/11, 6/6/12, 6/19/13, 6/4/14, 6/3/15, 6/15/16, 6/21/17, 6/6/18, 6/5/19, 6/16/21, TBD)

SCHEDULE C
STATIONARY CONTAINERS FOR THE STORAGE OF ORGANIC LIQUIDS
(Adopted June 18, 1980)

For each stationary container of organic liquids which is not exempted from permits by Regulation 2 and which is not part of a gasoline dispensing facility, the fee shall be computed based on the container volume, as follows:

1. INITIAL FEE: 0.185 cents per gallon
 - a. The minimum fee per source is: \$204
 - b. The maximum fee per source is: \$27,858
2. RISK ASSESSMENT FEE (RAF), if required pursuant to Regulation 3-329 or 3-342.
 - a. RAF for first toxic air contaminant (TAC) source in application: ~~\$516~~\$593 plus 0.185 cents per gallon
 - b. Minimum RAF for first TAC source: \$678
 - c. RAF for each additional TAC source: 0.185 cents per gallon *
 - d. Minimum RAF per additional TAC source: \$204 *
 - e. Maximum RAF per source is: \$27,858

* RAF for additional TAC sources is only applicable to those sources that emit one or more TACs at a rate that exceeds a trigger level listed in Table 2-5-1
3. PERMIT TO OPERATE FEE: 0.093 cents per gallon
 - a. The minimum fee per source is: \$147
 - b. The maximum fee per source is: \$13,928
4. TOXIC SURCHARGE is only applicable for a source that emits one or more TACs at a rate that exceeds a chronic trigger level listed in Table 2-5-1: the permit to operate fee shall be raised by ten percent. This fee shall not be assessed for TACs not listed in Table 2-5-1.

~~5. ROUNDING: Fees for each source will be rounded to the nearest dollar. The fee for sources will be rounded up to the nearest dollar for 51 cents and above, and amounts 50 cents and lower will be rounded down to the nearest dollar.~~

(Amended 2/20/85, 6/5/85, 6/4/86, 7/3/91, 6/15/94, 7/1/98, 5/19/99, 6/7/00, 6/6/01, 5/1/02, 5/21/03, 6/2/04, 6/15/05, 6/7/06, 5/2/07, 5/20/09, 6/16/10, 6/6/12, 6/19/13, 6/4/14, 6/3/15, 6/15/16, 6/21/17, 6/6/18, 6/5/19, 6/16/21, TBD)

SCHEDULE D
GASOLINE TRANSFER AT GASOLINE DISPENSING FACILITIES,
BULK PLANTS AND TERMINALS
(Adopted June 18, 1980)

- A. All gasoline dispensing facilities shall pay the following fees:
1. INITIAL FEE:
 - \$356.05 per single product nozzle (spn)
 - \$356.05 per product for each multi-product nozzle (mpn)
 2. PERMIT TO OPERATE FEE:
 - \$136.38 per single product nozzle (spn)
 - \$136.38 per product for each multi-product nozzle (mpn)
 3. Initial fees and permit to operate fees for hardware modifications at a currently permitted gasoline dispensing facility shall be consolidated into a single fee calculated according to the following formula:

$$\$492.42 \times \{[(mpn_{\text{proposed}})(\text{products per nozzle}) + spn_{\text{proposed}}] - [(mpn_{\text{existing}})(\text{products per nozzle}) + spn_{\text{existing}}]\}$$

mpn = multi-product nozzles
spn = single product nozzles

The above formula includes a toxic surcharge.

If the above formula yields zero or negative results, no initial fees or permit to operate fees shall be charged.

For the purposes of calculating the above fees, a fuel blended from two or more different grades shall be considered a separate product.

Other modifications to facilities' equipment, including but not limited to tank addition/replacement/conversion, vapor recovery piping replacement, moving or extending pump islands, will not be subject to initial fees or permit to operate fees.

4. RISK ASSESSMENT FEE (RAF) if required pursuant to Regulation 3-329 or 3-342 (including increases in permitted throughput for which a health risk assessment is required.) of:
 - a. \$3,827 per application for a new gas dispensing facility
 - b. ~~\$584,672~~ per application for all other
 5. Nozzles used exclusively for the delivery of diesel fuel or other fuels exempt from permits shall pay no fee. Multi-product nozzles used to deliver both exempt and non-exempt fuels shall pay fees for the non-exempt products only.
- B. All bulk plants, terminals or other facilities using loading racks to transfer gasoline or gasohol into trucks, railcars or ships shall pay the following fees:

1. INITIAL FEE:
 - \$4,676.76 per single product loading arm
 - \$4,676.76 per product for multi-product arms
2. RISK ASSESSMENT FEE (RAF), if required pursuant to Regulation 3-329 or 3-342.
 - a. RAF for first toxic air contaminant (TAC) source in application: \$5,295
 - b. RAF for each additional TAC source: \$4,677 *

* RAF for additional TAC sources is only applicable to those sources that emit one or more TACs at a rate that exceeds a trigger level listed in Table 2-5-1
3. PERMIT TO OPERATE FEE:
 - \$1,303 per single product loading arm
 - \$1,303 per product for multi-product arms
4. TOXIC SURCHARGE is only applicable for a source that emits one or more TACs at a rate that exceeds a chronic trigger level listed in Table 2-5-1: the permit to operate fee shall be raised by ten percent. This fee shall not be assessed for TACs not listed in Table 2-5-1.

C. Fees in (A) above are in lieu of tank fees. Fees in (B) above are in addition to tank fees.

~~D. Fees for each source will be rounded to the nearest dollar. The fee for sources will be rounded up to the nearest dollar for 51 cents and above, and amounts 50 cents and lower will be rounded down to the nearest dollar.~~

(Amended 2/20/85, 6/5/85, 6/4/86, 7/3/91, 6/15/94, 10/8/97, 7/1/98, 5/19/99, 6/7/00, 6/6/01, 5/1/02, 5/21/03, 6/2/04, 6/15/05, 6/7/06, 5/2/07, 5/21/08, 5/20/09, 6/16/10, 5/4/11, 6/6/12, 6/19/13, 6/4/14, 6/3/15, 6/15/16, 6/21/17, 6/6/18, 6/5/19, 6/16/21, TBD)

RECOMMENDED DRAFT

SCHEDULE E
SOLVENT EVAPORATING SOURCES
(Adopted June 18, 1980)

For each solvent evaporating source, as defined in Section 3-210 except for dry cleaners, the fee shall be computed based on the net amount of organic solvent processed through the sources on an annual basis (or anticipated to be processed, for new sources) including solvent used for the cleaning of the sources.

1. INITIAL FEE:
 - a. The fee per source is: \$~~1,892,176~~ per 1,000 gallons
 - b. The minimum fee per source is: \$942,1083
 - c. The maximum fee per source is: \$75,18086,457

 2. RISK ASSESSMENT FEE (RAF), if required pursuant to Regulation 3-329 or 3-342.
 - a. RAF for first toxic air contaminant (TAC) source in application: \$~~516,593~~ plus initial fee
 - b. Minimum RAF for first TAC source: \$1,5541,784
 - c. RAF for each additional TAC source: equal to initial fee *
 - d. Minimum RAF per additional TAC source: \$942-1,083 *
 - e. Maximum RAF per source is: \$75,18086,457
- * RAF for additional TAC sources is only applicable to those sources that emit one or more TACs at a rate that exceeds a trigger level listed in Table 2-5-1
3. PERMIT TO OPERATE FEE:
 - a. The fee per source is: \$942-1,083 per 1,000 gallons
 - b. The minimum fee per source is: \$679781
 - c. The maximum fee per source is: \$37,58743,225

 4. TOXIC SURCHARGE is only applicable for a source that emits one or more TACs at a rate that exceeds a chronic trigger level listed in Table 2-5-1: the permit to operate fee shall be raised by ten percent. This fee shall not be assessed for TACs not listed in Table 2-5-1.

~~5. Fees for each source will be rounded to the nearest dollar. The fee for sources will be rounded up to the nearest dollar for 51 cents and above, and amounts 50 cents and lower will be rounded down to the nearest dollar.~~

(Amended 5/19/82, 10/17/84, 6/5/85, 6/4/86, 10/8/87, 7/3/91, 6/15/94, 7/1/98, 5/19/99, 6/7/00, 6/6/01, 5/1/02, 5/21/03, 6/2/04, 6/15/05, 6/7/06, 5/2/07, 5/21/08, 5/20/09, 6/16/10, 5/4/11, 6/6/12, 6/19/13, 6/4/14, 6/3/15, 6/15/16, 6/21/17, 6/6/18, 6/5/19, 6/16/21, TBD)

SCHEDULE F
MISCELLANEOUS SOURCES
(Adopted June 18, 1980)

For each source not governed by Schedules B, C, D, E, H or I, (except for those sources in the special classification lists, G-1 - G-5) the fees are:

1. INITIAL FEE: \$707813
2. RISK ASSESSMENT FEE (RAF), if required pursuant to Regulation 3-329 or 3-342.
 - a. RAF for first (toxic air contaminant) TAC source in application: \$1,3281,527
 - b. RAF for each additional TAC source: \$707813*
* RAF for additional TAC sources is only applicable to those sources that emit one or more TACs at a rate that exceeds a trigger level listed in Table 2-5-1
3. PERMIT TO OPERATE FEE: \$514591
4. TOXIC SURCHARGE is only applicable for a source that emits one or more TACs at a rate that exceeds a chronic trigger level listed in Table 2-5-1: the permit to operate fee shall be raised by ten percent. This fee shall not be assessed for TACs not listed in Table 2-5-1. List of special classifications requiring graduated fees is shown in Schedules G-1, G-2, G-3, G-4, and G-5.

G-1 FEES FOR SCHEDULE G-1. For each source in a G-1 classification, fees are:

1. INITIAL FEE: \$5,7416,602
2. RISK ASSESSMENT FEE (RAF) , if required pursuant to Regulation 3-329 or 3-342.
 - a. RAF for first toxic air contaminant (TAC) source in application: \$6,5157,492
 - b. RAF for each additional TAC source: \$5,7416,602*
* RAF for additional TAC sources is only applicable to those sources that emit one or more TACs at a rate that exceeds a trigger level listed in Table 2-5-1
3. PERMIT TO OPERATE FEE: \$2,8663,296
4. TOXIC SURCHARGE is only applicable for a source that emits one or more TACs at a rate that exceeds a chronic trigger level listed in Table 2-5-1: the permit to operate fee shall be raised by ten percent. This fee shall not be assessed for TACs not listed in Table 2-5-1.

G-2 FEES FOR SCHEDULE G-2. For each source in a G-2 classification, fees are:

1. INITIAL FEE: \$7,5798,716
2. RISK ASSESSMENT FEE (RAF), if required pursuant to Regulation 3-329 or 3-342.
 - a. RAF for first toxic air contaminant (TAC) source in application: \$8,3529,605
 - b. RAF for each additional TAC source: \$7,5798,716*
* RAF for additional TAC sources is only applicable to those sources that emit one or more TACs at a rate that exceeds a trigger level listed in Table 2-5-1
3. PERMIT TO OPERATE FEE: \$3,7874,335
4. TOXIC SURCHARGE is only applicable for a source that emits one or more TACs at a rate that exceeds a chronic trigger level listed in Table 2-5-1: the permit to operate fee shall be raised by ten percent. This fee shall not be assessed for TACs not listed in Table 2-5-1.

G-3 FEES FOR SCHEDULE G-3. For each source in a G-3 classification, fees are:

1. INITIAL FEE: \$39,99345,992
2. RISK ASSESSMENT FEE (RAF), if required pursuant to Regulation 3-329 or 3-342.
 - a. RAF for first toxic air contaminant (TAC) source in application: \$40,64646,743
 - b. RAF for each additional TAC source: \$39,99345,992 *

* RAF for additional TAC sources is only applicable to those sources that emit one or more TACs at a rate that exceeds a trigger level listed in Table 2-5-1

3. PERMIT TO OPERATE FEE: \$19,99322,992

4. TOXIC SURCHARGE is only applicable for a source that emits one or more TACs at a rate that exceeds a chronic trigger level listed in Table 2-5-1: the permit to operate fee shall be raised by ten percent. This fee shall not be assessed for TACs not listed in Table 2-5-1.

G-4 FEES FOR SCHEDULE G-4. For each source in a G-4 classification, fees are:

1. INITIAL FEE: \$100,207115,238

2. RISK ASSESSMENT FEE (RAF), if required pursuant to Regulation 3-329 or 3-342.

a. RAF for first toxic air contaminant (TAC) source in application: \$100,984116,128

b. RAF for each additional TAC source: \$100,207115,238*

* RAF for additional TAC sources is only applicable to those sources that emit one or more TACs at a rate that exceeds a trigger level listed in Table 2-5-1

3. PERMIT TO OPERATE FEE: \$50,10157,616

4. TOXIC SURCHARGE is only applicable for a source that emits one or more TACs at a rate that exceeds a chronic trigger level listed in Table 2-5-1: the permit to operate fee shall be raised by ten percent. This fee shall not be assessed for TACs not listed in Table 2-5-1.

G-5 FEES FOR SCHEDULE G-5. For each source in a G-5 classification, fees are:

1. INITIAL FEE: \$51,731

2. RISK ASSESSMENT FEE (RAF) is only applicable for new and modified sources of toxic air contaminants (TACs) for which a health risk assessment is required under Regulation 2-5-401.

a. RAF for first TAC source in application: \$52,193

b. RAF for each additional TAC source: \$51,731*

* RAF for additional TAC sources is only applicable to those sources that emit one or more TACs at a rate that exceeds a trigger level listed in Table 2-5-1

3. PERMIT TO OPERATE FEE: \$25,865

4. TOXIC SURCHARGE is only applicable for a source that emits one or more TACs at a rate that exceeds a chronic trigger level listed in Table 2-5-1: the permit to operate fee shall be raised by ten percent. This fee shall not be assessed for TACs not listed in Table 2-5-1.

(Amended 5/19/82, 6/5/85, 6/4/86, 6/6/90, 7/3/91, 6/15/94, 10/8/97, 7/1/98, 5/19/99, 6/7/00, 6/6/01, 5/1/02, 5/21/03, 6/2/04, 6/15/05, 6/7/06, 5/2/07, 5/21/08, 5/20/09, 6/16/10, 5/4/11, 6/6/12, 6/19/13, 6/4/14, 6/3/15, 6/15/16, 6/21/17, 6/6/18, 6/5/19, 6/16/21, TBD)

SCHEDULE G-1
(Adopted June 18, 1980)

Equipment or Process Description	Materials Processed or Produced
Asphalt Roofing Manufacturing – Asphalt Dipping	Asphalt Roofing or Related Materials
Calcining Kilns, excluding those processing cement, lime, or coke (see G-4 for cement, lime, or coke Calcining Kilns)	Any Materials except cement, lime, or coke
Chemical Manufacturing, Inorganic – Processing Units with a Capacity of 1000 Gallons/Hour or more	Any Inorganic Materials
Chemical Manufacturing, Inorganic – Processing Units with a Capacity of 5 Tons/Hour or more	Any Inorganic Materials
Chemical Manufacturing, Inorganic – Reactors with a Capacity of 1000 Gallons or more	Any Inorganic Materials
Chemical Manufacturing, Organic – Latex Dipping	Any latex materials
Chemical Manufacturing, Organic – Processing Units with a Capacity of 1000 Gallons/Hour or more	Any Organic Materials
Chemical Manufacturing, Organic – Processing Units with a Capacity of 5 Tons/Hour or more	Any Organic Materials
Chemical Manufacturing, Organic – Reactors with a Capacity of 1000 Gallons or more	Any Organic Materials
Compost Operations – Windrows, Static Piles, Aerated Static Piles, In-Vessel, or similar methods	Any waste materials such as yard waste, food waste, agricultural waste, mixed green waste, bio-solids, animal manures, etc.
Crushers	Any minerals or mineral products such as rock, aggregate, cement, concrete, or glass; waste products such as building or road construction debris; and any wood, wood waste, green waste; or similar materials
Electroplating Equipment	Hexavalent Decorative Chrome with permitted capacity greater than 500,000 amp-hours per year or Hard Chrome
Foil Manufacturing – Any Converting or Rolling Lines	Any Metal or Alloy Foils
Galvanizing Equipment	Any

Equipment or Process Description	Materials Processed or Produced
Glass Manufacturing – Batching Processes including storage and weigh hoppers or bins, conveyors, and elevators	Any Dry Materials
Glass Manufacturing – Mixers	Any Dry Materials
Glass Manufacturing – Molten Glass Holding Tanks	Any molten glass
Grinders	Any minerals or mineral products such as rock, aggregate, cement, concrete, or glass; waste products such as building or road construction debris; and any wood, wood waste, green waste; or similar materials
Incinerators – Crematory	Human and/or animal remains
Incinerators – Flares	Any waste gases
Incinerators – Other (see G-2 for hazardous or municipal solid waste incinerators, see G-3 for medical or infectious waste incinerators)	Any Materials except hazardous wastes, municipal solid waste, medical or infectious waste
Incinerators – Pathological Waste (see G-3 for medical or infectious waste incinerators)	Pathological waste only
Loading and/or Unloading Operations – Bulk Plants and Bulk Terminals, excluding those loading gasoline or gasohol (see Schedule D for Bulk Plants and Terminals loading gasoline or gasohol)	Any Organic Materials except gasoline or gasohol
Refining – Alkylation Units	Any Hydrocarbons
Refining – Asphalt Oxidizers	Any Hydrocarbons
Refining – Benzene Saturation Units/Plants	Any Hydrocarbons
Refining – Catalytic Reforming Units	Any Hydrocarbons
Refining – Chemical Treating Units including alkane, naphthenic acid, and naptha merox treating, or similar processes	Any Hydrocarbons
Refining – Converting Units including Dimersol Plants, Hydrocarbon Splitters, or similar processes	Any Hydrocarbons
Refining – Distillation Units, excluding crude oil units with capacity > 1000 barrels/hour (see G-3 for > 1000 barrels/hour crude distillation units)	Any Hydrocarbons
Refining – Hydrogen Manufacturing	Hydrogen or Any Hydrocarbons
Refining – Hydrotreating or Hydrofining	Any Hydrocarbons

Equipment or Process Description	Materials Processed or Produced
Refining – Isomerization	Any Hydrocarbons
Refining – MTBE Process Units/Plants	Any Hydrocarbons
Refining – Sludge Converter	Any Waste Materials
Refining – Solvent Extraction	Any Hydrocarbons
Refining – Sour Water Stripping	Any Process or Waste Water
Refining – Storage (enclosed)	Coke or Coke Products
Refining – Waste Gas Flares (not subject to Regulation 12, Rule 11)	Any Refining Gases
Refining – Miscellaneous Other Process Units	Any Hydrocarbons
Remediation Operations, Groundwater – Strippers	Contaminated Groundwater
Remediation Operations, Soil – Any Equipment (excluding sub-slab depressurization equipment)	Contaminated Soil
Spray Dryers	Any Materials
Sterilization Equipment	Ethylene Oxide
Wastewater Treatment, Industrial – Oil-Water Separators, excluding oil-water separators at refineries (see G-2 for Refining - Oil-Water Separators)	Wastewater from any industrial facilities except refineries
Wastewater Treatment, Industrial – Strippers including air strippers, nitrogen strippers, dissolved air flotation units, or similar equipment and excluding strippers at refineries (see G-2 for Refining – Strippers)	Wastewater from any industrial facilities except refineries
Wastewater Treatment, Industrial - Storage Ponds, excluding storage ponds at refineries (see G-2 for Refining – Storage Ponds)	Wastewater from any industrial facilities except refineries
Wastewater Treatment, Municipal – Preliminary Treatment	Municipal Wastewater
Wastewater Treatment, Municipal – Primary Treatment	Municipal Wastewater
Wastewater Treatment, Municipal – Digesters	Municipal Wastewater
Wastewater Treatment, Municipal – Sludge Handling Processes, excluding sludge incinerators (see G-2 for sludge incinerators)	Sewage Sludge

(Amended 6/4/86, 6/6/90, 5/19/99, 6/7/00, 6/2/04, 6/15/05, 6/6/18, 11/3/21)

SCHEDULE G-2
(Adopted June 6, 1990)

Equipment or Process Description	Materials Processed or Produced
Asphalt Roofing Manufacturing – Asphalt Blowing	Asphalt Roofing or Related Materials
Asphaltic Concrete Manufacturing – Aggregate Dryers	Any Dry Materials
Asphaltic Concrete Manufacturing – Batch Mixers	Any Asphaltic Concrete Products
Asphaltic Concrete Manufacturing – Drum Mixers	Any Asphaltic Concrete Products
Asphaltic Concrete Manufacturing – Other Mixers and/or Dryers	Any Dry Materials or Asphaltic Concrete Products
Concrete or Cement Batching Operations – Mixers	Any cement, concrete, or stone products or similar materials
Furnaces – Electric	Any Mineral or Mineral Product
Furnaces – Electric Induction	Any Mineral or Mineral Product
Furnaces – Glass Manufacturing	Soda Lime only
Furnaces – Reverberatory	Any Ores, Minerals, Metals, Alloys, or Related Materials
Incinerators – Hazardous Waste including any unit required to have a RCRA permit	Any Liquid or Solid Hazardous Wastes
Incinerators – Solid Waste, excluding units burning human/animal remains or pathological waste exclusively (see G-1 for Crematory and Pathological Waste Incinerators)	Any Solid Waste including Sewage Sludge (except human/animal remains or pathological waste)
Metal Rolling Lines, excluding foil rolling lines (see G-1 for Foil Rolling Lines)	Any Metals or Alloys
Refining – Stockpiles (open)	Coke or coke products only
Refining, Wastewater Treatment – Oil-Water Separators	Wastewater from refineries only
Refining, Wastewater Treatment – Strippers including air strippers, nitrogen strippers, dissolved air flotation units, or similar equipment	Wastewater from refineries only
Refining, Wastewater Treatment – Storage Ponds	Wastewater from refineries only
Pickling Lines or Tanks	Any Metals or Alloys
Sulfate Pulping Operations – All Units	Any
Sulfite Pulping Operations – All Units	Any

(Amended 6/7/00, 11/3/21)

SCHEDULE G-3
(Adopted June 18, 1980)

Equipment or Process Description	Materials Processed or Produced
Furnaces – Electric Arc	Any Metals or Alloys
Furnaces – Electric Induction	Any Metals or Alloys
Incinerators – Medical Waste, excluding units burning pathological waste exclusively (see G-1 for Pathological Waste Incinerators)	Any Medical or Infectious Wastes
Loading and/or Unloading Operations – Marine Berths	Any Organic Materials
Refining – Cracking Units including hydrocrackers and excluding thermal or fluid catalytic crackers (see G-4 for Thermal Crackers and Catalytic Crackers)	Any Hydrocarbons
Refining – Distillation Units (crude oils) including any unit with a capacity greater than 1000 barrels/hour (see G-1 for other distillation units)	Any Crude Oils
Phosphoric Acid Manufacturing – All Units (by any process)	Phosphoric Acid

(Amended 5/19/82; Amended and renumbered 6/6/90; Amended 6/7/00, 6/15/05, 5/2/07, 11/3/21)

RECOMMENDED DRAFT

SCHEDULE G-4
(Adopted June 6, 1990)

Equipment or Process Description	Materials Processed or Produced
Acid Regeneration Units	Sulfuric or Hydrochloric Acid only
Annealing Lines (continuous only)	Metals and Alloys
Calcining Kilns (see G-1 for Calcining Kilns processing other materials)	Cement, Lime, or Coke only
Fluidized Bed Combustors	Solid Fuels only
Nitric Acid Manufacturing – Any Ammonia Oxidation Processes	Ammonia or Ammonia Compounds
Refining - Coking Units including fluid cokers, delayed cokers, flexicokers, and coke kilns	Coke and Coke Products
Refining - Cracking Units including fluid catalytic crackers and thermal crackers and excluding hydrocrackers (see G-3 for Hydrocracking Units)	Any Hydrocarbons
Refining - Sulfur Removal including any Claus process or any other process requiring caustic reactants	Any Refining Gas
Sulfuric Acid Manufacturing – Any Chamber or Contact Process	Any Solid, Liquid or Gaseous Fuels Containing Sulfur

(Amended 6/7/00, 11/3/21)

SCHEDULE G-5

Equipment or Process Description	Materials Processed or Produced
Refinery Flares (subject to Regulation 12, Rule 11)	Any Vent Gas (as defined in section 12-11-210 and section 12-12-213)

(Adopted 5/2/07; Amended 11/3/21)

RECOMMENDED DRAFT

SCHEDULE H
SEMICONDUCTOR AND RELATED OPERATIONS
(Adopted May 19, 1982)

All of the equipment within a semiconductor fabrication area will be grouped together and considered one source. The fee shall be as indicated:

1. INITIAL FEE:

- a. The minimum fee per source is: \$821944
- b. The maximum fee per source is: \$65,68375,535

The initial fee shall include the fees for each type of operation listed below, which is performed at the fabrication area:

c. SOLVENT CLEANING OPERATIONS, such as usage of:

Solvent Sinks (as defined in Regulation 8-30-214);
Solvent Spray Stations (as defined in Regulation 8-30-221);
Solvent Vapor Stations (as defined in Regulation 8-30-222); and
Wipe Cleaning Operation (as defined in Regulation 8-30-225).

The fee is based on the gross throughput of organic solvent processed through the solvent cleaning operations on an annual basis (or anticipated to be processed, for new sources):

\$555-638 per 1,000 gallon

d. COATING OPERATIONS, such as application of:

Photoresist (as defined in Regulation 8-30-215); other wafer coating;
Solvent-Based Photoresist Developer (as defined in Regulation 8-30-219); and other
miscellaneous solvent usage.

The fee is based on the gross throughput of organic solvent processed through the coating operations on an annual basis (or anticipated to be processed, for new sources):

\$1,6491,896 per 1,000 gallon

2. RISK ASSESSMENT FEE (RAF) , if required pursuant to Regulation 3-329 or 3-342.

- a. RAF for first toxic air contaminant (TAC) source in application: \$516-593 plus initial fee
- b. Minimum RAF for first TAC source: \$1,4281,642
- c. RAF for each additional TAC source: equal to initial fee *
- d. Minimum RAF per additional TAC source: \$821944 *
- e. Maximum RAF per source is: \$65,68375,535

* RAF for additional TAC sources is only applicable to those sources that emit one or more TACs at a rate that exceeds a trigger level listed in Table 2-5-1

3. PERMIT TO OPERATE FEE:

- a. The minimum fee per source is: \$594683
- b. The maximum fee per source is: \$32,83637,761

The permit to operate fee shall include the fees for each type of operation listed below, which is performed at the fabrication area:

c. SOLVENT CLEANING OPERATIONS, such as usage of:

Solvent Sinks (as defined in Regulation 8-30-214);

Solvent Spray Stations (as defined in Regulation 8-30-221);
Solvent Vapor Stations (as defined in Regulation 8-30-222); and
Wipe Cleaning Operation (as defined in Regulation 8-30-225).

The fee is based on the gross throughput of organic solvent processed through the solvent cleaning operations on an annual basis (or anticipated to be processed, for new sources):

~~\$279-321~~ per 1,000 gallon

d. COATING OPERATIONS, such as application of:

Photoresist (as defined in Regulation 8-30-215); other wafer coating;
Solvent-Based Photoresist Developer (as defined in Regulation 8-30-219); and other miscellaneous solvent usage.

The fee is based on the gross throughput of organic solvent processed through the coating operations on an annual basis (or anticipated to be processed, for new sources):

~~\$821-944~~ per 1,000 gallon

4. TOXIC SURCHARGE is only applicable for a source that emits one or more TACs at a rate that exceeds a chronic trigger level listed in Table 2-5-1: the permit to operate fee shall be raised by ten percent. This fee shall not be assessed for TACs not listed in Table 2-5-1.

~~5. The fee for each source will be rounded to the whole dollar. Fees for sources will be rounded up to the nearest dollar for 51 cents and above, and amounts 50 cents and lower will be rounded down to the nearest dollar.~~

(Amended 1/9/85, 6/5/85, 6/4/86, 7/3/91, 6/15/94, 10/8/97, 7/1/98, 5/19/99, 10/20/99, 6/7/00, 6/6/01, 5/1/02, 5/21/03, 6/2/04, 6/15/05, 6/7/06, 5/2/07, 5/21/08, 5/20/09, 6/16/10, 5/4/11, 6/6/12, 6/19/13, 6/4/14, 6/3/15, 6/15/16, 6/21/17, 6/6/18, 6/5/19, 6/16/21, TBD)

**SCHEDULE I
DRY CLEANERS**
(Adopted July 6, 1983)

For dry cleaners, the fee shall be computed based on each cleaning machine, except that machines with more than one drum shall be charged based on each drum, regardless of the type or quantity of solvent, as follows:

1. INITIAL FEE FOR A DRY CLEANING MACHINE (per drum):
 - a. If the washing or drying capacity is no more than 100 pounds: \$700
 - b. If the washing or drying capacity exceeds 100 pounds: \$700 plus
For that portion of the capacity exceeding 100 pounds: \$20.95 per pound
2. RISK ASSESSMENT FEE (RAF), if required pursuant to Regulation 3-329 or 3-342.
 - a. RAF for first toxic air contaminant (TAC) source in application: \$508 plus initial fee
 - b. Minimum RAF for first TAC source: \$1,245
 - c. RAF for each additional TAC source: equal to initial fee*
 - d. Minimum RAF per additional TAC source: \$700*

* RAF for additional TAC sources is only applicable to those sources that emit one or more TACs at a rate that exceeds a trigger level listed in Table 2-5-1
3. PERMIT TO OPERATE FEE FOR A DRY CLEANING MACHINE (per drum):
 - a. If the washing or drying capacity is no more than 100 pounds: \$511
 - b. If the washing or drying capacity exceeds 100 pounds: \$511 plus
For that portion of the capacity exceeding 100 pounds: \$10.52 per pound
4. TOXIC SURCHARGE is only applicable for a source that emits one or more TACs at a rate that exceeds a chronic trigger level listed in Table 2-5-1: the permit to operate fee shall be raised by ten percent. This fee shall not be assessed for TACs not listed in Table 2-5-1.

~~5. Fees for each source will be rounded to the nearest dollar. The fee for sources will be rounded up to the nearest dollar for 51 cents and above, and amounts 50 cents and lower will be rounded down to the nearest dollar.~~

(Amended 10/17/84, 6/5/85, 6/4/86, 7/3/91, 6/15/94, 10/8/97, 7/1/98, 5/19/99, 6/7/00, 6/6/01, 5/1/02, 5/21/03, 6/02/04, 6/15/05, 6/7/06, 5/2/07, 5/21/08, 5/20/09, 6/16/10, 5/4/11, 6/6/12, 6/19/13, 6/4/14, 6/3/15, 6/15/16, 6/21/17, 6/6/18, 6/5/19, TBD)

**SCHEDULE K
SOLID WASTE DISPOSAL SITES**
(Adopted July 15, 1987)

1. INITIAL FEE:
 - a. Landfill (Decomposition Process) \$6,6797,681
 - b. Active Landfill (Waste and Cover Material Dumping Process) \$3,3383,839
 - c. Active Landfill (Excavating, Bulldozing, and Compacting Processes) \$3,3383,839

2. RISK ASSESSMENT FEE (RAF), if required pursuant to Regulation 3-329 or 3-342.
 - a. RAF for first toxic air contaminant (TAC) source in application: \$546593 plus initial fee
 - b. RAF for each additional TAC source: equal to initial fee*

* RAF for additional TAC sources is only applicable to those sources that emit one or more TACs at a rate that exceeds a trigger level listed in Table 2-5-1

3. PERMIT TO OPERATE FEE:
 - a. Landfill (Decomposition Process) \$3,3383,839
 - b. Active Landfill (Waste and Cover Material Dumping Process) \$1,6691,919
 - c. Active Landfill (Excavating, Bulldozing, and Compacting Processes) \$1,6691,919

4. TOXIC SURCHARGE is only applicable for a source that emits one or more TACs at a rate that exceeds a chronic trigger level listed in Table 2-5-1: the permit to operate fee shall be raised by ten percent. This fee shall not be assessed for TACs not listed in Table 2-5-1.

5. Evaluation of Reports and Questionnaires:
 - a. Evaluation of Solid Waste Air Assessment Test Report as required by Health & Safety Code Section 41805.5(g) \$3,6804,232
 - b. Evaluation of Inactive Site Questionnaire as required by Health & Safety Code Section 41805.5(b) \$1,8452,122
 - c. Evaluation of Solid Waste Air Assessment Test Report in conjunction with evaluation of Inactive Site Questionnaire as required by Health & Safety Code Section 41805.5(b) \$1,8452,122
 - d. Evaluation of Initial or Amended Design Capacity Reports as required by Regulation 8, Rule 34, Section 405 \$1,3571,561
 - e. Evaluation of Initial or Periodic NMOC Emission Rate Reports as required by Regulation 8, Rule 34, Sections 406 or 407 \$3,8814,463
 - f. Evaluation of Closure Report as required by Regulation 8, Rule 34, Section 409 \$1,3571,561
 - g. Evaluation of Annual Report as required by Regulation 8, Rule 34, Section 411 \$3,3963,905

- ~~6. Fees for each source will be rounded off to the nearest dollar. The fee for sources will be rounded up or down to the nearest dollar.~~

- ~~76.~~ For the purposes of this fee schedule, landfill shall be considered active, if it has accepted solid waste for disposal at any time during the previous 12 months or has plans to accept solid waste for disposal during the next 12 months.
 (Amended 7/3/91, 6/15/94, 10/8/97, 7/1/98, 5/19/99, 10/6/99, 6/7/00, 6/6/01, 5/1/02, 5/21/03, 6/2/04, 6/15/05, 6/7/06, 5/2/07, 5/21/08, 5/20/09, 6/16/10, 5/4/11, 6/6/12, 6/19/13, 6/4/14, 6/3/15, 6/15/16, 6/21/17, 6/6/18, 6/5/19, 6/16/21, TBD)

SCHEDULE L
ASBESTOS OPERATIONS
(Adopted July 6, 1988)

1. Asbestos Operations conducted at single family dwellings are subject to the following fees:
 - a. OPERATION FEE: \$185 for amounts 100 to 500 square feet or linear feet.
 \$679 for amounts 501 square feet or linear feet to 1000 square feet or linear feet.
 \$988 for amounts 1001 square feet or liner feet to 2000 square feet or linear feet.
 \$1,358 for amounts greater than 2000 square feet or linear feet.
 - b. Cancellation: \$90 of above amounts non-refundable for notification processing.
2. Asbestos Operations, other than those conducted at single family dwellings, are subject to the following fees:
 - a. OPERATION FEE: \$524 for amounts 100 to 159 square feet or 100 to 259 linear feet or 35 cubic feet
 \$754 for amounts 160 square feet or 260 linear feet to 500 square feet or linear feet or greater than 35 cubic feet.
 \$1,098 for amounts 501 square feet or linear feet to 1000 square feet or linear feet.
 \$1,620 for amounts 1001 square feet or liner feet to 2500 square feet or linear feet.
 \$2,309 for amounts 2501 square feet or linear feet to 5000 square feet or linear feet.
 \$3,169 for amounts 5001 square feet or linear feet to 10000 square feet or linear feet.
 \$4,031 for amounts greater than 10000 square feet or linear feet.
 - b. Cancellation: \$248 of above amounts non-refundable for notification processing.
3. Demolitions (including zero asbestos demolitions) conducted at a single-family dwelling are subject to the following fee:
 - a. OPERATION FEE: \$90
 - b. Cancellation: \$90 (100% of fee) non-refundable, for notification processing.
4. Demolitions (including zero asbestos demolitions) other than those conducted at a single family dwelling are subject to the following fee:
 - a. OPERATION FEE: \$372
 - b. Cancellation: \$248 of above amount non-refundable for notification processing.
5. Asbestos operations with less than 10 days prior notice (excluding emergencies) are subject to the following additional fee:
 - a. OPERATION FEE: \$619
6. Asbestos demolition operations for the purpose of fire training are exempt from fees.

(Amended 9/5/90, 1/5/94, 8/20/97, 10/7/98, 7/19/00, 8/1/01, 6/5/02, 7/2/03, 6/2/04, 6/6/07, 5/21/08, 5/20/09, 6/16/10, 6/15/11, 6/6/12, 6/19/13, 6/4/14, 6/3/15, 6/15/16, 6/5/19)

SCHEDULE M
MAJOR STATIONARY SOURCE FEES
(Adopted June 6, 1990)

For each major stationary source emitting 50 tons per year or more of Organic Compounds, Sulfur Oxides, Nitrogen Oxides, and/or PM₁₀, the fee shall be based on the following:

- | | | |
|----|-------------------|---|
| 1. | Organic Compounds | \$126.38 <u>145.34</u> per ton |
| 2. | Sulfur Oxides | \$126.38 <u>145.34</u> per ton |
| 3. | Nitrogen Oxides | \$126.38 <u>145.34</u> per ton |
| 4. | PM ₁₀ | \$126.38 <u>145.34</u> per ton |

Emissions calculated by the APCO shall be based on the data reported for the most recent 12-month period prior to billing. In calculating the fee amount, emissions of Organic Compounds, Sulfur Oxides, Nitrogen Oxides, or PM₁₀, if occurring in an amount less than 50 tons per year, shall not be counted.

(Amended 7/3/91, 6/15/94, 7/1/98, 5/9/99, 6/7/00, 6/6/01, 5/1/02, 5/21/03, 6/2/04, 6/15/05, 6/7/06, 5/2/07, 5/21/08, 5/20/09, 6/16/10, 6/4/14, 6/3/15, 6/15/16, 6/21/17, 6/6/18, 6/5/19, 6/16/21, TBD)

**SCHEDULE N
TOXIC INVENTORY FEES**
(Adopted October 21, 1992)

For each stationary source emitting substances covered by California Health and Safety Code Section 44300 *et seq.*, the Air Toxics "Hot Spots" Information and Assessment Act of 1987, which have trigger levels listed in Table 2-5-1, a fee based on the weighted emissions of the facility shall be assessed based on the following formulas:

1. A fee of ~~\$6.7~~ for each gasoline product dispensing nozzle in a Gasoline Dispensing Facility; or
2. A fee calculated by multiplying the facility's weighted toxic inventory (w_i) by the following factor:

Air Toxic Inventory Fee Factor ~~\$0.921.06~~ per weighted pound per year

Using the last reported data, the facility's weighted toxic inventory (w_i) is calculated as a sum of the individual TAC emissions multiplied by either the inhalation cancer potency factor for the TAC (see Regulation 2, Rule 5, Table 2-5-1, column 10) times 28.6 if the emission is a carcinogen, or by the reciprocal of the chronic inhalation reference exposure level for the TAC (see Regulation 2, Rule 5, Table 2-5-1, column 8) if the emission is not a carcinogen.

- ~~3. Fees for each source will be rounded to the nearest dollar. The fee for sources will be rounded up to the nearest dollar for 51 cents and above and rounded down to the nearest dollar for amounts 50 cents and lower.~~

(Amended 12/15/93, 6/15/05, 5/2/07, 6/16/10, 5/4/11, 6/4/14, 6/3/15, 6/15/16, 6/6/18, 6/5/19, 6/3/20, 6/16/21, TBD)

SCHEDULE P
MAJOR FACILITY REVIEW FEES
(Adopted November 3, 1993)

1. MFR / SYNTHETIC MINOR ANNUAL FEES

Each facility, which is required to undergo major facility review in accordance with the requirements of Regulation 2, Rule 6, shall pay annual fees (1a and 1b below) for each source holding a District Permit to Operate. These fees shall be in addition to and shall be paid in conjunction with the annual renewal fees paid by the facility. However, these MFR permit fees shall not be included in the basis to calculate Alternative Emission Control Plan (bubble) or toxic air contaminant surcharges. If a major facility applies for and obtains a synthetic minor operating permit, the requirement to pay the fees in 1a and 1b shall terminate as of the date the APCO issues the synthetic minor operating permit.

- a. MFR SOURCE FEE ~~\$930-1,070~~ per source
- b. MFR EMISSIONS FEE..... ~~\$36,5942.08~~ per ton of regulated air pollutants emitted

Each MFR facility and each synthetic minor facility shall pay an annual monitoring fee (1c below) for each pollutant measured by a District-approved continuous emission monitor or a District-approved parametric emission monitoring system.

- c. MFR/SYNTHETIC MINOR MONITORING FEES ~~\$9,29610,690~~ per monitor per pollutant

2. SYNTHETIC MINOR APPLICATION FEES

Each facility that applies for a synthetic minor operating permit or a revision to a synthetic minor operating permit shall pay application fees according to 2a and either 2b (for each source holding a District Permit to Operate) or 2c (for each source affected by the revision). If a major facility applies for a synthetic minor operating permit prior to the date on which it would become subject to the annual major facility review fee described above, the facility shall pay, in addition to the application fee, the equivalent of one year of annual fees for each source holding a District Permit to Operate.

- a. SYNTHETIC MINOR FILING FEE ~~\$1,2951,489~~ per application
- b. SYNTHETIC MINOR INITIAL PERMIT FEE ~~\$930-1,070~~ per source
- c. SYNTHETIC MINOR REVISION FEE..... ~~\$930-1,070~~ per source modified

3. MFR APPLICATION FEES

Each facility that applies for or is required to undergo: an initial MFR permit, an amendment to an MFR permit, a minor or significant revision to an MFR permit, a reopening of an MFR permit or a renewal of an MFR permit shall pay, with the application and in addition to any other fees required by this regulation, the MFR filing fee and any applicable fees listed in 3b-h below. The fees in 3b apply to each source in the initial permit. The fees in 3g apply to each source in the renewal permit, The fees in 3d-f apply to each source affected by the revision or reopening.

- a. MFR FILING FEE ~~\$1,2951,489~~ per application
- b. MFR INITIAL PERMIT FEE..... ~~\$1,2951,489~~ per source
- c. MFR ADMINISTRATIVE AMENDMENT FEE ~~\$366-421~~ per application
- d. MFR MINOR REVISION FEE ~~\$1,8382,114~~ per source modified
- e. MFR SIGNIFICANT REVISION FEE ~~\$3,4273,941~~ per source modified
- f. MFR REOPENING FEE ~~\$1,1241,293~~ per source modified
- g. MFR RENEWAL FEE..... ~~\$546-628~~ per source

Each facility that requests a permit shield or a revision to a permit shield under the provisions of Regulation 2, Rule 6 shall pay the following fee for each source (or group of sources, if the requirements for these sources are grouped together in a single table in the MFR permit) that is covered by the requested shield. This fee shall be paid in addition to any other applicable fees.

- h. MFR PERMIT SHIELD FEE ~~\$1,9362,226~~ per shielded source or group of sources

4. MFR PUBLIC NOTICE FEES

Each facility that is required to undergo a public notice related to any permit action pursuant to Regulation 2-6 shall pay the following fee upon receipt of a District invoice.

MFR PUBLIC NOTICE FEE Cost of Publication

5. MFR PUBLIC HEARING FEES

If a public hearing is required for any MFR permit action, the facility shall pay the following fees upon receipt of a District invoice.

a. MFR PUBLIC HEARING FEE Cost of Public Hearing not to exceed \$~~45,819~~18,192

b. NOTICE OF PUBLIC HEARING FEE Cost of distributing Notice of Public Hearing

6. POTENTIAL TO EMIT DEMONSTRATION FEE

Each facility that makes a potential to emit demonstration under Regulation 2-6-312 in order to avoid the requirement for an MFR permit shall pay the following fee:

a. PTE DEMONSTRATION FEE \$~~221-254~~ per source, not to exceed \$~~21,746~~25,008

(Amended 6/15/94, 10/8/97, 7/1/98, 5/19/99, 6/7/00, 6/6/01, 5/1/02, 5/21/03, 6/2/04, ~~6/15/05, 6/7/06, 5/2/07,~~
~~6/15/05, 6/7/06, 5/2/07,~~ 5/21/08, 5/20/09, 6/16/10, 5/4/11, 6/6/12, 6/19/13, 6/4/14, 6/3/15, 6/15/16, 6/21/17, 6/6/18, 6/5/19, 6/16/21,
TBD)

Updated from
3/17/2022 version.

RECOMMENDED DRAFT

SCHEDULE Q
EXCAVATION OF CONTAMINATED SOIL AND
REMOVAL OF UNDERGROUND STORAGE TANKS
(Adopted January 5, 1994)

1. Persons excavating contaminated soil or removing underground storage tanks subject to the provisions of Regulation 8, Rule 40, Section 401, 402, 403 or 405 are subject to the following fee:
 - a. OPERATION FEE: \$168
(Amended 7/19/00, 8/1/01, 6/5/02, 7/2/03, 6/2/04, 6/6/07, 5/21/08, 5/20/09, 6/16/10, 6/15/11, 6/6/12, 6/4/14, 6/3/15, 6/15/16)

RECOMMENDED DRAFT

**SCHEDULE R
EQUIPMENT REGISTRATION FEES**

1. Persons operating commercial cooking equipment who are required to register equipment as required by District rules are subject to the following fees:
 - a. Conveyorized Charbroiler REGISTRATION FEE: \$744 per facility
 - b. Conveyorized Charbroiler ANNUAL RENEWAL FEE: \$209 per facility
 - c. Under-fired Charbroiler REGISTRATION FEE: \$744 per facility
 - d. Under-fired Charbroiler ANNUAL RENEWAL FEE: \$209 per facility
2. Persons operating non-halogenated dry cleaning equipment who are required to register equipment as required by District rules are subject to the following fees:
 - a. Dry Cleaning Machine REGISTRATION FEE: \$371
 - b. Dry Cleaning Machine ANNUAL RENEWAL FEE: \$259
3. Persons operating diesel engines who are required to register equipment as required by District or State rules are subject to the following fees:
 - a. Diesel Engine REGISTRATION FEE: \$250
 - b. Diesel Engine ANNUAL RENEWAL FEE: \$166
 - c. Diesel Engine ALTERNATIVE COMPLIANCE PLAN FEE (for each plan submitted under District Regulation 11-17-402): \$250
4. Persons operating boilers, steam generators and process heaters who are required to register equipment by District Regulation 9-7-404 are subject to the following fees:
 - a. REGISTRATION FEE \$137 per device
 - b. ANNUAL RENEWAL FEE: \$115 per device
5. Persons owning or operating graphic arts operations who are required to register equipment by District Regulation 8-20-408 are subject to the following fees:
 - a. REGISTRATION FEE: \$446
 - b. ANNUAL RENEWAL FEE: \$278
6. Persons owning or operating mobile refinishing operations who are required to register by District Regulation 8-45-4 are subject to the following fees:
 - a. REGISTRATION FEE \$209
 - b. ANNUAL RENEWAL FEE \$123

(Adopted 7/6/07, Amended 12/5/07, 5/21/08, 7/30/08, 11/19/08, 12/3/08, 5/20/09, 6/16/10, 6/15/11, 6/6/12, 6/19/13, 6/4/14, 6/3/15, 6/15/16, 6/21/17, 6/6/18)

**SCHEDULE S
NATURALLY OCCURRING ASBESTOS OPERATIONS**

1. ASBESTOS DUST MITIGATION PLAN INITIAL REVIEW AND AMENDMENT FEES:

Any person submitting an Asbestos Dust Mitigation Plan (ADMP) for initial review of a Naturally Occurring Asbestos (NOA) project shall pay the following fee (including NOA Discovery Notifications which would trigger an ADMP review): ~~\$730840~~

Any person submitting a request to amend an existing ADMP shall pay the following fee: ~~\$374430~~

2. AIR MONITORING PROCESSING FEE:

NOA projects requiring an Air Monitoring component as part of the ADMP approval are subject to the following fee in addition to the ADMP fee: ~~\$5,6356,480~~

3. GEOLOGIC EVALUATION FEE:

Any person submitting a Geologic Evaluation for exemption from Section 93105 shall pay the following fee: \$3,200

34. INSPECTION FEES:

a. The owner of any property for which an ADMP is required shall pay fees to cover the costs incurred by the District ~~after July 1, 2012~~ in conducting inspections to determine compliance with the ADMP on an ongoing basis. Inspection fees shall be invoiced by the District on a quarterly basis, and at the conclusion of dust generating activities covered under the ADMP, based on the actual time spent in conducting such inspections, and the following time and materials rate: ~~\$466-179~~ per hour

b. The owner of any property for which Geologic Evaluation is required shall pay fees to cover the costs incurred by the District. Inspection fees shall be invoiced by the District, based on the actual time spent in conducting such inspections, and the following time and materials rate: \$179 per hour

(Adopted 6/6/07; Amended 5/21/08, 5/20/09, 6/16/10, 6/15/11, 6/6/12, 6/19/13, 6/4/14, 6/3/15, 6/15/16, 6/21/17, 6/6/18, 6/5/19, 6/16/21, TBD)

**SCHEDULE T
GREENHOUSE GAS FEES**

For each permitted facility emitting greenhouse gases, the fee shall be based on the following:

1. Carbon Dioxide Equivalent (CDE) Emissions \$0.~~434~~151 per metric ton

Emissions calculated by the APCO shall be based on the data reported for the most recent 12-month period prior to billing. The annual emissions of each greenhouse gas (GHG) listed below shall be determined by the APCO for each permitted (i.e., non-exempt) source. For each emitted GHG, the CDE emissions shall be determined by multiplying the annual GHG emissions by the applicable Global Warming Potential (GWP) value. The GHG fee for each facility shall be based on the sum of the CDE emissions for all GHGs emitted by the facility, except that no fee shall be assessed for emissions of biogenic carbon dioxide.

Global Warming Potential Relative to Carbon Dioxide*

GHG	CAS Registry Number	GWP**
Carbon Dioxide	124-38-9	1
Methane	74-82-8	34
Nitrous Oxide	10024-97-2	298
Nitrogen Trifluoride	7783-54-2	17,885
Sulfur Hexafluoride	2551-62-4	26,087
HCFC-22	75-45-6	2,106
HCFC-123	306-83-2	96
HCFC-124	2837-89-0	635
HCFC-141b	1717-00-6	938
HCFC-142b	75-68-3	2,345
HCFC-225ca	422-56-0	155
HCFC-225cb	507-55-1	633
HFC-23	75-46-7	13,856
HFC-32	75-10-5	817
HFC-125	354-33-6	3,691
HFC-134a	811-97-2	1,549
HFC-143a	420-46-2	5,508
HFC-152a	75-37-6	167
HFC-227ea	431-89-0	3,860
HFC-236fa	690-39-1	8,998
HFC-245fa	460-73-1	1,032
HFC-365mfc	406-58-6	966
HFC-43-10-mee	138495-42-8	1,952
PFC-14	75-73-0	7,349
PFC-116	76-16-4	12,340
PFC-218	76-19-7	9,878
PFC-318	115-25-3	10,592

* Source: Myhre, G., et al., 2013: Anthropogenic and Natural Radiative Forcing (and Supplementary Material). In: Climate Change 2013: The Physical Science Basis. Contribution of Working Group I to the Fifth Assessment Report of the Intergovernmental Panel on Climate Change [Stocker, T.F., et al. (eds.)]. Cambridge University Press, Cambridge, United Kingdom and New York, NY, USA. Available from www.ipcc.ch.

** GWPs compare the integrated radiative forcing over a specified period (i.e.100 years) from a unit mass pulse emission to compare the potential climate change associated with emissions of different GHGs. GWPs listed include climate-carbon feedbacks.

(Adopted 5/21/08; Amended 5/20/09, 6/16/10, 6/4/14, 6/3/15, 6/15/16, 6/21/17, 6/6/18,6/5/19, 6/16/21, TBD)

**SCHEDULE U
INDIRECT SOURCE REVIEW FEES**

The applicant for any project deemed an indirect source pursuant to District rules shall be subject to the following fees:

1. APPLICATION FILING FEE

When an applicant files an Air Quality Impact Assessment as required by District rules, the applicant shall pay a non-refundable Application Filing Fee as follows:

- a. Residential project: \$615
- b. Non-residential or mixed use project: \$918

2. APPLICATION EVALUATION FEE

Every applicant who files an Air Quality Impact Assessment as required by District rules shall pay an evaluation fee for the review of an air quality analysis and the determination of Offsite Emission Reduction Fees necessary for off-site emission reductions. The Application Evaluation fee will be calculated using the actual staff hours expended and the prevailing weighted labor rate. The Application Filing fee, which assumes eight hours of staff time for residential projects and twelve hours of staff time for non-residential and mixed use projects, shall be credited towards the actual Application Evaluation Fee.

3. OFFSITE EMISSION REDUCTION FEE

(To be determined)

(Adopted 5/20/09; Amended 6/16/10, 6/4/14, 6/3/15, 6/15/16, 6/21/17)

**SCHEDULE V
OPEN BURNING**

1. Any prior notification required by Regulation 5, Section 406 is subject to the following fee:

- a. OPERATION FEE: ~~\$150173~~
- b. The operation fee paid as part of providing notification to the District prior to burning will be determined for each property, as defined in Regulation 5, Section 217, and will be valid for one year from the fee payment date when a given fire is allowed, as specified in Regulation 5, Section 401 for the following fires:

Regulation 5 Section – Fire	Burn Period
401.1 - Disease and Pest	January 1 – December 31
401.2 - Crop Replacement ¹	October 1 – April 30
401.3 - Orchard Pruning and Attrition ²	November 1 – April 30
401.4 - Double Cropping Stubble	June 1 – August 31
401.6 - Hazardous Material ¹	January 1 – December 31
401.7 - Fire Training	January 1 – December 31
401.8 - Flood Debris	October 1 – May 31
401.9 - Irrigation Ditches	January 1 – December 31
401.10 - Flood Control	January 1 – December 31
401.11 - Range Management ¹	July 1 – April 30
401.12 - Forest Management ¹	November 1 – April 30
401.14 - Contraband	January 1 – December 31

¹ Any Forest Management fire, Range Management fire, Hazardous Material fire not related to Public Resources Code 4291, or any Crop Replacement fire for the purpose of establishing an agricultural crop on previously uncultivated land, that is expected to exceed 10 acres in size or burn piled vegetation cleared or generated from more than 10 acres is defined in Regulation 5, Section 213 as a type of Prescribed Burning and, as such, is subject to the Prescribed Burning operation fee in Section 3 below.

² Upon the determination of the APCO that heavy winter rainfall has prevented this type of burning, the burn period may be extended to no later than June 30.

- c. Any person who provided notification required under Regulation 5, Section 406, who seeks to burn an amount of material greater than the amount listed in that initial notification, shall provide a subsequent notification to the District under Regulation 5, Section 406 and shall pay an additional open burning operation fee prior to burning.

2. Any Marsh Management fire conducted pursuant to Regulation 5, Section 401.13 is subject to the following fee, which will be determined for each property by the proposed acreage to be burned:

- a. OPERATION FEE: ~~\$540621~~ for 50 acres or less
~~\$734844~~
for more than 50 acres but less than or equal to 150 acres
~~\$9251,064~~ for more than 150 acres

- b. The operation fee paid for a Marsh Management fire will be valid for a Fall or Spring burning period, as specified in Regulation 5, Subsection 401.13. Any burning subsequent to either of these time periods shall be subject to an additional open burning operation fee.

3. Any Wildland Vegetation Management fire (Prescribed Burning) conducted pursuant to Regulation 5, Section 401.15 is subject to the following fee, which will be determined for each prescribed burning project by the proposed acreage to be burned:

- a. OPERATION FEE: ~~\$602692~~ for 50 acres or less

\$846938

for more than 50 acres but less than or equal to 150 acres

\$1,0621,221

for more than 150 acres

- b. The operation fee paid for a prescribed burn project will be valid for the burn project approval period, as determined by the District. Any burning subsequent to this time period shall be subject to an additional open burning operation fee.
- 4. Any Filmmaking fire conducted pursuant to Regulation 5, Section 401.16 and any Public Exhibition fire conducted pursuant to Regulation 5, Section 401.17 is subject to the following fee:
 - a. OPERATION FEE: \$778895
 - b. The operation fee paid for a Filmmaking or Public Exhibition fire will be valid for the burn project approval period, as determined by the District. Any burning subsequent to this time period shall be subject to an additional open burning operation fee.
- 5. Any Stubble fire conducted pursuant to Regulation 5, Section 401.5 that requires a person to receive an acreage burning allocation prior to ignition is subject to the following fee, which will be determined for each property by the proposed acreage to be burned:
 - a. OPERATION FEE: \$385443 for 25 acres or less
\$540621 for more than 25 acres but less than or equal to 75 acres
\$656754 for more than 75 acres but less than or equal to 150 acres
\$772888 for more than 150 acres
 - b. The operation fee paid for a Stubble fire will be valid for one burn period, which is the time period beginning September 1 and ending December 31, each calendar year. Any burning subsequent to this time period shall be subject to an additional open burning operation fee.
- 6. All fees paid pursuant to Schedule V are non-refundable.
- 7. All fees required pursuant to Schedule V must be paid before conducting a fire.

(Adopted June 19, 2013; Amended 6/4/14, 6/3/15, 6/15/16, 6/21/17, 6/6/18, 6/5/19, 6/3/20, 6/16/21, TBD)

**SCHEDULE W
REFINING EMISSIONS TRACKING FEES**

1. ANNUAL EMISSIONS INVENTORIES:

Any Refinery owner/operator required to submit an Annual Emissions Inventory Report in accordance with Regulation 12, Rule 15, Section 401 shall pay the following fees:

- a. Initial submittal: \$~~67,689~~77,842
- b. Each subsequent annual submittal: \$~~33,845~~38,922

Any Support Facility owner/operator required to submit an Annual Emissions Inventory Report in accordance with Regulation 12, Rule 15, Section 401 shall pay the following fees:

- a. Initial submittal: \$~~4,137~~4,758
- b. Each subsequent annual submittal: \$~~2,069~~2,379

2. AIR MONITORING PLANS:

Any person required to submit an air monitoring plan in accordance with Regulation 12, Rule 15, Section 403 shall pay a one-time fee of \$~~9,401~~10,811.

(Adopted 6/15/16; Amended 6/5/19, 6/16/21, 11/3/21, TBD)

RECOMMENDED DRAFT

**SCHEDULE X
MAJOR STATIONARY SOURCE COMMUNITY AIR MONITORING FEES**

For each major stationary source, emitting 35 tons per year or more of Organic Compounds, Sulfur Oxides, Nitrogen Oxides, Carbon Monoxide and/or PM₁₀ within the vicinity of a District proposed community air monitoring location, the fee shall be based on the following:

- | | | |
|----|-------------------|-----------------|
| 1. | Organic Compounds | \$60.61 per ton |
| 2. | Sulfur Oxides | \$60.61 per ton |
| 3. | Nitrogen Oxides | \$60.61 per ton |
| 4. | Carbon Monoxide | \$60.61 per ton |
| 5. | PM ₁₀ | \$60.61 per ton |

Emissions calculated by the APCO shall be based on the data reported for the most recent 12-month period prior to billing. In calculating the fee amount, emissions of Organic Compounds, Sulfur Oxides, Nitrogen Oxides, Carbon Monoxide, or PM₁₀, if occurring in an amount less than 35 tons per year, shall not be counted.

(Adopted: 6/15/16; Amended: 6/21/17)

**APPENDIX B:
WRITTEN COMMENTS AND RESPONSES
FROM THE WORKSHOP AND PUBLIC
MEETINGS**

Commenter 1

- Submitted: March 18, 2022
- Bill Quinn, President & Christine Wolfe, Policy and Communications Director – California Council for Environmental and Economic Balance (CCEEB)

Comment 1:

CCEEB requests further detail of the work required of staff to implement Rule 2- 1 and Rule 2-5 as adopted by the Board in December 2021.

Specifically, they requested:

- *That staff provide greater detail on the tools and programs staff is planning to implement as well as the associated costs.*
- *That staff clarify if the amendments to Rules 2-1 and 2-5 place any new requirements on existing facilities*
- *That staff explain the need for this fee.*

BAAQMD Response to Comment 1:

The Air District will provide additional details on the costs to implement Rule 2-1 and Rule 2-5 in the Rule Development Staff Report for the proposed amendments to Regulation 3: Fees. The Staff Report should be available to the public and stakeholders in May 2022.

Implementation Items include, but are not limited to:

- Program Rule 2-1 response time changes, update data forms and web site
- Program updated health effects values and trigger levels, coordinate with renewals
- Create interactive Overburdened Community (OBC) Map (contractor + staff costs), update forms and web site
- Update public notice procedures, improve public notice web site
- Update Health Risk Assessment (HRA) Streamlining Policy, forms, and procedures
- Update Gasoline Dispensing Facility (GDF) HRA procedures, evaluation report procedures, forms, and web site

Comment 2:

CCEEB asserts that the amendments to Rules 2-1 and 2-5 did not require substantial changes in the way permit assessments, including HRAs, are conducted for new and modified sources. Commenter requested whether staff anticipate any significant challenges that will require additional staff effort to meet the 6/M standard relative to the 10/M standard.

BAAQMD Response to Comment 2:

Additional staff are required to implement Rules 2-1 and 2-5. More HRAs are expected, less can be streamlined and additional staff are needed. With a lower threshold, additional

refinements may be needed to pass an HRA. This includes labor for source test review to refine emissions.

Comment 3:

In order to understand the potential scale of the proposed revision of Section 3- 318, CCEEB requests that staff provide the range of costs that have been incurred by staff related to public noticing and subsequent activities over the last three years.

BAAQMD Response to Comment 3:

For the Air District's school public noticing program, public notice fees charged to applicants ranged from \$730 to \$7,000.

Comment 4:

CCEEB requests an estimate of the increased fee revenue expected from the changes that were made to Table 2-5-1 as part of the December 2021 amendments.

BAAQMD Response to Comment 4:

We expect a small increased fee revenue due to the addition of new toxic air contaminants (TACs) such as cobalt (a non-potent carcinogen) and carbonyl sulfide (not a carcinogen) and lower chronic TAC trigger levels. Lower acute Reference Exposure Levels (RELs) and lower acute trigger levels will have no impact on renewal fees but could result in an application related HRA fee for which additional work would be required.

Comment 5:

CCEEB comments that the Air District should develop organization-wide procedures for prioritizing and processing source tests before levying new fees. Requests that, prior to adopting additional fees for source test processing, staff works with stakeholders to develop a work plan to prioritize and process source tests across all programs because timely source test processing is critical to implementation of many of the Air District's programs.

BAAQMD Response to Comment 5:

The Air District agrees that timely source test processing is a critical element of the Air District's programs. Fees for source test review have not been proposed for the Fiscal Year End 2023 fee amendments.

Comment 6:

CCEEB requests that staff add clear guidance to facilities on the submittal process and review timeline for source tests in the Rule 11-18 Implementation Procedures.

BAAQMD Response to Comment 6:

Since the adoption of Regulation 11-18, the Air District has recommended that subject facilities start source testing as early as possible to be able to obtain verification of the

results for use in the HRAs. We can improve our guidance with the input from the Source Test Section.

Comment 7:

CCEEB states that it is unclear how changes in the Air District's fee base are incorporated into assessments of future-year needs. Requests that staff provide information on the total number of feepaying permittees paying into each fee schedule as well as permittee trends over the last three years.

BAAQMD Response to Comment 7:

Below are the total number of feepaying permittees paying into each fee schedule each year.

Schedule	2017	2018	2019	2020	2021
B	2677	3016	3516	3369	3548
C	132	160	159	155	155
D	2346	2404	2411	2413	2416
E	1554	1701	1691	1656	1597
F	548	667	697	702	700
G1	315	382	374	367	366
G2	77	86	93	94	94
G3	10	12	11	11	11
G4	9	9	9	9	9
G5	5	5	5	5	5
H	60	58	60	59	59
I	9	8	3	3	3
K	32	35	34	34	35
N	3104	3167	3326	5297	4685
P	88	87	85	85	85
R	772	919	893	865	801
T	768	760	754	734	1080
W	10	9	8	8	8
X	15	15	15	13	14

Comment 8:

CCEEB requests that staff provide an estimate for the projected growth in feepayers over the next several years due to implementation of the following programs:

- *CARB's Criteria Pollutant and Toxic Emissions Reporting rule*
- *Implementation of Rule 11-18 Phase I and Phase II*

BAAQMD Response to Comment 8:

We do not expect California Air Resources Board's Criteria and Toxics Reporting (CTR) Rule or Toxics 'Hot Spots' Emissions Inventory Criteria and Guidelines to bring in new

facilities. The requirements will increase the number of data fields and toxic compounds for which sites report data over the next 4 years, but not necessarily the number of facilities. As Rule 11-18 is implemented for Phase I and Phase II, there will be one-time payments of each HRA and Risk Reduction Plan fees, but annual renewal fees will decrease due to reduced toxic emissions.

Comment 9:

CCEEB asks to better understand what long-term cost savings would result from implementing routine source permit streamlining efforts, such as, for engine permits. CCEEB appreciates staff's efforts to seek efficiencies and hopes that streamlining efforts will free up staff time to efficiently process more complex permit applications.

BAAQMD Response to Comment 9:

Permit streamlining efforts, such as updating the Permit Handbook, will allow for faster permit evaluation and consistency. Efficiencies and streamlining should decrease the backlog of permit applications and allow for faster issuance of permits.

Comment 10:

CCEEB has questions about Schedule N – Toxic Inventory Fees and wants to know how the 9% increase was determined for Schedule N. CCEEB also asked if the Toxic Inventory Fees includes the CTR fee assessed at facilities.

BAAQMD Response to Comment 10:

The proposed increase to Schedule N is now 15%. The past 3-year average cost recovery is 70% and a 15% increase is needed to get to full cost recovery. The increase does not take CTR fees into account.

Comment 11:

CCEEB asked which revenue category are Schedule W fees allocated?

BAAQMD Response to Comment 11:

Schedule W revenue is included in the "Permits/Fees" general revenue category, more specifically under the "Permit Renewal & Application Fees" line item shown in TABLE II: Consolidated Revenues in the annual budget document. There is no allocation process.

Comment 12:

CCEEB asked for clarity as to the significant disparity between the FYE 2022 budget for these fees (Schedule N, Schedule W), actual fees collected, and FYE 2023 needs.

BAAQMD Response to Comment 12:

Schedule N can vary significantly from year to year based on a number of factors, such as the amount owed to CARB each year for AB 2588 inventory purposes and actual toxic emissions from regulated facilities. There was a recent large drop in Schedule N fees,

which is not likely to happen again. Most facilities are trying to improve their toxics emissions inventories. Facilities are updating their toxic inventories by source testing their sources instead of using default factors which are oftentimes conservative. This decreases the facility toxics emissions and associated Schedule N fees. Toxic emissions may continue to decrease as Rule 11-18 is implemented and facilities continue to improve inventories in attempts to avoid triggering Rule 11-18. Schedule W is calculated based on our standard cost recovery methodology.

Commenter 2

- Submitted: March 18, 2022
- Bob Brown, Director, Bay Area Region – Western States Petroleum Association (WSPA)

Comment 1:

WSPA comments that there is a 15% increase proposed for Schedule W. The commenter asserts that none of the refinery emission inventories have been approved by staff, however they are routinely used for rulemaking. They also assert that staff do not directly use the Regulation 12-15 inventories for refinery annual permit to operate fees but use a Microsoft Access database containing antiquated emission factors for ease of use.

BAAQMD Response to Comment 1:

The 3-year average cost recovery for Schedule W is only 12%, therefore the maximum increase of 15% is recommended for FYE 2023 to try to get to full cost recovery. The inventories have been deficient and therefore have not been approved. We do not believe Rule Development has used a refinery submitted Regulation 12-15 inventory without corrections, overwrites, or revisions from Engineering. The Air District renews the refinery permit to operate based on the most accurate inventory available.

Comment 2:

WSPA comments that that the 8% percent increase for GHG reporting is not warranted as the industry reports annual GHG emissions to the California Air Resources Board as part of their Mandatory Reporting Regulation.

BAAQMD Response to Comment 2:

Fee Schedule T is for the Air District's greenhouse (GHG) work activities that are not part of CARB's Mandatory Reporting of Greenhouse Gas (MRR) requirements. For example, stationary source GHG activities that are not part of CARB's MRR program involve many different programs and projects such as the development and implementation of the Methane Strategies, Organics Recovery Projects, and stationary source GHG thresholds of significance and guidelines for the Air District's California Environmental Air Quality Act program. The Air District will continue to be very active in climate protection and looks forward to working with WSPA on these important initiatives.

Comment 3:

The Schedule N: Toxics Inventory fee increase has been proposed every year, yet the refineries report these emissions under their Regulation 12-15 program. WSPA comments that this is double charging for the same emissions submitted.

BAAQMD Response to Comment 3:

Schedule N fees are for: (1) CARB’s AB2588 fees, (2) Health Risk Assessments (any costs not recovered via NSR risk screen fees or Rule 11-18 risk assessment fees), (3) toxic emission inventory improvements, and (4) any other fees needed to recover the costs of the Air District’s Toxics Section. These fees support the entire toxics program.

Comment 4:

The budget and fees consideration are occurring at the same time as the District- wide management audit. WSPA comments that they hope that process improvements recommended by the audit will be considered for the budget and fees process going forward.

BAAQMD Response to Comment 4:

Comment noted. We look forward to implementing any recommended process improvements to minimize risk in the areas of study by the management audit.

Commenter 3

- Submitted: March 25, 2022
- Deepti Jain, Environmental Engineering Coordinator – City of Sunnyvale

Comment:

“I’m emailing regarding the Reg 3 revisions public hearing scheduled for 4/6. At what time is the first hearing and when is the second hearing. I will plan my meetings accordingly. Can you please share more details”.

BAAQMD Response to Commenter 3:

“Here’s the link to the Air District’s Board Meetings webpage:

<https://www.baaqmd.gov/about-the-air-district/board-of-directors/resolutionsagendasminutes>

Currently, the April 6 Board Meeting is scheduled to start at 9:00 AM. As we get closer to the meeting date, you will be able to find the agenda and presentations posted there as well.”

Commenter 4

- Submitted: March 25, 2022
- Neil Kingston, Director of Building Operations – University of the Pacific - Dugoni School of Dentistry

Comment:

“We recently received notice draft amendments. I have no qualm with the increases. I do question the work being done by the BAAQMD to safeguard the health of bay area communities. I live in Benicia, and it has recently been disclosed that the Valero refinery has for years, and years been discharging hazardous materials into the community of Benicia and other North Bay cities and towns. Increases in fees by governmental agencies are generally associated with increased benefits to communities. One can clearly understand for instance that additional taxes or fees can be used target bad highways or aging water resource infrastructure. I hope that the increases result in more independence for BAAQMD from these major pollution generators, less hand in glove relationships, and a better quality of life for those who live in close proximity to these businesses.”

BAAQMD Response to Commenter 4:

The proposed fee amendments would pay for staff assigned to the Air District's stationary source regulatory programs, including permitting, compliance/enforcement, rule development, and monitoring. These regulatory programs strive to protect the health of Bay Area communities, including Benicia.

Commenter 5

- Submitted: March 29, 2022
- Sean Rose, Director of Public Works / Town Engineer – Town of Woodside

Comment 1:

“I am in receipt of you Notice of a 15% fee increase for Air Board regulation. Is this an annual increase, i.e., how many years does this increase cover? Is it making up for past years with no increases or covering future years or is it just for one year?”

BAAQMD Response to Comment 1:

“The proposed fee amendments would apply to the next fiscal year from July 1, 2022 to June 30, 2023. Regulation 3 is evaluated every year for potential amendments to pay for staff assigned to the Air District's stationary source regulatory programs, including permitting, compliance/enforcement, rule development and monitoring. These regulatory programs strive to protect the health of Bay Area communities.”

Comment 2:

“What were the % fee increases in FY20, FY21, and FY22?”

BAAQMD Response to Comment 2:

“For the past several years, the Air District has increased permit fees at a blended rate of approximately 6.4% per year for cost recovery purposes. However, your particular permit fees are dependent upon the type of sources and what Regulation 3 Fee Schedules they are each subject to.

To learn more about the proposed fee amendments from previous years, please find the Rule Development Staff Reports at these links:

- Staff Report for FYE 2022:
https://www.baaqmd.gov/~media/dotgov/files/rules/reg-3-fees/2021-amendment/documents/20210602_01_sr_fy2022_rg0300-pdf.pdf?la=en
- Staff Report for FYE 2021:
https://www.baaqmd.gov/~media/dotgov/files/rules/reg-3-fees/2020-amendment/documents/20200701_02_sr_rg03-pdf.pdf?la=en
- Staff Report for FYE 2020:
https://www.baaqmd.gov/~media/dotgov/files/rules/archive-2019-regulation-3/documents/20190524_sr_0300-pdf.pdf?la=en

Commenter 6

- Submitted: April 26, 2022
- Luis Amezcua, Senior CA Policy & Campaign Manager – Building Decarbonization Coalition

Comment:

“Please find attached a letter on behalf of Sierra Club, SPUR, RMI, the BAAQMD Network, and Menlo Spark in support of the proposed budget and its inclusion of a 10.9% blended rate increase for permit fees.”

BAAQMD Response to Commenter 6:

No response sent.

Commenter 7

- Submitted: May 25, 2022
- Christine Wolfe, Policy and Communications Director – California Council for Environmental and Economic Balance (CCEEB)

Comment 1:

CCEEB requests to remove the proposed permit renewal surcharge of Section 3-327.4 that would be levied on existing facilities based on their location from the amendments to Regulation 3. CCEEB asserts that it is unjustified and unnecessary.

BAAQMD Response to Comment 1:

Staff disagrees. The Section 3-327.4 permit renewal surcharge is necessary, since additional staff are required to implement the 2021 amendments to Rules 2-1 and 2-5. In addition to system changes and tools that need to be developed, it is an Air District priority to ensure the facilities in Overburdened Communities (OBCs) are in compliance, which requires additional resources for compliance assistance, verification and enforcement. More permits may require initial and periodic compliance verification through monitoring and source tests. Resources will be required to review plans, reports and records. The Air District may perform source tests and will need to validate test results from outside source testing companies. Also, the Air District may need to coordinate with outside

companies if the Air district does not have internal expertise to perform some specialized testing. The emissions inventory in OBCs will have a higher level of scrutiny and verification.

Comment 2:

CCEEB asserts that the District already has a fee in place to support permit fee recoverable work in overburdened communities (the AB617 Community Health Impact Fee).

BAAQMD Response to Comment 2:

The OBC-related fees and the AB617 Community Health Impact Fee support different Air District work. The OBC work is explained in the response above and more detail can be found in the staff report.

The AB617 Community Health Impact Fees for Title V Facilities was described as follows in the Staff Report for the FYE 2022 Fee Amendments:

In the implementation of AB 617 (C. Garcia, Chapter 136, Statutes of 2017), the Air District's Community Health Protection Program works with Bay Area communities to improve community health by reducing exposure to air pollutants in neighborhoods most impacted by air pollution. Air District staff are working closely with the California Air Resources Board (CARB), other local air districts, community groups, community members, environmental organizations, regulated industries, and other key stakeholders to reduce harmful air pollutants. A new community health impact fee is proposed to help recover costs of program implementation.

CARB provides funding to the air districts for the implementation of AB 617. Currently, the funds provided do not cover the entire cost of program implementation. Costs for the implementation of AB 617 may be split into three different types. The first of these are fee recoverable activities, such as rule development of stationary sources, , and compliance and enforcement of stationary sources. The second type of activities are not fee recoverable, such as community outreach and engagement, capacity building and mobile source modeling and inventory. Third, there are a number of tasks that are partially fee recoverable. Some examples of these partially fee-recoverable tasks include the following: conducting detailed, community-scale modeling, managing community steering committees, and conducting community-scale source apportionment analyses.

Comment 3: CCEEB requests that next year's budget development and fee amendment process follows a more transparent, logical path.

BAAQMD Response to Comment 3:

The Air District staff has tried its best to make this year's process follow a transparent and logical path. The management audit and staffing evaluations should be finalized later this year, so there should be greater clarity for next year's process.

Comment 4:

CCEEB requests further clarity on how billing is conducted on a per-facility, instead of a per-fee schedule perspective.

BAAQMD Response to Comment 4:

The Air District bills the facility based on the following:

- Applicable administrative fees in the Regulation 3-300 series
- Emission fees in Schedule M, N, and T
- Fees based on source type in the fee schedules

The Air District is open to working with you to improve your understanding in this area. Note that timekeeping for labor is done on a granular level for each different fee schedule, so cost recovery for any particular facility with a blend of different source types is not available.

Comment 5:

CCEEB recommends that staff consider distributing information on fee increases over its email distribution lists, as it does for other rulemaking, rather than sending hardcopy notices only.

BAAQMD Response to Comment 5:

The Air District staff mails its Regulation 3 rulemaking notices to all known entities that are potentially impacted by a proposed Regulation 3 change. The notice is also mailed and emailed to other interested parties. The mailout is to ensure that the notice is sent to the contact on record. Since email is currently not the default communication method, we cannot be certain that the email addresses in our system are accurate or current. The Air District will explore improving to a more paperless process as we fully transition to the Production System.

Comment 6:

CCEEB supports the following recommendations provided by Matrix Consulting to the Budget and Finance Committee on April 27, 2022:

- *The method of reporting time spent on activity impacting more than one fee schedule at a singular facility should be better documented.*
- *Develop a standardized document outlining the Air District's methodology for establishing cost recovery by Fee Schedule.*
- *When new fees are tied to staffing resources, they should be adopted together.*
- *Results of the management audit should be incorporated into future cost recovery analysis.*

BAAQMD Response to Comment 6:

The Matrix Consulting Group's Cost Recovery and Containment Study is still underway with a final report expected later this year. The Air District will review and evaluate all the recommendations made by Matrix Consulting Group.

Commenter 8

- Submitted: May 25, 2022
- Bob Brown, Director, Bay Area Region – Western States Petroleum Association (WSPA)

Comment 1:

WSPA comments that they appreciate being part of the Budget Advisory Group (BAG) and requests that the BAG expand to include additional small and large business organizations and various regulated entities for a broader discussion of fees and budget transparency. WSPA also requests the Board implement quarterly workshops where staff present the status of budget expenditures and detail how significant fees are connected to level of service.

BAAQMD Response to Comment 1:

Air District staff continue to outreach to small business associations such as those representing auto body shops, retail gas dispensing facilities and dry cleaners. The Air District will reassess the makeup of the BAG including continued outreach to other business organizations. The Air District believes that the current opportunities for participation, comment and review are adequate to help maintain transparency and process with the regulated entities. These opportunities are highlighted in the rule development process as described below.

In response to comments received during the FYE 2020 Budget and Fee Regulation Amendments process, on September 20, 2019, the Air District established the Budget Advisory Group (BAG) which includes WSPA and its five represented Bay Area petroleum refineries, and the California Council for Environmental and Economic Balance. The BAG was formed to promote greater participation and input in the annual Budget and Fee Regulation Amendments process.

The Air District distributed the notice for a public workshop to all Air District-permitted and registered facilities, asbestos contractors, and other potentially interested stakeholders and posted the notice on the Air District website. At the February 17 workshop, staff presented the initial concepts for the draft Regulation 3 amendments. There were eleven (11) stakeholders that attended the public workshop held as a Zoom webinar. On February 25, the Air District posted its initial draft rule proposal. On March 16, a second notice was distributed to the same stakeholders to alert interested parties of an alternate proposal for consideration to the Budget and Finance Committee.

As stated, the Air District held a public workshop on February 17. WSPA attended and testified at the workshop and provided written comments on the proposed fee amendments that were due on March 18.

On January 24, the BAG met where the Air District presented the economic outlook, the rule development schedule and the proposed fee amendments. On March 14, BAG

was given a preview of the March 23 presentation to the Air District Board of Directors Budget and Finance Committee. On March 14, 2022, the Air District provided a copy of the 2022 Cost Recovery Report to WSPA and the other BAG members containing additional detailed supporting data on the proposed fee amendments. Each meeting provided greater transparency of budget expenditures for those in attendance.

On March 23, Air District staff presented the fee regulation amendments to the Budget and Finance Committee and responded to questions on the fee regulation amendments. WSPA participated in this meeting.

An initial public hearing to consider testimony on the proposed amendments was held on May 4 with written public comments due on May 25, 2022. A second public hearing, to consider adoption of the proposed fee amendments, has been scheduled for June 15, or as soon thereafter as the matter may be heard.

Quarterly reports are currently presented to the Budget and Finance Committee by the Director of Finance. These reports include revenues and expenditures for all programs.

Each Cost Recovery Study has revealed the Air District's fee revenue to fall significantly short of its program costs. The Air District bases its fees and proposed increases to them on the Cost Recovery Studies' assessment of costs to provide service and cost recovery calculations on a fee schedule basis. Fee adjustments are made to close the gap between revenue and costs of providing service. Fees are therefore already 'aligned' with the level of service. The costs to service facilities have changed due to factors beyond our control including, but not limited to more stringent regulatory requirements; controversial nature of refinery permits; and compliance with CEQA.

Comment 2:

WSPA comments that staff do not directly use the Regulation 12-15 inventories for the annual permit to operate fees – but rather a Microsoft Access database containing older emission factors. WSPA asserts that this has the practical effect of two refinery emission inventories.

BAAQMD Response to Comment 2:

The Regulation 12-15 inventories have been deficient and therefore have not been approved. The Air District renews the refinery permit to operate based on the most accurate inventory available.

Comment 3:

WSPA comments that they are concerned with the District's stated goals to accelerate its cost recovery with aggressive across-the-board annual 15% fee increases. WSPA asserts that this increase lacks transparency or full consideration of the ongoing management audit.

BAAQMD Response to Comment 3:

The Air District's proposed fee amendments were analyzed and reviewed using the best data and information available at this time. The Air District believes that the current opportunities for participation, comment and review are adequate to help maintain transparency and process with the regulated entities.

Comment 4:

WSPA continually requests that the District cite the permitted source of work to hours billed for greater transparency.

BAAQMD Response to Comment 4:

The Air District's current timekeeping system is set up to track labor spent on the different permitted source categories via the fee schedules. For example, hours spent on permit evaluation, inspection or source test review for a boiler is charged to fee schedule B for the combustion of fuel.

Comment 5:

WSPA asked if there will be a deeper review of cost containment opportunities and if there will be a performance comparison with other public agencies or large air districts.

BAAQMD Response to Comment 5:

The Air District is continually considering cost containment opportunities in its daily operations. For example, the Air District launched the online payment system to help customers pay invoices and the Air District track payments more efficiently. The Air District has developed and put into operation a "permit application received" website tool that allows permit applicants to track the permit application status online. Permitting performance metrics are available and have been provided to WSPA and CCEEB. Also, permit applications are triaged and assigned as needed to prevent potential bottlenecks. Staff were provided new tools to view and manage workload which were critical to be highly productive during the pandemic. The Air District continues to develop the New Production System that will provide better functionality for managing all aspects of the permitting, compliance verification and enforcement. Also, the management audit is looking at performance metrics at the Air District.

The task order for the master services contract with the management auditor may be found on Agenda Item 12A from the Board of Directors Special Meeting on December 15, 2021.

https://www.baaqmd.gov/~media/files/board-of-directors/2021/bods_agenda_121521_op-pdf.pdf?la=en&rev=c2659d204a4d414d85e53219a23f02b7&hash=BADFC99826CCB290A2FD34ACDF1411D3).

Comment 6:

WSPA comments that reaching full cost recovery is an ever-shifting and elusive target given the consistent request and acceptance for new fee schedules, programs, and more staffing.

BAAQMD Response to Comment 6:

The Air District staff's proposal is a plan to target full cost recovery within the next several years accounting for changes in priorities and staffing. The budget and fees will continue to be evaluated with the current process to propose the adjustments that balance the revenue and costs.

Comment 7:

WSPA asks for the percentage of the new positions will go toward reducing the permitting backlog that is a real concern and the specific goals and objectives for those positions.

BAAQMD Response to Comment 7:

The results of the management audit will inform staff allocation of the proposed positions in the FYE 2023 budget. The audit will identify where the needs or risks exist. The auditors have reviewed the permitting statistics.

In addition to staffing, the Air District continues its permit streamlining efforts, such as updating the Permit Handbook, which will allow for faster permit evaluation and consistency. A webinar for Permitting Enhancements took place earlier this year, which will allow of increased permit evaluation efficiency. Efficiencies and streamlining should decrease the backlog of permit applications and allow for faster issuance of permits.

Comment 8:

WSPA states that staff is considering a permit renewal surcharge for facilities in overburdened communities of up to \$250,000. However, amendments to Rules 2-1 and 2-5 adopted in 2021 did not appear to place new requirements on existing facilities. This is on top of the new and separate fee schedule with the AB 617 program adopted recently. WSPA requests an outline how these more recent fee schedules differ in scope and need.

BAAQMD Response to Comment 8:

Additional staff are required to implement amendments to Rules 2-1 and 2-5. In addition to system changes and tools that need to be developed, it is an Air District priority to ensure the facilities in Overburdened Communities (OBCs) are in compliance, which requires additional resources for compliance assistance, verification and enforcement. More permits may require initial and periodic compliance verification through monitoring and source tests. Resources will be required to review plans, reports and records. The Air District may perform source tests and will need to validate test results from outside source testing companies. Also, the Air District may need to coordinate with outside companies if the Air district does not have internal expertise to perform some specialized testing. The emissions inventory in OBCs will have a higher level of scrutiny and

verification. The Air District will provide additional details on the costs to implement Rule 2-1 and Rule 2-5 in the Rule Development Staff Report for the proposed amendments to Regulation 3: Fees.

The AB 617 Community Health Impact Fee for Title V facilities was implemented to recover the stationary source portion of the partially fee recoverable costs to implement the program as described in the staff report for the FYE 2021 Fee Amendments (https://www.baaqmd.gov/~media/dotgov/files/rules/reg-3-fees/2020-amendment/documents/20200701_02_sr_rg03-pdf.pdf?la=en&rev=a2cd3c92a92b48b6932acebdf1f70fb5).

The focus on the AB617 is community risk reduction has been based on modeling for all sources of air pollution including stationary, mobile and natural sources. Risk reduction has been based on modeling for both toxics and PM2.5. The AB617 fees recover the stationary source portion of the partially recoverable work which covers modeling.

Comment 9:

WSPA asks the Board to take into account a thorough review of the management audit findings coupled with the Matrix Cost Recovery Report before moving ahead with a very aggressive across the board annual 15% fee increase.

BAAQMD Response to Comment 9:

The final management audit findings and the Matrix Cost Recovery Report will not be available until late this year. We look forward to implementing any recommended process improvements to minimize risk in the areas of study by the management audit.



2022 COST RECOVERY REPORT

Prepared by the staff of the
Bay Area Air Quality Management District
375 Beale Street, Suite 600
San Francisco, CA

February 2022
Updated May 2022

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Executive Summary

The 2022 Cost Recovery Report includes the latest fee-related cost and revenue data gathered for FYE 2021 (i.e., July 1, 2019 - June 30, 2021). The results of this 2022 Cost Recovery Report will be used as a tool in the preparation of the FYE 2023 budget, and for evaluating potential amendments to the Air District's Regulation 3: Fees.

The completed cost recovery analysis indicates that in FYE 2021 there continued to be a revenue shortfall, as overall direct and indirect costs of regulatory programs exceeded fee revenue (see Figure 2).

For the 3-year period 2019 to 2021, the Air District is recovering approximately 83.8 percent of its fee-related activity costs (see Figure 3). The overall magnitude of this cost recovery gap was determined to be approximately \$10.2 million. This cost recovery gap was filled using General Fund revenue received by the Air District from the counties' property tax revenue. The Air District uses the three-year averages in evaluating proposed amendments to Regulation 3, Fees at the fee schedule level because longer averaging periods are less sensitive to year-to-year variations in activity levels that occur due to economic or market variations and regulatory program changes affecting various source categories.

The 2022 Cost Recovery Report also addressed fee-equity issues by analyzing whether there is a revenue shortfall at the individual Fee Schedule level. For the 3-year period, it was noted that of the twenty-two Fee Schedules for which cost recovery could be analyzed, six of the component Fee Schedules had fee revenue contributions exceeding total cost.

Background

The Air District is responsible for protecting public health and the environment by achieving and maintaining health-based national and state ambient air quality standards, and reducing public exposure to toxic air contaminants, in the nine-county Bay Area region. Fulfilling this task involves reducing air pollutant emissions from sources of regulated air pollutants and maintaining these emission reductions over time. In accordance with State law, the Air District's primary regulatory focus is on stationary sources of air pollution.

The Air District has defined units for organizational purposes (known as "Programs") to encompass activities which are either dedicated to mission-critical "direct" functions, such as permitting, rule-making, compliance assurance, sampling and testing, grant distribution, etc., or are primarily dedicated to support and administrative "indirect" functions. The Air District has also defined revenue source categories for time billing purposes (known as "Billing Codes") for all activities, i.e., the permit fee schedules, grant revenue sources, and general support activities.

The Air District's air quality regulatory activities are primarily funded by revenue from regulatory fees, government grants and subventions, and county property taxes. Between 1955 and 1970, the Air District was funded entirely through property taxes. In

1970, the California Air Resources Board (CARB) and U.S. Environmental Protection Agency began providing grant funding to the Air District. After the passage of Proposition 13, the Air District qualified as a “special district” and became eligible for AB-8 funds, which currently make up the county revenue portion of the budget.

State law authorizes the Air District to impose a schedule of fees to generate revenue to recover the costs of activities related to implementing and enforcing air quality programs. On a regular basis, the Air District has considered whether these fees result in the collection of a sufficient and appropriate amount of revenue in comparison to the cost of related program activities.

In 1999, a comprehensive review of the Air District’s fee structure and revenue was completed by the firm KPMG Peat Marwick LLP (*Bay Area Air Quality Management District Cost Recovery Study, Final Report: Phase One – Evaluation of Fee Revenues and Activity Costs; February 16, 1999*). The Study recommended an activity-based costing model, which has been implemented. Also, as a result of that Study, the Air District implemented a time-keeping system. These changes improved the Air District’s ability to track costs by program activities. The 1999 Cost Recovery Study indicated that fee revenue did not offset the full costs of program activities associated with sources subject to fees as authorized by State law. Property tax revenue (and in some years, fund balances) have been used to close this gap.

In 2004, the Air District’s Board of Directors approved funding for an updated Cost Recovery Study that was conducted by the accounting/consulting firm Stonefield Josephson, Inc. (*Bay Area Air Quality Management District Cost Recovery Study, Final Report; March 30, 2005*). This Cost Recovery Study analyzed data collected during the three-year period FYE 2002 through FYE 2004. It compared the Air District’s costs of program activities to the associated fee revenues and analyzed how these costs are apportioned amongst the fee-payers. The Study indicated that a significant cost recovery gap existed. The results of this 2005 report and subsequent internal cost recovery studies have been used by the Air District in its budgeting process, and to set various fee schedules.

In March 2011, another study was completed by Matrix Consulting Group (*Cost Recovery and Containment Study, Bay Area Air Quality Management District, Final Report; March 9, 2011*). The purpose of this Cost Recovery and Containment Study was to provide the Air District with guidance and opportunities for improvement regarding its organization, operation, and cost recovery/allocation practices. A Cost Allocation Plan was developed and implemented utilizing FYE 2010 expenditures. This Study indicated that overall, the Air District continued to under-recover the costs associated with its fee-related services. In order to reduce the cost recovery gap, further fee increases were recommended for adoption over a period of time in accordance with a Cost Recovery Policy to be adopted by the Air District’s Board of Directors. Also, Matrix Consulting Group reviewed and discussed the design and implementation of the new Production System which the Air District is developing in order to facilitate cost containment through increased efficiency and effectiveness.

Air District staff initiated a process to develop a Cost Recovery Policy in May 2011, and a Stakeholder Advisory Group was convened to provide input in this regard. A Cost

Recovery Policy was adopted by the Air District's Board of Directors on March 7, 2012. This policy specifies that the Air District should amend its fee regulation, in conjunction with the adoption of budgets for Fiscal Year Ending (FYE) 2014 through FYE 2018, in a manner sufficient to increase overall recovery of regulatory program activity costs to at least 85%. The policy also indicates that amendments to specific fee schedules should continue to be made in consideration of cost recovery analyses conducted at the fee schedule-level, with larger increases being adopted for the schedules that have the larger cost recovery gaps.

In February 2018, Matrix Consulting Group (Matrix) completed an update of the 2011 cost recovery and containment study for the fiscal year that ended June 30, 2017. The primary purpose of this Study was to evaluate the indirect overhead costs associated with the Air District and the cost recovery associated with the fees charged, by the Air District. The project team evaluated the Air District's FYE 2017 Programs to assess their classification as "direct" or "indirect". In addition, they audited the time tracking data associated with each of the different fee schedules. The Study provided specific recommendations related to direct and indirect cost recovery for the Air District, as well as potential cost efficiencies. The Air District is currently working with Matrix to complete an update of the February 2018 cost recovery and containment study.

This 2022 Cost Recovery Report incorporated the accounting methodologies developed by KPMG in 1999, Stonefield Josephson, Inc. in 2005 and Matrix Consulting Group in 2011. The Study included the latest cost and revenue data gathered for FYE 2021 (i.e., July 1, 2019 - June 30, 2021). The results of the 2022 Cost Recovery Report will be used as a tool in the preparation of the budget for FYE 2023, and for evaluating potential amendments to the Air District's Regulation 3: Fees.

Legal Authority

In the post-Prop 13 era, the State Legislature determined that the cost of programs to address air pollution should be borne by the individuals and businesses that cause air pollution through regulatory and service fees. The primary authority for recovering the cost of Air District programs and activities related to stationary sources is given in Section 42311 of the Health and Safety Code (HSC), under which the Air District is authorized to:

- Recover the costs of programs related to permitted stationary sources
- Recover the costs of programs related to area-wide and indirect sources of emissions which are regulated, but for which permits are not issued
- Recover the costs of certain hearing board proceedings
- Recover the costs related to programs that regulate toxic air contaminants

The measure of the revenue that may be recovered through stationary source fees is the full cost of all activities related to these sources, including all direct Program costs and a commensurate share of indirect Program costs. Such fees are valid so long as they do not exceed the reasonable cost of the service or regulatory program for which the fee is charged, and are apportioned amongst fee payers such that the costs allocated

to each fee-payer bears a fair or reasonable relationship to its burden on, and benefits from, the regulatory system.

Air districts have restrictions in terms of the rate at which permit fees may be increased. Under HSC Section 41512.7, permit fees may not be increased by more than 15 percent on a facility in any calendar year.

Study Methodology

The methodology for determining regulatory program revenue and costs is summarized as follows:

Revenue

Revenue from all permit renewals and applications during the FYE 2021 was assigned to the appropriate Permit Fee Schedules. This is a continued improvement over prior years' process, as more facilities are managed in the New Production System.

Costs

Costs are expenditures that can be characterized as being either direct or indirect. Direct costs can be identified specifically with a particular program activity. Direct costs include wages and benefits, operating expenses, and capital expenditures used in direct support of the particular activities of the Air District (e.g., permit-related activities, grant distribution, etc.).

Indirect costs are those necessary for the general operation of the Air District as a whole. Often referred to as "overhead", these costs include accounting, finance, human resources, facility costs, information technology, executive management, etc. Indirect costs are allocated to other indirect Programs, using the reciprocal (double-step down) method, before being allocated to direct Programs.

Employee work time is tracked by the hour, or fraction thereof, using both Program and Billing Code detail. This time-keeping system allows for the capture of all costs allocatable to a revenue source on a level-of-effort basis.

Employee work time is allocated to activities within Programs by billing codes (BC1-BC99), only two of which indicate general support. One of these two general support codes (BC8) is identified with permitting activities of a general nature, not specifically related to a particular Fee Schedule.

Operating and capital expenses are charged through the year to each Program, as incurred. In cost recovery, these expenses, through the Program's Billing Code profile, are allocated on a pro-rata basis to each Program's revenue-related activity. For example, employees working in grant Programs (i.e., Smoking Vehicle, Mobile Source Incentive Fund, etc.) use specific billing codes (i.e., BC3, BC17, etc.). All operating/capital expense charges in those grant Programs are allocated pro-rata to those grant activities. Employees working in permit-related Programs (i.e., Air Toxics,

Compliance Assurance, Source Testing, etc.) also use specific permit-related billing codes (i.e., BC8, BC21, BC29, etc.) and all operating/capital expense charges incurred by those Programs are allocated pro-rata to those Program's activity profiles, as defined by the associated billing codes.

Direct costs for permit activities include personnel, operating and capital costs based on employee work time allocated to direct permit-related activities, and to general permit-related support and administrative activities (allocated to Fee Schedules on pro-rata basis). Indirect costs for permit activities include that portion of general support personnel, operating and capital costs allocated pro-rata to permit fee revenue-related program activities.

Study Results

Figure 1 shows a summary of overall regulatory program costs and revenue for FYE 2021. Figure 2 shows the details of costs and revenue on a fee schedule basis for FYE 2021. Figure 3 shows the details of average fee schedule costs and revenue for the three-year period FYE 2019 through FYE 2021.

Discussion of Results

Figure 1 indicates that in FYE 2021 there continued to be a revenue shortfall, as the direct and indirect costs of regulatory programs exceeded fee revenue. The overall magnitude of the cost recovery gap was determined to be \$10.2 million for FYE 2021. This cost recovery gap was filled by General Fund revenue received by the Air District from the counties.

Figure 2 shows that in FYE 2021 there were revenue shortfalls for most of the twenty-three fee schedules for which cost recovery can be analyzed. For FYE 2021, the Air District is recovering 83.4% of its fee-related activity costs. The revenue collected exceeded Program costs for seven fee schedules. These are, Schedule C (Stationary Containers for the Storage of Organic Liquids), Schedule D (Gasoline Transfer at Gasoline Dispensing Facilities, Bulk Plants and Terminals), Schedule G-5 (Miscellaneous Sources), Schedule L (Asbestos Operations), Schedule N (Toxic Inventory Fees), Schedule P (Major Facility Review Fees), and Schedule R (Equipment Registration Fees). The revenue collected was less than program costs for 15 fee schedules. These are Schedule A (Hearing Board), Schedule B (Combustion of Fuels), Schedule E (Solvent Evaporating Sources), Schedule F (Miscellaneous Sources), Schedule G-1 (Miscellaneous Sources), Schedule G-2 (Miscellaneous Sources), Schedule G-3 (Miscellaneous Sources), Schedule G-4 (Miscellaneous Sources), Schedule H (Semiconductor and Related Operations), Schedule I (Dry Cleaners), Schedule K (Solid Waste Disposal Sites), Schedule S (Naturally Occurring Asbestos Operations), Schedule T (Greenhouse Gas Fees), Schedule V (Open Burning), and Schedule W (Refinery Emissions Tracking).

Figure 3 shows that over a three-year period (FYE 2019 through FYE 2021) there were revenue shortfalls for most of the twenty-two fee schedules for which cost recovery can be analyzed. For this three-year period, the Air District is recovering approximately 83.8% of its fee-related activity costs. The revenue collected exceeded costs for six fee

schedules. These are Schedule C (Stationary Containers for the Storage of Organic Liquids), Schedule D (Gasoline Transfer at Gasoline Dispensing Facilities, Bulk Plants and Terminals), Schedule G-5 (Miscellaneous Sources), Schedule L (Asbestos Operations), Schedule P (Major Facility Review, Title V), and Schedule R (Equipment Registration Fees). The revenue collected was lower than costs for 16 fee schedules. These are Schedule A (Hearing Board), Schedule B (Combustion of Fuel), Schedule E (Solvent Evaporating Sources), Schedule F (Miscellaneous Sources), Schedule G-1 (Miscellaneous Sources), Schedule G-2 (Miscellaneous Sources), Schedule G-3 (Miscellaneous Sources), Schedule G-4 (Miscellaneous Sources), Schedule H (Semiconductor and Related Operations), Schedule I (Dry Cleaners), Schedule K (Solid Waste Disposal Sites), Schedule N (Toxic Inventory Fees), Schedule P (Major Facility Review Fees), Schedule S (Naturally Occurring Asbestos Operations), Schedule T (Greenhouse Gas Fees), Schedule V (Open Burning), and Schedule W (Refinery Emissions Tracking).

The Air District uses the three-year averages shown in Figure 3 in evaluating proposed amendments to Regulation 3, Fees at the fee schedule level because longer averaging periods are less sensitive to year-to-year variations in activity levels that occur due to economic or market variations and regulatory program changes affecting various source categories.

Conclusions

Air District staff has updated the analysis of cost recovery of its regulatory programs based on the methodology established by the accounting firms KPMG in 1999 and Stonefield Josephson, Inc. in 2005 and updated by Matrix Consulting Group in 2011 and in 2018. The analysis shows that fee revenue continues to fall short of recovering activity costs. For FYE 2019 to 2021, the Air District is recovering approximately 83.8% of its fee-related activity costs. The overall magnitude of this cost recovery gap was determined to be approximately \$10.2 million.

To reduce or stabilize expenditures, the Air District has implemented various types of cost containment strategies, including developing an online permitting system for high-volume source categories and expanding it to all source categories, maintaining unfilled positions when feasible, and reducing service and supply budgets. In addition, a management audit is currently underway that is analyzing the Air District's programs and the use of staff resources for its programs. In order to reduce the cost recovery gap, further fee increases will need to be evaluated in accordance with the Cost Recovery Policy adopted by the Air District's Board of Directors.



2022 Cost Recovery Report

FIGURES

Figure 1: Total Permit Fee Revenue, Costs and Gap for FYE 2021 (in Millions)

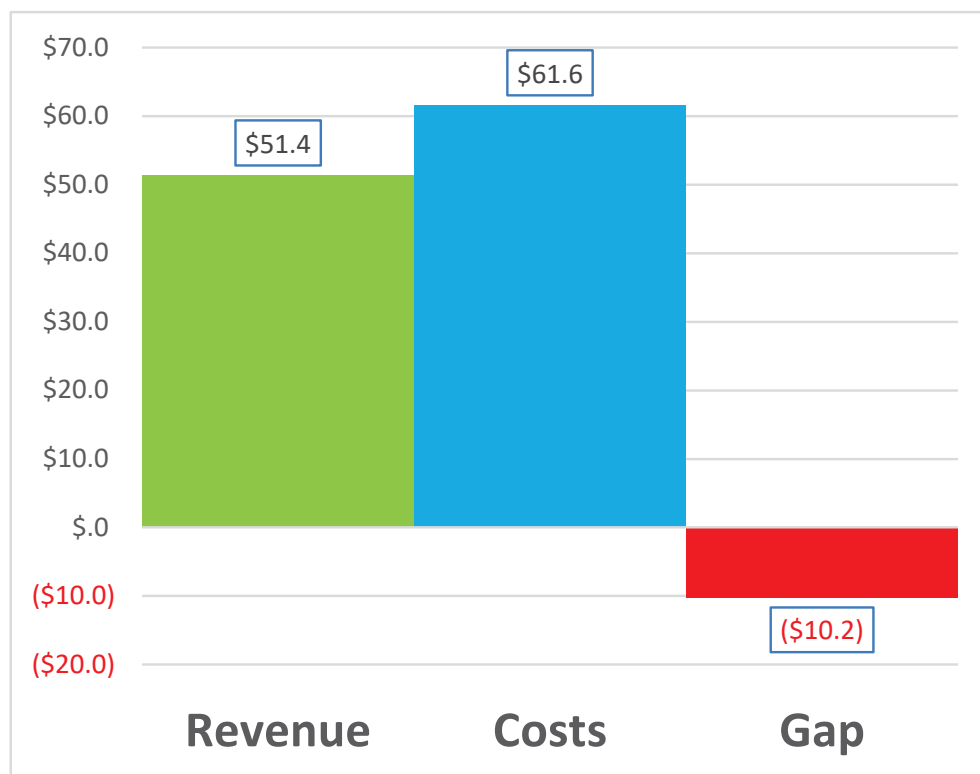


Figure 2: Fee Revenue and Program Costs by Fee Schedule, FYE 2021

Fee Schedule	Direct Cost	Indirect Cost	Total Cost	Application & Renewal Revenue	Schedule M	Reg 3-312 Bubble	Reg 3-327.1 Renewal Processing	Reg 3-327.2-AB617 Fee	Reg 3-311 - Banking	Total Revenue	Surplus/Deficit	Cost Recovery %
FS_A-Hearing Board	\$56,402	\$28,208	\$84,610	\$14,318	\$0	\$0	\$0	\$0	\$0	\$14,318	(\$70,292)	16.92%
FS_B-Combustion of Fuel	\$7,726,960	\$3,923,244	\$11,650,204	\$8,645,644	\$675,657	\$185,643	\$478,794	\$258,497	\$7,620	\$10,251,855	(\$1,398,348)	88.00%
FS_C-Storage Organic Liquid	\$1,068,686	\$518,311	\$1,586,997	\$2,425,794	\$141,097	\$164,370	\$33,347	\$117,138	\$0	\$2,881,746	\$1,294,749	181.58%
FS_D	\$4,245,809	\$2,265,650	\$6,511,460	\$6,888,556	\$47,035	\$59,251	\$240,285	\$47,495	\$0	\$7,282,623	\$771,163	111.84%
FS_E-Solvent Evaporation	\$2,163,333	\$1,151,288	\$3,314,621	\$2,810,725	\$68,961	\$38,453	\$194,272	\$29,561	\$0	\$3,141,973	(\$172,648)	94.79%
FS_F-Misc.	\$3,374,077	\$1,671,605	\$5,045,682	\$2,198,594	\$151,028	\$87,616	\$139,464	\$160,529	\$0	\$2,737,231	(\$2,308,450)	54.25%
FS_G1-Misc.	\$3,944,152	\$2,073,463	\$6,017,615	\$3,169,503	\$148,630	\$91,132	\$42,963	\$79,901	\$0	\$3,532,130	(\$2,485,485)	58.70%
FS_G2-Misc.	\$1,482,840	\$797,629	\$2,280,468	\$1,028,305	\$35,490	\$67,996	\$7,754	\$39,801	\$0	\$1,179,345	(\$1,101,123)	51.72%
FS_G3-Misc.	\$985,122	\$565,482	\$1,550,603	\$731,826	\$24,454	\$63,793	\$596	\$37,938	\$0	\$858,606	(\$691,997)	55.37%
FS_G4-Misc.	\$2,097,031	\$1,074,611	\$3,171,642	\$1,546,403	\$617,392	\$62,646	\$558	\$41,136	\$0	\$2,268,137	(\$903,506)	71.51%
FS_G5-Misc.	\$545,053	\$300,970	\$846,023	\$748,634	\$34,567	\$62,482	\$349	\$35,734	\$0	\$881,766	\$35,743	104.22%
FS_H-Semiconductor	\$221,204	\$114,991	\$336,195	\$191,526	\$0	\$0	\$4,738	\$0	\$0	\$196,264	(\$139,931)	58.38%
FS_I-Drycleaners	\$11,530	\$6,843	\$18,373	\$2,146	\$0	\$0	\$200	\$0	\$0	\$2,346	(\$16,027)	12.77%
FS_K-Waste Disposal	\$1,983,563	\$1,114,094	\$3,097,657	\$207,361	\$107,226	\$0	\$3,896	\$10,547	\$0	\$329,030	(\$2,768,627)	10.62%
FS_L-Asbestos	\$1,546,351	\$986,036	\$2,532,388	\$3,989,403	\$0	\$0	\$0	\$0	\$0	\$3,989,403	\$1,457,015	157.54%
FS_N-AB 2588	\$1,194,223	\$568,270	\$1,762,492	\$1,972,317	\$0	\$0	\$0	\$0	\$0	\$1,972,317	\$209,825	111.90%
FS_P-Title V	\$3,631,018	\$2,029,885	\$5,660,903	\$6,188,182	\$0	\$0	\$0	\$0	\$0	\$6,188,182	\$527,279	109.31%
FS_R-Registration	\$79,494	\$45,046	\$124,540	\$285,718	\$2,136	\$0	\$20,203	\$8,464	\$0	\$316,521	\$191,981	254.15%
FS_S-NatOccAsbBillable	\$387,951	\$212,922	\$600,874	\$105,251	\$0	\$0	\$0	\$0	\$0	\$105,251	(\$495,623)	17.52%
FS_T-GHG	\$2,077,606	\$943,056	\$3,020,663	\$2,890,490	\$0	\$0	\$0	\$0	\$0	\$2,890,490	(\$130,173)	95.69%
FS_V-Open Burning	\$435,117	\$249,791	\$684,908	\$212,252	\$0	\$0	\$0	\$0	\$0	\$212,252	(\$472,656)	30.99%
FS_W-PetroleumRefiningEmiss	\$1,149,167	\$570,251	\$1,719,417	\$152,547	\$0	\$0	\$0	\$0	\$0	\$152,547	(\$1,566,870)	8.87%
	\$40,406,691	\$21,211,645	\$61,618,336	\$46,405,496	\$2,053,673	\$883,383	\$1,167,419	\$866,741	\$7,620	\$51,384,333	(\$10,234,003)	83.39%

Figure 3: Fee Revenue and Program Costs by Fee Schedule, FYE 2019-2021, 3-Year Average

Fee Schedule	Direct Cost	Indirect Cost	Total Cost	Application & Renewal Revenue	Schedule M	Reg 3-312 Bubble	Reg 3-327.1 Renewal Processing	Reg 3-327.2 AB617 Fee	Reg 3-311 - Banking	Total Revenue	Surplus/ Deficit	Cost Recovery %
FS_A-Hearing Board	\$54,160	\$31,971	\$86,131	\$33,013	\$0	\$0	\$0	\$0	\$0	\$33,013	(\$53,118)	38.27%
FS_B-Combustion of Fuel	\$6,713,225	\$3,573,708	\$10,286,933	\$8,211,381	\$750,383	\$192,292	\$466,769	\$258,497	\$15,371	\$9,722,362	(\$564,571)	94.51%
FS_C-Storage Organic Liquid	\$784,050	\$407,471	\$1,191,521	\$2,305,715	\$130,239	\$213,388	\$37,927	\$117,138	\$0	\$2,726,315	\$1,534,794	228.81%
FS_D	\$3,992,391	\$2,143,728	\$6,136,119	\$6,625,156	\$34,439	\$44,126	\$235,429	\$47,495	\$0	\$6,954,982	\$818,863	113.34%
FS_E-Solvent Evaporation	\$2,650,656	\$1,483,250	\$4,133,906	\$3,346,377	\$58,947	\$31,999	\$199,980	\$29,561	\$0	\$3,647,157	(\$486,750)	88.23%
FS_F-Misc.	\$2,736,826	\$1,437,997	\$4,174,823	\$2,232,287	\$193,675	\$93,395	\$140,611	\$160,529	\$0	\$2,713,477	(\$1,461,346)	65.00%
FS_G1-Misc.	\$4,024,226	\$2,160,741	\$6,184,967	\$2,966,303	\$118,859	\$93,958	\$44,099	\$79,901	\$0	\$3,249,853	(\$2,935,114)	52.54%
FS_G2-Misc.	\$1,277,814	\$693,548	\$1,971,362	\$927,447	\$28,722	\$57,664	\$7,942	\$39,801	\$0	\$1,035,041	(\$936,321)	52.50%
FS_G3-Misc.	\$761,704	\$435,734	\$1,197,438	\$696,720	\$17,602	\$51,852	\$770	\$37,938	\$0	\$779,590	(\$417,848)	65.10%
FS_G4-Misc.	\$2,161,571	\$1,158,731	\$3,320,301	\$1,507,515	\$721,813	\$49,025	\$574	\$41,136	\$0	\$2,292,638	(\$1,027,663)	69.05%
FS_G5-Misc.	\$380,014	\$222,017	\$602,031	\$689,016	\$27,072	\$49,114	\$497	\$35,734	\$0	\$777,610	\$175,579	129.16%
FS_H-Semiconductor	\$194,222	\$104,963	\$299,185	\$204,280	\$0	\$0	\$5,290	\$0	\$0	\$209,570	(\$89,615)	70.05%
FS_I-Drycleaners	\$14,350	\$8,630	\$22,980	\$3,002	\$0	\$0	\$918	\$0	\$0	\$3,920	(\$19,060)	17.06%
FS_K-Waste Disposal	\$2,222,129	\$1,278,442	\$3,500,571	\$190,262	\$115,081	\$110	\$4,013	\$10,547	\$0	\$312,981	(\$3,187,589)	8.94%
FS_L-Asbestos	\$1,513,105	\$1,051,936	\$2,565,041	\$4,443,249	\$0	\$0	\$0	\$0	\$0	\$4,443,249	\$1,878,208	173.22%
FS_N-AB 2588	\$950,852	\$458,243	\$1,409,096	\$996,846	\$0	\$0	\$0	\$0	\$0	\$996,846	(\$412,250)	70.74%
FS_P-Title V	\$3,715,763	\$2,047,547	\$5,763,310	\$5,974,575	\$0	\$0	\$0	\$0	\$0	\$5,974,575	\$211,266	103.67%
FS_R-Registration	\$93,493	\$60,440	\$153,933	\$324,036	\$1,697	\$516	\$15,464	\$8,464	\$0	\$344,534	\$190,601	223.82%
FS_S-NatOccAsbBillable	\$397,629	\$239,589	\$637,218	\$100,977	\$0	\$0	\$0	\$0	\$0	\$100,977	(\$536,241)	15.85%
FS_T-GHG	\$2,633,873	\$1,070,481	\$3,704,354	\$2,997,067	\$0	\$0	\$0	\$0	\$0	\$2,997,067	(\$707,287)	80.91%
FS_V-Open Burning	\$439,073	\$305,337	\$744,410	\$208,916	\$0	\$0	\$0	\$0	\$0	\$208,916	(\$535,494)	28.06%
FS_W-PetroleumRefiningEmiss	\$806,092	\$422,056	\$1,228,148	\$148,333	\$0	\$0	\$0	\$0	\$0	\$148,333	(\$1,079,814)	12.08%
	\$38,517,219	\$20,796,558	\$59,313,778	\$45,132,472	\$2,198,530	\$877,438	\$1,160,282	\$866,741	\$15,371	\$49,673,006	(\$9,640,771)	83.75%

BAY AREA AIR QUALITY MANAGEMENT DISTRICT
Memorandum

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

From: Sharon L. Landers
Interim Executive Officer/APCO

Date: June 15, 2022

Re: Final Public Hearing to Consider Adoption of the Air District's Proposed Budget for
Fiscal Year Ending (FYE) 2023

RECOMMENDED ACTION

Recommend the Board of Directors adopt a resolution to approve the Budget for the Fiscal Year Ending (FYE) 2023 and various budget-related actions.

BACKGROUND

The Board held the first public hearing on the FYE 2023 Proposed Budget on May 4, 2022, with the second and final public hearing to adopt the budget scheduled for June 15, 2022.

DISCUSSION

Pursuant to Health and Safety Code Section 40131, the Executive Officer/APCO will present the FYE 2023 proposed budget to the Board of Directors for adoption.

BUDGET CONSIDERATION/FINANCIAL IMPACT

The proposed consolidated budget for FYE 2023 is \$246,940,691, which includes the General Fund Budget of \$132,173,703.

Respectfully submitted,

Sharon L. Landers
Interim Executive Officer/APCO

Prepared by: Stephanie Osaze
Reviewed by: Jeff McKay

ATTACHMENTS:

1. Draft BAAQMD FYE 2023 Budget Resolution
2. BAAQMD FYE 2023 Proposed Budget
3. BAAQMD FYE 2023 Salary Schedule

BAY AREA AIR QUALITY MANAGEMENT DISTRICT

Resolution No. 2022 -

**A Resolution to Approve the Budget for the Fiscal Year Ending June 30, 2023
(FY 2022-2023) and Various Budget Related Actions**

WHEREAS, the Board of Directors of the Bay Area Air Quality Management District (Air District) has the statutory authority and direction to set the Air District's financial budget pursuant to Health & Safety Code Sections 40130-40131 and 40270-40276;

WHEREAS, by Resolution No. 2021-08, the Board of Directors adopted the Air District Budget for Fiscal Year (FY) 2021-2022 on June 16, 2021, pursuant to the above-mentioned statutory authority;

WHEREAS, the Board of Directors, in connection with that action, approved the following budget related actions:

- A. Transfer Funds from Encumbered Balance of Appropriations to the Next Fiscal Year for Continuation of Projects/Programs
- B. Transfer Funds from Unencumbered Balance of Appropriations to the General Reserve;
- C. Fund the General Reserve from Year to Year;
- D. Authorize Modification to Name and Purpose of certain Designated Reserve Funds;
- E. Authorize Disposal of Surplus Government Property;
- F. Approve Salary Ranges for District Employees; and
- G. Approve Proposed District Budget for FY 2021-2022;

WHEREAS, Air District staff has determined through its annual budget review and analysis that similar actions are necessary in connection with the adoption of a budget for FY 2022-2023 and that all of these actions be incorporated into a single resolution;

WHEREAS, the Budget and Finance Committee of the Board of Directors reviewed the proposed FY 2022-2023 Air District Budget at public meetings held on March 23, 2022, and April 27, 2022, and recommended that the Board of Directors approve as submitted;

WHEREAS, an initial public hearing was duly noticed and held on May 4, 2022, at a Special Meeting of the Board of Directors held pursuant to Health & Safety Code Section 40131, for the purpose of reviewing the Air District's proposed FY 2022-20223 Budget and of providing the public with an opportunity to comment upon the proposed District Budget;

WHEREAS, at the May 4, 2022 Special Meeting of the Board of Directors, the Proposed FY 2022-2023 Air District Budget was set for a further hearing and proposed adoption at the Regular Meeting of the Board of Directors to be held on June 15, 2022;

WHEREAS, in connection with the public hearing and consideration of the Proposed FY 2022-2023 Air District Budget on June 15, 2022, the Board of Directors decided to take the following actions related to the FY 2021-2022 District Budget:

A. CARRYFORWARD ENCUMBERED BALANCE OF APPROPRIATIONS TO THE NEXT FISCAL YEAR FOR CONTINUATION OF PROJECTS/PROGRAMS NOT COMPLETED IN THE CURRENT FISCAL YEAR

WHEREAS, the Air District Budget FY2021-2022 has appropriated funds committed for projects/programs not completed in the current fiscal year that will carry over to the next fiscal year;

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors hereby directs Air District staff, that in the event there is encumbered balance of appropriations from FY 2021-2022 for continuation of projects, to transfer such appropriations to the 2022-2023 fiscal year budget as needed for completion of projects/programs;

B. TRANSFER FUNDS FROM UNENCUMBERED BALANCE OF APPROPRIATIONS TO THE GENERAL RESERVE

WHEREAS, the Proposed Air District Budget provides sufficient funds for the operation of the Air District for FY 2022-2023;

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors hereby directs Air District staff, that in the event there is an unencumbered balance of appropriations from FY 2021-2022, to transfer such excess balance to the General Reserve.

C. FUND THE GENERAL RESERVE FROM YEAR TO YEAR

WHEREAS, the Board of Directors on June 12, 1958, created a General Reserve in the Air District's budget and transferred certain funds into it;

WHEREAS, the Air District has operated for much of its existence with a General Reserve in its fiscal year budget;

WHEREAS, the Air District retained the consulting firm of KPMG LLP in 1998-99 to conduct a permit fee cost recovery study of the Air District;

WHEREAS, KPMG LLP determined through their study of Air District finances that the General Reserve was inadequately funded and therefore recommended that the General Reserve be funded to a level consistent with generally accepted governmental practices;

WHEREAS, Air District staff concurred with this finding and recommendation from KPMG LLP;

WHEREAS, the Board of Directors concurs with the recommendation of KPMG LLP, Air District staff and its Budget and Finance Committee that maintaining a healthy and properly funded General Reserve in the Air District's budget is a prudent and financially sound decision;

WHEREAS, as a part of the adoption of the 2015-16 Budget, the Board of Director approved an Economic Contingency Reserve Policy of 20% of the General Fund Budget;

NOW THEREFORE, BE IT FURTHER RESOLVED that the General Reserve be continued for FY 2022-2023, and thereafter until discontinued by resolution of the Board of Directors.

D. AUTHORIZE DISPOSAL OF SURPLUS GOVERNMENT PROPERTY

WHEREAS, the Air District Budget for FY 2022-2023 provides for the replacement of certain equipment and other property that has either become obsolete and surplus or will become obsolete and surplus;

WHEREAS, Air District staff has determined that certain equipment or other property will no longer be economically feasible to maintain or repair, and that some equipment will become obsolete and not useful for Air District purposes;

WHEREAS, from time to time during the course of the coming fiscal year it may be advantageous to the Air District to sell or dispose of such equipment or other property;

WHEREAS, the Board of Directors desires to authorize the Executive Officer/APCO, or his or her designee, to sell or dispose of such surplus or obsolete equipment or other property pursuant the requirements and guidelines of Government Code Sections 25363 and 25504;

NOW, THEREFORE, BE IT FURTHER RESOLVED, that the Board of Directors hereby authorizes the Executive Officer/APCO, or his or her designee, to sell or dispose of surplus or obsolete equipment or other property during FY 2022-2023.

E. SALARY RANGES FOR DISTRICT EMPLOYEES

WHEREAS, the Board of Directors established Salary Ranges and Classifications on June 10, 1962, pursuant to Resolution No. 270 and has from time to time amended those Salary Ranges and Classifications;

WHEREAS, the Air District Budget for FY 2022-2023 includes funds for Board of Director discretionary use in adjusting salaries and fringe benefits for Air District employees;

WHEREAS, the successor MOU between the District and EA is set to expire on June 30, 2023 and all provisions shall supersede the provisions of the July 1, 2020 to June 30, 2021 agreement;

WHEREAS, management employees and confidential employees are not represented by a recognized employee organization;

WHEREAS, the attached salary schedules proposes salary adjustments, 3.4% effective July 3, 2022 as provided for in the MOU for Represented Classes; salaries for non-Board of Director appointed Management and Confidential employees; and salaries adjusted pursuant to contracts with Board appointed management employees;

NOW, THEREFORE, BE IT FURTHER RESOLVED, that the Board of Directors approves the revised salary schedules attached hereto which, consistent with the FY 2022-2023 Proposed Budget; and with contracts with Board appointed management employees, provide salary increases effective July 3, 2022.

F. APPROVE FUNDING FOR OTHER POST RETIREMENT BENEFITS (OPEB) AND CALPERS PENSION BENEFITS (CALPERS) FOR FY 2022-2023

WHEREAS, as a part of the adoption of the FY 2016 and FY 2017 Budgets, the Board of Directors approved a policy to prefund OPEB by contributing \$4 million in discretionary funding annually to achieve 90% funding with no target date; and the 90% funded status was achieved based on the 2021 actuarial valuation performed by MacCleod Watts Inc;

WHEREAS, as a part of the adoption of the FY 2019 Budget, the Board of Directors approved recommendation to amend the funding policy for the CalPERS pension plan to achieve 90% funding within 20 years;

WHEREAS, the funding policy also states, the Board of Directors can redirect the \$4 million discretionary funds from OPEB upon reaching funded target to the CalPERS pension plan;

NOW, THEREFORE, BE IT FURTHER RESOLVED that as a part of the FY 2022-2023 Proposed Budget, the Board of Directors approved a recommendation to redirect the \$4 million in discretionary funding to the CalPERS pension plan for a total of \$5 million for the continuation of prefunding CalPERS Pension plan;

G. APPROVE PROPOSED AIR DISTRICT BUDGET FOR FY 2022-2023

WHEREAS, on May 4, 2022, and June 15, 2022, public proceedings have been held in a manner and form required by Health & Safety Code Section 40131 for the adoption of the FY 2022-2023 Budget of the Bay Area Air Quality Management District;

WHEREAS, the Board of Directors has considered the Proposed Budget for the fiscal year ending June 30, 2023, as well as the report on this proposed budget from the Budget and Finance Committee of the Board of Directors which considered the Proposed FY 2022-2023 Air District Budget at their meetings of March 23, 2022 and April 27, 2022;

NOW, THEREFORE, BE IT FURTHER RESOLVED that the Proposed Air District Budget for Fiscal Year Ending 2022-2023 in the total consolidated amount of Two Hundred Forty- Six Million, Nine Hundred Forty Thousand, Six Hundred and Ninety One Dollars (\$246,940,691), specifying by appropriation classification – personnel, services and supplies, capital outlay, program distributions and transfers –is hereby adopted by the Board of Directors of the Bay Area Air Quality Management District to become effective as of July 1, 2022.

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

by the following vote of the Board:

AYES:

NOES:

ABSENT:

ABSTAIN:

JOHN J. BAUTERS
Chairperson of the Board of Directors

ATTEST:

TERESA BARRETT
Secretary of the Board of Directors



**BAY AREA
AIR QUALITY
MANAGEMENT
DISTRICT**

**PROPOSED BUDGET
FOR
FISCAL YEAR ENDING 2023**

April 11, 2022

The Bay Area Air Quality Management District
is committed to
PROTECT AND IMPROVE PUBLIC HEALTH, AIR QUALITY, AND
THE GLOBAL CLIMATE

CORE VALUES

- Excellence** Air District programs and policies are founded on science, developed with technical expertise, and executed with quality.
- Leadership** The Air District will be at the forefront of air quality improvement and will pioneer new strategies to achieve healthy air and protect the climate.
- Collaboration** Involving, listening, and engaging all stakeholders, including partner agencies, to create broad acceptance for healthy air solutions.
- Dedication** &RP P LWG WDI KDWOYH DQG EHOYH WH \$LU' LWFVW mission.
- Equity** All Bay Area residents have the right to breathe clean air.

Bay Area Air Quality Management District

For Fiscal Year Ending June 30, 2023

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Bay Area Air Quality Management District

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BUDGET MESSAGE

Executive Officer/APCO

EXECUTIVE SUMMARY

This document presents the proposed budget for the Bay Area Air Quality Management District (Air District) for Fiscal Year Ending June 30, 2023 (FY 2023). The Air District continues its commitment to fulfill its mission, goals, and objectives, through activities which focus on core and mandated programs, fiscally conservative internal controls, long range financial planning and the development of short and long-term sustainable approaches toward achieving cleaner air to protect

The FY 2023 General Fund Proposed Budget increased by \$15.2 million over the current year budget. This budget proposes increases to

The proposed budget for FY 2023 reflects the priorities established by the Board of Directors (Board), which includes maintenance and enhancement of Air District core functions as well as work on the following key policy initiatives:

Assembly Bill 617 Implementation (AB 617)

The Air District will expand the AB 617 program by deepening partnerships with the East Oakland community to launch a new community Steering Committee and co-develop a community emissions reduction plan. The Air District will also finalize, adopt, and begin to implement a community emissions reduction plan with the Richmond-North Richmond-San Pablo Steering Committee; continue implementation of the West Oakland Community Action Plan in partnership with West Oakland Environmental Indicators Project and the Steering Committee; and continue to engage and provide support to other AB 617 communities. Assembly Bill (AB) 617, passed by the Legislature and signed by the Governor in 2017, establishes new, comprehensive air quality planning requirements for the California Air Resources Board (CARB) and local air districts, including identifying impacted communities, engaging communities to co-develop action plans to analyze and reduce localized cumulative exposure to air pollution to improve health in the most disproportionately impacted communities. AB 617 implementation activities cut across all divisions and represent a major priority for the agency in FY 2023.

Environmental Justice Policy

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

James Cary Smith Community Grant Program

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

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

Diversity, Equity, and Inclusion

The Air District will continue to implement Regulation 11, Rule 18, Reduction of Risk from Air Toxic Emissions at Existing Facilities (Rule 11-18). Under this rule, staff will improve toxic emission inventories and conduct health risk assessments (HRAs) for about 350 facilities. Sites with elevated health risks will be required to implement risk reduction plans that may include abatement devices, material substitutions, operational changes, or other measures that reduce health risks from stationary sources. The Air District is currently evaluating health risks for 34 facilities that are likely to have the highest health impacts. These sites include refineries, cement manufacturing, metal melting, large chemical plants, large power plants, and landfills. Inventory reviews for additional facilities will begin in 2022 and continue in later years as part of the rule implementation plan, followed by HRAs, and risk reduction plans when required.

Wildfire Air Quality Response Program

The Air District aims to implement projects for ventilation retrofits and air filtration improvements as part of Assembly Bill 836, *Wildfire Smoke Clean Air Center Incentive Program for Vulnerable Communities*. To complement this program, the Air District is pursuing a new home air filtration grant program to provide residential air filtration units and filters to those most vulnerable to wildfire smoke. Additional efforts underway include the launch of a new Wildfire Prevention Chipping Pilot Program to provide an alternative to open burning. Coordination with local and state partners will continue to be a primary focus of the wildfire program including a robust public messaging plan to raise awareness on the health impacts of wildfire smoke and wildfire preparedness.

Climate Tech Finance Loan Program

The Air District aims to implement projects for ventilation retrofits and air filtration improvements as part of Assembly Bill 836, *Wildfire Smoke Clean Air Center Incentive Program for Vulnerable Communities*. To complement this program, the Air District is pursuing a new home air filtration grant program to provide residential air filtration units and filters to those most vulnerable to wildfire smoke. Additional efforts underway include the launch of a new Wildfire Prevention Chipping Pilot Program to provide an alternative to open burning. Coordination with local and state partners will continue to be a primary focus of the wildfire program including a robust public messaging plan to raise awareness on the health impacts of wildfire smoke and wildfire preparedness.

Clean Cars for All Program

The Air District has continued to support the Clean Cars for All program to provide grants for low-income residents in the Bay Area to access clean transportation options, including plug-in hybrid vehicles, battery electric vehicles, or transit. In FY 2023, this program and other electric vehicle incentive programs, will be complemented by expanded public outreach and partnership activities and include a focus on providing incentives in disadvantaged communities.

Grants for Surplus Emissions Reductions to Complement Other Air District Programs

The \$105 million in surplus revenue from the sale of surplus equipment, and other sources. In FY 2023, the Air District will be awarding approximately \$105 million to eligible projects that will replace older cars, trucks, buses, and off-road equipment, with newer and cleaner alternatives including zero- and near-zero technologies. Incentive funds will also be awarded to projects that support single-occupancy vehicle trip reduction strategies. Air District funding is prioritized for providing benefits to the most disproportionately impacted communities and for projects that result in permanent reductions in emissions reductions through the adoption of zero- and new-zero emissions technologies.

INCENTIVE REVENUES

Transportation Fund for Clean Air (TFCA)

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

Up to 60% of these funds received are awarded directly by the Air District to a program referred to as the TFCA Regional Fund and to eligible District programs (e.g., Spare the Air). The remaining 40% is forwarded to the designated county transportation agency within each Bay Area County to be distributed through the TFCA County Program Manager Fund program. TFCA funding may be used to support replacements and fleet expansion of eligible zero-emissions on-road passenger vehicles, trucks, and buses, and single-occupancy vehicle trip reduction strategies including the creation of new bicycle paths and lanes and installation of secure bike parking facilities.

Mobile Source Incentive Fund (MSIF)

Assembly Bill 923 (AB 923 - Firebaugh), enacted in 2004 (codified as Health and Safety Code Section 44225), authorized local air districts to increase their motor vehicle registration surcharge up to an additional \$2 per vehicle. The revenues from the additional \$2 surcharge are used to fund the Mobile Source Incentive Fund (MSIF). The Health & Safety Code stipulates that air districts may use the revenues generated by the additional \$2 surcharge for projects eligible for funding under the following programs: Carl Moyer Program, Lower Emission School Bus Program, Light-Duty Vehicle Scrap Program, and Agricultural Assistance Program. Funds may also be used for alternative fuel and electric infrastructure projects. The Air District provides these incentives to public and private entities for the implementation of eligible projects within the region. The Air District expends a portion of the funds collected for administrative purposes and provides the remainder to project sponsors that implement eligible projects. This program was reauthorized through 2023 and new efforts are currently underway to extend this sunset date. Revenues from this funding source are separate from the General Fund budget for accounting purposes.

Carl Moyer Program (CMP)

The Air District has participated in the Carl Moyer Program, in cooperation with the California Air Resources Board, since the program began in 1999. This program provides funding for grants to public and private entities to reduce emissions of oxides of nitrogen (NOx), reactive organic gases (ROG) and particulate matter (PM) from existing heavy-duty engines by either replacing or retrofitting them. Eligible heavy-duty diesel engine applications include on-road trucks and buses, off-road equipment, marine vessels, locomotives, stationary agricultural pump engines, forklifts, and refueling infrastructure that supports zero emissions vehicles. This program was reauthorized through 2023 and new efforts are currently underway to extend this sunset date. Revenues from this funding source are separate from the General Fund budget for accounting purposes.

California Goods Movement Bond (CGMB)

In November 2006, California voters authorized the Legislature to appropriate \$1 billion in bond funding to quickly reduce emissions from heavy-duty trucks and ships in the Bay Area trade corridors. On February 28, 2008, The California Air Resources Board approved an allocation of \$140 million from projected bond sales for emission reduction projects in the Bay Area trade corridor. To date, this program has funded projects to reduce emissions from over 2,000 diesel trucks and install shore power infrastructure at 12 berths at the Port of Oakland. The Air District is currently administering the final round of CGMB funding.

Community Air Protection Grant Program (AB 617)

In 2017, AB 617 directed the California Air Resources Board, in conjunction with local air districts to establish the Community Air Protection Program (CAPP). To date, four rounds of funding for incentives to support the AB 617 effort have been approved by the California Legislature beginning in fiscal year ending (FY) 2018 and continuing through FY 2023. This funding is designed to primarily target hyperlocal reductions in emissions from and exposure to diesel particulate and toxic air contaminants.

The Air District has received three cycles of CAPP incentive funding totaling nearly \$118 million. Approximately \$25 million in new revenue is anticipated to be awarded to the Bay Area for the fourth cycle in fiscal year ending 2023. Staff has also begun working with CARB to expand eligibility to include stationary source projects and projects that are identified as priorities by communities with a State-approved Community Emissions Reduction Program, pursuant to HSC Section 44391.2. To date the Air District has received three cycles of CAPP incentive funding totaling nearly \$118 million. Approximately \$25 million in new revenue is anticipated to be awarded to the Bay Area for the fourth cycle in fiscal year ending 2023.

Volkswagen Environmental Mitigation Trust (VW Trust)

The VW Trust was established subsequent to a settlement with Volkswagen and other parties for their use of illegal defeat devices and is intended to fully mitigate the lifetime excess oxides of nitrogen (NOx) emissions caused by their actions. The California Air Resources Board is the designated Lead Agency acting on behalf of the State. Trust funds for eligible project categories. In 2018, the Air District was selected by the California Air Resources Board to administer VW Trust funding on a statewide-basis for the zero-emission freight and marine category totaling \$70 million and the light-duty zero emission vehicle infrastructure category totaling \$10 million. VW Trust funds will be awarded and managed over a ten-year period ending in 2028.

Funding Agricultural Replacement Measures for Emission Reductions (FARMER)

In 2018 the California Air Resources Board established the FARMER Program that provides grant funding for eligible projects that reduce criteria, toxic, and greenhouse gas emissions from the agricultural sector. The FARMER program targets the voluntary early replacement of older, dirtier equipment that used in agricultural operations, such as harvesting equipment, heavy-duty trucks, agricultural pump engines, tractors, and other equipment. On October 21, 2019, CARB's Executive Officer approved an update to the FARMER Program Guidelines to include eligibility criteria for demonstration projects. Since the program's inception in 2018, the State has allocated approximately \$1 million annually to the Bay Area Air District for its participation in the FARMER program.

Clean Cars for All Program (CCFA)

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

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

Environmental Protection Agency -- Targeted Airshed Grant (TAG)

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

FINANCIAL SUMMARY

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

General Fund Summary

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

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

The FY 2023 Proposed Budget is balanced, reflecting a \$4.7 million transfer from General Fund reserves; of which \$3.7 million will go towards funding the James Carey Smith grants program and \$1.0 million for information technology improvements and build-out of space for Meteorology and Measurement staff at the Richmond Office. The proposed budget includes an economic contingency reserve policy of 20% of the operating budget. This policy allows for a sound financial footing and provides the Air District the ability to operate for a minimum of three months in the event of a total loss of projected revenue. See Appendix C for further details on the District's Reserves including proposed designations.

GENERAL FUND REVENUES AND EXPENDITURES

Details of the FY 2023 General Fund Revenues and Expenditures by major categories are displayed in Appendix D, Figure 1 and Figure 2, including 3 years of prior year actuals and the approved budget for FY 2022.

Fee Revenue

This budget year, the Air District proposes the adoption of an overburdened community fee and implements maximum increases as applicable to existing permitted-fee schedules as allowed under the *Health and Safety Code*. Increases in permit-related fees reflect the recommendations of the cost recovery study undertaken in 2010. An independent

UHFZ RI WH \$LU' LWLWV FRWUHFYHU DQG FRQDLP HQSURFW in underway and is expected to be completed by March 2022. This study will also address options for 100% cost recovery target. If proposed fee increases are approved, the proposed fee schedule will become effective on July 1, 2022.

County Revenue

The County revenue budget is based on property values in the nine Bay Area counties. For the FY 2023 Proposed Budget projects a \$2.9 million or 7.0% increase in property taxes receipts over the FY 2022 Approved Budget primarily due to %D \$UHTV KJK UDO-MDAM SUFHV HSHFIDQ LWKRXVQJ P DUNWODGQJ to increased property valuations and higher property taxes.

Other Sources of General Fund Revenue

Federal grants from the Environmental Protection Agency (EPA) and other state/federal agencies show decreased by \$0.8 million or 6.0% under current year budget. We anticipate continued funding from the State of \$9.0 million (CAPP 21) for AB 617 implementation efforts. However, this funding is not guaranteed and may be in jeopardy for future years. As in the past, should the Air District receive supplemental Federal JUDQW, WH DP RXQW ZLOEH SUHQMG VR WH \$LU' LWLWV %RDUG IRUDSSURYDO The State Subvention grant for FY 2023 is budgeted at \$1.7 million based on actual collections in prior year. Penalties and Settlements fluctuate from time to time; and the FY 2023 projection is \$2.7 million. Transfer from various grant sources of \$1.1 million will support indirect costs and other eligible activities supporting these grant programs.

Operating Expenditures

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

Personnel Expenditures

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

Capital Expenditures

The Proposed Budget for FY 2023 funds capital expenditures of \$6.6 million. The capital budget is distributed across various General Fund programs. Table XIII provides details of the individual capital items.

PLANNING FOR THE FUTURE AND COST CONTAINMENT

7KH \$LU' LWLWV) LYH-year projections anticipate revenue is sufficient to meet projected expenditures within the accuracy level of the projection. Appendix F provides a General Fund Five-Year Projection. Reserves address future capital equipment and facility needs, uncertainties in State funding and external factors affecting the economy that couG IP SDFWH \$LU' LWLWV DELOW VR EDOCFH LW EXGJHW. If the economic slowdown remains stable, the forecast assumes the Air District will be well above its 20% reserve policy, with the assumption that AB617 funding from the State of California persists. If the AB617 funding does not persist, the severe strain will be placed on the Air ' LWLWV DELOW VR P DQDQ FXUHQWADILQ OYHO. While there is a healthy reserve to address potential fiscal challenges over the next five years of the financial plan, the Air District must be fiscally prudent with its reserves to weather any potential long-term economic recovery.

TKH \$LU' LWLWV DQXDOREQ DWRQ, SUHP LXP V LQ HP SOA HH KHDOX EHCHLW, pension costs and OPEB obligations continue to grow. Over the last few years, the Air District has made significant efforts in funding its obligations for OPEB by making additional contributions to fund its unfunded liability. Based on June 30, 2019, actXDUDOYDQ DWRQ WVG IRU 2 3(% WH \$LU' LWLWV SOQ LV DSSUR IP DMO 75% funded: leaving an unfunded liability of 25% or \$18.4 million. As a part of the FY 2016 Budget, the Board adopted a minimum

OPEB funding target policy of 90%. The FY 2023 Budget includes the continuation of this funding with a \$4.0 million contribution.

7KH\$UW LWFV SHQMRQREQ DMRQ LVDOR growing, especially with recent changes in actuarial assumptions by CalPERS. As a result, CalPERS anticipates increased employer rates over the next few years. Based on June 30, 2020, CalPERS actuarial valuation study, the Air District is currently funded at approximately 72%, leaving an unfunded liability of 28% or approximately \$100.0 million. Given these potential impacts, the FY 2023 budget includes the continuation of \$1.0 million in discretionary contributions, which will be used for the sole purpose of reducing the unfunded liability to minimize the impact of future rate increases for the Air District.

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District-Wide Revenue and Expenditure Budgets

TABLE I: Consolidated Expenditures and Revenues by Major Categories

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

TABLE II: Consolidated Revenues

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

TABLE III: Consolidated Expenditures

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

TABLE IV: General Fund

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

TABLE V: Carl Moyer Fund

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

TABLE VI: Mobile Source Incentive Fund (MSIF)

	Audited Program Actuals	Approved Program Budget	Proposed Program Budget	FTE/Dollar Change	Percent Change
	2021	2022	2023	\$	%
Number of Positions (FTE)	0.72	2.75	3.72	0.97	35.3%
Revenues					
Admin Revenue	4,141,538	769,168	1,235,821	466,653	60.7%
Program Income	11,585,228	11,230,832	11,114,179	(116,653)	(1.0)%
Total Revenues - MSIF	15,726,766	12,000,000	12,350,000	350,000	2.9%
Personnel Expenditures					
Permanent Salaries	357,729	331,057	474,241	143,184	43.3%
Overtime Salaries	60				
Temporary Salaries	74				
Payroll Taxes	5,348	4,704	6,700	1,996	42.4%
Pension Benefits	72,602	77,143	107,666	30,523	39.6%
FICA Replacement Benefits	3,848	5,240	7,268	2,028	38.7%
Group Insurance Benefits	47,252	47,935	67,711	19,776	41.3%
Employee Transportation Subsidy	3,467	3,960	5,524	1,564	39.5%
Workers' Compensation	1,154	1,434	1,921	487	34.0%
Other Post Employment Benefits	26,885	24,943	33,425	8,482	34.0%
Board Stipends					
Total Personnel Expenditures	518,419	496,416	704,456	208,040	41.9%
Services & Supplies Expenditures					
Travel In-State		8,000	8,000		
Travel Out-of-State			2,500	2,500	
Training & Education	725	5,000	23,500	18,500	370.0%
Repair & Maintenance (Equipment)					
Communications			2,000	2,000	
Building Maintenance					
Utilities					
Postage					
Printing & Reproduction		3,000	3,000		
Equipment Rental					
Rents & Leases					
Professional Services & Contracts	3,376,115	7,238,301	7,350,000	111,699	1.5%
General Insurance					
Shop & Field Supplies					
Laboratory Supplies					
Gasoline & Variable Fuel					
Computer Hardware & Software		4,000	30,000	26,000	650.0%
Stationery & Office Supplies		500	800	300	60.0%
Books & Journals		200	200		
Minor Office Equipment		1,000	5,000	4,000	400.0%
Total Services & Supplies Expenditures	3,376,840	7,260,001	7,425,000	164,999	2.3%
Capital Expenditures					
Leasehold Improvements					
Building & Grounds					
Office Equipment					
Computer & Network Equipment					
Motorized Equipment					
Lab & Monitoring Equipment					
Communications Equipment					
PM 2.5 Equipment					
Total Capital Expenditures					
Transfer In/Out	246,279	212,751	306,365	93,614	44.0%
Total Expenditures	4,141,538	7,969,168	8,435,821	466,653	5.9%
Program Distribution	11,585,228	4,030,832	3,914,179	(116,653)	(2.9)%
Total Expenditures - MSIF	15,726,766	12,000,000	12,350,000	350,000	2.9%

TABLE VII: California Goods Movement Bond (CGMB)

	Audited Program Actuals	Approved Program Budget	Proposed Program Budget	FTE/Dollar Change	Percent Change
	2021	2022	2023	\$	%
Number of Positions (FTE)	0.88	0.94	1.11	0.17	18.1%
Revenues					
Admin Revenue	16,811	223,537	272,911	49,374	22.1%
Program Income		21,164,512	4,827,089	(16,337,423)	(77.2)%
Total Revenues - CGMB	16,811	21,388,049	5,100,000	(16,288,049)	(76.2)%
Personnel Expenditures					
Permanent Salaries	122,435	123,006	153,527	30,521	24.8%
Overtime Salaries					
Temporary Salaries					
Payroll Taxes	1,838	1,761	2,171	410	23.3%
Pension Benefits	14,513	28,713	34,970	6,257	21.8%
FICA Replacement Benefits	1,307	1,799	2,169	370	20.6%
Group Insurance Benefits	16,143	18,345	17,373	(972)	(5.3)%
Employee Transportation Subsidy	1,174	1,359	1,649	290	21.3%
Workers' Compensation	396	492	574	82	16.7%
Other Post Employment Benefits	8,693	8,562	9,978	1,416	16.5%
Board Stipends					
Total Personnel Expenditures	166,499	184,037	222,411	38,374	20.9%
Services & Supplies Expenditures					
Travel In-State		2,000	2,000		
Travel Out-of-State					
Training & Education		1,500	1,500		
Repair & Maintenance (Equipment)					
Communications					
Building Maintenance					
Utilities	244				
Postage					
Printing & Reproduction	1,217	500	1,000	500	100.0%
Equipment Rental					
Rents & Leases					
Professional Services & Contracts	13,860	30,000	45,000	15,000	50.0%
General Insurance					
Shop & Field Supplies		3,000	1,000	(2,000)	(66.7)%
Laboratory Supplies					
Gasoline & Variable Fuel					
Computer Hardware & Software		1,500		(1,500)	(100.0)%
Stationery & Office Supplies	21	1,000		(1,000)	(100.0)%
Books & Journals					
Minor Office Equipment					
Total Services & Supplies Expenditures	15,342	39,500	50,500	11,000	27.8%
Capital Expenditures					
Leasehold Improvements					
Building & Grounds					
Office Equipment					
Computer & Network Equipment					
Motorized Equipment					
Lab & Monitoring Equipment					
Communications Equipment					
PM 2.5 Equipment					
Total Capital Expenditures					
Transfer In/Out	(165,030)				
Total Expenditures	16,811	223,537	272,911	49,374	22.1%
Program Distribution		21,164,512	4,827,089	(16,337,423)	(77.2)%
Total Expenditures - CGMB	16,811	21,388,049	5,100,000	(16,288,049)	(76.2)%

TABLE VIII: Transportation Fund for Clean Air (TFCA)

	Audited Program Actuals	Approved Program Budget	Proposed Program Budget	FTE/Dollar Change	Percent Change
	2021	2022	2023	\$	%
Number of Positions (FTE)	6.56	7.37	8.34	0.97	13.2%
Revenues					
Admin Revenue	2,884,486	4,028,520	3,936,342	(92,178)	(2.3)%
Program Income	14,497,209	15,284,844	16,463,658	1,178,814	7.7%
Total Revenues - TFCA	17,381,695	19,313,364	20,400,000	1,086,636	5.6%
Personnel Expenditures					
Permanent Salaries	820,294	880,353	1,128,978	248,625	28.2%
Overtime Salaries	11,415				
Temporary Salaries	231				
Payroll Taxes	12,759	12,510	16,000	3,490	27.9%
Pension Benefits	243,265	205,138	258,106	52,968	25.8%
FICA Replacement Benefits	9,297	13,943	16,294	2,351	16.9%
Group Insurance Benefits	113,177	130,842	156,912	26,070	19.9%
Employee Transportation Subsidy	8,420	10,536	12,385	1,849	17.5%
Workers' Compensation	2,653	3,816	4,309	493	12.9%
Other Post Employment Benefits	68,089	66,365	74,941	8,576	12.9%
Board Stipends					
Total Personnel Expenditures	1,289,600	1,323,503	1,667,925	344,422	26.0%
Services & Supplies Expenditures					
Travel In-State		28,000	14,000	(14,000)	(50.0)%
Travel Out-of-State		75,000	8,000	(67,000)	(89.3)%
Training & Education	5,000	16,500	11,000	(5,500)	(33.3)%
Repair & Maintenance (Equipment)					
Communications	4,536	5,000	6,000	1,000	20.0%
Building Maintenance					
Utilities					
Postage	9	14,000	14,000		
Printing & Reproduction	9,214	25,000	24,000	(1,000)	(4.0)%
Equipment Rental					
Rents & Leases					
Professional Services & Contracts	941,893	1,709,597	1,714,349	4,752	0.3%
General Insurance					
Shop & Field Supplies		3,500	1,500	(2,000)	(57.1)%
Laboratory Supplies					
Gasoline & Variable Fuel					
Computer Hardware & Software	2,970	24,000	20,000	(4,000)	(16.7)%
Stationery & Office Supplies	550	3,000	1,000	(2,000)	(66.7)%
Books & Journals	40	440	440		
Minor Office Equipment		400	5,000	4,600	1,150.0%
Total Services & Supplies Expenditures	964,212	1,904,437	1,819,289	(85,148)	(4.5)%
Capital Expenditures					
Leasehold Improvements					
Building & Grounds					
Office Equipment					
Computer & Network Equipment					
Motorized Equipment					
Lab & Monitoring Equipment					
Communications Equipment					
PM 2.5 Equipment					
Total Capital Expenditures					
Transfer In/Out	630,674	800,580	449,128	(351,452)	(43.9)%
Total Expenditures	2,884,486	4,028,520	3,936,342	(92,178)	(2.3)%
Program Distribution	14,497,209	15,284,844	16,463,658	1,178,814	7.7%
Total Expenditures - TFCA	17,381,695	19,313,364	20,400,000	1,086,636	5.6%

TABLE IX: Other Grants Revenues

	Audited Program Actuals	Approved Program Budget	Proposed Program Budget	FTE/Dollar Change	Percent Change
	2021	2022	2023	\$	%
Number of Positions (FTE)	7.70	7.68	7.85	0.17	2.2%
Revenues					
Admin Revenue	1,918,127	2,085,076	2,329,704	244,628	11.7%
Program Income	8,046,783	5,245,118	5,860,296	615,178	11.7%
Total Revenues - Other Grants	9,964,910	7,330,194	8,190,000	859,806	11.7%
Personnel Expenditures					
Permanent Salaries	819,994	909,194	1,001,684	92,490	10.2%
Overtime Salaries	7,393	2,000	5,000	3,000	150.0%
Temporary Salaries	46,814	15,000	15,000		
Payroll Taxes	12,740	12,891	14,282	1,391	10.8%
Pension Benefits	176,442	211,776	227,454	15,678	7.4%
FICA Replacement Benefits	9,163	14,640	15,347	707	4.8%
Group Insurance Benefits	112,123	146,725	134,829	(11,896)	(8.1)%
Employee Transportation Subsidy	8,267	11,062	11,665	603	5.5%
Workers' Compensation	2,652	4,007	4,059	52	1.3%
Other Post Employment Benefits	65,024	69,681	70,584	903	1.3%
Board Stipends					
Total Personnel Expenditures	1,260,612	1,396,976	1,499,904	102,928	7.4%
Services & Supplies Expenditures					
Travel In-State		13,800	13,800		
Travel Out-of-State		10,800	4,500	(6,300)	(58.3)%
Training & Education	350	8,500	6,000	(2,500)	(29.4)%
Repair & Maintenance (Equipment)					
Communications	2,175	2,000	2,500	500	25.0%
Building Maintenance					
Utilities					
Postage					
Printing & Reproduction					
Equipment Rental					
Rents & Leases					
Professional Services & Contracts	393,020	650,000	800,000	150,000	23.1%
General Insurance					
Shop & Field Supplies					
Laboratory Supplies					
Gasoline & Variable Fuel					
Computer Hardware & Software	839	3,000	3,000		
Stationery & Office Supplies					
Books & Journals					
Minor Office Equipment					
Total Services & Supplies Expenditures	396,384	688,100	829,800	141,700	20.6%
Capital Expenditures					
Leasehold Improvements					
Building & Grounds					
Office Equipment					
Computer & Network Equipment					
Motorized Equipment					
Lab & Monitoring Equipment					
Communications Equipment					
General Equipment					
PM 2.5 Equipment					
Total Capital Expenditures					
Transfer In/Out	261,131				
Total Expenditures	1,918,127	2,085,076	2,329,704	244,628	11.7%
Program Distribution	8,046,783	5,245,118	5,860,296	615,178	11.7%
Total Expenditures - Other Grants Revenues	9,964,910	7,330,194	8,190,000	859,806	11.7%

TABLE X: Vehicle Mitigation

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

TABLE XI: General Fund Expenditures by Division

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

TABLE XI: General Fund Expenditures by Division

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

TABLE XII: Special Revenue Funds Expenditures by Division

	Audited Program Actuals 2021	Approved Program Budget 2022	Proposed Program Budget 2023	FTE/Dollar Change \$	Percent Change %
Communication Office					
Intermittent Control (TFCA)	1,501,900	2,312,835	2,260,343	(52,492)	(2.3)%
Total Communication Office	1,501,900	2,312,835	2,260,343	(52,492)	(2.3)%
Strategic Incentives Division					
Carl Moyer Program Administration (CMP)	50,347,537	59,898,128	55,058,440	(4,839,688)	(8.1)%
Transportation Fund for Clean Air Administration (TFCA)	15,772,203	16,974,529	18,113,657	1,139,128	6.7%
Mobile Source Incentive Fund (MSIF)	12,357,017	4,618,061	5,013,501	395,440	8.6%
Vehicle Buy Back (MSIF)	3,369,749	7,381,939	7,336,499	(45,440)	(0.6)%
Miscellaneous Incentive Program (Other Grant)	79,563	279,000	1,000,000	721,000	258.4%
CA GMB - Grants Administration (CGMB)	16,811	21,388,049	5,100,000	(16,288,049)	(76.2)%
Vehicle Mitigation (VW Trust)	880,212	11,035,000	13,668,548	2,633,548	23.9%
Total Strategic Incentives Division	82,823,092	121,574,706	105,290,645	(16,284,061)	(13.4)%
Technology Implementation Office					
Light Duty Electric Vehicle Program (Other Grant)	9,781,643	7,051,194	7,190,000	138,806	2.0%
Total Technology Implementation Office	9,781,643	7,051,194	7,190,000	138,806	2.0%
Compliance and Enforcement Division					
Enhanced Mobile Source Inspections (TFCA)	10,494	15,000	15,000		
Commuter Benefits Program (TFCA)	97,098	11,000	11,000		
Total Compliance and Enforcement Division	107,592	26,000	26,000		
Communication Engagement					
Community Engagement - Special Project (Other Grant)	103,704				
Total Communication Engagement	103,704				
Others					
Total of All Divisions	94,317,931	130,964,735	114,766,988	(16,197,747)	(12.4)%

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Capital Expenditure

**TABLE XIII
CAPITAL EXPENDITURE SUMMARY**

The list below includes all capital expenditures budgeted for FYE 2023

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

**TABLE XIV
CAPITAL EXPENDITURE DETAILS**

THE LIST BELOW INCLUDES ALL CAPITAL EXPENDITURES BUDGETED FOR FYE 2023

<u>Item Description</u>	<u>Cost</u>	<u>Program/ Capital Type</u>
1 <u>One (1) Air Quality Analyzer</u> Replacements / upgrades for aging air monitoring equipment.	\$655,000	802/Lab & Monitoring
2 <u>One (1) Air Quality Analyzers - PM2.5 equipment</u> Replacements / upgrades for aging air monitoring equipment. PM2.5 equipment only.	\$129,517	802/Lab & Monitoring
3 <u>One (1) Air Quality Analyzers - Schedule X equipment</u> Replacements / upgrades for aging air monitoring equipment. Schedule X equipment only.	\$450,000	802/Lab & Monitoring
4 <u>Three (3) Source Test Analyzers</u> Replacements for current equipment that reached the end of its useful life.	\$60,000	804/Lab & Monitoring
5 <u>One (1) Multi Test Program Field Testing Van</u> Field testing van to be used for multiple source testing programs. Current vehicle inventory limits the sections ability to transport equipment and personnel during larger field measurement projects.	\$60,000	804/Motorized Equipment
6 <u>One (1) PM Van Custom Equipment and Build Out</u> Field testing new particulate matter van custom equipment and build out to include instrument racks, plumbing, cylinder storage, and work areas.	\$40,000	804/Motorized Equipment
7 <u>One (1) Lab & Monitoring Equipment (Picarro G2401)</u> The equipment is needed as a back-up for performing EPA-mandated audits on Air District Air Monitoring Stations.	\$90,000	807/Lab & Monitoring
8 <u>One (1) Volatile Organic Compounds Monitor</u> Instrumentation for a portable platform to identify and quantify gaseous VOC contributions from sources of air pollution in complex urban industrial areas. Speciation and quantitation of gaseous VOCs are important in resolving suspected air toxics issues and odor complaints.	\$20,000	810/Lab & Monitoring
9 <u>One (1) Instrumentation for Particulate Matter Speciation (Metals)</u> Instrumentation for a portable platform to identify and quantify contributions from sources of air pollution in complex urban industrial areas. Continuous monitoring of particle-bound metals is needed to identify and quantify ambient concentrations of these types of emissions near large and small sources.	\$185,000	810/Lab & Monitoring
10 <u>One (1) Instrumentation for Particulate Matter Speciation (EC/OC)</u> Instrumentation for a portable platform to provide consolidated, near-real time data of TOC, OC, and EC or BC to provide critical information for teasing apart the contributions of sources in complex urban industrial environments.	\$75,000	810/Lab & Monitoring
11 <u>One (1) Optical Gas Imaging Camera</u> The Optical Gas Imaging Camera is needed for leak detection and repair (LDAR) program for various compliance programs.	\$100,000	403/Lab & Monitoring
12 <u>Phase 2 HQE build out for Meterology & Measurement staff</u> Preparation of space for Meterology & Measurement staff.	\$500,000	707/Building and Grounds
13 <u>Leasing of Additional Vehicles</u> Leasing of additional vehicles as a result of an increase in Air District field	\$50,000	710/Motorized Equipment
14 <u>Design & POC for IT Infrastructure Datacenter Refresh</u> Every 6-8 years the District modernizes its information technology infrastructure. This project encompasses the initial design work and proof of concept prototyping for the next generation of technology.	\$400,000	726/Computer & Network Equipment
15 <u>Replacement of End-of-Life Network Components</u> Replace key end of life computer networking components. Several of the District's key computer networking components will reach end of life and will not be supported in FYE23. This project is to replace key components with newer like components before they are no longer supported by their	\$500,000	726/Computer & Network Equipment
16 <u>Communication Equipment</u> The District's phone systems and associated equipment telecommunications equipment is approaching fifteen years old, and is reaching the end of its useful life. Additionally, key functionality required to support distributed/remote work is either not supported or supported insufficiently in the current system.	\$200,000	726/Communications Equipment
17 <u>Public Permitting & Compliance Systems</u> Development and implementation of permitting and enforcement software functionality for medium and complex facilities, including data cleanup and consolidation activities.	\$3,047,660	125/Computer & Network Equipment
Total Capital Expenditures	\$6,562,177	

General Fund Program Narratives and Expenditure Details

Note: Definitions are provided on page 234-236
And are an integral part of this budget document.

Executive Division

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

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

In FYE 2023, the Air District will continue to implement State and Federal regulations and directives, and will also continue to implement and develop the following key initiatives:

- Clean Air Plan Implementation
- Climate Action Work Program
- Assembly Bill (AB) 617 Implementation
- Wildfire Air Quality Response Program
- Diesel Free by '33 Campaign
- Technology Implementation Office
- Wood Smoke Program and Rule Amendments
- My Air Online Program
- Clean Air Foundation
- Spare the Air Everyday Campaign
- Public Participation Plan Implementation
- Diversity, Equity, and Inclusion Office

The Executive Office is responsible for developing and maintaining strategic partnerships to achieve clean air. These partnerships include but are not limited to collaboration with: community groups, non-profits, peer regional agencies (Metropolitan Transportation Commission, Association of Bay Area Governments & Bay Conservation and Development Commission), regulatory agencies (U.S. Environmental Protection Agency and California Air Resources Board), and associations (California Air Pollution Control Officers Association, Air and Waste Management Association & National Association of Clean Air Agencies), as well as the State Legislature. In FYE 2023, these key partnerships will also address regional coordination of climate protection activities, and implementation of State initiatives at the regional level.

Managing Division:	
Executive Division	
Contact Person:	
Vanessa Johnson	
Program Purpose:	
Administration and Direction of Air District Programs.	
Description of Program:	
This budget program is responsible for providing overall administration and direction to Air District staff. Through this budget program, the Executive Officer/APCO interprets and oversees implementation of Board directives and policies and administers the business of the Air District.	
Justification of Change Request:	
Not Applicable	
Activities	
Implement and develop key initiatives to meet Air District goals and objectives.	
Coordinate development of Air District's legislative agenda and implement strategy for achieving Air District's legislative goals.	
Coordinate Air District activities with staff, stakeholders, and community groups.	
Help sponsor stakeholder events in support of Air District Initiatives.	
Monitor actions of and serve as liaison to regional governmental agencies (e.g. MTC, ABAG, BCDC), federal and statewide governmental organizations (e.g. U.S. EPA, CARB, CAPCOA), as well as the state legislature, and representatives of the regulated community.	
Compliance and enforcement actions.	
Administer and manage the Bay Area Clean Air Foundation.	
Major Objectives	Delivery Date
Rule Development and Amendments	Ongoing
Issue all non-Title V permits on a timely basis (within a 45 day period)	Ongoing
Production System Implementation	Ongoing
Clean Air Plan Implementation	Ongoing
Assembly Bill (AB) 617 Implementation	Ongoing
Public Participation Plan Implementation	Ongoing
Adopt District Budget for FYE 2023	Ongoing

		Audited	Approved	Proposed	FTE/Dollar	Percent
		Program Actuals	Program Budget	Program Budget	Change	Change
		2021	2022	2023	\$	%
Number of Positions (FTE)		21.52	21.51	22.41	0.90	4.2%
Personnel Expenditures						
Permanent Salaries	51100	4,047,740	3,464,614	4,290,537	825,923	23.8%
Overtime Salaries	51150	4,538	2,500	10,000	7,500	300.0%
Temporary Salaries	51200					
Payroll Taxes	51300	60,615	52,840	65,737	12,897	24.4%
Pension Benefits	51400	799,535	813,355	993,880	180,525	22.2%
FICA Replacement Benefits	51500	43,564	37,129	43,803	6,674	18.0%
Group Insurance Benefits	51600	533,849	343,432	422,067	78,635	22.9%
Employee Transportation Subsidy	51700	39,265	28,057	33,295	5,238	18.7%
Workers' Compensation	51800	13,068	10,162	11,585	1,423	14.0%
Other Post Employment Benefits	51850	312,746	176,726	201,470	24,744	14.0%
Board Stipends	51900					
Total Personnel Expenditures		5,854,920	4,928,815	6,072,374	1,143,559	23.2%
Services & Supplies Expenditures						
Travel In-State	52200	3,950	18,000	18,000		
Travel Out-of-State	52220		43,000	45,000	2,000	4.7%
Training & Education	52300	29,868	30,500	36,000	5,500	18.0%
Repair & Maintenance (Equipment)	52400	278				
Communications	52500	18,450	5,000	5,000		
Building Maintenance	52600					
Utilities	52700					
Postage	52800	154		200	200	
Printing & Reproduction	52900	9,303	2,500	4,000	1,500	60.0%
Equipment Rental	53100					
Rents & Leases	53200	30,452	100,000	50,000	(50,000)	(50.0)%
Professional Services & Contracts	53300	1,245,719	1,760,000	2,630,000	870,000	49.4%
General Insurance	53400					
Shop & Field Supplies	53500	955				
Laboratory Supplies	53600					
Gasoline & Variable Fuel	53700					
Computer Hardware & Software	53800	2,329		4,000	4,000	
Stationery & Office Supplies	53900	903	1,000	1,100	100	10.0%
Books & Journals	54100	1,058	500	1,500	1,000	200.0%
Minor Office Equipment	54200					
Miscellaneous Expenses		184,720				
Total Services & Supplies Expenditures		1,528,139	1,960,500	2,794,800	834,300	42.6%
Capital Expenditures						
Leasehold Improvements	60100					
Building & Grounds	60105					
Office Equipment	60110					
Computer & Network Equipment	60115					
Motorized Equipment	60120					
Lab & Monitoring Equipment	60125					
Communications Equipment	60130					
General Equipment	60135					
PM 2.5 Equipment	60140					
Total Capital Expenditures						
Transfer In/Out		(243,655)				
Total Expenditures		7,139,404	6,889,315	8,867,174	1,977,859	28.7%

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

	Audited Program Actuals 2021	Approved Program Budget 2022	Proposed Program Budget 2023	FTE/Dollar Change \$	Percent Change %
Number of Positions (FTE)					
Personnel Expenditures					
Permanent Salaries	51100				
Overtime Salaries	51150				
Temporary Salaries	51200				
Payroll Taxes	51300				
Pension Benefits	51400				
FICA Replacement Benefits	51500				
Group Insurance Benefits	51600				
Employee Transportation Subsidy	51700				
Workers' Compensation	51800				
Other Post Employment Benefits	51850				
Board Stipends	51900				
Total Personnel Expenditures					
Services & Supplies Expenditures					
Travel In-State	52200				
Travel Out-of-State	52220				
Training & Education	52300				
Repair & Maintenance (Equipment)	52400				
Communications	52500				
Building Maintenance	52600				
Utilities	52700				
Postage	52800				
Printing & Reproduction	52900				
Equipment Rental	53100				
Rents & Leases	53200				
Professional Services & Contracts	53300	326,266	351,000	(351,000)	(100.0)%
General Insurance	53400				
Shop & Field Supplies	53500				
Laboratory Supplies	53600				
Gasoline & Variable Fuel	53700				
Computer Hardware & Software	53800				
Stationery & Office Supplies	53900				
Books & Journals	54100				
Minor Office Equipment	54200				
Total Services & Supplies Expenditures	326,266	351,000		(351,000)	(100.0)%
Capital Expenditures					
Leasehold Improvements	60100				
Building & Grounds	60105				
Office Equipment	60110				
Computer & Network Equipment	60115				
Motorized Equipment	60120				
Lab & Monitoring Equipment	60125				
Communications Equipment	60130				
General Equipment	60135				
PM 2.5 Equipment	60140				
Total Capital Expenditures					
Transfer In/Out					
Total Expenditures	326,266	351,000		(351,000)	(100.0)%

Managing Division:	
Executive Division	
Contact Person:	
Vanessa Johnson	
Program Purpose:	
Oversee Activities of the Board of Directors.	
Description of Program:	
Administration of activities of the Board of Directors.	
Justification of Change Request:	
Not Applicable	
Activities	
Prepare and distribute all meeting materials, including agendas, minutes and correspondence for Board of Directors regular and special meetings, approximately 20 per year.	
Prepare all logistics for Board of Directors regular and special meetings, including scheduling, polling, providing refreshments, preparation of facilities, and legal noticing requirements, approximately 20 per year.	
Prepare and distribute all agenda materials and logistics for Board of Directors Committee meetings, approximately 25 per year. Receive, route, and appropriately address all correspondence directed to the Board.	
Receive, route, and appropriately address all correspondence directed to the Board.	
Track, process and issue monthly travel reimbursement and per diem payments for each member of the Board of Directors.	
Prepare all travel logistics for Board of Directors participation at the Annual Air & Waste Management Association (A&WMA) Conference.	
Maintain archive of Board materials, including minutes, agendas, correspondence and adopted resolutions.	
Maintain the Air District's website as it relates to the Board of Directors membership, calendar, meeting materials and minutes.	
Assure timely filing of Statement of Economic Interests with the California Fair Political Practices Commission.	
Major Objectives	Delivery Date
Coordinate all Board and Committee meetings.	Ongoing
Coordinate Board Ethics Training and Unconscious Bias Training.	Ongoing
Coordinate New Board Member Orientation.	Ongoing
Coordinate transition to new Chair of the Board of Directors.	Annually
Coordinate Board of Directors Annual Retreat.	Annually
Update of Board Committee assignments.	Ongoing

		Audited Program Actuals 2021	Approved Program Budget 2022	Proposed Program Budget 2023	FTE/Dollar Change \$	Percent Change %
Number of Positions (FTE)		2.71	2.55	1.78	(0.77)	(30.2)%
Personnel Expenditures						
Permanent Salaries	51100	290,018	300,091	204,192	(95,899)	(32.0)%
Overtime Salaries	51150	2,252				
Temporary Salaries	51200					
Payroll Taxes	51300	4,380	4,300	2,866	(1,434)	(33.3)%
Pension Benefits	51400	61,450	69,889	45,447	(24,442)	(35.0)%
FICA Replacement Benefits	51500	3,113	4,864	3,480	(1,384)	(28.5)%
Group Insurance Benefits	51600	38,167	41,766	31,132	(10,634)	(25.5)%
Employee Transportation Subsidy	51700	2,928	3,675	2,645	(1,030)	(28.0)%
Workers' Compensation	51800	939	1,331	920	(411)	(30.9)%
Other Post Employment Benefits	51850	23,066	23,151	16,004	(7,147)	(30.9)%
Board Stipends	51900	78,000	60,000	78,000	18,000	30.0%
Total Personnel Expenditures		504,313	509,067	384,686	(124,381)	(24.4)%
Services & Supplies Expenditures						
Travel In-State	52200	174	15,500	19,500	4,000	25.8%
Travel Out-of-State	52220		10,500	13,500	3,000	28.6%
Training & Education	52300	111	28,000	28,000		
Repair & Maintenance (Equipment)	52400					
Communications	52500					
Building Maintenance	52600					
Utilities	52700					
Postage	52800					
Printing & Reproduction	52900					
Equipment Rental	53100					
Rents & Leases	53200					
Professional Services & Contracts	53300	3,380	23,000	23,500	500	2.2%
General Insurance	53400					
Shop & Field Supplies	53500					
Laboratory Supplies	53600					
Gasoline & Variable Fuel	53700					
Computer Hardware & Software	53800					
Stationery & Office Supplies	53900					
Books & Journals	54100					
Minor Office Equipment	54200					
Total Services & Supplies Expenditures		3,665	77,000	84,500	7,500	9.7%
Capital Expenditures						
Leasehold Improvements	60100					
Building & Grounds	60105					
Office Equipment	60110					
Computer & Network Equipment	60115					
Motorized Equipment	60120					
Lab & Monitoring Equipment	60125					
Communications Equipment	60130					
General Equipment	60135					
PM 2.5 Equipment	60140					
Biotech Equipment	60145					
Total Capital Expenditures						
Transfer In/Out						
Total Expenditures		507,978	586,067	469,186	(116,881)	(19.9)%

Managing Division:	
Executive Division	
Contact Person:	
Vanessa Johnson	
Program Purpose:	
Records, documents, and maintains records of actions of the quasi-judicial Hearing Board.	
Description of Program:	
The Hearing Board is a quasi-judicial body that rules on particular cases that affect only individual facilities. It is authorized to hear requests for variance relief, permit revocation, abatement orders, and appeals by permit applicants, or by interested third parties, concerning the issuance or denial of permits.	
Justification of Change Request:	
Not Applicable	
Activities	
Prepare logistics for all Hearing Board meetings, including scheduling, polling, providing refreshments, preparation of facilities, and legal noticing requirements. Develop and maintain Hearing Board calendar and schedules.	
Develop and maintain Hearing Board calendar and schedules.	
Attend all hearings of the Hearing Board.	
Draft selected Orders for Hearing Board review and signature.	
Print and reproduce Hearing Board notices.	
Maintain Record of Actions (Docket Book).	
Prepare and maintain docket files for each hearing.	
Collect required fees from Applicants.	
Follow-up on actions resulting from Hearing Board Orders/decisions.	
Process incoming documents and inquiries.	
Make arrangements for all off-site and webinar hearings.	
Research, compile and prepare reports for presentation to the Board of Directors and others as requested by the Hearing Board.	
Arrange for Hearing Board members attendance at Hearing Board Conferences and CARB Trainings.	
Track, process and issue monthly travel reimbursement and per diem payments for each member of the Hearing Board.	
Archive Hearing Board Dockets and related documents.	
Maintain the Air District's website as it pertains to the Hearing Board membership, calendar, and decisions/orders.	
Coordinate recruitment and orientation of new Hearing Board members as necessary.	
Major Objectives	Delivery Date
Coordinate Hearing Board Activities	Ongoing

		Audited Program Actuals 2021	Approved Program Budget 2022	Proposed Program Budget 2023	FTE/Dollar Change \$	Percent Change %
Number of Positions (FTE)		0.14	0.09	0.04	(0.05)	(55.6)%
Personnel Expenditures						
Permanent Salaries	51100	17,626	14,477	4,957	(9,520)	(65.8)%
Overtime Salaries	51150	288				
Temporary Salaries	51200					
Payroll Taxes	51300	271	206	70	(136)	(66.0)%
Pension Benefits	51400	4,584	3,379	1,097	(2,282)	(67.5)%
FICA Replacement Benefits	51500	195	211	78	(133)	(63.0)%
Group Insurance Benefits	51600	2,384	1,856	612	(1,244)	(67.0)%
Employee Transportation Subsidy	51700	193	160	59	(101)	(63.1)%
Workers' Compensation	51800	57	58	21	(37)	(63.8)%
Other Post Employment Benefits	51850	1,565	1,005	360	(645)	(64.2)%
Board Stipends	51900	9,350	32,000	40,000	8,000	25.0%
Total Personnel Expenditures		36,513	53,352	47,254	(6,098)	(11.4)%
Services & Supplies Expenditures						
Travel In-State	52200	88				
Travel Out-of-State	52220		1,000	1,000		
Training & Education	52300		1,000	1,000		
Repair & Maintenance (Equipment)	52400					
Communications	52500					
Building Maintenance	52600					
Utilities	52700					
Postage	52800	93		120	120	
Printing & Reproduction	52900		1,500	1,500		
Equipment Rental	53100					
Rents & Leases	53200					
Professional Services & Contracts	53300	337	5,000	5,000		
General Insurance	53400					
Shop & Field Supplies	53500					
Laboratory Supplies	53600					
Gasoline & Variable Fuel	53700					
Computer Hardware & Software	53800					
Stationery & Office Supplies	53900		250	250		
Books & Journals	54100		500	600	100	20.0%
Minor Office Equipment	54200		250	250		
Total Services & Supplies Expenditures		518	9,500	9,720	220	2.3%
Capital Expenditures						
Leasehold Improvements	60100					
Building & Grounds	60105					
Office Equipment	60110					
Computer & Network Equipment	60115					
Motorized Equipment	60120					
Lab & Monitoring Equipment	60125					
Communications Equipment	60130					
General Equipment	60135					
PM 2.5 Equipment	60140					
Biotech Equipment	60145					
Total Capital Expenditures						
Transfer In/Out						
Total Expenditures		37,031	62,852	56,974	(5,878)	(9.4)%

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

Advisory Council & Community Advisory Council

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		Audited Program Actuals	Approved Program Budget	Proposed Program Budget	FTE/Dollar Change	Percent Change
		2021	2022	2023	\$	%
Number of Positions (FTE)		0.07	0.14	0.11	(0.03)	(21.4)%
Personnel Expenditures						
Permanent Salaries	51100	7,475	14,991	13,549	(1,442)	(9.6)%
Overtime Salaries	51150	1,638				
Temporary Salaries	51200					
Payroll Taxes	51300	117	212	191	(21)	(9.9)%
Pension Benefits	51400	2,275	3,484	3,010	(474)	(13.6)%
FICA Replacement Benefits	51500	90	264	213	(51)	(19.3)%
Group Insurance Benefits	51600	1,066	1,976	1,631	(345)	(17.5)%
Employee Transportation Subsidy	51700	93	199	162	(37)	(18.6)%
Workers' Compensation	51800	24	72	56	(16)	(22.2)%
Other Post Employment Benefits	51850	833	1,253	980	(273)	(21.8)%
Board Stipends	51900					
Total Personnel Expenditures		13,611	22,451	19,792	(2,659)	(11.8)%
Services & Supplies Expenditures						
Travel In-State	52200		4,000	22,000	18,000	450.0%
Travel Out-of-State	52220		10,000	20,500	10,500	105.0%
Training & Education	52300		3,000	10,500	7,500	250.0%
Repair & Maintenance (Equipment)	52400					
Communications	52500					
Building Maintenance	52600					
Utilities	52700					
Postage	52800					
Printing & Reproduction	52900		1,000	1,000		
Equipment Rental	53100					
Rents & Leases	53200					
Professional Services & Contracts	53300	14,301	355,000	375,000	20,000	5.6%
General Insurance	53400					
Shop & Field Supplies	53500					
Laboratory Supplies	53600					
Gasoline & Variable Fuel	53700					
Computer Hardware & Software	53800					
Stationery & Office Supplies	53900					
Books & Journals	54100					
Minor Office Equipment	54200					
Total Services & Supplies Expenditures		14,301	373,000	429,000	56,000	15.0%
Capital Expenditures						
Leasehold Improvements	60100					
Building & Grounds	60105					
Office Equipment	60110					
Computer & Network Equipment	60115					
Motorized Equipment	60120					
Lab & Monitoring Equipment	60125					
Communications Equipment	60130					
General Equipment	60135					
PM 2.5 Equipment	60140					
Biotech Equipment	60145					
Total Capital Expenditures						
Transfer In/Out						
Total Expenditures		27,912	395,451	448,792	53,341	13.5%

Managing Division:	
Executive Division	
Contact Person:	
Lisa Fasano	
Program Purpose:	
The External Affairs Office was created to advance rules, partnerships and messaging programs to to address the need to develop solutions to reducing air pollution from drive alone vehicles, Program created to advance employer commuter programs to reduce single occupancy driving during employee commutes.	
Description of Program:	
<p>Directs the programming of initiatives to help reduce drive alone commuting through the employer program, Flex Your Commute and the Commuter Benefit Program. Flex Your Commute is a new program targeted to employers and will actively message to companies registered in the Commuter Benefits Program. Spare the Air survey and focus group data indicates that employees are more willing to make commuting changes when encouraged to do so by their employers. Flex Your Commute will optimize the experiences employees and employers have learned during the pandemic to help Bay Area companies develop strong commuter partnerships and messaging programs to reduce daily solo commuting.</p> <p>Air District liaison to local, statewide and national organizations. Directs event planning and coordination for Air District events and conferences as well as track and optimize the agency's presence at sponsored events. Messaging and programs will be tailored by county based on several factors including availability and access to transit, carpool and casual carpool options, multi-county commutes and established localized commute requirements. Flex Your Commute will target employers registered in the Spare the Air and Metropolitan Transportation Commission employer programs as well as registrants of the Air District's Commuter Benefits Program. Video production of Air District initiatives and new programming as well as internal training and messaging campaigns.</p>	
Justification of Change Request:	
N/A	
Activities	
Major Objectives	Delivery Date
Increase awareness and adoption of the benefits of commuting options.	Ongoing

External Affairs

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	Audited Program Actuals 2021	Approved Program Budget 2022	Proposed Program Budget 2023	FTE/Dollar Change \$	Percent Change %
Number of Positions (FTE)		1.00	1.00		
Personnel Expenditures					
Permanent Salaries	51100	216,391	224,663	8,272	3.82%
Overtime Salaries	51150				
Temporary Salaries	51200				
Payroll Taxes	51300	3,221	3,394	173	5.4%
Pension Benefits	51400	50,941	53,971	3,030	5.9%
FICA Replacement Benefits	51500	1,906	1,954	48	2.5%
Group Insurance Benefits	51600	26,758	27,886	1,128	4.2%
Employee Transportation Subsidy	51700	1,440	1,485	45	3.1%
Workers' Compensation	51800	522	517	(5)	(1.0)%
Other Post Employment Benefits	51850	9,070	8,989	(81)	(0.9)%
Board Stipends	51900				
Total Personnel Expenditures		310,249	322,859	12,610	4.1%
Services & Supplies Expenditures					
Travel In-State	52200				
Travel Out-of-State	52220				
Training & Education	52300				
Repair & Maintenance (Equipment)	52400				
Communications	52500				
Building Maintenance	52600				
Utilities	52700				
Postage	52800				
Printing & Reproduction	52900				
Equipment Rental	53100				
Rents & Leases	53200				
Professional Services & Contracts	53300	100,000	350,000	250,000	250.0%
General Insurance	53400				
Shop & Field Supplies	53500				
Laboratory Supplies	53600				
Gasoline & Variable Fuel	53700				
Computer Hardware & Software	53800				
Stationery & Office Supplies	53900				
Books & Journals	54100				
Minor Office Equipment	54200				
Total Services & Supplies Expenditures		100,000	350,000	250,000	250.0%
Capital Expenditures					
Leasehold Improvements	60100				
Building & Grounds	60105				
Office Equipment	60110				
Computer & Network Equipment	60115				
Motorized Equipment	60120				
Lab & Monitoring Equipment	60125				
Communications Equipment	60130				
General Equipment	60135				
PM 2.5 Equipment	60140				
Biotech Equipment	60145				
Total Capital Expenditures					
Transfer In/Out					
Total Expenditures		410,249	672,859	262,610	64.01%

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Diversity, Equity and Inclusion Division

The work of the Air District requires diverse perspectives, talents, and life experiences to solve some of the most complex technical air quality issues that we face. The Office of Diversity, Equity & Inclusion (Office) is taking meaningful steps to build an antiracist and inclusive environment. The efforts will be informed by working with the Senior Deputy Executive Officer of Policy & Equity, Board of Directors' Community Health, Equity and Justice Committee and staff to shift long-standing environmental justice inequities throughout the region. Key initiatives for the Office will be the development and implementation of an agency-wide Equity Action Plan and trainings that encompass equity tools to provide a blueprint of systems and structures to operationalize cross-divisional efforts relative to Air District programs. In addition, the Office will work on internal initiatives by applying an equity lens to programs, policies, practices and procedures related to staffing, recruitment, promotions, inclusive practices in the workplace, contracting for capital projects and services.

Managing Division:	
Diversity Equity & Inclusion Office	
Contact Person:	
Tim Williams	
Program Purpose:	
The Air District's Office of Diversity, Equity & Inclusion is responsible for developing initiatives applying an equity lens to programs, policies, practices and procedures. Responsibilities include capacity building related to staffing, recruitment, promotions, inclusive practices in the workplace, contracting for capital projects and services, and equity training. The Office recognized the contributions of all employees and community members and works to sustain an environment where everyone is valued and respected.	
Description of Program:	
The Office of Diversity, Equity & Inclusion (Office) is taking meaningful steps to build an antiracist and inclusive environment. The efforts will be informed by working with the Senior Deputy Executive Officer of Policy & Equity, Board of Directors' Community Health, Equity and Justice Committee and staff to shift long-standing environmental justice inequities throughout the region.	
Justification of Change Request:	
Not Applicable	
Activities	
Work with Board of Directors' Community Equity, Health and Justice Committee on its workplan, meeting agendas, speakers, and community convening meetings	
Manage Employee Resource Teams	
Provide Human Resources guidance on inclusive recruitment and retention strategies (e.g. equity language in job postings, job screenings, panel interviews, promotional opportunities for diverse candidates)	
Work cross-agency on policies, practices and initiatives to mitigate inequities. Review equity aspects within division documents and provide suggested amendment(s)	
Interview departments, outline and create written policy for an Equity Action Plan.	
Leverage Workforce Diversity and Empower Diverse Perspectives throughout Training & Leadership Development	
Major Objectives	Delivery Date
Board of Directors' Community Health, Equity and Justice Committee Support	Ongoing
Development and Implementation of Equity Action Plan	Ongoing
Develop Strategies to Expand Diversity and Inclusion in Human Resources Practices and Processes Applying an Equity Lens	Ongoing
Continue Internal Capacity Building	Ongoing
Creation, Development, and Guidance of Employee Resource Teams	Ongoing

		Audited Program Actuals	Approved Program Budget	Proposed Program Budget	FTE/Dollar Change	Percent Change
		2021	2022	2023	\$	%
Number of Positions (FTE)		3.73	2.00	2.38	0.38	19.0%
Personnel Expenditures						
Permanent Salaries	51100	362,142	304,542	345,131	40,589	13.3%
Overtime Salaries	51150	3,023		4,000	4,000	
Temporary Salaries	51200					
Payroll Taxes	51300	5,240	4,337	4,878	541	12.5%
Pension Benefits	51400	72,388	71,308	80,402	9,094	12.8%
FICA Replacement Benefits	51500	3,745	3,811	4,652	841	22.1%
Group Insurance Benefits	51600	45,930	41,545	38,260	(3,285)	(7.9)%
Employee Transportation Subsidy	51700	3,373	2,880	3,536	656	22.8%
Workers' Compensation	51800	1,132	1,043	1,230	187	17.9%
Other Post Employment Benefits	51850	26,632	18,141	21,396	3,255	17.9%
Board Stipends	51900					
Total Personnel Expenditures		523,605	447,607	503,485	55,878	12.5%
Services & Supplies Expenditures						
Travel In-State	52200		6,600	3,100	(3,500)	(53.0)%
Travel Out-of-State	52220		11,600	6,600	(5,000)	(43.1)%
Training & Education	52300	2,055	48,000	48,000		
Repair & Maintenance (Equipment)	52400					
Communications	52500					
Building Maintenance	52600					
Utilities	52700					
Postage	52800					
Printing & Reproduction	52900		6,000	6,000		
Equipment Rental	53100					
Rents & Leases	53200					
Professional Services & Contracts	53300	85,669	404,000	405,000	1,000	0.2%
General Insurance	53400					
Shop & Field Supplies	53500					
Laboratory Supplies	53600					
Gasoline & Variable Fuel	53700					
Computer Hardware & Software	53800					
Stationery & Office Supplies	53900	143	700	700		
Books & Journals	54100					
Minor Office Equipment	54200					
Total Services & Supplies Expenditures		87,867	476,900	469,400	(7,500)	(1.6)%
Capital Expenditures						
Leasehold Improvements	60100					
Building & Grounds	60105					
Office Equipment	60110					
Computer & Network Equipment	60115					
Motorized Equipment	60120					
Lab & Monitoring Equipment	60125					
Communications Equipment	60130					
General Equipment	60135					
PM 2.5 Equipment	60140					
Total Capital Expenditures						
Transfer In/Out		(38,879)				
Total Expenditures		572,593	924,507	972,885	48,378	5.2%

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Finance Office

The Finance Office provides services to internal and external customers and stakeholders, including fee payers, internal divisions, employees, the Clean Air Foundation, and the Richmond Hilltop Commercial Condominium Association.

The Finance Office is responsible for accounting, financial reporting, accounts payable, revenue posting, cost recovery analysis, budget development, budgetary reporting, and asset management.

Managing Division:	
Finance Office	
Contact Person:	
Stephanie Osaze	
Program Purpose:	
The Finance/Accounting Program is responsible for maintaining the fiscal stewardship and financial accountability of the District.	
Description of Program:	
The Finance Office is responsible for maintaining the fiscal stewardship and financial accountability of the District. These responsibilities include accounting activities, financial audits, and reporting, vendor payments, receipt of permit fees, asset management, and maintenance of the District's financial system. The office is also responsible for the development of the District's annual budget and annual cost recovery analysis, the fiscal maintenance, and financial reporting of all federal and state grants.	
Justification of Change Request:	
Not Applicable	
Activities	
Reconcile various grants and assist in preparation of reimbursement request reports.	
Reconcile receipts and disbursements with County Treasurer's Office Reports.	
Prepare quarterly comparison statements for the Budget and Finance Committee presentation.	
Prepare for the annual audit of the District's financial records.	
Analyze and Prepare the annual cost recovery analysis	
Process receipts (checks/credit card payments) on a daily basis.	
Prepare annual proposed budget book.	
Process vendor invoices on a daily basis	
Major Objectives	Delivery Date
Implement Concur State Travel Program	June 2022
Complete implementation of Government Accounting Standards Board Statement No. 87 Leases	July 2022
Provide timely financial reports to Division Directors/Officer	Ongoing
Complete Annual Financial Report.	Annually
Ensure timely payment of accounts payable.	Daily
Record timely processing of check and credit card receipts.	Daily
Update and maintain Finance Procedures and Desk Manuals for Finance Office Staff	December 2022
Update the Air District's Annual Financial Plan	Annually

		Audited Program Actuals 2021	Approved Program Budget 2022	Proposed Program Budget 2023	FTE/Dollar Change \$	Percent Change %
Number of Positions (FTE)		11.14	17.00	16.92	(0.08)	(0.5)%
Personnel Expenditures						
Permanent Salaries	51100	1,218,480	2,037,983	2,079,226	41,243	2.0%
Overtime Salaries	51150	1,560	1,000	2,000	1,000	100.0%
Temporary Salaries	51200	18,495	20,000	20,000		
Payroll Taxes	51300	18,337	28,880	34,299	5,419	18.8%
Pension Benefits	51400	246,730	474,847	472,651	(2,196)	(0.5)%
FICA Replacement Benefits	51500	13,150	32,386	33,074	688	2.1%
Group Insurance Benefits	51600	161,286	335,405	360,093	24,688	7.4%
Employee Transportation Subsidy	51700	12,003	24,473	25,139	666	2.7%
Workers' Compensation	51800	3,943	8,864	8,747	(117)	(1.3)%
Other Post Employment Benefits	51850	93,341	154,148	152,120	(2,028)	(1.3)%
Board Stipends	51900					
Total Personnel Expenditures		1,787,325	3,117,986	3,187,349	69,363	2.2%
Services & Supplies Expenditures						
Travel In-State	52200		5,700	5,700		
Travel Out-of-State	52220		1,500	1,500		
Training & Education	52300	9,885	9,800	9,800		
Repair & Maintenance (Equipment)	52400	38				
Communications	52500					
Building Maintenance	52600					
Utilities	52700					
Postage	52800					
Printing & Reproduction	52900	4,414	7,000	7,000		
Equipment Rental	53100					
Rents & Leases	53200					
Professional Services & Contracts	53300	594,992	526,800	527,316	516	0.1%
General Insurance	53400					
Shop & Field Supplies	53500					
Laboratory Supplies	53600					
Gasoline & Variable Fuel	53700					
Computer Hardware & Software	53800	1,337	3,000	3,000		
Stationery & Office Supplies	53900	596	1,000	1,000		
Books & Journals	54100		1,000	1,000		
Minor Office Equipment	54200	1,060	1,000	1,000		
Total Services & Supplies Expenditures		612,322	556,800	557,316	516	0.1%
Capital Expenditures						
Leasehold Improvements	60100					
Building & Grounds	60105					
Office Equipment	60110					
Computer & Network Equipment	60115					
Motorized Equipment	60120					
Lab & Monitoring Equipment	60125					
Communications Equipment	60130					
General Equipment	60135					
PM 2.5 Equipment	60140					
Biotech Equipment	60145					
Transfer In/Out		(106,327)				
Total Expenditures		2,293,320	3,674,786	3,744,665	69,879	1.9%

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Human Resources Office

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

Vision

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

Mission

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

Managing Division:	
Human Resources Office	
Contact Person:	
Judy Yu	
Program Purpose:	
Administer payroll for District employees.	
Description of Program:	
The Payroll Program includes administering all aspects of the Air District's payroll, leave accruals, deductions, and other related areas dealing with payroll. It includes maintaining and utilizing the current Dayforce payroll system.	
Justification of Change Request:	
Increase funds to improve and add features to payroll system to allow for greater efficiency, and increase in professional service fees.	
Activities	
Process biweekly payroll.	
Maintain payroll and time keeping system.	
Monitor leave accruals.	
Audit payroll records.	
Customize payroll system to improve process and workflow.	
Submit required payroll reports.	
Respond to employment verifications and other external request for payroll information.	
Monitor and comply with federal, state, and local regulations related to payroll.	
Implement self-service features of payroll system.	
Major Objectives	Delivery Date
Administer and process biweekly payroll in an efficient and effective manner. Assists with problem solving on all aspects of payroll.	Ongoing
Implement new features of the payroll and timekeeping system and customize system to improve process and workflow. Expand and implement self service features.	Ongoing
Implement document management module in payroll system.	Ongoing

		Audited Program Actuals	Approved Program Budget	Proposed Program Budget	FTE/Dollar Change	Percent Change
		2021	2022	2023	\$	%
Number of Positions (FTE)		2.89	1.51	1.62	0.11	7.3%
Personnel Expenditures						
Permanent Salaries	51100	312,078	188,831	242,961	54,130	28.7%
Overtime Salaries	51150	5,781	10,000		(10,000)	(100.0)%
Temporary Salaries	51200		10,000	40,000	30,000	300.0%
Payroll Taxes	51300	4,713	2,678	3,564	886	33.1%
Pension Benefits	51400	56,775	44,037	56,402	12,365	28.1%
FICA Replacement Benefits	51500	3,378	2,884	3,165	281	9.7%
Group Insurance Benefits	51600	41,461	29,842	31,850	2,008	6.7%
Employee Transportation Subsidy	51700	3,043	2,179	2,406	227	10.4%
Workers' Compensation	51800	1,020	789	834	45	5.7%
Other Post Employment Benefits	51850	22,829	13,726	14,543	817	6.0%
Board Stipends	51900					
Total Personnel Expenditures		451,078	304,966	395,725	90,759	29.8%
Services & Supplies Expenditures						
Travel In-State	52200					
Travel Out-of-State	52220		2,800	2,800		
Training & Education	52300		2,000	2,000		
Repair & Maintenance (Equipment)	52400					
Communications	52500					
Building Maintenance	52600					
Utilities	52700					
Postage	52800					
Printing & Reproduction	52900					
Equipment Rental	53100					
Rents & Leases	53200					
Professional Services & Contracts	53300	256,872	160,000	260,000	100,000	62.5%
General Insurance	53400					
Shop & Field Supplies	53500					
Laboratory Supplies	53600					
Gasoline & Variable Fuel	53700					
Computer Hardware & Software	53800					
Stationery & Office Supplies	53900					
Books & Journals	54100					
Minor Office Equipment	54200					
Total Services & Supplies Expenditures		256,872	164,800	264,800	100,000	60.7%
Capital Expenditures						
Leasehold Improvements	60100					
Building & Grounds	60105					
Office Equipment	60110					
Computer & Network Equipment	60115					
Motorized Equipment	60120					
Lab & Monitoring Equipment	60125					
Communications Equipment	60130					
General Equipment	60135					
PM 2.5 Equipment	60140					
Biotech Equipment	60145					
Total Capital Expenditures						
Transfer In/Out		(30,351)				
Total Expenditures		677,599	469,766	660,525	190,759	40.6%

Managing Division:	
Human Resources Office	
Contact Person:	
Judy Yu	
Program Purpose:	
Administer benefits, workers' compensation, and safety programs for District employees.	
Description of Program:	
The Benefits Administration Program includes administering all aspect of employee and retiree benefits, workers' compensation, safety, ergonomics and special events. It includes maintaining and utilizing the current Dayforce human resources information system.	
Justification of Change Request:	
None	
Activities	
Administer benefits for employees and retirees in compliance with policies and procedures.	
Administer health, dental, vision, life and long term disability plans.	
Administer retirement and pension plans.	
Administer flexible spending accounts, employee assistance program, and transit subsidy.	
Administer onboarding and separation.	
Maintain human resources information systems.	
Administer workers' compensation program.	
Administer safety and ergonomics program.	
Conduct a variety of benefits, safety, special trainings and events.	
Administer requirements for fitness medical examinations.	
Monitor and comply with federal, state, and local regulations related to benefits.	
Major Objectives	Delivery Date
Administer employee benefit program.	Ongoing
Develop and administer the worker's compensation, safety and ergonomic program.	Ongoing
Review and perform cost benefit analysis of existing benefit contracts and consider alternative plans.	Ongoing

		Audited Program Actuals 2021	Approved Program Budget 2022	Proposed Program Budget 2023	FTE/Dollar Change \$	Percent Change %
Number of Positions (FTE)		2.17	1.70	1.40	(0.30)	(17.6)%
Personnel Expenditures						
Permanent Salaries	51100	228,479	204,785	186,950	(17,835)	(8.7)%
Overtime Salaries	51150	21,287	10,000		(10,000)	(100.0)%
Temporary Salaries	51200	15,126	10,000	40,000	30,000	300.0%
Payroll Taxes	51300	276,067	2,902	2,636	(266)	(9.2)%
Pension Benefits	51400	41,175	47,720	42,235	(5,485)	(11.5)%
FICA Replacement Benefits	51500	217,832	3,239	2,736	(503)	(15.5)%
Group Insurance Benefits	51600	2,877,679	3,128,625	3,362,535	233,910	7.5%
Employee Transportation Subsidy	51700	2,934	2,448	2,080	(368)	(15.0)%
Workers' Compensation	51800	132,030	887	724	(163)	(18.4)%
Other Post Employment Benefits	51850	18,249	15,420	12,584	(2,836)	(18.4)%
Board Stipends	51900					
Total Personnel Expenditures		3,830,858	3,426,026	3,652,480	226,454	6.6%
Services & Supplies Expenditures						
Travel In-State	52200		2,800	2,800		
Travel Out-of-State	52220		1,400	1,400		
Training & Education	52300	42,520	55,000	56,000	1,000	1.8%
Repair & Maintenance (Equipment)	52400					
Communications	52500	320				
Building Maintenance	52600					
Utilities	52700					
Postage	52800					
Printing & Reproduction	52900					
Equipment Rental	53100					
Rents & Leases	53200					
Professional Services & Contracts	53300	62,194	140,000	140,000		
General Insurance	53400					
Shop & Field Supplies	53500	27	35,000	35,000		
Laboratory Supplies	53600					
Gasoline & Variable Fuel	53700					
Computer Hardware & Software	53800					
Stationery & Office Supplies	53900					
Books & Journals	54100					
Minor Office Equipment	54200					
Total Services & Supplies Expenditures		105,061	234,200	235,200	1,000	0.4%
Capital Expenditures						
Leasehold Improvements	60100					
Building & Grounds	60105					
Office Equipment	60110					
Computer & Network Equipment	60115					
Motorized Equipment	60120					
Lab & Monitoring Equipment	60125					
Communications Equipment	60130					
General Equipment	60135					
PM 2.5 Equipment	60140					
Total Capital Expenditures						
Transfer In/Out		(257,685)				
Total Expenditures		3,678,234	3,660,226	3,887,680	227,454	6.2%

Managing Division:	
Human Resources Office	
Contact Person:	
Judy Yu	
Program Purpose:	
Provide appropriate workplace learning and organization development to increase organizational effectiveness and results through training and development activities. Administer wellness events and activities to increase the well-being of the employees.	
Description of Program:	
The District's training and development program includes career developmental training for all non-management employees; and career developmental training, skills enhancement, safety, knowledge transfer, and succession planning for supervisory and management employees. It includes analysis of needs assessments and implementation of workforce development activities as part of an overall strategy to retain a top performing and motivated workforce. The program also includes the administration and coordination of wellness activities and events.	
Justification of Change Request:	
Increase in professional service fees and employee engagement program.	
Activities	
Provide District-wide and Division-specific trainings.	
Develop leadership development program and mentorship program as part of overall succession planning.	
Provide Ethics, Harassment Prevention, and any required trainings.	
Provide coaching and development support to management and staff as needed.	
Administer the performance evaluation program.	
Administer the educational reimbursement and loan program.	
Coordinate and implement the various wellness activities and events.	
Coordinate the employee engagement program.	
Monitor and comply with federal, state, and local regulations related to training.	
Administer Form 700.	
Major Objectives	Delivery Date
Develop and administer the training programs for all staff level focusing in the changing needs and priorities of the Air District.	Ongoing
Administer Learning Management System and E-learning.	Ongoing
Coordinate the employee engagement program	Ongoing
Develop and administer the wellness program.	Ongoing

		Audited Program Actuals	Approved Program Budget	Proposed Program Budget	FTE/Dollar Change	Percent Change
		2021	2022	2023	\$	%
Number of Positions (FTE)		2.20	1.23	1.40	0.17	13.8%
Personnel Expenditures						
Permanent Salaries	51100	245,139	158,818	205,052	46,234	29.1%
Overtime Salaries	51150	1,636				
Temporary Salaries	51200	287	10,000		(10,000)	(100.0)%
Payroll Taxes	51300	3,679	2,255	2,909	654	29.0%
Pension Benefits	51400	43,286	37,071	46,898	9,827	26.5%
FICA Replacement Benefits	51500	2,641	2,329	2,727	398	17.1%
Group Insurance Benefits	51600	32,349	23,204	30,920	7,716	33.3%
Employee Transportation Subsidy	51700	2,377	1,760	2,073	313	17.8%
Workers' Compensation	51800	793	637	721	84	13.2%
Other Post Employment Benefits	51850	18,720	11,084	12,544	1,460	13.2%
Board Stipends	51900					
Total Personnel Expenditures		350,907	247,158	303,844	56,686	22.9%
Services & Supplies Expenditures						
Travel In-State	52200		1,400	1,400		
Travel Out-of-State	52220		1,400	1,400		
Training & Education	52300	168,162	210,000	360,000	150,000	71.4%
Repair & Maintenance (Equipment)	52400					
Communications	52500					
Building Maintenance	52600					
Utilities	52700					
Postage	52800					
Printing & Reproduction	52900					
Equipment Rental	53100					
Rents & Leases	53200					
Professional Services & Contracts	53300	150				
General Insurance	53400					
Shop & Field Supplies	53500					
Laboratory Supplies	53600					
Gasoline & Variable Fuel	53700					
Computer Hardware & Software	53800					
Stationery & Office Supplies	53900					
Books & Journals	54100					
Minor Office Equipment	54200					
Total Services & Supplies Expenditures		168,312	212,800	362,800	150,000	70.5%
Capital Expenditures						
Leasehold Improvements	60100					
Building & Grounds	60105					
Office Equipment	60110					
Computer & Network Equipment	60115					
Motorized Equipment	60120					
Lab & Monitoring Equipment	60125					
Communications Equipment	60130					
General Equipment	60135					
PM 2.5 Equipment	60140					
Biotech Equipment	60145					
Total Capital Expenditures						
Transfer In/Out		(23,349)				
Total Expenditures		495,870	459,958	666,644	206,686	44.9%

Managing Division:	
Human Resources Office	
Contact Person:	
Judy Yu	
Program Purpose:	
Provide management and staff support in the area of employment relations.	
Description of Program:	
The Employment Relations Program includes the following District activities: employee relations, labor relations, classification and compensation, Equal Employment Opportunity (EEO) programs, regulatory compliance, research and recordkeeping.	
Justification of Change Request:	
Increase in professional service fees.	
Activities	
Administer, interpret, and implement the Memorandum of Understanding (MOU) and Personnel Policies and Procedures of the Administrative Code.	
Provide management and staff consultation.	
Meet with Employee Association on appropriate subjects.	
Administer EEO Policy.	
Provide support of grievance/arbitration processes.	
Maintain accurate employment records.	
Provide discipline counseling.	
Monitor and comply with federal, state, and local regulations related to labor.	
Major Objectives	Delivery Date
Administer, interpret, implement and comply with the MOU and Administrative Code.	Ongoing
Negotiate successor contract and continue positive relations with the Employees' Association.	Ongoing
Monitor and comply with federal, state, and local regulations.	Ongoing
Administer the Equal Employment Opportunity policy.	Ongoing
Ensure reliability of employment history and data.	Ongoing

Employment Relations

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

Managing Division:	
Human Resources Office	
Contact Person:	
Judy Yu	
Program Purpose:	
Administer a merit based recruitment and selection process for external and internal candidates to fill vacant positions.	
Description of Program:	
The Recruitment and Testing Program includes the following activities: testing of internal and external candidates, outreaching and advertising the positions as a choice of employment, maintaining the recruiting online system, maintaining equal employment policy, including diversity, equity and inclusion as part of the recruiting process, and compliance with all laws, policies, and requirements.	
Justification of Change Request:	
None	
Activities	
Conduct testing, including application screening, panel and hiring interviews, testing, etc.	
Advertise and outreach vacant positions in various mediums.	
Work with hiring managers to determine recruitment strategies.	
Perform background checks, reference checks, DMV checks and physical abilities checks.	
Participate in local, state and federal job fairs and similar outreach activities.	
Contract professional services for specialized executive management recruitments.	
Maintain online applicant tracking system.	
Monitor and comply with federal, state, and local regulations related to testing	
Major Objectives	Delivery Date
Conduct merit based testing for internal and external candidates.	Ongoing
Comply with all applicable recruitment policies, requirements and law.	Ongoing
Conduct regional, statewide and nationwide outreach to attract quality and diversity of candidates.	Ongoing
Maintain Air District's Equal Opportunity Policy for recruitment and testing.	Ongoing
Update classification specifications.	Ongoing

		Audited Program Actuals	Approved Program Budget	Proposed Program Budget	FTE/Dollar Change	Percent Change
		2021	2022	2023	\$	%
Number of Positions (FTE)		2.80	2.80	3.10	0.30	10.71%
Personnel Expenditures						
Permanent Salaries	51100	377,994	342,203	428,786	86,583	25.30%
Overtime Salaries	51150	3,185				
Temporary Salaries	51200	23,429	40,000	40,000		
Payroll Taxes	51300	5,674	4,851	6,063	1,212	25.0%
Pension Benefits	51400	79,912	79,768	100,105	20,337	25.5%
FICA Replacement Benefits	51500	4,084	5,336	6,058	722	13.5%
Group Insurance Benefits	51600	50,096	47,278	53,625	6,347	13.4%
Employee Transportation Subsidy	51700	3,677	4,032	4,605	573	14.2%
Workers' Compensation	51800	1,223	1,460	1,602	142	9.7%
Other Post Employment Benefits	51850	28,541	25,397	27,865	2,468	9.7%
Board Stipends	51900					
Total Personnel Expenditures		577,815	550,325	668,709	118,384	21.5%
Services & Supplies Expenditures						
Travel In-State	52200		2,800	2,800		
Travel Out-of-State	52220		2,800	2,800		
Training & Education	52300	262	3,000	3,000		
Repair & Maintenance (Equipment)	52400					
Communications	52500	36,744	50,000	50,000		
Building Maintenance	52600					
Utilities	52700					
Postage	52800					
Printing & Reproduction	52900	145				
Equipment Rental	53100					
Rents & Leases	53200					
Professional Services & Contracts	53300	38,968	80,000	90,000	10,000	12.5%
General Insurance	53400					
Shop & Field Supplies	53500					
Laboratory Supplies	53600					
Gasoline & Variable Fuel	53700					
Computer Hardware & Software	53800					
Stationery & Office Supplies	53900					
Books & Journals	54100					
Minor Office Equipment	54200					
Total Services & Supplies Expenditures		76,119	138,600	148,600	10,000	7.2%
Capital Expenditures						
Leasehold Improvements	60100					
Building & Grounds	60105					
Office Equipment	60110					
Computer & Network Equipment	60115					
Motorized Equipment	60120					
Lab & Monitoring Equipment	60125					
Communications Equipment	60130					
General Equipment	60135					
PM 2.5 Equipment	60140					
Biotech Equipment	60145					
Total Capital Expenditures						
Transfer In/Out		(35,207)				
Total Expenditures		618,727	688,925	817,309	128,384	18.64%

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Administrative Resources Division

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

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

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

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

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

Managing Division:	
Administrative Resources Division	
Contact Person:	
Maricela Martinez	
Program Purpose:	
Facilities Planning and Maintenance of existing Air District owned facilities, leased satellite offices, equipment and supplies.	
Description of Program:	
The Facilities Office provides for the day to day operations of the Air District's offices at 375 Beale Street and 4114 Lakeside Drive and all (80+) leased satellite offices. The development of safety protocols is ongoing, security, and maintenance of existing infrastructure and equipment is ongoing and includes satellite offices.	
Justification of Change Request:	
Not Applicable	
Activities	
Work with BAHA and consultants on facility related projects in reference to shared space and services at 375 Beale Street.	
Respond to emergency facility repair requests.	
Oversee general contractors for the construction of offices and cubicles. Procure furniture and reconfigure cubicle spaces. Oversee electricians and plumbers.	
Routine maintenance at offsite facilities: performing preventive and scheduled maintenance as well as maintenance performed in response to signs of wear and tear observed during planned maintenance activities.	
Special AD events and workshop logistics.	
Major Objectives	Delivery Date
Implement a fire, life and safety preventative maintenance program for all District offices	Ongoing
Work with BAHA and consultants on facility related projects in reference to shared space and services at 375 Beale Street.	Ongoing
Respond to emergency facility repair requests.	Ongoing
Oversee general contractors for the construction of offices and cubicles. Procure furniture and reconfigure cubicle spaces. Oversee electricians and plumbers.	Ongoing
Routine maintenance at offsite facilities: performing preventive and scheduled maintenance as well as maintenance performed in response to signs of wear and tear observed during planned maintenance activities.	Ongoing
Special Air District events and workshop logistics	Ongoing

		Audited Program Actuals 2021	Approved Program Budget 2022	Proposed Program Budget 2023	FTE/Dollar Change \$	Percent Change %
Number of Positions (FTE)		4.52	3.97	4.00	0.03	0.76%
Personnel Expenditures						
Permanent Salaries	51100	422,174	431,728	464,145	32,417	7.51%
Overtime Salaries	51150	25,426	20,000		(20,000)	(100.0)%
Temporary Salaries	51200					
Payroll Taxes	51300	6,512	6,103	6,518	415	6.8%
Pension Benefits	51400	88,167	100,351	109,773	9,422	9.4%
FICA Replacement Benefits	51500	4,686	7,570	7,817	247	3.3%
Group Insurance Benefits	51600	57,393	80,643	84,149	3,506	4.3%
Employee Transportation Subsidy	51700	4,223	5,721	5,942	221	3.9%
Workers' Compensation	51800	1,402	2,072	2,067	(5)	(0.2)%
Other Post Employment Benefits	51850	33,844	36,033	35,955	(78)	(0.2)%
Board Stipends	51900					
Total Personnel Expenditures		643,827	690,221	716,366	26,145	3.8%
Services & Supplies Expenditures						
Travel In-State	52200	2,187				
Travel Out-of-State	52220					
Training & Education	52300			2,000	2,000	
Repair & Maintenance (Equipment)	52400					
Communications	52500	5,809				
Building Maintenance	52600	254,463	575,000	575,000		
Utilities	52700	59,210	50,100	50,250	150	0.3%
Postage	52800					
Printing & Reproduction	52900		200	200		
Equipment Rental	53100		2,000	2,000		
Rents & Leases	53200	91,166	65,000	65,000		
Professional Services & Contracts	53300	268,122	225,000	550,250	325,250	144.6%
General Insurance	53400					
Shop & Field Supplies	53500	53	3,600	3,650	50	1.4%
Laboratory Supplies	53600					
Gasoline & Variable Fuel	53700					
Computer Hardware & Software	53800					
Stationery & Office Supplies	53900	219	1,000	1,000		
Books & Journals	54100					
Minor Office Equipment	54200	49,796		25,000	25,000	
Total Services & Supplies Expenditures		731,025	921,900	1,274,350	352,450	38.2%
Capital Expenditures						
Leasehold Improvements	60100	25,411				
Building & Grounds	60105					
Office Equipment	60110					
Computer & Network Equipment	60115					
Motorized Equipment	60120					
Lab & Monitoring Equipment	60125					
Communications Equipment	60130					
General Equipment	60135					
PM 2.5 Equipment	60140					
Biotech Equipment	60145					
Total Capital Expenditures		25,411				
Transfer In/Out		(43,320)				
Total Expenditures		1,356,943	1,612,121	1,990,716	378,595	23.48%

Managing Division:	
Administrative Resources Division	
Contact Person:	
Satnam Hundel	
Program Purpose:	
Maintenance and administration of the day to day incoming/outgoing mail and reproduction operations of the Air District.	
Description of Program:	
The day-to-day administrative operations include: sorting and distribution of incoming and outgoing mail, and processing reproduction requests.	
Justification of Change Request:	
Not Applicable	
Activities	
Process incoming and outgoing mail.	
Process reproduction requests, including document binding and package preparation.	
Prepare, reproduce and mail board packets, asbestos reports, permits, permit invoices, data update forms, and other materials as requested.	
Receive and deliver incoming packages and deliveries.	
Major Objectives	Delivery Date
Process incoming and outgoing mail as well as packages.	Ongoing
Process reproduction requests.	Ongoing

		Audited Program Actuals 2021	Approved Program Budget 2022	Proposed Program Budget 2023	FTE/Dollar Change \$	Percent Change %
Number of Positions (FTE)		1.03	1.03	1.08	0.05	4.85%
Personnel Expenditures						
Permanent Salaries	51100	224,309	183,960	197,612	13,652	7.42%
Overtime Salaries	51150	187				
Temporary Salaries	51200	16,855				
Payroll Taxes	51300	3,391	2,627	2,808	181	6.9%
Pension Benefits	51400	39,965	43,188	47,297	4,109	9.5%
FICA Replacement Benefits	51500	2,434	1,967	2,104	137	7.0%
Group Insurance Benefits	51600	29,908	21,844	23,751	1,907	8.7%
Employee Transportation Subsidy	51700	2,190	1,486	1,599	113	7.6%
Workers' Compensation	51800	733	538	556	18	3.3%
Other Post Employment Benefits	51850	17,147	9,361	9,676	315	3.4%
Board Stipends	51900					
Total Personnel Expenditures		337,119	264,971	285,403	20,432	7.7%
Services & Supplies Expenditures						
Travel In-State	52200					
Travel Out-of-State	52220					
Training & Education	52300		2,500	2,500		
Repair & Maintenance (Equipment)	52400					
Communications	52500	241,249	246,225	295,470	49,245	20.0%
Building Maintenance	52600					
Utilities	52700					
Postage	52800	41,849	38,475	65,000	26,525	68.9%
Printing & Reproduction	52900					
Equipment Rental	53100	56,052	65,000	105,000	40,000	61.5%
Rents & Leases	53200					
Professional Services & Contracts	53300	36,758	247,800	400,000	152,200	61.4%
General Insurance	53400					
Shop & Field Supplies	53500					
Laboratory Supplies	53600					
Gasoline & Variable Fuel	53700					
Computer Hardware & Software	53800					
Stationery & Office Supplies	53900					
Books & Journals	54100					
Minor Office Equipment	54200					
Total Services & Supplies Expenditures		375,908	600,000	867,970	267,970	44.7%
Capital Expenditures						
Leasehold Improvements	60100					
Building & Grounds	60105					
Office Equipment	60110					
Computer & Network Equipment	60115					
Motorized Equipment	60120					
Lab & Monitoring Equipment	60125					
Communications Equipment	60130					
General Equipment	60135					
PM 2.5 Equipment	60140					
Biotech Equipment	60145					
Total Capital Expenditures						
Transfer In/Out		(22,683)				
Total Expenditures		690,344	864,971	1,153,373	288,402	33.34%

Managing Division:	
Administrative Resources Division	
Contact Person:	
Maricela Martinez	
Program Purpose:	
This program will pay operating and maintenance costs associated with the Air District's office space located in Richmond, CA.	
Description of Program:	
This program will pay for the reconfiguring of the Headquarters East (Richmond) office and all costs associated with building maintenance of the facility, including shared costs associated with the Condominium Association. This year includes costs associated with building out Phase 2 and 3 of the Richmond Office.	
Justification of Change Request:	
Not Applicable	
Activities	
operating and maintenance costs associated with the Air District's office space located in Richmond, CA	
Major Objectives	Delivery Date
Reconfigure the Richmond Office (Headquarters East) with building out Phase 2 and 3 of the Richmond Office.	Ongoing

		Audited Program Actuals 2021	Approved Program Budget 2022	Proposed Program Budget 2023	FTE/Dollar Change \$	Percent Change %
Number of Positions (FTE)						
Personnel Expenditures						
Permanent Salaries	51100					
Overtime Salaries	51150					
Temporary Salaries	51200					
Payroll Taxes	51300					
Pension Benefits	51400					
FICA Replacement Benefits	51500					
Group Insurance Benefits	51600					
Employee Transportation Subsidy	51700					
Workers' Compensation	51800					
Other Post Employment Benefits	51850					
Board Stipends	51900					
Total Personnel Expenditures						
Services & Supplies Expenditures						
Travel In-State	52200					
Travel Out-of-State	52220					
Training & Education	52300					
Repair & Maintenance (Equipment)	52400					
Communications	52500					
Building Maintenance	52600	5,515		6,000	6,000	
Utilities	52700	91,276	11,000	56,000	45,000	409.1%
Postage	52800					
Printing & Reproduction	52900					
Equipment Rental	53100					
Rents & Leases	53200					
Professional Services & Contracts	53300	57,376	200,000	250,000	50,000	25.0%
General Insurance	53400					
Shop & Field Supplies	53500					
Laboratory Supplies	53600					
Gasoline & Variable Fuel	53700					
Computer Hardware & Software	53800					
Stationery & Office Supplies	53900					
Books & Journals	54100					
Minor Office Equipment	54200					
Non-Capital Assets	54600	11,822		1,000	1,000	
Total Services & Supplies Expenditures						
		165,989	211,000	313,000	102,000	48.3%
Capital Expenditures						
Leasehold Improvements	60100					
Building & Grounds	60105	145,544	500,000	500,000		
Office Equipment	60110					
Computer & Network Equipment	60115					
Motorized Equipment	60120					
Lab & Monitoring Equipment	60125					
Communications Equipment	60130					
General Equipment	60135					
PM 2.5 Equipment	60140					
Biotech Equipment	60145					
Total Capital Expenditures						
		145,544	500,000	500,000		
Transfer In/Out						
Total Expenditures						
		311,533	711,000	813,000	102,000	14.35%

Managing Division:	
Administrative Resources Division	
Contact Person:	
Satnam Hundel	
Program Purpose:	
Provide for the purchasing of equipment and supplies and the negotiating of service contracts.	
Description of Program:	
The purchasing section is responsible for the procurement of services, equipment and supplies. The section facilitates the administration of limited access license agreements, lease agreements, professional service contracts, and request for proposals/qualifications. The section is also responsible for the property management administration of various insurance policies, and the coordination of the disposal of surplus equipment.	
Justification of Change Request:	
Not Applicable	
Activities	
Process purchase order requests.	
Approve the purchase of necessary office supplies as requested by District personnel.	
Administer District service contracts and negotiate lease renewals.	
Process service requests on equipment under maintenance.	
Deliver requested office supplies.	
Negotiate best price on sale of surplus equipment.	
Manage District insurance policies	
Major Objectives	Delivery Date
Process purchase order requests.	Daily
Approve the purchase of necessary office supplies as requested by District personnel.	Ongoing
Administer District service contracts, leases, and limited access license agreements.	Ongoing

		Audited Program Actuals 2021	Approved Program Budget 2022	Proposed Program Budget 2023	FTE/Dollar Change \$	Percent Change %
Number of Positions (FTE)		2.03	2.00	2.00		
Personnel Expenditures						
Permanent Salaries	51100	219,107	218,052	258,340	40,288	18.48%
Overtime Salaries	51150	46	20,000		(20,000)	(100.0)%
Temporary Salaries	51200					
Payroll Taxes	51300	3,304	3,083	3,640	557	18.1%
Pension Benefits	51400	55,515	50,688	59,490	8,802	17.4%
FICA Replacement Benefits	51500	2,377	3,811	3,909	98	2.6%
Group Insurance Benefits	51600	29,148	34,445	35,567	1,122	3.3%
Employee Transportation Subsidy	51700	2,141	2,880	2,971	91	3.2%
Workers' Compensation	51800	709	1,043	1,034	(9)	(0.9)%
Other Post Employment Benefits	51850	17,397	18,141	17,978	(163)	(0.9)%
Board Stipends	51900					
Total Personnel Expenditures		329,744	352,143	382,929	30,786	8.7%
Services & Supplies Expenditures						
Travel In-State	52200					
Travel Out-of-State	52220					
Training & Education	52300		1,500	1,500		
Repair & Maintenance (Equipment)	52400					
Communications	52500					
Building Maintenance	52600					
Utilities	52700					
Postage	52800					
Printing & Reproduction	52900	370	44,164	75,400	31,236	70.7%
Equipment Rental	53100					
Rents & Leases	53200					
Professional Services & Contracts	53300					
General Insurance	53400	416,903	500,000	790,000	290,000	58.0%
Shop & Field Supplies	53500					
Laboratory Supplies	53600					
Gasoline & Variable Fuel	53700					
Computer Hardware & Software	53800					
Stationery & Office Supplies	53900	16,967	65,000	65,000		
Books & Journals	54100					
Minor Office Equipment	54200					
Total Services & Supplies Expenditures		434,240	610,664	931,900	321,236	52.6%
Capital Expenditures						
Leasehold Improvements	60100					
Building & Grounds	60105					
Office Equipment	60110					
Computer & Network Equipment	60115					
Motorized Equipment	60120					
Lab & Monitoring Equipment	60125					
Communications Equipment	60130					
General Equipment	60135					
PM 2.5 Equipment	60140					
Biotech Equipment	60145					
Total Capital Expenditures						
Transfer In/Out		(22,187)				
Total Expenditures		741,797	962,807	1,314,829	352,022	36.56%

Managing Division:	
Administrative Resources Division	
Contact Person:	
Maricela Martinez	
Program Purpose:	
This program will pay for sharing of limited business operations and technology functions between the Air District, Metropolitan Transportation Commission, and the Association of Bay Area Governments at 375 Beale Street. This program will also pay for the lease payments associated with the Air District's financing ownership interest of its portion of the facility.	
Description of Program:	
Shared services between the Air District, Metropolitan Transportation Commission and the Association of Bay Area Governments, including personnel and shared business operations, IT license and maintenance agreements required for a shared services component for the agencies and payments related to its lease payments through the issuance of a private placement of Certificate of Participation Notes (COPS) with the Bay Area Housing Authority.	
Justification of Change Request:	
The shared services component includes general services and technology functions: personnel, conference room scheduling, conference room set-up, video conferencing, webcasting, copy/print/mail production and distribution, shared fleet management, wellness center; email, calendaring, telephone systems, wireless network, internet connectivity, printing, electronic file storage, server rooms maintenance. Beginning in FYE 2019, the lease payments associated with paying down the COPS are being paid through this program.	
Activities	
Maintain service level agreements with partner agencies	
Maintain communication plan for building protocols	
Maintain and develop training materials for new technologies and services available at 375 Beale Street	
Maintain Shared Services Budget and Responsibilities	
Major Objectives	Delivery Date
Maintain service level agreements with partner agencies	Ongoing
Maintain communication plan for building protocols	Ongoing
Maintain and develop training materials for new technologies and services available at 375 Beale Street	Ongoing
Maintain Shared Services Budget and Responsibilities	Ongoing

	Audited Program Actuals 2021	Approved Program Budget 2022	Proposed Program Budget 2023	FTE/Dollar Change \$	Percent Change %
Number of Positions (FTE)					
Personnel Expenditures					
Permanent Salaries	51100				
Overtime Salaries	51150				
Temporary Salaries	51200				
Payroll Taxes	51300				
Pension Benefits	51400				
FICA Replacement Benefits	51500				
Group Insurance Benefits	51600				
Employee Transportation Subsidy	51700				
Workers' Compensation	51800				
Other Post Employment Benefits	51850				
Board Stipends	51900				
Total Personnel Expenditures					
Services & Supplies Expenditures					
Travel In-State	52200				
Travel Out-of-State	52220				
Training & Education	52300				
Repair & Maintenance (Equipment)	52400				
Communications	52500				
Building Maintenance	52600				
Utilities	52700	3,416	5,000	5,000	
Postage	52800				
Printing & Reproduction	52900				
Equipment Rental	53100				
Rents & Leases	53200	564,938	1,200,000		
Professional Services & Contracts	53300	2,348,224	2,600,000	3,005,000	405,000 15.6%
General Insurance	53400				
Shop & Field Supplies	53500				
Laboratory Supplies	53600				
Gasoline & Variable Fuel	53700				
Computer Hardware & Software	53800				
Stationery & Office Supplies	53900				
Books & Journals	54100				
Minor Office Equipment	54200				
Total Services & Supplies Expenditures	2,916,578	3,800,000	4,210,000	410,000	10.8%
Capital Expenditures					
Leasehold Improvements	60100				
Building & Grounds	60105				
Office Equipment	60110				
Computer & Network Equipment	60115				
Motorized Equipment	60120				
Lab & Monitoring Equipment	60125				
Communications Equipment	60130				
General Equipment	60135				
PM 2.5 Equipment	60140				
Biotech Equipment	60145				
Total Capital Expenditures					
Transfer In/Out					
Total Expenditures	2,916,578	3,800,000	4,210,000	410,000	10.79%

Managing Division:	
Administrative Resources Division	
Contact Person:	
Maricela Martinez	
Program Purpose:	
Fleet maintenance and inspection to ensure safe and reliable transportation.	
Description of Program:	
<p>The vehicle maintenance section includes the maintenance of the District's 135-vehicle fleet, vehicle financing, tracking and diagnostics fuel records of District vehicles. All vehicle maintenance is outsourced for service. As of FYE 2021/22, one-hundred and five (105) vehicles are leased from Enterprise Fleet Services on a Full Maintenance Program. One (3) Electric vehicle is leased from Nissan Motor Acceptance Corporation where routine services are covered by the vehicle warranty plan; one (3) Hydrogen Fuel Cell vehicle is leased from Anderson Honda Motors Co. Inc; and twenty-seven (23) vehicles are owned by the District and are included in the Enterprise Maintenance Management Program in which Enterprise assists the District in handling all scheduled and non-scheduled repairs. One (1) Diesel vehicle is owned by the District and is service at a local service shop.</p>	
Justification of Change Request:	
Not Applicable	
Activities	
Perform factory-recommended preventive and routine vehicle maintenance.	
Maintain service support for response to emergency calls within one hour.	
Manage insurance contracts on District vehicles; process damage claims.	
Train staff in new technology in vehicle maintenance, evaluation and repairs.	
Modify and maintain up-to-date vehicle maintenance procedures.	
Oversee Enterprise-leased vehicles maintenance appointments.	
Perform yearly smog checks and reports on District vehicles.	
Quarterly Fuel Reporting.	
Vehicle disposal and purchasing.	
Cost management and billing.	
Plan and prepare annual budget, expenditures and analyze all financial objectives	
Create/update fleet policy and procedures, to include vehicle assignment, personal use, replacement policy, accident reporting process, and other procedures	
Major Objectives	Delivery Date
Implement Telematics vehicle management system	Ongoing
Completion of yearly maintenance on all District vehicles.	Annually
Completion of annual smog check for District vehicles.	Annually
Reduce the District vehicles carbon foot print with alternative fuel options such as Hybrid Vehicles, Electric Vehicles (EVs), and Hydrogen Fuel Cell	Ongoing

		Audited Program Actuals 2021	Approved Program Budget 2022	Proposed Program Budget 2023	FTE/Dollar Change \$	Percent Change %
Number of Positions (FTE)		3.36	2.77	2.76	(0.01)	(0.36)%
Personnel Expenditures						
Permanent Salaries	51100	285,820	288,149	349,875	61,726	21.42%
Overtime Salaries	51150	2,708	25,000		(25,000)	(100.0)%
Temporary Salaries	51200					
Payroll Taxes	51300	4,267	4,069	4,927	858	21.1%
Pension Benefits	51400	56,812	66,898	79,580	12,682	19.0%
FICA Replacement Benefits	51500	3,084	5,287	5,387	100	1.9%
Group Insurance Benefits	51600	37,759	45,204	45,754	550	1.2%
Employee Transportation Subsidy	51700	2,778	3,995	4,094	99	2.5%
Workers' Compensation	51800	917	1,447	1,425	(22)	(1.5)%
Other Post Employment Benefits	51850	22,164	25,163	24,776	(387)	(1.5)%
Board Stipends	51900					
Total Personnel Expenditures		416,309	465,212	515,818	50,606	10.9%
Services & Supplies Expenditures						
Travel In-State	52200	8,631				
Travel Out-of-State	52220					
Training & Education	52300		3,000	3,000		
Repair & Maintenance (Equipment)	52400	76	25,000	25,000		
Communications	52500	1,465		1,000	1,000	
Building Maintenance	52600	4,008				
Utilities	52700					
Postage	52800					
Printing & Reproduction	52900					
Equipment Rental	53100					
Rents & Leases	53200	674,063	850,000	900,000	50,000	5.9%
Professional Services & Contracts	53300		12,500	50,000	37,500	300.0%
General Insurance	53400	2,500	57,500	57,500		
Shop & Field Supplies	53500	177		200	200	
Laboratory Supplies	53600					
Gasoline & Variable Fuel	53700	147,403	265,000	350,000	85,000	32.1%
Computer Hardware & Software	53800					
Stationery & Office Supplies	53900					
Books & Journals	54100					
Minor Office Equipment	54200					
Total Services & Supplies Expenditures		838,323	1,213,000	1,386,700	173,700	14.3%
Capital Expenditures						
Leasehold Improvements	60100					
Building & Grounds	60105					
Office Equipment	60110					
Computer & Network Equipment	60115					
Motorized Equipment	60120	46,566	50,000	50,000		
Lab & Monitoring Equipment	60125					
Communications Equipment	60130					
General Equipment	60135					
PM 2.5 Equipment	60140					
Biotech Equipment	60145					
Total Capital Expenditures		46,566	50,000	50,000		
Transfer In/Out		(27,561)				
Total Expenditures		1,273,637	1,728,212	1,952,518	224,306	12.98%

Legislative Office

The Legislative Office mission is to advocate for Air District policy and budget priorities at both the state and federal levels. The Legislative Office is responsible for tracking and developing positions on state and federal legislation and budget proposals, meeting with legislators and legislative staff about policy proposals and updating them on Air District activities, representing the Air District at legislative hearings, and interacting with stakeholder groups, state and local agencies, and members of the public. The Legislative Office works closely with other divisions within the Air District to help achieve the Air District's commitment to reducing air pollution in California and the Bay Area region by sharing information on current legislative policy and budget proposals that affect Air District programs and policies.

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Managing Division:	
Legislative Office	
Contact Person:	
Alan Abbs	
Program Purpose:	
State and Federal legislative advocacy.	
Description of Program:	
The Legislative Office advocates for Air District policy and budget priorities at the state and federal level. The Legislative Office interacts with legislators and staff, advocate and opposition stakeholders, state and local agencies, and members of the public.	
Justification of Change Request:	
This is a new program.	
Activities	
Legislative Advocacy	
Information sharing with Air District staff	
Outreach to Legislature on Air District activities	
Major Objectives	Delivery Date
Track and develop positions on state and federal legislation.	Bi-weekly
Meet with legislators and legislative staff about policy proposals.	Ongoing
Update legislators and staff on Air District activities.	Ongoing
Publish legislative newsletter.	Monthly
Track and develop positions on state and federal budget proposals.	Ongoing
Attend legislative hearings.	Ongoing
Staff Air District Legislative Committee meetings.	Monthly
Represent Air District at meetings with stakeholder groups.	Monthly
Staff other Air District Board and Committee meetings, as necessary.	Ongoing

Legislative Program

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	Audited Program Actuals 2021	Approved Program Budget 2022	Proposed Program Budget 2023	FTE/Dollar Change \$	Percent Change %
Number of Positions (FTE)		2.00	2.00		
Personnel Expenditures					
Permanent Salaries	51100	313,666	334,811	21,145	6.74%
Overtime Salaries	51150				
Temporary Salaries	51200				
Payroll Taxes	51300	4,546	4,938	392	8.6%
Pension Benefits	51400	73,483	74,671	1,188	1.6%
FICA Replacement Benefits	51500	3,811	3,909	98	2.6%
Group Insurance Benefits	51600	42,329	49,297	6,968	16.5%
Employee Transportation Subsidy	51700	2,880	2,971	91	3.2%
Workers' Compensation	51800	1,043	1,034	(9)	(0.9)%
Other Post Employment Benefits	51850	18,141	17,978	(163)	(0.9)%
Board Stipends	51900				
Total Personnel Expenditures		459,899	489,609	29,710	6.5%
Services & Supplies Expenditures					
Travel In-State	52200	3,000	3,250	250	8.3%
Travel Out-of-State	52220	3,450	3,750	300	8.7%
Training & Education	52300	750	2,500	1,750	233.3%
Repair & Maintenance (Equipment)	52400				
Communications	52500	2,000	2,000		
Building Maintenance	52600				
Utilities	52700				
Postage	52800				
Printing & Reproduction	52900				
Equipment Rental	53100				
Rents & Leases	53200				
Professional Services & Contracts	53300	121,200	121,200		
General Insurance	53400				
Shop & Field Supplies	53500				
Laboratory Supplies	53600				
Gasoline & Variable Fuel	53700				
Computer Hardware & Software	53800				
Stationery & Office Supplies	53900	250	250		
Books & Journals	54100	300	600	300	100.0%
Minor Office Equipment	54200				
Total Services & Supplies Expenditures		130,950	133,550	2,600	2.0%
Capital Expenditures					
Leasehold Improvements	60100				
Building & Grounds	60105				
Office Equipment	60110				
Computer & Network Equipment	60115				
Motorized Equipment	60120				
Lab & Monitoring Equipment	60125				
Communications Equipment	60130				
General Equipment	60135				
PM 2.5 Equipment	60140				
Biotech Equipment	60145				
Total Capital Expenditures					
Transfer In/Out					
Total Expenditures		590,849	623,159	32,310	5.47%

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Legal Services Division

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

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

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

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

Managing Division:	
Legal Services Division	
Contact Person:	
Adan Schwartz	
Program Purpose:	
To advise, counsel and assist the Board of Directors, the Executive Officer/APCO, and District staff on all legal matters related to the Air District's clean air mission and operations.	
Description of Program:	
The Air District Counsel provides a wide variety of legal services to the Board of Directors, the Executive Officer/APCO, Advisory Council, and District staff. Those services include advising and counseling on issues arising under Federal and State air pollution laws, the Brown Act, the California Environmental Quality Act (CEQA), the Public Records Act, and conflict of interest laws. Attorneys in the District Counsel's office prepare and review complex contracts, provide legal opinions and advice on rule development, and governmental and general law issues, such as enforcement, permitting and air quality planning matters. Work in the District Counsel's office also includes the development and implementation of legal policy documents for the District.	
Justification of Change Request:	
Not Applicable	
Activities	
Staff all Board of Director and Board Committee meetings and provide legal advice and direction, as necessary, at such meetings.	
Draft all necessary resolutions for adoption by the Board of Directors.	
Provide all legal opinions, reports and correspondence requested by the Board of Directors, the Advisory Council and the Executive Officer/APCO. Provide all legal opinions, reports and correspondence requested by the Board of Directors, the Advisory Council and the Executive Officer/APCO. Review and comment on all legislative proposals affecting the District. Provide legal advice and review of all rule adoptions and amendments including CEQA analysis. Staff all meetings with District staff, members of the public, representatives of other public agencies, environmental groups, industry, the press and legislative representatives involving District permitting, rule development or enforcement. Provide legal advice, direction and contract drafting to administration of TFCA. Advise and assist the Executive Officer/APCO and District staff in legal matters involving contracts, the Public Records Act, conflicts of interest, leases and copyrights. Provide all staff support functions associated with the above activities. Advise Air District staff and the Board of Directors on all issues related to the Federal Clean Air Act, California Clean Air Act and associated State and Federal regulations.	
Provide all legal opinions, reports and correspondence requested by the Board of Directors, the Advisory Council and the Executive Officer/APCO.	
Review and comment on all legislative proposals affecting the District.	
Provide legal advice and review of all rule adoptions and amendments including CEQA analysis.	
Staff all meetings with District staff, members of the public, representatives of other public agencies, environmental groups, industry, the press and legislative representatives involving District permitting, rule development or enforcement.	
Provide legal advice, direction and contract drafting to administration of TFCA.	
Advise and assist the Executive Officer/APCO and District staff in legal matters involving contracts, the Public Records Act, conflicts of interest, leases and copyrights.	
Provide all staff support functions associated with the above activities.	
Advise Air District staff and the Board of Directors on all issues related to the Federal Clean Air Act, California Clean Air Act and associated State and Federal regulations.	
Major Objectives	Delivery Date
Not Applicable	Ongoing

		Audited Program Actuals 2021	Approved Program Budget 2022	Proposed Program Budget 2023	FTE/Dollar Change \$	Percent Change %
Number of Positions (FTE)		8.00	10.00	10.00		
Personnel Expenditures						
Permanent Salaries	51100	1,649,228	1,541,621	1,964,311	422,690	27.4%
Overtime Salaries	51150	7,617				
Temporary Salaries	51200					
Payroll Taxes	51300	24,825	23,038	29,557	6,519	28.3%
Pension Benefits	51400	348,024	362,274	460,191	97,917	27.0%
FICA Replacement Benefits	51500	17,946	15,457	19,178	3,721	24.1%
Group Insurance Benefits	51600	219,714	148,170	207,390	59,220	40.0%
Employee Transportation Subsidy	51700	16,194	11,680	14,577	2,897	24.8%
Workers' Compensation	51800	5,334	4,230	5,072	842	19.9%
Other Post Employment Benefits	51850	132,552	73,573	88,208	14,635	19.9%
Board Stipends	51900					
Total Personnel Expenditures		2,421,434	2,180,043	2,788,484	608,441	27.9%
Services & Supplies Expenditures						
Travel In-State	52200	3,387	3,000	3,000		
Travel Out-of-State	52220		4,000	4,000		
Training & Education	52300	5,980	6,500	6,500		
Repair & Maintenance (Equipment)	52400					
Communications	52500	3,066	5,000	5,000		
Building Maintenance	52600					
Utilities	52700					
Postage	52800					
Printing & Reproduction	52900		4,000	4,000		
Equipment Rental	53100					
Rents & Leases	53200					
Professional Services & Contracts	53300	35,942	44,000	54,000	10,000	22.7%
General Insurance	53400					
Shop & Field Supplies	53500					
Laboratory Supplies	53600					
Gasoline & Variable Fuel	53700					
Computer Hardware & Software	53800					
Stationery & Office Supplies	53900	208	1,000	1,000		
Books & Journals	54100	44,569	40,000	45,000	5,000	12.5%
Minor Office Equipment	54200					
Total Services & Supplies Expenditures		93,152	107,500	122,500	15,000	14.0%
Capital Expenditures						
Leasehold Improvements	60100					
Building & Grounds	60105					
Office Equipment	60110					
Computer & Network Equipment	60115					
Motorized Equipment	60120					
Lab & Monitoring Equipment	60125					
Communications Equipment	60130					
General Equipment	60135					
PM 2.5 Equipment	60140					
Total Capital Expenditures						
Transfer In/Out		(149,014)				
Total Expenditures		2,365,572	2,287,543	2,910,984	623,441	27.3%

Managing Division:	
Legal Services Division	
Contact Person:	
Adan Schwartz	
Program Purpose:	
To represent the Air District in all proceedings involving variances, orders of abatement, permit appeals and permit revocations before the Air District's Hearing Board.	
Description of Program:	
The Air District Counsel provides all necessary legal representation and counsel for the District in variance, order of abatement, permit appeal and permit revocation actions before the Air District's Hearing Board. Permit holders may seek variance relief from the Hearing Board when they are unable to meet a District rule or permit requirement as long as state law requirements are met. The District may seek orders of abatement against facilities for on-going violations, or seek to revoke those facilities' permits. The Air District Counsel also represents the District in appeals by applicants or third parties to permit, emission reduction credit, and interchangeable emission reduction credit decisions made by the District. In addition, the Air District Counsel works with the Hearing Board's members and staff to improve the Hearing Board's rules and procedures.	
Justification of Change Request:	
Not Applicable	
Activities	
Review and advise Air District staff regarding the legal and factual sufficiency of variance requests.	
Prepare and/or review all required written correspondence, pleadings and orders.	
Represent the Air District in all Hearing Board matters, including preparing all written submissions for these cases.	
Prepare Air District witnesses for hearings.	
Provide staff support functions associated with the above activities.	
Major Objectives	Delivery Date
Not applicable.	Ongoing

		Audited Program Actuals 2021	Approved Program Budget 2022	Proposed Program Budget 2023	FTE/Dollar Change \$	Percent Change %
Number of Positions (FTE)		0.17	0.05	0.15	0.10	200.0%
Personnel Expenditures						
Permanent Salaries	51100	29,814	8,958	24,059	15,101	168.6%
Overtime Salaries	51150					
Temporary Salaries	51200					
Payroll Taxes	51300	382	128	341	213	166.4%
Pension Benefits	51400	2,873	2,104	5,361	3,257	154.8%
FICA Replacement Benefits	51500	244	93	293	200	215.1%
Group Insurance Benefits	51600	3,095	1,129	2,731	1,602	141.9%
Employee Transportation Subsidy	51700	218	70	223	153	218.6%
Workers' Compensation	51800	96	25	78	53	212.0%
Other Post Employment Benefits	51850	1,474	442	1,348	906	205.0%
Board Stipends	51900					
Total Personnel Expenditures		38,196	12,949	34,434	21,485	165.9%
Services & Supplies Expenditures						
Travel In-State	52200					
Travel Out-of-State	52220					
Training & Education	52300					
Repair & Maintenance (Equipment)	52400					
Communications	52500					
Building Maintenance	52600					
Utilities	52700					
Postage	52800					
Printing & Reproduction	52900					
Equipment Rental	53100					
Rents & Leases	53200					
Professional Services & Contracts	53300					
General Insurance	53400					
Shop & Field Supplies	53500					
Laboratory Supplies	53600					
Gasoline & Variable Fuel	53700					
Computer Hardware & Software	53800					
Stationery & Office Supplies	53900					
Books & Journals	54100					
Minor Office Equipment	54200					
Capital Expenditures						
Leasehold Improvements	60100					
Building & Grounds	60105					
Office Equipment	60110					
Computer & Network Equipment	60115					
Motorized Equipment	60120					
Lab & Monitoring Equipment	60125					
Communications Equipment	60130					
General Equipment	60135					
PM 2.5 Equipment	60140					
Biotech Equipment	60145					
Total Capital Expenditures						
Transfer In/Out						
Total Expenditures		38,196	12,949	34,434	21,485	165.9%

Managing Division:	
Legal Services Division	
Contact Person:	
Adan Schwartz	
Program Purpose:	
To remove the economic benefit from, and provide a credible and effective deterrence to, violations of Air District Rules by reaching settlements or pursuing penalty enforcement actions fairly and consistently.	
Description of Program:	
The Air District Counsel, in cooperation with the Enforcement and Compliance Division, enforces the Air District's rules by reaching informal settlements through the Mutual Settlement Program, by pursuing administrative enforcement actions (orders of abatement and revocation of permits), by filing and prosecuting civil penalty actions, or by referring cases to other agencies for consideration of civil or criminal enforcement actions within those agencies' jurisdiction.	
Justification of Change Request:	
Not Applicable	
Activities	
Administer Mutual Settlement Program.	
Pursue Small Claims Court actions to collect civil penalties.	
Provide full time clerical staff support for this program.	
Prepare witnesses and documentary evidence for administrative hearings and civil litigation associated with actions to recover civil penalties.	
Meet and confer with District staff and defendants to discuss settlement or to advance litigation.	
Represent the District in all court hearings, settlement conferences and civil discovery.	
Coordinate the referral of cases for civil and criminal prosecution to District Attorney offices and other agencies with jurisdiction over air quality issues.	
Prepare all correspondence and prepare and file all pleadings in civil and administrative actions.	
Settle or pursue enforcement actions on all Notices of Violation (NOVs).	
Major Objectives	Delivery Date
Not applicable.	Ongoing

Penalties Enforcement & Settlement

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		Audited Program Actuals	Approved Program Budget	Proposed Program Budget	FTE/Dollar Change	Percent Change
		2021	2022	2023	\$	%
Number of Positions (FTE)		4.58	5.27	5.18	(0.09)	(1.7)%
Personnel Expenditures						
Permanent Salaries	51100	630,117	743,340	814,158	70,818	9.5%
Overtime Salaries	51150	178				
Temporary Salaries	51200					
Payroll Taxes	51300	9,536	10,570	11,562	992	9.4%
Pension Benefits	51400	137,097	173,797	186,992	13,195	7.6%
FICA Replacement Benefits	51500	6,923	10,051	10,114	63	0.6%
Group Insurance Benefits	51600	84,426	91,424	89,315	(2,109)	(2.3)%
Employee Transportation Subsidy	51700	6,249	7,596	7,688	92	1.2%
Workers' Compensation	51800	2,038	2,751	2,675	(76)	(2.8)%
Other Post Employment Benefits	51850	52,659	47,844	46,519	(1,325)	(2.8)%
Board Stipends	51900					
Total Personnel Expenditures		929,223	1,087,373	1,169,023	81,650	7.5%
Services & Supplies Expenditures						
Travel In-State	52200		2,800	2,800		
Travel Out-of-State	52220					
Training & Education	52300		2,000	2,000		
Repair & Maintenance (Equipment)	52400					
Communications	52500					
Building Maintenance	52600					
Utilities	52700					
Postage	52800					
Printing & Reproduction	52900					
Equipment Rental	53100					
Rents & Leases	53200					
Professional Services & Contracts	53300					
General Insurance	53400					
Shop & Field Supplies	53500					
Laboratory Supplies	53600					
Gasoline & Variable Fuel	53700					
Computer Hardware & Software	53800					
Stationery & Office Supplies	53900					
Books & Journals	54100		1,000	1,000		
Minor Office Equipment	54200					
Total Services & Supplies Expenditures			5,800	5,800		
Capital Expenditures						
Leasehold Improvements	60100					
Building & Grounds	60105					
Office Equipment	60110					
Computer & Network Equipment	60115					
Motorized Equipment	60120					
Lab & Monitoring Equipment	60125					
Communications Equipment	60130					
General Equipment	60135					
PM 2.5 Equipment	60140					
Biotech Equipment	60145					
Total Capital Expenditures						
Transfer In/Out						
Total Expenditures		929,223	1,093,173	1,174,823	81,650	7.5%

Managing Division:	
Legal Services Division	
Contact Person:	
Adan Schwartz	
Program Purpose:	
To represent and oversee the Air District representation in State and Federal courts.	
Description of Program:	
Individuals, corporations and organizations may sue the Air District in State or Federal court over District actions; 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:	
Not Applicable	
Activities	
Represent Air District in State court actions.	
Represent Air District in Federal court actions.	
Provide litigation status reports to Air District Board of Directors.	
Legal research for litigation matters.	
Monitor and direct activities of outside counsel in general litigation and specialized legal areas such as labor law, employment law and tort actions.	
Provide clerical support for litigation matters.	
Major Objectives	Delivery Date
Not Applicable	Ongoing

		Audited Program Actuals 2021	Approved Program Budget 2022	Proposed Program Budget 2023	FTE/Dollar Change \$	Percent Change %
Number of Positions (FTE)		0.45	0.56	0.46	(0.10)	(17.9)%
Personnel Expenditures						
Permanent Salaries	51100	93,535	126,160	88,490	(37,670)	(29.9)%
Overtime Salaries	51150					
Temporary Salaries	51200					
Payroll Taxes	51300	1,451	1,947	1,278	(669)	(34.4)%
Pension Benefits	51400	25,833	29,715	20,760	(8,955)	(30.1)%
FICA Replacement Benefits	51500	1,063	1,066	905	(161)	(15.1)%
Group Insurance Benefits	51600	12,856	14,383	10,704	(3,679)	(25.6)%
Employee Transportation Subsidy	51700	961	806	688	(118)	(14.6)%
Workers' Compensation	51800	303	292	239	(53)	(18.2)%
Other Post Employment Benefits	51850	8,385	5,074	4,163	(911)	(18.0)%
Board Stipends	51900					
Total Personnel Expenditures		144,387	179,443	127,227	(52,216)	(29.1)%
Services & Supplies Expenditures						
Travel In-State	52200	36				
Travel Out-of-State	52220					
Training & Education	52300		3,000	3,000		
Repair & Maintenance (Equipment)	52400					
Communications	52500					
Building Maintenance	52600					
Utilities	52700					
Postage	52800	16	2,300	2,000	(300)	(13.0)%
Printing & Reproduction	52900					
Equipment Rental	53100					
Rents & Leases	53200					
Professional Services & Contracts	53300	437,606	235,000	235,000		
General Insurance	53400					
Shop & Field Supplies	53500					
Laboratory Supplies	53600					
Gasoline & Variable Fuel	53700					
Computer Hardware & Software	53800					
Stationery & Office Supplies	53900					
Books & Journals	54100		4,000	4,000		
Minor Office Equipment	54200	568	3,000	3,000		
Total Services & Supplies Expenditures		438,226	247,300	247,000	(300)	(0.1)%
Capital Expenditures						
Leasehold Improvements	60100					
Building & Grounds	60105					
Office Equipment	60110					
Computer & Network Equipment	60115					
Motorized Equipment	60120					
Lab & Monitoring Equipment	60125					
Communications Equipment	60130					
General Equipment	60135					
PM 2.5 Equipment	60140					
Biotech Equipment	60145					
Total Capital Expenditures						
Transfer In/Out						
Total Expenditures		582,613	426,743	374,227	(52,516)	(12.3)%

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Communications Office

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

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

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

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

		Audited Program Actuals	Approved Program Budget	Proposed Program Budget	FTE/Dollar Change	Percent Change
		2021	2022	2023	\$	%
Number of Positions (FTE)		7.88	3.91	6.48	2.57	65.7%
Personnel Expenditures						
Permanent Salaries	51100	890,185	496,369	863,334	366,965	73.9%
Overtime Salaries	51150	12,407	7,000	7,000		
Temporary Salaries	51200					
Payroll Taxes	51300	13,413	7,043	12,210	5,167	73.4%
Pension Benefits	51400	177,100	115,805	200,888	85,083	73.5%
FICA Replacement Benefits	51500	9,629	7,444	12,668	5,224	70.2%
Group Insurance Benefits	51600	117,895	63,830	118,290	54,460	85.3%
Employee Transportation Subsidy	51700	8,671	5,625	9,628	4,003	71.2%
Workers' Compensation	51800	2,906	2,037	3,350	1,313	64.5%
Other Post Employment Benefits	51850	69,896	35,430	58,262	22,832	64.4%
Board Stipends	51900					
Total Personnel Expenditures		1,302,102	740,583	1,285,630	545,047	73.6%
Services & Supplies Expenditures						
Travel In-State	52200	686	14,000	14,000		
Travel Out-of-State	52220		6,000	6,000		
Training & Education	52300	5,058	21,500	21,500		
Repair & Maintenance (Equipment)	52400					
Communications	52500	9,205	47,000	47,000		
Building Maintenance	52600					
Utilities	52700					
Postage	52800		4,000	4,000		
Printing & Reproduction	52900	19,003	42,500	42,500		
Equipment Rental	53100					
Rents & Leases	53200					
Professional Services & Contracts	53300	289,543	441,000	482,750	41,750	9.5%
General Insurance	53400					
Shop & Field Supplies	53500		500	500		
Laboratory Supplies	53600					
Gasoline & Variable Fuel	53700					
Computer Hardware & Software	53800	1,803	11,000	11,000		
Stationery & Office Supplies	53900	3,258	4,000	4,000		
Books & Journals	54100					
Minor Office Equipment	54200		1,000	1,000		
Total Services & Supplies Expenditures		328,556	592,500	634,250	41,750	7.0%
Capital Expenditures						
Leasehold Improvements	60100					
Building & Grounds	60105					
Office Equipment	60110					
Computer & Network Equipment	60115					
Motorized Equipment	60120					
Lab & Monitoring Equipment	60125					
Communications Equipment	60130					
General Equipment	60135					
PM 2.5 Equipment	60140					
Biotech Equipment	60145					
Total Capital Expenditures						
Transfer In/Out		(58,624)				
Total Expenditures		1,572,034	1,333,083	1,919,880	586,797	44.0%

Managing Division:	
Communications Office	
Contact Person:	
Kristina Chu	
Program Purpose:	
The Spare the Air winter program informs the public about the Wood Burning Rule, the health impacts of wood smoke pollution and alternative, cleaner forms of heat and change-out incentives.	
Description of Program:	
The Wood Burning Rule was passed in 2008 and wood burning is banned when a Spare the Air Alert is called for fine particulate pollution. The Spare the Air winter campaign informs the public about the health impacts of wood smoke both inside and outside the home. A seasonal messaging/advertising campaign is developed and delivered to the public through regional advertising, media outreach, neighborhood events and through seasonal door-to-door outreach and survey campaign.	
Justification of Change Request:	
No change.	
Activities	
Develop and disseminate a Spare the Air winter campaign to inform the public about the health impacts of wood smoke.	
Prepare and issue media releases, respond to media inquiries and plan media events/deskside & editorial board visits.	
Conduct public opinion surveys to evaluate program and measure behavior change.	
Manage and update the baaqmd.gov and sparetheairnow.org websites as well as social media sites including Twitter, Linked In, Pinterest and Facebook.	
Manage notification methods for Spare the Air Alerts, including automated phone alerts, text and email alerts, online banners, iPhone/Android app and widget.	
Deliver public outreach, advertising and media relations campaigns.	
Provide public outreach at community events throughout the Bay Area.	
Door to door outreach/surveys	
Provide overview of campaign to Executive Committee and Board of Directors.	
Provide outreach to local government leaders and community organizations and the general public about the Spare the Air winter program.	
Promote cleaner heating options and available incentives.	
Major Objectives	Delivery Date
Media outreach for Spare the Air winter.	Ongoing
Launch Spare the Air winter season.	November 2022
Execute and evaluate Spare the Air winter season public outreach campaign.	June 2023
Develop video podcasts, video news releases / statements, displays and infographics for Spare the Air winter programs / events.	Ongoing
Respond to public inquiries, provide informational speeches and presentations.	Ongoing
Update website alerts and Spare the Air app.	Ongoing
Monitor and measure campaign effectiveness via public opinion surveys.	March 2023
Develop Spare the Air winter season summary.	April 2023
Issue Alert advisories when air quality is forecast to reach unhealthy levels.	Ongoing
Provide information about the health impacts of wood smoke to the public, community organizations and local government leaders.	Ongoing

Intermittent Control

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		Audited Program Actuals 2021	Approved Program Budget 2022	Proposed Program Budget 2023	FTE/Dollar Change \$	Percent Change %
Number of Positions (FTE)		0.77	2.92	0.80	(2.12)	(72.6)%
Personnel Expenditures						
Permanent Salaries	51100	84,758	349,558	100,716	(248,842)	(71.2)%
Overtime Salaries	51150	1,884				
Temporary Salaries	51200					
Payroll Taxes	51300	1,286	4,953	1,418	(3,535)	(71.4)%
Pension Benefits	51400	20,694	81,443	23,415	(58,028)	(71.2)%
FICA Replacement Benefits	51500	961	5,565	1,569	(3,996)	(71.8)%
Group Insurance Benefits	51600	11,746	51,547	14,513	(37,034)	(71.8)%
Employee Transportation Subsidy	51700	868	4,205	1,193	(3,012)	(71.6)%
Workers' Compensation	51800	274	1,523	415	(1,108)	(72.8)%
Other Post Employment Benefits	51850	9,308	26,487	7,218	(19,269)	(72.7)%
Board Stipends	51900					
Total Personnel Expenditures		131,779	525,281	150,457	(374,824)	(71.4)%
Services & Supplies Expenditures						
Travel In-State	52200					
Travel Out-of-State	52220					
Training & Education	52300					
Repair & Maintenance (Equipment)	52400					
Communications	52500					
Building Maintenance	52600					
Utilities	52700					
Postage	52800					
Printing & Reproduction	52900					
Equipment Rental	53100					
Rents & Leases	53200					
Professional Services & Contracts	53300	1,202,923	1,125,000	1,125,000		
General Insurance	53400					
Shop & Field Supplies	53500					
Laboratory Supplies	53600					
Gasoline & Variable Fuel	53700					
Computer Hardware & Software	53800					
Stationery & Office Supplies	53900					
Books & Journals	54100					
Minor Office Equipment	54200					
Total Services & Supplies Expenditures		1,202,923	1,125,000	1,125,000		
Capital Expenditures						
Leasehold Improvements	60100					
Building & Grounds	60105					
Office Equipment	60110					
Computer & Network Equipment	60115					
Motorized Equipment	60120					
Lab & Monitoring Equipment	60125					
Communications Equipment	60130					
General Equipment	60135					
PM 2.5 Equipment	60140					
Biotech Equipment	60145					
Total Capital Expenditures						
Transfer In/Out						
Total Expenditures		1,334,702	1,650,281	1,275,457	(374,824)	(22.7)%

Managing Division:	
Communications Office	
Contact Person:	
Kristina Chu	
Program Purpose:	
The Spare the Air program encourages the public to reduce their driving, a major source of Bay Area air pollution, and promotes the use of public transit, biking, walking, carpooling, trip reduction and other behavior changes that reduce pollution from transportation sources.	
Description of Program:	
The Spare the Air Program provides health alerts and informs Bay Area residents about air pollution and encourages them to reduce single occupancy driving, especially during their commute to and from work, to improve air quality. The Spare the Air program will also help to promote the Commuter Benefits Program which supports the overall goal of reducing the number of vehicles on Bay Area roads.	
When air quality is forecast to be unhealthy, the Air District issues Spare the Air Alerts. Outreach to the public is conducted through an advertising and media relations campaign as well as through social media sites such as Twitter and Facebook.	
Justification of Change Request:	
No change.	
Activities	
Conduct campaign to educate the public about individual choices to reduce air pollution.	
Prepare and issue media releases, respond to media inquiries and plan media events.	
Conduct public opinion surveys to evaluate program and measure behavior change.	
Manage, re-design and update website landing pages and provide regular updates, measurements and responses for social media sites such as Twitter, Pinterest and Facebook.	
Provide public outreach at community events throughout the Bay Area.	
Notify the public of Spare the Air Alerts through AirAlerts, text alerts, the media, sparettheair.org, baaqmd.gov, the iPhone/Android app and social media sites.	
Manage public outreach campaigns for advertising, social media and media relations.	
Provide overview of campaign to Administrative Committee and Board of Directors.	
Major Objectives	Delivery Date
Develop the Spare the Air campaign.	Ongoing
Launch Spare the Air summer season.	Ongoing
Monitor and measure campaign effectiveness via public opinion surveys.	October 2022
Manage the Spare the Air advertising, media relations and social media campaign.	Ongoing
Promote Spare the Air at public events.	Ongoing
Develop videos, news releases / statements, displays and infographics for Spare the Air program / events.	Ongoing

		Audited Program Actuals 2021	Approved Program Budget 2022	Proposed Program Budget 2023	FTE/Dollar Change \$	Percent Change %
Number of Positions (FTE)						
Personnel Expenditures						
Permanent Salaries	51100	745				
Overtime Salaries	51150					
Temporary Salaries	51200					
Payroll Taxes	51300	11				
Pension Benefits	51400	249				
FICA Replacement Benefits	51500	9				
Group Insurance Benefits	51600	108				
Employee Transportation Subsidy	51700	8				
Workers' Compensation	51800	2				
Other Post Employment Benefits	51850	83				
Board Stipends	51900					
Total Personnel Expenditures		1,215				
Services & Supplies Expenditures						
Travel In-State	52200					
Travel Out-of-State	52220					
Training & Education	52300					
Repair & Maintenance (Equipment)	52400					
Communications	52500					
Building Maintenance	52600					
Utilities	52700					
Postage	52800					
Printing & Reproduction	52900					
Equipment Rental	53100					
Rents & Leases	53200					
Professional Services & Contracts	53300	1,176,610	1,000,000	1,000,000		
General Insurance	53400					
Shop & Field Supplies	53500					
Laboratory Supplies	53600					
Gasoline & Variable Fuel	53700					
Computer Hardware & Software	53800					
Stationery & Office Supplies	53900					
Books & Journals	54100					
Minor Office Equipment	54200					
Total Services & Supplies Expenditures		1,176,610	1,000,000	1,000,000		
Capital Expenditures						
Leasehold Improvements	60100					
Building & Grounds	60105					
Office Equipment	60110					
Computer & Network Equipment	60115					
Motorized Equipment	60120					
Lab & Monitoring Equipment	60125					
Communications Equipment	60130					
General Equipment	60135					
PM 2.5 Equipment	60140					
Biotech Equipment	60145					
Total Capital Expenditures						
Transfer In/Out						
Total Expenditures		1,177,825	1,000,000	1,000,000		

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Technology Implementation Office

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

Managing Division:	
Technology Implementation Office	
Contact Person:	
Derrick Tang	
Program Purpose:	
The Air District's Climate Investments program advances emerging and cost-effective solutions to achieve greenhouse gas emissions reduction. The program's goal is to support the 2017 Clean Air Plan goal of a carbon-free Bay Area by 2050 and mainstream technologies so they can be scaled up throughout and beyond the Bay Area.	
Description of Program:	
The Climate Tech Finance program increases access to capital for entrepreneurs and public agencies to develop and adopt technologies that reduce greenhouse gases. The Clean Air Centers program establishes a network of publicly accessible facilities with high-end air filtration for use during smoke events in communities most impacted by those events.	
Justification of Change Request:	
Not Applicable	
Activities	
Oversee loan and loan guarantee partnership and projects.	
Perform evaluations of climate technologies.	
Identify technologies and customers and provide technical support and financing to implement technologies.	
Convene stakeholders for technology matchmaking and peer-to-peer information exchanges.	
Implement grant program to fund the purchase of air filtration units for publicly accessible Clean Air Centers.	
Major Objectives	Delivery Date
1. Provide loans and loan guarantees for implementing new technologies.	Ongoing
2. Expand partnerships to offer enhanced climate loan services statewide.	December 2022
3. Launch, implement, and maintain Clean Air Centers grant program.	June 2023

		Audited Program Actuals 2021	Approved Program Budget 2022	Proposed Program Budget 2023	FTE/Dollar Change \$	Percent Change %
Number of Positions (FTE)		3.29	2.26	3.12	0.86	38.1%
Personnel Expenditures						
Permanent Salaries	51100	362,877	311,043	441,447	130,404	41.9%
Overtime Salaries	51150	434	25,000	25,000		
Temporary Salaries	51200		75,000	75,000		
Payroll Taxes	51300	5,500	4,421	6,250	1,829	41.4%
Pension Benefits	51400	80,802	72,691	98,326	25,635	35.3%
FICA Replacement Benefits	51500	3,905	4,300	6,101	1,801	41.9%
Group Insurance Benefits	51600	47,724	46,963	66,341	19,378	41.3%
Employee Transportation Subsidy	51700	3,521	3,250	4,637	1,387	42.7%
Workers' Compensation	51800	1,174	1,177	1,614	437	37.1%
Other Post Employment Benefits	51850	27,606	20,470	28,061	7,591	37.1%
Board Stipends	51900					
Total Personnel Expenditures		533,543	564,315	752,777	188,462	33.4%
Services & Supplies Expenditures						
Travel In-State	52200	35	2,300	2,300		
Travel Out-of-State	52220		3,000	3,000		
Training & Education	52300	65	6,000	6,000		
Repair & Maintenance (Equipment)	52400					
Communications	52500	1,225	1,500	1,500		
Building Maintenance	52600					
Utilities	52700					
Postage	52800					
Printing & Reproduction	52900					
Equipment Rental	53100					
Rents & Leases	53200					
Professional Services & Contracts	53300	143,429	165,000	250,000	85,000	51.5%
General Insurance	53400					
Shop & Field Supplies	53500					
Laboratory Supplies	53600					
Gasoline & Variable Fuel	53700					
Computer Hardware & Software	53800		3,000	3,000		
Stationery & Office Supplies	53900		400	400		
Books & Journals	54100					
Minor Office Equipment	54200					
Total Services & Supplies Expenditures		144,754	181,200	266,200	85,000	46.9%
Capital Expenditures						
Leasehold Improvements	60100					
Building & Grounds	60105					
Office Equipment	60110					
Computer & Network Equipment	60115					
Motorized Equipment	60120					
Lab & Monitoring Equipment	60125					
Communications Equipment	60130					
General Equipment	60135					
PM 2.5 Equipment	60140					
Total Capital Expenditures						
Transfer In/Out						
Total Expenditures		678,297	745,515	1,018,977	273,462	36.7%

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Strategic Incentives Division

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

Managing Division:	
Strategic Incentives Division	
Contact Person:	
Alona Davis	
Program Purpose:	
Administer funding for grant programs related to non-mobile sources.	
Description of Program:	
In 2022, the Air District will implement a program that will provide incentive funding to reduce particulate matter from wood-burning devices in residential homes. The program is funded by a US Environmental Protection Agency (EPA) Targeted Airshed Grant award and funding from the Air District's General Fund as match. On January 20, 2021, the Air District Board of Directors, authorized the District to accept, obligate, and expend up to \$2,120,345 in funding from the US EPA and allocated up to \$500,000 of General Fund from Designated Reserves as match funding. The funding will be awarded on a first-come first-serve basis and is anticipated to have a program duration of two to five years.	
Justification of Change Request:	
Not Applicable	
Activities	
Develop guidelines and policies & procedures for the administration of the woodsmoke reduction program.	
Contract with vendors that wish to participate in the low-income voucher program.	
Conduct workshops and outreach.	
Review and evaluate applications for eligibility with program requirements, and recommend projects to be awarded.	
Prepare and execute contracts and vouchers for projects awarded.	
Monitor status and performance of projects, and conduct inspections.	
Prepare technical, financial, and staff reports.	
Conduct program development for each solicitation cycle	
Major Objectives	Delivery Date
Update online grants management system.	July 2022
Open solicitation for first round of woodsmoke program.	July 2022
Submit quarterly reports and other required reports to funding source (EPA).	Ongoing
Contract with vendors that wish to participate in the low-income voucher program.	December 2022

Non-Mobile Source Grant Programs

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	Audited Program Actuals 2021	Approved Program Budget 2022	Proposed Program Budget 2023	FTE/Dollar Change \$	Percent Change %
Number of Positions (FTE)		0.49	0.43	(0.06)	(12.24)%
Personnel Expenditures					
Permanent Salaries	51100	65,097	60,073	(5,024)	(7.72)%
Overtime Salaries	51150				
Temporary Salaries	51200				
Payroll Taxes	51300	929	854	(75)	(8.1)%
Pension Benefits	51400	15,202	13,594	(1,608)	(10.6)%
FICA Replacement Benefits	51500	934	840	(94)	(10.1)%
Group Insurance Benefits	51600	9,976	8,405	(1,571)	(15.7)%
Employee Transportation Subsidy	51700	706	639	(67)	(9.5)%
Workers' Compensation	51800	256	222	(34)	(13.3)%
Other Post Employment Benefits	51850	4,444	3,865	(579)	(13.0)%
Board Stipends	51900				
Total Personnel Expenditures		97,544	88,492	(9,052)	(9.3)%
Services & Supplies Expenditures					
Travel In-State	52200				
Travel Out-of-State	52220				
Training & Education	52300				
Repair & Maintenance (Equipment)	52400				
Communications	52500				
Building Maintenance	52600				
Utilities	52700				
Postage	52800				
Printing & Reproduction	52900				
Equipment Rental	53100				
Rents & Leases	53200				
Professional Services & Contracts	53300	50,000	50,000		
General Insurance	53400				
Shop & Field Supplies	53500				
Laboratory Supplies	53600				
Gasoline & Variable Fuel	53700				
Computer Hardware & Software	53800				
Stationery & Office Supplies	53900				
Books & Journals	54100				
Minor Office Equipment	54200				
Total Services & Supplies Expenditures		50,000	50,000		
Capital Expenditures					
Leasehold Improvements	60100				
Building & Grounds	60105				
Office Equipment	60110				
Computer & Network Equipment	60115				
Motorized Equipment	60120				
Lab & Monitoring Equipment	60125				
Communications Equipment	60130				
General Equipment	60135				
PM 2.5 Equipment	60140				
Biotech Equipment	60145				
Total Capital Expenditures					
Transfer In/Out					
Total Expenditures		147,544	138,492	(9,052)	(6.14)%

Managing Division:	
Strategic Incentives Division	
Contact Person:	
Chengfeng Wang	
Program Purpose:	
Expand availability of funding for emission reduction projects in the Bay Area by identifying and securing new sources of funding. Also manage small pilot and demonstration projects funded by Air District general funds.	
Description of Program:	
This program, established in 2010, is focused on identifying and securing new sources of funding for the Bay Area region. Staff identifies and secures funding from Federal, State, local governments and other funding sources. Over time, this program aims to expand the availability of grant funding in the region in order to create additional opportunities for Bay Area businesses and residents to implement projects that reduce criteria pollutants, greenhouse gases, and toxic air contaminants from mobile and stationary sources. This program is also used to conduct activities to support pilot and demonstration projects that are not funded by non-Air District funding sources.	
Justification of Change Request:	
Not Applicable	
Activities	
Identify new sources of funding and prepare grant applications to secure new funding sources.	
Form partnerships to leverage Air District funding resources.	
Manage Air District funded programs: conduct outreach, evaluate applications and award funding to eligible recipients, and process reimbursement requests.	
Major Objectives	Delivery Date
Form partnerships to leverage Air District funding sources.	Ongoing
Secure new sources of funding	Ongoing

		Audited Program Actuals	Approved Program Budget	Proposed Program Budget	FTE/Dollar Change	Percent Change
		2021	2022	2023	\$	%
Number of Positions (FTE)		0.61	2.49	0.54	(1.95)	(78.3)%
Personnel Expenditures						
Permanent Salaries	51100	80,445	345,305	79,177	(266,128)	(77.1)%
Overtime Salaries	51150	572				
Temporary Salaries	51200					
Payroll Taxes	51300	1,181	4,927	1,138	(3,789)	(76.9)%
Pension Benefits	51400	20,723	80,708	18,132	(62,576)	(77.5)%
FICA Replacement Benefits	51500	832	4,745	1,055	(3,690)	(77.8)%
Group Insurance Benefits	51600	10,360	50,624	10,235	(40,389)	(79.8)%
Employee Transportation Subsidy	51700	745	3,586	802	(2,784)	(77.6)%
Workers' Compensation	51800	260	1,299	279	(1,020)	(78.5)%
Other Post Employment Benefits	51850	5,512	22,585	4,854	(17,731)	(78.5)%
Board Stipends	51900					
Total Personnel Expenditures		120,630	513,779	115,672	(398,107)	(77.5)%
Services & Supplies Expenditures						
Travel In-State	52200		13,200	13,200		
Travel Out-of-State	52220		8,000	8,000		
Training & Education	52300		7,500	7,500		
Repair & Maintenance (Equipment)	52400					
Communications	52500					
Building Maintenance	52600					
Utilities	52700					
Postage	52800					
Printing & Reproduction	52900					
Equipment Rental	53100					
Rents & Leases	53200					
Professional Services & Contracts	53300		100,000	95,000	(5,000)	(5.0)%
General Insurance	53400					
Shop & Field Supplies	53500		1,000	1,000		
Laboratory Supplies	53600					
Gasoline & Variable Fuel	53700					
Computer Hardware & Software	53800		20,000	20,000		
Stationery & Office Supplies	53900					
Books & Journals	54100					
Minor Office Equipment	54200					
Total Services & Supplies Expenditures			149,700	144,700	(5,000)	(3.3)%
Capital Expenditures						
Leasehold Improvements	60100					
Building & Grounds	60105					
Office Equipment	60110					
Computer & Network Equipment	60115					
Motorized Equipment	60120					
Lab & Monitoring Equipment	60125					
Communications Equipment	60130					
General Equipment	60135					
PM 2.5 Equipment	60140					
Total Capital Expenditures						
Transfer In/Out						
Total Expenditures		120,630	663,479	260,372	(403,107)	(60.8)%

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Compliance & Enforcement Division

The Compliance & Enforcement Division ensures the Air District will realize the emission reductions achieved by the air quality regulations adopted by the Board of Directors, and permit conditions issued by the Executive Officer/APCO. Compliance with Air District, state, and federal regulations is achieved through a robust Compliance Assurance and Enforcement Program that includes comprehensive inspections and investigations and a complementary Compliance Assistance Program that supports compliance objectives of the Division by maintaining operations and assisting industry with air quality regulations and requirements. The Division works closely with local and state regulatory agencies, regulated industry and members of the community to provide the highest level of service to protect air quality and public health. The Division implements Air District strategies and enforces regulations that pertain to stationary sources, and has some mobile source enforcement authority in collaboration with the California Air Resources Board. Division priorities include conducting Title V and Synthetic Minor facility inspections, locating unpermitted sources of operations, resolving violations at facilities with ongoing non-compliance and responding to and investigating air quality complaints. Staff work collaboratively across Divisions to achieve the Air District's mission and apply the appropriate level of enforcement proportional to the level of non-compliance. The Division vigorously pursues violators who show a disregard for the law and well-being of the public and ensures corrective actions and measures to resolve violations are taken.

The Compliance and Enforcement Division continues to focus on activities that support the Air District's commitment to achieve clean air to protect public health and the environment as follows:

The Compliance Assurance and Enforcement Programs focus on announced and unannounced inspections of air pollution sources to ensure compliance. Targeted strategies are used to guide inspections to identify non-compliance and reduce excess emissions. Sources include: Title V and Synthetic Minors facilities, petroleum refineries, chemical plants, dry cleaners, gasoline dispensing facilities, autobody shops, asbestos renovations and demolitions, agricultural and prescribed burning, and other permitted sources. Other facets of the program requiring Division resources include investigations of Title V deviation reporting, Reportable Compliance Activities, and other inspections pertaining to the Portable Equipment Registration Program (PERP), Asbestos projects (renovations, demolitions and naturally occurring asbestos – NOA), compliance determinations for State Air Toxics Control Measures (ATCMs) and Federal Maximum Available Control Technology (MACTs) for air toxics. Air pollution complaints and incident response and investigations are a high priority in the Division that aim to address and resolve air quality concerns of local communities.

The Compliance Assistance Program develops outreach materials, advisories, policies and procedures and guidance information and implements compliance strategies that complement a wide range of enforcement efforts. The program aims to enhance industry and public understanding of compliance and enforcement programs and regulatory requirements, address compliance concerns and assist in resolving air quality violations. Key programs and projects in Compliance Assistance and Operations include the Air District's Wood Smoke Reduction Program, Air Quality Complaint Program, AB617 Community Health Protection Program in West Oakland and Richmond/San Pablo, Wildfire Air Quality Response Program, Commuter Benefits, Title V, Open Burning, Flare Monitoring, Naturally Occurring Asbestos, Inspector Training, Green Business Certifications, Variance and Hearing Board Activities, and many others involving state, federal and Air District regulations and requirements. The program also maintains online web information, the dispatch operating system and the compliance assistance and complaint phone lines which are all integral interfaces with the public.

Managing Division:	
Compliance & Enforcement Division	
Contact Person:	
John Marvin	
Program Purpose:	
Enforce applicable Federal, State, and District air pollution regulations and permit conditions.	
Description of Program:	
<p>The Enforcement Program consists of activities designed to respond when sources are found in violation of applicable Federal, State and Air District regulations and permit conditions. A strong, technically-based enforcement program provides both an essential deterrent to continued or future non-compliance as well as consistency in enforcement practices throughout the regulated community. This program includes all Division activities necessary to address non-compliance, including issuing Notices of Violation (NOV) and Notices to Comply (NTC), identifying causes and solutions for non-compliance, developing enforcement cases for legal action, and providing testimony during hearings and court cases. Other elements of the program include responding to the public's air pollution complaints, returning sources to compliance, and supporting the enforcement of the variance and abatement order process. In addition, the toxic air contaminant activities, such as mobile source enforcement of diesel particulate matter ATCMs and asbestos demolition/renovation enforcement, ensure compliance with Federal, State and District regulations to protect the public from exposure to known carcinogens. Oversight of the Division's Safety Program is coordinated with the training functions in Program 402.</p>	
Justification of Change Request:	
Not Applicable	
Activities	
Investigate and enforce air quality violations; issue and process 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 a weekly District position report on all matters before the Hearing Board. Ensure that increments of progress are met.	
Refinery Flares: review, comment, approve and enforce provisions in Regulation 12, Rules 11 and 12.	
Provide staff at community meetings to present information on the complaint process, enforcement activities, etc.	
Participate in interagency environmental task force programs to coordinate District enforcement activities with other County/State/Federal governmental agencies.	
CARB Mobile Source regulations enforcement in CARE impacted areas with special focus on AB617 communities of West Oakland and Richmond.	
Major Objectives	Delivery Date
Not applicable	Ongoing

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

Managing Division:	
Compliance & Enforcement Division	
Contact Person:	
Tracy Lee & Edward Giacometti	
Program Purpose:	
Promote compliance with Air District regulations through program development and industry/source education.	
Description of Program:	
<p>The Compliance Assistance and Operations Program is an essential part of the Compliance & Enforcement Division. This program focuses on the development of outreach materials, advisories, policies and procedures and guidance information and the implementation of compliance strategies that complement a wide range of enforcement efforts. Staff conduct comprehensive program reviews, analyze and process petitions, plans, reportable compliance activities and other notifications received, maintain compliance and enforcement data tracking systems, and coordinate within the division and across other Air District teams to develop program strategies that address compliance concerns. The program also maintains online web information, the dispatch operating system and compliance assistance and complaint phone lines which are all integral interfaces with the public. The Compliance Assistance and Operations Program provides administrative support to enforcement activities, programs and projects and strives to improve consistency and efficiency of the division through staff training, program and policy development and enhancements.</p>	
Justification of Change Request:	
Not Applicable	
Activities	
<p>Provide industry and members of the public with specialized educational and technical assistance to achieve and maintain compliance. Develop Compliance Assistance materials for specific business sectors and the public (woodsmoke). Provide compliance assistance during routine inspections and following enforcement action. Compliance assistance is also provided for all air quality complaints for the public through dispatch or other 1-800 or 1-877 telephone line systems. Outreach is conducted for compliance assistance for several programs, including mass-mailings of woodsmoke reduction program brochures and educational materials in sensitive wood smoke areas. Division staff identify and translate Compliance Assistance materials for small businesses and other industry sectors where non-English speaking operators need additional assistance.</p>	
<p>Develop and maintain Division Policies and Procedures, compliance advisories, and other documents/processes to ensure consistent application of enforcement activities. Build partnerships with other public and community organizations to strengthen compliance assistance activities. Conduct compliance assistance and enforcement activities for the woodsmoke reduction and other stationary sources. Maintain compliance assistance phone lines and dispatch operating system during core business hours.</p>	
<p>Training and Safety: provide staff with pertinent classes, educational materials and a robust safety curriculum to support core activities. Maintain ongoing Safety Training and implement new OSHA requirements as needed.</p>	
<p>Operations: develop and maintain air programs to support Air District and California Air Resources Board (CARB) rule requirements, including but not limited to woodsmoke, flare monitoring, asbestos demolition/renovation, naturally occurring asbestos, boilers, open burning, reportable compliance activities. soil aeration and mobile source(s) compliance. Provide equipment and capital management for communication, computers and related devices. Provide multilingual services to access all Division programs. Review, analyze and process petitions, plans, complaints, Reportable Compliance Activities (RCAs - e.g., breakdowns, Ground-level monitor (GLM) releases, non-operational monitors, pressure relief valve releases) and other notifications received.</p>	
Major Objectives	Delivery Date
Not applicable.	Ongoing

		Audited Program Actuals	Approved Program Budget	Proposed Program Budget	FTE/Dollar Change	Percent Change
		2021	2022	2023	\$	%
Number of Positions (FTE)		14.53	18.12	18.32	0.20	1.1%
Personnel Expenditures						
Permanent Salaries	51100	1,712,292	2,060,331	2,317,396	257,065	12.5%
Overtime Salaries	51150	7,360	5,000	5,000		
Temporary Salaries	51200		25,000	25,000		
Payroll Taxes	51300	25,812	29,160	32,629	3,469	11.9%
Pension Benefits	51400	332,646	479,447	534,721	55,274	11.5%
FICA Replacement Benefits	51500	18,429	34,527	35,803	1,276	3.7%
Group Insurance Benefits	51600	226,420	329,523	350,221	20,698	6.3%
Employee Transportation Subsidy	51700	16,576	26,091	27,214	1,123	4.3%
Workers' Compensation	51800	5,587	9,450	9,469	19	0.2%
Other Post Employment Benefits	51850	126,559	164,341	164,675	334	0.2%
Board Stipends	51900					
Total Personnel Expenditures		2,471,681	3,162,870	3,502,128	339,258	10.7%
Services & Supplies Expenditures						
Travel In-State	52200	336	9,200	9,200		
Travel Out-of-State	52220		7,000	7,000		
Training & Education	52300	14,912	17,000	17,000		
Repair & Maintenance (Equipment)	52400		4,000	4,000		
Communications	52500	23,826	128,000	128,000		
Building Maintenance	52600					
Utilities	52700					
Postage	52800		1,500	2,000	500	33.3%
Printing & Reproduction	52900	4,232	8,000	8,000		
Equipment Rental	53100					
Rents & Leases	53200		500	500		
Professional Services & Contracts	53300	30,094	30,000	30,000		
General Insurance	53400					
Shop & Field Supplies	53500	243				
Laboratory Supplies	53600					
Gasoline & Variable Fuel	53700					
Computer Hardware & Software	53800		1,000	1,000		
Stationery & Office Supplies	53900	3,666	4,000	4,000		
Books & Journals	54100					
Minor Office Equipment	54200		1,500	1,500		
Total Services & Supplies Expenditures		77,309	211,700	212,200	500	0.2%
Capital Expenditures						
Leasehold Improvements	60100					
Building & Grounds	60105					
Office Equipment	60110					
Computer & Network Equipment	60115					
Motorized Equipment	60120					
Lab & Monitoring Equipment	60125					
Communications Equipment	60130					
General Equipment	60135					
PM 2.5 Equipment	60140					
Total Capital Expenditures						
Transfer In/Out						
Total Expenditures		2,548,990	3,374,570	3,714,328	339,758	10.1%

Managing Division:	
Compliance & Enforcement Division	
Contact Person:	
Tracy Lee & Edward Giacometti	
Program Purpose:	
A robust inspection program aimed to ensure facilities operating in the Bay Area comply with all applicable Air District, State and Federal regulations to protect air quality and public health.	
Description of Program:	
The program involves conducting comprehensive compliance inspections and investigations of stationary sources ranging from large industrial facilities, such as refineries, chemical plants, wastewater treatment, landfills, power plants and metal facilities, to smaller businesses, such as gasoline stations, auto body shops and dry cleaners. The program also includes enforcement of State Airborne Toxic Control Measures for sources that generate asbestos and diesel particulate matter. Beyond routine inspections to ensure that equipment, emissions monitoring, abatement and controls operate in compliance with regulatory requirements, the program involves responding to major incidents and potential air emission releases of hazardous chemicals and pollutants. Facilities discovered to be in violation are required to initiate timely corrective actions, minimize offsite community impacts and take steps to resolve air quality violations. Enforcement actions may require enhanced communications and coordination with other local agencies and first responders that result in joint investigations and enforcement case development.	
Justification of Change Request:	
Not Applicable	
Activities	
Refinery Inspection Program for Regulatory and Title 5 Permit Compliance.	
Title V Inspections Program / EPA Grant / Aerometric Information Retrieval System (AIRS) and audits.	
Synthetic Minor Inspection Program.	
Initiate response to major air pollution incidents as soon as possible, and within minutes of notification, provide technical assistance and support to first response agencies during and after incidents; prepare incident reports.	
Asbestos, Grant, diesel PM, and Refrigeration Management Inspections Program.	
Conduct targeted auto body painting facility inspections.	
State Portable Equipment Inspection Program.	
Gasoline Dispensing Facilities (GDFs) Inspections Program.	
Inspection Communications / Computer Programs.	
Conduct targeted prescribed burns Title 17/ Regulation 5 Open Burning inspections.	
Perform analysis as required to track and analyze existing process safety management (PSM) programs, Federal and State risk management programs (RMP/RMPP); work with other agencies to improve programs.	
Participate in interagency activities, such as County environmental task forces, incident response teams, and other activities relating to prevention, preparedness and emergency response.	
Conduct targeted inspections at refinery/chemical plants and general facilities.	
Staff air quality related community meetings to provide information on District Programs	
Major Objectives	Delivery Date
Refinery Inspection Program: Conduct compliance inspections and program audits of refineries and determine if Title V Permit Compliance are being met.	Annually
Prepare and submit required reports to EPA, Negotiation of EPA 105 Grant Program Outputs.	Ongoing

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

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Engineering Division

Engineering Division (Division) gives high priority to the timely review of New Source Review permit applications and permit renewals. The typical application evaluation includes analyzing emissions impacts and determining compliance with applicable air quality requirements, including Best Available Control Technology (BACT), 'No Net Increase' offset requirements, New Source Review (NSR) of Toxic Air Contaminants (TACs) and California Environmental Quality Act (CEQA). There are about 10,000 facilities with about 26,000 devices and operations that have Air District permits. The Division processes, reviews, issues, and renews Title V (Major Facility Review) permits for about 83 facilities.

The Division is working on projects associated with the petroleum refineries, including developing improved emission factors for fugitive emission leaks from heavy liquid service components and implementing Regulation 12, Rule 15.

The Division implements Regulation 11, Rule 18, Reduction of Risk from Air Toxic Emissions at Existing Facilities. The Division expects to refine toxic emissions and prioritization scores for approximately 350 facilities and expects to conduct refined site-wide health risk assessments (HRAs) for about 200 facilities. HRA results will determine if the facilities are subject to the risk reduction requirements of this rule. Risk reduction plans will be reviewed, approved, and tracked. The toxics programs also support Community Health Protection Program goals to eliminate health disparities in overburdened communities.

The Division implements the State Air Toxics "Hot Spots" Program, which applies to existing facilities that emit Toxic Air Contaminants (TACs). Based on the annual TACs emissions inventory, the Division calculates prioritization scores for facilities, conducts HRAs for high priority facilities, and reports HRA results to CARB.

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

The Division continues to implement the Criteria Air Pollutants and Toxic Air Contaminants Reporting (CTR) Regulation. The latest amendments to the rule became effective on January 1, 2022. The purpose of the regulation is to establish a uniform statewide system of annual reporting of emissions of criteria air pollutants and toxic air contaminants for permitted facilities. The Division has been actively working with other agencies and CAPCOA in the development of uniform emissions inventory guidelines for different source categories.

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

The Division is participating in the Air District's Assembly Bill 617 (AB 617) implementation, which includes a Community Health Protection Program to benefit communities most directly affected by air pollution. The Division participates in the workgroups for the CARB BARCT/BACT Technology Clearinghouse, CARB Permitting FAQs for Environmental Justice Workgroup, Technical Assessment Coordination, Emissions Inventory with CARB and other air districts, and the community workgroups.

The Division continues to help develop and to transition to the Production System, which includes an online system for the regulated community. These tools will increase consistency, efficiency, and accuracy by allowing customers to submit applications, report data for the emissions inventory, pay invoices and renew permits through an online interface.

The Division provides technical support to other divisions, agencies, and programs, including rule development, emissions inventory, compliance and enforcement, planning, monitoring and measurement, the Technology Implementation Office, and the Air District's Regional Climate Action Plan. Key rule development efforts include amendments to Regulation 3 (Fees), and amendments to rules to implement Expedited Best Available Retrofit Control Technology (BARCT) for AB617.

Managing Division:	
Engineering Division	
Contact Person:	
Nicolas Maiden	
Program Purpose:	
Evaluate all Non-Title V permit applications. Review and process data updates and permit renewals.	
Description of Program:	
<p>The Permit Evaluation Program involves activities related to the evaluation of permit applications submitted to the District (except Title V permit applications, which are covered under Program 506). This includes applications for: (1) new/modified sources subject to District New Source Review requirements, (2) emissions banking, (3) Interchangeable Emission Reduction Credits (IERCs), and (4) Prevention of Significant Deterioration (PSD) & Acid Rain permits. Staff calculates emissions and evaluates compliance with regulatory requirements, including case-by-case Best Available Control Technology (BACT) and offset determinations. The program includes California Environmental Quality Act (CEQA) review and Climate Protection activities related to permitted sources.</p> <p>The Permit Renewal Program involves activities related to the annual renewal of District permits. The permit renewal process involves collection of data needed to update the Air District's emissions inventory, review of permit conditions, preparation of permit fee invoices, reconciliation of discrepancies and issuance of permit documents. Information gathered during this process is used for planning and rule development may also result in enforcement action or additional permitting.</p>	
Justification of Change Request:	
Not Applicable	
Activities	
Evaluate all non-Title V permit applications (1,500 estimated).	
Complete CEQA-review functions.	
Provide technical support to all divisions including estimating emissions, rule/condition interpretations and rule development.	
Assist other agencies, industry and the public.	
Participate in cross-agency committees such as California Air Pollution Controls Officers Association (CAPCOA). Engineering Managers' Subcommittee and National Association of Clean Air Agencies (NACAA).	
Support implementation of rules (e.g., Refinery Regulations, GHG Regulations).	
Request, enter and review annual data update requests. Review and maintain permit conditions. Review permit renewal invoice program.	
Major Objectives	Delivery Date
Ensure the timely workflow of the permit renewal program	Ongoing
Implement Regulation 12-15 Petroleum Refining Emissions Tracking Emission Inventory Guidelines	June 2022

		Audited Program Actuals 2021	Approved Program Budget 2022	Proposed Program Budget 2023	FTE/Dollar Change \$	Percent Change %
Number of Positions (FTE)		40.11	44.91	42.42	(2.49)	(5.5)%
Personnel Expenditures						
Permanent Salaries	51100	5,046,102	5,648,632	5,593,547	(55,085)	(1.0)%
Overtime Salaries	51150	56,780	40,000	40,000		
Temporary Salaries	51200	26,788				
Payroll Taxes	51300	76,247	80,183	78,920	(1,263)	(1.6)%
Pension Benefits	51400	1,074,549	1,310,784	1,283,358	(27,426)	(2.1)%
FICA Replacement Benefits	51500	54,935	85,544	82,886	(2,658)	(3.1)%
Group Insurance Benefits	51600	671,775	826,937	777,335	(49,602)	(6.0)%
Employee Transportation Subsidy	51700	49,678	64,643	63,002	(1,641)	(2.5)%
Workers' Compensation	51800	16,340	23,413	21,921	(1,492)	(6.4)%
Other Post Employment Benefits	51850	403,140	407,177	381,230	(25,947)	(6.4)%
Board Stipends	51900					
Total Personnel Expenditures		7,476,334	8,487,313	8,322,199	(165,114)	(1.9)%
Services & Supplies Expenditures						
Travel In-State	52200	212	13,000	13,000		
Travel Out-of-State	52220					
Training & Education	52300		2,464	2,464		
Repair & Maintenance (Equipment)	52400					
Communications	52500		110	110		
Building Maintenance	52600					
Utilities	52700					
Postage	52800					
Printing & Reproduction	52900					
Equipment Rental	53100					
Rents & Leases	53200					
Professional Services & Contracts	53300	247,322	401,059	401,059		
General Insurance	53400					
Shop & Field Supplies	53500					
Laboratory Supplies	53600					
Gasoline & Variable Fuel	53700					
Computer Hardware & Software	53800	255	2,000	2,000		
Stationery & Office Supplies	53900					
Books & Journals	54100		200	200		
Minor Office Equipment	54200		368	368		
Total Services & Supplies Expenditures		247,789	419,201	419,201		
Capital Expenditures						
Leasehold Improvements	60100					
Building & Grounds	60105					
Office Equipment	60110					
Computer & Network Equipment	60115					
Motorized Equipment	60120					
Lab & Monitoring Equipment	60125					
Communications Equipment	60130					
General Equipment	60135					
PM 2.5 Equipment	60140					
Total Capital Expenditures						
Transfer In/Out						
Total Expenditures		7,724,123	8,906,514	8,741,400	(165,114)	(1.9)%

Managing Division:	
Engineering Division	
Contact Person:	
Carol Allen	
Program Purpose:	
To develop and implement an effective air toxics control strategy that integrates Federal, State, and local requirements.	
Description of Program:	
The Air Toxics Program involves the integration of Federal and State air toxics mandates with local goals established by the Air District's Board of Directors. The program includes air toxics new source review (NSR), reduction of risk from existing facilities (Regulation 11, Rule 18), air toxics control measures, and the Air Toxics "Hot Spots" Program (AB2588). The Air Toxics Program also provides support to other Community Health Protection programs that seek to eliminate air quality disparities in overburden communities. Staff provides guidance on toxic emission calculations, controls, and impacts, maintains the toxic emission inventory, assists with incident and compliance evaluation, conducts health risk assessments (HRAs) for stationary sources, and approves risk reduction plans for existing facilities.	
Justification of Change Request:	
Not applicable.	
Activities	
Perform HRAs for permit applications involving new or modified sources (estimated 300 HRAs per year).	
Prepare facility-wide HRAs for facilities subject to Rule 11-18 (about 185 HRAs over 4 years). Conduct HRAs for alternative scenarios and proposed revisions to support implementation and verification of risk reduction measures.	
Support implementation of amendments to Rule 2-1 and 2-5. Update health effects values and add new TACs to databases. Develop updated procedures for gas dispensing facility (GDF) HRAs.	
Maintain and improve air toxics emissions inventory. Support implementation of new CARB toxics emissions reporting requirements. Support District and TARMAC efforts to improve toxic emission factors for various source categories.	
Complete annual air toxics prioritization for Hot Spots Program and conduct or review new HRAs required for high-priority sites that are exempt from Rule 11-18. Coordinate public notification and risk reduction audits.	
Review HRAs and Prevention of Significant Deterioration (PSD) modeling analyses for major permit applications.	
Support rule development efforts for reducing PM2.5 once health effect values for PM2.5 become available from Office of Environmental Health Hazard Assessment (OEHHA).	
Review and approve Rule 11-18 risk reduction plans and TBARCT determinations and support emission reduction permitting activities.	
Major Objectives	Delivery Date
Conduct HRAs and other modeling analyses for NSR projects that trigger Rule 2-5 or PSD.	Ongoing
Conduct preliminary, draft, and final HRAs for Phase 1 Rule 11-18 facilities.	Ongoing
Create and implement updated HRA procedures for GDFs based on approved Rule 2-5 amendments.	July 2022
Continue updating Toxic Emission Factor Guidelines including 1-hour guidance.	December 2022
Support AIM's preparation of annual stationary source toxic inventories and HRA results for CARB and EPA.	October 2022
Publish periodic Air Toxic Emissions and Air Toxics Control Program reports.	Ongoing
Develop procedures for review and approval of Rule 11-18 risk reduction plans.	August 2022

		Audited Program Actuals	Approved Program Budget	Proposed Program Budget	FTE/Dollar Change	Percent Change
		2021	2022	2023	\$	%
Number of Positions (FTE)		7.07	6.44	7.86	1.42	22.0%
Personnel Expenditures						
Permanent Salaries	51100	1,000,940	970,113	1,186,479	216,366	22.3%
Overtime Salaries	51150	5,605	8,000	8,000		
Temporary Salaries	51200					
Payroll Taxes	51300	15,219	13,825	16,815	2,990	21.6%
Pension Benefits	51400	218,204	227,104	277,930	50,826	22.4%
FICA Replacement Benefits	51500	10,970	12,277	15,351	3,074	25.0%
Group Insurance Benefits	51600	134,295	130,924	160,961	30,037	22.9%
Employee Transportation Subsidy	51700	9,891	9,277	11,669	2,392	25.8%
Workers' Compensation	51800	3,253	3,360	4,060	700	20.8%
Other Post Employment Benefits	51850	78,768	58,434	70,609	12,175	20.8%
Board Stipends	51900					
Total Personnel Expenditures		1,477,145	1,433,314	1,751,874	318,560	22.2%
Services & Supplies Expenditures						
Travel In-State	52200		1,300	1,300		
Travel Out-of-State	52220		750	750		
Training & Education	52300		4,600	4,600		
Repair & Maintenance (Equipment)	52400					
Communications	52500					
Building Maintenance	52600					
Utilities	52700					
Postage	52800		39,940	39,940		
Printing & Reproduction	52900	1,642	7,000	7,000		
Equipment Rental	53100					
Rents & Leases	53200					
Professional Services & Contracts	53300	18,751	1,000	1,000		
General Insurance	53400					
Shop & Field Supplies	53500					
Laboratory Supplies	53600					
Gasoline & Variable Fuel	53700					
Computer Hardware & Software	53800	152	4,000	4,000		
Stationery & Office Supplies	53900		300	300		
Books & Journals	54100					
Minor Office Equipment	54200		400	400		
Total Services & Supplies Expenditures		20,545	59,290	59,290		
Capital Expenditures						
Leasehold Improvements	60100					
Building & Grounds	60105					
Office Equipment	60110					
Computer & Network Equipment	60115					
Motorized Equipment	60120					
Lab & Monitoring Equipment	60125					
Communications Equipment	60130					
General Equipment	60135					
PM 2.5 Equipment	60140					
Total Capital Expenditures						
Transfer In/Out						
Total Expenditures		1,497,690	1,492,604	1,811,164	318,560	21.3%

Managing Division:	
Engineering Division	
Contact Person:	
Fred Tanaka	
Program Purpose:	
Develop and maintain permit systems & provide administrative services	
Description of Program:	
The Permit Operations program involves the collection, updating and maintenance of data from permitted sources of air pollution, and the development and maintenance of systems to manage these data. Data include source/device locations, operational data, emission factors, emissions inventory, emissions banking and "no net increase" tracking. Additional program activities include maintaining procedures, coordination & tracking of permit-related activities, general administrative activities and customer support.	
Justification of Change Request:	
Not applicable	
Activities	
Process and maintain data from permitted facilities.	
Update and correct data from permitted facilities.	
Maintain and update database systems.	
Maintain program forms.	
Manage and improve data quality.	
Provide administrative support.	
Maintain permit tracking and management programs.	
Maintain emissions bank and small facility bank.	
Maintain division pages on website.	
Manage division records including metadata and documents.	
Provide customer support.	
Major Objectives	Delivery Date
Produce annual stationary source emissions inventory to California Air Resources Board (CARB) and EPA	July 2022

Permit Operations

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		Audited Program Actuals 2021	Approved Program Budget 2022	Proposed Program Budget 2023	FTE/Dollar Change \$	Percent Change %
Number of Positions (FTE)		4.55	4.46	4.61	0.15	3.4%
Personnel Expenditures						
Permanent Salaries	51100	593,473	626,872	610,417	(16,455)	(2.6)%
Overtime Salaries	51150	1,164	5,000	5,000		
Temporary Salaries	51200	63,522				
Payroll Taxes	51300	8,920	8,917	8,616	(301)	(3.4)%
Pension Benefits	51400	120,553	146,559	142,723	(3,836)	(2.6)%
FICA Replacement Benefits	51500	6,419	8,499	9,014	515	6.1%
Group Insurance Benefits	51600	78,869	89,936	99,638	9,702	10.8%
Employee Transportation Subsidy	51700	5,778	6,422	6,851	429	6.7%
Workers' Compensation	51800	1,919	2,326	2,384	58	2.5%
Other Post Employment Benefits	51850	44,910	40,454	41,456	1,002	2.5%
Board Stipends	51900					
Total Personnel Expenditures		925,527	934,985	926,099	(8,886)	(1.0)%
Services & Supplies Expenditures						
Travel In-State	52200					
Travel Out-of-State	52220					
Training & Education	52300					
Repair & Maintenance (Equipment)	52400					
Communications	52500					
Building Maintenance	52600					
Utilities	52700					
Postage	52800					
Printing & Reproduction	52900	9,339	75,166	75,166		
Equipment Rental	53100					
Rents & Leases	53200					
Professional Services & Contracts	53300	1,935	12,255	12,255		
General Insurance	53400					
Shop & Field Supplies	53500		4,151	4,151		
Laboratory Supplies	53600					
Gasoline & Variable Fuel	53700					
Computer Hardware & Software	53800	2,343	1,021	1,021		
Stationery & Office Supplies	53900					
Books & Journals	54100					
Minor Office Equipment	54200					
Total Services & Supplies Expenditures		13,617	92,593	92,593		
Capital Expenditures						
Leasehold Improvements	60100					
Building & Grounds	60105					
Office Equipment	60110					
Computer & Network Equipment	60115					
Motorized Equipment	60120					
Lab & Monitoring Equipment	60125					
Communications Equipment	60130					
General Equipment	60135					
PM 2.5 Equipment	60140					
Total Capital Expenditures						
Transfer In/Out						
Total Expenditures		939,144	1,027,578	1,018,692	(8,886)	(0.9)%

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

		Audited Program Actuals	Approved Program Budget	Proposed Program Budget	FTE/Dollar Change	Percent Change
		2021	2022	2023	\$	%
Number of Positions (FTE)		2.22	3.00	2.51	(0.49)	(16.3)%
Personnel Expenditures						
Permanent Salaries	51100	268,803	386,939	334,681	(52,258)	(13.5)%
Overtime Salaries	51150	1,096	66,330	66,330		
Temporary Salaries	51200		8,006	8,006		
Payroll Taxes	51300	4,058	5,501	4,738	(763)	(13.9)%
Pension Benefits	51400	69,789	90,307	78,142	(12,165)	(13.5)%
FICA Replacement Benefits	51500	2,912	5,707	4,905	(802)	(14.1)%
Group Insurance Benefits	51600	35,741	55,078	42,269	(12,809)	(23.3)%
Employee Transportation Subsidy	51700	2,680	4,313	3,729	(584)	(13.5)%
Workers' Compensation	51800	863	1,562	1,297	(265)	(17.0)%
Other Post Employment Benefits	51850	21,000	27,166	22,562	(4,604)	(16.9)%
Board Stipends	51900					
Total Personnel Expenditures		406,942	650,909	566,659	(84,250)	(12.9)%
Services & Supplies Expenditures						
Travel In-State	52200		378	378		
Travel Out-of-State	52220					
Training & Education	52300		907	907		
Repair & Maintenance (Equipment)	52400					
Communications	52500		530	530		
Building Maintenance	52600					
Utilities	52700					
Postage	52800					
Printing & Reproduction	52900	1,025	28,873	28,873		
Equipment Rental	53100					
Rents & Leases	53200					
Professional Services & Contracts	53300		402,723	402,723		
General Insurance	53400					
Shop & Field Supplies	53500					
Laboratory Supplies	53600					
Gasoline & Variable Fuel	53700					
Computer Hardware & Software	53800	125	919	919		
Stationery & Office Supplies	53900					
Books & Journals	54100		613	613		
Minor Office Equipment	54200		185	185		
Total Services & Supplies Expenditures		1,150	435,128	435,128		
Capital Expenditures						
Leasehold Improvements	60100					
Building & Grounds	60105					
Office Equipment	60110					
Computer & Network Equipment	60115					
Motorized Equipment	60120					
Lab & Monitoring Equipment	60125					
Communications Equipment	60130					
General Equipment	60135					
PM 2.5 Equipment	60140					
Total Capital Expenditures						
Transfer In/Out						
Total Expenditures		408,092	1,086,037	1,001,787	(84,250)	(7.8)%

Managing Division:	
Engineering Division	
Contact Person:	
Fred Tanaka	
Program Purpose:	
Develop the infrastructure for consistent and efficient permit evaluation and processing, and complete projects intended to develop and improve programs within the Engineering Division.	
Description of Program:	
<p>The Engineering Special Projects program involves activities that are intended to ensure consistent, efficient, and high-quality, permit evaluation and processing. This includes the development of permit rules, policies, procedures, training and tools within the division. The program involves the deployment of the Production System and other tools including an online portal for customer to submit information electronically. Goals of the program include the reduction of time and effort needed to evaluate and issue permit applications, and the improvement of the quality of permit services provided such as training and tools for internal and external customers. In addition, new programs or changes to existing programs are developed and implemented.</p> <p>The program also implements public noticing, public records fulfillment and other projects not specified in other Division programs. Planning and implementation of AB 617 activities for permitted facilities are also handled in this program, including Criteria Air Pollutants and Toxic Air Contaminants Reporting (CTR).</p>	
Justification of Change Request:	
Not Applicable	
Activities	
Develop and maintain District permit rules, policies and procedures.	
Update permitting tools such as Permit Handbook, Best Available Control Technology (BACT) and Toxic Best Available Control Technology (TBACT) Workbook documents.	
Review and improve the point source emissions inventory.	
Manage training program.	
Coordinate Public Noticing activities.	
Process Public Records Requests for division records.	
Develop/update permitting programs including emissions factors, standard permit conditions, permit handbook chapters, BACT workbook and other manuals to streamline permitting and increase consistency.	
Develop and implement AB 617 work including inventory, rule development, reporting, technology clearinghouse development, community risk reduction and re-envisioning of permitting in impacted communities.	
Major Objectives	Delivery Date
Complete and submit Interchangeable Emission Reduction Credit (IERC) report to California Air Resources Board (CARB).	March 2023
Complete and submit Offset Equivalence report for EPA.	March 2023

		Audited Program Actuals 2021	Approved Program Budget 2022	Proposed Program Budget 2023	FTE/Dollar Change \$	Percent Change %
Number of Positions (FTE)		5.05	6.07	6.66	0.59	9.7%
Personnel Expenditures						
Permanent Salaries	51100	709,746	842,226	969,272	127,046	15.1%
Overtime Salaries	51150	3,261	5,000	5,000		
Temporary Salaries	51200	1,496				
Payroll Taxes	51300	10,685	12,022	13,767	1,745	14.5%
Pension Benefits	51400	143,855	196,858	226,253	29,395	14.9%
FICA Replacement Benefits	51500	7,675	11,562	13,019	1,457	12.6%
Group Insurance Benefits	51600	93,671	117,582	133,959	16,377	13.9%
Employee Transportation Subsidy	51700	6,939	8,737	9,895	1,158	13.3%
Workers' Compensation	51800	2,296	3,164	3,443	279	8.8%
Other Post Employment Benefits	51850	57,773	55,033	59,878	4,845	8.8%
Board Stipends	51900					
Total Personnel Expenditures		1,037,397	1,252,184	1,434,486	182,302	14.6%
Services & Supplies Expenditures						
Travel In-State	52200	116	5,000	5,000		
Travel Out-of-State	52220					
Training & Education	52300	6,800	65,000	65,000		
Repair & Maintenance (Equipment)	52400					
Communications	52500	5,201	5,000	5,000		
Building Maintenance	52600					
Utilities	52700					
Postage	52800	15				
Printing & Reproduction	52900	806	52,100	52,100		
Equipment Rental	53100					
Rents & Leases	53200					
Professional Services & Contracts	53300		50,000	50,000		
General Insurance	53400					
Shop & Field Supplies	53500	10,902	10,000	10,000		
Laboratory Supplies	53600					
Gasoline & Variable Fuel	53700					
Computer Hardware & Software	53800	3,965	60,000	60,000		
Stationery & Office Supplies	53900					
Books & Journals	54100					
Minor Office Equipment	54200					
Total Services & Supplies Expenditures		27,805	247,100	247,100		
Capital Expenditures						
Leasehold Improvements	60100					
Building & Grounds	60105					
Office Equipment	60110					
Computer & Network Equipment	60115					
Motorized Equipment	60120					
Lab & Monitoring Equipment	60125					
Communications Equipment	60130					
General Equipment	60135					
PM 2.5 Equipment	60140					
Total Capital Expenditures						
Transfer In/Out						
Total Expenditures		1,065,202	1,499,284	1,681,586	182,302	12.2%

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Assessment, Inventory & Model Division

The Assessment, Inventory, and Modeling (AIM) Division prepares comprehensive source emission inventories for the Bay Area and conducts air quality modeling at both regional and community scales. AIM prepares technical assessments that evaluate equity in air pollution exposures and health impacts in support of District programs. AIM coordinates and implements programs to improve and report estimates of emissions of criteria pollutants, toxic air contaminants, and climate forcing pollutants. AIM assesses emissions, concentrations, and exposures of toxic air contaminants, particulate matter, ozone and their precursors, to support targeted strategies that reduce impacts of air pollution both regionally and within communities, especially where Assembly Bill (AB) 617 community action plans are being developed. AIM reviews and provides guidance on environmental health risk assessments within environmental review documents prepared pursuant to California Environmental Quality Act (CEQA).

In FYE 2023, AIM will continue to implement the multi-pollutant Bay Area 2017 Clean Air Plan (2017 Plan), which addresses ozone, particulate matter, toxic air contaminants and greenhouse gases (GHGs). The 2017 Plan includes goals to attain all ambient air quality standards, eliminate disparities in health risk from air pollution, and reduce regional GHG emissions 40% below 1990 levels by 2030 and 80% below 1990 levels by 2050. To meet the requirements of AB 617, AIM will work to produce technical assessments to support community air quality action plans, including: identifying and prioritizing impacted communities, coordinating with community co-leads Steering Committees to reduce emissions and exposures, and providing tools and products that inform local strategies.

In FYE 2023, in partnership with other Divisions, AIM will analyze aerometric data, conduct regional modeling, and apply statistical analyses to support the District's grant programs, rule development, permitting, climate protection, and planning activities. AIM will conduct source apportionment analyses and hybrid photochemical and dispersion modeling, characterize emissions and air quality, and assess air quality health impacts to support AB 617. AIM will conduct equity assessments in support of AB 617 and rule develop activities. AIM will continue to work with CARB, U.S. EPA, NOAA, NASA, Northern California air districts, and other stakeholders on the regional modeling, focused mainly on ozone, air toxics and PM. These studies emissions inventory development, modeling, and analysis of air quality and pollutant transport in North Central California. AIM will further improve modeling emissions estimates and continue conducting data analysis and modeling to better understand formation of fine PM, ozone and air toxics, and their health impacts in the Bay Area. AIM will investigate transport of pollutants between the Bay Area and neighboring regions and intercontinental transport of pollutants.

In FYE 2023, AIM will continue work with other Divisions on the technical analysis, outreach, and risk reduction components of the CARE Program. AB 617 will require an expansion of the CARE program's technical work, including: updates to regional-scale air toxics emissions estimates and modeling; an expanded program focused on local-scale emissions inventory development and modeling of air toxics and fine particulate matter; assessment via measurements and analyses in impacted communities of fine particulate matter and air toxic emissions and modeling; identifying impacted communities; and working with State agencies, cities, counties, local stakeholders and others to develop and implement community action plans. AIM supports the work of other Divisions in reviewing health risk assessments within CEQA documents to provide comments where assessments are inconsistent with Air District guidance.

Many District programs are supported by updating and reporting inventories of air pollutant emissions. In FYE 2023, AIM will work with other Divisions to review emissions inventory products and develop a quality assurance plan for them. Updated emissions methods and databases are needed for assessing impacts of pollution sources and to meet reporting and rule development requirements of the District. New requirements from CARB, posed by AB 617 and the Criteria and Toxic Report Rule, require annual emissions reports for toxics and criteria pollutants for major emitters and improved consistency in methods for estimating emissions across California's air districts. In FYE 2023, AIM will conduct modeling studies to evaluate the impacts of residential wood burning on outdoor air quality and health.

Managing Division:	
Assessment, Inventory & Model Division	
Contact Person:	
Song Bai	
Program Purpose:	
Compile source inventories for criteria pollutants, toxic air contaminants (TACs) and greenhouse gases (GHGs) for planning, rule development, modeling and exposure assessments, and public information; assess emissions estimates to support programs to reduce health risks from air pollution and to reduce levels of climate-forcing pollutants.	
Description of Program:	
Staff assigned to this program compiles inventories of air pollution emissions (criteria pollutants, TAC, and GHGs) from industrial sources, motor vehicles, commercial and agricultural activities, consumer products, and natural sources, which are used for air quality planning, rules development, and air quality progress tracking. To meet State requirements, the Source Inventories Program reports permitted source emissions to the California Air Resources Board (CARB) annually; CARB's newly adopted Criteria and Toxics Reporting (CTR) Regulation requires additional staff time and resources to report emissions from permitted facilities using methods standardized across California air districts. Staff estimates emissions for local-scale exposure assessments and Community Action Plans required by Assembly Bill (AB) 617. Staff also prepares and maintains GHG emission inventories and forecasts for the region, with near-term focus on particulate matter (PM), volatile organic compounds (VOC), and methane emissions from permitted facilities.	
Justification of Change Request:	
Emissions inventory is fundamental for air quality source apportionment analysis, as well as planning, rule development, modeling and exposure assessments, and public information sharing. AB 617 continues to impose major new requirements, such as meeting CTR Regulation requirements and developing quality-assured, hyper-local emissions estimates in AB 617 communities, which demand additional resources from the Source Inventories Program.	
Activities	
Develop emissions inventories and improve the District's ability to assess emissions estimates.	
Prepare and improve emissions estimates to report to CARB; coordinate with Engineering Division to ensure consistent reporting under state requirements and the new CTR regulation.	
Refine and evaluate emissions estimates to support Air District programs, with emphasis on methane, TAC, and fine particulate matter and incorporation of new measurement and analysis techniques.	
Provide inventory information to support Air District staff in various programs, including assessment of AB 617 communities and development of local air quality Action Plans.	
Provide inventory information and emissions estimates under public record request.	
Major Objectives	Delivery Date
Develop activity datasets and methods for hyper-local emissions estimates to support AB 617.	June 2023
Prepare and transmit source emissions estimates to meet State annual reporting requirements.	June 2023
Improve emissions methods by incorporating measurements and/or new models to develop PM, VOC, and methane emissions estimates for Bay Area refinery sector and waste sector.	June 2023

Source Inventories

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		Audited Program Actuals	Approved Program Budget	Proposed Program Budget	FTE/Dollar Change	Percent Change
		2021	2022	2023	\$	%
Number of Positions (FTE)		6.41	7.20	6.82	(0.38)	(5.3)%
Personnel Expenditures						
Permanent Salaries	51100	921,683	1,072,916	1,051,250	(21,666)	(2.0)%
Overtime Salaries	51150		5,000	5,000		
Temporary Salaries	51200					
Payroll Taxes	51300	13,929	15,297	14,905	(392)	(2.6)%
Pension Benefits	51400	197,339	251,119	240,664	(10,455)	(4.2)%
FICA Replacement Benefits	51500	10,025	13,729	13,338	(391)	(2.8)%
Group Insurance Benefits	51600	122,803	169,623	163,643	(5,980)	(3.5)%
Employee Transportation Subsidy	51700	9,155	10,374	10,138	(236)	(2.3)%
Workers' Compensation	51800	2,981	3,757	3,527	(230)	(6.1)%
Other Post Employment Benefits	51850	70,880	65,346	61,343	(4,003)	(6.1)%
Board Stipends	51900					
Total Personnel Expenditures		1,348,795	1,607,161	1,563,808	(43,353)	(2.7)%
Services & Supplies Expenditures						
Travel In-State	52200		3,900	2,400	(1,500)	(38.5)%
Travel Out-of-State	52220		3,100	2,600	(500)	(16.1)%
Training & Education	52300	7,339	23,000	23,000		
Repair & Maintenance (Equipment)	52400					
Communications	52500					
Building Maintenance	52600					
Utilities	52700					
Postage	52800					
Printing & Reproduction	52900					
Equipment Rental	53100					
Rents & Leases	53200					
Professional Services & Contracts	53300	215,125	121,000	121,000		
General Insurance	53400					
Shop & Field Supplies	53500					
Laboratory Supplies	53600					
Gasoline & Variable Fuel	53700					
Computer Hardware & Software	53800	1,870	22,000	22,000		
Stationery & Office Supplies	53900	574	200	200		
Books & Journals	54100		600	600		
Minor Office Equipment	54200		1,000	1,000		
Total Services & Supplies Expenditures		224,908	174,800	172,800	(2,000)	(1.1)%
Capital Expenditures						
Leasehold Improvements	60100					
Building & Grounds	60105					
Office Equipment	60110					
Computer & Network Equipment	60115					
Motorized Equipment	60120					
Lab & Monitoring Equipment	60125					
Communications Equipment	60130					
General Equipment	60135					
PM 2.5 Equipment	60140					
Total Capital Expenditures						
Transfer In/Out						
Total Expenditures		1,573,703	1,781,961	1,736,608	(45,353)	(2.5)%

Managing Division:	
Assessment, Inventory & Model Division	
Contact Person:	
Saffet Tanrikulu	
Program Purpose:	
Provide technical support to the District's initiatives and collaborative activities through modeling and air quality analyses.	
Description of Program:	
This program provides technical support to various District activities, including: Assembly Bill 617 related programs, the Air Quality Planning Program, Strategic Incentives Division programs, the Climate Protection Program, the Spare the Air Program, the ambient data Quality Assurance (QA)/Quality Control (QC) Program, the Central California Air Quality Studies (CCAQS), and the California Baseline Ozone Transport Study (CABOTS). It also manages the District's modeling- and data analysis-related contracts; participates in the District's rule development, permit modeling, air monitoring and emissions inventory/exposure assessment activities; and responds to requests from District staff and the public for ambient data. It also collaborates with federal and state agencies to assess pollutant exposure, health impacts and international pollutant transport.	
Justification of Change Request:	
Not Applicable	
Activities	
Support Assembly Bill 617: perform PM and air toxics modeling; assess air quality and health impacts.	
Perform air quality modeling and data analysis to support the District's rulemaking activities.	
Support District's Air Quality Planning Program: conduct data analysis and modeling.	
Support permitting activities: Prepare meteorological inputs for AERMOD to support permit modeling.	
Support the Strategic Incentives Division: create and update pollutant concentration maps.	
Perform quality assurance and quality control on District's meteorological data.	
Manage the District's data analysis and modeling-related contracts.	
Participate in CARB's Central California Air Quality Study programs.	
Participate in NASA's effort to estimate wildfire ambient and health impacts.	
Major Objectives	Delivery Date
Perform air quality dispersion modeling for selected AB 617 communities.	Ongoing
Perform regional and local air quality modeling and analyses to support the District's rule development efforts.	Ongoing
Perform regional PM and air toxics modeling and analyses to assess pollutant formation in the Bay Area.	Ongoing
Perform source apportionment analyses to quantify the contribution of various emission sources.	Ongoing
Update emissions modeling data, e.g., conduct modeling with improved condensable PM emissions estimates.	Ongoing
Update health impact analyses of ozone and PM; update health risk analyses for air toxics and other pollutants.	Ongoing
Update assessment of regional and local pollutant transport and impacts of primary vs secondary PM.	Ongoing
Assess contribution of locally generated vs transported as well as primary vs secondary PM exposure.	Ongoing

		Audited Program Actuals	Approved Program Budget	Proposed Program Budget	FTE/Dollar Change	Percent Change
		2021	2022	2023	\$	%
Number of Positions (FTE)		3.91	3.84	3.71	(0.13)	(3.4)%
Personnel Expenditures						
Permanent Salaries	51100	566,878	571,691	577,183	5,492	1.0%
Overtime Salaries	51150					
Temporary Salaries	51200					
Payroll Taxes	51300	8,499	8,180	8,212	32	0.4%
Pension Benefits	51400	108,146	133,803	133,122	(681)	(0.5)%
FICA Replacement Benefits	51500	6,095	7,324	7,251	(73)	(1.0)%
Group Insurance Benefits	51600	74,585	78,081	76,317	(1,764)	(2.3)%
Employee Transportation Subsidy	51700	5,493	5,535	5,511	(24)	(0.4)%
Workers' Compensation	51800	1,829	2,005	1,918	(87)	(4.3)%
Other Post Employment Benefits	51850	44,750	34,863	33,348	(1,515)	(4.3)%
Board Stipends	51900					
Total Personnel Expenditures		816,275	841,482	842,862	1,380	0.2%
Services & Supplies Expenditures						
Travel In-State	52200		1,380	1,400	20	1.4%
Travel Out-of-State	52220		3,780	3,900	120	3.2%
Training & Education	52300	300	7,000	6,500	(500)	(7.1)%
Repair & Maintenance (Equipment)	52400	414	8,000	8,000		
Communications	52500					
Building Maintenance	52600					
Utilities	52700					
Postage	52800					
Printing & Reproduction	52900					
Equipment Rental	53100					
Rents & Leases	53200					
Professional Services & Contracts	53300	200,767	320,000	320,000		
General Insurance	53400					
Shop & Field Supplies	53500					
Laboratory Supplies	53600					
Gasoline & Variable Fuel	53700					
Computer Hardware & Software	53800					
Stationery & Office Supplies	53900	17	500	500		
Books & Journals	54100					
Minor Office Equipment	54200					
Total Services & Supplies Expenditures		201,498	340,660	340,300	(360)	(0.1)%
Capital Expenditures						
Leasehold Improvements	60100					
Building & Grounds	60105					
Office Equipment	60110					
Computer & Network Equipment	60115					
Motorized Equipment	60120					
Lab & Monitoring Equipment	60125					
Communications Equipment	60130					
General Equipment	60135					
PM 2.5 Equipment	60140					
Transfer In/Out						
Total Expenditures		1,017,773	1,182,142	1,183,162	1,020	0.1%

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

		Audited Program Actuals 2021	Approved Program Budget 2022	Proposed Program Budget 2023	FTE/Dollar Change \$	Percent Change %
Number of Positions (FTE)		3.37	3.50	3.50		
Personnel Expenditures						
Permanent Salaries	51100	485,326	516,642	543,478	26,836	5.2%
Overtime Salaries	51150					
Temporary Salaries	51200					
Payroll Taxes	51300	7,301	7,353	7,695	342	4.7%
Pension Benefits	51400	112,905	120,901	125,667	4,766	3.9%
FICA Replacement Benefits	51500	5,254	6,670	6,840	170	2.5%
Group Insurance Benefits	51600	64,340	80,480	79,827	(653)	(0.8)%
Employee Transportation Subsidy	51700	4,737	5,040	5,199	159	3.2%
Workers' Compensation	51800	1,563	1,825	1,809	(16)	(0.9)%
Other Post Employment Benefits	51850	38,177	31,746	31,461	(285)	(0.9)%
Board Stipends	51900					
Total Personnel Expenditures		719,603	770,657	801,976	31,319	4.1%
Services & Supplies Expenditures						
Travel In-State	52200		1,600	1,600		
Travel Out-of-State	52220		2,080	2,100	20	1.0%
Training & Education	52300		2,000	2,000		
Repair & Maintenance (Equipment)	52400	8,672	12,000	12,000		
Communications	52500					
Building Maintenance	52600					
Utilities	52700					
Postage	52800					
Printing & Reproduction	52900		3,500	4,000	500	14.3%
Equipment Rental	53100					
Rents & Leases	53200					
Professional Services & Contracts	53300		10,000	10,000		
General Insurance	53400					
Shop & Field Supplies	53500					
Laboratory Supplies	53600					
Gasoline & Variable Fuel	53700					
Computer Hardware & Software	53800		8,000	8,000		
Stationery & Office Supplies	53900					
Books & Journals	54100					
Minor Office Equipment	54200					
Total Services & Supplies Expenditures		8,672	39,180	39,700	520	1.3%
Capital Expenditures						
Leasehold Improvements	60100					
Building & Grounds	60105					
Office Equipment	60110					
Computer & Network Equipment	60115					
Motorized Equipment	60120					
Lab & Monitoring Equipment	60125					
Communications Equipment	60130					
General Equipment	60135					
PM 2.5 Equipment	60140					
Total Capital Expenditures						
Transfer In/Out						
Total Expenditures		728,275	809,837	841,676	31,839	3.9%

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

		Audited Program Actuals	Approved Program Budget	Proposed Program Budget	FTE/Dollar Change	Percent Change
		2021	2022	2023	\$	%
Number of Positions (FTE)		3.23	3.46	3.92	0.46	13.3%
Personnel Expenditures						
Permanent Salaries	51100	567,638	590,874	701,171	110,297	18.7%
Overtime Salaries	51150		5,000	5,000		
Temporary Salaries	51200					
Payroll Taxes	51300	8,623	8,488	10,084	1,596	18.8%
Pension Benefits	51400	124,805	138,627	159,217	20,590	14.9%
FICA Replacement Benefits	51500	6,214	6,589	7,652	1,063	16.1%
Group Insurance Benefits	51600	76,188	73,118	81,886	8,768	12.0%
Employee Transportation Subsidy	51700	5,607	4,979	5,816	837	16.8%
Workers' Compensation	51800	1,836	1,803	2,024	221	12.3%
Other Post Employment Benefits	51850	45,008	31,361	35,196	3,835	12.2%
Board Stipends	51900					
Total Personnel Expenditures		835,919	860,839	1,008,046	147,207	17.1%
Services & Supplies Expenditures						
Travel In-State	52200		2,300	2,300		
Travel Out-of-State	52220		2,600	2,600		
Training & Education	52300		8,500	8,500		
Repair & Maintenance (Equipment)	52400	1,581	5,000	5,000		
Communications	52500	2,137	3,000	3,000		
Building Maintenance	52600					
Utilities	52700					
Postage	52800					
Printing & Reproduction	52900		2,000	2,000		
Equipment Rental	53100					
Rents & Leases	53200					
Professional Services & Contracts	53300	148,415	250,500	250,500		
General Insurance	53400					
Shop & Field Supplies	53500					
Laboratory Supplies	53600					
Gasoline & Variable Fuel	53700					
Computer Hardware & Software	53800	9,502	19,000	19,000		
Stationery & Office Supplies	53900		200	200		
Books & Journals	54100		500	500		
Minor Office Equipment	54200		100	100		
Total Services & Supplies Expenditures		161,635	293,700	293,700		
Capital Expenditures						
Leasehold Improvements	60100					
Building & Grounds	60105					
Office Equipment	60110					
Computer & Network Equipment	60115					
Motorized Equipment	60120					
Lab & Monitoring Equipment	60125					
Communications Equipment	60130					
General Equipment	60135					
PM 2.5 Equipment	60140					
Total Capital Expenditures						
Transfer In/Out						
Total Expenditures		997,554	1,154,539	1,301,746	147,207	12.8%

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Planning & Climate Protection Division

The Planning and Climate Protection Division develops and implements local community emissions reduction plans per AB 617, prepares plans to meet State and Federal air quality standards, and coordinates and implements climate protection activities. Division staff analyze ambient conditions and local and regional toxic air contaminants, particulate matter, ozone and their precursors, and greenhouse gas emissions to develop and implement programs to reduce impacts on people and the planet. Division staff works with cities, counties and other agencies to encourage transportation and land use decisions that improve air quality and protect the climate, and prepares, reviews and provides guidance on environmental documents prepared pursuant to California Environmental Quality Act (CEQA).

In FYE 2023, staff will continue to implement the multi-pollutant Bay Area 2017 Clean Air Plan (2017 Plan), which addresses ozone, particulate matter, toxic air contaminants and greenhouse gases (GHGs). To meet the requirements of AB 617 staff will work in close coordination with community partners and steering committees in West Oakland, Richmond-North Richmond-San Pablo Area, and East Oakland to identify and prioritize pollution and exposure reduction strategies, implement measures to reduce emissions and exposure, and provide support and assistance to local and regional partner agencies on taking action. Staff will update and continue implementing the CEQA Thresholds and Guidelines in consultation with local lead agencies, regional agencies, and others. Staff will provide assistance to cities and counties on advancing local plans and policies that improve air quality, address health disparities, and recognize environmental injustices, including General Plan updates and EJ elements per SB 1000. Staff will track the development of new national ambient air quality standards and address any associated planning requirements as needed. Staff will continue to work with Cal EPA, the California Air Resources Board (CARB), and Federal, State, regional and local agencies to reduce emissions associated with ports and goods movement and implement other mobile source programs.

In FYE 2023, staff will implement GHG emission reduction measures identified in the 2017 Plan. Staff will: expand the Bay Area Healthy Home Initiative in Contra Costa and Alameda counties; continue to lead and expand a regional Building Decarbonization Program; elevate and expand best practices resulting from the Climate Protection Grant Program; support the Diesel Free by '33 initiative; complete an update to CEQA Thresholds for GHGs; work with local governments and community choice energy programs to develop low-carbon alternatives for emergency back-up power and use of battery storage and microgrids; support the development of rules and rule amendments to reduce GHGs, including improving the GHG emissions inventory; work with CARB to develop a robust Scoping Plan Update; assist local governments with the development and implementation of climate action plans and local GHG reduction strategies; develop model ordinances and best practices to accelerate local policy adoption for reducing GHGs; collaborate with regional agency partners to develop a strong Plan Bay Area 2050; work with partner agencies to implement regional GHG reduction strategies through the Bay Area Regional Collaborative.

Managing Division:	
Planning & Climate Protection Division	
Contact Person:	
Wendy Goodfriend	
Program Purpose:	
Prepare and track regional plans to attain and maintain State and National ambient air quality standards and lead development of community emission reduction plans per AB 617.	
Description of Program:	
Historically, this program has focused on preparing regional air quality plans to attain or maintain State and National air quality standards. This work has included preparation and submission of State Triennial Updates (i.e., Clean Air Plan) and SIP related documents. Currently, this program is working closely with the most overburdened communities and impacted neighborhoods across the region to implement Assembly Bill 617 through the Air District’s Community Health Protection Program. District staff are working closely with community co-leads, Steering Committees and community members to develop community emission reduction plans that incorporate local scale emissions and exposure analyses and diverse and varied strategies to improve community health by reducing exposure to air pollutants. Preparing regional and local air quality plan requires collaboration across the Air District, and trusted partnerships with local, regional and State agencies, community groups and community members. As part of this program, District staff prepare and obtain certification of CEQA documents as necessary; track the effectiveness of air quality plans; track, comment and ensure compliance with State and National air quality planning requirements; and report to CARB and EPA on status and progress.	
Justification of Change Request:	
Not Applicable	
Activities	
Lead the development of community emission reduction plans in AB 617 communities (Richmond-North Richmond-San Pablo and East Oakland).	
Support capacity building in high priority AB 617 communities, including the development of Getting Started/Starter Kits, and supporting local planning efforts.	
Support local government planning and policy development efforts to improve air quality in overburdened communities, including SB1000 support.	
Create and disseminate accessible and relevant information on air quality planning, CEQA Thresholds and Guidelines, and planning to achieve State and Federal ambient air quality standards.	
Lead updates of the regional Clean Air Plan in collaboration with all Divisions, track progress, adjust implementation as necessary.	
Track development of new or amended State or Federal ambient air quality standards, and prepare documents or analyses to meet new or amended standards.	
Major Objectives	Delivery Date
Lead the development of a community emission reduction plan for the Path to Clean Air Richmond-North Richmond-San Pablo area.	August 2022
Lead the development of a community emission reduction plan for the East Oakland area.	Ongoing
Coordinate the development of Getting Started/Starter Kits for select high priority AB 617 communities.	Ongoing
Work with cities and counties to implement SB 1000, incorporate EJ and health equity into plans and programs.	Ongoing
Develop an easy to use virtual repository of air quality planning, CEQA, local land use policy tools, and information to support local and community action.	Ongoing

		Audited Program Actuals 2021	Approved Program Budget 2022	Proposed Program Budget 2023	FTE/Dollar Change \$	Percent Change %
Number of Positions (FTE)		7.80	7.98	9.30	1.32	16.5%
Personnel Expenditures						
Permanent Salaries	51100	1,122,447	1,128,590	1,349,150	220,560	19.5%
Overtime Salaries	51150					
Temporary Salaries	51200					
Payroll Taxes	51300	16,932	16,108	19,173	3,065	19.0%
Pension Benefits	51400	257,229	263,891	312,469	48,578	18.4%
FICA Replacement Benefits	51500	12,113	15,201	18,166	2,965	19.5%
Group Insurance Benefits	51600	148,554	143,655	163,998	20,343	14.2%
Employee Transportation Subsidy	51700	10,916	11,487	13,808	2,321	20.2%
Workers' Compensation	51800	3,631	4,160	4,804	644	15.5%
Other Post Employment Benefits	51850	86,839	72,353	83,553	11,200	15.5%
Board Stipends	51900					
Total Personnel Expenditures		1,658,661	1,655,445	1,965,121	309,676	18.7%
Services & Supplies Expenditures						
Travel In-State	52200	130	2,100	2,100		
Travel Out-of-State	52220		2,000	2,000		
Training & Education	52300		3,000	3,000		
Repair & Maintenance (Equipment)	52400					
Communications	52500	6,701				
Building Maintenance	52600					
Utilities	52700					
Postage	52800					
Printing & Reproduction	52900	471	11,000	11,000		
Equipment Rental	53100					
Rents & Leases	53200					
Professional Services & Contracts	53300	15,604	200,000	200,000		
General Insurance	53400					
Shop & Field Supplies	53500					
Laboratory Supplies	53600					
Gasoline & Variable Fuel	53700					
Computer Hardware & Software	53800					
Stationery & Office Supplies	53900	76	500	500		
Books & Journals	54100					
Minor Office Equipment	54200					
Total Services & Supplies Expenditures		22,982	218,600	218,600		
Capital Expenditures						
Leasehold Improvements	60100					
Building & Grounds	60105					
Office Equipment	60110					
Computer & Network Equipment	60115					
Motorized Equipment	60120					
Lab & Monitoring Equipment	60125					
Communications Equipment	60130					
General Equipment	60135					
PM 2.5 Equipment	60140					
Total Capital Expenditures						
Transfer In/Out						
Total Expenditures		1,681,643	1,874,045	2,183,721	309,676	16.5%

Managing Division:	
Planning & Climate Protection Division	
Contact Person:	
Wendy Goodfriend	
Program Purpose:	
Implement regional and local air quality, land use, mobile source and transportation plans, policies and measures.	
Description of Program:	
This program focuses on working with state, regional and local agencies and community partners to facilitate implementation of land use and transportation measures to attain and maintain ambient air quality standards and reduce emissions and exposure to fine particulate matter and toxic air contaminants in overburdened communities. On an ongoing basis, potential air quality and greenhouse gas impacts of land use and transportation plans and projects disclosed through CEQA are reviewed and comments provided to lead agencies. The program works closely with community partners, state, regional and local agencies, and the private sector to reduce emissions and exposure through implementation of clean air plans and projects, including AB617 Community Emissions Reductions Plans, projects to address ports and goods movement operations, relevant CARB rulemaking, guidelines, plans and programs.	
Justification of Change Request:	
Not Applicable	
Activities	
Lead AB617 plan implementation, e.g., Owing our Air: West Oakland Community Action Plan, in partnership with community co-leads, steering committee, community members and state, local and regional agencies.	
Update CEQA Thresholds of Significance and maintain easy to use Guidelines with current best practice methods and mitigation measures.	
Track and review priority CEQA projects, provide comments to lead agencies, support lead agencies with tools, data and methods.	
Implement transportation, building and energy measures in the 2017 Clean Air Plan in collaboration with MTC, ABAG, BARC and other regional and local entities.	
Work with EPA, CARB, and Federal, State, regional and local agencies to reduce impacts from mobile sources, e.g., ports, goods movement, railroads, shipping.	
Collaborate with MTC to implement Plan Bay Area 2050 to encourage TDM, TOD and smart growth strategies that have air quality improvement co-benefits.	
Participate in Transportation Conformity and provide consultation to Federal agencies regarding general conformity review of non-transportation projects.	
Major Objectives	Delivery Date
Update the Air District's CEQA Thresholds of Significance and Guidelines, disseminate and support lead agencies in their use.	June 2022
Continue to provide technical support and assistance to lead agencies and local governments on air quality and greenhouse gas analysis and mitigation.	Ongoing
Lead the implementation of Owing our Air: The West Oakland Community Action Plan.	Ongoing
Continue to track and prioritize CEQA projects for review and provide outcome oriented comments to lead agencies.	Ongoing
Lead the implementation of the Path to Clean Air Richmond-North Richmond-San Pablo CERP once adopted.	Ongoing

Implement Plans, Policies and Measures

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		Audited Program Actuals	Approved Program Budget	Proposed Program Budget	FTE/Dollar Change	Percent Change
		2021	2022	2023	\$	%
Number of Positions (FTE)		6.24	5.68	5.36	(0.32)	(5.6)%
Personnel Expenditures						
Permanent Salaries	51100	874,679	813,467	795,518	(17,949)	(2.2)%
Overtime Salaries	51150	3,712		4,000	4,000	
Temporary Salaries	51200		46,000		(46,000)	(100.0)%
Payroll Taxes	51300	13,035	11,595	11,271	(324)	(2.8)%
Pension Benefits	51400	127,832	190,252	183,761	(6,491)	(3.4)%
FICA Replacement Benefits	51500	9,374	10,827	10,484	(343)	(3.2)%
Group Insurance Benefits	51600	114,713	111,579	103,575	(8,004)	(7.2)%
Employee Transportation Subsidy	51700	8,445	8,182	7,969	(213)	(2.6)%
Workers' Compensation	51800	2,808	2,963	2,773	(190)	(6.4)%
Other Post Employment Benefits	51850	68,508	51,536	48,221	(3,315)	(6.4)%
Board Stipends	51900					
Total Personnel Expenditures		1,223,106	1,246,401	1,167,572	(78,829)	(6.3)%
Services & Supplies Expenditures						
Travel In-State	52200		2,100	2,100		
Travel Out-of-State	52220		1,700	1,700		
Training & Education	52300	7,215	5,000	5,000		
Repair & Maintenance (Equipment)	52400					
Communications	52500	732				
Building Maintenance	52600					
Utilities	52700					
Postage	52800					
Printing & Reproduction	52900		600	600		
Equipment Rental	53100					
Rents & Leases	53200					
Professional Services & Contracts	53300	228,644	185,000	185,000		
General Insurance	53400					
Shop & Field Supplies	53500					
Laboratory Supplies	53600					
Gasoline & Variable Fuel	53700					
Computer Hardware & Software	53800		1,000	1,000		
Stationery & Office Supplies	53900		500	500		
Books & Journals	54100					
Minor Office Equipment	54200					
Total Services & Supplies Expenditures		236,591	195,900	195,900		
Capital Expenditures						
Leasehold Improvements	60100					
Building & Grounds	60105					
Office Equipment	60110					
Computer & Network Equipment	60115					
Motorized Equipment	60120					
Lab & Monitoring Equipment	60125					
Communications Equipment	60130					
General Equipment	60135					
PM 2.5 Equipment	60140					
Total Capital Expenditures						
Transfer In/Out						
Total Expenditures		1,459,697	1,442,301	1,363,472	(78,829)	(5.5)%

Managing Division:	
Planning & Climate Protection Division	
Contact Person:	
Abby Young	
Program Purpose:	
Set the strategic direction for and coordinate agency-wide efforts to accelerate the reduction of climate pollutants and integrate climate protection into Air District programs to reduce criteria and toxic air pollutants.	
Description of Program:	
Air District climate protection activities for FYE 2023 coordinated by the Climate Protection Section will include: supporting the development of proposed rules to reduce GHGs, including coordinating a Working Group to support implementation of indoor appliance rules; implementing and continuing to expand the Bay Area Healthy Homes Initiative; finalizing an update and supporting use of the GHG CEQA thresholds of significance; continuing to lead and expand a regional campaign to decarbonize new and existing buildings, including supporting local initiatives, building upon Climate Protection Grant projects and coordinating efforts among community choice energy (CCE) programs; supporting local implementation of GHG reductions by developing model policies, best practices and toolkits through efforts such as the Building Decarbonization Program and Diesel Free By '33 initiative; working with local governments and CCEs to develop low-carbon alternatives for emergency back-up power and use of battery storage and microgrids; implementing priority actions to reduce F-gas emissions; collaborating with the CA Air Resources Board and other State agencies on the 2022 Scoping Plan Update; collaborating with MTC to implement Plan Bay Area; continued collaboration with local, regional, state, and national agencies on climate protection efforts; and continued integration of climate protection strategies in existing Air District programs, such as AB 617.	
Justification of Change Request:	
Not Applicable	
Activities	
Coordinate the integration of climate protection strategies into existing Air District programs.	
Provide local governments with policy resources to accelerate local building decarbonization efforts.	
Expand the Bay Area Healthy Homes Initiative in Contra Costa and Alameda counties.	
Update and provide outreach and support for local government implementation of GHG CEQA thresholds.	
Lead the implementation of the Diesel Free By '33 initiative.	
Collaborate with CARB and other State agencies on the 2022 Scoping Plan Update.	
Work with community choice energy programs and others in developing low-carbon emergency power alternatives.	
Provide leadership through convening events, providing networking and information-sharing for local governments and stakeholders.	
Participate in Statewide and regional climate protection programs with BARC, MTC, ABAG, and BCDC.	
Major Objectives	Delivery Date
Implement GHG reduction strategies identified in the 2017 Clean Air Plan.	June 2023
Expand the Building Decarbonization Program by focusing regional action on vulnerable communities.	June 2023
Finalize GHG thresholds of significance for CEQA and develop supporting guidance and tools.	June 2023
Redesign and strengthen approach to delivering support to local climate planning and implementation efforts.	June 2023
Work with state agencies to strengthen GHG reduction from the Scoping Plan and other key policies.	June 2023
Support all divisions by tracking and assessing the latest GHG science and studies.	June 2023
Develop methods to evaluate the efficacy of Air District climate programs.	June 2023

		Audited Program Actuals	Approved Program Budget	Proposed Program Budget	FTE/Dollar Change	Percent Change
		2021	2022	2023	\$	%
Number of Positions (FTE)		6.11	7.46	6.37	(1.09)	(14.6)%
Personnel Expenditures						
Permanent Salaries	51100	936,798	1,121,882	1,025,049	(96,833)	(8.6)%
Overtime Salaries	51150	4,208				
Temporary Salaries	51200					
Payroll Taxes	51300	14,272	16,014	14,589	(1,425)	(8.9)%
Pension Benefits	51400	225,226	262,627	232,573	(30,054)	(11.4)%
FICA Replacement Benefits	51500	10,291	14,215	12,447	(1,768)	(12.4)%
Group Insurance Benefits	51600	125,789	146,922	138,850	(8,072)	(5.5)%
Employee Transportation Subsidy	51700	9,284	10,742	9,461	(1,281)	(11.9)%
Workers' Compensation	51800	3,051	3,890	3,292	(598)	(15.4)%
Other Post Employment Benefits	51850	76,298	67,661	57,249	(10,412)	(15.4)%
Board Stipends	51900					
Total Personnel Expenditures		1,405,217	1,643,953	1,493,510	(150,443)	(9.2)%
Services & Supplies Expenditures						
Travel In-State	52200	817	5,160	3,660	(1,500)	(29.1)%
Travel Out-of-State	52220		6,750	6,750		
Training & Education	52300	300	6,600	6,900	300	4.5%
Repair & Maintenance (Equipment)	52400					
Communications	52500	1,783				
Building Maintenance	52600					
Utilities	52700					
Postage	52800					
Printing & Reproduction	52900		1,200	1,200		
Equipment Rental	53100					
Rents & Leases	53200					
Professional Services & Contracts	53300	1,108,370	340,000	340,000		
General Insurance	53400					
Shop & Field Supplies	53500					
Laboratory Supplies	53600					
Gasoline & Variable Fuel	53700					
Computer Hardware & Software	53800					
Stationery & Office Supplies	53900	131	500	500		
Books & Journals	54100		100	100		
Minor Office Equipment	54200		200	200		
Total Services & Supplies Expenditures		1,111,401	360,510	359,310	(1,200)	(0.3)%
Capital Expenditures						
Leasehold Improvements	60100					
Building & Grounds	60105					
Office Equipment	60110					
Computer & Network Equipment	60115					
Motorized Equipment	60120					
Lab & Monitoring Equipment	60125					
Communications Equipment	60130					
General Equipment	60135					
PM 2.5 Equipment	60140					
Total Capital Expenditures						
Transfer In/Out						
Total Expenditures		2,516,618	2,004,463	1,852,820	(151,643)	(7.6)%

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Rules Division

The Rules Division is responsible for the development of regulations to implement Air District plans to attain federal and State air quality standards, and to protect public health. In addition to development of rules derived from planning documents, staff assists with the preparation of air quality plans. Other measures are developed under the direction of the Board of Directors to further protect public health and safety and reduce emissions of greenhouse gases. In addition, staff reviews existing regulations and develops revisions to improve clarity, efficiency and effectiveness. For each control measure, staff assesses potential emission reductions, technological feasibility, socioeconomic impacts, cost-effectiveness, and environmental impacts under CEQA. Staff conducts public workshops and other public involvement processes, prepares staff reports, and makes presentations and recommendations to the Board of Directors at public hearings and committee meetings. Staff also manages and coordinates the rule development process for other Divisions. In this fiscal year, the program will continue to develop rules pursuant to the 2017 Clean Air Plan, AB 617 BARCT Schedule, Methane and PM Strategies as directed by the Board of Directors.

Managing Division:	
Rules Division	
Contact Person:	
Victor Douglas	
Program Purpose:	
The primary purpose of this program is to develop and propose emissions reductions strategies to reduce air pollutant emissions in the Bay Area.	
Description of Program:	
The Rule Development Program is responsible for evaluating sources for potential emissions control strategies and the development of regulations to attain Federal and State air quality standards, and to protect public health. In addition, staff reviews existing regulations and develops revisions to improve clarity, efficiency and effectiveness.	
Justification of Change Request:	
Not Applicable	
Activities	
Continue creating a new Rule 13-5: Refinery Hydrogen Systems to reduce methane and volatile organic compounds	
Continue to develop amendments to Rule 9-4 and 9-6 Building Appliances to reduce NOx emissions	
Create Prioritization Framework to align source evaluation priorities with the priorities of the Air District Board and the Community	
Analyze potential for additional emissions reductions from amendments to Rule 9-13: Portland Cement Manufacturing to reduce particulate matter	
Analyze potential for additional emissions reductions from amendments to Rule 9-14: Petroleum Coke Calcining Operations to reduce NOx emissions	
Continue supporting the Richmond/North Richmond/San Pablo Community Emission Reduction Planning process by providing staff resources to help the Steering Committee develop and prioritize emissions reduction measures	
Continue to develop amendments to Rule 8-8: Wastewater Collection and Separation Systems to reduce organic compounds	
Continue to develop amendments to Rule 8-5: Storage of Organic Liquids to reduce organic compounds from storage tanks	
Continue to develop amendments to 8-18: Equipment Leaks to reduce organic compounds	
Perform new source evaluations as resources allow	
Major Objectives	Delivery Date
Finalize new Rule 13-5: Refinery Hydrogen Systems to reduce methane and volatile organic compounds	April 2022
Finalize amendments to Rule 9-4 and 9-6 Building Appliances to reduce NOx emissions	June 2022
Finish analysis of amendments to Rule 9-14: Petroleum Coke Calcining Operations to reduce NOx emissions	July 2022
Finish analysis of amendments to Rule 9-13: Portland Cement Manufacturing to reduce particulate matter	July 2022
Finalize Prioritization Framework to align source evaluation priorities with the priorities of the Air District Board and the Community	December 2022
Finalize amendments on at least one of the following AB 617 BARCT Schedule rules: 8-5 (Storage of Organic Liquids), 8-8 (Wastewater Collection and Separation Systems), or 8-18 (Equipment Leaks)	December 2022

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

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Community Engagement Division

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

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

		Audited Program Actuals 2021	Approved Program Budget 2022	Proposed Program Budget 2023	FTE/Dollar Change \$	Percent Change %
Number of Positions (FTE)		9.27	13.84	16.05	2.21	16.0%
Personnel Expenditures						
Permanent Salaries	51100	1,026,925	2,091,289	2,200,979	109,690	5.2%
Overtime Salaries	51150	13,591	15,000	22,500	7,500	50.0%
Temporary Salaries	51200					
Payroll Taxes	51300	15,229	29,794	31,130	1,336	4.5%
Pension Benefits	51400	210,451	488,305	494,251	5,946	1.2%
FICA Replacement Benefits	51500	10,972	30,188	31,360	1,172	3.9%
Group Insurance Benefits	51600	134,729	309,813	287,848	(21,965)	(7.1)%
Employee Transportation Subsidy	51700	9,879	22,812	23,837	1,025	4.5%
Workers' Compensation	51800	3,294	8,262	8,294	32	0.4%
Other Post Employment Benefits	51850	77,375	143,689	144,238	549	0.4%
Board Stipends	51900					
Total Personnel Expenditures		1,502,445	3,139,152	3,244,437	105,285	3.4%
Services & Supplies Expenditures						
Travel In-State	52200		5,500	5,500		
Travel Out-of-State	52220		4,800	4,800		
Training & Education	52300	28,648	16,500	16,700	200	1.2%
Repair & Maintenance (Equipment)	52400					
Communications	52500	13,737	13,000	13,000		
Building Maintenance	52600					
Utilities	52700					
Postage	52800					
Printing & Reproduction	52900		3,500	3,500		
Equipment Rental	53100					
Rents & Leases	53200					
Professional Services & Contracts	53300	1,002,163	1,665,000	5,441,500	3,776,500	226.8%
General Insurance	53400					
Shop & Field Supplies	53500		2,000	2,000		
Laboratory Supplies	53600					
Gasoline & Variable Fuel	53700					
Computer Hardware & Software	53800					
Stationery & Office Supplies	53900	110	1,500	1,500		
Books & Journals	54100					
Minor Office Equipment	54200					
Total Services & Supplies Expenditures		1,044,658	1,711,800	5,488,500	3,776,700	220.6%
Capital Expenditures						
Leasehold Improvements	60100					
Building & Grounds	60105					
Office Equipment	60110					
Computer & Network Equipment	60115					
Motorized Equipment	60120					
Lab & Monitoring Equipment	60125					
Communications Equipment	60130					
General Equipment	60135					
PM 2.5 Equipment	60140					
Total Capital Expenditures						
Transfer In/Out		(66,282)				
Total Expenditures		2,480,821	4,850,952	8,732,937	3,881,985	80.0%

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Information Services Division

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

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

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

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

Managing Division:	
Information Services Division	
Contact Person:	
Magen Holloway	
Program Purpose:	
To provide archival and retrieval services for the District's records produced by various Divisions.	
Description of Program:	
The Records Management Program (RM) is responsible for maintaining the Air District official records for each Division. These documents are made available for public, industry and internal request in accordance to the APCO Policy and Procedures.	
Justification of Change Request:	
Not Applicable	
Activities	
Manage and Support of Physical and Electronic Storage of District Records.	
RM is configuring and implementing the new OB software with the assistance of consultants from Xerox. The Xerox is contracted to configure Air District records and corresponding Record Retention in OB. Xerox will also migrate historic records from AppXtender software and the Air District shared drives.	
Train Division Records Custodians on new OB software.	
Major Objectives	Delivery Date
Configure new OB software.	June 2023
Train staff on use of OB software.	June 2023
Migrate records from shared drives to OB software	June 2023

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

Managing Division:	
Information Services Division	
Contact Person:	
Derek Klein	
Program Purpose:	
Provide computer, networking and telecommunications infrastructure. Provide second tier service and support for escalated user support issues.	
Description of Program:	
Operate, engineer, purchase, install, upgrade, secure, monitor, maintain, and repair new software systems, computer networks, network servers, telephone systems, voicemail systems, firewalls, personal computers, workstations, file and database server hardware, and operating system and application software.	
Justification of Change Request:	
Not applicable.	
Activities	
Operation and system administration of HP-3000 servers.	
Administration of Cisco telephone and voice mail system.	
Administration of Simplivity and other VMWare servers.	
Configuration and administration of network routers, switches, firewalls and internet access.	
Operation and system administration of HP-9000 servers.	
Support and administer DNS servers.	
Administration of desktop operating system and applications software.	
Administration of Windows Active Directory and servers.	
Administration of NetApp SAN storage system.	
Purchase, installation, upgrade, maintenance, and repair of desktop workstations and printers.	
Administration of MS Exchange-Online, Internet and remote access systems.	
Administration of Multi-Agency Shared Services Printing and Scanning systems	
Major Objectives	Delivery Date
Maintain computer operations availability for 10 hours/day, 5 days/week.	Daily
Provide communications availability for 10 hours/day, 5 days/week.	Daily
Maintain LAN operations availability for 10 hours/day, 5 days/week.	Daily
Maintain network routers and firewall.	Weekly
Provide system connectivity support for JD Edwards.	Monthly
Support, troubleshoot and maintain desktop workstations.	Weekly
Support and upgrade remote access capabilities.	Monthly
Maintain voice messaging system, including menus and changes for field staff.	Monthly

		Audited Program Actuals 2021	Approved Program Budget 2022	Proposed Program Budget 2023	FTE/Dollar Change \$	Percent Change %
Number of Positions (FTE)		8.06	6.00	9.00	3.00	50.0%
Personnel Expenditures						
Permanent Salaries	51100	979,835	897,519	1,296,285	398,766	44.4%
Overtime Salaries	51150	14,397				
Temporary Salaries	51200					
Payroll Taxes	51300	14,702	12,900	18,507	5,607	43.5%
Pension Benefits	51400	234,399	210,084	303,004	92,920	44.2%
FICA Replacement Benefits	51500	10,577	11,434	17,589	6,155	53.8%
Group Insurance Benefits	51600	129,416	129,256	175,796	46,540	36.0%
Employee Transportation Subsidy	51700	9,528	8,640	13,369	4,729	54.7%
Workers' Compensation	51800	3,169	3,129	4,652	1,523	48.7%
Other Post Employment Benefits	51850	76,501	54,422	80,899	26,477	48.7%
Board Stipends	51900					
Total Personnel Expenditures		1,472,524	1,327,384	1,910,101	582,717	43.9%
Services & Supplies Expenditures						
Travel In-State	52200	22	10,000	11,700	1,700	17.0%
Travel Out-of-State	52220					
Training & Education	52300		50,000	60,000	10,000	20.0%
Repair & Maintenance (Equipment)	52400	675,929	689,000	735,000	46,000	6.7%
Communications	52500	30,156	17,000	21,600	4,600	27.1%
Building Maintenance	52600					
Utilities	52700					
Postage	52800	72				
Printing & Reproduction	52900					
Equipment Rental	53100					
Rents & Leases	53200					
Professional Services & Contracts	53300	224,468	555,000	575,000	20,000	3.6%
General Insurance	53400					
Shop & Field Supplies	53500					
Laboratory Supplies	53600					
Gasoline & Variable Fuel	53700					
Computer Hardware & Software	53800	285,153	251,300	509,800	258,500	102.9%
Stationery & Office Supplies	53900	227				
Books & Journals	54100					
Minor Office Equipment	54200					
Non-Capital Assets	54600	399,550				
Total Services & Supplies Expenditures		1,615,577	1,572,300	1,913,100	340,800	21.7%
Capital Expenditures						
Leasehold Improvements	60100					
Building & Grounds	60105					
Office Equipment	60110					
Computer & Network Equipment	60115		400,000	900,000	500,000	125.0%
Motorized Equipment	60120					
Lab & Monitoring Equipment	60125					
Communications Equipment	60130		400,000	200,000	(200,000)	(50.0)%
General Equipment	60135					
PM 2.5 Equipment	60140					
Total Capital Expenditures			800,000	1,100,000	300,000	37.5%
Transfer In/Out		(98,555)				
Total Expenditures		2,989,546	3,699,684	4,923,201	1,223,517	33.1%

Managing Division:	
Information Services Division	
Contact Person:	
Duane Vazquez	
Program Purpose:	
Provide end user support and manage the procurement of computer workstations and telecommunications systems.	
Description of Program:	
Operate, engineer, procure, install, configure, upgrade, maintain, repair and manage inventory for software and hardware computers, telephone systems, voicemail systems, wireless/cellular, printers and misc. peripheral devices . Provide technical assistance for computer systems, telephone systems, voicemail systems, hardware, and software. Assist in developing user training curriculum. Track and optimize user support metrics.	
Justification of Change Request:	
Activities	
Administration of desktop operating system and applications software.	
Administration of Cisco telephone and voice mail system.	
Configuration and administration of MFC printers, voip handsets, cellular devices, misc handheld & peripheral devices	
Purchase, installation, upgrade, maintenance, and repair of desktop workstations and printers.	
Major Objectives	Delivery Date
Maintain computer operations availability for 10 hours/day, 5 days/week.	Daily
Support, troubleshoot and maintain desktop workstations.	Weekly
Maintain voice messaging system, including menus and changes for field staff.	Monthly

	Audited Program Actuals 2021	Approved Program Budget 2022	Proposed Program Budget 2023	FTE/Dollar Change \$	Percent Change %
Number of Positions (FTE)		4.00	1.00	(3.00)	(75.00)%
Personnel Expenditures					
Permanent Salaries	51100	472,398	159,285	(313,113)	(66.28)%
Overtime Salaries	51150				
Temporary Salaries	51200				
Payroll Taxes	51300	6,692	2,257	(4,435)	(66.3)%
Pension Benefits	51400	110,029	35,484	(74,545)	(67.8)%
FICA Replacement Benefits	51500	7,622	1,954	(5,668)	(74.4)%
Group Insurance Benefits	51600	70,706	18,210	(52,496)	(74.2)%
Employee Transportation Subsidy	51700	5,760	1,485	(4,275)	(74.2)%
Workers' Compensation	51800	2,086	517	(1,569)	(75.2)%
Other Post Employment Benefits	51850	36,281	8,989	(27,292)	(75.2)%
Board Stipends	51900				
Total Personnel Expenditures		711,574	228,181	(483,393)	(67.9)%
Services & Supplies Expenditures					
Travel In-State	52200	2,000	2,000		
Travel Out-of-State	52220				
Training & Education	52300	35,000	35,000		
Repair & Maintenance (Equipment)	52400	10,000	10,000		
Communications	52500				
Building Maintenance	52600				
Utilities	52700				
Postage	52800				
Printing & Reproduction	52900				
Equipment Rental	53100				
Rents & Leases	53200				
Professional Services & Contracts	53300				
General Insurance	53400				
Shop & Field Supplies	53500				
Laboratory Supplies	53600				
Gasoline & Variable Fuel	53700				
Computer Hardware & Software	53800	160,000	185,000	25,000	15.6%
Stationery & Office Supplies	53900				
Books & Journals	54100				
Minor Office Equipment	54200				
Total Services & Supplies Expenditures		207,000	232,000	25,000	12.1%
Capital Expenditures					
Leasehold Improvements	60100				
Building & Grounds	60105				
Office Equipment	60110				
Computer & Network Equipment	60115				
Motorized Equipment	60120				
Lab & Monitoring Equipment	60125				
Communications Equipment	60130				
General Equipment	60135				
PM 2.5 Equipment	60140				
Biotech Equipment	60145				
Total Capital Expenditures					
Transfer In/Out					
Total Expenditures		918,574	460,181	(458,393)	(49.90)%

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My Air Online

The Office of My Air Online supports three major District objectives. First is software development for legacy system deprecation. This objective is focused on modernize permitting, compliance and enforcement including optimization via business process reengineering. The second objective is to maintain the Districts public web presence including secure and reliable information access, proactive digital notification, and equity through access to information, 508 compliance, and language translation. The third objective is to create and support a unified digital payment customer experience, grow online adoption, and ultimately expand to include outbound digital payments to enhance business continuity.

Managing Division:	
My Air Online	
Contact Person:	
Joy Chen	
Program Purpose:	
This program provides design, development, quality assurance and implementation support for the District's new permitting and compliance system.	
Description of Program:	
This program is responsible for software development for permitting, compliance and enforcement as well as online payment integration.	
Justification of Change Request:	
Supports a roughly \$50 million dollar District revenue stream derived from the regulated community.	
Activities	
Permitting and compliance development and implementation.	
Major Objectives	Delivery Date
Legacy System Deprecation via: Permitting and Compliance, Business Process Re-engineering, In-Sourced Support Model	Daily
Unified Digital Payments via: Grow Online Payment Adoption, Payment Reconciliation Governance, Expand from Inbound to Outbound	Daily

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

Managing Division:	
My Air Online	
Contact Person:	
Anja Page	
Program Purpose:	
The Air District Websites support and maintain the agency's web presence to provide the public with information about air quality, including health alerts and real-time air quality data, plans and technical information, as well as access to registrations, permits, regulations and other information for business and industry constituents.	
Description of Program:	
Development, support, and maintenance of the Air District's web content management system (Sitecore) and websites, including BAAQMD.gov and SparetheAir.org.	
Justification of Change Request:	
Supports Diversity, Equity and Inclusion by allowing 24/7 access to 508 compliant information in five languages English, Spanish, Tagalog, Vietnamese and Chinese.	
Activities	
Collaborate on efforts to increase multilingual translation, accessibility, and legal compliance for Air District websites	
Support, assist, and train Division Content Editors in the use of the web content management system	
Ensure content meets grammatical conventions, reading-level standards, and consistency requirements	
Develop, test, and implement new features and website components while providing technical support for online services	
Maintain and manage website systems with ongoing upgrades and improvements	
Monitor visitor usage through statistics and logs to inform priorities and decisions on feature development	
Document website processes, issue resolution, and functionality	
Major Objectives	Delivery Date
Public Web Presence via: Secure, Reliable Information (Pull), Proactive Digital Notifications (Push), Equity (i.e. 508, Languages, Data Access)	Ongoing

Website Development & Maintenance

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		Audited Program Actuals	Approved Program Budget	Proposed Program Budget	FTE/Dollar Change	Percent Change
		2021	2022	2023	\$	%
Number of Positions (FTE)		2.01	2.00	2.04	0.04	2.0%
Personnel Expenditures						
Permanent Salaries	51100	313,675	303,270	320,907	17,637	5.8%
Overtime Salaries	51150	178				
Temporary Salaries	51200					
Payroll Taxes	51300	4,716	4,319	4,545	226	5.2%
Pension Benefits	51400	69,386	71,005	74,446	3,441	4.8%
FICA Replacement Benefits	51500	3,390	3,811	3,992	181	4.7%
Group Insurance Benefits	51600	41,591	42,060	43,900	1,840	4.4%
Employee Transportation Subsidy	51700	3,056	2,880	3,035	155	5.4%
Workers' Compensation	51800	1,014	1,043	1,056	13	1.2%
Other Post Employment Benefits	51850	24,677	18,141	18,363	222	1.2%
Board Stipends	51900					
Total Personnel Expenditures		461,683	446,529	470,244	23,715	5.3%
Services & Supplies Expenditures						
Travel In-State	52200					
Travel Out-of-State	52220					
Training & Education	52300					
Repair & Maintenance (Equipment)	52400					
Communications	52500	1,645		1,757	1,757	
Building Maintenance	52600					
Utilities	52700					
Postage	52800					
Printing & Reproduction	52900	2,901		3,099	3,099	
Equipment Rental	53100					
Rents & Leases	53200					
Professional Services & Contracts	53300	1,156,928	917,581	980,068	62,487	6.8%
General Insurance	53400					
Shop & Field Supplies	53500					
Laboratory Supplies	53600					
Gasoline & Variable Fuel	53700					
Computer Hardware & Software	53800		142,000	151,670	9,670	6.8%
Stationery & Office Supplies	53900					
Books & Journals	54100					
Minor Office Equipment	54200					
Total Services & Supplies Expenditures		1,161,474	1,059,581	1,136,594	77,013	7.3%
Capital Expenditures						
Leasehold Improvements	60100					
Building & Grounds	60105					
Office Equipment	60110					
Computer & Network Equipment	60115					
Motorized Equipment	60120					
Lab & Monitoring Equipment	60125					
Communications Equipment	60130					
General Equipment	60135					
PM 2.5 Equipment	60140					
Biotech Equipment	60145					
Total Capital Expenditures						
Transfer In/Out		(30,622)				
Total Expenditures		1,592,535	1,506,110	1,606,838	100,728	6.7%

Managing Division:	
My Air Online	
Contact Person:	
Blair Adams	
Program Purpose:	
Legacy system data management.	
Description of Program:	
This program provides legacy system data maintenance include extract, transform and load services.	
Justification of Change Request:	
Not applicable.	
Activities	
Major Objectives	Delivery Date
Data Maintenance: Extract, transform and load of legacy data into new system.	Daily

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

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Meteorology & Measurement Division

The Meteorology and Measurement Division provides emissions, air quality, and meteorological data; chemical analysis; forecasting; and data analysis to support the activities of the Compliance & Enforcement, Engineering, Planning, Legal, Rules, Assessment, Inventory & Modeling, Communications, and Community Engagement Divisions. The data is used to

- determine if the Air District is in attainment with state and federal standards,
- determine if facilities are in compliance with Air District regulations,
- provide a scientific basis for Air District programmatic decisions, and
- to communicate about air quality with the public.

Managing Division:	
Meteorology & Measurement Division	
Contact Person:	
Ila perkins	
Program Purpose:	
Provide the data required to determine and measure progress towards the Bay Area's attainment of National and State ambient air quality standards, community monitoring, as well as determine and measure progress of other Air District programs.	
Description of Program:	
The primary function of the Air Monitoring - Operations Section is to operate and maintain a network of air quality and meteorological measurement sites that provide data required to determine attainment status of both National and State ambient air quality standards, new and modified regulations, National and State sampling strategies, as well as provide more targeted community level air quality assessment monitoring in support of AB617 activities and refinery (Schedule X funded) communities. Additionally, a network of toxics gaseous and particulate monitors collect data to develop trends and help define risk, and for National and State programs. Air monitoring and meteorological data, as well as sampling projects such as the Photochemical Assessment Monitoring Stations (PAMS) and PM2.5 speciation sampling, are also used for Air Quality Index (AQI) forecasts, Clean Air Plan (CAP) modeling, Prevention of Significant Deterioration (PSD) modeling, Refinery Community Monitoring, AB 617 monitoring and Environmental Impact Reports (EIRs).	
Justification of Change Request:	
Program Code 802 was previously for all Air Monitoring activities. Effective FYE 2022, Air Monitoring is separated into Operations (Program Code 802) and Projects & Technology (Program Code 810).	
Activities	
Operate and maintain the air monitoring network to provide a minimum of 90% valid data each quarter to determine the attainment status for National and State ambient air quality standards.	
Operate and maintain non-criteria pollutant monitors to provide data on ozone precursors, data for ozone forecasting, and data for fine particulate forecasting.	
Operate a Photochemical Assessment Monitoring Station (PAMS) network that meets EPA requirements.	
Operate a gaseous toxics network to provide data for State and Air District programs.	
Operate a network of fine particulate (PM2.5), black carbon, and particulate matter speciation samplers and analyzers in support of the determination of compliance with the National Ambient Air Quality Standards for PM2.5, wood smoke trends, and other area wide particulate matter studies.	
Operate two Near Road monitoring stations as mandated by EPA; two in the San Francisco-Oakland-Fremont CBSA, and one in the San Jose-Sunnyvale-Santa Clara CBSA; Operate an additional near road site positioned along the Interstate 580 corridor.	
Aid in the development and evaluation of existing technologies for air quality measurements.	
Implement community level air quality monitoring in support of AB617 and Schedule X (communities near refineries)	
Major Objectives	Delivery Date
Collect and process data that has been subjected to rigorous Quality Control (QC) as part of National, State and Air District programs.	Ongoing
Implementation of community level monitoring and air quality assessment in support of AB 617 and Schedule X	Ongoing

		Audited Program Actuals	Approved Program Budget	Proposed Program Budget	FTE/Dollar Change	Percent Change
		2021	2022	2023	\$	%
Number of Positions (FTE)		26.00	22.00	20.00	(2.00)	(9.10)%
Personnel Expenditures						
Permanent Salaries	51100	2,889,710	2,419,104	2,421,787	2,683	0.1%
Overtime Salaries	51150	525	8,500		(8,500)	(100.0)%
Temporary Salaries	51200					
Payroll Taxes	51300	43,626	34,237	34,087	(150)	(0.4)%
Pension Benefits	51400	620,294	562,425	548,458	(13,967)	(2.5)%
FICA Replacement Benefits	51500	31,462	42,036	39,255	(2,781)	(6.6)%
Group Insurance Benefits	51600	384,360	387,326	387,599	273	0.1%
Employee Transportation Subsidy	51700	28,380	31,765	29,837	(1,928)	(6.1)%
Workers' Compensation	51800	9,345	11,505	10,382	(1,123)	(9.8)%
Other Post Employment Benefits	51850	236,273	200,084	180,548	(19,536)	(9.8)%
Board Stipends	51900					
Total Personnel Expenditures		4,243,975	3,696,982	3,651,953	(45,029)	(1.2)%
Services & Supplies Expenditures						
Travel In-State	52200	5,842	20,000	22,700	2,700	13.5%
Travel Out-of-State	52220		10,000	20,000	10,000	100.0%
Training & Education	52300		5,000	34,500	29,500	590.0%
Repair & Maintenance (Equipment)	52400	36,974	78,196	81,841	3,645	4.7%
Communications	52500	4,465		73,685	73,685	
Building Maintenance	52600	3,007	59,820	221,244	161,424	269.8%
Utilities	52700	83,613	120,151	132,166	12,015	10.0%
Postage	52800					
Printing & Reproduction	52900					
Equipment Rental	53100					
Rents & Leases	53200	418,885	487,549	507,051	19,502	4.0%
Professional Services & Contracts	53300	92,159	415,000	415,000		
General Insurance	53400					
Shop & Field Supplies	53500	156,381	310,927	311,980	1,053	0.3%
Laboratory Supplies	53600	18,460	76,361	87,815	11,454	15.0%
Gasoline & Variable Fuel	53700					
Computer Hardware & Software	53800					
Stationery & Office Supplies	53900					
Books & Journals	54100					
Minor Office Equipment	54200					
Non-Capital Assets	54600					
		5,944				
Total Services & Supplies Expenditures		825,730	1,583,004	1,907,982	324,978	20.5%
Capital Expenditures						
Leasehold Improvements	60100					
Building & Grounds	60105					
Office Equipment	60110					
Computer & Network Equipment	60115					
Motorized Equipment	60120					
Lab & Monitoring Equipment	60125	304,013	666,711	1,234,517	567,806	85.2%
Communications Equipment	60130					
General Equipment	60135					
PM 2.5 Equipment	60140					
Total Capital Expenditures		304,013	666,711	1,234,517	567,806	85.2%
Transfer In/Out						
Total Expenditures		5,373,718	5,946,697	6,794,452	847,755	14.3%

Managing Division:	
Meteorology & Measurement Division	
Contact Person:	
Mairi Beacon	
Program Purpose:	
Provide laboratory, analytical, and technical services and support to other Air District Divisions and Sections.	
Description of Program:	
The primary function of the Laboratory Program is to provide laboratory analyses, analytical services and technical support to other Divisions, Sections and special programs in completing their objectives. The Laboratory Program evaluates and implements analytical methods as required by new, analytical capabilities or amendments and additions to Air District regulations. The analytical services of the program provide technical information for enforcement action, permit evaluation, and regulatory standard development. Close liaison is maintained with other air pollution agencies and technical groups.	
Justification of Change Request:	
Not Applicable	
Activities	
Perform gravimetric analyses on various filter media for BAAQMD and other agencies.	
Perform speciation analyses on various filter media including ion, carbon, and metals.	
Perform analyses associated with the Air District's toxics network.	
Perform analyses in support of Compliance and Enforcement and Source Test actions.	
Perform analyses of incident samples collected by the Air District.	
Perform analyses to provide comparative data for new and proposed field instrumentation.	
Identify and recommend analytical methods to support various Air District actions.	
Provide information on suitability of analyses proposed by outside laboratories.	
Participate in internal and external laboratory audits.	
Major Objectives	Delivery Date
Provide gravimetric and speciation data to MQA and AAQA.	Ongoing
Provide analytical data in support of Compliance and Enforcement actions.	Ongoing
Provide analytical data in support of the Source Test section.	Ongoing
Provide Air Monitoring Special Projects group and other agencies comparative data for the evaluation of new instrumentation.	Ongoing
Participate in internal and external safety evaluations and reporting.	Ongoing
Participate in internal and external laboratory audits.	Ongoing
Provide technical expertise and advice to other Air District divisions regarding laboratory methods and capabilities.	Ongoing

Laboratory

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

Managing Division:	
Meteorology & Measurement Division	
Contact Person:	
Jerry Bovee	
Program Purpose:	
Provide source testing and technical expertise to Air District Divisions.	
Description of Program:	
The primary functions of the Source Test Section are to: conduct analytical source tests; conduct performance audits on Continuous Emissions Monitors (CEMs); review third party source tests; research and develop new analytical source test procedures: and, provide technical expertise and advice to other Divisions. These data are used to produce engineering studies to determine compliance status for specific source categories, determine whether to issue Permits to Operate, update the emissions inventory, determine actual abatement control effectiveness, provide data & technical assistance for Air District studies including AB 617, and develop applicable standards and produce emissions data for new or revised regulations.	
Justification of Change Request:	
Not Applicable	
Activities	
Evaluate up to 400 facility submitted source test reports	
Conduct up to 45 particulate or gaseous toxics source tests.	
Conduct at least 90 instrumental gaseous source tests.	
Conduct up to 24 source tests at gasoline bulk terminals and bulk plants.	
Conduct up to 400 source tests on gasoline cargo tanks.	
Conduct up to 30 Enhanced Vapor Recovery source tests at Gasoline Distribution Facilities (GDF)	
Conduct up to 150 Field Accuracy Tests (FATs) on CEM systems.	
Evaluate up to 450 indicated excesses and other CEM-related call-ins.	
Maintain an electronic list of all source tests conducted at Title V facilities.	
Provide source testing to support rule development and implementation efforts.	
Manage South Bay Odor Study contracts and deliverables	
Provide Rule 12-15 refinery fence line monitoring program oversight	
Major Objectives	Delivery Date
Prepare reports on emissions from various source categories.	Ongoing
Prepare reports on particulate/gaseous toxic emissions from specific sources.	Ongoing
Prepare quarterly and annual summary of CEM data from specific sources.	Ongoing
Prepare reports on VOC emissions from gasoline bulk terminals and plants.	Ongoing
Prepare reports on VOC emissions from gasoline cargo tanks.	Ongoing
Provide monthly reports on indicated excesses from CEM systems.	Ongoing
Prepare reports on compliance rates and emissions, based on outside contractor tests.	Ongoing
Participate in source attribution studies associated with AB 617	Ongoing
Implement new emission testing methods and technologies	Ongoing

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

Managing Division:	
Meteorology & Measurement Division	
Contact Person:	
Charles Knoderer	
Program Purpose:	
Provide air quality and open burning forecasts, support for wildfire impacts, and collect, validate, analyze, and disseminate aerometric and meteorological data.	
Description of Program:	
The primary function of the Meteorological Section is to provide air quality forecasts, including open burn, and mandated Air Quality Index (AQI) forecasts, special forecasts for programs such as mandatory curtailment of wood burning, forecasts for wildfire smoke impacts, and episode/alert forecasts. Data analysis objectives include the validation, compilation and interpretation of meteorological and air quality data, and distribution of data to various data systems, including EPA's AQS database. Other objectives include evaluation for legal actions and determination of long-term air quality trends.	
Justification of Change Request:	
The Overtime Budget (51155) was increased to account for inflation. This includes additional meetings to coordinate open burning with other agencies (such as CalFire and ARB) and additional forecast responsibilities due to increased wildfire impacts on local air quality.	
Activities	
Provide support for tracking and forecasting smoke plume impacts during wildfire events.	
Provide reliable and timely Air Quality forecasts to the Air District and the public on weekdays, weekends and holidays.	
Review prescribed and marsh burn plans. Issue the daily open burn decision to Regional, State, and National Fire Agencies and the public. Allocate and distribute burn acreage for prescribed, marsh, and Sonoma County stubble burning.	
Quality assure EPA mandated air quality data and provide to EPA within 90 days of the end of a quarter.	
Develop forecasting techniques for winter particulate and summer ozone seasons, including statistical regression equations and develop and maintain the databases these methods are based upon.	
Review air quality and meteorological data from the five oil refinery Ground Level Monitoring (GLM) Networks and evaluate Excess Reports for the Compliance & Enforcement Division regarding compliance with Air District Regulations 1 & 9.	
Respond to record requests for information on air quality and meteorological data from the public. Provide presentations for Air District functions including Board and Committee meetings, and community outreach and public information meetings.	
Major Objectives	Delivery Date
Provide daily air quality forecasts and burn acreage allocations to meet Air District needs. Provide additional support during wildfire impacts.	Ongoing
Submit quality assured air quality data to EPA's AQS Database.	Quarterly
Provide air quality, meteorological, and GLM data in electronic format to requestors.	Monthly
Continue improvements to databases for air quality and meteorological data.	Ongoing

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

Managing Division:	
Meteorology & Measurement Division	
Contact Person:	
Charles Knoderer	
Program Purpose:	
Provide independent performance evaluation services for the Air Monitoring Section and evaluate equipment and siting for air quality monitoring performed by industry and/or their consultants within the Air District's boundaries.	
Description of Program:	
The primary function of the Performance Evaluation (PE) Section is to ensure the accuracy of data collected throughout the Air District's air monitoring network. The PE Section is also responsible for audits and data evaluation of the H2S and SO2 ground level monitors (GLMs) and operation of H2S and SO2 mobile sampling units for odor complaint investigations and episodic sampling. Provide episodic ambient air-sampling after incidents at local refineries and chemical plants. Measure pollutants significant enough to cause wide-spread complaints.	
Justification of Change Request:	
Not Applicable	
Activities	
Conduct performance evaluation audits on ambient air monitoring equipment as required by EPA and California Air Resources Board (CARB) regulations, and create accuracy records for reporting to EPA.	
Conduct performance evaluation audits on industry SO2 and H2S GLMs and prepare summary reports of the audits.	
Conduct performance evaluation audits on non-criteria pollutant monitors and prepare summary reports of the audits.	
Participate in inter-agency performance evaluation program conducted by EPA and CARB at Air District sites.	
Perform source-oriented sampling and mobile monitoring during complaint, odor, and episode conditions to provide data required for enforcement action. Between incidents, maintain the instruments and vehicles, as needed.	
Participate in interdivisional teams working on improving Air District regulations and the Manual of Procedures, special studies and customer service.	
Major Objectives	Delivery Date
Maintain the directory of information on network drives for Air District access to all Quality Assurance (QA) data and activities.	Ongoing
Maintain criteria pollutant calibration standards and calibrators to meet EPA requirements.	Ongoing
Revise Standard Operating Procedures (SOPs) to reflect changes in procedures.	Ongoing

Air Monitoring Instrument Performance Evaluation

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		Audited	Approved	Proposed	FTE/Dollar	Percent
		Program Actuals	Program Budget	Program Budget	Change	Change
		2021	2022	2023	\$	%
Number of Positions (FTE)		4.00	3.00	4.00	1.00	33.30%
Personnel Expenditures						
Permanent Salaries	51100	364,351	360,478	495,178	134,700	37.4%
Overtime Salaries	51150	985				
Temporary Salaries	51200					
Payroll Taxes	51300	5,478	5,107	7,010	1,903	37.3%
Pension Benefits	51400	78,813	83,974	114,540	30,566	36.4%
FICA Replacement Benefits	51500	3,932	5,780	6,964	1,184	20.5%
Group Insurance Benefits	51600	48,230	70,113	69,987	(126)	(0.2)%
Employee Transportation Subsidy	51700	3,542	4,368	5,293	925	21.2%
Workers' Compensation	51800	1,179	1,582	1,842	260	16.4%
Other Post Employment Benefits	51850	28,141	27,512	32,028	4,516	16.4%
Board Stipends	51900					
Total Personnel Expenditures		534,651	558,914	732,842	173,928	31.1%
Services & Supplies Expenditures						
Travel In-State	52200		455	455		
Travel Out-of-State	52220		2,500	3,750	1,250	50.0%
Training & Education	52300					
Repair & Maintenance (Equipment)	52400		6,400	6,400		
Communications	52500					
Building Maintenance	52600		11,250	11,250		
Utilities	52700	530				
Postage	52800					
Printing & Reproduction	52900					
Equipment Rental	53100					
Rents & Leases	53200					
Professional Services & Contracts	53300	929	2,550	2,550		
General Insurance	53400					
Shop & Field Supplies	53500	9,537	16,535	16,535		
Laboratory Supplies	53600					
Gasoline & Variable Fuel	53700					
Computer Hardware & Software	53800					
Stationery & Office Supplies	53900					
Books & Journals	54100		160	160		
Minor Office Equipment	54200					
Total Services & Supplies Expenditures		10,996	39,850	41,100	1,250	3.1%
Capital Expenditures						
Leasehold Improvements	60100					
Building & Grounds	60105					
Office Equipment	60110					
Computer & Network Equipment	60115					
Motorized Equipment	60120					
Lab & Monitoring Equipment	60125	15,295	20,400	90,000	69,600	341.2%
Communications Equipment	60130					
General Equipment	60135					
PM 2.5 Equipment	60140					
Biotech Equipment	60145					
Total Capital Expenditures		15,295	20,400	90,000	69,600	341.2%
Transfer In/Out						
Total Expenditures		560,942	619,164	863,942	244,778	39.5%

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

		Audited Program Actuals	Approved Program Budget	Proposed Program Budget	FTE/Dollar Change	Percent Change
		2021	2022	2023	\$	%
Number of Positions (FTE)		0.08	0.06	0.10	0.04	66.7%
Personnel Expenditures						
Permanent Salaries	51100	7,859	5,370	12,548	7,178	133.7%
Overtime Salaries	51150					
Temporary Salaries	51200					
Payroll Taxes	51300	115	75	177	102	136.0%
Pension Benefits	51400	1,922	1,239	2,859	1,620	130.8%
FICA Replacement Benefits	51500	84	119	189	70	58.8%
Group Insurance Benefits	51600	1,038	962	1,755	793	82.4%
Employee Transportation Subsidy	51700	75	91	144	53	58.2%
Workers' Compensation	51800	25	33	50	17	51.5%
Other Post Employment Benefits	51850	451	571	872	301	52.7%
Board Stipends	51900					
Total Personnel Expenditures		11,569	8,460	18,594	10,134	119.8%
Services & Supplies Expenditures						
Travel In-State	52200					
Travel Out-of-State	52220					
Training & Education	52300					
Repair & Maintenance (Equipment)	52400					
Communications	52500					
Building Maintenance	52600					
Utilities	52700		37,014		(37,014)	(100.0)%
Postage	52800					
Printing & Reproduction	52900					
Equipment Rental	53100					
Rents & Leases	53200	40,189	66,654		(66,654)	(100.0)%
Professional Services & Contracts	53300	1,126,201	1,302,521	1,485,825	183,304	14.1%
General Insurance	53400					
Shop & Field Supplies	53500		9,851	10,000	149	1.5%
Laboratory Supplies	53600					
Gasoline & Variable Fuel	53700					
Computer Hardware & Software	53800		2,000	2,000		
Stationery & Office Supplies	53900					
Books & Journals	54100					
Minor Office Equipment	54200					
Total Services & Supplies Expenditures		1,166,390	1,418,040	1,497,825	79,785	5.6%
Capital Expenditures						
Leasehold Improvements	60100					
Building & Grounds	60105					
Office Equipment	60110					
Computer & Network Equipment	60115					
Motorized Equipment	60120					
Lab & Monitoring Equipment	60125					
Communications Equipment	60130					
General Equipment	60135					
PM 2.5 Equipment	60140					
Biotech Equipment	60145					
Total Capital Expenditures						
Transfer In/Out						
Total Expenditures		1,177,959	1,426,500	1,516,419	89,919	6.3%

Managing Division:	
Meteorology & Measurement Division	
Contact Person:	
Jonathan P. Bower	
Program Purpose:	
Provide mobile, portable, and short-term air monitoring, develop and manage the Division's quality and data systems, and support the development of required analytical and operational tools.	
Description of Program:	
The Air Monitoring - Projects & Technology (AMPT) Section performs mobile, portable, and short-term air monitoring and sampling in support of various air monitoring projects. The section researches and develops tools, protocols, and procedures for testing and implementing air monitoring approaches to address a dynamic and growing list of uses cases, particularly at the community scale. AMPT is also responsible for oversight, maintenance, and development of regulatory and other data quality and data management systems. Major expenditures include air monitoring equipment and infrastructure, software development, hardware purchases and support, and telecommunications for remote air monitoring. This Section also supports and maintains data export facilities from the Data Management System.	
Justification of Change Request:	
Activities	
Maintain and develop regulatory and other air monitoring data management systems.	
Perform mobile, portable, and short term air monitoring in support of various projects and programs.	
Oversee and develop regulatory and other data quality systems.	
Research, develop, and evaluate emerging technologies, approaches, and procedures for air quality measurements.	
Provide technical feedback and project management of external air monitoring projects as needed.	
Major Objectives	Delivery Date
Maintain a robust Quality Assurance program for the Division.	Ongoing
Manage Data Management System(s) for data collected by the Division.	Ongoing
Implementation of community level screening and other monitoring projects in support of District programs, including AB 617.	Ongoing
Support the Air District's real-time air quality and meteorology web page.	Ongoing

Air Monitoring - Projects & Technology

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

Managing Division:	
Meteorology & Measurement Division	
Contact Person:	
Katherine Hoag	
Program Purpose:	
Summarize, analyze, and interpret air quality measurement data, evaluate monitoring networks and approaches, and provide technical support to Air District Divisions and the public.	
Description of Program:	
The Air Quality Analysis Section's primary objective is to characterize regional and local air quality using observed meteorological and air quality data, including preparing air quality summaries, determining compliance with National or State standards, and analyzing long-term trends to assess progress. District air monitoring program support includes developing an annual summary of the Air District's fixed-site air monitoring network, and a long-term assessment of the network's effectiveness every five years. This section is also responsible for reviewing or designing studies to characterize local air quality and providing analyses to assist developing air quality improvement strategies. This section also provides technical support to community-led air quality measurement and data analysis efforts.	
Justification of Change Request:	
Activities	
Analyze measurement data to improve understanding of regional and local-scale air quality for routine reports or in support of Air District programs and the public.	
Evaluate regulatory ambient air monitoring network with respect to meeting Federal and State requirements or other Air District priorities, coordinate with US EPA on monitoring network modifications.	
Develop or review internal and external monitoring plans and/or air quality reports, including for NOA and DTSC mitigation projects.	
Provide technical support for community projects, including providing context to monitoring data and assisting community-based participatory research projects using air sensors.	
Air District coordinator for the Bay Air Center.	
Major Objectives	Delivery Date
Prepare Air Quality Data reports summarizing regional compliance with standards long-term trends, and community-level air quality assessments.	Ongoing
Prepare and submit Annual Air Monitoring Network Plan to EPA, CARB and the public.	Annually
Evaluate ambient monitoring network and seek EPA approval for changes as needed.	Ongoing
Complete exceptional event notifications or justification packages as needed, in coordination with CARB and EPA.	Ongoing
Oversight of Bay Air Center's technical support for community-led monitoring projects funded by CARB Community Air Grants	Ongoing
Complete Richmond-San Pablo AB 617 Monitoring Plan implementation by analyzing data, preparing reports, and working with the Monitoring Outreach Team to communicate insights to the public.	Ongoing

Ambient Air Quality Analysis

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		Audited Program Actuals 2021	Approved Program Budget 2022	Proposed Program Budget 2023	FTE/Dollar Change \$	Percent Change %
Number of Positions (FTE)		3.69	4.19	5.15	0.96	22.9%
Personnel Expenditures						
Permanent Salaries	51100	533,826	634,652	796,906	162,254	25.6%
Overtime Salaries	51150		10,000	1,000	(9,000)	(90.0)%
Temporary Salaries	51200					
Payroll Taxes	51300	8,036	9,061	11,310	2,249	24.8%
Pension Benefits	51400	45,444	148,586	177,407	28,821	19.4%
FICA Replacement Benefits	51500	5,779	7,993	10,059	2,066	25.8%
Group Insurance Benefits	51600	70,574	72,880	88,332	15,452	21.2%
Employee Transportation Subsidy	51700	5,211	6,040	7,646	1,606	26.6%
Workers' Compensation	51800	1,725	2,188	2,660	472	21.6%
Other Post Employment Benefits	51850	42,942	38,046	46,266	8,220	21.6%
Board Stipends	51900					
Total Personnel Expenditures		713,537	929,446	1,141,586	212,140	22.8%
Services & Supplies Expenditures						
Travel In-State	52200					
Travel Out-of-State	52220					
Training & Education	52300		10,000	20,000	10,000	100.0%
Repair & Maintenance (Equipment)	52400					
Communications	52500	582	500	1,500	1,000	200.0%
Building Maintenance	52600					
Utilities	52700					
Postage	52800					
Printing & Reproduction	52900					
Equipment Rental	53100					
Rents & Leases	53200					
Professional Services & Contracts	53300		108,000	550,000	442,000	409.3%
General Insurance	53400					
Shop & Field Supplies	53500	6,488				
Laboratory Supplies	53600					
Gasoline & Variable Fuel	53700					
Computer Hardware & Software	53800		1,500	20,000	18,500	1,233.3%
Stationery & Office Supplies	53900		2,500	2,500		
Books & Journals	54100		1,000	1,000		
Minor Office Equipment	54200					
Total Services & Supplies Expenditures		7,070	123,500	595,000	471,500	381.8%
Capital Expenditures						
Leasehold Improvements	60100					
Building & Grounds	60105					
Office Equipment	60110					
Computer & Network Equipment	60115					
Motorized Equipment	60120					
Lab & Monitoring Equipment	60125					
Communications Equipment	60130					
General Equipment	60135					
PM 2.5 Equipment	60140					
Biotech Equipment	60145					
Total Capital Expenditures						
Transfer In/Out						
Total Expenditures		720,607	1,052,946	1,736,586	683,640	64.9%

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Special Revenue Fund

Program Narratives and Expenditure Details

SPECIAL REVENUE FUND

7KH \$IU' LMEFW 6SHFDO5HYQXH DOR ZRUN VR VXSSRUWH \$IU' LMEFW P LMRQ RI IP SURYQJ DIU quality, protecting public health, and protecting the global climate. The Special Fund revenue is principally derived from state and federal agency grants (e.g., from the California Air Resources Board and US Environmental Protection Agency), Department of Motor Vehicle Registration fees, settlement agreements, environmental mitigation fees, bond-sales, and the Bay Area Clean Air Foundation.

The Air District uses monies from these revenue sources to fund a variety of programs and projects that complement its regulatory and enforcement activities: grant and incentive programs for public agencies businesses, community groups, and residents, community outreach and engagement efforts, air quality monitoring and analysis, commuter benefits and Spare the Air programs, mobile source and anti-idling enforcement activities, and others. Air District staff administrative costs related to the implementation of Air District sponsored projects and programs are mainly provided for by the revenue source. A list of the main sources of revenue is listed below and a description of the programs funded by these sources is found in the section that follows:

- x Transportation Fund for Clean Air (TFCA)
- x Mobile Source Incentive Fund (MSIF)
- x Carl Moyer Program (CMP)
- x Community Air Protection Program (CAPP)
- x Volkswagen Environmental Mitigation Trust (VW Trust)
- x Funding Agricultural Replacement Measures for Emission Reductions (FARMER)
- x US Environmental Protection Agency
- x California Air Resources Board
- x CALTRANS/ Congestion Mitigation and Air Quality Improvement (CMAQ)
- x Funding Agricultural Replacement Measures for Emission Reductions (FARMER)
- x California Goods Movement I-Bond (CGMB)

Special Revenue Fund

Communications Office

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

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

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

Managing Division:	
Communications Office	
Contact Person:	
Kristina Chu	
Program Purpose:	
The Spare the Air program encourages the public to reduce their driving, a major source of Bay Area air pollution, and promotes the use of remote work, public transit, biking, walking, carpooling, trip reduction and other behavior changes that reduce pollution from automobiles. The program provides outreach to employers/employees for the Spare the Air Employer and Commuter Benefits Programs. Employers are targeted specifically due to their significant influence on the commute behaviors of their employees.	
Description of Program:	
The Spare the Air program works with the public to reduce air pollution by promoting employer commute programs and making clean air choices including remote work, taking public transportation, using electric vehicles, ridesharing and trip linking; this program complements Program 305. Funds will be used for electronic notification systems, employer outreach, partnerships and Commuter Benefits Program outreach, as well as staff time associated with the Spare the Air programs and grass roots education.	
Justification of Change Request:	
Budget increase to cover costs of streamlining Spare the Air program, app re-design and website updates.	
Activities	
Prepare and issue media releases, respond to media inquiries and plan employer workshops and events.	
Promote employer transportation programs to reduce the number of single occupancy vehicles commuting to work.	
Support Resource Team activities, projects and promotions.	
Manage and update program websites as well as social media sites such as Twitter, Pinterest and Facebook.	
Provide public outreach at employer events throughout the Bay Area.	
Notify the media and employers of Spare the Air Alerts through AirAlerts, press releases, websites, apps and social media sites.	
Manage employer outreach & advertising campaign.	
Provide outreach to employers, in concert with MTC, for the Commuter Benefits Program.	
Conduct employer opinion surveys to evaluate Spare the Air program and measure behavior change.	
Inform employees about commuter incentive programs and individual choices to reduce air pollution.	
Provide overview of campaign to the Administrative Committee and Board of Directors.	
Major Objectives	Delivery Date
Coordinate Air District presence at public events and employer events, including community events and fairs.	Ongoing
Develop video podcasts, video news releases / statements, displays and infographics for Employer Program and Commuter Benefits Program / events.	Ongoing
Add new visualization, app integration and other features to improve user experience on sparetheair.org website	Ongoing
Manage Spare the Air Employer Program.	Ongoing
Conduct employer workshops and develop employer outreach materials, webinars and website information for new employer commute incentives rule.	Ongoing
Support Air Quality Resource Teams.	Ongoing

Intermittent Control (TFCA)

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		Audited Program Actuals	Approved Program Budget	Proposed Program Budget	FTE/Dollar Change	Percent Change
		2021	2022	2023	\$	%
Number of Positions (FTE)		2.37	3.72	3.26	(0.46)	(12.37)
Personnel Expenditures						
Permanent Salaries	51100	256,530	436,960	418,044	(18,916)	(4.33)
Overtime Salaries	51150	10,371				
Temporary Salaries	51200					
Payroll Taxes	51300	3,940	6,191	5,901	(290)	(4.68)
Pension Benefits	51400	66,921	101,798	96,155	(5,643)	(5.54)
FICA Replacement Benefits	51500	2,839	6,984	6,368	(616)	(8.82)
Group Insurance Benefits	51600	34,631	66,144	61,344	(4,800)	(7.26)
Employee Transportation Subsidy	51700	2,564	5,277	4,840	(437)	(8.28)
Workers' Compensation	51800	830	1,911	1,684	(227)	(11.88)
Other Post Employment Benefits	51850	18,149	33,242	29,288	(3,954)	(11.89)
Board Stipends	51900					
Total Personnel Expenditures		396,775	658,507	623,624	(34,883)	(5.30)
Services & Supplies Expenditures						
Travel In-State	52200					
Travel Out-of-State	52220					
Training & Education	52300					
Repair & Maintenance (Equipment)	52400					
Communications	52500					
Building Maintenance	52600					
Utilities	52700					
Postage	52800		5,000	5,000		
Printing & Reproduction	52900	165	15,000	15,000		
Equipment Rental	53100					
Rents & Leases	53200					
Professional Services & Contracts	53300	899,876	1,338,000	1,338,000		
General Insurance	53400					
Shop & Field Supplies	53500					
Laboratory Supplies	53600					
Gasoline & Variable Fuel	53700					
Computer Hardware & Software	53800					
Stationery & Office Supplies	53900					
Books & Journals	54100					
Minor Office Equipment	54200					
Total Services & Supplies Expenditures		900,041	1,358,000	1,358,000		
Capital Expenditures						
Leasehold Improvements	60100					
Building & Grounds	60105					
Office Equipment	60110					
Computer & Network Equipment	60115					
Motorized Equipment	60120					
Lab & Monitoring Equipment	60125					
Communications Equipment	60130					
General Equipment	60135					
PM 2.5 Equipment	60140					
Total Capital Expenditures						
Transfer In/Out		205,084	296,328	278,719	(17,609)	(5.94)
Total Expenditures		1,501,900	2,312,835	2,260,343	(52,492)	(2.27)

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Special Revenue Fund

Strategic Incentive Division

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

Managing Division:	
Strategic Incentives Division	
Contact Person:	
Alona Davis	
Program Purpose:	
Administration of the Carl Moyer Program (CMP) and other State funds, which provide grants to businesses and public agencies for projects that reduce emissions from primarily heavy-duty engines.	
Description of Program:	
<p>The Air District has participated in the CMP, in cooperation with the California Air Resources Board (CARB), since the program began in 1999. The CMP provides grants to public and private entities to reduce emissions of oxides of nitrogen (NOx), reactive organic gases (ROG) and particulate matter (PM) from existing heavy-duty engines by either replacing or retrofitting them. Eligible projects include trucks, buses, agricultural equipment, marine vessels, locomotives, off-road construction and industrial equipment, and infrastructure that supports clean technologies. The program prioritizes projects that benefit the most impacted communities. Air District staff conducts outreach and solicits grant applications, evaluates grant applications according to established criteria, recommends allocation of the funding, prepares contracts with grantees, monitors progress in implementing funded projects, and reports on the use of funds.</p> <p>This program is funded by State sources including the CMP, the Community Air Protection (CAP) Program, and the Funding Agricultural Replacement Measures for Emission Reductions (FARMER) Program.</p>	
Justification of Change Request:	
Increased expenditure to address the program administrative needs for managing increased revenue.	
Activities	
Develop policies and procedures for the administration of the CMP.	
Conduct outreach to interested parties and provide application assistance.	
Evaluate grant applications for eligibility with CMP guidelines.	
Prepare grant award recommendations and coordinate the execution of funding agreements for the selected projects.	
Monitor, inspect, and audit current and previously funded programs and projects to assure compliance with State and District guidelines, policies, and statutory and regulatory requirements.	
Prepare and submit reports to CARB on the implementation of the CMP.	
Prepare technical, financial, and staff reports.	
Major Objectives	Delivery Date
Finalize policies and procedures for the new CMP funding cycle, consistent with CARB guidelines.	March 2023
Open a solicitation for the new CMP/FARMER/CAP funding cycle.	April 2023
Meet funding source disbursement and liquidation deadlines.	June 2023
Submit annual reports to CARB on the District's implementation of the CMP (annually) and CAP and FARMER (semi-annually).	Annually
Meet funding source requirements to fund projects benefitting priority areas.	Ongoing

		Audited Program Actuals	Approved Program Budget	Proposed Program Budget	FTE/Dollar Change	Percent Change
		2021	2022	2023	\$	%
Number of Positions (FTE)		14.35	18.82	16.62	(2.20)	(11.7)
Personnel Expenditures						
Permanent Salaries	51100	1,266,634	2,271,087	2,172,379	(98,708)	(4.35)
Overtime Salaries	51150	665				
Temporary Salaries	51200					
Payroll Taxes	51300	18,868	32,272	30,677	(1,595)	(4.94)
Pension Benefits	51400	227,206	529,237	492,245	(36,992)	(6.99)
FICA Replacement Benefits	51500	13,495	35,867	32,486	(3,381)	(9.43)
Group Insurance Benefits	51600	165,597	353,206	290,841	(62,365)	(17.66)
Employee Transportation Subsidy	51700	12,145	27,104	24,692	(2,412)	(8.90)
Workers' Compensation	51800	4,084	9,816	8,591	(1,225)	(12.48)
Other Post Employment Benefits	51850	96,071	170,720	149,415	(21,305)	(12.48)
Board Stipends	51900					
Total Personnel Expenditures		1,804,765	3,429,309	3,201,326	(227,983)	(6.65)
Services & Supplies Expenditures						
Travel In-State	52200		12,000	12,500	500	4.17
Travel Out-of-State	52220		9,000	7,500	(1,500)	(16.67)
Training & Education	52300		10,000	22,000	12,000	120.00
Repair & Maintenance (Equipment)	52400					
Communications	52500			5,000	5,000	
Building Maintenance	52600					
Utilities	52700					
Postage	52800					
Printing & Reproduction	52900		2,000	3,000	1,000	50.00
Equipment Rental	53100					
Rents & Leases	53200					
Professional Services & Contracts	53300	67,460	285,477	400,000	114,523	40.12
General Insurance	53400					
Shop & Field Supplies	53500		2,000	2,000		
Laboratory Supplies	53600					
Gasoline & Variable Fuel	53700					
Computer Hardware & Software	53800		10,000	22,000	12,000	120.00
Stationery & Office Supplies	53900		600	1,000	400	66.67
Books & Journals	54100	36	200	500	300	150.00
Minor Office Equipment	54200			5,000	5,000	
Total Services & Supplies Expenditures		67,496	331,277	480,500	149,223	45.04
Capital Expenditures						
Leasehold Improvements	60100					
Building & Grounds	60105					
Office Equipment	60110					
Computer & Network Equipment	60115					
Motorized Equipment	60120					
Lab & Monitoring Equipment	60125					
Communications Equipment	60130					
General Equipment	60135					
PM 2.5 Equipment	60140					
Total Capital Expenditures						
Transfer In/Out	70005	51,643				
Total Expenditures		1,923,904	3,760,586	3,681,826	(78,760)	(2.09)

Managing Division:	
Strategic Incentives Division	
Contact Person:	
Minda Berbeco	
Program Purpose:	
Administer motor vehicle registration fee surcharge revenues to reduce on-road vehicle emissions.	
Description of Program:	
<p>In 1991, the California State Legislature authorized the Air District to impose a \$4 surcharge on motor vehicles registered within its jurisdiction to fund projects that reduce on-road motor vehicle emissions. The Air District allocates these funds to eligible projects through its Transportation Fund for Clean Air (TFCA) program and a portion of the funds collected are expended for administrative purposes. The statutory authority for the TFCA and requirements of the program are set forth in California Health and Safety Code Sections 44241 and 44242. Sixty percent of the funds are awarded directly by the Air District for eligible Air District programs (e.g., Spare the Air) and through the TFCA Regional Fund program. The remaining 40% are forwarded to the nine designated Bay Area county transportation agencies and distributed through the County Program Manager Fund program.</p> <p>The TFCA provides grants to reduce emissions of criteria pollutants through trip reduction projects and clean-air vehicle-based projects.</p>	
Justification of Change Request:	
Not applicable.	
Activities	
Prepare recommendations for updates to program policies for consideration by the Board of Directors; update program guidance and administrative operating procedures; and develop solicitation packages and conduct outreach.	
Review and evaluate project applications to determine their eligibility, and prepare recommendations for award of eligible projects for approval by the Board of Directors.	
Prepare contracts, amendments, and correspondence; review progress reports, inspect, and audit programs and projects to assure compliance with District policies and statutory requirements; process reimbursement requests; and ensure project files are complete and up to date.	
Prepare technical, financial, and staff reports and attend meetings.	
Major Objectives	Delivery Date
Open solicitations for FYE 2023 Regional Fund; conduct outreach, review applications, and obtain Board of Directors approval for eligible projects; and execute agreements with grantees.	Ongoing
Complete updates to the FYE 2024 County Program Manager policies for Board of Directors consideration and distribute guidance and application package to Program Managers	December 2022
Prepare FYE 2022 TFCA Report on Regional Fund Expenditures and Effectiveness.	December 2022
Conduct audit of TFCA funded projects and programs completed by 6/30/21	December 2022
Obtain Board of Director approval of proposed FYE 2024 expenditure reports and execute funding agreements with the nine County Program Managers.	June 2023

Transportation Fund for Clean Air Administration (TFCA)

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

Managing Division:	
Strategic Incentives Division	
Contact Person:	
Minda Berbeco	
Program Purpose:	
Administer funding from motor vehicle surcharge revenues, authorized by AB 923, for emission reduction projects.	
Description of Program:	
<p>Assembly Bill 923 (AB 923 - Firebaugh), enacted in 2004 (codified as Health and Safety Code Section 44225), authorized local air districts to increase their motor vehicle registration surcharge for motor vehicles within the Air District's jurisdiction up to an additional \$2 per vehicle. The revenues from the additional \$2 surcharge are deposited in the Air District's Mobile Source Incentive Fund (MSIF).</p> <p>MSIF funds can be allocated to the following eligible projects and programs, according to established criteria: the Lower-Emission School Bus Program, a passenger vehicle retirement program, projects eligible for Carl Moyer Program funds, and eligible agricultural projects. Staff recommends funding allocations to eligible projects and programs for approval by the Board of Directors, monitors progress in implementing funded projects, reports on the use of the funds, and coordinates verification of requirements compliance. This program also includes assessment of mobile source and transportation technologies and programs in support of the grant-making function.</p>	
Justification of Change Request:	
Increased expenditure to address the program administrative needs for updating databases and systems.	
Activities	
Recommend funding allocations to the Board of Directors.	
Conduct outreach to interested parties and provide application assistance.	
Evaluate grant applications for eligibility with applicable guidelines.	
Conduct inspections of the baseline and funded project equipment.	
Prepare grant award recommendations and coordinate the execution of funding agreements for the selected projects.	
Administer and monitor projects that have been awarded grants.	
Prepare and submit reports to the California Air Resources Board (CARB) on the expenditure of MSIF funds.	
Monitor, inspect, and audit current and previously funded programs and projects to assure compliance with State and District guidelines, policies, and statutory and regulatory requirements.	
Prepare technical, financial, and staff reports.	
Major Objectives	Delivery Date
Report MSIF expenditures and project data to CARB.	August 2022
Obtain Board of Directors approval of project recommendations.	Ongoing
Manage updates to the grants management system.	Ongoing

Mobile Source Incentive Fund (MSIF)

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		Audited Program Actuals	Approved Program Budget	Proposed Program Budget	FTE/Dollar Change	Percent Change
		2021	2022	2023	\$	%
Number of Positions (FTE)		0.65	1.85	3.16	1.31	70.8
Personnel Expenditures						
Permanent Salaries	51100	354,603	245,063	407,980	162,917	66.48
Overtime Salaries	51150	60				
Temporary Salaries	51200	74				
Payroll Taxes	51300	5,300	3,493	5,767	2,274	65.10
Pension Benefits	51400	71,885	57,225	92,400	35,175	61.47
FICA Replacement Benefits	51500	3,817	3,525	6,173	2,648	75.12
Group Insurance Benefits	51600	46,858	33,887	55,946	22,059	65.10
Employee Transportation Subsidy	51700	3,439	2,664	4,692	2,028	76.13
Workers' Compensation	51800	1,144	965	1,632	667	69.12
Other Post Employment Benefits	51850	26,726	16,780	28,391	11,611	69.20
Board Stipends	51900					
Total Personnel Expenditures		513,906	363,602	602,981	239,379	65.84
Services & Supplies Expenditures						
Travel In-State	52200		8,000	8,000		
Travel Out-of-State	52220			2,500	2,500	
Training & Education	52300	725	5,000	23,500	18,500	370.00
Repair & Maintenance (Equipment)	52400					
Communications	52500			2,000	2,000	
Building Maintenance	52600					
Utilities	52700					
Postage	52800					
Printing & Reproduction	52900		3,000	3,000		
Equipment Rental	53100					
Rents & Leases	53200					
Professional Services & Contracts	53300	13,023	38,301	150,000	111,699	291.63
General Insurance	53400					
Shop & Field Supplies	53500					
Laboratory Supplies	53600					
Gasoline & Variable Fuel	53700					
Computer Hardware & Software	53800		4,000	30,000	26,000	650.00
Stationery & Office Supplies	53900		500	800	300	60.00
Books & Journals	54100		200	200		
Minor Office Equipment	54200		1,000	5,000	4,000	400.00
Total Services & Supplies Expenditures		13,748	60,001	225,000	164,999	274.99
Capital Expenditures						
Leasehold Improvements	60100					
Building & Grounds	60105					
Office Equipment	60110					
Computer & Network Equipment	60115					
Motorized Equipment	60120					
Lab & Monitoring Equipment	60125					
Communications Equipment	60130					
General Equipment	60135					
PM 2.5 Equipment	60140					
Total Capital Expenditures						
Transfer In/Out		244,135	163,626	271,341	107,715	65.83
Total Expenditures		771,789	587,229	1,099,322	512,093	87.20

Managing Division:	
Strategic Incentives Division	
Contact Person:	
Minda Berbeco	
Program Purpose:	
Accelerate the removal of high-emitting vehicles from the on-road motor vehicle fleet within the District's jurisdiction.	
Description of Program:	
The program removes high-emitting motor vehicles from the region's roadways by purchasing and scrapping eligible vehicles from registered owners on a voluntary basis.	
Justification of Change Request:	
No change.	
Activities	
Implement procurement process for vehicle scrapping services.	
Oversee contractor's purchase and scrapping of vehicles.	
Respond to inquiries regarding Vehicle Buy-Back Program.	
Implement procurement process for direct mail campaign services.	
Oversee contractor's direct mailings.	
Acquire and update Department of Motor Vehicles (DMV) database used for direct mail annually.	
Develop and update Vehicle Buy-Back outreach materials.	
Conduct site visits of dismantling yards and dismantler offices.	
Manage suppression list and update DMV database.	
Review and approve scrapping contractor invoices.	
Review and approve direct mail contractor invoices.	
Major Objectives	Delivery Date
Implement the Vehicle Buy-Back program, monitor contractor performance, review/ pay program invoices.	Ongoing
Report program expenditures to the California Air Resources Board (CARB)	June 2023

Vehicle Buy Back (MSIF)

312

		Audited Program Actuals	Approved Program Budget	Proposed Program Budget	FTE/Dollar Change	Percent Change
		2021	2022	2023	\$	%
Number of Positions (FTE)		0.07	0.90	0.56	(0.34)	(37.8)
Personnel Expenditures						
Permanent Salaries	51100	3,126	85,994	66,261	(19,733)	(22.95)
Overtime Salaries	51150					
Temporary Salaries	51200					
Payroll Taxes	51300	48	1,211	933	(278)	(22.96)
Pension Benefits	51400	717	19,918	15,266	(4,652)	(23.36)
FICA Replacement Benefits	51500	31	1,715	1,095	(620)	(36.15)
Group Insurance Benefits	51600	394	14,048	11,765	(2,283)	(16.25)
Employee Transportation Subsidy	51700	28	1,296	832	(464)	(35.80)
Workers' Compensation	51800	10	469	289	(180)	(38.38)
Other Post Employment Benefits	51850	159	8,163	5,034	(3,129)	(38.33)
Board Stipends	51900					
Total Personnel Expenditures		4,513	132,814	101,475	(31,339)	(23.60)
Services & Supplies Expenditures						
Travel In-State	52200					
Travel Out-of-State	52220					
Training & Education	52300					
Repair & Maintenance (Equipment)	52400					
Communications	52500					
Building Maintenance	52600					
Utilities	52700					
Postage	52800					
Printing & Reproduction	52900					
Equipment Rental	53100					
Rents & Leases	53200					
Professional Services & Contracts	53300	3,363,092	7,200,000	7,200,000		
General Insurance	53400					
Shop & Field Supplies	53500					
Laboratory Supplies	53600					
Gasoline & Variable Fuel	53700					
Computer Hardware & Software	53800					
Stationery & Office Supplies	53900					
Books & Journals	54100					
Minor Office Equipment	54200					
Total Services & Supplies Expenditures		3,363,092	7,200,000	7,200,000		
Capital Expenditures						
Leasehold Improvements	60100					
Building & Grounds	60105					
Office Equipment	60110					
Computer & Network Equipment	60115					
Motorized Equipment	60120					
Lab & Monitoring Equipment	60125					
Communications Equipment	60130					
General Equipment	60135					
PM 2.5 Equipment	60140					
Total Capital Expenditures						
Transfer In/Out		2,144	49,125	35,024	(14,101)	(28.70)
Total Expenditures		3,369,749	7,381,939	7,336,499	(45,440)	(0.62)

Managing Division:	
Strategic Incentives Division	
Contact Person:	
Chengfeng Wang	
Program Purpose:	
Administer one-time pass through funding to implement emissions reductions projects	
Description of Program:	
<p>This program is used to manage grant revenues the Air District receives from sources such as the Bay Area Clean Air Foundation, State of California, Federal government, and settlement agreements. Grant funding from these sources is used to administer "one-off" or single-cycle of funding for projects and programs that have a limited duration, e.g., 1 to 5 years.</p> <p>These funding sources may also be used to augment and complement funding from other Air District sources of funding.</p>	
Justification of Change Request:	
None.	
Activities	
Develop policies and guidelines, issue calls for projects, conduct workshops, attend meetings, and outreach to potential project sponsors.	
Review, evaluate and rank project applications to determine their eligibility and award amount, and prepare associated project documents (contracts, letters, reports, and communications).	
Prepare recommendations for award of eligible projects for approval by the Air District's Board of Directors.	
Monitor, inspect, and audit funded programs and projects to assure compliance of applicable grant agreements, guidelines, policies, and statutory and regulatory requirements.	
Review progress reports, process reimbursement requests, and ensure project files are complete and up to date.	
Prepare technical, financial, and staff reports.	
Major Objectives	Delivery Date
Meet all funding source requirements including project obligation/encumbrance and liquidation deadlines	Ongoing
Submit required reports to funding source agencies	Ongoing

Miscellaneous Incentive Program (Other Grant)

316

		Audited Program Actuals	Approved Program Budget	Proposed Program Budget	FTE/Dollar Change	Percent Change
		2021	2022	2023	\$	%
Number of Positions (FTE)		0.36	0.12		(0.12)	(100.0)
Personnel Expenditures						
Permanent Salaries	51100	44,556	13,731		(13,731)	(100.00)
Overtime Salaries	51150	2,665				
Temporary Salaries	51200					
Payroll Taxes	51300	724	194		(194)	(100.00)
Pension Benefits	51400	18,488	3,194		(3,194)	(100.00)
FICA Replacement Benefits	51500	543	233		(233)	(100.00)
Group Insurance Benefits	51600	6,546	2,580		(2,580)	(100.00)
Employee Transportation Subsidy	51700	495	176		(176)	(100.00)
Workers' Compensation	51800	144	64		(64)	(100.00)
Other Post Employment Benefits	51850	4,188	1,110		(1,110)	(100.00)
Board Stipends	51900					
Total Personnel Expenditures		78,349	21,282		(21,282)	(100.00)
Services & Supplies Expenditures						
Travel In-State	52200		6,300	6,300		
Travel Out-of-State	52220		6,300		(6,300)	(100.00)
Training & Education	52300					
Repair & Maintenance (Equipment)	52400					
Communications	52500					
Building Maintenance	52600					
Utilities	52700					
Postage	52800					
Printing & Reproduction	52900					
Equipment Rental	53100					
Rents & Leases	53200					
Professional Services & Contracts	53300	43,137				
General Insurance	53400					
Shop & Field Supplies	53500					
Laboratory Supplies	53600					
Gasoline & Variable Fuel	53700					
Computer Hardware & Software	53800					
Stationery & Office Supplies	53900					
Books & Journals	54100					
Minor Office Equipment	54200					
Total Services & Supplies Expenditures		43,137	12,600	6,300	(6,300)	(50.00)
Capital Expenditures						
Leasehold Improvements	60100					
Building & Grounds	60105					
Office Equipment	60110					
Computer & Network Equipment	60115					
Motorized Equipment	60120					
Lab & Monitoring Equipment	60125					
Communications Equipment	60130					
General Equipment	60135					
PM 2.5 Equipment	60140					
Total Capital Expenditures						
Transfer In/Out		(41,923)				
Total Expenditures		79,563	33,882	6,300	(27,582)	(81.41)

Managing Division:	
Strategic Incentives Division	
Contact Person:	
Minda Berbeco	
Program Purpose:	
Administration of the Proposition 1B: Goods Movement Emission Reduction Program to reduce air pollution by replacing diesel equipment associated with goods movement activities.	
Description of Program:	
<p>In 2007, the California State Legislature enacted Senate Bill 88 authorizing \$1 billion in bond funding for projects to protect public health from emissions associated with goods movement activities along California trade corridors. The Proposition 1B: Goods Movement Emission Reduction Program is a partnership between the California Air Resources Board and local agencies and Air District administers this Program for the Bay Area.</p> <p>The Program funds replacement of old diesel on- and off-road vehicles, equipment, and locomotives with near- and zero-emission technologies. The Program also provides funding for shorepower electrification project for ocean-going vessel at berth.</p> <p>Air District staff conducts outreach and solicits grant applications, evaluates grant applications according to established criteria, recommends allocation of the funding, prepares contracts with grantees, monitors progress in implementing funded projects, and reports on the use of funds.</p>	
Justification of Change Request:	
Not applicable.	
Activities	
Develop/update policies and procedures for the administration of the Goods Movement Bond Program (GMP).	
Conduct outreach to interested parties and provide application assistance.	
Evaluate grant applications for eligibility with GMP guidelines.	
Conduct inspections of the baseline and funded project equipment.	
Prepare grant award recommendations and coordinate the execution of funding agreements for the selected projects.	
Administer and monitor projects that have been awarded GMP grants.	
Prepare and submit reports to the California Air Resources Board (CARB) on the implementation of the GMP.	
Monitor, inspect, and audit current and previously funded programs and projects to assure compliance with State and Air District guidelines, policies, and statutory and regulatory requirements.	
Prepare technical, financial, and staff reports.	
Major Objectives	Delivery Date
Meet all funding source requirements including project obligation/encumbrance and liquidation deadlines	Ongoing
Submit required reports to funding source agencies	Ongoing

		Audited Program Actuals		Approved Program Budget	Proposed Program Budget	FTE/Dollar Change	Percent Change
		2021	2022	2022	2023	\$	%
Number of Positions (FTE)		0.88	0.94		1.11	0.17	18.1
Personnel Expenditures							
Permanent Salaries	51100	122,435	123,006		153,527	30,521	24.81
Overtime Salaries	51150						
Temporary Salaries	51200						
Payroll Taxes	51300	1,838	1,761		2,171	410	23.28
Pension Benefits	51400	14,513	28,713		34,970	6,257	21.79
FICA Replacement Benefits	51500	1,307	1,799		2,169	370	20.57
Group Insurance Benefits	51600	16,143	18,345		17,373	(972)	(5.30)
Employee Transportation Subsidy	51700	1,174	1,359		1,649	290	21.34
Workers' Compensation	51800	396	492		574	82	16.67
Other Post Employment Benefits	51850	8,693	8,562		9,978	1,416	16.54
Board Stipends	51900						
Total Personnel Expenditures		166,499	184,037		222,411	38,374	20.85
Services & Supplies Expenditures							
Travel In-State	52200		2,000		2,000		
Travel Out-of-State	52220						
Training & Education	52300		1,500		1,500		
Repair & Maintenance (Equipment)	52400						
Communications	52500						
Building Maintenance	52600						
Utilities	52700	244					
Postage	52800						
Printing & Reproduction	52900	1,217	500		1,000	500	100.00
Equipment Rental	53100						
Rents & Leases	53200						
Professional Services & Contracts	53300	13,860	30,000		45,000	15,000	50.00
General Insurance	53400						
Shop & Field Supplies	53500		3,000		1,000	(2,000)	(66.67)
Laboratory Supplies	53600						
Gasoline & Variable Fuel	53700						
Computer Hardware & Software	53800		1,500			(1,500)	(100.00)
Stationery & Office Supplies	53900	21	1,000			(1,000)	(100.00)
Books & Journals	54100						
Minor Office Equipment	54200						
Total Services & Supplies Expenditures		15,342	39,500		50,500	11,000	27.85
Capital Expenditures							
Leasehold Improvements	60100						
Building & Grounds	60105						
Office Equipment	60110						
Computer & Network Equipment	60115						
Motorized Equipment	60120						
Lab & Monitoring Equipment	60125						
Communications Equipment	60130						
General Equipment	60135						
PM 2.5 Equipment	60140						
Total Capital Expenditures							
Transfer In/Out		(165,030)					
Total Expenditures		16,811	223,537		272,911	49,374	22.09

Managing Division:	
Strategic Incentives Division	
Contact Person:	
Chengfeng Wang	
Program Purpose:	
The purpose of this program is to administer the Volkswagen Environmental Mitigation Trust funds to mitigate the lifetime excess oxides of nitrogen (NOx) emissions caused by VW's use of an illegal defeat device in the State of California.	
Description of Program:	
<p>California Air Resources Board (CARB) is the designated Lead Agency acting on the State's behalf as beneficiary to implement California's \$423 million in VW Trust funds for eligible project categories, including. On May 25, 2018, CARB approved the Volkswagen Environmental Mitigation Trust (VW Trust) Beneficiary Mitigation Plan and approved the selection of the Bay Area Air District to administer Trust funding on a statewide-basis for two of the five project categories: 1) zero-emission freight and marine (ZEFM), and 2) light-duty zero emission vehicle infrastructure (LDI).</p> <p>The ZEFM program will award \$70 to eligible zero-emission freight and marine projects, such as forklifts and port cargo handling equipment, airport ground support equipment, oceangoing vessel shore power, zero-emission ferry, tugboat, and towboat repowers. And the LDI program will award \$10 to eligible light-duty electric vehicle charging and hydrogen fueling infrastructure projects.</p> <p>Air District staff works with CARB and other air districts to update the Implementation Manual, issue project solicitations, evaluate project applications, recommend award for funding, execute contracts with grantees, monitor project progress, and report the use of funds, conduct public outreach, maintain a Program website and a grants management system.</p>	
Justification of Change Request:	
Activities	
Develop program solicitation package and open the solicitation.	
Conduct outreach, workgroup meetings, webinars.	
Maintain grants management system.	
Maintain program website and program hotline.	
Evaluate applications and prepare recommendations for awards.	
Contract with selected grantees.	
Inspect and monitor projects.	
Review project invoices and process payments.	
Prepare and submit funding disbursement requests and reports to CARB.	
Update Program Implementation Manual.	
Major Objectives	Delivery Date
Award the remaining of	Ongoing
Maintain grants management system, program website and hotline	Ongoing
Evaluate project applications, recommend award for funding, execute contracts with grantees, monitor project progress, review reimbursement request and process payments	Ongoing
Submit required reports and funding disbursement requests to CARB	Ongoing

Vehicle Mitigation (VW Trust)

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		Audited Program Actuals	Approved Program Budget	Proposed Program Budget	FTE/Dollar Change	Percent Change
		2021	2022	2023	\$	%
Number of Positions (FTE)		3.18	3.44	3.50	0.06	1.7
Personnel Expenditures						
Permanent Salaries	51100	366,698	450,222	469,816	19,594	4.35
Overtime Salaries	51150	448				
Temporary Salaries	51200					
Payroll Taxes	51300	5,442	6,449	6,645	196	3.04
Pension Benefits	51400	69,681	105,070	105,969	899	0.86
FICA Replacement Benefits	51500	3,901	6,658	6,840	182	2.73
Group Insurance Benefits	51600	47,977	66,071	63,488	(2,583)	(3.91)
Employee Transportation Subsidy	51700	3,508	5,031	5,199	168	3.34
Workers' Compensation	51800	1,186	1,822	1,809	(13)	(0.71)
Other Post Employment Benefits	51850	27,397	31,692	31,461	(231)	(0.73)
Board Stipends	51900					
Total Personnel Expenditures		526,238	673,015	691,227	18,212	2.71
Services & Supplies Expenditures						
Travel In-State	52200		27,600	13,000	(14,600)	(52.90)
Travel Out-of-State	52220					
Training & Education	52300			2,000	2,000	
Repair & Maintenance (Equipment)	52400					
Communications	52500					
Building Maintenance	52600					
Utilities	52700					
Postage	52800					
Printing & Reproduction	52900					
Equipment Rental	53100					
Rents & Leases	53200					
Professional Services & Contracts	53300	81,973	147,400	100,000	(47,400)	(32.16)
General Insurance	53400					
Shop & Field Supplies	53500					
Laboratory Supplies	53600					
Gasoline & Variable Fuel	53700					
Computer Hardware & Software	53800					
Stationery & Office Supplies	53900					
Books & Journals	54100					
Minor Office Equipment	54200					
Total Services & Supplies Expenditures		81,973	175,000	115,000	(60,000)	(34.29)
Capital Expenditures						
Leasehold Improvements	60100					
Building & Grounds	60105					
Office Equipment	60110					
Computer & Network Equipment	60115					
Motorized Equipment	60120					
Lab & Monitoring Equipment	60125					
Communications Equipment	60130					
General Equipment	60135					
PM 2.5 Equipment	60140					
Total Capital Expenditures						
Transfer In/Out		272,001	302,857	311,052	8,195	2.71
Total Expenditures		880,212	1,150,872	1,117,279	(33,593)	(2.92)

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Special Revenue Fund

Technology Implementation Office (TIO)

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

Managing Division:	
Technology Implementation Office	
Contact Person:	
Anthony Fournier	
Program Purpose:	
Administer funding, outreach, and planning to accelerate the adoption of light-duty (passenger) electric vehicles (EVs) and EV infrastructure in the Bay Area.	
Description of Program:	
The Air District's 2017 Clean Air Plan established a goal of 90% of Bay Area vehicles being zero emissions by 2050. To support this goal, this program incentives publicly available charging infrastructure, vehicle fleets, and electric vehicles for low-income consumers. This program includes the Charge! program for EV infrastructure, Clean Fleets for light-duty vehicle fleets, and the Clean Cars For All program for income-eligible residents in impacted communities. To complement and increase utilization of the incentives programs, this program also includes outreach, regional coordination, and planning to remove potential barriers and accelerate EV deployment throughout the Bay Area.	
Justification of Change Request:	
Grant funding from the California Air Resources Board and Federal Highway Administration to expand incentives for income-eligible consumers (ARB) and support outreach, partnerships, and planning (FHWA).	
Activities	
Administer grant programs, including updating policies and guidelines, conducting outreach, preparing program documents and communications, processing reimbursement requests, tracking project status, and conducting audits, for Charge!, Clean Fleets, and Clean Cars For All.	
Organize and participate in workgroups and events to increase awareness about EVs, support deployment, sharing best practices, and regional coordination.	
Conduct analyses and planning to inform Air District strategy and programs.	
Prepare technical, financial, and staff reports.	
Major Objectives	Delivery Date
Complete awards for the Clean Cars For All program, including outreach to eligible communities and residents.	Ongoing
Complete cycle of Charge! Program on online grant management system.	Ongoing
Develop implementation tools based on Bay Area EV Acceleration Plan	Ongoing
Organize quarterly Bay Area EV Coordinating Council meetings	Ongoing

Light Duty Electric Vehicle Program (Other Grant)

317

		Audited Program Actuals	Approved Program Budget	Proposed Program Budget	FTE/Dollar Change	Percent Change
		2021	2022	2023	\$	%
Number of Positions (FTE)		6.73	7.56	7.85	0.29	3.8
Personnel Expenditures						
Permanent Salaries	51100	701,969	895,463	1,001,684	106,221	11.86
Overtime Salaries	51150	4,728	2,000	5,000	3,000	150.00
Temporary Salaries	51200	46,814	15,000	15,000		
Payroll Taxes	51300	10,901	12,697	14,282	1,585	12.48
Pension Benefits	51400	143,469	208,582	227,454	18,872	9.05
FICA Replacement Benefits	51500	7,812	14,407	15,347	940	6.52
Group Insurance Benefits	51600	95,669	144,145	134,829	(9,316)	(6.46)
Employee Transportation Subsidy	51700	7,044	10,886	11,665	779	7.16
Workers' Compensation	51800	2,270	3,943	4,059	116	2.94
Other Post Employment Benefits	51850	54,915	68,571	70,584	2,013	2.94
Board Stipends	51900					
Total Personnel Expenditures		1,075,591	1,375,694	1,499,904	124,210	9.03
Services & Supplies Expenditures						
Travel In-State	52200		7,500	7,500		
Travel Out-of-State	52220		4,500	4,500		
Training & Education	52300	350	8,500	6,000	(2,500)	(29.41)
Repair & Maintenance (Equipment)	52400					
Communications	52500	2,175	2,000	2,500	500	25.00
Building Maintenance	52600					
Utilities	52700					
Postage	52800					
Printing & Reproduction	52900					
Equipment Rental	53100					
Rents & Leases	53200					
Professional Services & Contracts	53300	366,180	650,000	800,000	150,000	23.08
General Insurance	53400					
Shop & Field Supplies	53500					
Laboratory Supplies	53600					
Gasoline & Variable Fuel	53700					
Computer Hardware & Software	53800	839	3,000	3,000		
Stationery & Office Supplies	53900					
Books & Journals	54100					
Minor Office Equipment	54200					
Total Services & Supplies Expenditures		369,544	675,500	823,500	148,000	21.91
Capital Expenditures						
Leasehold Improvements	60100					
Building & Grounds	60105					
Office Equipment	60110					
Computer & Network Equipment	60115					
Motorized Equipment	60120					
Lab & Monitoring Equipment	60125					
Communications Equipment	60130					
General Equipment	60135					
PM 2.5 Equipment	60140					
Total Capital Expenditures						
Transfer In/Out		289,725				
Total Expenditures		1,734,860	2,051,194	2,323,404	272,210	13.27

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Special Revenue Fund

Compliance and Enforcement

The Compliance & Enforcement Division ensures the Air District will realize the emission reductions achieved by the air quality regulations adopted by the Board of Directors, and permit conditions issued by the Executive Officer/APCO. Compliance with Air District, state, and federal regulations is achieved through a robust Compliance Assurance and Enforcement Program that includes comprehensive inspections and investigations and a complementary Compliance Assistance Program that supports compliance objectives of the Division by maintaining operations and assisting industry with air quality regulations and requirements. The Division works closely with local and state regulatory agencies, regulated industry and members of the community to provide the highest level of service to protect air quality and public health. The Division implements Air District strategies and enforces regulations that pertain to stationary sources, and has some mobile source enforcement authority in collaboration with the California Air Resources Board. Division priorities include conducting Title V and Synthetic Minor facility inspections, locating unpermitted sources of operations, resolving violations at facilities with ongoing non-compliance and responding to and investigating air quality complaints. Staff work enforcement proportional to the level of non-compliance. The Division vigorously pursues violators who show a disregard for the law and well-being of the public and ensures corrective actions and measures to resolve violations are taken.

The Compliance and Enforcement Division continues to focus on activities that support the Air District's commitment to achieve clean air to protect public health and the environment as follows:

The Compliance Assurance and Enforcement Programs focus on announced and unannounced inspections of air pollution sources to ensure compliance. Targeted strategies are used to guide inspections to identify non-compliance and reduce excess emissions. Sources include: Title V and Synthetic Minors facilities, petroleum refineries, chemical plants, dry cleaners, gasoline dispensing facilities, autobody shops, asbestos renovations and demolitions, agricultural and prescribed burning, and other permitted sources. Other facets of the program requiring Division resources include investigations of Title V deviation reporting, Reportable Compliance Activities, and other inspections pertaining to the Portable Equipment Registration Program (PERP), Asbestos projects (renovations, demolitions and naturally occurring asbestos ± NOA), compliance determinations for State Air Toxics Control Measures (ATCMs) and Federal Maximum Available Control Technology (MACTs) for air toxics. Air pollution complaints and incident response and investigations are a high priority in the Division that aim to address and resolve air quality concerns of local communities.

The Compliance Assistance Program develops outreach materials, advisories, policies and procedures and guidance information and implements compliance strategies that complement a wide range of enforcement efforts. The program aims to enhance industry and public understanding of compliance and enforcement programs and regulatory requirements, address compliance concerns and assist in resolving air quality issues. Programs include: Smoke Reduction Program, Air Quality Complaint Program, AB617 Community Health Protection Program in West Oakland and Richmond/San Pablo, Wildfire Air Quality Response Program, Commuter Benefits, Title V, Open Burning, Flare Monitoring, Naturally Occurring Asbestos, Inspector Training, Green Business Certifications, Variance and Hearing Board Activities, and many others involving state, federal and Air District regulations and requirements. The program also maintains online web information, the dispatch operating system and the compliance assistance and complaint phone lines which are all integral interfaces with the public.

Managing Division:	
Compliance & Enforcement Division	
Contact Person:	
Tracy Lee & Edward Giacometti	
Program Purpose:	
Conduct enhanced inspection patrols to report smoking vehicles and to promote repair or retirement of these vehicles for the protection of public health. Conduct enhanced inspections to enforce drayage truck and related truck/mobile source regulations at, and adjacent to, the Port of Oakland.	
Description of Program:	
The enhanced mobile source inspection program is conducted to reduce particulate matter (PM) emissions throughout the Bay Area, and of PM and other emissions specifically at, and adjacent to, the Port of Oakland. Enhanced enforcement patrols are conducted for smoking vehicles. All Air District inspectors patrol for smoking vehicles on the road, between performing inspections and answering complaints. Smoking vehicles are reported to Air District dispatchers; owner information is extracted from Department of Motor Vehicles (DMV) records. Letters are sent to owners to request that they repair or retire the respective vehicles; compliance assistance materials are included. Enhanced enforcement of the State drayage truck regulation (DTR) and related truck/mobile source regulations is conducted at, and adjacent to, the Port of Oakland. Targeted enforcement includes ensuring compliance with required upgrades and modifications to engine model year 2010 and newer for drayage trucks. Enhanced patrols and enforcement are conducted to ensure that illegal dray-off activities and excess idling are not performed. Compliance checks of mobile source equipment and vehicles are conducted to verify adherence to State regulations. Compliance assistance materials are developed; outreach is conducted with truckers and other mobile source operators regarding regulation(s) requirements, compliance deadlines and the availability of Air District grants and incentives.	
Justification of Change Request:	
None.	
Activities	
Smoking Vehicles: Conduct inspection patrols for smoking vehicles. Vehicle owners are identified using DMV records. Notification letters are sent to vehicle owners to inform them of the vehicle's excess emissions and to request that they repair the vehicle or contact assistance programs to retire the vehicle.	
Port Trucks Compliance Assurance: Conduct enhanced mobile source inspections at and adjacent to the Port of Oakland for compliance with the State DTR and related truck/mobile source regulations. Additional inspections are conducted and targeted at ensuring upgrades and modifications to engine model year 2010 and newer trucks in compliance with the requirements of Phase 1 and Phase 2 of the California Air Resources Board's DTR. Additional focused inspections are conducted for compliance with dray-off provisions of the regulation and to ensure that non-compliant trucks do not enter the Port. Air District staff also verify compliance with State mobile source regulations pursuant to the Air District's Mobile Source Compliance Plan.	
Port Trucks Enforcement: Conduct investigations and inspections, issue and process Notice of Violations for trucks and other mobile sources found in non-compliance.	
Port Trucks Compliance Assistance: Develop fact sheets, posters and other outreach materials to provide to Port operators and truckers on regulatory requirements, upcoming compliance dates and the availability of Air District grants. Develop compliance assistance materials for related mobile source regulatory requirements. Provide compliance assistance during inspections and following enforcement actions; provide bilingual assistance where needed. Identify and translate compliance assistance materials. Participate in Trucker Workgroup meetings at the Port, as needed.	
Major Objectives	Delivery Date
Not applicable.	Ongoing

Enhanced Mobile Source Inspections (TFCA)

318

	Audited Program Actuals	Approved Program Budget	Proposed Program Budget	FTE/Dollar Change	Percent Change
	2021	2022	2023	\$	%
Number of Positions (FTE)					
Personnel Expenditures					
Permanent Salaries	51100				
Overtime Salaries	51150				
Temporary Salaries	51200				
Payroll Taxes	51300				
Pension Benefits	51400				
FICA Replacement Benefits	51500				
Group Insurance Benefits	51600				
Employee Transportation Subsidy	51700				
Workers' Compensation	51800				
Other Post Employment Benefits	51850				
Board Stipends	51900				
Services & Supplies Expenditures					
Travel In-State	52200				
Travel Out-of-State	52220				
Training & Education	52300				
Repair & Maintenance (Equipment)	52400				
Communications	52500	2,514	3,000	3,000	
Building Maintenance	52600				
Utilities	52700				
Postage	52800		4,000	4,000	
Printing & Reproduction	52900	7,645	8,000	8,000	
Equipment Rental	53100				
Rents & Leases	53200				
Professional Services & Contracts	53300				
General Insurance	53400				
Shop & Field Supplies	53500				
Laboratory Supplies	53600				
Gasoline & Variable Fuel	53700				
Computer Hardware & Software	53800				
Stationery & Office Supplies	53900				
Books & Journals	54100				
Minor Office Equipment	54200				
Total Services & Supplies Expenditures	10,159	15,000	15,000		
Capital Expenditures					
Leasehold Improvements	60100				
Building & Grounds	60105				
Office Equipment	60110				
Computer & Network Equipment	60115				
Motorized Equipment	60120				
Lab & Monitoring Equipment	60125				
Communications Equipment	60130				
General Equipment	60135				
PM 2.5 Equipment	60140				
Total Capital Expenditures					
Transfer In/Out	335				
Total Expenditures	10,494	15,000	15,000		

Managing Division:	
Compliance & Enforcement Division	
Contact Person:	
Tracy Lee & Edward Giacometti	
Program Purpose:	
Implementation of the Commuter Benefits Program, per the requirements of Air District Regulation 14-1.	
Description of Program:	
As part of the implementation of the Commuter Benefits Program, staff plans to continue performing education, outreach, monitoring and tracking of approximately 10,000 Bay Area employers subject to the Program. Enforcement actions will be taken as appropriate.	
Justification of Change Request:	
None.	
Activities	
Perform outreach to affected employers.	
Continue education campaign for affected employers.	
Perform tracking and monitoring of program.	
Facilitate data reporting and storage for affected employers.	
Coordinate activities with Metropolitan Transportation Commission's 511.org.	
Prepare and implement a compliance and enforcement system.	
Major Objectives	Delivery Date
Conduct outreach and education.	Ongoing
Prepare and implement a compliance and enforcement system.	Ongoing

Commuter Benefits Program (TFCA)

319

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

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Special Revenue Fund

Community Engagement

7KH&RP P XQW (QJDHP HQ2 IIEH LV WH \$ LU' LWFW P DQSRQRI FRODFVZ LW WH SXE OF DQG engages the public in Air District programs and policies. Community Engagement staff collaborate with diverse communities and other partners to advance public health, equity, and environmental justice in the Bay Area. To that end, staff work with community members and other partners to increase community awareness and transparency of air quality issues, build capacity, implement community-identified solutions, and increase opportunities for the public to participate in Air District decision-making. Community Engagement staff particularly seek opportunities for communities that have been historically excluded, discriminated against, under-represented, or under-resourced to participate and shape Air District decisions.

Managing Division:	
Community Engagement Division	
Contact Person:	
Anna Lee	
Program Purpose:	
This program will implement a Supplemental Environmental Project (SEP) funded by the California Air Resources Board (CARB). The goal of the program is to provide high efficiency indoor air filtration systems in some of the most impacted communities in the Bay Area.	
Description of Program:	
In 2018 the Air District applied for a Supplemental Environmental Project grant from CARB and received \$2,000,000 to provide air filtration systems at sensitive receptor facilities in disproportionately impacted and disadvantaged communities in the Bay Area. The program will focus on providing filtration to public elementary schools in priority communities identified through AB 617. The Air District will manage a contract to support installation and maintenance of air filtration systems.	
Justification of Change Request:	
Program not continued	
Activities	
Major Objectives	Delivery Date

Community Engagement - Special Project (Other Grant)

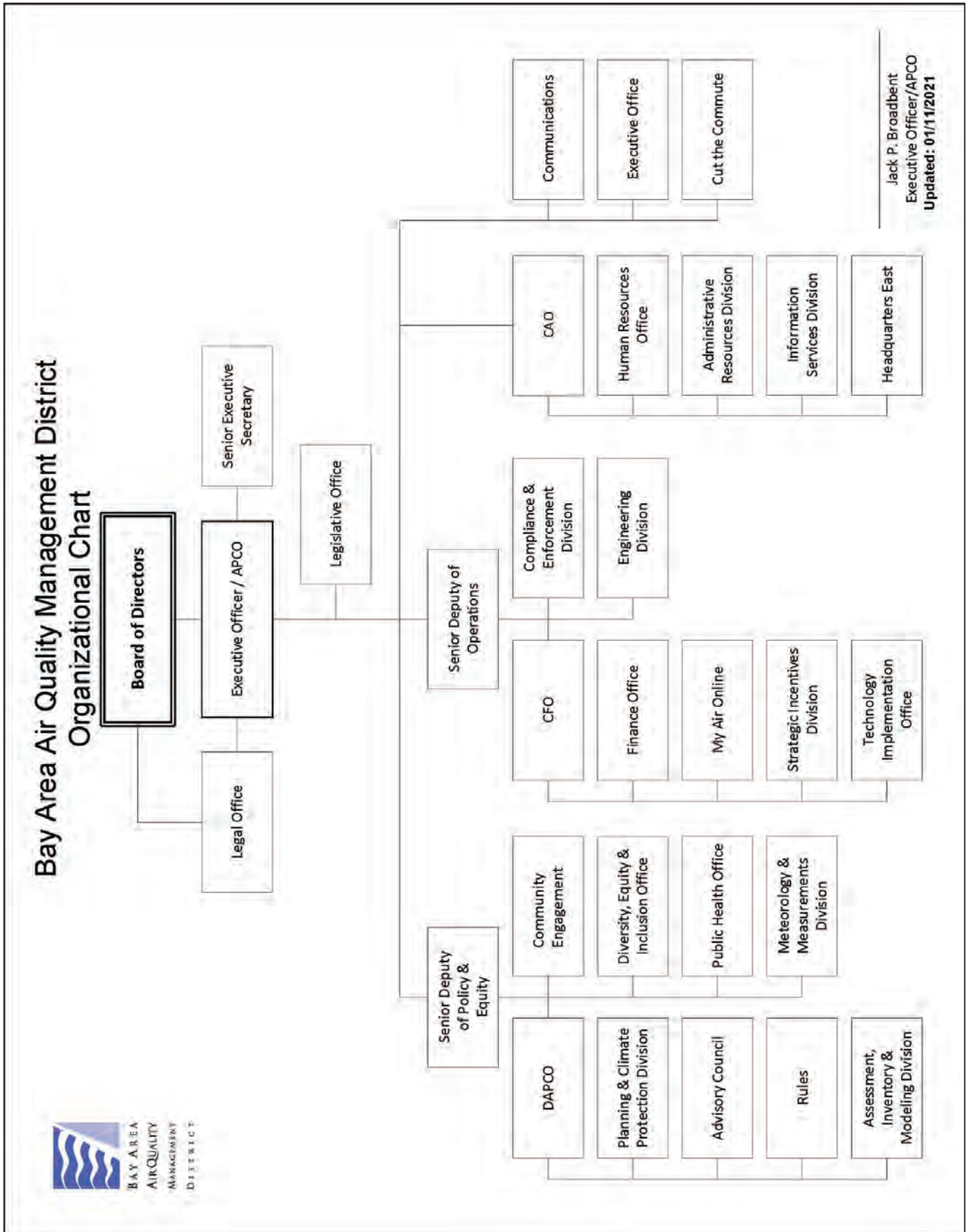
325

		Audited Program Actuals	Approved Program Budget	Proposed Program Budget	FTE/Dollar Change	Percent Change
		2021	2022	2023	\$	%
Number of Positions (FTE)		0.61				
Personnel Expenditures						
Permanent Salaries	51100	73,469				
Overtime Salaries	51150					
Temporary Salaries	51200					
Payroll Taxes	51300	1,115				
Pension Benefits	51400	14,485				
FICA Replacement Benefits	51500	808				
Group Insurance Benefits	51600	9,908				
Employee Transportation Subsidy	51700	728				
Workers' Compensation	51800	238				
Other Post Employment Benefits	51850	5,921				
Board Stipends	51900					
Total Personnel Expenditures		106,672				
Services & Supplies Expenditures						
Travel In-State	52200					
Travel Out-of-State	52220					
Training & Education	52300					
Repair & Maintenance (Equipment)	52400					
Communications	52500					
Building Maintenance	52600					
Utilities	52700					
Postage	52800					
Printing & Reproduction	52900					
Equipment Rental	53100					
Rents & Leases	53200					
Professional Services & Contracts	53300	(16,297)				
General Insurance	53400					
Shop & Field Supplies	53500					
Laboratory Supplies	53600					
Gasoline & Variable Fuel	53700					
Computer Hardware & Software	53800					
Stationery & Office Supplies	53900					
Books & Journals	54100					
Minor Office Equipment	54200					
Total Services & Supplies Expenditures		(16,297)				
Capital Expenditures						
Leasehold Improvements	60100					
Building & Grounds	60105					
Office Equipment	60110					
Computer & Network Equipment	60115					
Motorized Equipment	60120					
Lab & Monitoring Equipment	60125					
Communications Equipment	60130					
General Equipment	60135					
PM 2.5 Equipment	60140					
Biotech Equipment	60145					
Total Capital Expenditures						
Transfer In/Out		13,329				
Total Expenditures		103,704				

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Appendices

APPENDIX A



APPENDIX B

SELECTED LEGAL REQUIREMENTS

The following highlights selected major legal requirements regarding the use and collection of funds that are

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, the Federal Clean Air Act.
2. Revenue received by the Air District pursuant to *California Health and Safety Code* Section 44220, et seq. (Transportation Fund for Clean Air (TFCA)) may only be used to fund approved projects, and certain expenditures incurred for administration of the TFCA program, including audits. The expenditures for the administration of TFCA grants are contained in the Transportation Fund for Clean Air Administration.
3. Permit fee revenue may only be used to fund activities associated with the permitting, monitoring, and enforcement of regulations affecting permitted stationary sources. Past audits of District activities have
4. Funding from several sources, including grants, is restricted, and thus may only be used to fund certain activities. Air District accounts are periodically audited to ensure that such funds are used appropriately.
5. *California Health and Safety Code* Section 40131(a)(3) requires that two public hearings be held regarding the adoption of the District budget. The first hearing is for the exclusive purpose of reviewing the budget and providing the public with the opportunity to comment upon the proposed budget. This hearing must be separate from the hearing at which the District adopts its budget. The adoption hearing may not be held any sooner than two weeks after the first hearing. Thirty (30) days public notice must be given before the first public hearing.
6. The Maintenance of Effort (MOE) level refers to a Federal EPA Section 105 grant condition. This Status Report (FSR) at the conclusion of the federal FYE 2022, receipt of the Federal grant funds for FYE 2023 could be delayed or jeopardized because of this MOE requirement.

APPENDIX C

GENERAL FUND RESERVES AND LIABILITIES

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

APPENDIX C

GENERAL FUND RESERVES AND LIABILITIES

APPENDIX C depicts the actual unrestricted funds at the end of FY 2021, as well as the projected amount for FY 2022 and FY 2023. For FY 2022, a recommendation of \$0.5 million is to continue building IP SURYHP HQVIRUMH \$IU' LWVFW 5 IFKP RQG2 IILFH. For FY 2023, a recommendation of \$4.7 million transfer from General Fund reserves; of which \$3.7 million will go towards funding the James Carey Smith grants program and \$1.0 million for information technology improvements and build-out of space for Meteorology and Measurement staff at the Richmond Office. To remain fiscally prudent, the Air District established an economic contingency reserve policy (greater than 20% of General Fund operating expense) to ensure the stability of services for a period of time and the ability to set aside fund for anticipated projects and future obligations. Over the years, staff recommends reserve designations to be set aside for a specific purpose. The following is a brief description summarizing designated categories as shown in the table on the previous page. Any designated and undesignated funds is VXEIVWR FKDQJH DV/RDUGV GLVUHMRO

- x AB617 Staffing Contingency established in FY 2022 to allow staffing continuity for the AB617 program.
- x Community Benefits established in FY 2022 to provide community benefits.
- x Economic Contingency established in FY 2008 at the request of the Board for unplanned expenditures and/or unanticipated loss in revenues. In FY 2016, the Board approved a 20% reserve policy as a funding target.
- x Litigation Contingency established in FY 2023 to address potential litigations.
- x Pandemic Contingency established in FY 2022 to address potential operating revenue shortfall due to the COVID-19 pandemic.
- x Pension Liability established in FY 2018 to reduce future rate increases to pension benefits over time.
- x Richmond Improvements (HDE) established in FY 2023 to continue office space improvements.
- x Technology Implementation Office established in FY 2019 to fund projects using a revolving loan arrangement to leverage funding.
- x Wildfire Mitigation established in FY 2022 to fund the wildfire air quality response program.
- x Undesignated is any remaining reserves not designated. These funds can be designated at any time.

Appendix C also includes a list of WH \$IU' LWVFW 2 XWVGGQJ / IDELities:

- x Pension Retirement ± The Air District provides a retirement pension benefit plan through California Public Employee Retirement System (CalPERS). As of most recent valuation of the plan, that Air ' LWVFW XQXCGHG ODELON IRUMH SDQZDV \$101.3 million.
- x Other Post-Employment Benefits ± The Air District provides continuation of medical, dental, vision and life insurance coverage to its retired employees through California Employers Retirement Benefit Trust (CERBT). As of the 2021 valuation of tKHSQQ, WDV \$IU' LWVFW has no funded unfunded liability, and the plan is fully funded.
- x Certificate of Participation Notes (COP) ± The Air District issued COPs to finance its headquarters at 375 Beale. As of June 2021, the estimated principal and interest outstanding were \$21.2 million.

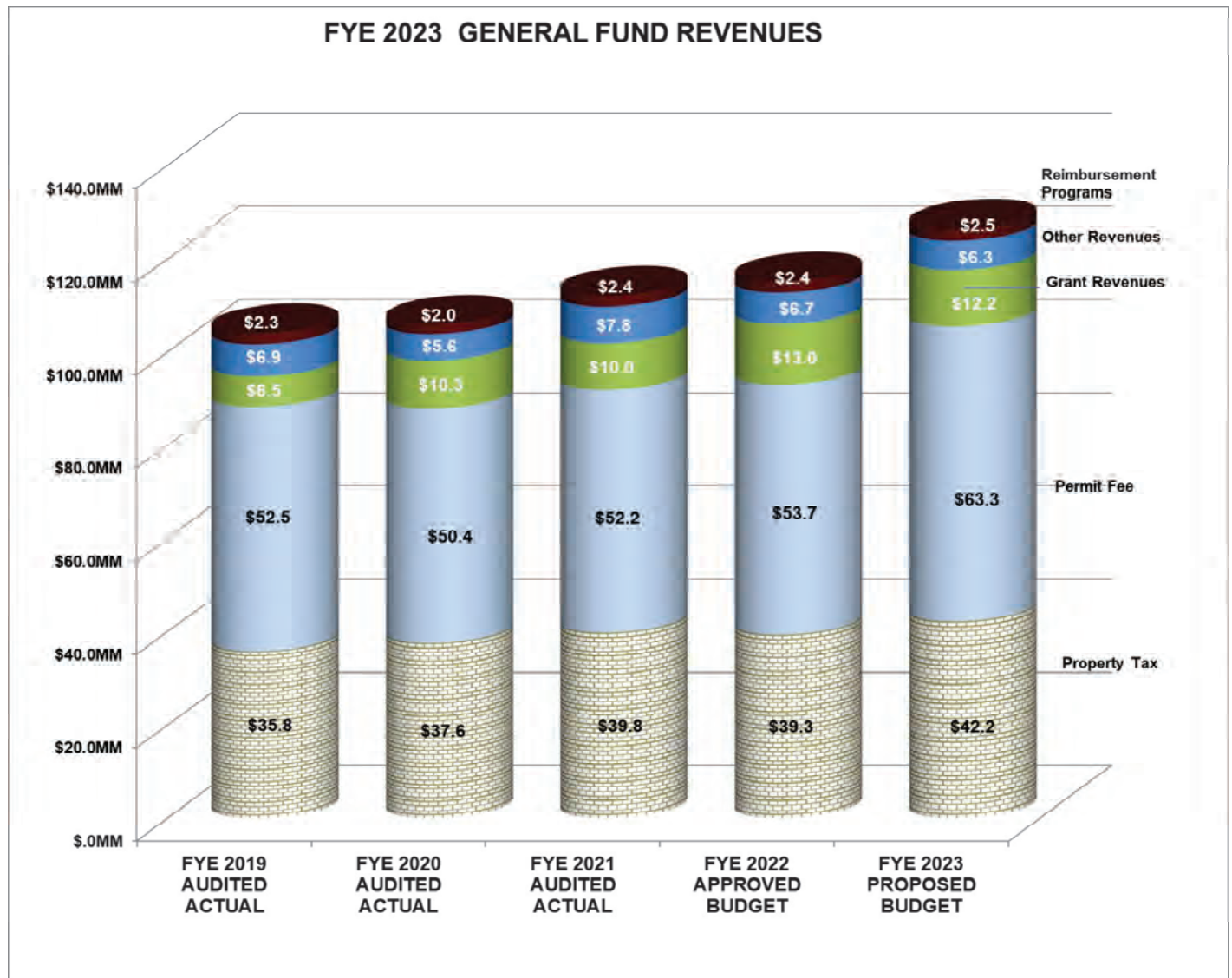
APPENDIX D

Figure 1

General Fund Revenue Trends

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

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

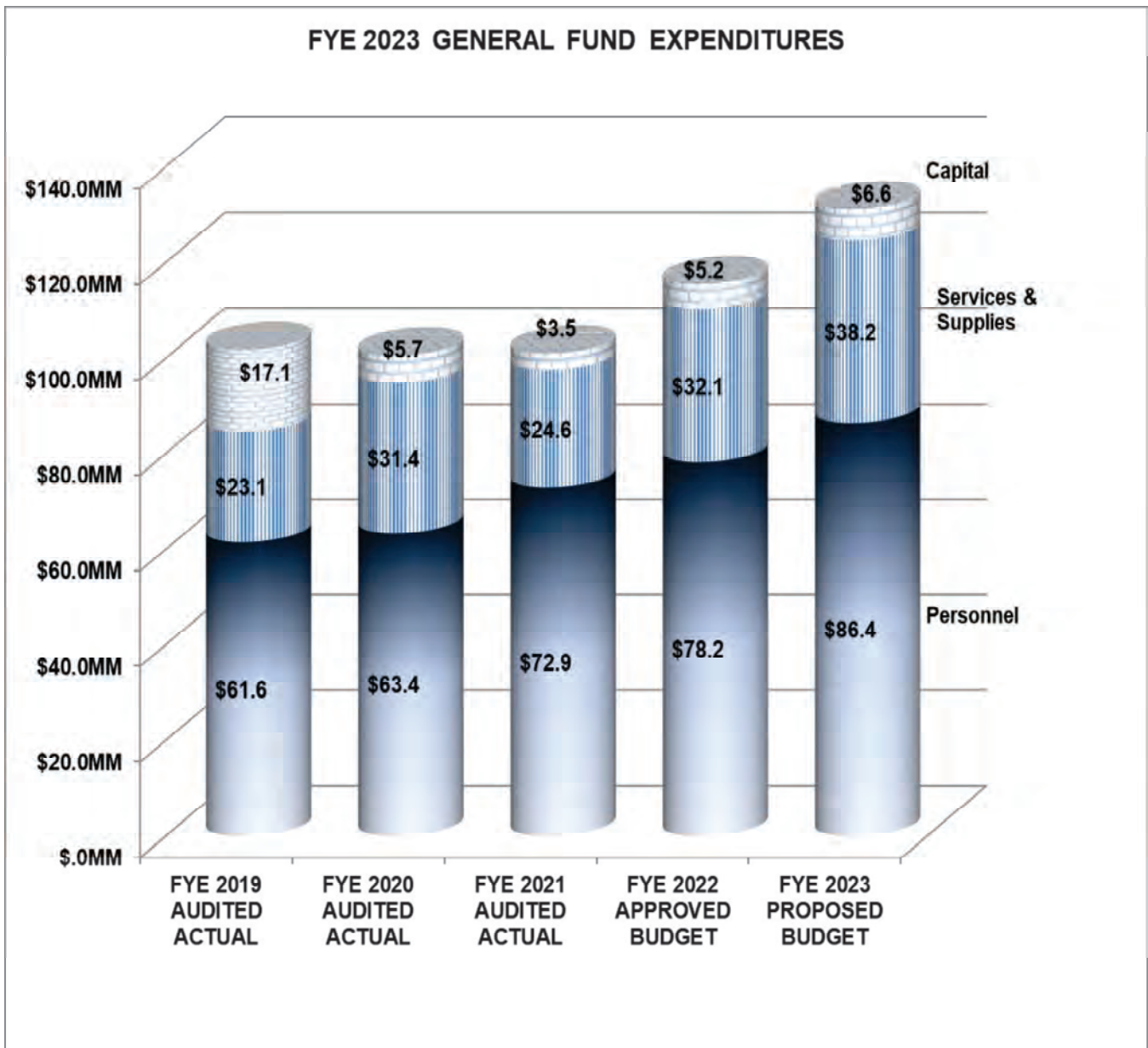


APPENDIX E

Figure 2

General Fund Expenditure Trends

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



APPENDIX F

General Fund 5 Year Projection

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

APPENDIX F

Figure 3 and Budget Assumptions

Revenue Assumptions

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

Expenditure Assumptions

- a. **Personnel** costs are projected to increase for the five-year period with projected annual cost of living adjustment, a slight increase in health premiums, and the funding and filling of 403 of the 445 authorized positions being funded by the General Fund, remaining 42 positions are funded from Special Revenue Funds. An additional 20 positions are projected in year 2023 to address growing demands on core programs; taking staffing levels of 445 to 465 positions is anticipated for the next 5 years. The projection assumes a 6% vacancy rate in 2023, declining by 3% in year 2024 remains stable at 3% through year 2026.
- b. **Retirement Pension** costs are rising due to recent discount rate reduction by CalPERS and escalating to make discretionary payments to CalPERS to reduce the unfunded actuarial liability (UAL).
- c. **Other Post-Employment Benefits (OPEB)** for retiree medical benefits are projected to reach 90% funding level by year 2024. After that, the \$4.0 million in discretionary funding will shift towards the CalPERS Pension Plan to reduce the UAL.
- d. **Services and Supplies** overall costs are projected to increase in year 2023, assuming only an inflationary increase of approximately 2-4% for the five-year forecast.
- e. **Capital Expenditures** assumes ongoing capital equipment and one-time funding in FYE 2023 to pay for continued office improvement to Headquarters East in Richmond, equipment purchases and information technology improvements, etc. FYE 2024-2026 assumes normal capital equipment replacement only with an inflationary increase.

General Fund Reserves are used to fund one-time costs, and to cover temporary revenue shortfalls. The Air District plan to use approximately \$4.7 million in reserves for FYE 2023 for community grant, continue capital improvements to the Richmond Office building and information technology improvements. The forecast projects use of reserves in year 2024 and 2025 to cover the temporary revenue shortfall. Based on current assumptions, reserves are expected to stay above the minimum policy level through year 2026 due to a healthy reserve balance. Approximately \$57 million in reserves have been designated. Please see Appendix C for a detail list of proposed designations.

APPENDIX G

Definitions

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

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

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

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

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

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

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

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

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

BACT (Best Available Control Technology) ± The lowest achievable emission rate to be applied to new and P RGUHG WDMRQDU VRXUFHV SXU\XDGWR WH' LWLFVW/ 1 HZ 6RXUFH5 HYLHZ 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 in the State Personnel Law.

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

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

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

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

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

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

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

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

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

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

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

Fund Reserves ± Reserved ± That portion of the fund reserve obligated by the issuance of purchase orders or contracts (encumbrances), or other commitments.

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

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

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

IRIS (Integrated Reporting Information System) ± A system for reporting and tracking environmental data.

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) ± 7KH\$U' LWLWV\JUDQ\SURJUDP IRUDORFDWU UH\HQXHV\IURP DQG DGGMRQDO 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) ± TKH' LWLWV\VSROVRUHGLCFHQYH SURJUDP IRUMHVFUOSSIQ RI 1985 DQG RORH 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 ± 7KH' LWLWV\VSROVRUHGLCFHQYH SURJUDP IRUMHVFUOSSIQ RI 1985 DQG RORH models funded under TFCA. The program will pay eligible owners \$650 to contract with a specific auto dismantler to have their vehicle dismantled.

APPENDIX H

TABLE 1: The positions listed in Table 1, below, constitute the entirety of authorized permanent full-time positions and division assignments at the designated classifications for Fiscal Year Ending (FYE) 2023. Effective immediately, any changes to the information listed in Table 1 shall require approval by the Board of Directors. If approved, the FYE 23 Budget contains twenty (20) additional positions which are not yet allocated to a job classification and division. These positions are listed in Table 1 as 'Additional Positions'. The Board of Directors will meet on 10/26/22 to discuss the FYE 23 Budget meeting.

**Table 1
FYE 2023 Authorized Staff**

Division	Position Classification	Salary Range ID	FYE 22	FYE 23	Difference
Administrative Resources					
	Director/Officer	156	1	1	0
	Facilities Maintenance Worker	108	1	1	0
	Manager	148	1	1	0
	Senior Executive Assistant	134	1	1	0
	Senior Staff Specialist	138	1	0*	-1
	Staff Specialist I/II	130/134	6	5*	-1
	Supervising Staff Specialist	142	1	3*	2
	**Principal Staff Specialist	142	0	0	0
Administrative Resources Total			12	12	0
Assessment, Inventory & Modeling					
	Advanced Projects Advisor	144	2	2	0
	Air Quality Engineer I/II	132/136	2	2	0
	Air Quality Meteorologist I/II	131/135	1	1	0
	Atmospheric Modeler	140	1	1	0
	Director/Officer	156	1	1	0
	Manager	148	2	2	0
	Principal Air Quality Engineer	144	3	3	0
	Research Analyst	130	1	1	0
	Senior Advanced Projects Advisor	148	2	2	0
	Senior Air Quality Engineer	140	1	1	0
	Senior Atmospheric Modeler	144	1	1	0
	Statistician	137	1	1	0
Assessment, Inventory & Modeling Total			18	18	0
Communications					
	Assistant Staff Specialist I/II	122/126	2	2	0
	Director/Officer	156	1	1	0
	Manager	148	1	1	0
	Public Information Officer I/II	130/134	5	5	0
	Senior Public Information Officer	138	1	1	0
Communications Total			10	10	0
Community Engagement					

	Administrative Assistant I/II	114/118	1	1	0
	Assistant Manager	147	1	1	0
	Assistant Staff Specialist I/II	122/126	1	1	0
	Director/Officer	156	1	1	0
	Manager	148	2	2	0
	Public Information Officer I/II	130/134	1	1	0
	Senior Air Quality Engineer	140	1	1	0
	Senior Staff Specialist	138	5	5	0
	Staff Specialist I/II	130/134	2	2	0
Community Engagement Total			15	15	0
Compliance & Enforcement					
	Administrative Assistant I/II	114/118	2	2	0
	Air Quality Engineer I/II	132/136	1	1	0
	Air Quality Specialist I/II	130/134	48	37*	-11
	Air Quality Technician I/II	122/126	6	6	0
	Director/Officer	156	1	1	0
	Manager	148	5	5	0
	Principal Air Quality Specialist	142	2	1*	-1
	Radio/Telephone Operator	113	4	4	0
	Radio/Telephone Operator Supervisor	119	1	1	0
	Senior Advanced Projects Advisor	148	0	1*	1
	Senior Air Quality Engineer	140	3	3	0
	Senior Air Quality Specialist	138	5	16*	11
	Senior Air Quality Technician	130	2	2	0
	Supervising Air Quality Specialist	142	9	9	0
Compliance & Enforcement Total			89	89	0
Diversity, Equity & Inclusion					
	Manager	148	1	1	0
	Staff Specialist I/II	130/134	1	1	0
Diversity, Equity & Inclusion Total			2	2	0
Engineering					
	Administrative Assistant I/II	114/118	4	4	0
	Air Quality Engineer I/II	132/136	18	18	0
	Air Quality Permit Technician I/II	122/126	2	2	0
	Air Quality Specialist I/II	130/134	2	2	0
	Air Quality Technician I/II	122/126	5	5	0
	Assistant Manager	147	1	1	0
	Director/Officer	156	1	1	0
	Manager	148	5	5	0
	Principal Air Quality Engineer	144	4	4	0
	Senior Advanced Projects Advisor	148	1	1	0
	Senior Air Quality Engineer	140	10	10	0
	Senior Air Quality Technician	130	2	2	0
	Supervising Air Quality Engineer	144	11	11	0

	Supervising Air Quality Specialist	142	1	1	0
	Supervising Systems Analyst	139	1	1	0
	Toxicologist	144	1	1	0
Engineering Total			69	69	0
Executive					
	Administrative Assistant I/II	114/118	1	1	0
	Air Quality Technician I/II	122/126	1	1	0
	Assistant Manager	147	1	1	0
	Clerk of the Boards	132	1	1	0
	Deputy Air Pollution Control Officer	160	3	3	0
	Deputy Executive Officer	169	3	3	0
	Director/Officer	156	3	3	0
	Executive Assistant I/II	128/132	2	2	0
	Executive Officer/Air Pollution Control Officer	Contract	1	1	0
	Manager	296	3	3	0
	Principal Environmental Planner	142	1	1	0
	Senior Advanced Projects Advisor	148	2	2	0
	Senior Executive Assistant	134	3	3	0
Executive Total			25	25	0
Finance Office					
	Accountant I/II	**130/134	5	4*	-1
	Accounting Assistant I/II	**122/126	3	3	0
	Assistant Manager	147	1	0*	-1
	Director/Officer	156	1	1	0
	**Fiscal Services Supervisor	142	1	1	0
	Manager	148	1	2*	1
	**Senior Accountant	**138	0	0	0
	Senior Staff Specialist	138	1	1	0
	Staff Specialist I/II	130/134	2	3*	1
	Supervising Staff Specialist	142	1	1	0
	Systems Analyst	135	1	1	0
Finance Office Total			17	17	0
Human Resources Office					
	Assistant Manager	147	1	0*	-1
	Director/Officer	156	1	1	0
	Human Resources Analyst I/II	130/134	1	1	0
	Manager	148	1	2*	1
	Principal Human Resources Analyst	142	1	1	0
	Senior Human Resources Analyst	138	5	5	0
Human Resources Office Total			10	10	0
Information Services					
	Air Quality Specialist I/II	130/134	1	1	0
	Assistant Air Quality Specialist I/II	122/126	1	1	0
	Assistant Manager	147	1	1	0
	Director/Officer	156	1	1	0

	Manager	148	2	2	0
	Programmer Analyst I/II	127/131	1	1	0
	Staff Specialist I/II	130/134	1	1	0
	Supervising Systems Analyst	139	2	2	0
	Systems Analyst	135	2	2	0
Information Services Total			12	12	0
Legal Services					
	Assistant Counsel I/II	149/153	8	8	0
	Counsel	0	1	1	0
	Legal Office Services Specialist	124	1	1	0
	Senior Assistant Counsel	157	2	2	0
	Staff Specialist I/II	130/134	4	4	0
Legal Services Total			16	16	0
Legislative					
	Director/Officer	156	1	1	0
	Staff Specialist I/II	130/134	1	1	0
Legislative Total			2	2	0
Meteorology & Measurement					
	Administrative Assistant I/II	114/118	1	1	0
	Advanced Projects Advisor	144	1	1	0
	Air Quality Engineer I/II	132/136	2	2	0
	Air Quality Laboratory Technician I/II	122/126	1	1	0
	Air Quality Meteorologist I/II	131/135	2	2	0
	Air Quality Specialist I/II	130/134	16	10*	-6
	Air Quality Technical Assistant	118	1	0*	-1
	Assistant Air Quality Specialist I/II	122/126	8	9*	1
	Assistant Manager	147	2	2	0
	Assistant Staff Specialist I/II	122/126	2	2	0
	Director/Officer	156	1	1	0
	Manager	148	5	5	0
	Principal Air and Meteorological Monitoring Specialist	143	1	1	0
	Principal Air Quality Chemist	142	3	3	0
	Principal Air Quality Engineer	144	1	1	0
	Principal Air Quality Meteorologist	143	1	1	0
	Principal Air Quality Specialist	142	4	4	0
	Senior Air Quality Chemist	138	2	2	0
	Senior Air Quality Engineer	140	2	2	0
	Senior Air Quality Specialist	138	2	8*	6
	Staff Specialist I/II	130/134	1	1	0
	Supervising Air Quality Engineer	144	1	1	0
	Supervising Air Quality Specialist	142	5	5	0
	Systems Analyst	135	2	2	0
Meteorology & Measurement Total			67	67	0
My Air Online					
	Assistant Manager	147	4	4	0
	Director/Officer	156	1	1	0

Supervising Systems Analyst	139	1	1	0
Systems Analyst	135	1	1	0
Web Master	135	1	1	0
My Air Online Total		8	8	0

Planning & Climate Protection

Administrative Assistant I/II	114/118	1	0*	-1
Advanced Projects Advisor	144	1	1	0
Assistant Manager	147	2	2	0
Assistant Staff Specialist	126	0	1*	1
Director/Officer	156	1	1	0
Environmental Planner I/II	130/134	3	3	0
Manager	148	2	2	0
Principal Environmental Planner	142	2	2	0
Senior Advanced Projects Advisor	148	1	1	0
Senior Air Quality Engineer	140	1	1	0
Senior Air Quality Specialist	138	1	1	0
Senior Environmental Planner	138	4	4	0
Senior Policy Advisor	148	1	1	0
Planning & Climate Protection Total		20	20	0

Rules

Assistant Manager	147	1	1	0
Director/Officer	156	1	1	0
Manager	148	1	1	0
Senior Air Quality Engineer	140	5	5	0
Senior Air Quality Specialist	138	3	3	0
Rules Total		11	11	0

Strategic Incentives

Administrative Assistant I/II	114/118	1	1	0
Assistant Staff Specialist I/II	122/126	3	3	0
Director/Officer	156	1	1	0
Manager	148	4	4	0
Senior Staff Specialist	138	5	5	0
Staff Specialist I/II	130/134	13	13	0
Supervising Staff Specialist	142	4	4	0
Strategic Incentives Total		31	31	0

Technology Implementation

Assistant Staff Specialist I/II	122/126	3	2*	-1
Director/Officer	156	1	1	0
Manager	148	1	1	0
Senior Staff Specialist	138	1	1	0
Staff Specialist I/II	130/134	4	5*	1
Supervising Staff Specialist	142	1	1	0
Technology Implementation Total		11	11	0

Unassigned

	Unassigned	N/A	0	20	20
Unassigned Total			0	20	20
Grand Total			445	465	20

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

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

BAY AREA AIR QUALITY MANAGEMENT DISTRICT
SALARY SCHEDULE FOR MANAGEMENT AND CONFIDENTIAL CLASSES
 Annually/Monthly/Bi-weekly/Hourly effective July 3, 2022

ID-JDE MANAGEMENT

Per Employment Agreement *

1B101 Executive Officer/Air Pollution Control Officer
 324000.00
 27000.00
 12461.54
 155.77

1B102 Counsel
 303711.65
 25309.30
 11681.22
 146.02

ID-JDE MANAGEMENT

Range Step A Step B Step C Step D Step E

3M101 Air Monitoring Manager 148M 150578.21 158107.12 166012.47 174313.10 183028.75
 12548.18 13175.59 13834.37 14526.09 15252.40
 5791.47 6081.04 6385.10 6704.35 7039.57
 72.39 76.01 79.81 83.80 87.99

3M102 Air Quality Engineering Manager 148M 150578.21 158107.12 166012.47 174313.10 183028.75
 12548.18 13175.59 13834.37 14526.09 15252.40
 5791.47 6081.04 6385.10 6704.35 7039.57
 72.39 76.01 79.81 83.80 87.99

3M103 Air Quality Planning Manager 148M 150578.21 158107.12 166012.47 174313.10 183028.75
 12548.18 13175.59 13834.37 14526.09 15252.40
 5791.47 6081.04 6385.10 6704.35 7039.57
 72.39 76.01 79.81 83.80 87.99

3M104 Air Quality Program Manager 148M 150578.21 158107.12 166012.47 174313.10 183028.75
 12548.18 13175.59 13834.37 14526.09 15252.40
 5791.47 6081.04 6385.10 6704.35 7039.57
 72.39 76.01 79.81 83.80 87.99

8M101 Assistant Counsel I 149M 151660.22 159243.23 167205.39 175565.66 184343.94
 12638.35 13270.27 13933.78 14630.47 15362.00
 5833.09 6124.74 6430.98 6752.53 7090.15
 72.91 76.56 80.39 84.41 88.63

7M101 Assistant Counsel II 153M 170112.16 178617.77 187548.66 196926.09 206772.40
 14176.01 14884.81 15629.05 16410.51 17231.03
 6542.78 6869.91 7213.41 7574.08 7952.78
 81.78 85.87 90.17 94.68 99.41

3M121 Assistant Manager 147M 146949.28 154296.75 162011.58 170112.16 178617.77
 12245.77 12858.06 13500.97 14176.01 14884.81
 5651.90 5934.49 6231.21 6542.78 6869.91
 70.65 74.18 77.89 81.78 85.87

* Employment Agreement Dated 5/19/2022

ID-JDE MANAGEMENT(CONTINUED)	Range	Step A	Step B	Step C	Step D	Step E
3M117 Audit & Special Projects Manager	148M	150578.21	158107.12	166012.47	174313.10	183028.75
		12548.18	13175.59	13834.37	14526.09	15252.40
		5791.47	6081.04	6385.10	6704.35	7039.57
		72.39	76.01	79.81	83.80	87.99
3M105 Business Manager	148M	150578.21	158107.12	166012.47	174313.10	183028.75
		12548.18	13175.59	13834.37	14526.09	15252.40
		5791.47	6081.04	6385.10	6704.35	7039.57
		72.39	76.01	79.81	83.80	87.99
2M111 Communications Officer	156M	181820.40	190911.42	200457.00	210479.85	221003.84
		15151.70	15909.29	16704.75	17539.99	18416.99
		6993.09	7342.75	7709.88	8095.38	8500.15
		87.41	91.78	96.37	101.19	106.25
1M101 Deputy Air Pollution Control Officer	160M	201789.20	211878.66	222472.59	233596.22	245276.03
		16815.77	17656.55	18539.38	19466.35	20439.67
		7761.12	8149.18	8556.64	8984.47	9433.69
		97.01	101.86	106.96	112.31	117.9212
1M102 Deputy Executive Officer	169M	251333.14	263899.80	277094.79	290949.53	305497.00
		20944.43	21991.65	23091.23	24245.79	25458.08
		9666.66	10149.99	10657.49	11190.37	11749.88
		120.83	126.87	133.22	139.88	146.87
2M110 Director/Officer	156M	181820.40	190911.42	200457.00	210479.85	221003.84
		15151.70	15909.29	16704.75	17539.99	18416.99
		6993.09	7342.75	7709.88	8095.38	8500.15
		87.41	91.78	96.37	101.19	106.25
2M101 Director of Administration	156M	181820.40	190911.42	200457.00	210479.85	221003.84
		15151.70	15909.29	16704.75	17539.99	18416.99
		6993.09	7342.75	7709.88	8095.38	8500.15
		87.41	91.78	96.37	101.19	106.25
2M102 Director of Enforcement	156M	181820.40	190911.42	200457.00	210479.85	221003.84
		15151.70	15909.29	16704.75	17539.99	18416.99
		6993.09	7342.75	7709.88	8095.38	8500.15
		87.41	91.78	96.37	101.19	106.25
2M103 Director of Engineering	156M	181820.40	190911.42	200457.00	210479.85	221003.84
		15151.70	15909.29	16704.75	17539.99	18416.99
		6993.09	7342.75	7709.88	8095.38	8500.15
		87.41	91.78	96.37	101.19	106.25
2M108 Director of Strategic Incentives	156M	181820.40	190911.42	200457.00	210479.85	221003.84
		15151.70	15909.29	16704.75	17539.99	18416.99
		6993.09	7342.75	7709.88	8095.38	8500.15
		87.41	91.78	96.37	101.19	106.25
2M104 Director of Information Services	156M	181820.40	190911.42	200457.00	210479.85	221003.84
		15151.70	15909.29	16704.75	17539.99	18416.99
		6993.09	7342.75	7709.88	8095.38	8500.15
		87.41	91.78	96.37	101.19	106.25

ID-JDE MANAGEMENT(CONTINUED)	Range	Step A	Step B	Step C	Step D	Step E
2M105 Director of Planning and Research	156M	181820.40	190911.42	200457.00	210479.85	221003.84
		15151.70	15909.29	16704.75	17539.99	18416.99
		6993.09	7342.75	7709.88	8095.38	8500.15
		87.41	91.78	96.37	101.19	106.25
2M107 Director of Technical Services	156M	181820.40	190911.42	200457.00	210479.85	221003.84
		15151.70	15909.29	16704.75	17539.99	18416.99
		6993.09	7342.75	7709.88	8095.38	8500.15
		87.41	91.78	96.37	101.19	106.25
3M119 Engineering Project Processing Manager	148M	150578.21	158107.12	166012.47	174313.10	183028.75
		12548.18	13175.59	13834.37	14526.09	15252.40
		5791.47	6081.04	6385.10	6704.35	7039.57
		72.39	76.01	79.81	83.80	87.99
3M113 Executive Operations Manager	148M	150578.21	158107.12	166012.47	174313.10	183028.75
		12548.18	13175.59	13834.37	14526.09	15252.40
		5791.47	6081.04	6385.10	6704.35	7039.57
		72.39	76.01	79.81	83.80	87.99
3M107 Finance Manager	148M	150578.21	158107.12	166012.47	174313.10	183028.75
		12548.18	13175.59	13834.37	14526.09	15252.40
		5791.47	6081.04	6385.10	6704.35	7039.57
		72.39	76.01	79.81	83.80	87.99
3M106 Fleet and Facilities Manager	134M	107013.12	112363.78	117981.96	123881.06	130075.12
		8917.76	9363.65	9831.83	10323.42	10839.59
		4115.89	4321.68	4537.77	4764.66	5002.89
		51.45	54.02	56.72	59.56	62.54
2M111 Health Officer	156M	181820.40	190911.42	200457.00	210479.85	221003.84
		15151.70	15909.29	16704.75	17539.99	18416.99
		6993.09	7342.75	7709.88	8095.38	8500.15
		87.41	91.78	96.37	101.19	106.25
3M118 Human Resources Manager	148M	150578.21	158107.12	166012.47	174313.10	183028.75
		12548.18	13175.59	13834.37	14526.09	15252.40
		5791.47	6081.04	6385.10	6704.35	7039.57
		72.39	76.01	79.81	83.80	87.99
3M108 Human Resources Officer	156M	181820.40	190911.42	200457.00	210479.85	221003.84
		15151.70	15909.29	16704.75	17539.99	18416.99
		6993.09	7342.75	7709.88	8095.38	8500.15
		87.41	91.78	96.37	101.19	106.25
3M109 Information Systems Manager	148M	150578.21	158107.12	166012.47	174313.10	183028.75
		12548.18	13175.59	13834.37	14526.09	15252.40
		5791.47	6081.04	6385.10	6704.35	7039.57
		72.39	76.01	79.81	83.80	87.99
2M109 Information Technology Officer	156M	181820.40	190911.42	200457.00	210479.85	221003.84
		15151.70	15909.29	16704.75	17539.99	18416.99
		6993.09	7342.75	7709.88	8095.38	8500.15
		87.41	91.78	96.37	101.19	106.25

ID-JDE MANAGEMENT(CONTINUED)	Range	Step A	Step B	Step C	Step D	Step E
3M110 Manager (Laboratory)	148M	150578.21	158107.12	166012.47	174313.10	183028.75
		12548.18	13175.59	13834.37	14526.09	15252.40
		5791.47	6081.04	6385.10	6704.35	7039.57
		72.39	76.01	79.81	83.80	87.99
3M120 Manager	148M	150578.21	158107.12	166012.47	174313.10	183028.75
		12548.18	13175.59	13834.37	14526.09	15252.40
		5791.47	6081.04	6385.10	6704.35	7039.57
		72.39	76.01	79.81	83.80	87.99
3M115 Manager of Executive Operations	148M	150578.21	158107.12	166012.47	174313.10	183028.75
		12548.18	13175.59	13834.37	14526.09	15252.40
		5791.47	6081.04	6385.10	6704.35	7039.57
		72.39	76.01	79.81	83.80	87.99
3M111 Meteorology and Data Analysis Manager	148M	150578.21	158107.12	166012.47	174313.10	183028.75
		12548.18	13175.59	13834.37	14526.09	15252.40
		5791.47	6081.04	6385.10	6704.35	7039.57
		72.39	76.01	79.81	83.80	87.99
3M112 Research and Modeling Manager	148M	150578.21	158107.12	166012.47	174313.10	183028.75
		12548.18	13175.59	13834.37	14526.09	15252.40
		5791.47	6081.04	6385.10	6704.35	7039.57
		72.39	76.01	79.81	83.80	87.99
6M101 Senior Assistant Counsel	157M	187548.66	196926.09	206772.40	217111.02	227966.57
		15629.05	16410.51	17231.03	18092.58	18997.21
		7213.41	7574.08	7952.78	8350.42	8767.94
		90.17	94.68	99.41	104.38	109.60
6M102 Senior Policy Advisor	148M	150578.21	158107.12	166012.47	174313.10	183028.75
		12548.18	13175.59	13834.37	14526.09	15252.40
		5791.47	6081.04	6385.10	6704.35	7039.57
		72.39	76.01	79.81	83.80	87.99
3M116 Strategic Facilities Planning Manager	148M	150578.21	158107.12	166012.47	174313.10	183028.75
		12548.18	13175.59	13834.37	14526.09	15252.40
		5791.47	6081.04	6385.10	6704.35	7039.57
		72.39	76.01	79.81	83.80	87.99

ID-JDE CONFIDENTIAL	Range	Step A	Step B	Step C	Step D	Step E
8C006 Administrative Assistant I (Confidential)	114	63783.27	66972.44	70321.06	73837.11	77528.97
		5315.27	5581.04	5860.09	6153.09	6460.75
		2453.20	2575.86	2704.66	2839.89	2981.88
		30.67	32.20	33.81	35.50	37.27
7C009 Administrative Assistant II (Confidential)	118	70321.06	73837.11	77528.97	81405.42	85475.69
		5860.09	6153.09	6460.75	6783.78	7122.97
		2704.66	2839.89	2981.88	3130.98	3287.53
		33.81	35.50	37.27	39.14	41.09
7C007 Administrative Secretary (Confidential)	118	70321.06	73837.11	77528.97	81405.42	85475.69
		5860.09	6153.09	6460.75	6783.78	7122.97
		2704.66	2839.89	2981.88	3130.98	3287.53
		33.81	35.50	37.27	39.14	41.09
5C101 Clerk of the Boards	132	98948.79	103896.23	109091.04	114545.60	120272.88
		8245.73	8658.02	9090.92	9545.47	10022.74
		3805.72	3996.01	4195.81	4405.60	4625.88
		47.57	49.95	52.45	55.07	57.82
8C005 Executive Assistant I	128	89749.47	94236.95	98948.79	103896.23	109091.04
		7479.12	7853.08	8245.73	8658.02	9090.92
		3451.90	3624.50	3805.72	3996.01	4195.81
		43.15	45.31	47.57	49.95	52.45
7C008 Executive Assistant II	132	98948.79	103896.23	109091.04	114545.60	120272.88
		8245.73	8658.02	9090.92	9545.47	10022.74
		3805.72	3996.01	4195.81	4405.60	4625.88
		47.57	49.95	52.45	55.07	57.82
8C004 Executive Secretary I	128	89749.47	94236.95	98948.79	103896.23	109091.04
		7479.12	7853.08	8245.73	8658.02	9090.92
		3451.90	3624.50	3805.72	3996.01	4195.81
		43.15	45.31	47.57	49.95	52.45
7C001 Executive Secretary II	132	98948.79	103896.23	109091.04	114545.60	120272.88
		8245.73	8658.02	9090.92	9545.47	10022.74
		3805.72	3996.01	4195.81	4405.60	4625.88
		47.57	49.95	52.45	55.07	57.82
8C101 Human Resources Analyst I	130	94236.95	98948.79	103896.23	109091.04	114545.60
		7853.08	8245.73	8658.02	9090.92	9545.47
		3624.50	3805.72	3996.01	4195.81	4405.60
		45.31	47.57	49.95	52.45	55.07
7C103 Human Resources Analyst II	134	103896.23	109091.04	114545.60	120272.88	126286.52
		8658.02	9090.92	9545.47	10022.74	10523.88
		3996.01	4195.81	4405.60	4625.88	4857.17
		49.95	52.45	55.07	57.82	60.71
8C001 Human Resources Technician I	122	77528.97	81405.42	85475.69	89749.47	94236.95
		6460.75	6783.78	7122.97	7479.12	7853.08
		2981.88	3130.98	3287.53	3451.90	3624.50
		37.27	39.14	41.09	43.15	45.31

ID-JDE CONFIDENTIAL(CONTINUED)	Range	Step A	Step B	Step C	Step D	Step E
7C002 Human Resources Technician II	126	85475.69	89749.47	94236.95	98948.79	103896.23
		7122.97	7479.12	7853.08	8245.73	8658.02
		3287.53	3451.90	3624.50	3805.72	3996.01
		41.09	43.15	45.31	47.57	49.95
7C003 Legal Office Services Specialist	124	81405.42	85475.69	89749.47	94236.95	98948.79
		6783.78	7122.97	7479.12	7853.08	8245.73
		3130.98	3287.53	3451.90	3624.50	3805.72
		39.14	41.09	43.15	45.31	47.57
8C002 Legal Secretary I	116	66972.44	70321.06	73837.11	77528.97	81405.42
		5581.04	5860.09	6153.09	6460.75	6783.78
		2575.86	2704.66	2839.89	2981.88	3130.98
		32.20	33.81	35.50	37.27	39.14
7C004 Legal Secretary II	120	73837.11	77528.97	81405.42	85475.69	89749.47
		6153.09	6460.75	6783.78	7122.97	7479.12
		2839.89	2981.88	3130.98	3287.53	3451.90
		35.50	37.27	39.14	41.09	43.15
8C003 Office Assistant I (HR)	104	49975.86	52474.66	55098.39	57853.31	60745.98
		4164.66	4372.89	4591.53	4821.11	5062.16
		1922.15	2018.26	2119.17	2225.13	2336.38
		24.03	25.23	26.49	27.81	29.20
7C005 Office Assistant II (HR)	108	55098.39	57853.31	60745.98	63783.27	66972.44
		4591.53	4821.11	5062.16	5315.27	5581.04
		2119.17	2225.13	2336.38	2453.20	2575.86
		26.49	27.81	29.20	30.67	32.20
7C102 Paralegal	124	81405.42	85475.69	89749.47	94236.95	98948.79
		6783.78	7122.97	7479.12	7853.08	8245.73
		3130.98	3287.53	3451.90	3624.50	3805.72
		39.14	41.09	43.15	45.31	47.57
4C101 Principal Human Resources Analyst	142	126286.52	132600.85	139230.89	146192.43	153502.05
		10523.88	11050.07	11602.57	12182.70	12791.84
		4857.17	5100.03	5355.03	5622.79	5903.93
		60.71	63.75	66.94	70.28	73.80
6C002 Senior Executive Assistant	134	103896.23	109091.04	114545.60	120272.88	126286.52
		8658.02	9090.92	9545.47	10022.74	10523.88
		3996.01	4195.81	4405.60	4625.88	4857.17
		49.95	52.45	55.07	57.82	60.71
6C001 Senior Executive Secretary	134	103896.23	109091.04	114545.60	120272.88	126286.52
		8658.02	9090.92	9545.47	10022.74	10523.88
		3996.01	4195.81	4405.60	4625.88	4857.17
		49.95	52.45	55.07	57.82	60.71
6C102 Senior Human Resources Analyst	138	114545.60	120272.88	126286.52	132600.85	139230.89
		9545.47	10022.74	10523.88	11050.07	11602.57
		4405.60	4625.88	4857.17	5100.03	5355.03
		55.07	57.82	60.71	63.75	66.94

BAY AREA AIR QUALITY MANAGEMENT DISTRICT
SALARY SCHEDULE FOR TECHNICAL/GENERAL AND PROFESSIONAL EMPLOYEES
Effective July 3, 2022 per Memorandum of Understanding effective July 1, 2021

ID-JDE PROFESSIONAL	Range	Step A	Step B	Step C	Step D	Step E
7P001 Accountant I	126	85475.69	89749.47	94236.95	98948.79	103896.23
		7122.97	7479.12	7853.08	8245.73	8658.02
		3287.53	3451.90	3624.50	3805.72	3996.01
		41.09	43.15	45.31	47.57	49.95
7P014 Accountant II	130	94236.95	98948.79	103896.23	109091.04	114545.60
		7853.08	8245.73	8658.02	9090.92	9545.47
		3624.50	3805.72	3996.01	4195.81	4405.60
		45.31	47.57	49.95	52.45	55.07
7P002 Advanced Projects Advisor	144	132600.85	139230.89	146192.43	153502.05	161177.16
		11050.07	11602.57	12182.70	12791.84	13431.43
		5100.03	5355.03	5622.79	5903.93	6199.12
		63.75	66.94	70.28	73.80	77.49
8P001 Air Quality Chemist I	130	94236.95	98948.79	103896.23	109091.04	114545.60
		7853.08	8245.73	8658.02	9090.92	9545.47
		3624.50	3805.72	3996.01	4195.81	4405.60
		45.31	47.57	49.95	52.45	55.07
7P003 Air Quality Chemist II	134	103896.23	109091.04	114545.60	120272.88	126286.52
		8658.02	9090.92	9545.47	10022.74	10523.88
		3996.01	4195.81	4405.60	4625.88	4857.17
		49.95	52.45	55.07	57.82	60.71
8P002 Air Quality Engineer I	132	98948.79	103896.23	109091.04	114545.60	120272.88
		8245.73	8658.02	9090.92	9545.47	10022.74
		3805.72	3996.01	4195.81	4405.60	4625.88
		47.57	49.95	52.45	55.07	57.82
7P004 Air Quality Engineer II	136	109091.04	114545.60	120272.88	126286.52	132600.85
		9090.92	9545.47	10022.74	10523.88	11050.07
		4195.81	4405.60	4625.88	4857.17	5100.03
		52.45	55.07	57.82	60.71	63.75
8P003 Air Quality Meteorologist I	131	96564.13	101392.34	106461.96	111785.06	117374.31
		8047.01	8449.36	8871.83	9315.42	9781.19
		3714.01	3899.71	4094.69	4299.43	4514.40
		46.43	48.75	51.18	53.74	56.43
7P005 Air Quality Meteorologist II	135	106461.96	111785.06	117374.31	123243.02	129405.18
		8871.83	9315.42	9781.19	10270.25	10783.76
		4094.69	4299.43	4514.40	4740.12	4977.12
		51.18	53.74	56.43	59.25	62.21
7P006 Atmospheric Modeler	140	120272.88	126286.52	132600.85	139230.89	146192.43
		10022.74	10523.88	11050.07	11602.57	12182.70
		4625.88	4857.17	5100.03	5355.03	5622.79
		57.82	60.71	63.75	66.94	70.28

ID-JDE PROFESSIONAL(continued)	Range	Step A	Step B	Step C	Step D	Step E
8P004 Environmental Planner I	130	94236.95	98948.79	103896.23	109091.04	114545.60
		7853.08	8245.73	8658.02	9090.92	9545.47
		3624.50	3805.72	3996.01	4195.81	4405.60
		45.31	47.57	49.95	52.45	55.07
7P007 Environmental Planner II	134	103896.23	109091.04	114545.60	120272.88	126286.52
		8658.02	9090.92	9545.47	10022.74	10523.88
		3996.01	4195.81	4405.60	4625.88	4857.17
		49.95	52.45	55.07	57.82	60.71
7P008 Legislative Analyst	138	114545.60	120272.88	126286.52	132600.85	139230.89
		9545.47	10022.74	10523.88	11050.07	11602.57
		4405.60	4625.88	4857.17	5100.03	5355.03
		55.07	57.82	60.71	63.75	66.94
7P009 Librarian	128	89749.47	94236.95	98948.79	103896.23	109091.04
		7479.12	7853.08	8245.73	8658.02	9090.92
		3451.90	3624.50	3805.72	3996.01	4195.81
		43.15	45.31	47.57	49.95	52.45
4P001 Principal Accountant	138	114545.60	120272.88	126286.52	132600.85	139230.89
		9545.47	10022.74	10523.88	11050.07	11602.57
		4405.60	4625.88	4857.17	5100.03	5355.03
		55.07	57.82	60.71	63.75	66.94
4P002 Principal Air and Meteorological Monitoring Specialist	143	129405.18	135875.43	142669.21	149802.67	157292.80
		10783.76	11322.95	11889.10	12483.56	13107.73
		4977.12	5225.98	5487.28	5761.64	6049.72
		62.21	65.32	68.59	72.02	75.62
4P005 Principal Air Quality Chemist	142	126286.52	132600.85	139230.89	146192.43	153502.05
		10523.88	11050.07	11602.57	12182.70	12791.84
		4857.17	5100.03	5355.03	5622.79	5903.93
		60.71	63.75	66.94	70.28	73.80
4P003 Principal Air Quality Engineer	144	132600.85	139230.89	146192.43	153502.05	161177.16
		11050.07	11602.57	12182.70	12791.84	13431.43
		5100.03	5355.03	5622.79	5903.93	6199.12
		63.75	66.94	70.28	73.80	77.49
4P006 Principal Air Quality Meteorologist	143	129405.18	135875.43	142669.21	149802.67	157292.80
		10783.76	11322.95	11889.10	12483.56	13107.73
		4977.12	5225.98	5487.28	5761.64	6049.72
		62.21	65.32	68.59	72.02	75.62
4P004 Principal Environmental Planner	142	126286.52	132600.85	139230.89	146192.43	153502.05
		10523.88	11050.07	11602.57	12182.70	12791.84
		4857.17	5100.03	5355.03	5622.79	5903.93
		60.71	63.75	66.94	70.28	73.80

ID-JDE PROFESSIONAL(continued)	Range	Step A	Step B	Step C	Step D	Step E
7P010 Research Analyst	130	94236.95	98948.79	103896.23	109091.04	114545.60
		7853.08	8245.73	8658.02	9090.92	9545.47
		3624.50	3805.72	3996.01	4195.81	4405.60
		45.31	47.57	49.95	52.45	55.07
6P001 Senior Advanced Projects Advisor	148	146192.43	153502.05	161177.16	169236.01	177697.82
		12182.70	12791.84	13431.43	14103.00	14808.15
		5622.79	5903.93	6199.12	6509.08	6834.53
		70.28	73.80	77.49	81.36	85.43
6P002 Senior Air Quality Chemist	138	114545.60	120272.88	126286.52	132600.85	139230.89
		9545.47	10022.74	10523.88	11050.07	11602.57
		4405.60	4625.88	4857.17	5100.03	5355.03
		55.07	57.82	60.71	63.75	66.94
6P003 Senior Air Quality Engineer	140	120272.88	126286.52	132600.85	139230.89	146192.43
		10022.74	10523.88	11050.07	11602.57	12182.70
		4625.88	4857.17	5100.03	5355.03	5622.79
		57.82	60.71	63.75	66.94	70.28
6P004 Senior Air Quality Meteorologist	139	117374.31	123243.02	129405.18	135875.43	142669.21
		9781.19	10270.25	10783.76	11322.95	11889.10
		4514.40	4740.12	4977.12	5225.98	5487.28
		56.43	59.25	62.21	65.32	68.59
6P005 Senior Atmospheric Modeler	144	132600.85	139230.89	146192.43	153502.05	161177.16
		11050.07	11602.57	12182.70	12791.84	13431.43
		5100.03	5355.03	5622.79	5903.93	6199.12
		63.75	66.94	70.28	73.80	77.49
6P006 Senior Environmental Planner	138	114545.60	120272.88	126286.52	132600.85	139230.89
		9545.47	10022.74	10523.88	11050.07	11602.57
		4405.60	4625.88	4857.17	5100.03	5355.03
		55.07	57.82	60.71	63.75	66.94
7P011 Statistician	137	111785.06	117374.31	123243.02	129405.18	135875.43
		9315.42	9781.19	10270.25	10783.76	11322.95
		4299.43	4514.40	4740.12	4977.12	5225.98
		53.74	56.43	59.25	62.21	65.32
5P001 Supervising Air Quality Engineer	144	132600.85	139230.89	146192.43	153502.05	161177.16
		11050.07	11602.57	12182.70	12791.84	13431.43
		5100.03	5355.03	5622.79	5903.93	6199.12
		63.75	66.94	70.28	73.80	77.49
5P002 Supervising Air Quality Meteorologist	143	129405.18	135875.43	142669.21	149802.67	157292.80
		10783.76	11322.95	11889.10	12483.56	13107.73
		4977.12	5225.98	5487.28	5761.64	6049.72
		62.21	65.32	68.59	72.02	75.62
5P003 Supervising Environmental Planner	142	126286.52	132600.85	139230.89	146192.43	153502.05
		10523.88	11050.07	11602.57	12182.70	12791.84
		4857.17	5100.03	5355.03	5622.79	5903.93
		60.71	63.75	66.94	70.28	73.80

ID-JDE PROFESSIONAL(continued)	Range	Step A	Step B	Step C	Step D	Step E
7P012 Toxicologist	144	132600.85 11050.07 5100.03 63.75	139230.89 11602.57 5355.03 66.94	146192.43 12182.70 5622.79 70.28	153502.05 12791.84 5903.93 73.80	161177.16 13431.43 6199.12 77.49
ID-JDE TECHNICAL/GENERAL	Range	Step A	Step B	Step C	Step D	Step E
8T001 Accounting Assistant I	112	60745.98 5062.16 2336.38 29.20	63783.27 5315.27 2453.20 30.67	66972.44 5581.04 2575.86 32.20	70321.06 5860.09 2704.66 33.81	73837.11 6153.09 2839.89 35.50
7T001 Accounting Assistant II	116	66972.44 5581.04 2575.86 32.20	70321.06 5860.09 2704.66 33.81	73837.11 6153.09 2839.89 35.50	77528.97 6460.75 2981.88 37.27	81405.42 6783.78 3130.98 39.14
7T002 Administrative Analyst	131	96564.13 8047.01 3714.01 46.43	101392.34 8449.36 3899.71 48.75	106461.96 8871.83 4094.69 51.18	111785.06 9315.42 4299.43 53.74	117374.31 9781.19 4514.40 56.43
8T015 Administrative Assistant I	114	63783.27 5315.27 2453.20 30.67	66972.44 5581.04 2575.86 32.20	70321.06 5860.09 2704.66 33.81	73837.11 6153.09 2839.89 35.50	77528.97 6460.75 2981.88 37.27
7T034 Administrative Assistant II	118	70321.06 5860.09 2704.66 33.81	73837.11 6153.09 2839.89 35.50	77528.97 6460.75 2981.88 37.27	81405.42 6783.78 3130.98 39.14	85475.69 7122.97 3287.53 41.09
7T003 Administrative Secretary	118	70321.06 5860.09 2704.66 33.81	73837.11 6153.09 2839.89 35.50	77528.97 6460.75 2981.88 37.27	81405.42 6783.78 3130.98 39.14	85475.69 7122.97 3287.53 41.09
8T002 Air Quality Case Settlement Specialist I	126	85475.69 7122.97 3287.53 41.09	89749.47 7479.12 3451.90 43.15	94236.95 7853.08 3624.50 45.31	98948.79 8245.73 3805.72 47.57	103896.23 8658.02 3996.01 49.95
7T004 Air Quality Case Settlement Specialist II	130	94236.95 7853.08 3624.50 45.31	98948.79 8245.73 3805.72 47.57	103896.23 8658.02 3996.01 49.95	109091.04 9090.92 4195.81 52.45	114545.60 9545.47 4405.60 55.07
8T003 Air Quality Inspector I	124	81405.42 6783.78 3130.98 39.14	85475.69 7122.97 3287.53 41.09	89749.47 7479.12 3451.90 43.15	94236.95 7853.08 3624.50 45.31	98948.79 8245.73 3805.72 47.57

ID-JDE TECHNICAL/GENERAL(cont'd)	Range	Step A	Step B	Step C	Step D	Step E
7T005 Air Quality Inspector II	128	89749.47	94236.95	98948.79	103896.23	109091.04
		7479.12	7853.08	8245.73	8658.02	9090.92
		3451.90	3624.50	3805.72	3996.01	4195.81
		43.15	45.31	47.57	49.95	52.45
8T004 Air Quality Instrument Specialist I	124	81405.42	85475.69	89749.47	94236.95	98948.79
		6783.78	7122.97	7479.12	7853.08	8245.73
		3130.98	3287.53	3451.90	3624.50	3805.72
		39.14	41.09	43.15	45.31	47.57
7T006 Air Quality Instrument Specialist II	128	89749.47	94236.95	98948.79	103896.23	109091.04
		7479.12	7853.08	8245.73	8658.02	9090.92
		3451.90	3624.50	3805.72	3996.01	4195.81
		43.15	45.31	47.57	49.95	52.45
8T005 Air Quality Laboratory Technician I	122	77528.97	81405.42	85475.69	89749.47	94236.95
		6460.75	6783.78	7122.97	7479.12	7853.08
		2981.88	3130.98	3287.53	3451.90	3624.50
		37.27	39.14	41.09	43.15	45.31
7T007 Air Quality Laboratory Technician II	126	85475.69	89749.47	94236.95	98948.79	103896.23
		7122.97	7479.12	7853.08	8245.73	8658.02
		3287.53	3451.90	3624.50	3805.72	3996.01
		41.09	43.15	45.31	47.57	49.95
8T006 Air Quality Permit Technician I	122	77528.97	81405.42	85475.69	89749.47	94236.95
		6460.75	6783.78	7122.97	7479.12	7853.08
		2981.88	3130.98	3287.53	3451.90	3624.50
		37.27	39.14	41.09	43.15	45.31
7T008 Air Quality Permit Technician II	126	85475.69	89749.47	94236.95	98948.79	103896.23
		7122.97	7479.12	7853.08	8245.73	8658.02
		3287.53	3451.90	3624.50	3805.72	3996.01
		41.09	43.15	45.31	47.57	49.95
8T007 Air Quality Specialist I	130	94236.95	98948.79	103896.23	109091.04	114545.60
		7853.08	8245.73	8658.02	9090.92	9545.47
		3624.50	3805.72	3996.01	4195.81	4405.60
		45.31	47.57	49.95	52.45	55.07
7T009 Air Quality Specialist II	134	103896.23	109091.04	114545.60	120272.88	126286.52
		8658.02	9090.92	9545.47	10022.74	10523.88
		3996.01	4195.81	4405.60	4625.88	4857.17
		49.95	52.45	55.07	57.82	60.71
7T010 Air Quality Technical Assistant	118	70321.06	73837.11	77528.97	81405.42	85475.69
		5860.09	6153.09	6460.75	6783.78	7122.97
		2704.66	2839.89	2981.88	3130.98	3287.53
		33.81	35.50	37.27	39.14	41.09
8T008 Air Quality Technician I	122	77528.97	81405.42	85475.69	89749.47	94236.95
		6460.75	6783.78	7122.97	7479.12	7853.08
		2981.88	3130.98	3287.53	3451.90	3624.50
		37.27	39.14	41.09	43.15	45.31

ID-JDE TECHNICAL/GENERAL (cont'd)	Range	Step A	Step B	Step C	Step D	Step E
7T011 Air Quality Technician II	126	85475.69	89749.47	94236.95	98948.79	103896.23
		7122.97	7479.12	7853.08	8245.73	8658.02
		3287.53	3451.90	3624.50	3805.72	3996.01
		41.09	43.15	45.31	47.57	49.95
8T016 Assistant Air Quality Specialist I	122	77528.97	81405.42	85475.69	89749.47	94236.95
		6460.75	6783.78	7122.97	7479.12	7853.08
		2981.88	3130.98	3287.53	3451.90	3624.50
		37.27	39.14	41.09	43.15	45.31
7T035 Assistant Air Quality Specialist II	126	85475.69	89749.47	94236.95	98948.79	103896.23
		7122.97	7479.12	7853.08	8245.73	8658.02
		3287.53	3451.90	3624.50	3805.72	3996.01
		41.09	43.15	45.31	47.57	49.95
8T014 Assistant Staff Specialist I	122	77528.97	81405.42	85475.69	89749.47	94236.95
		6460.75	6783.78	7122.97	7479.12	7853.08
		2981.88	3130.98	3287.53	3451.90	3624.50
		37.27	39.14	41.09	43.15	45.31
7T033 Assistant Staff Specialist II	126	85475.69	89749.47	94236.95	98948.79	103896.23
		7122.97	7479.12	7853.08	8245.73	8658.02
		3287.53	3451.90	3624.50	3805.72	3996.01
		41.09	43.15	45.31	47.57	49.95
7T012 Building Maintenance Mechanic	114	63783.27	66972.44	70321.06	73837.11	77528.97
		5315.27	5581.04	5860.09	6153.09	6460.75
		2453.20	2575.86	2704.66	2839.89	2981.88
		30.67	32.20	33.81	35.50	37.27
7T013 Data Entry Operator	111	59282.00	62246.10	65358.41	68626.33	72057.64
		4940.17	5187.18	5446.53	5718.86	6004.80
		2280.08	2394.08	2513.78	2639.47	2771.45
		28.50	29.93	31.42	32.99	34.64
5T010 Data Support Supervisor	142	126286.52	132600.85	139230.89	146192.43	153502.05
		10523.88	11050.07	11602.57	12182.70	12791.84
		4857.17	5100.03	5355.03	5622.79	5903.93
		60.71	63.75	66.94	70.28	73.80
7T014 Database Specialist	135	106461.96	111785.06	117374.31	123243.02	129405.18
		8871.83	9315.42	9781.19	10270.25	10783.76
		4094.69	4299.43	4514.40	4740.12	4977.12
		51.18	53.74	56.43	59.25	62.21
7T015 Deputy Clerk of the Boards	123	79443.55	83415.73	87586.52	91965.84	96564.13
		6620.30	6951.31	7298.88	7663.82	8047.01
		3055.52	3208.30	3368.71	3537.15	3714.01
		38.19	40.10	42.11	44.21	46.43
7T028 Facilities Maintenance Worker	108	55098.39	57853.31	60745.98	63783.27	66972.44
		4591.53	4821.11	5062.16	5315.27	5581.04
		2119.17	2225.13	2336.38	2453.20	2575.86
		26.49	27.81	29.20	30.67	32.20

ID-JDE TECHNICAL/GENERAL (cont'd)	Range	Step A	Step B	Step C	Step D	Step E
5T008 Facilities Services Supervisor	130	94236.95	98948.79	103896.23	109091.04	114545.60
		7853.08	8245.73	8658.02	9090.92	9545.47
		3624.50	3805.72	3996.01	4195.81	4405.60
		45.31	47.57	49.95	52.45	55.07
7T031 Fiscal Services Coordinator	142	126286.52	132600.85	139230.89	146192.43	153502.05
		10523.88	11050.07	11602.57	12182.70	12791.84
		4857.17	5100.03	5355.03	5622.79	5903.93
		60.71	63.75	66.94	70.28	73.80
8T009 Mechanic I	121	75660.53	79443.55	83415.73	87586.52	91965.84
		6305.04	6620.30	6951.31	7298.88	7663.82
		2910.02	3055.52	3208.30	3368.71	3537.15
		36.38	38.19	40.10	42.11	44.21
7T016 Mechanic II	125	83415.73	87586.52	91965.84	96564.13	101392.34
		6951.31	7298.88	7663.82	8047.01	8449.36
		3208.30	3368.71	3537.15	3714.01	3899.71
		40.10	42.11	44.21	46.43	48.75
8T010 Office Assistant I	104	49975.86	52474.66	55098.39	57853.31	60745.98
		4164.66	4372.89	4591.53	4821.11	5062.16
		1922.15	2018.26	2119.17	2225.13	2336.38
		24.03	25.23	26.49	27.81	29.20
7T017 Office Assistant II	108	55098.39	57853.31	60745.98	63783.27	66972.44
		4591.53	4821.11	5062.16	5315.27	5581.04
		2119.17	2225.13	2336.38	2453.20	2575.86
		26.49	27.81	29.20	30.67	32.20
5T001 Office Services Supervisor	116	66972.44	70321.06	73837.11	77528.97	81405.42
		5581.04	5860.09	6153.09	6460.75	6783.78
		2575.86	2704.66	2839.89	2981.88	3130.98
		32.20	33.81	35.50	37.27	39.14
7T018 Permit Coordinator	134	103896.23	109091.04	114545.60	120272.88	126286.52
		8658.02	9090.92	9545.47	10022.74	10523.88
		3996.01	4195.81	4405.60	4625.88	4857.17
		49.95	52.45	55.07	57.82	60.71
6T009 Principal Air Quality Instrument Specialist	136	109091.04	114545.60	120272.88	126286.52	132600.85
		9090.92	9545.47	10022.74	10523.88	11050.07
		4195.81	4405.60	4625.88	4857.17	5100.03
		52.45	55.07	57.82	60.71	63.75
4T001 Principal Air Quality Specialist	142	126286.52	132600.85	139230.89	146192.43	153502.05
		10523.88	11050.07	11602.57	12182.70	12791.84
		4857.17	5100.03	5355.03	5622.79	5903.93
		60.71	63.75	66.94	70.28	73.80

ID-JDE TECHNICAL/GENERAL (cont'd)	Range	Step A	Step B	Step C	Step D	Step E
8T011 Programmer Analyst I	127	87586.52	91965.84	96564.13	101392.34	106461.96
		7298.88	7663.82	8047.01	8449.36	8871.83
		3368.71	3537.15	3714.01	3899.71	4094.69
		42.11	44.21	46.43	48.75	51.18
7T019 Programmer Analyst II	131	96564.13	101392.34	106461.96	111785.06	117374.31
		8047.01	8449.36	8871.83	9315.42	9781.19
		3714.01	3899.71	4094.69	4299.43	4514.40
		46.43	48.75	51.18	53.74	56.43
8T012 Public Information Officer I	130	94236.95	98948.79	103896.23	109091.04	114545.60
		7853.08	8245.73	8658.02	9090.92	9545.47
		3624.50	3805.72	3996.01	4195.81	4405.60
		45.31	47.57	49.95	52.45	55.07
7T020 Public Information Officer II	134	103896.23	109091.04	114545.60	120272.88	126286.52
		8658.02	9090.92	9545.47	10022.74	10523.88
		3996.01	4195.81	4405.60	4625.88	4857.17
		49.95	52.45	55.07	57.82	60.71
7T027 Purchasing Agent	122	77528.97	81405.42	85475.69	89749.47	94236.95
		6460.75	6783.78	7122.97	7479.12	7853.08
		2981.88	3130.98	3287.53	3451.90	3624.50
		37.27	39.14	41.09	43.15	45.31
7T021 Radio/Telephone Operator	113	62246.10	65358.41	68626.33	72057.64	75660.53
		5187.18	5446.53	5718.86	6004.80	6305.04
		2394.08	2513.78	2639.47	2771.45	2910.02
		29.93	31.42	32.99	34.64	36.38
5T002 Radio/Telephone Operator Supervisor	119	72057.64	75660.53	79443.55	83415.73	87586.52
		6004.80	6305.04	6620.30	6951.31	7298.88
		2771.45	2910.02	3055.52	3208.30	3368.71
		34.64	36.38	38.19	40.10	42.11
7T022 Receptionist	104	49975.86	52474.66	55098.39	57853.31	60745.98
		4164.66	4372.89	4591.53	4821.11	5062.16
		1922.15	2018.26	2119.17	2225.13	2336.38
		24.03	25.23	26.49	27.81	29.20
7T023 Secretary	112	60745.98	63783.27	66972.44	70321.06	73837.11
		5062.16	5315.27	5581.04	5860.09	6153.09
		2336.38	2453.20	2575.86	2704.66	2839.89
		29.20	30.67	32.20	33.81	35.50
6T001 Senior Accounting Assistant	120	73837.11	77528.97	81405.42	85475.69	89749.47
		6153.09	6460.75	6783.78	7122.97	7479.12
		2839.89	2981.88	3130.98	3287.53	3451.90
		35.50	37.27	39.14	41.09	43.15
6T002 Senior Air Quality Inspector	132	98948.79	103896.23	109091.04	114545.60	120272.88
		8245.73	8658.02	9090.92	9545.47	10022.74
		3805.72	3996.01	4195.81	4405.60	4625.88
		47.57	49.95	52.45	55.07	57.82

ID-JDE TECHNICAL/GENERAL (cont'd)	Range	Step A	Step B	Step C	Step D	Step E
6T003 Senior Air Quality Instrument Specialist	132	98948.79	103896.23	109091.04	114545.60	120272.88
		8245.73	8658.02	9090.92	9545.47	10022.74
		3805.72	3996.01	4195.81	4405.60	4625.88
		47.57	49.95	52.45	55.07	57.82
6T007 Senior Air Quality Permit Technician	130	94236.95	98948.79	103896.23	109091.04	114545.60
		7853.08	8245.73	8658.02	9090.92	9545.47
		3624.50	3805.72	3996.01	4195.81	4405.60
		45.31	47.57	49.95	52.45	55.07
6T004 Senior Air Quality Specialist	138	114545.60	120272.88	126286.52	132600.85	139230.89
		9545.47	10022.74	10523.88	11050.07	11602.57
		4405.60	4625.88	4857.17	5100.03	5355.03
		55.07	57.82	60.71	63.75	66.94
6T006 Senior Air Quality Technician	130	94236.95	98948.79	103896.23	109091.04	114545.60
		7853.08	8245.73	8658.02	9090.92	9545.47
		3624.50	3805.72	3996.01	4195.81	4405.60
		45.31	47.57	49.95	52.45	55.07
6T005 Senior Public Information Officer	138	114545.60	120272.88	126286.52	132600.85	139230.89
		9545.47	10022.74	10523.88	11050.07	11602.57
		4405.60	4625.88	4857.17	5100.03	5355.03
		55.07	57.82	60.71	63.75	66.94
6T008 Senior Staff Specialist	138	114545.60	120272.88	126286.52	132600.85	139230.89
		9545.47	10022.74	10523.88	11050.07	11602.57
		4405.60	4625.88	4857.17	5100.03	5355.03
		55.07	57.82	60.71	63.75	66.94
8T013 Staff Specialist I	130	94236.95	98948.79	103896.23	109091.04	114545.60
		7853.08	8245.73	8658.02	9090.92	9545.47
		3624.50	3805.72	3996.01	4195.81	4405.60
		45.31	47.57	49.95	52.45	55.07
7T032 Staff Specialist II	134	103896.23	109091.04	114545.60	120272.88	126286.52
		8658.02	9090.92	9545.47	10022.74	10523.88
		3996.01	4195.81	4405.60	4625.88	4857.17
		49.95	52.45	55.07	57.82	60.71
5T003 Supervising Air Quality Inspector	136	109091.04	114545.60	120272.88	126286.52	132600.85
		9090.92	9545.47	10022.74	10523.88	11050.07
		4195.81	4405.60	4625.88	4857.17	5100.03
		52.45	55.07	57.82	60.71	63.75
5T004 Supervising Air Quality Instrument Speciali	136	109091.04	114545.60	120272.88	126286.52	132600.85
		9090.92	9545.47	10022.74	10523.88	11050.07
		4195.81	4405.60	4625.88	4857.17	5100.03
		52.45	55.07	57.82	60.71	63.75

ID-JDE TECHNICAL/GENERAL (cont'd)	Range	Step A	Step B	Step C	Step D	Step E
5T005 Supervising Air Quality Specialist	142	126286.52	132600.85	139230.89	146192.43	153502.05
		10523.88	11050.07	11602.57	12182.70	12791.84
		4857.17	5100.03	5355.03	5622.79	5903.93
		60.71	63.75	66.94	70.28	73.80
5T006 Supervising Public Information Officer	142	126286.52	132600.85	139230.89	146192.43	153502.05
		10523.88	11050.07	11602.57	12182.70	12791.84
		4857.17	5100.03	5355.03	5622.79	5903.93
		60.71	63.75	66.94	70.28	73.80
5T009 Supervising Staff Specialist	142	126286.52	132600.85	139230.89	146192.43	153502.05
		10523.88	11050.07	11602.57	12182.70	12791.84
		4857.17	5100.03	5355.03	5622.79	5903.93
		60.71	63.75	66.94	70.28	73.80
5T007 Supervising Systems Analyst	139	117374.31	123243.02	129405.18	135875.43	142669.21
		9781.19	10270.25	10783.76	11322.95	11889.10
		4514.40	4740.12	4977.12	5225.98	5487.28
		56.43	59.25	62.21	65.32	68.59
7T024 Systems Analyst	135	106461.96	111785.06	117374.31	123243.02	129405.18
		8871.83	9315.42	9781.19	10270.25	10783.76
		4094.69	4299.43	4514.40	4740.12	4977.12
		51.18	53.74	56.43	59.25	62.21
7T025 Systems Quality Assurance Specialist	135	106461.96	111785.06	117374.31	123243.02	129405.18
		8871.83	9315.42	9781.19	10270.25	10783.76
		4094.69	4299.43	4514.40	4740.12	4977.12
		51.18	53.74	56.43	59.25	62.21
7T026 Web Master	135	106461.96	111785.06	117374.31	123243.02	129405.18
		8871.83	9315.42	9781.19	10270.25	10783.76
		4094.69	4299.43	4514.40	4740.12	4977.12
		51.18	53.74	56.43	59.25	62.21

BAY AREA AIR QUALITY MANAGEMENT DISTRICT

Memorandum

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

From: Sharon L. Landers
Interim Executive Officer/APCO

Date: June 15, 2022

Re: Wildfire Season Preview

RECOMMENDED ACTION

None; receive and file.

BACKGROUND

California has experienced some of the deadliest and most destructive wildfires in its history over the last several years. Studies show that climate change is not only causing higher temperatures and longer dry periods, but also lengthening the fire season and increasing the risk of catastrophic wildfires throughout the state. Regional weather patterns and atmospheric conditions influence fire behavior and affect the transport of smoke to local communities, entire regions or even nearby states. The sheer devastation, size and magnitude of the 2017 North Bay Fires in Napa and Sonoma Counties, the 2018 Camp Fire in Butte County, the 2019 Kincade Fire in Sonoma County and record-setting fires in 2020 are a reminder that wildfires are the new normal and wildfire smoke has no boundaries. In the Bay Area, impacts from these fires have continued to eliminate positive gains made from progressive regulatory actions over the last decade to reduce emissions of particulate matter (PM), with grave consequences for public health.

Acknowledging the reality of increased wildfires across the state and the surmounting concerns of wildfire smoke impacts prompted significant actions by the Air District to prioritize new wildfire program initiatives and affect changes to programs, policies and regulations as well as public health protections. The Air District developed the *Wildfire Air Quality Response Program*, a multi-faceted program to ensure health protective measures and strategies are in place. The program includes legislation, Assembly Bill 836 (AB836) *Wildfire Smoke Clean Air Center Incentive Program for Vulnerable Populations Incentive Pilot Program*, was initiated to improve air filtration in vulnerable communities and create a network of clean air centers in the region. It also includes regulatory amendments which prohibit burning year-round when air quality is forecast to exceed the 24-hour National Ambient Air Quality Standard for PM_{2.5} and align with statewide efforts to prevent larger, more destructive wildfires through prescribed burning. The Air District renewed public health guidance, communications, and messaging

across the nine Bay Area counties and highlighted the importance of ensuring the public understands and has access to current air quality information, forecasts and air quality data during wildfires as part of the program. Another program component saw the development of local partnerships to form a regional alliance to improve wildfire preparedness and coordination and the Air District continues to expand upon these partnerships to improve air filtration in public buildings, evacuation centers and the homes of those most vulnerable to wildfire smoke.

DISCUSSION

Staff will provide an update on the wildfire season outlook for 2022 based on rainfall totals during the 2021 – 2022 rainy season. The presentation will include an overview of the Air District’s role during wildfire events, including monitoring, smoke forecasting, coordination with state and local agencies, and outreach to the public. Staff will also provide a progress update on the Wildfire Air Quality Response Program and initiatives that enhance wildfire prevention and preparedness and discuss new projects in 2022 that aim to strengthen community partnerships and provide resources for air filtration and support to vulnerable communities impacted by wildfire smoke and air pollution.

BUDGET CONSIDERATION/FINANCIAL IMPACT

None.

Respectfully submitted,

Sharon L. Landers
Interim Executive Officer/APCO

Prepared by: Tracy Lee
Reviewed by: Damian Breen

ATTACHMENTS:

None