



BOARD OF DIRECTORS
FINANCE AND ADMINISTRATION COMMITTEE
March 19, 2025

COMMITTEE MEMBERS

LYNDA HOPKINS – CHAIR
NOELIA CORZO
DAVID HAUBERT
VICKI VEENKER

TYRONE JUE – VICE CHAIR
JUAN GONZÁLEZ III
SERGIO LOPEZ

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

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

Scott Haggerty Heritage House
4501 Pleasanton Avenue
Pleasanton, CA 94566

THE FOLLOWING STREAMING OPTIONS WILL ALSO BE PROVIDED

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

The public may observe this meeting through the webcast by clicking the link available on the air district's agenda webpage at www.baaqmd.gov/bodagendas.

Members of the public may participate remotely via Zoom at <https://bayareametro.zoom.us/j/85928423413>, or may join Zoom by phone by dialing (669) 900-6833 or (408) 638-0968. The Webinar ID for this meeting is: 859 2842 3413

Public Comment on Agenda Items: The public may comment on each item on the agenda as the item is taken up. Members of the public who wish to speak on a matter on the agenda will have two minutes each to address the Committee on that agenda item, unless a different time limit is established by the Chair. No speaker who has already spoken on an item will be entitled to speak to that item again.

The Committee welcomes comments, including criticism, about the policies, procedures, programs, or services of the District, or of the acts or omissions of the Committee. Speakers shall not use threatening, profane, or abusive language which disrupts, disturbs, or otherwise impedes the orderly conduct of a Committee meeting. The District is committed to maintaining a workplace free of unlawful harassment and is mindful that District staff regularly attend Committee meetings. Discriminatory statements or conduct that would potentially violate the Fair Employment and Housing Act – i.e., statements or conduct that is hostile, intimidating, oppressive, or abusive – is *per se* disruptive to a meeting and will not be tolerated.

FINANCE AND ADMINISTRATION COMMITTEE MEETING AGENDA

WEDNESDAY, MARCH 19, 2025

1:00 PM

Chairperson, Lynda Hopkins

1. Call to Order - Roll Call

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

2. Pledge of Allegiance

CONSENT CALENDAR (Items 3-4)

The Consent Calendar consists of routine items that may be approved together as a group by one action of the Committee. Any Committee member or member of the public may request that an item be removed and considered separately.

3. Approval of the Draft Minutes of the Finance and Administration Special Committee Meeting of February 26, 2025

The Committee will consider approving the Draft Minutes of the Finance and Administration Special Committee Meeting of February 26, 2025.

4. Authorization to Amend the Master Services Agreement with KBM-Hogue for Workplace Furniture Design, Procurement, and Installation Services at the Air District's Beale Street Headquarters

The Committee will consider authorizing the Executive Director/APCO to amend the Air District's Master Services Agreement with KBM-Hogue to increase the total not-to-exceed amount of the agreement by \$750,000, from \$95,837.25 to \$845,837.25, and to extend the term of the agreement through September 21, 2029, to provide workplace furniture design, procurement, and installation services at Air District's Beale Street Headquarters.

ACTION ITEM(S)

5. Conduct Interviews and Consider Recommending Board of Directors Approval of Candidates for Appointment to the Air District's Hearing Board

The Committee will conduct interviews and consider recommending that the Board of Directors approve candidates for appointment to the Attorney, Public, and Medical Professional seats on the Air District's Hearing Board. This item will be presented by Hyacinth Hinojosa, Deputy Executive Officer of Finance and Administration, and Joseph Huynh, Principal Human Resources Analyst.

6. Proposed Fiscal Year 2025-2026 Budget and Fee Regulation Amendments

The Committee will consider and discuss the proposed budget for Fiscal Year 2025-2026 and accompanying amendments to the Air District's fee regulation, Regulation 3. The Committee will provide feedback and direction to staff regarding the proposed budget and fee regulation amendments, or, if the Committee has no additional requests or direction, it will consider recommending to the Board of Directors that the Board adopt the proposed budget and fee regulation amendments with proposed staffing recommendations. This item will be presented by Hyacinth Hinojosa, Deputy Executive Officer of Finance and Administration, Stephanie Osaze, Director of Finance, and Fred Tanaka, Manager in the Engineering Division.

OTHER BUSINESS

7. Public Comment on Non-Agenda Matters

Pursuant to Government Code Section 54954.3, members of the public who wish to speak on matters not on the agenda will be given an opportunity to address the Committee. Members of the public will have two minutes each to address the Committee, unless a different time limit is established by the Chair. The Committee welcomes comments, including criticism, about the policies, procedures, programs, or services of the District, or of the acts or omissions of the Committee. Speakers shall not use threatening, profane, or abusive language which disrupts, disturbs, or otherwise impedes the orderly conduct of a Committee meeting. The District is committed to maintaining a workplace free of unlawful harassment and is mindful that District staff regularly attend Committee meetings. Discriminatory statements or conduct that would potentially violate the Fair Employment and Housing Act – i.e., statements or conduct that is hostile, intimidating, oppressive, or abusive – is per se disruptive to a meeting and will not be tolerated.

8. Committee Member Comments

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

9. Time and Place of Next Meeting

Wednesday, April 16, 2025, at 1:00 p.m. at 375 Beale Street, San Francisco, CA 94105. The meeting will be in-person for the Finance and Administration Committee members and members of the public will be able to either join in-person or via webcast.

10. Adjournment

The Committee meeting shall be adjourned by the Chair.

CONTACT:

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

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

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

Accessibility and Non-Discrimination Policy

The Bay Area Air 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 Acting Non-Discrimination Coordinator, Diana Ruiz, at (415) 749-8840 or by email at druiz@baaqmd.gov.

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

EXECUTIVE OFFICE:
MONTHLY CALENDAR OF AIR DISTRICT MEETINGS

MARCH 2025

<u>TYPE OF MEETING</u>	<u>DAY</u>	<u>DATE</u>	<u>TIME</u>	<u>ROOM</u>
Board of Directors Policy, Grants, and Technology Committee	Wednesday	19	10:00 a.m.	1 st Floor Board Room
Board of Directors Finance and Administration Committee	Wednesday	19	1:00 p.m.	1 st Floor Board Room
Board of Directors Community Advisory Council Meeting	Thursday	20	6:00 p.m.	California State University, East Bay Oakland Professional Development & Conference Center Trans Pacific Center 1000 Broadway, Grand Lake Room, Suite 109 Oakland, CA 94607

APRIL 2025

<u>TYPE OF MEETING</u>	<u>DAY</u>	<u>DATE</u>	<u>TIME</u>	<u>ROOM</u>
Board of Directors Meeting	Wednesday	2	10:00 a.m.	1 st Floor Board Room
Board of Directors Stationary Source Committee	Wednesday	9	10:00 a.m.	1 st Floor, Yerba Buena Room
Board of Directors Community Equity, Health, and Justice Committee	Wednesday	9	1:00 p.m.	1 st Floor, Yerba Buena Room
Board of Directors Policy, Grants, and Technology Committee	Wednesday	16	10:00 a.m.	1 st Floor Board Room
Board of Directors Finance and Administration Committee	Wednesday	16	1:00 p.m.	1 st Floor Board Room

MV 3/12/25 – 3:06 p.m.

G/Board/Executive Office/Moncal

BAY AREA AIR DISTRICT
Memorandum

To: Chairperson Lynda Hopkins and Members
of the Finance and Administration Committee

From: Philip M. Fine
Executive Officer/APCO

Date: March 19, 2025

Re: Approval of the Draft Minutes of the Finance and Administration Special
Committee Meeting of February 26, 2025

RECOMMENDED ACTION

Approve the Draft Minutes of the Finance and Administration Special Committee Meeting of February 26, 2025.

BACKGROUND

None.

DISCUSSION

Attached for your review and approval are the Draft Minutes of the Finance and Administration Special Committee Meeting of February 26, 2025.

BUDGET CONSIDERATION/FINANCIAL IMPACT

None.

Respectfully submitted,

Philip M. Fine
Executive Officer/APCO

Prepared by: Marcy Hiratzka
Reviewed by: Vanessa Johnson

ATTACHMENT(S):

1. Draft Minutes of the Finance and Administration Committee Special Meeting of February 26, 2025

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

Finance and Administration Committee Special Meeting
Wednesday, February 26, 2025

DRAFT MINUTES

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

CALL TO ORDER

1. **Opening Comments:** Finance and Administration Committee (Committee) Chairperson, Lynda Hopkins, called the meeting to order at 1:00 p.m.

Roll Call:

Present, In-Person (Bay Area Metro Center (375 Beale Street, Yerba Buena Room, San Francisco, California, 94105): Chairperson Lynda Hopkins; Vice Chairperson Tyrone Jue; and Director Vicki Veenker.

Present, In-Person Satellite Location (Office of Alameda County Supervisor David Haubert, Heritage House, 4501 Pleasanton Ave., Pleasanton, CA 94566): Director David Haubert.

Present, In-Person Satellite Location (City of San Leandro City Hall, 835 E. 14th Street, 2nd Floor, Room 201, San Leandro, CA 94577): Director Juan González III.

Absent: Directors Noelia Corzo and Sergio Lopez.

2. **PLEDGE OF ALLEGIANCE**

CONSENT CALENDAR (ITEMS 3 – 5)

3. **APPROVAL OF THE DRAFT MINUTES OF THE FINANCE AND ADMINISTRATION COMMITTEE MEETING OF DECEMBER 18, 2024**

The Committee considered approving the Draft Minutes of the Finance and Administration Committee Meeting of December 18, 2024.

4. **HEARING BOARD QUARTERLY REPORT: OCTOBER THROUGH DECEMBER 2024**

The Committee received the Hearing Board Quarterly Report for the period of October through December 2024.

5. **FISCAL YEAR ENDING (FYE) 2025 SECOND QUARTER REPORTING OF PAYMENTS FOR ROUTINE AND RECURRING GOODS/SERVICES EXPENSES AND CONTRACTS EXECUTED UNDER DELEGATED AUTHORITY**

The Committee received a report of vendor payments for routine and recurring essential services and contracts executed under delegated authority for the second quarter of Fiscal Year (FY) 2025, which ended December 31, 2024.

Public Comments on Items 3 – 5

No requests received.

Committee Comments on Items 3 – 5

None.

Committee Action on Items 3 – 5

Vice Chair Jue made a motion, seconded by Director Veenker to **approve** the Consent Calendar, Items 3 through 5, inclusive; and the motion **carried** by the following vote of the Committee:

AYES:	González, Haubert, Hopkins, Jue, Veenker.
NOES:	None.
ABSTAIN:	None.
ABSENT:	Corzo, Lopez.

INFORMATIONAL ITEMS

6. **FINANCIAL UPDATE FOR THE SECOND QUARTER OF FISCAL YEAR (FY) 2024-2025, ENDING DECEMBER 31, 2024**

Jun Pan, Finance Manager, gave the staff presentation *Second Quarter Financial Updated Fiscal Year Ending (FYE) 2025*, including: outline; FYE 2025 General Fund (GF) revenue overview; GF revenue (budget vs actual); GF revenue comparison (prior year vs current year); FYE GF expenditure overview; GF expenditure (budget vs actual); expenditures comparison (prior year vs current year); and cash and investment summary.

Public Comments

No requests received.

Committee Comments

The Committee and staff discussed penalty assessment revenue; carryover of FYE 24 encumbrances, and whether the Air District also has carryover revenue and surplus funds; whether the Air District's California Public Employees' Retirement System (CalPERS) exposure continues to grow; the suggestion that the Air District budgets on a quarterly basis, for operational purposes and benchmarking, in addition to its annual budget; whether the Air District has recently revised its asset policy; whether the Air District considers its current cash and investments total amount high or low, and whether that total amount is cash in the bank; property tax growth (year over year) and whether the Air District's forecast/estimates have been accurate; and the appreciation for staff explanations on different funding streams and when in the fiscal year they occur.

Committee Action

No action taken.

7. PROPOSED ENGINEERING DIVISION PROGRAM MANAGERS FOR COMPLEX PERMIT APPLICATIONS

Dr. Meredith Bauer, Deputy Executive Officer of Engineering and Compliance, gave the staff presentation *Proposed Facility Funded Engineering Program Manager (EMP) Positions*, including: outcome; outline; requested action; background; complex permit applications; overview of proposed EPM positions and approach; Strategic Plan alignment; role of Engineering Program Managers; program benefits; and next steps.

Public Comments

Public comments were given by Bob Brown, Western States Petroleum Association; and David Schoenthal, Phillips 66.

Committee Comments

The Committee and staff discussed the suggestion of holding pre-application meetings with applicants that wish to obtain permits for complex and challenging projects, and whether such a practice would be considered an add-on to the standard practice, versus two options that permit applicants could choose from; the importance of balancing explanation of the permitting process and maintaining the Air District's independence so that permitted facilities are making their own decision without influence (risk management); potential metrics that can determine success of the pilot phase of the program; the request for a metric that measures public transparency (informing the public about certain projects, facilities, and permits that are under review); the suggestion of conducting surveys from participants of the pilot phase of the program (at the beginning and end); the proposed transition to positions funded by voluntary fees and how it would work after the pilot phase of the program concluded; the request that metrics from the first year of the pilot phase of the program be shared with the Board of Directors in a status update; concerns about utilizing Limited Term Contract Employees for this program; and whether this program includes dispute resolution.

Committee Action

No action taken.

OTHER BUSINESS

8. PUBLIC COMMENTS ON NON-AGENDA MATTERS

Public comments were given by Arieann Harrison, Marie Harrison Community Foundation.

9. COMMITTEE MEMBER COMMENTS

Director González thanked Air District staff for progress that he sees in adherence to the Air District's adopted Strategic Plan.

10. TIME AND PLACE OF NEXT MEETING

Wednesday, March 19, 2025, at 1:00 p.m. at 375 Beale Street, San Francisco, CA 94105. The meeting will be in-person for the Finance and Administration Committee members and members of the public will be able to either join in-person or via webcast.

11. ADJOURNMENT

The meeting was adjourned at 2:12 p.m.

Marcy Hiratzka
Clerk of the Boards

BAY AREA AIR DISTRICT
Memorandum

To: Chairperson Lynda Hopkins and Members
of the Finance and Administration Committee

From: Philip M. Fine
Executive Officer/APCO

Date: March 19, 2025

Re: Authorization to Amend the Master Services Agreement with KBM-Hogue
for Workplace Furniture Design, Procurement, and Installation Services at
the Air District's Beale Street Headquarters

RECOMMENDED ACTION

Authorize the Executive Officer/APCO to execute an amendment to the Master Services Agreement with KBM-Hogue (Contract No. 2022.084) to:

1. Increase the total not-to-exceed amount of the agreement by \$750,000 from \$95,837.25 to \$845,837.25, and
2. Extend the contract end date from March 31, 2025 to September 21, 2029.

The purpose of this amendment is for continued workplace furniture design, procurement, and installation services at the Air District's Beale Street Headquarters.

BACKGROUND

In 2022, the Air District identified the need for furniture additions and modifications at the Air District's Beale Street Headquarters and entered into a Master Services Agreement with KBM-Hogue.

The Air District anticipates the need for additional furniture and adjustments pursuant to the Executive Officer/APCO's directive to staff to enhance in-office presence beginning July 1, 2025. Increasing the funds will allow the processing of these requests efficiently and effectively.

KBM-Hogue is a local dealer for Knoll furniture and is the Air District's sole furniture provider for Knoll furniture. The Air District entered into Contract 2022.084 with KBM-Hogue which expires on March 31, 2025.

DISCUSSION

KBM-Hogue was selected from the Request for Proposals (RFP) issued by the Bay Area Headquarters Authority (BAHA) in 2014 for furniture dealers to design, procure, and install furniture for the Bay Area Metro Center at the Air District's Beale Street Headquarters. As a partner agency, the Air District also participated in the RFP evaluation process. BAHA entered into a 10-year agreement with KBM-Hogue through 2024 which includes a Cooperative Use clause that allows the Air District to obtain discounted pricing for Knoll furniture and installation, under the same terms and conditions as BAHA. In 2024, BAHA signed a five-year extension with KBM-Hogue through September 21, 2029, and the Air District contract amendment will parallel the BAHA contract.

BUDGET CONSIDERATION/FINANCIAL IMPACT

Funding for this amended contract in the amount of \$187,500 is included in Fiscal Year Ending 2025 budget, Program 702. Each remaining year's expenditure of up to \$187,500 will be budgeted accordingly in the subsequent year's budgets.

Respectfully submitted,

Philip M. Fine
Executive Officer/APCO

Prepared by: Raymond Wang
Reviewed by: Hyacinth Hinojosa

ATTACHMENT(S):

1. KBM Hogue 2022.084_exe
2. KBM Hogue 2022.084 Amendment 1_exe
3. KBM Hogue 2022.084 Amendment 2_exe
4. KBM Hogue 2022.084 Amendment 3_lgl approved draft
5. Bay Area Headquarters Authority BAHA-KBM Agreement
6. Hogue Amendment 8_BAHA MTC_Exp September 21, 2029

BAY AREA AIR QUALITY MANAGEMENT DISTRICT

MASTER SERVICES CONTRACT

CONTRACT NO. 2022.084

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 **KBM-Hogue** (“CONTRACTOR”) whose address is 250 Montgomery St #1400, San Francisco, CA 94104.
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 paragraphs A-E above.

5. TERM – The term of this Contract is from April 1, 2022 to March 31, 2025, 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.

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

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 \$30,000. 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: Raymond Wang

CONTRACTOR: KBM-Hogue
250 Montgomery St. #1400
San Francisco, CA 94104
Attn: Paul Razo

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.

- D. DISTRICT reserves the right to review the credentials to perform the services for any of CONTRACTOR's employees assigned herein and to disapprove CONTRACTOR's assignments. CONTRACTOR warrants that it will not employ any subcontractor(s) without prior written approval from DISTRICT.

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

KBM-HOGUE

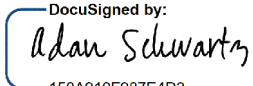
By:  DocuSigned by:
B447A99E2C334D2
Alexander Crockett
Interim Executive Officer/APCO

By: 
Matt Denning
Principal

Date: 4/4/2022

Date: March 22, 2022

Approved as to form:
District Counsel

By:  DocuSigned by:
150A910F987E4D3...
Adam Schwartz
Acting District Counsel 3/28/2022

Attachment A
General Description of Services

CONTRACTOR shall furnish, deliver, and install changes or modifications to existing furniture, as requested by DISTRICT.

For all furniture and service requests, CONTRACTOR shall provide written estimates or proposals, which shall include details, specifications, dimensions, drawings, and/or plans as appropriate. CONTRACTOR's written estimates or proposals shall serve as Task Orders when signed by DISTRICT and issued to CONTRACTOR pursuant to Section 10 of this Contract. CONTRACTOR shall not commence work until DISTRICT has issued the signed Task Order.

CONTRACTOR billable rate:

- Project Management: \$90 per hour
- Design Services: \$90 per hour

AMENDMENT NO. 1 TO
BAY AREA AIR QUALITY MANAGEMENT DISTRICT
CONTRACT NO. 2022.084

This amendment to the above-entitled contract ("Contract Amendment") is dated, for reference purposes only, April 17, 2023.

RECITALS:

1. The Bay Area Air Quality Management District ("DISTRICT") and **KBM-Hogue** ("CONTRACTOR") (hereinafter referred to as the "PARTIES") entered into the above-entitled contract for services to furnish, deliver, and install changes or modifications to existing furniture (the "Contract"), which Contract was executed on behalf of CONTRACTOR on March 22, 2022, and on behalf of DISTRICT on April 4, 2022.
2. The PARTIES seek to amend the total cost of the Contract because DISTRICT seeks additional services from CONTRACTOR, and CONTRACTOR desires 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 Paragraph C of Section 9, "Agreement to Provide Services," of the Contract to replace "\$30,000" with "\$55,837.25."
2. DISTRICT and CONTRACTOR agree that all other terms and conditions of the Contract shall remain in full force and effect.

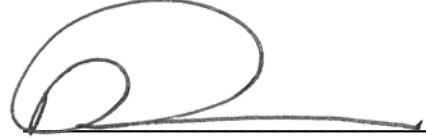
IN WITNESS WHEREOF, the PARTIES have caused this Contract Amendment to be duly executed on their behalf by their authorized representatives.

BAY AREA AIR QUALITY
MANAGEMENT DISTRICT

KBM-HOGUE

By: DocuSigned by:

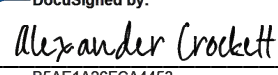
7314B577922A46A...
Sharon L. Landers
Interim Chief Operating Officer

By: 
Matt Denning
Principal

Date: 5/9/2023

Date: April 25, 2023

Approved as to form:
District Counsel

By: DocuSigned by:

B5AE1A26FCA4453
Alexander G. Crockett
District Counsel

5/1/2023

AMENDMENT NO. 2 TO
BAY AREA AIR QUALITY MANAGEMENT DISTRICT
CONTRACT NO. 2022.084

This amendment to the above-entitled contract ("Contract Amendment") is dated, for reference purposes only, August 9, 2023, and consists of two (2) pages.

RECITALS:

1. The Bay Area Air Quality Management District ("DISTRICT") and **KBM-Hogue** ("CONTRACTOR") (hereinafter referred to as the "PARTIES") entered into the above-entitled contract for services to furnish, deliver, and install changes or modifications to existing furniture (the "Contract"), which Contract was executed on behalf of CONTRACTOR on March 22, 2022, and on behalf of DISTRICT on April 4, 2022.
2. The PARTIES entered into Amendment No. 1 to the Contract, dated April 17, 2023, for reference purposes only, to amend the total cost of the Contract.
3. The PARTIES seek to further amend the total cost of the Contract because DISTRICT seeks additional services from CONTRACTOR, and CONTRACTOR desires to provide those services.
4. In accordance with Section 29 of the Contract, DISTRICT and CONTRACTOR amend the above-entitled Contract as follows:

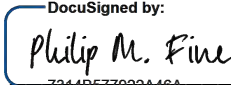
TERMS AND CONDITIONS OF CONTRACT AMENDMENT:


1. By this Contract Amendment, DISTRICT and CONTRACTOR amend Paragraph C of Section 9, "Agreement to Provide Services," of the Contract to replace "\$55,837.25" with "\$95,837.25."
2. 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

KBM-HOGUE

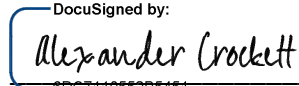
By: 
Philip M. Fine
Executive Officer/APCO

By: 
Matt Denning
Principal

Date: 8/22/2023

Date: August 11, 2023

Approved as to form:
District Counsel

By: 
Alexander G. Crockett
District Counsel

AMENDMENT NO. 3 TO
BAY AREA AIR QUALITY MANAGEMENT DISTRICT
CONTRACT NO. 2022.084

This amendment to the above-entitled contract ("Contract Amendment") is dated, for reference purposes only, February 19, 2025, and consists of two (2) pages.

RECITALS:

1. The Bay Area Air Quality Management District ("DISTRICT") and **KBM-Hogue** ("CONTRACTOR") (hereinafter referred to as the "PARTIES") entered into the above-entitled contract for services to furnish, deliver, and install changes or modifications to existing furniture (the "Contract"), which Contract was executed on behalf of CONTRACTOR on March 22, 2022, and on behalf of DISTRICT on April 4, 2022.
2. The PARTIES entered into Amendment No. 1 to the Contract, dated April 17, 2023, for reference purposes only, to amend the total cost of the Contract.
3. The PARTIES entered into Amendment No.2 to the Contract, dated August 9, 2023, for reference purposes only, to amend the total cost of the Contract.
4. The PARTIES seek to further amend the term and total cost of the Contract because DISTRICT seeks to continue to receive services from CONTRACTOR, and CONTRACTOR desires to continue to provide those services.
5. 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 September 21, 2029.
2. By this Contract Amendment, DISTRICT and CONTRACTOR amend Paragraph C of Section 9, "Agreement to Provide Services," of the Contract to replace "\$95,837.25" with "\$845,837.25."
3. 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

KBM-HOGUE

By: _____
Dr. Philip M. Fine
Executive Officer/APCO

By: _____
Matt Denning
Principal

Date: _____

Date: _____

Approved as to form:

By: _____
Alexander G. Crockett
General Counsel

CONTRACT APPROVAL SHEET

AGENCY:	BAHA	ConTracker #:		Contract No. (Acctg. use only):	
NAME OF CONTRACTOR/CONSULTANT:		Hogue and Associates			
PROJECT TITLE:	375 Beale Street Furniture				
	Amount	Approval by ED or Committee (specify)	Committee Approval Date <i>Attach most recent signed Comm. memo</i>	Grant/Allocation Name	Grant No./ Allocation No./ Funding Source (Acctg.)
Original contract	\$500,000	BAHA	June 25, 2014		903 913014 6900
Amend #1					RW 9/19/14
Amend #2					
Amend #3					
WORK ITEM #:	Sole Source: Yes <input checked="" type="checkbox"/> No <input checked="" type="checkbox"/> N/A <input checked="" type="checkbox"/> delete 2 check marks. If yes, attach signed sole source justification				
FISCAL YEARS:					
Insurance Code:	MPL	Insurance Exceptions: Employee dishonesty/crime - \$250k / pollution liability - \$1M			
Contractor Contact/Email:	Olivia Swinehart / oswinehart@hoguesf.com				
Contractor Address:	250 Montgomery Street, Suite 1500, San Francisco, CA 94104				

Document1

Delete this/red and hit F9 to update the path above before printing your final draft

REVIEW LIST

Project Manager:		Date:	8/1/14 ^{Re-review initials} to 9/18/14
	Teri L. Green		
Section Director:		Date:	8/1/14 to 9/18/14
	Teri L. Green		
Contract Administration ¹ :		Date:	8/1/14
	Denise Rodriguez/Alice Truong		
IT Review:	n/a	Date:	
	Nick Roethel		
Office of the General Counsel:	w/ edits	Date:	9/18/14
	Cindi Segal		
Deputy Executive Director:		Date:	9/18/14
	Andrew B. Fremier ²		
Deputy Executive Director:	n/a	Date:	
	Alix Bockelman ³		
Finance Section:		Date:	9/19/2014
	Brian Mayhew		

Pre Award Audit Required: Yes ☐ No ☐

Return to Contract Administration

RECEIVED

AUG 05 2014

MTC LEGAL DEPT

¹ Includes DBE review for all federally-funded contracts.

² Reviews all procurements and contracts from HAO, BOO, and TCI, plus BATA, BAHA, MTC SAFE, and BAIFA,-funded work.

³ Reviews all procurements and contracts from Planning, PAA, LPA and ATS.

PROFESSIONAL SERVICES AGREEMENT FOR THE DESIGN, SPECIFICATION,
ACQUISITION AND INSTALLATION OF NEW FURNITURE

between

BAY AREA HEADQUARTERS AUTHORITY

and

HOGUE AND ASSOCIATES

for

WORKSTATION, OFFICE, PUBLIC SPACE AND ANCILLARY FURNITURE AND
INSTALLATION LABOR

for the

REGIONAL AGENCY HEADQUARTERS FACILITY
AT 375 BEALE STREET, SAN FRANCISCO

FISCAL YEARS 2014-2015 to 2024-2025

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PROFESSIONAL SERVICES AGREEMENT
Between BAY AREA HEADQUARTERS AUTHORITY
And HOGUE AND ASSOCIATES

To PROVIDE AND INSTALL WORKSTATIONS, OFFICE, PUBLIC SPACE, AND OTHER
ANCILLARY FURNITURE AT 375 BEALE STREET, SAN FRANCISCO, CA

THIS AGREEMENT is made and entered into as of the 22nd day of September, 2014, by and between the Bay Area Headquarters Authority (herein called "BAHA"), a joint powers authority established pursuant to a joint exercise of powers agreement between BAHA and BATA entered into pursuant to Government Code Sections 6500 *et. seq.* and Hogue and Associates, (herein called "DEALER"), a California corporation organized under the laws of the State of California.

RECITALS

WHEREAS, BAHA intends secure a DEALER to provide design, specification, ordering, manufacturing and installation services for workstations, office, public space, and other ancillary furniture at 375 Beale Street, San Francisco, California (herein called "the Project"); and

WHEREAS, Hogue and Associates is a preferred Knoll Dealer and Knoll will provide manufacturing for the office, public space, and other ancillary furniture; and

WHEREAS, the services required for the Project cannot be performed satisfactorily by the officers and employees of BAHA; and

WHEREAS, the parties hereto now wish to enter into an agreement (the "Agreement") pursuant to which DEALER will render professional services in connection with the Project as hereinafter provided.

NOW, THEREFORE, the parties hereto agree as follows:

1. SCOPE OF SERVICES

DEALER's services are described in Attachment A, Scope of Work, attached hereto and incorporated herein by this reference. DEALER agrees to perform or secure the performance of all specified services within the maximum payment specified in Article 3, subject to the prior written approval of a work plan by Teri Green, (herein called "BAHA Project Manager"). All required furniture purchases shall be authorized by Task Order. All services described in a duly executed Task Order are hereby incorporated into the Agreement upon their execution. All Task Orders shall be developed according to the process established in Attachment A-2, Task Order

Process, attached hereto and incorporated herein, and should include, at a minimum, a completed form as shown in Attachment A-3, Task Order Form. DEALER agrees to perform or secure the performance of all furniture purchases in their entirety with respect to fully executed Task Orders within the Maximum Payment specified in Article 3. As BAHA Project Manager, Teri Green is responsible for communication with DEALER and the administration of this Agreement. BAHA's Executive Director or designated representative may substitute a new BAHA Project Manager by written notice to DEALER.

DEALER's point of contact and the individual authorized to communicate to BAHA on behalf of DEALER is Olivia Swinehart ("DEALER Project Manager"). Paul Razo will be the DEALER point of contact while Olivia Swinehart is on maternity leave until January 2015. A change in the DEALER Project Manager requires BAHA written approval.

1.1 PROJECT STATUS REPORTS

DEALER shall provide BAHA with project status reports (PSR's) on a regular timeframe to be determined by BAHA and DEALER (bi-weekly, monthly, etc.).

2. PERIOD OF PERFORMANCE

DEALER's services hereunder shall commence on or after September 22, 2014, and shall be completed no later than September 21, 2024, unless extended by duly executed amendment or earlier terminated, as hereinafter provided. BAHA shall have the option to extend this Agreement for two (2) additional five-year periods, subject to agreement on terms by BAHA and DEALER, and future funding approvals by BAHA. DEALER's services shall be performed in accordance with the schedule included in Attachment B, Project Schedule, attached hereto and incorporated herein by this reference.

3. COMPENSATION AND METHOD OF PAYMENT

Subject to duly executed amendments, BAHA will pay DEALER for its services as described in Attachment A, a total amount, including (as applicable) labor, supervision, applicable surcharges such as taxes, insurance, and fringe benefits, indirect costs, overhead, profit, subcontractors' and suppliers' costs (including mark-up), travel, equipment, materials and supplies, expenses and any fixed fee, five hundred thousand dollars (\$500,000) ("Maximum Payment"). BAHA shall make payments to DEALER in accordance with the provisions described in Attachment C, Compensation and Method of Payment, attached hereto and incorporated herein by this reference.

All invoices shall be made in writing and delivered or mailed to BAHA as follows:

Attention: Accounting Section
Bay Area Headquarters Authority
Joseph P. Bort MetroCenter
101 - 8th Street
Oakland, CA 94607-4700

Payment shall be made by BAHA within thirty (30) days of receipt of an acceptable invoice, approved by the Project Manager or a designated representative.

4. KEY PERSONNEL

The key personnel to be assigned to this work by DEALER and, if applicable, their hourly rates and the estimated hours to be supplied by each are set forth in Attachment D, Key Personnel Assignments, attached hereto and incorporated herein by this reference. Substitution of any of the personnel named in Attachment D or a decrease in the hours provided to the project by such personnel of more than 10% requires the prior written approval of the Project Manager or a designee. DEALER shall maintain records documenting compliance with this Article, which shall be subject to the audit requirements of Article 15. DEALER agrees that all personnel assigned to this work will be professionally qualified for the assignment to be undertaken. BAHA reserves the right to direct removal of any individual, including key personnel, assigned to this work.

5. AMENDMENTS

BAHA reserves the right to request changes in the services to be performed by DEALER. All such changes shall be incorporated in written amendments, which shall specify the changes in work performed and any adjustments in compensation and schedule. All amendments shall be executed by the Executive Director or a designated representative and DEALER and specifically identified as amendments to the Agreement. The BAHA Project Manager is not a designated representative, for purposes of approving an amendment.

6. TERMINATION

A. Termination for Convenience. BAHA may terminate this Agreement for convenience, in whole or in part, at any time by written notice to DEALER. Upon receipt of notice of termination, DEALER shall stop work under this Agreement immediately, to the extent provided in the notice of termination, and shall promptly submit its termination claim to BAHA. DEALER shall be paid for hours worked and reimbursed for authorized expenses, plus reasonable termination costs, not to exceed the maximum amount payable for the terminated work. For terminated deliverables-based

Task Orders, DEALER shall be reimbursed in accordance with the change and cancellation fee policy provided with each applicable quote. For terminated time-and-materials Task Orders, DEALER shall be paid for hours worked, plus authorized expenses and reasonable termination costs, not to exceed the maximum amount payable under the terminated Task Order. If DEALER has any property in its possession belonging to BAHA, DEALER will account for the same, and dispose of it in the manner BAHA directs. Except as provided above, BAHA shall not in any manner be liable for DEALER's actual or projected lost profits had DEALER completed the services required by this Agreement.

B. Termination for Default. If DEALER does not deliver the work products specified in this Agreement in accordance with the delivery schedule or fails to perform in the manner called for in the Agreement, or if DEALER fails to comply with any other material provision of the Agreement, BAHA may terminate this Agreement for default. Termination shall be effected by serving a fifteen (15) day advance written notice of termination on DEALER, setting forth the manner in which DEALER is in default. If DEALER does not cure the breach or describe to BAHA's satisfaction a plan for curing the breach within the fifteen (15) day period, BAHA may terminate the Agreement for default. In the event of such termination for default, DEALER will be entitled to be reimbursed only for work performed in full compliance with the contract requirements as follows: DEALER shall be paid for hours worked and reimbursed for authorized expenses, not to exceed the maximum amount payable for the terminated work.

For terminated deliverables-based Task Orders, DEALER shall be reimbursed for costs incurred for incomplete deliverables up to the time of termination, not to exceed the amount payable for such deliverables. For terminated time-and-materials Task Orders, DEALER shall be paid for hours worked, plus authorized expenses, not to exceed the maximum payable under the terminated Task Order. Such reimbursement will be offset by any costs incurred by BAHA to complete work required under the Agreement. In no event shall BAHA be required to reimburse DEALER for any costs incurred for work causing or contributing to the default. If DEALER has any property in its possession belonging to BAHA, DEALER will account for the same, and dispose of it in the manner BAHA directs. BAHA shall not in any manner be liable for the DEALER's actual or projected lost profits had the DEALER completed the services required by this Agreement.

C. If it is determined by BAHA that DEALER's failure to perform resulted from unforeseeable causes beyond the control of DEALER, such as a strike, fire, flood, earthquake or other event that is not the fault of, or is beyond the control of DEALER, BAHA, after setting up a new delivery or performance schedule, may allow DEALER to continue work, or treat the termination as a termination for convenience.

7. INSURANCE AND FINANCIAL SECURITY REQUIREMENTS

DEALER shall, at its own expense, obtain and maintain in effect at all times during the life of this Agreement the types of insurance and financial security listed in Attachment E, Insurance and Financial Security (Bond) Provisions, attached hereto and incorporated herein, against claims, damages and losses due to injuries to persons or damage to property or other losses that may arise in connection with the performance of work under this Agreement. All insurance must be placed with insurers with a Best's rating of A-VIII or better.

8. INDEPENDENT CONTRACTOR

DEALER is an independent contractor and not an employee or agent of BAHA and has no authority to contract or enter into any agreement in the name of BAHA. DEALER has, and hereby retains, full control over the employment, direction, compensation and discharge of all persons employed by DEALER who are assisting in the performance of services under this Agreement. DEALER shall be fully responsible for all matters relating to the payment of its employees, including compliance with social security, withholding tax and all other laws and regulations governing such matters. DEALER shall be responsible for its own acts and those of its agents and employees during the term of this Agreement.

9. INDEMNIFICATION

To the maximum extent permitted by law, DEALER shall indemnify, keep and hold harmless BAHA and those entities (if any) identified as additional insureds in Attachment E, Insurance and Financial Security (Bond) Provisions, and their commissioners, directors, officers, agents, and employees ("BAHA Indemnified Parties") against any and all demands, claims, suits or actions arising out of any of the following:

- A. Any injury or death to persons or property or pecuniary, financial or economic losses that may occur, or that may be alleged to have occurred, arising from the performance of this Agreement by DEALER caused by any breach of the Agreement or negligent act or omission or willful misconduct of the DEALER or its officers, employees, subconsultants or agents; or
- B. Any allegation that materials or services provided by DEALER under this Agreement infringe or violate any copyright, trademark, patent, trade secret, or any other intellectual-property or proprietary right of any third party.

DEALER further agrees to defend any and all such claims, actions, suits or other legal proceedings and pay all charges of attorneys and all other costs and expenses of defenses as they are incurred. If any judgment is rendered against any of the BAHA Indemnified Parties, DEALER shall, at its expense, satisfy and discharge the same.

The provisions set forth in this Article are intended to be applied to the fullest extent allowed under the law and, if any portion of it is found to be void or unenforceable, the remainder is to be severable and enforceable. This indemnification shall survive termination or expiration of this Agreement.

10. DATA TO BE FURNISHED BY BAHA

All data, reports, surveys, studies, drawings, software (object or source code), electronic databases, and any other information, documents or materials ("BAHA Data") made available to DEALER by BAHA for use by DEALER in the performance of its services under this Agreement shall remain the property of BAHA and shall be returned to BAHA at the completion or termination of this Agreement. No license to such BAHA Data, outside of the Scope of Work of the Project, is conferred or implied by DEALER's use or possession of such BAHA Data. Any updates, revisions, additions or enhancements to such BAHA Data made by DEALER in the context of the Project shall be the property of BAHA and subject to the provisions of Article 11.

10.1 NOT USED

10.2 NOT USED

11. OWNERSHIP OF WORK PRODUCTS

All drawings, designs, specifications, manuals, reports, studies, surveys, models, software, source code and source code documentation, documentation or system architecture and any other documents, materials, data and products ("Work Products") prepared or assembled and furnished to BAHA by DEALER or its subconsultants pursuant to this Agreement shall be and are the property of BAHA. BAHA shall be entitled to copies and access to these materials during the progress of the work. Any such materials remaining in the hands of the DEALER or in the hands of any subconsultant upon completion or termination of the work shall be immediately delivered to BAHA. DEALER hereby assigns to BAHA ownership of any and all rights, title and interest in and to such Work Products, including ownership of any copyright, patent, trademark, trade secret, or other intellectual property or proprietary rights in the Work Product. DEALER also agrees to execute all papers necessary for BAHA to perfect its ownership of the rights in the Work Product. Notwithstanding the above, "Work Products" are not intended nor shall they be construed to include DEALER'S pre-existing intellectual property secured, developed, written, or produced by DEALER prior to the execution of this Agreement or developed concurrently with this Agreement but not specifically for this Agreement; DEALER shall retain all right, title and interest in any such pre-existing intellectual property.

DEALER shall be responsible for the preservation of any and all such Work Products prior to transmittal to BAHA, and DEALER shall replace any such Work Products as are lost, destroyed, or damaged while in its possession without additional cost to BAHA.

DEALER represents and warrants that all materials prepared under this Agreement are original or developed from materials in the public domain (or both) and that all materials prepared under and services provided under this Agreement do not infringe or violate any copyright, trademark, patent, trade secret, or other intellectual-property or proprietary right of any third party.

12. SUBCONTRACTS AND SUPPLIERS

A. Subcontractors and suppliers approved by BAHA for subcontract work or supplies under this Agreement are listed in Attachment G, Subcontractor and Supplier List, attached hereto and incorporated herein by this reference. Any subcontractors or suppliers must be engaged under written contract with the DEALER with provisions allowing the DEALER to comply with all requirements of this Agreement, including without limitation Article 11, OWNERSHIP OF WORK PRODUCTS. Failure of a subcontractor or supplier to provide insurance in accordance with Article 7, INSURANCE REQUIREMENTS, shall be at the risk of DEALER.

B. Nothing contained in this Agreement or otherwise, shall create any contractual relation between BAHA and any subcontractors or suppliers, and no subcontract or supplier shall relieve DEALER of his/her responsibilities and obligations hereunder. DEALER agrees to be as fully responsible to BAHA for the acts and omissions of its subcontractors and suppliers and of persons either directly or indirectly employed by any of them as it is for the acts and omissions of persons directly employed by DEALER. DEALER's obligation to pay its subcontractors and suppliers is an independent obligation from BAHA's obligation to make payments to DEALER.

C. Any substitution of subcontractors or suppliers listed in Attachment G must be approved in writing by BAHA's Project Manager in advance of assigning work to a substitute subcontractor or supplier.

D. Applicable provisions of this Agreement shall be included in any subcontract or supplier agreement in excess of \$25,000 entered into under of this Agreement.

13. ASSIGNMENT OF AGREEMENT

DEALER shall not assign this Agreement, or any part thereof without prior express written consent of the Project Manager or a designated representative, and any attempt thereat shall be void and unenforceable.

13.1 COOPERATIVE USE

The Metropolitan Transportation Commission (MTC), Association of Bay Area Governments (ABAG), and Bay Area Air Quality Management District (Air District), may utilize this Agreement for cooperative use purposes to obtain Workstation, Office, Public Space, and Ancillary Furniture and Installation, at the same terms and conditions included in this Agreement during the period of time that this Agreement is in effect.

14. RECORDS

DEALER agrees to establish and maintain an accounting system conforming to Generally Accepted Accounting Principles (GAAP) that is adequate to accumulate and segregate reasonable, allowable, and allocable project costs. DEALER further agrees to keep all records pertaining to the project being funded for audit purposes for a minimum of four (4) years following the fiscal year of last expenditure under the Agreement; or until completion of any litigation, claim or audit, whichever is longer.

15. AUDITS

DEALER shall permit BAHA, and its authorized representatives to have access to DEALER's books, records, accounts, and any and all work products, materials, and other data relevant to this Agreement, for the purpose of making an audit, examination, excerpt and transcription during the term of this Agreement and for the period specified in Article 14. DEALER shall in no event dispose of, destroy, alter, or mutilate said books, records, accounts, work products, materials and data for that period of time.

DEALER further agrees to include in all its subcontracts hereunder exceeding \$25,000 a provision to the effect that the subcontractor agrees that BAHA, or any of its duly authorized representatives shall have access to and the right to examine any directly pertinent books, documents, papers, and records of such subcontractor for the term specified above.

16. NOTICES

Except for invoices submitted by DEALER pursuant to Article 3, all notices or other communications to either party by the other shall be deemed given when made in writing and delivered, mailed, emailed, or faxed to such party at their respective addresses as follows:

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To BAHA:

Attention: Teri Green
Bay Area Headquarters Authority
101 - 8th Street
Oakland, CA 94607-4700
Email: tgreen@mtc.ca.gov
Fax: (510)817-5848

To DEALER: Attention: Paul Razo or Olivia Swinehart
Hogue and Associates
250 Montgomery Street, Suite 1500
San Francisco, CA 94104
Email: oswinehart@hoguesf.com
Email: prazo@hoguesf.com
Fax: (415) 788-0972

17. SOLICITATION OF CONTRACT

DEALER warrants that it has not employed or retained any company or persons, other than a bona fide employee working solely for DEALER, to solicit or secure this Agreement, and that it has not paid or agreed to pay any company or person other than bona fide employees working solely for DEALER, any fee, commission, percentage, brokerage fee, gift, or any other consideration contingent upon or resulting from the award or making of the Agreement. For breach or violation of this warranty, BAHA shall have the right to terminate the Agreement without liability or, at its discretion, the right to deduct from DEALER's maximum payment the full amount of such fee, commission, percentage, brokerage fee, gift or contingent consideration.

18. PROHIBITED INTERESTS

DEALER covenants that it presently has no interest and shall not acquire any interest, direct or indirect, which would conflict in any manner or degree or have the potential of conflicting with the performance of services required under the Agreement or the impartial rendering of assistance or advice to BAHA. DEALER further covenants that in the performance of the Agreement no person having any such interest shall be employed.

No member, officer, employee or agent of BAHA, during his/her tenure shall have any prohibited interest as defined by California Government Code Sections 1090, *et seq.* and 87100 *et seq.*, direct or indirect, in the Agreement or the proceeds thereof. Prohibited interests include interests of immediate family members, domestic partners, and their employers or prospective employers. Accordingly, DEALER further covenants that it has made a complete disclosure to BAHA of all facts of which it is aware upon due inquiry bearing upon any possible interest, direct or indirect, which it believes any member, officer, agent or employee of BAHA (or an immediate family

member, domestic partner or employer or prospective employer of such member, officer, agent or employee) presently has, or will have in the Agreement, or in the performance thereof, or in any portion of the profits thereunder. Willful failure to make such disclosure, if any, shall constitute grounds for cancellation and termination hereof by BAHA.

18.1 ORGANIZATIONAL CONFLICTS OF INTEREST

DEALER shall take all reasonable measures to preclude the existence or development of an organizational conflict of interest in connection with work performed under this Agreement. An organizational conflict of interest occurs when, due to other activities, relationships, or contracts, a firm or person is unable, or potentially unable, to render impartial assistance or advice to BAHA; a firm or person's objectivity in performing the contract work is or might be impaired; or a firm or person has an unfair competitive advantage in proposing for award of a contract as a result of information gained in performance of this or some other Agreement.

DEALER shall not engage the services of any subcontractor, supplier or independent contractor on any work related to this Agreement if the subcontractor, supplier or independent contractor, or any employee of the subcontractor, supplier, or independent contractor, has an actual or apparent organizational conflict of interest related to work or services contemplated under this Agreement.

If at any time during the term of this Agreement DEALER becomes aware of an organizational conflict of interest in connection with the work performed hereunder, DEALER shall immediately provide BAHA with written notice of the facts and circumstances giving rise to this organizational conflict of interest. DEALER's written notice will also propose alternatives for addressing or eliminating the organizational conflict of interest. If at any time during the period of performance of this Agreement, BAHA becomes aware of an organizational conflict of interest in connection with DEALER's performance of the work hereunder, BAHA shall similarly notify DEALER. In the event a conflict is presented, whether disclosed by DEALER or discovered by BAHA, BAHA will consider the conflict presented and any alternatives proposed and meet with DEALER to determine an appropriate course of action. BAHA's determination as to the manner in which to address the conflict shall be final.

Failure to comply with this section may subject the DEALER to damages incurred by the BAHA in addressing organizational conflicts that arise out of work performed by DEALER, or to termination of this Agreement for breach.

19. LAWS AND REGULATIONS

DEALER shall comply with any and all applicable laws, statutes, ordinances, rules, regulations, and procedural requirements of any national, state, or local government, and of any agency of such government, including but not limited to BAHA, that relate to or in any manner affect the performance of the Agreement. Those laws, statutes, ordinances, rules, regulations and procedural requirements which are imposed on BAHA as a recipient of federal or state funds are hereby in turn imposed on DEALER.

19.1 PROJECT STABILIZATION AGREEMENT

If applicable, DEALER shall be required to adhere to Attachment I, Project Stabilization Agreement as attached hereto and incorporated herein by this reference. DEALER and all subcontractors or suppliers, if applicable, must comply with applicable sections of the California Labor Code (e.g., Sections 1720 et seq. and Title 8 of the California Code of Regulations Sections 16000 et seq.) governing the payment of prevailing wages, as determined by the Director of the California Department of Industrial Relations, in regards to all work performed under this Agreement.

20. CLAIMS OR DISPUTES

DEALER shall be solely responsible for providing timely written notice to BAHA of any claims for additional compensation and/or time in accordance with the provisions of the Agreement. It is BAHA's intent to investigate and attempt to resolve any DEALER claims before DEALER has performed any disputed work. Therefore, DEALER's failure to provide timely notice shall constitute a waiver of DEALER's claims for additional compensation and/or time.

DEALER shall not be entitled to the payment of any additional compensation for any cause, including any act, or failure to act, by BAHA, or the failure or refusal to issue a modification, or the happening of any event, thing, or occurrence, unless it has given BAHA due written notice of a potential claim. The potential claim shall set forth the reasons for which DEALER believes additional compensation may be due, the nature of the costs involved, and the amount of the potential claim.

Such notice shall be given to BAHA prior to the time that DEALER has started performance of the work giving rise to the potential claim for additional compensation.

If there is a dispute over any claim, DEALER shall continue to work during the dispute resolution process in a diligent and timely manner as directed by BAHA, and shall be governed by all applicable provisions of the Agreement. DEALER shall maintain cost records of all work that is the basis of any dispute.

If an agreement can be reached which resolves DEALER's claim, the parties will execute an Agreement modification to document the resolution of the claim. If the parties cannot reach an agreement with respect to the DEALER claim, they may choose to pursue dispute resolution pursuant to Article 24, DISPUTE RESOLUTION, or BAHA may terminate the Agreement.

21. REMEDIES FOR BREACH

In the event DEALER fails to comply with the requirements of the Agreement in any way, BAHA reserves the right to implement administrative remedies which may include, but are not limited to, withholding of progress payments and contract retentions, and termination of the Agreement in whole or in part.

The duties and obligations imposed by the Agreement and the rights and remedies available thereunder shall be in addition to and not a limitation of any duties, obligations, rights and remedies otherwise imposed or available by law. No action or failure to act by BAHA or DEALER shall constitute a waiver of any right or duty afforded any of them under the Agreement, nor shall any such action or failure to act constitute an approval of or acquiescence in any breach thereunder, except as may be specifically agreed in writing.

22. TEMPORARY SUSPENSION OF WORK

BAHA, in its sole discretion, reserves the right to stop or suspend all or any portion of the work for such period as BAHA may deem necessary. The suspension may be due to the failure on the part of DEALER to carry out orders given or to perform any provision of the Agreement or to factors that are not the responsibility of DEALER. The DEALER shall comply immediately with the written order of BAHA to suspend the work wholly or in part. The suspended work shall be resumed when DEALER is provided with written direction from BAHA to resume the work.

If the suspension is due to DEALER's failure to perform work or carry out its responsibilities in accordance with this Agreement, or other action or omission on the part of the DEALER, all costs shall be at DEALER's expense and no schedule extensions will be provided by BAHA.

In the event of a suspension of the work, DEALER shall not be relieved of DEALER's responsibilities under this Agreement, except the obligations to perform the work which BAHA has specifically directed DEALER to suspend under this section.

If the suspension is not the responsibility of DEALER, suspension of all or any portion of the work under this Section may entitle DEALER to compensation and/or schedule extensions subject to the Agreement requirements.

23. WARRANTY OF SERVICES

A. In the performance of its services, DEALER represents and warrants that it has and will exercise the degree of professional care, skill, efficiency, and judgment of consultants with special expertise in providing such services, and that it carries and will maintain all applicable licenses, certificates, and registrations needed for the work in current and good standing. In addition, DEALER shall provide such specific warranties as may be set forth in specific Task Orders as agreed upon by the parties.

B. In the event that any services provided by DEALER hereunder are deficient because of DEALER's or subconsultants failure to perform said services in accordance with the warranty standards set forth above, BAHA shall report such deficiencies in writing to the DEALER within a reasonable time. BAHA thereafter shall have:

1. The right to have DEALER re-perform such services at the DEALER's expense; or
2. The right to have such services done by others and the costs thereof charged to and collected from the DEALER if within 30 days after written notice to DEALER requiring such re-performance, DEALER fails to give satisfactory evidence to the BAHA that it has undertaken said re-performance; or
3. The right to terminate the Agreement for default. DEALER shall be responsible for all errors and omissions and is expected to pay for all deficient work as a result of errors and omissions.

24. DISPUTE RESOLUTION

A. Informal Resolution of Disputes. DEALER and BAHA shall use good faith efforts to resolve all disputes informally at the project manager level. In the event such efforts are unsuccessful, either party may request that BAHA provide a written determination as to the proposed resolution of the dispute. Within twenty-one (21) calendar days of the request, BAHA's Project Manager shall provide a written determination as to the dispute, which shall include the basis for its decision. Upon DEALER's written acceptance of the Project Manager's determination, the Agreement may be modified and the determination implemented or, failing agreement, BAHA may in its sole discretion pay such amounts and/or revise the time for performance in accordance with the Project Manager's determination.

If the Project Manager's determination is not accepted by DEALER, the matter shall promptly be referred to senior executives of the parties having designated authority to settle the dispute. The senior executives will exchange memoranda stating the issues in dispute and their respective positions and then meet for negotiations at a mutually agreed time and place. If the matter has not been resolved within thirty calendar (30) days of commencement of senior management

negotiations, the parties may mutually agree to try to settle the dispute by means of alternate dispute resolution methodologies, as set forth below.

B. Controversies Subject to Alternative Dispute Resolution. Any claim or controversy concerning the interpretation, application, or implementation of this Agreement between BAHA and DEALER which cannot be resolved through the informal efforts described above, may, by specific agreement of the parties, be submitted to alternative dispute resolution (that is, mediation or arbitration) with the parameters for such dispute resolution being agreed to by the parties at the time.

C. Other Remedies. If a dispute is not resolved through discussion or the parties do not agree to alternative dispute resolution, either party may pursue available legal remedies in a California State or Federal court of competent jurisdiction. DEALER must file a government claim pursuant to Government Code section 910 *et seq.* in order to initiate a civil action.

D. Pending Resolution. DEALER shall continue to work during the dispute resolution process in a diligent and timely manner as directed by BAHA, and shall be governed by all applicable provisions of the Agreement.

E. Cost of Alternative Dispute Resolution Proceedings. Each party shall bear the costs and expenses incurred by it in connection with such alternative dispute resolution processes. The cost of any mediator or independent decision maker shall be shared equally between the parties.

F. Survival of this Article. This Article shall survive completion or terminations of this Agreement, but under no circumstances shall either party call for an alternative dispute resolution of any claim or dispute arising out of this Agreement after such period of time as would normally bar the initiation of legal proceeding to litigate such claim or dispute under the laws of the State of California.

25. CHOICE OF LAW

All questions pertaining to the validity and interpretation of the Agreement shall be determined in accordance with the laws of California applicable to agreements made and to be performed within the State.

26. ATTORNEYS' FEES

If any legal proceeding should be instituted by either of the parties to enforce the terms of this Agreement or to determine the rights of the parties under this Agreement, the prevailing party in said proceeding shall recover reasonable attorneys' fees, in addition to all court costs.

27. PARTIAL INVALIDITY

If any term or condition of the Agreement is found to be illegal or unenforceable, such term or condition shall be deemed stricken and the remaining terms and conditions shall remain valid and in full force and effect.

28. BENEFIT OF AGREEMENT

The Agreement shall bind and benefit the parties hereto and their heirs, successors, and permitted assigns.

29. NO THIRD PARTY BENEFICIARIES

This Agreement is not for the benefit of any person or entity other than the parties.

30. ENTIRE AGREEMENT; MODIFICATION

This Agreement for Services, including any attachments, constitutes the complete Agreement between the parties and supersedes any prior written or oral communications. DEALER represents that in entering into the Agreement it has not relied on any previous representations, inducements, or understandings of any kind or nature. This Agreement may be modified or amended only by written instrument signed by both the DEALER and BAHA. In the event of a conflict between the terms and conditions of this Agreement and the attachments, the terms of this Agreement will prevail.

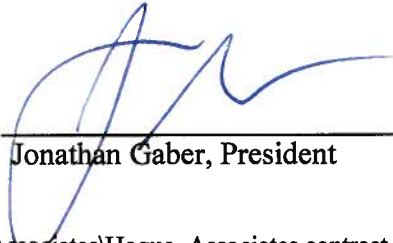
IN WITNESS WHEREOF, the Agreement has been executed by the parties hereto as of the day and year first written above.

BAY AREA HEADQUARTERS AUTHORITY

HOGUE AND ASSOCIATES



Steve Heminger, Executive Director



Jonathan Gaber, President

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ATTACHMENT A, SCOPE OF WORK

The services to be performed by DEALER shall consist of services requested by the Project Manager or a designated representative, including but not limited to the following:

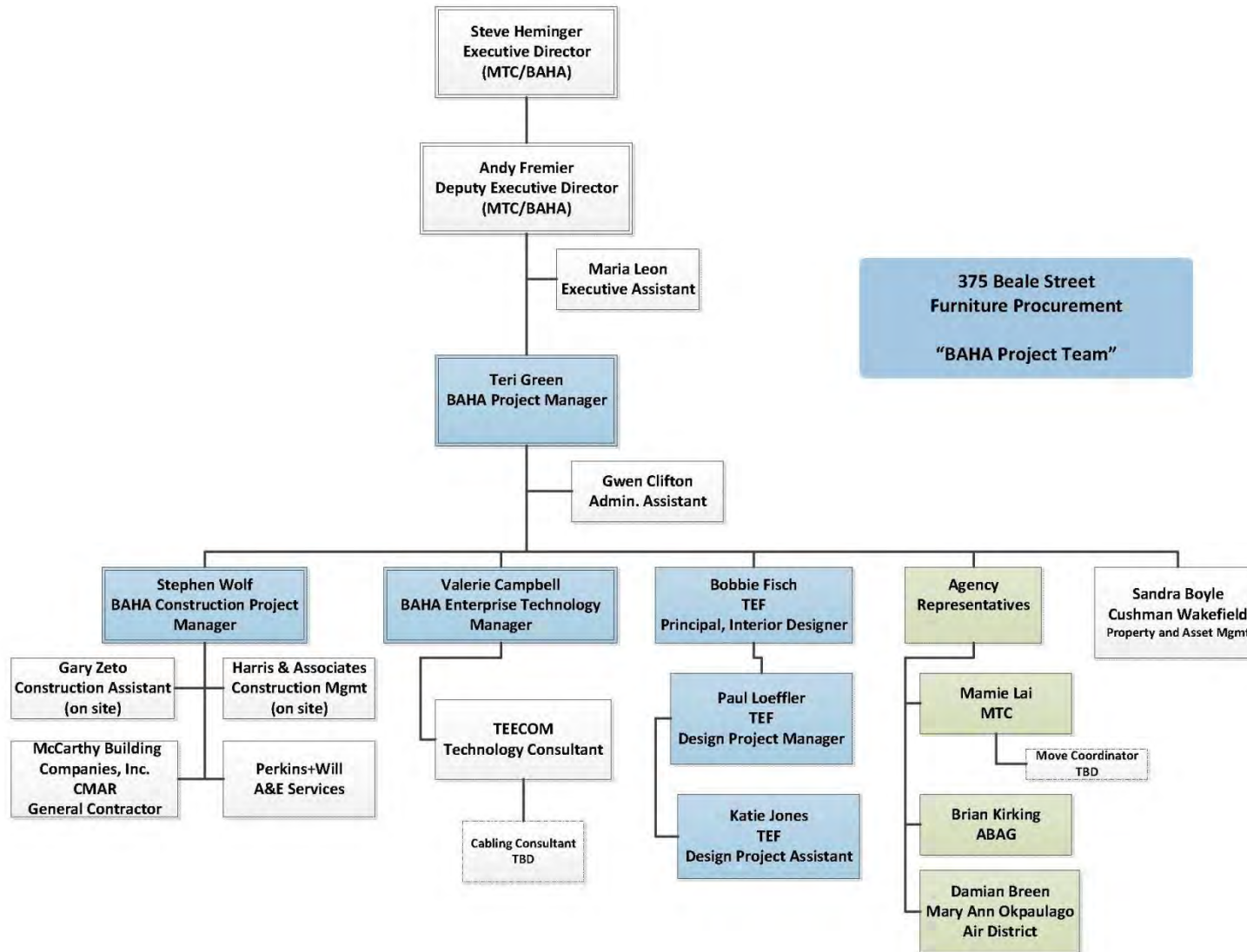
DEALER will receive direction and approvals from the BAHA Project Manager who will work in close coordination with the “BAHA Project Team” and “Agency Representatives”. See attached organization chart.

	Scope of Services
General	<ul style="list-style-type: none"> • Provide project administration, supervision and ongoing support services needed for initial furniture purchase required for move-in and future orders or upgrades at 375 Beale Street. • Develop, maintain and share current project schedules to track all processes involved in design, manufacturing and installation of furniture. • Attend Owner, Architect, Contractor (OAC) meetings to provide updates on the furniture schedule, walk the job site, and be aware of any changes to construction that may affect the furniture. • Coordinate, through the BAHA Construction Manager, for services required of the General Contractor, their subcontractors and other service providers as required. • Coordinate, through the BAHA Enterprise Technology Manager, for services related to the technology infrastructure and cabling that impact furniture installation. • Maintain complete documentation of purchased orders, inventory and installation plans. • Track purchases by Agency (BAHA, MTC, Air District and ABAG) to facilitate fixed asset accounting requirements. • Perform the work at all times with a sufficient staff to carry out the obligations in an efficient and timely manner, and in accordance with the agreed upon Project Schedule.
Design Development and Planning	<ul style="list-style-type: none"> • Coordinate weekly furniture meetings with BAHA Project Team to review project plan, schedule and changes and all other tasks required to develop and finalize furniture packages. • Take minutes, including action items, for each meeting and share with BAHA Project Team. • Review and update proposed typical workstations/private offices and other furniture packages (Shared Agency, Agency Unique, Executive Areas, and Public Spaces) requirements with BAHA Project Team. • Develop updates based on approved direction from BAHA Project Manager. • Develop and maintain updated project plan/schedule with milestone dates to track important decisions and actions. • Monitor all deadlines including: drawing sign-off, deposit receipt, order

	<p>entry dates and delivery dates.</p> <ul style="list-style-type: none"> • Confirm that specified quantities, sizes and configurations correspond with the floor plan. Coordinate all submittals and other required approvals with Architect (TEF Architects). • Develop and maintain detailed project budgets and product pricing that track with the development of the furniture specifications. Advise BAHA Project Manager if there are any deviations from the approved project budget. • Test-fit and verify critical dimensions of walls, power/data outlets and other related items at 375 Beale Street • Conduct, in coordination with BAHA Construction Manager and Enterprise Technology Manager, all meetings needed to develop, propose and confirm electrical circuiting and wiring solutions needed to complete ordering of open-plan workstations, along with parallel exercise to confirm data cable routing, capacity and intended termination locations within same workstations.
Ordering	<ul style="list-style-type: none"> • Finalize furniture plans and receive sign-off on layouts from BAHA and TEF Architects. • Submit purchase orders to Knoll and open line manufacturers on behalf of BAHA. • Check order acknowledgements for accuracy.
Pre-Installation	<ul style="list-style-type: none"> • Meet regularly at the job-site with BAHA Construction Manager (or designee) and the general contractor, electrical, cabling and audio visual (AV) vendors to address any issues in the field and to answer questions about the electrical/data capacity of the panels, conference room tables, etc. • Solicit, manage bids and select Installer (subcontractor) to receive, deliver and install furniture. • Work with BAHA to develop a mutually agreed upon Site Conditions Plan which establishes the conditions to be expected at the Site to enable delivery and installation of the furniture. • Arrange kick-off meeting with the lead installer to review the project scope, installation schedule and BAHA and DEALER's expectations. • Finalize labor requirements and coordinate with installers, electricians and other trades. Confirm critical dimensions of enclosures pertaining to products supplied by DEALER. • Review the installation schedule with the BAHA Project Team prior to delivery of furniture to ensure that any areas that may need priority are attended to in that order. • Keep the BAHA Project Team informed of delivery/ installation schedule relative to construction. • Evaluate job site prior to delivery and notify team of conditions that may affect delivery including confirmation that loading dock conditions, entryways and elevators are adequate to receive the product. (Determine whether a direct-to-site delivery is possible.) • Coordinate furniture delivery/installation through the BAHA Construction

	<p>Manager (or designee).</p> <ul style="list-style-type: none"> • Submit Installation Certificate of Insurance documentation.
Delivery and Installation	<ul style="list-style-type: none"> • Direct and coordinate phasing of installation with BAHA Construction Manager (or designee). Update installation schedules or sequences as changes required. • Determine and coordinate special trailer loading and delivery requirements. • Provide complete protection of floor and wall finishes as necessary for delivery and installation, including entire path of travel from loading dock or garage to final install site, including elevator interior. • Be responsible for removing all debris associated with the furniture delivery and set up. • Pre-punch furniture to resolve issues prior to formal punch walk with BAHA Project Team. • Walk the site with lead installer to check for cleanliness and furniture wipe-down. • Perform as needed punch lists and provide a schedule for the completion of the punch list items to the satisfaction of BAHA. • Be responsible for all materials and equipment prior to installation, and until acceptance is given in writing by BAHA. DEALER to assume responsibility for any loss or expense associated with storing materials and equipment prior to the date of acceptance. • In coordination with McCarthy Building Companies, Inc. and its subcontractors, receive and pass all applicable inspections from the Local Code Jurisdiction and obtain sign off of installation permits.
Post-Installation	<ul style="list-style-type: none"> • Conduct final punch walk-through with BAHA Project Team and Agency Representatives. Resolve all items within two weeks or as soon as practical for long-lead replacement items. • Maintain ultimate responsibility for the coordination of all work and adjustments. • Submit Installation Completion Certificate. • Create and provide a “Standards Binder” which includes images and descriptions of all furniture ordered. Warranty and cleaning information is also included. • Address any warranty claims, reconfigurations or questions. • Conduct a project close-out meeting with the client to answer questions and receive feedback on the product applications and customer service. • Provide orientation and training for staff assigned to maintain new furniture. • Provide a post-occupancy review within one (1) month of installation finish to address any outstanding issues.
On-going Support	<ul style="list-style-type: none"> • Provide on-going services and product for future orders and upgrades.

ORGANIZATION CHART



ATTACHMENT A-1, FURNITURE PURCHASES

Furniture Purchases

BAHA may request furniture purchases on an as-needed basis. All such furniture purchases shall be authorized by Task Order, initiated and developed according to the detailed task order process described in Attachment A-2, Task Order Process, attached hereto and incorporated herein by this reference. Task Orders shall include, at a minimum, a detailed description of the work to be performed, a completion date for performance, a maximum payment amount, payment terms (deliverables-based or time and materials) and subcontractor/supplier participation (if any), in a completed form as shown in Attachment A-3, Task Order Form, attached hereto and incorporated herein by this reference.

Labor, Installation and Delivery

Labor/installation prices will be quoted at the time the order is placed based on this mutually agreed upon condition of the facilities as established in the Site Conditions Plan. In the event that it is necessary to stage the furnishings in areas other than those of the originally intended destination, additional handling charges may apply. Should it be necessary to deliver and/or install during evening or weekend hours, or should working conditions be materially different from the Site Conditions Plan or should additional structural support be necessary, additional charges may apply.

DEALER shall be financially responsible for damage it or a supplier or subcontractor causes during delivery and installation of furniture. If other trades are present on the job site during this time, DEALER shall not be financially responsible for damage if BAHA is unable to determine that DEALER, or one of its subcontractors or suppliers, caused the damage.

Bolting

DEALER is not responsible for the construction of the walls whereon certain items of furniture may be secured or installed. BAHA will provide DEALER with construction drawings showing the presence of wiring, plumbing, hidden gas lines, or other materials that are commonly housed within construction walls. DEALER will provide BAHA with any recommendations related to additional work that may be necessary to secure furniture to these walls. Recommendations may include the addition of wall-backing to the private offices to reinforce the wall and to adequately secure the wall-mounted panels on which the overheads and surfaces are hung. Should DEALER, including its subcontractors or suppliers, cause physical damage to the walls as a result of bolting furniture, DEALER will not be held responsible for such damage if damage directly results from conditions being materially different than shown on the drawings.

Cancellation Policy

All product quoted is “made to order” and will be ordered on behalf of BAHA. This purchase is for commercial use and not for personal, family or household purposes. Change and cancellation fee policies for all furniture will be provided by DEALER in writing with each quote and prior to any order placement. Should cancellation be required, BAHA agrees to be responsible for charges and fees as specified in the applicable change and cancellation fee policy.

ATTACHMENT A-2, TASK ORDER PROCESS

Detailed Task Order Process:

Task Orders will be numbered sequentially. The period of performance shall be as set forth in the individual Task Order. The process for developing, signing and tracking task orders is summarized as follows:

Step 1 – The BAHA Project Manager (“BAHA PM”) prepares a draft Task Order to issue to DEALER. The BAHA PM may solicit feedback from DEALER to facilitate drafting the Task Order.

Step 2* – DEALER prepares a proposal in response to the draft Task Order. A draft Task Order, as included in this Agreement as Attachment A-3, Task Order Form, attached hereto and incorporated herein by this reference, shall be provided to DEALER for review and comment.

Step 3* – The BAHA PM reviews DEALER’s proposal to determine if it meets the objectives of the draft Task Order and if DEALER’s proposed costs are reasonable. The BAHA PM may solicit early feedback from the BAHA Section Director at this time, if necessary. Any changes to the draft Task Order deemed appropriate by BAHA shall be incorporated in a draft Final Task Order.

Step 4* – The BAHA PM forwards the draft Final Task Order to the BAHA Contract Administrator for review and approval. Once approved, the BAHA PM forwards two copies of the Task Order to the BAHA Section Director, for review and approval. The BAHA Section Director signs both copies of a Final Task Order to signify approval and returns them to the BAHA PM.

Step 5 – The BAHA PM sends both copies of the signed Final Task Order to DEALER, who signs both copies and returns one to the BAHA PM.

Step 6 – The BAHA PM sends one copy of the fully executed Task Order to the BAHA or BAHA Task Lead who initiates work, and sends another copy to BAHA Finance to encumber funds against the Task Order. The BAHA PM keeps the original fully-executed Task Order for the official project record.

Step 7 – Any services added to the Agreement by a Task Order shall be subject to all applicable conditions of the Agreement. Revisions to Task Orders shall require written approval by both the BAHA Section Director and DEALER. Revisions to Task Orders shall require written approval by both the BAHA Section Director and DEALER.

Step 8 – The BAHA PM is responsible for overseeing the successful conclusion of the Task Order, and will manage the progress of the work, track invoices against the Task Order budget, and track milestone completion against the Task Order schedule.

Step 9 – Once the BAHA PM determines the Task Order is complete, the BAHA PM will send written notification to DEALER that the Task Order is complete and that all associated invoices are due to BAHA within 30 days. Any balance of budget is made available to spend on future task orders at the BAHA PM’s discretion.

Step 10 – The BAHA PM will annually assess the need for a Contract audit.

**The BAHA Project Manager may revise the Task Order and/or DEALER may be asked to revise the proposal based on feedback received during Steps 2 through 4.*

ATTACHMENT A-3, TASK ORDER FORM

1. Task Order No. (include FY)	
2. Title of Task:	
3. BAHA Task Lead (if different from BAHA Project Manager):	
4. Description of work:	<i>Summarize key task expectations. For more information, see attached <u>Task Order Budget and Schedule</u> and <u>Detailed Description of Work</u> (attached).</i>
5. Original Maximum Payment:	
6. Amended Maximum Payment:	<i>Include each amendment to maximum payment, by amendment number, for particular fiscal year.</i>
7. Completion Date:	Date Schedule attached.
8. Payment terms:	<i>Check the one that applies (see below for more information):</i> <div style="margin-left: 40px;"> <input type="checkbox"/> Time and Materials <input type="checkbox"/> Deliverables </div>

9. Payment Terms [*complete A for Task Orders including one or more deliverables-based payments or B for Time and Materials Task Orders.*]

A. Deliverables-based.

	<u>Deliverable</u>	<u>Total Cost*</u>
1.		\$1
2.		\$1
3.		\$1
4.		\$1
5.		\$1
6.		\$1
7.		\$1
Total:		\$7.00

*Due upon satisfactory completion as determined by the BAHA Project Manager.

B. Time and Materials

Specify hourly rate for applicable personnel and include estimate of expenses.

	<u>Personnel/Expense</u>	<u>Duties</u>	<u>Rate</u>	<u>Est. Hours</u>	<u>Total Cost</u>
1.			\$		\$1
2.			\$		\$1
3.			\$		\$1
4.			\$		\$1
5.			\$		\$1
Total:					\$5.00

<u>Activity</u>	<u>Lead</u>	<u>Estimated Amount Budgeted</u>
		\$1
		\$1
		\$1
		\$1
		\$1
		\$1
TOTAL MAXIMUM PAYMENT		\$6.00

**BAY AREA HEADQUARTERS
AUTHORITY**

HOGUE AND ASSOCIATES

 Teri Green, Director
 Date: _____

 Jonathan Gaber, President
 Date: _____

J/Contract/BAHA pathname

Task Order Schedule

<u>Deliverable/Milestone</u>		<u>Due Date</u>
		Date

Detailed Description of Work

Task Order #: Title

1. Description of subtask 1.
Deliverable – deliverable name
2. Description of subtask 2.
Deliverable – deliverable name
3. Description of subtask 3.
Deliverable – deliverable name
4. Etc.

ATTACHMENT B, PROJECT SCHEDULE

Task #	Work to be Performed/Deliverables (#)	Completion Date
1	Project Plan and Timeline	Within 30 days from start date and updated monthly (minimum)
2	Project Status Report (Monthly) and other reports (TBD)	Within 30 days from start date and updated monthly; other reports TBD
3	Site Conditions Plan	60 days prior to initial furniture orders
4	Design/Specification/Ordering	TBD
5	Pre-Installation Walkthrough	TBD
6	Installation	TBD
7	Post-Installation Walkthrough	TBD

ATTACHMENT C, COMPENSATION AND METHOD OF PAYMENT

LABOR – HOUR

A. Compensation. DEALER shall be compensated for as-need design services based on the hourly rates for the key personnel set forth in Attachment D, Key Personnel Assignment, attached hereto and incorporated herein by this reference, which include all labor, supervision, applicable surcharges such as taxes, insurance and fringe benefits as well as indirect costs, overhead and profit allowance, equipment, materials and supplies. Said hourly rates shall remain in effect for the term of the Agreement, unless BAHA prior written authorization is obtained for any changes. In no event shall the total compensation to be paid DEALER under the Agreement exceed the Maximum Payment specified in Article 3 of the Agreement.

B. Method of Payment. DEALER shall submit invoices for services rendered on a monthly basis, identifying the work for which payment is requested; the hours worked; any authorized expenses, together with receipts for such expenses; the amount requested; and the cumulative amount billed and paid under this Agreement.

C. Withheld Amounts and Final Payment. BAHA shall withhold, as a retainage, 5% of the value of each payment due hereunder until all services required under this Agreement have been completed and accepted by BAHA. Final payment of any balance due to DEALER, including any amounts withheld, will be made promptly after satisfactory completion of the work under this Agreement, and after receipt and written acceptance by BAHA of the reports and working papers which are required to be furnished under this Agreement and after punch list is closed out to BAHA's satisfaction, whichever is later.

ATTACHMENT C-1, TASK ORDER PAYMENT

A. Compensation. DEALER shall be compensated for furniture purchases as specified in signed Task Orders. All Task Orders shall be developed according to the process established in Attachment A-2, Task Order Process, attached hereto and incorporated herein, and should include, at a minimum, a completed form as shown in Attachment A-3, Task Order Form. Payment terms may be based on acceptance of agreed-upon deliverables or upon time and materials reimbursement, depending on the requirements of each Task Order. For time and materials-based payment of Task Orders, labor rates in Attachment D, Key Personnel Assignments, shall apply. The hourly rates in Attachment D include all applicable surcharges such as taxes, insurance and fringe benefits as well as indirect costs, overhead and profit allowance, equipment, materials and supplies. Said hourly rates shall remain in effect for the term of the Agreement, unless BAHA prior written authorization is obtained for any changes. In no event shall the total compensation to be paid DEALER under the Agreement exceed the Maximum Payment specified in Article 3 of the Agreement.

B. Payment for Task Orders. Payment for furniture purchases provided under Task Orders shall be authorized in Task Orders executed by the BAHA Project Manager and DEALER. Task Orders shall include, at a minimum, a detailed description of work to be performed, a schedule for performance, a specific method of payment (deliverables or time and materials) and a maximum payment.

BAHA will make an initial deposit payment of fifty percent (50%) of the furniture purchase costs, upon furniture ordering by DEALER to be approved by the BAHA Project Manager. Payment for the remaining fifty percent (50%) will be made upon installation of furniture. BAHA shall withhold, as a retainage, 5% of the value of each payment due, until punch list is closed out to BAHA's satisfaction, and after receipt and acceptance by BAHA of the reports and working papers which are required to be furnished under this Agreement, whichever is later. The furniture purchase costs include product and sales tax.

C. Method of Payment. DEALER shall submit invoices for services rendered no more frequently than on a monthly basis. Invoices shall identify work for which payment is requested by Task Order number (including fiscal year). All invoices will be dated, numbered in serial order, and signed by DEALER.

For Task Orders authorizing payment on the basis of satisfactory deliverables, DEALER shall specify each deliverable for which payment is requested, the amount requested, and the total amount paid to date under the Task Order.

For Task Orders authorizing time and materials payment, DEALER shall specifying the work performed, hours worked, and amount due (by personnel), the total amount claimed under the invoice and the amount paid to date under the Task Order.

In the event that the project is delayed for reasons beyond DEALER's control and it is not possible for the facility to receive the specified product at the mutually agreed upon delivery schedule, BAHA will be required to pay DEALER the remainder of the total product invoice amount thirty (30) days from the intended installation date that could not be met. BAHA shall withhold 5% of the value of the payment per Attachment C, Section C. Withheld Amounts and Final Payment of this Agreement.

ATTACHMENT D, KEY PERSONNEL ASSIGNMENTS

	<u>Name</u>	<u>Rate/hour*</u>	<u>Position/Description</u>
1.	Jonathan Gaber	N/A	Project Principal and President of Hogue
2.	Olivia Swinehart	\$80/hr	Account Manager/Senior Account Executive
3.	Paul Razo	\$80/hr	Account Manager/Senior Project Manager
4.	Amanda Ghourdjian	\$80/hr	Project Coordinator/Project Manager
5.	Chiara Wine	\$80/hr	Project Designer/Senior Designer
6.	Cristina Figone	N/A	Consultant/VP, Business Development
7.	Kelly McVay	\$80/hr	Field Project Manager
8.	Neda Thiele	N/A	Architecture and Design Representative
9.	Gary Zowada	N/A	Senior Sales Associate
10.	Hogue Designer	\$80/hr	Assisting Chiara Wine

*Charges for key personnel are normally included in the Dealer Mark-up with exception of the following people whose service rate is \$80/hr: Olivia Swinehart, Paul Razo, Amanda Ghourdjian, Chiara Wine, Kelly McVay and others in the Hogue Design Department for a total estimated 500 hours or \$40,000. The estimated hours may be revised as Task Orders are developed.

ATTACHMENT E, INSURANCE AND FINANCIAL SECURITY (BOND) PROVISIONS

1. INSURANCE

A. Minimum Coverages. The insurance requirements specified in this section shall cover DEALER's own liability and the liability arising out of work or services performed under this Agreement by any subconsultants, subcontractors, suppliers, temporary workers, independent contractors, leased employees, or any other persons, firms or corporations that DEALER authorizes to work under this Agreement (hereinafter referred to as "Agents.") DEALER shall, at its own expense, obtain and maintain in effect at all times during the life of this Agreement the following types of insurance against claims, damages and losses due to injuries to persons or damage to property or other losses that may arise in connection with the performance of work under this Agreement.

DEALER is also required to assess the risks associated with work to be performed by Agents under subcontract and to include in every subcontract the requirement that the Agent maintain adequate insurance coverage with appropriate limits and endorsements to cover such risks. To the extent that an Agent does not procure and maintain such insurance coverage, DEALER shall be responsible for said coverage and assume any and all costs and expenses that may be incurred in securing said coverage or in fulfilling DEALER's indemnity obligation as to itself or any of its Agents in the absence of coverage.

In the event DEALER or its Agents procure excess or umbrella coverage to maintain certain requirements outlined below, these policies shall also satisfy all specified endorsements and stipulations, including provisions that DEALER's insurance be primary without right of contribution from BAHA. Prior to beginning work under this contract, DEALER shall provide BAHA with satisfactory evidence of compliance with the insurance requirements of this section.

1. Workers' Compensation Insurance with Statutory limits, and Employer's Liability insurance with a limit of not less than \$1,000,000 per employee and \$1,000,000 per accident, and any and all other coverage of DEALER's employees as may be required by applicable law. Such policy shall contain a Waiver of Subrogation in favor of BAHA. Such Workers Compensation & Employers Liability may be waived, if and only for as long as DEALER is a sole proprietor or a corporation with stock 100% owned by officers with no employees.

2. Commercial General Liability Insurance for Bodily Injury and Property Damage liability, covering the operations of DEALER and DEALER's officers, agents, and employees and with limits of liability which shall not be less than \$1,000,000 combined single limit per occurrence with a general aggregate liability of not less than \$2,000,000, and Personal & Advertising Injury liability with a limit of not less than \$1,000,000. Such policy shall contain a Waiver of Subrogation in favor of BAHA.

BAHA and those entities listed in Part 3 of this Attachment E (if any), and their commissioners, directors, officers, representatives, agents and employees are to be named as additional insureds. Such insurance shall be primary and contain a Separation of Insureds Clause as respects any claims, losses or liability arising directly or indirectly from DEALER's operations.

3. Business Automobile Insurance for all automobiles owned (if any), used or maintained by DEALER and DEALER's officers, agents and employees, including but not limited to owned (if any), leased (if any), non-owned and hired automobiles, with limits of liability which shall not be less than \$1,000,000 combined single limit per accident.

4. Umbrella Insurance in the amount of \$1,000,000 providing excess limits over Employer's Liability, Automobile Liability, and Commercial General Liability Insurance. Such umbrella coverage shall be following form to underlying coverage including all endorsements and additional insured requirements.

5. Errors and Omissions Professional Liability Insurance for errors and omissions and the resulting damages, including, but not limited to, economic loss to BAHA and having minimum limits of \$1,000,000 per claim.

The policy shall provide coverage for all work performed by DEALER and any work performed or conducted by any subcontractor/consultant working for or performing services on behalf of the DEALER. No contract or agreement between DEALER and any subcontractor/consultant shall relieve DEALER of the responsibility for providing this Errors & Omissions or Professional Liability coverage for all work performed by DEALER and any subcontractor/consultant working on behalf of DEALER on the project.

6. Property Insurance. Property Insurance covering DEALER'S own business personal property and equipment to be used in performance of this Agreement, materials or property to be purchased and/or installed on behalf of BAHA (if any), and builders risk for property in the course of construction (if applicable). Coverage shall be written on a "Special Form" policy that includes theft, but excludes earthquake, with limits at least equal to the replacement cost of the property. Such policy shall contain a Waiver of Subrogation in favor of BAHA.

7. Employee Dishonesty/Crime Insurance. An Employee Dishonesty insurance policy covering DEALER's employees for loss of or damage to money, securities or other property resulting from theft. The following limits of liability should apply: (a) Employee Dishonesty - \$250,000; and (b) Client Property Blanket Bond - \$250,000. DEALER shall reimburse BAHA for any and all losses within the deductible, for insured losses, the cost to prove the loss, accountants' fees, defense costs including attorneys' fees and any other fees associated with a claim. In lieu of a Client Property Blanket Bond, the policy shall contain a Joint Loss Payee endorsement or other Third Party coverage naming BAHA.

8. Contractors' Pollution Liability Insurance. Contractors' Pollution Liability insurance for bodily injury and property damage coverage with a combined single limit for bodily injury and property damage of at least \$1,000,000 per occurrence or claim and a general aggregate limit of at least \$1,000,000. This insurance shall include coverage for, but not be limited to sudden and accidental discharges; gradual discharges, clean-up of pollutants and disposal thereof; and, mold, asbestos or lead, if an abatement contract. If DEALER disposes of Hazardous Materials under this Agreement, DEALER shall designate the disposal site and provide a certificate of insurance from the disposal facility to BAHA.

DEALER's Business Automobile Liability coverage shall also be extended to cover pollution liability during loading; unloading and while in transit including, but not limited to, the perils of collision and upset. Coverage may be provided by endorsement to the general liability and automobile policies or by a separate policy.

Such policy shall contain a Waiver of Subrogation in favor of BAHA.

BAHA and those entities listed in Article 3 below, and their commissioners, directors, officers, representatives, agents and employees are to be named as additional insureds. Such insurance shall be primary and contain a Separation of Insureds Clause as respects any claims, losses or liability arising directly or indirectly from DEALER's operations.

B. Acceptable Insurers. All policies will be issued by insurers acceptable to BAHA, generally with a Best's Rating of A-VIII or better.

C. Self-Insurance. DEALER's obligation hereunder may be satisfied in whole or in part by adequately funded self-insurance, upon evidence of financial capacity satisfactory to BAHA.

D. Deductibles and Retentions. DEALER shall be responsible for payment of any deductible or retention on DEALER's policies without right of contribution from BAHA. Deductible and retention provisions shall not contain any restrictions as to how or by whom the deductible or retention is paid. Any deductible or retention provision limiting payment to the Named Insured is unacceptable.

In the event that BAHA seeks coverage as an additional insured under any DEALER insurance policy that contains a deductible or self-insured retention, DEALER shall satisfy such deductible or self-insured retention to the extent of loss covered by such policy, for any lawsuit arising from or connected with any alleged act of DEALER, subconsultant, subcontractor, or any of their employees, officers or directors, even if DEALER or subconsultant is not a named defendant in the lawsuit.

E. Claims Made Coverage. If any insurance specified above is written on a "Claims-Made" (rather than an "occurrence") basis, then in addition to the coverage requirements above, DEALER shall:

Ensure that the Retroactive Date is shown on the policy, and such date must be before the date of this Agreement or the beginning of any work under this Agreement;
Maintain and provide evidence of similar insurance for at least three (3) years following project completion, including the requirement of adding all additional insureds; and
If insurance is cancelled or non-renewed, and not replaced with another claims-made policy form with a Retroactive Date prior to the Agreement effective date, DEALER shall purchase “extended reporting” coverage for a minimum of three (3) years after completion of the work.

F. Failure to Maintain Insurance. All insurance specified above shall remain in force until all work or services to be performed are satisfactorily completed, all of DEALER’s personnel, subcontractors, and equipment have been removed from BAHA’s property, and the work or services have been formally accepted. DEALER must notify BAHA if any of the above required coverages are non-renewed or cancelled. The failure to procure or maintain required insurance and/or an adequately funded self-insurance program will constitute a material breach of this Agreement.

G. Certificates of Insurance. Prior to commencement of any work hereunder, DEALER shall deliver to BAHA Certificates of Insurance verifying the aforementioned coverages. Such certificates shall make reference to all provisions and endorsements referred to above and shall be signed on behalf of the insurer by an authorized representative thereof.

H. Disclaimer. The foregoing requirements as to the types and limits of insurance coverage to be maintained by DEALER are not intended to and shall not in any manner limit or qualify the liabilities and obligations otherwise assumed by DEALER pursuant hereto, including, but not limited to, liability assumed pursuant to Article 9 of this Agreement.

2. FINANCIAL SECURITY (BONDS)

Performance and Payment Bonds

Within thirty (30) days of contract execution, DEALER shall file with BAHA on the forms provided in Attachment E-1 and Attachment E-2, herein, two surety bonds in the amounts and for the purposes noted below. DEALER shall pay all premiums and costs relating to the required bonds.

Performance Bond is in the amount of \$5,000,000, which is 100% of the initial contract amount for furniture purchases to guarantee faithful performance of the Agreement, including the replacing of or making acceptable, any defective materials or faulty workmanship. The Performance Bond shall be released after installation and after all Contractor obligations have been met, including addressing punch list items to BAHA’s satisfaction.

Payment Bond is in the amount of \$5,000,000, which is 100% of the initial contract amount for furniture purchases to inure to the benefit of persons performing labor or furnishing materials in connection with the work of this Agreement. This bond shall be maintained in full force and effect until all work under the contract is completed and accepted by BAHA, and until all claims for materials and labor have been paid.

For any subsequent furniture orders beyond the initial contract amount that exceed \$50,000, DEALER shall secure individual surety bonds, subject to the same terms and conditions contained in this Agreement.

The Performance and Payment Bonds shall in no event be construed to cap, liquidate, or otherwise modify or limit the amount of damages payable by DEALER for breach of this Agreement.

Both the Performance Bond and the Payment Bond shall be issued by a surety company(ies) acceptable to BAHA with a Best Guide Rating of A-VII or better, listed in Circular 570: Federal Treasury Listing of Qualified Sureties with a bond amount within the underwriting limitation, and authorized to execute such in the State of California.

Should any surety or sureties be deemed unsatisfactory at any time by BAHA, notice will be given to the DEALER to that effect, and DEALER shall forthwith substitute a new surety or sureties satisfactory to BAHA. The direct and indirect costs for replacement bonds shall be the sole responsibility of the DEALER.

All alterations, time extensions, extra work, additional work or any other changes authorized in this Agreement, may be made without notice to, or securing the prior consent of, the surety or sureties on the Performance or Payment Bonds.

As alterations, time extensions, extra work, additional work or any other changes are authorized and incorporated into this Agreement, DEALER will within ten days secure a "Consent of Surety" on the form provided under Attachment E-3 to increase the performance and payment bond amount to reflect the revised contract amount.

3. ADDITIONAL INSUREDS

The following entities are to be named as Additional Insureds under applicable sections of this Attachment E and as BAHA Indemnified Parties, pursuant to Article 9 of the Agreement.

- Bay Area Headquarters Authority (BAHA)
- Metropolitan Transportation Commission (MTC)
- Bay Area Toll Authority (BATA)
- Bay Area Air Quality Management District (BAAQMD)
- Association for Bay Area Governments (ABAG)

ATTACHMENT E-1, PAYMENT BOND TO ACCOMPANY CONTRACT

KNOW ALL MEN BY THESE PRESENTS

THAT WHEREAS, the Bay Area Headquarters Authority ("BAHA") has awarded to _____ as Principal, hereinafter designated as the "DEALER," a contract for the work described as follows:

Regional Agency Headquarters Facility at 390 Main Street/375 Beale Street, San Francisco:
Workstation, Office, Public Space and Ancillary Furniture and Installation.

AND WHEREAS, DEALER is required to furnish a bond in connection with said contract, to secure the payment of claims of laborers, mechanics or material suppliers employed on work under said contract as provided by law;

NOW, THEREFORE, We the undersigned DEALER and Surety are held and firmly bound unto the BAHA in the sum of _____ dollars (\$ _____), said sum being 100% of the estimated amount payable by the said the BAHA under the terms of the contract, for which payment well and truly to be made we bind ourselves, our heirs, executors and administrators, successors and assigns, jointly and severally, firmly and by these presents.

THE CONDITION OF THIS OBLIGATION IS SUCH,

That if DEALER, his or its heirs, executors, administrators, successors, assigns or subcontractors shall fail to pay any of the persons named in Section 3181 of the Civil Code, amounts due under the Unemployment Insurance Code with respect to work or labor performed under the contract, or for any amounts required to be deducted, withheld, and paid over to the Employment Development Department from the wages of employees of the DEALER pursuant to Section 13020 of the Unemployment Insurance Code with respect to the work and labor, that the surety hereon will pay for the same, in an amount not exceeding the sum specified in this bond; otherwise, the above obligation shall be void. In case suit is brought upon this bond, the said surety will pay a reasonable attorney's fee to be fixed by the court.

This bond shall inure to the benefit of any of the persons named in Section 3181 of the Civil Code, so as to give a right of action to such persons or their assigns in any suit brought upon this bond.

IN WITNESS WHEREOF, we have hereunto set our hands and seals on this _____ day of _____ A.D., 201__.

DEALER

Surety

[SEAL]

Attorney in Fact

ATTACHMENT E-2, PERFORMANCE BOND TO ACCOMPANY CONTRACT

KNOW ALL MEN BY THESE PRESENTS

THAT WHEREAS, the Bay Area Headquarters Authority ("BAHA") has awarded to _____

_____ as Principal, hereinafter designated as the "DEALER," a contract for the work described as follows:

Regional Agency Headquarters Facility at 390 Main Street/375 Beale Street, San Francisco:
Workstation, Office, Public Space and Ancillary Furniture and Installation.

AND WHEREAS, DEALER is required to furnish a bond in connection with said contract guaranteeing the faithful performance thereof;

NOW, THEREFORE, We, the undersigned DEALER and Surety, are held and firmly bound unto BAHA, in the sum of _____ dollars (\$ _____), to be paid to BAHA or its certain attorney, its successors and assigns; for which payment, well and truly to be made, we bind ourselves, our heirs, executors and administrators, successors or assigns, jointly and severally, firmly by these presents.

THE CONDITION OF THIS OBLIGATION IS SUCH,

That if DEALER, his or its heirs, executors, administrators, successors or assigns, shall in all things stand to and abide by, and well and truly keep and perform the covenants, conditions and agreements in the foregoing contract and any alteration thereof made, as therein provided, on his or their part to be kept and performed at the time and in the manner therein specified, and in all respects according to their true intent and meaning, and shall indemnify and save harmless BAHA, its officers and agents, as therein stipulated, then this obligation shall become and be null and void; otherwise, it shall be and remain in full force and effect.

IN WITNESS WHEREOF, we have hereunto set our hands and seals on this _____ day of _____ A.D., 201__.

DEALER

Surety

Attorney in Fact

ATTACHMENT E-3, CONSENT OF SURETY

Bond Number: _____

CONSENT OF SURETY

To be attached to and form a part of Performance and Payment Bond No. _
in the amount of \$_____ on behalf of _____ as principal and executed by _____, as Surety,
in favor of The Bay Area Headquarters Authority (BAHA), hereinafter called "Owner", for the
Regional Agency Headquarters Facility at 390 Main Street/375 Beale Street, San Francisco:
Workstation, Office, Public Space and Ancillary Furniture and Installation.

In consideration of the mutual agreements herein contained the Principal and the Surety hereby
consent to the following: _____

Nothing herein contained shall vary, alter or extend any provision or condition of this bond except as
herein expressly stated.

Signed, Sealed and Dated this _____ day of _____, 201__.

(Principal)

By: _____

(Surety)

By: _____

Attorney-in-fact

ATTACHMENT F, NOT USED

ATTACHMENT G, SUBCONTRACTOR AND SUPPLIER LIST

	<u>Name/Address of Subcontractor or Supplier</u>	<u>Amount of Subcontract</u>	<u>Description of Work</u>
1.	Knoll	TBD	Manufacturer of office furniture
2.	Furniture Installers	TBD	Commercial furniture delivery and installation
3.	Other furniture vendors	TBD	Open line/ancillary furniture manufacturers and dealers

ATTACHMENT H, NOT USED

ATTACHMENT I, PROJECT STABILIZATION AGREEMENT

PROJECT STABILIZATION AGREEMENT

for the

BAY AREA HEADQUARTERS PROJECT


Between the

BAY AREA HEADQUARTERS AUTHORITY

And the

SAN FRANCISCO BUILDING & CONSTRUCTION TRADES COUNCIL AND ITS AFFILIATED LOCAL UNIONS

PREAMBLE

 This Project Stabilization Agreement ("Agreement") is made and entered into the 14th day of March, 2012, by and between the Bay Area Headquarters Authority ("BAHA" or "Owner"), together with any prime contractor (individually referred to as "Prime Contractor") and subcontractors at all tiers (all of whom, including Prime Contractor, are collectively referred to as "Contractors"), who shall become signatory to this Agreement by signing the "Agreement To Be Bound" attached hereto as Exhibit A, and the San Francisco Building & Construction Trades Council ("Council") and its affiliated local unions who have executed this Agreement (referred to individually as "Union" and collectively as "Unions"). The parties further agree that the provisions of this Agreement shall apply to the construction work for the Bay Area Headquarters Authority building as described and defined in Section 2.1 of this Agreement ("Project").

Recitals

WHEREAS, the Contractors will be engaged in construction of the Project; and

WHEREAS, a skilled labor pool represented by Building Trades Unions will be required to complete the work involved; and

WHEREAS, the Building Trades Unions agree to cooperate in every way possible with employees of the Contractors; and

WHEREAS, the parties desire to provide employment opportunities on the Project to military veterans returning from overseas conflicts; and

WHEREAS, the parties to this Agreement mutually agree that safety, quality, productivity and labor harmony are primary goals; and

WHEREAS, the parties recognize the need for safe, efficient and quality construction in order to reduce unnecessary delays and to shorten construction schedules, thereby further reducing costs, resulting in timely completion of the Project; and

WHEREAS, the parties desire to mutually establish and stabilize wages, hours and working conditions for the employees employed on the Project by the Contractors, and further to encourage close cooperation to achieve a satisfactory, continuous and harmonious relationship between the parties to this Agreement.

NOW THEREFORE, the parties, in consideration of the mutual promises and covenants herein contained, mutually agree as follows:

ARTICLE 1

PURPOSE

- 1.1 It is critical to BAHA and to the taxpayers and transit users in its service territory that this Project be completed in as timely and economical manner as possible. The parties to this Agreement acknowledge that large numbers of skilled and trained workers of various construction trades will be required in the performance of the Project, and that on a project of this size, with multiple contractors and crafts on the job site at the same time, the potential for work disruption is substantial. It is the purpose and intent of the parties to this Agreement to make every cooperative effort to achieve the timely, safe, and economical construction of the Project and to assure access of BAHA and the Contractors to the skilled and trained workers represented by the Council and Unions. The parties further recognize and agree that the Project must be undertaken in a spirit of labor harmony, peace and stability, with the utilization of skilled labor under fair and safe working conditions without disruption or disputes. The purposes of this Agreement are to promote efficient construction operations on the Project, to insure an adequate supply of skilled craftspeople and, in so doing, the parties to this Agreement establish the foundation to promote the public

interest, to provide a safe work place, to assure high quality construction and to secure optimum productivity, on-schedule performance and BAHA's satisfaction.

- 1.2 It is the intent of the parties to set out uniform and fair working conditions for the efficient completion of the Project, to provide for peaceful, efficient and binding procedure for settling labor disputes, to maintain harmonious labor/management relations and eliminate strikes, lockouts and other delays.

ARTICLE 2

SCOPE OF AGREEMENT

- 2.1 This Agreement shall apply only to that demolition, hazardous material remediation, surveying, site preparation and new construction work awarded by and under the control of BAHA and performed by the signatory Contractors at 390 Main Street, San Francisco, California, during the term of this Agreement. Construction of any phase, portion, section or segment of the Project shall be deemed complete when such phase, portion, section or segment has been turned over to BAHA by the Contractor and BAHA has accepted such phase, portion, section or segment. Once accepted by BAHA, this Agreement shall have no force or effect on such portion of the Project accepted by BAHA. This Agreement shall cover and apply to all initial tenant improvement work on leased space, whether or not awarded by, or under the control of, BAHA performed at the Project site commenced within eighteen (18) months after issuance of the certificate of completion, or similar form of government acceptance, issued to BAHA. If agreed separately in writing by the parties, this Agreement may be extended to certain future work.
- 2.2 This Agreement shall not apply to work covered by the NTL Articles of Agreement, the National Stack/Chimney Agreement, the National Cooling Tower Agreement, the National Agreement of Elevator Constructors, and that any instrument calibration work and loop checking shall be performed under the terms of the UA/IBEW Joint National Agreement for Instrument and Control Technicians *except* that Articles 5 (No Strike-No Lockout), 6 (Work Assignments and Jurisdictional Disputes) and 11 (Grievance Dispute Resolution Procedure) of this Agreement shall apply to such work performed under these agreements.
- 2.3 This Agreement shall apply only to construction craft employees working on this Project represented by the Unions signatory hereto, and shall not apply to a Contractor's supervisors, technical or non-manual employees including, but not limited to, executives, engineers, office and clerical employees, drafters, supervisors,

timekeepers, messengers, guards, or any other employees above the classification of general foreman, or inspectors, material testers, and/or x-ray technicians, except to the extent that such inspectors, material testers, and/or x-ray technicians are customarily covered by the local master collective bargaining agreement negotiated between a Union and its historically recognized bargaining party ("Schedule A agreement") and as to which classification a prevailing wage determination has been published.

- 2.4 All off-site manufacture and handling of materials, equipment or machinery shall not be covered by this Agreement; *provided*, however, that all off-site work, including fabrication, that is traditionally performed by any of the Unions that is directly or indirectly part of the Project, if such work is covered by a provision of a Schedule A agreement or local addendum to a national agreement of the applicable Union(s), shall be covered by the terms and conditions of this Agreement; *provided further*, that lay-down or storage areas or equipment or material manufacturing (pre-fabrication) sites dedicated solely to the Project or Project work, and the movement of materials or goods between the Project site and a dedicated site(s) as well as between locations on the Project site and the delivery and removal of construction equipment, apparatus, machinery, materials and supplies, including, but not limited to, ready-mix concrete, asphalt, aggregate, sand or earth that are directly incorporated into a work process or debris, earth or other waste construction materials removed from the Project site shall be covered by the terms and conditions of this Agreement.
- 2.5 After installation by the Contractors and upon notice of completion, it is understood BAHA and tenants reserve the right to perform the operation, repair, maintenance or revision of equipment or systems with persons of their choice. If required, the service representative may make a final check to protect the terms of a manufacturer's guarantee or warranty prior to start-up of a piece of equipment.
- 2.6 It is expressly agreed and understood by the parties hereto that BAHA shall retain the right at all times to perform and/or subcontract all portions of the construction and related work on the Project site not covered by this Agreement.
- 2.7 It is expressly agreed and understood by the parties hereto that BAHA shall have the right to purchase material and equipment from any source and the craftspeople will handle and install such material and equipment.
- 2.8 Without limiting the foregoing, the parties recognize and agree that the items specifically excluded from the scope of this Agreement include the following:

- (a) Furniture, equipment and machinery owned or controlled by BAHA; however, the installation of office modular furniture shall be covered by this Agreement;
- (b) All employees of BAHA, any Contractor, design team or any other consultant of BAHA not performing construction craft labor within the scope of this Agreement;
- (c) Any work performed on or near, or leading to or into the Project site by state, county, city or other governmental bodies, or their contractor(s); or by utilities or their contractor(s);
- (d) Off-site maintenance of leased equipment and on-site supervision of such work; and
- (e) The testing and calibration of specialty equipment, including, but not limited to: communications dishes/antennae; audio/visual equipment; security access controls; surveillance cameras; and intrusion alarms; however the installation of the equipment and termination of electrical connections of such equipment shall be covered by this Agreement.

2.9 The parties agree that BAHA, at its sole option, may terminate, delay, and/or suspend any and all portions of the work covered by this Agreement at any time. Further, BAHA may prohibit some or all work on certain days or during certain hours of the day to mitigate the effect of the ongoing Project work on the businesses and residents in the vicinity of the Project site; and/or require such operational or schedule changes that may be deemed necessary, in its sole judgment. Any operational or schedule changes shall be subject to any applicable wage provisions included in a Schedule A agreement.

ARTICLE 3

SUBCONTRACTS

3.1 Each of the Contractors agrees that neither it nor any of its subcontractors will subcontract any work to be done on the Project except to a person, firm, or corporation who is or becomes party to this Agreement by executing the Agreement to be Bound attached hereto as Exhibit A and incorporated herein. Any Contractor working on the Project shall, as a condition to working on the Project, become signatory to and perform all work under the terms of this Agreement. Subject to the

provisions of Section 2.4, above, the furnishing of materials, supplies or equipment and the delivery thereof shall in no case be considered subcontracting, if not otherwise covered in the scope of work of this Agreement.

- 3.2 A subcontractor is defined as any person, firm or corporation who agrees under contract with a Contractor to perform on the Project any part or portion of the construction work covered by the prime contract, including the operation of construction equipment, performance of labor and/or installation of materials. The furnishing of supplies, equipment, or materials that are stockpiled for later use shall in no case be considered subcontracting. Construction trucking work, including the removal of debris and/or excess construction materials as well as delivery of materials directly incorporated into a work process, as described in Section 2.4 of this Agreement, shall be covered within the scope of this Agreement and, specifically, this Article 3, to the fullest extent provided by law and by prevailing wage determinations of the California Department of Industrial Relations.
- 3.3 The Contractors have the primary obligation for performance of all conditions of this Agreement. This obligation cannot be relieved, evaded or diminished by subcontracting. Should a Contractor elect to subcontract, such Contractor shall continue to have such primary obligation.
- 3.4 Any Contractor who provides in the subcontract that the subcontractor will pay the wages and benefits and will observe the hours and all other terms and conditions of this Agreement, shall not be liable for any delinquency by such subcontractor in the payment of any wages or fringe benefits provided herein, including payments to Health & Welfare, Pension, Vacation/Holiday Dues Supplement and Training & Retraining Funds, except as provided in the Labor Code.
- 3.4.1 All Contractors will give written notice to the Union(s) of any subcontract involving the performance of work covered by this Agreement within either five (5) days of entering such subcontract or before the subcontractor commences work on the Project, whichever occurs first, and shall specify the name and address of the lower tier Contractor. Written notice at a Pre-Job/Mark-up meeting (as described in Section 8.2 of this Agreement) shall be deemed written notice under this provision for those lower tier Contractors listed at the Pre-Job/Mark-up meeting only.
- 3.4.2 Thereafter, if such lower tier Contractor should become delinquent in the payment of any wages or benefits as above specified, the applicable fringe benefit trust fund shall immediately give written notice thereof to the Prime Contractor and to the affected Contractor specifying the nature and amount of such delinquency.

- 3.4.3 In the event any Contractor fails to give written notice of a subcontract as required herein, such Contractor shall be liable for all delinquencies of the subcontractor on this Project only without limitation.
- 3.4.4 The provisions of this Section 3.4 shall be applied only to the extent permitted by law and, notwithstanding any other provision of this Agreement, no aspect of the subcontractors' clause, including its enforcement, may be enforced by or subject to strike action.
- 3.4.5 Nothing in this Agreement is meant to interfere with the normal enforcement or collection rights of the fringe benefit trust funds.

ARTICLE 4

RELATIONSHIP BETWEEN PARTIES

- 4.1 This Agreement shall only be binding on the signatory parties hereto, and shall not apply to parents, affiliates, subsidiaries, or other divisions of the Coordinator (as described in Article 7 of this Agreement) and any Contractor unless signed by such parent, affiliate, subsidiary, or other division of such entity.
- 4.2 Each Contractor shall alone be liable and responsible for its own individual acts and conduct and for any breach or alleged breach of this Agreement. Any alleged breach of this Agreement by a Contractor or any dispute between the signatory Union(s) and the Contractor respecting compliance with the terms of this Agreement, shall not affect the rights, liabilities, obligations and duties between the signatory Union(s) and each other Contractor party to this Agreement.
- 4.3 It is mutually agreed by the parties that any liability by a signatory Union(s) to this Agreement shall be several and not joint. Any alleged breach of this Agreement by a signatory Union(s) shall not affect the rights, liabilities, obligations and duties between the Contractors and the other Unions party to this Agreement.
- 4.4 It is recognized by the parties to this Agreement that the Contractors and Coordinator are acting only on behalf of said Contractors and Coordinator, and said Contractors and Coordinator have no authority, either expressed, implied, actual, apparent or ostensible, to speak for or bind BAHA.

ARTICLE 5

NO STRIKES - NO LOCKOUTS

- 5.1 There shall be no strikes, picketing, work stoppages, slowdowns, or other disruptive activity for any reason including, but not limited to, disputes relating to the negotiation or renegotiation of the local collective bargaining agreements that serve as the basis for the Schedule A agreements, economic strikes, unfair labor practices strikes, safety strikes, sympathy strikes, and jurisdictional strikes by the Union or employees working under this Agreement against any Contractor covered under this Agreement on the Project. There shall be no lockout by any Contractor. Failure of any Union, or employee employed under this Agreement, to cross any picket line established by any Union, signatory or non-signatory to this Agreement, or by any other organization or individual, where such picket line is directed at the Project, or a Contractor or employer working on the Project, resulting in the failure of one or more employees employed under this Agreement to engage in Project work as directed by his/her Contractor or other disruption of Project work, is a violation of this Article. The Prime Contractor and the Union shall take all steps necessary to obtain compliance with this Article and neither shall be held liable for conduct for which it is not responsible.
- 5.2 If a Contractor contends that any Union has violated this Article or Section 6.3, below, it will notify in writing the Secretary-Treasurer of the Council, the Coordinator, the business manager/senior executive of the involved Union(s), and the Prime Contractor. The Secretary-Treasurer and the leadership of the involved Union(s) will immediately instruct, order, and use their best efforts to cause the cessation of any violation of this Article.
- 5.3 If the Union contends that any Contractor has violated this Article, it will notify the Contractor, the Prime Contractor and the Coordinator setting forth the facts that the Union contends violate the Agreement, at least twenty-four (24) hours prior to invoking the procedures of Section 5.4. The Prime Contractor shall promptly order the involved Contractor(s) to cease any violation of this Article.
- 5.4 Any party to this Agreement may institute the following procedure, in lieu of or in addition to any other action at law or equity, when a breach of Section 5.1, above, or Section 6.3, below, is alleged:
- 5.4.1 The party invoking this procedure shall notify John Kagel, whom the parties agree shall be the permanent arbitrator under this procedure. In the event that the permanent arbitrator is unavailable at any time, Robert Hirsch shall be appointed the

alternate, or, if he is unavailable, he shall appoint an alternate. Notice to the arbitrator shall be by the most expeditious means available, with notices to the party(ies) alleged to be in violation and to the Council if it is a Union alleged to be in violation. For purposes of this Article, written notice may be given by electronic mail, facsimile, hand delivery, or overnight mail and will be deemed effective upon receipt.

- 5.4.2 Upon receipt of said notice, the arbitrator named above or his alternate shall sit and hold a hearing within twenty-four (24) hours if it is contended that the violation still exists, but not sooner than twenty-four (24) hours after notice has been dispatched to the Council's Secretary-Treasurer and the Business Manager/senior executive(s) as required by Section 5.2, above.
- 5.4.3 The arbitrator shall notify the parties of the place and time chosen for this hearing. Said hearing shall be completed in one session, which, with appropriate recesses at the arbitrator's discretion, shall not exceed twenty-four (24) hours unless otherwise agreed upon by all parties. A failure of any party or parties to attend said hearings shall not delay the hearing of evidence or the issuance of any award by the arbitrator.
- 5.4.4 The sole issue at the hearing shall be whether or not a violation of Section 5.1, above, or of Section 6.3, below, has in fact occurred. The arbitrator shall have no authority to consider any matter in justification, explanation, or mitigation of such violation or to award damages (except as set forth in Section 5.7, below) which issue is reserved for court proceedings, if any. The award shall be issued in writing within three (3) hours after the close of the hearing, and may be issued without an opinion. If any party desires a written opinion, one shall be issued within fifteen (15) calendar days, but its issuance shall not delay compliance with, or enforcement of, the award. The arbitrator may order cessation of the violation of this Article and other appropriate relief, and such award shall be served on all parties by hand or registered mail upon issuance.
- 5.4.5 Such award shall be final and binding on all parties and may be enforced by any court of competent jurisdiction upon the filing of this Agreement and all other relevant documents referred to herein above in the following manner. Written notice of the filing of such enforcement proceedings shall be given to the other party. In any judicial proceeding to obtain a temporary order enforcing the arbitrator's award as issued under Section 5.4.4 of this Article, all parties waive the right to a hearing and agree that such proceedings may be *ex parte*. Such agreement does not waive any party's right to participate in a hearing for a final order of enforcement. The court's order or orders enforcing the arbitrator's award shall be served on all parties by hand or by delivery to their address as shown on this Agreement or in the applicable

Schedule A agreement (for a Union), as shown on their business contract for work under this Agreement (for a contractor), and to the representing Union (for an employee), by certified mail by the party(ies) first alleging the violation.

- 5.4.6 Any rights created by statute or law governing arbitration proceedings inconsistent with the above procedure or which interfere with compliance hereto are hereby waived by the parties to whom they accrue.
- 5.4.7 The fees and expenses of the arbitrator shall be paid by the losing party.
- 5.5 BAHA is a party in interest in all proceedings arising under this Article and Articles 6 and 11 and its designated representative and the Coordinator shall be sent contemporaneous copies of all notifications required by these Articles.
- 5.6 If the arbitrator determines in accordance with 5.4.4 above that a work stoppage has occurred, the respondent Union shall, within eight (8) hours of receipt of the award, direct all the employees it represents on the Project to return immediately to work. If the craft involved does not return to work by the beginning of the next regularly scheduled shift following such eight (8) hour period after receipt of the arbitrator's award, and the respondent Union has not complied with its obligation immediately to instruct, order, and use its best efforts to cause a cessation of the violation and a return to work of the employees it represents, then the respondent Union shall pay a sum as liquidated damages to the Contractor, and shall pay an additional sum per shift for each shift thereafter on which the craft has not returned to work. Similarly, if the arbitrator determines in accordance with Section 5.4.4 above that a lockout has occurred, the respondent Contractor shall, within eight (8) hours of receipt of the award, return all of the affected employees to work on the Project, or otherwise correct the violation as found by the arbitrator. If the respondent Contractor does not take such action by the beginning of the next regularly scheduled shift following the eight (8) hour period, the respondent Contractor shall pay a sum as liquidated damages to the affected Union(s) (to be apportioned among the affected employees and the benefit funds to which contributions are made on their behalf, as appropriate and designated by the arbitrator) and shall pay an additional sum per shift thereafter in which compliance by the respondent Contractor has not been completed. The arbitrator shall retain jurisdiction to determine compliance with this Section and to establish the appropriate sum of liquidated damages, which shall not be less than ten thousand dollars (\$10,000.00) nor more than twenty-five thousand dollars (\$25,000.00) for each shift.

- 5.7 Withholding employees, but not picketing, for failure of a Contractor to tender trust fund contributions as required in Article 16 and/or for failure to meet its weekly payroll is not a violation of this Article.
- 5.8 The procedures contained in Section 5.4 shall be applicable only to alleged violations of this Article. Discharge or discipline of employees for violation of this Article or Section 6.3 shall be subject to the grievance and arbitration procedures of Article 11 of this Agreement.

ARTICLE 6

WORK ASSIGNMENTS AND JURISDICTIONAL DISPUTES—NORTHERN CALIFORNIA PLAN

- 6.1 The assignment of work will be solely the responsibility of the Contractor performing the work involved and such work assignments will be in accordance with the Plan for the Settlement of Jurisdictional Disputes in the Construction Industry (the “Plan”) or any successor Plan.
- 6.2 All jurisdictional disputes between or among Building and Construction Trades Unions, parties to this Agreement, shall be settled and adjusted according to the present Plan established by the Building and Construction Trades Department or any other plan or method of procedure that may be adopted in the future by the Building and Construction Trades Department. Decisions rendered shall be final, binding, and conclusive on the Contractors and Unions parties to this Agreement.
- 6.2.1 For the convenience of the parties, and in recognition of the expense of travel between Northern California and Washington, DC, at the request of any party to a jurisdictional dispute under this Agreement an Arbitrator shall be chosen by the procedures specified in Article V, Section 5 of the Plan from a list composed of John Kagel, Thomas Angelo, Robert Hirsch, and Thomas Pagan, and the Arbitrator’s hearing on the dispute shall be held at the offices of the San Francisco Building and Construction Trades Council. All other procedures shall be as specified in the Plan.
- 6.3 All jurisdictional disputes shall be resolved without the occurrence of any strike, work stoppage, or slowdown of any nature, and the Contractor’s assignment shall be adhered to until the dispute is resolved. Individuals violating this section shall be subject to immediate discharge.

- 6.4 As provided in Section 8.2, below, Prime Contractor will conduct pre-job conferences for all Contractors with the Unions prior to commencement of work by the Contractors. At these conferences all jurisdictional assignments will be announced. The Council and representatives of BAHA shall be advised in advance of all such conferences and may participate if they wish.

ARTICLE 7

COORDINATOR

- 7.1 BAHA shall appoint a coordinator ("Coordinator") who is responsible for the administration and application of this Agreement.
- 7.2 The Coordinator shall endeavor to facilitate harmonious relations between the Contractors and Unions signatory hereto and will conduct the periodic joint Labor/Management meeting referred to in Article 8, below. The Coordinator shall not be responsible for the acts of the Contractors or Unions signatory hereto, and will not be a party to any arbitration or litigation arising out of this Agreement.

ARTICLE 8

JOINT LABOR/MANAGEMENT MEETINGS AND PRE-JOB/MARK-UP MEETINGS

- 8.1 A joint Labor/Management meeting will be held on a periodic basis between the Coordinator, the Contractors and the signatory Unions. The purpose of these meetings is to promote harmonious labor/management relations, ensure adequate communications and advance the proficiency and efficiency of the craft workers and the Contractors on the Project. These periodic meetings will also include discussion of the safety, scheduling, productivity and compliance with applicable laws and regulations for the work performed on the Project.
- 8.2 A Pre-Job/Mark-Up meeting shall be held after a construction contract has been let to a Contractor (which includes a subcontractor at any tier) and prior to the commencement of work. The purpose of the Pre-Job/Mark-Up meeting is: (1) to establish the scope of work in each Contractor's contract; and (2) to have each Contractor make its work assignments in accordance with Section 6.1 of this Agreement for the work within the scope of its construction contract. The work assignments shall be made in writing. Contractors shall be responsible for providing

complete information on their assignments of work. Any craft objecting to the Contractor's proposed assignment of work shall have seven (7) calendar days from the date of the Pre-Job/Mark-Up meeting to submit written objections to the Contractor, the Coordinator and the Council before the Contractor makes the work assignments final.

- 8.4 The Coordinator will schedule and attend all Pre-Job/Mark-Up meetings and participate in discussions as they pertain to the terms and conditions of this Agreement.

ARTICLE 9

MANAGEMENT RIGHTS

- 9.1 The Contractor(s) retain full and exclusive authority for the management of their work forces for all work performed under this Agreement. This authority includes, but is not limited to the right to:
- (a) Plan, direct and control the operation of all the work;
 - (b) Decide the number and types of employees required to perform the work safely and efficiently;
 - (c) Hire, promote and lay off employees as deemed appropriate to meet work requirements and/or skills required;
 - (d) Require all employees to observe the Contractors' Project Rules, Security and Safety Regulations, consistent with the provisions of this Agreement. These Project Rules and Regulations shall be reviewed and mutually agreed upon at the Pre-Job meeting and supplied to all employees and/or posted on the jobsite;
 - (e) Discharge or discipline employees for just cause;
 - (f) Assign and schedule work at its sole discretion and determine when overtime will be worked. There shall be no refusal by a craft to perform work assigned, including overtime work; however, individual craftspeople shall not be required to work overtime unless specifically dispatched for overtime work. Any cases of a craft's refusal to work overtime shall be subject to the grievance procedure under this Agreement; and

- (g) Utilize any work methods, procedures or techniques and select and use any type or kind of materials, apparatus or equipment regardless of source, manufacturer or design, subject to the provisions of Section 2.4 and Article 21 of this Agreement.
- (h) The foregoing listing of management rights shall not be deemed to exclude other functions not specifically set forth herein. The Contractors, therefore, retain all legal rights not specifically enumerated in this Agreement.

ARTICLE 10

WORK RULES

- 10.1 The selection of craft foremen and general foremen shall be entirely the responsibility of the Contractor(s). Foremen and general foremen shall take orders from the designated Contractor(s) representatives.
- 10.2 There shall be no limit on production by employees nor restrictions on the full use of tools or equipment. Craft persons using tools shall perform any of the work of the trade and shall work under the supervision of the craft foremen.
- 10.3 Security procedures for control of tools, equipment and materials are solely the responsibility of Contractor(s).
- 10.4 Employees shall be at their place of work (as designated by the Contractor at the Pre-Job/Mark-Up meeting) and ready to work at the starting time and shall remain at their place of work performing their assigned functions until quitting time. A reasonable time will be allowed for employees to put company and personal tools in secured storage and return to the parking lot by quitting time. The parties reaffirm their policy of a fair day's work for a fair day's wage.
- 10.5 Slowdowns, standby crews and featherbedding practices will not be tolerated.
- 10.6 It is understood by the Contractor(s) and agreed to by the Union(s), that the employees of the Contractor(s) will perform the work requested by the Contractor(s) without having any concern or interference with any other work performed by any employees of BAHA, its member organizations, or others who are not covered by this Agreement.

- 10.7 Contractors shall provide rest periods in accordance with the Schedule A agreements and Industrial Welfare Commission Order No. 16-2001. Any dispute regarding rest and meal periods provided in this Section 10.7 shall be resolved exclusively under the provisions of Article 11 of this Agreement.
- 10.8 There shall be no interference with vendor or supplier deliveries of equipment, apparatus, machinery and construction materials to the jobsite since such deliveries shall not fall under this Agreement. Unloading of the above will be performed by the Contractors' employees.
- 10.9 The Contractor(s) and the Unions recognize the necessity for promoting efficiency and agree that no rules, customs or practices shall be permitted that cause over-manning, limit production or increase the time required to do the work, and no limitation shall be placed upon the amount of work which an employee shall perform, nor shall there be any restrictions against the use of any kind of machinery, tools or labor-saving devices. However, the lawful manning provisions of the applicable craft's Schedule A agreement shall be recognized.

ARTICLE 11

GRIEVANCE PROCEDURE

- 11.1 This Agreement is intended to provide close cooperation between management and labor. The Prime Contractor and the Council shall each assign a representative to the Project for the purpose of assisting the local Unions, together with the Contractors, to complete the construction of the Project economically, efficiently, continuously, and without interruption, delays, and work stoppages.
- 11.2 All disputes involving discipline and/or discharge of employees working on the Project shall be resolved through the grievance and arbitration provision contained in the Schedule A agreement of the applicable craft of the affected employee. No employee working on the Project shall be disciplined or dismissed without just cause.
- 11.3 All Project labor disputes involving the application or interpretation of a Schedule A agreement to which a signatory Contractor and a signatory Union are parties shall be resolved pursuant to the dispute resolution procedures contained in such Schedule A agreement. All disputes relating to the interpretation or application of this Agreement shall be resolved through the grievance and arbitration procedure set forth herein, except an alleged violation of Article 5 or Section 6.3 which shall be resolved through the procedures set forth in Section 5.4 et seq.

11.4 The parties understand and agree that in the event any dispute arises out of the meaning, interpretation, or application of the provisions of this Agreement, the same shall be settled by means of the procedures set out herein ("Grievance Procedure"). No grievance shall be recognized unless the grieving party (Local Union or District Council on its own behalf, or on behalf of an employee whom it represents, or a Contractor on its own behalf, or BAHA on its own behalf) provides notice in writing to the signatory party with whom it has a dispute (with a copy to the Coordinator) within five (5) business days after becoming aware of the dispute, but in no event more than thirty (30) calendar days after it reasonably should have become aware of the event giving rise to the dispute. The time limits in this Section 11.4 may be extended by mutual agreement (oral or written) of the parties.

11.5 Grievances arising out of Section 11.4, above, shall be settled according to the following procedures:

Step 1: Within five (5) business days after receipt of the written notice of the grievance, the parties to the grievance shall confer and attempt to resolve the grievance. In the event that the representatives are unable to resolve the dispute within the five (5) business days after its referral to Step 1, either involved party may refer the dispute to Step 2; or, if neither party is a Union, then to Step 3.

Step 2: The applicable Union International representative and the other party shall meet within seven (7) business days of the referral of a dispute to this second step to arrive at a satisfactory settlement thereof. Meeting minutes shall be kept by the other party. If the parties fail to reach an agreement, then the dispute may be appealed in writing in accordance with the provisions of Step 3 within seven (7) business days thereafter.

Step 3: Within five (5) business days after referral of a dispute to Step 3, the parties shall choose a mutually agreed upon arbitrator for final and binding arbitration. The arbitrator shall be selected from a permanent panel of arbitrators consisting of William Engler, William Riker, Thomas Angelo, John Kagel, and Robert Hirsch, who will hear grievances filed pursuant to this Article. Should the parties be unable to agree mutually on the selection of an Arbitrator from among those on the panel, selection for that given arbitration shall be made by alternately striking names from the list of names on the panel until the parties agree on an Arbitrator or until one (1) name remains. The first party to strike a name from the list shall be the party bringing forth the grievance. In the event the last remaining Arbitrator is not available in a reasonable time to hear the grievance and the parties have not mutually agreed to extend time for arbitration, the last stricken Arbitrator will be selected. A reasonable time is defined as fifteen (15) calendar days where the grievance concerns employment discharge and thirty (30) calendar days for all other grievances.

- 11.6 The decision of the arbitrator shall be binding on all parties. The arbitrator shall have no authority to change, amend, add to, or detract from any of the provisions of the Agreement. The expense of the arbitrator shall be borne equally by both parties.
- 11.7 The arbitrator shall arrange for a hearing on the earliest available date from the date of his/her selection. A decision shall be given to the parties within five (5) calendar days after completion of the hearing unless such time is extended by mutual agreement. A written opinion may be requested by a party from the arbitrator.
- 11.8 The time limits specified in any step of the grievance procedure set forth in this Article may be extended by mutual agreement of the parties initiated by the written request of one party to the other at the appropriate step of the grievance procedure. Failure to process a grievance, or failure to respond in writing within the time limits provided above, without a request for an extension of time, shall be deemed a waiver of such grievances with prejudice. In order to encourage the resolution of disputes and grievances at Step 1 of this Grievance Procedure, the parties agree that such settlements shall not be precedent setting.

ARTICLE 12

UNION RECOGNITION AND REPRESENTATION

- 12.1 All employees who are employed by the Contractors shall, as a condition of employment, on or before the eighth (8th) day of consecutive or cumulative employment on a construction contract subject to this Agreement, be responsible for the payment of the applicable monthly working dues and any associated fees uniformly required for union membership in the applicable local union which is signatory to this Agreement. Further, there is nothing in this Agreement that would prevent non-union employees from joining the local union.
- 12.2 The Contractors recognize the Unions signatory hereto as the sole and exclusive collective bargaining representatives for its craft employees on the Project.
- 12.3 Authorized representatives of the Unions shall have access to the Project site during established working hours, provided they do not unduly interfere with the work of the employees, and further provided, that such representatives fully comply with the visitor safety and security rules established for the Project.

- 12.4 A Steward shall be a working journeyman appointed by the authorized union representative of the Local Union(s) who shall, in addition to work as a journeyman, be permitted to perform during working hours such Union(s) duties as cannot be performed at other times which consists of those duties assigned by the business manager or business agent. The Union(s) agrees that such duties shall be performed as expeditiously as possible and the affected Contractor agrees to allow the Steward a reasonable amount of time for the performance of such duties. The Steward shall not leave the work area without notifying the appropriate supervisor.
- 12.5 The Steward will be paid at the journeyman wage for the job classification in which the Steward is employed.
- 12.6 The working Steward will be subject to discharge for just cause to the same extent as other employees provided, however, that the Union shall be notified twenty-four (24) hours prior to the discharge.
- 12.7 The Steward shall remain on the job until its completion, or until no more than three (3) employees are left on the job, provided the Steward is qualified to perform the work remaining to be done, unless the Steward is removed by the business manager/senior executive of the applicable Union.

ARTICLE 13

REFERRAL

- 13.1 To the extent permitted by law, the following shall apply: For signatory unions now having a job referral system contained in a Schedule A agreement, the Contractors agree to comply with such a system and it shall be used exclusively by such Contractors, together with the procedures set forth in Section 13.3 below, as appropriate. Such job referral system shall be operated in a non-discriminatory manner and in full compliance with all federal, state, and local laws and regulations, including those that require equal employment opportunities and non-discrimination.
- 13.2 The Unions will exert their utmost efforts to recruit and refer sufficient numbers of skilled craft workers to fulfill the labor requirements of the Contractors.
- 13.3 The parties also recognize and support BAHA's commitment to provide opportunities for participation on the Project to regular, experienced employees (core employees) of a Contractor awarded work on this Project and who do not traditionally work under a local collective bargaining agreement. In furtherance of this commitment, the parties agree that such Contractor awarded work on the Project may employ their regular

local experienced work force, pursuant to the procedures described below, where the employees so designated as a “regular, experienced employee” meet the following qualifications:

- (a) Possesses any license required by state or Federal law for the Project work to be performed; and
- (b) Has been employed by the Contractor for at least five hundred (500) paid work hours during the twelve (12) months immediately preceding the Contractor’s start of Project work.

As its first employee for work on the Project, the Contractor may directly employ one (1) of its qualified regular, experienced employees. Its second employee shall be referred pursuant to Section 13.1, above. As its third employee, the Contractor may directly employ a second of its qualified regular, experienced employees and so on until the fourth “regular, experienced employee” has been employed by the Contractor on the Project. The maximum number of “regular, experienced employees” employed by a Contractor under this procedure shall be four (4). All additional employees shall be requested and referred pursuant to Section 13.1, above. On layoffs, the Contractor shall reverse the alternating process with respect to the employment of “regular, experienced employees” on the Project. The Contractor shall notify the appropriate Union of the name and Social Security number of each regular, experienced employee to work on the Project and each such employee shall register with the Union’s hiring hall before commencing work on the Project. If there is any question regarding an employee’s eligibility under this Subsection 13.3, the Contractor shall provide satisfactory proof of such at a Union’s request.

- 13.4 In the event that a Union is unable to fill any requisition for one (1) or more employees within forty-eight (48) hours after such requisition is made by a Contractor, or (Saturdays, Sundays, and holidays excepted), the Contractor may employ applicants meeting the qualifications sought from any other available source as per the applicable Schedule A agreement. The Contractor shall promptly notify the Union of any applicants from other sources.
- 13.5 In the event that a signatory local union does not have a job referral system as set forth in Section 13.1 above, the Contractor shall give the Union equal opportunity to refer applicants.
- 13.6 The Union security provisions of the applicable Schedule A agreement shall apply to each employee working within the jurisdiction of that craft under this Agreement; *provided*, however, that should such provision(s) require membership in the labor organization, such may be satisfied by the tendering of periodic dues and fees uniformly and non-discriminatorily required to the extent allowed by law.

ARTICLE 14

NON-DISCRIMINATION

- 14.1 The Contractors and the Union agree that they will not discriminate against any employee or applicant for employment because of race, color, ethnic group identification, national origin, ancestry, religion, gender, age, marital status, disability or AIDS/HIV status, medical conditions, sexual orientation, gender identity, domestic partner status, or status as a Vietnam-era veteran, and shall provide equal employment opportunity for all persons in all job categories of employment based only upon job-related bona fide occupational qualifications. The Unions shall cooperate with the Contractor's obligations to ensure that applicants are employed and that employees are treated during employment without regard to such status. Relevant employment actions shall include, but not be limited to, the following: employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff, suspension or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. Any complaints regarding the application of this provision shall be brought to the immediate attention of the involved Contractor for consideration and resolution.

ARTICLE 15

APPRENTICES

- 15.1 The parties recognize the need to maintain continuing support of effective programs designed to develop adequate numbers of competent workers in the construction industry. To that end, the Contractors and Unions shall exert their best efforts to identify and recruit local residents, including women, the economically disadvantaged, young adults and others participating in community-based programs located within the service area of BAHA and its member organizations in order to assist those individuals in qualifying and becoming eligible for apprenticeship programs.
- 15.2 The Contractors agree to employ, and the Unions agree to cooperate in furnishing, apprentices from state certified jointly administered apprenticeship programs. A properly indentured apprentice must be employed under the regulations of the craft or trade at the work of which he/she is indentured and shall be employed only for work of the craft or trade for which he/she is indentured.
- 15.3 The apprentice ratios will be in compliance with the applicable provisions of the California Labor Code and California prevailing wage rate determination.

ARTICLE 16

WAGE SCALES and FRINGE BENEFITS

- 16.1 All employees covered by this Agreement shall be classified and paid in accordance with the classification and wage and fringe benefit scales contained in the applicable Schedule A agreement and in compliance with the applicable general prevailing wage determination made by the California Director of Industrial Relations pursuant to the California Labor Code.
- 16.2 During the period of construction on this Project, the Contractors agree to recognize and put into effect such increases in wages and recognized fringe benefits as shall be negotiated between the various Unions and the historically recognized local bargaining unit on the effective date as set forth in the applicable Schedule A agreement. The Unions shall notify the Contractors in writing of the specific increases in wages and recognized fringe benefits and the date on which they become effective.
- 16.3 The Contractors hereby adopt and agree to be bound by the written terms of the legally established local trust agreements specifying the detailed basis on which payments are to be made into, and benefits paid out of, such appropriately qualified employee fringe benefit funds established by such appropriate local agreements. The Contractors authorize the parties to such local trust agreements to appoint trustees and successor trustees to administer the trust funds, and hereby ratify and accept the trustees so appointed as if made by the Contractors.
- 16.4 Wages due shall be paid to all employees weekly, not later than on Friday, and not more than three (3) days' wages may be withheld and shall be paid before the end of the work shift. Payment shall be made by check with detachable stub.
- 16.5 Each Contractor shall be required to certify in writing that it has paid all wages and benefit contributions due and owing prior to receipt of its final payment and/or retention. Further, upon timely notification by a Union to the Prime Contractor, the Prime Contractor shall work with any Contractor that is delinquent in payment of benefit contributions or wages to assure that proper benefit and wage payments are made, to the extent of withholding otherwise due payments owed such delinquent Contractor until such payments have been made or otherwise guaranteed.
- 16.6 When an employee is discharged, the employee shall be paid wages due immediately. An employee laid off or terminated shall be given a termination slip immediately upon termination of work. The termination slip shall be completed stating the reason for termination, and the employee's copy shall have, in addition to the firm's name, the

firm's address. If an employee voluntarily terminates, wages due shall be paid in accordance with California State Law.

ARTICLE 17

HOURS OF WORK, OVERTIME and SHIFTS

- 17.1 **Hours or Work:** The work week will start on Monday and conclude on Sunday. Eight (8) hours per day shall constitute a standard work day between the hours of 6:00 a.m. and 5:30 p.m. with one-half (1/2) hour designated for lunch midway through the shift. Forty (40) hours per week, Monday through Friday, shall constitute a regular week's work. The foregoing provisions of this Article are applicable unless otherwise provided in the California general prevailing wage determinations made by the California Director of Industrial Relations pursuant to the California Labor Code. Nothing herein shall be construed as guaranteeing any employee eight (8) hours per day or forty (40) hours per week.
- 17.2 **Overtime:** Overtime will be in compliance with the applicable California general prevailing wage determination made by the Director of Industrial Relations pursuant to the California Labor Code.
- 17.3 **Shifts:** The Contractor(s) shall have the right to establish shifts for any portion of the work in accordance with this Section.
- 17.3.1 If two (2) or three (3) shifts are worked, the first shift shall consist of eight (8) hours of continuous work exclusive of a one-half (1/2) hour non-paid lunch period, the second shift shall consist of seven and one-half (1/2) hours of continuous work exclusive of a one-half (1/2) hour non-paid lunch period and the third shift shall consist of seven (7) hours of continuous work exclusive of a one-half (1/2) non-paid lunch period for eight (8) hours pay.
- 17.3.2 Shift work may be performed at the option of the Contractor(s) but, when performed, it must continue for a period of not less than five (5) consecutive working days. Saturday and Sunday, if worked, can be used for establishing the five (5) day minimum shift work period. The straight time work week shall be considered to start with the day shift on Monday and end with the conclusion of the second or third shift on the fifth day. In the event the second or third shift of any regular work shall extend into a holiday the employees shall be paid at their regular shift rate.
- 17.3.3 To the extent permitted by the applicable provisions of the California Labor Code, the Contractor(s), with one week's notice to the Union(s), may establish a four (4) day per

week, ten (10) hour per day work shift. The regular work week shall be from Monday through Thursday. Pay for each of these four (4) days shall be ten (10) hours at the straight time hourly rate.

- 17.3.3.1 Friday may be worked as a voluntary make-up day in those cases where the work is shut down due to inclement weather or an emergency situation. If a Friday is worked, the pay shall be one and one-half (1-1/2) times the straight time hourly rate for the first ten (10) hours worked. All work in excess of ten (10) hours shall be paid two (2) times the straight time hourly rate. If a sixth or seventh day is worked, the pay shall be two (2) times the straight time hourly rate.

ARTICLE 18

HOLIDAYS

- 18.1 Holidays will be in compliance with the applicable Schedule A agreements.

ARTICLE 19

REPORTING PAY

- 19.1 Any employee reporting for work and for whom no work is provided, except when given notification not to report to work, shall receive two (2) hours pay at the regular straight time hourly rate. Any employee who starts work shall receive four (4) hours pay at the regular straight time hourly rate. Any employee who works beyond four (4) hours shall be paid for actual hours worked.
- 19.1.1 Whenever minimum reporting pay is provided for employees, they will be required to remain at the Project site available for work for such time as they receive pay, unless released sooner by the principal supervisor of the applicable Contractor or its designated representative.
- 19.1.2 The provisions of this Section are not applicable where the employee voluntarily quits or is out by reason of a strike, in which case the employee shall be paid for the actual time worked.
- 19.2 It will not be a violation of this Agreement when BAHA or Contractors consider it necessary to shut down because of an emergency situation that could endanger life or property. In such cases, employees will be compensated only for the actual time worked. In the case of a situation described above whereby BAHA or Contractors

request employees to wait in a designated area available for work, the employees will be compensated for the waiting time.

ARTICLE 20

TRAVEL AND PARKING

- 20.1 BAHA adheres to the City and County of San Francisco Transit-First Policy under Charter Section 8A.115 which promotes travel by public transit as an economically and environmentally-sound alternative to travel by private automobile. Consistent with the Transit-First Policy, no Contractor shall provide employees with parking on or near the Project site, including staging areas. Where an applicable Schedule A agreement provides for parking reimbursement, but not for reimbursement of transit expenses, the Contractor shall make available to employees reimbursement for verifiable commute related transit expenses.
- 20.2 Parking reimbursement procedures established under applicable Schedule A agreements shall apply to this Project. The availability of parking will be discussed by the Prime Contractor at both Pre-bid conference and Pre-job/Mark-up meetings.

ARTICLE 21

HEALTH AND SAFETY

- 21.1 The employees covered by the terms of this Agreement shall at all times, while in the employ of the Contractors, be bound by such safety rules and regulations as may be established by BAHA and Contractors and in accordance with OSHA/Cal-OSHA. These rules and regulations will be published and posted at conspicuous places throughout the Project.
- 21.2 In accordance with the requirements of OSHA/Cal-OSHA, it shall be the exclusive responsibility of each Contractor on the Project to assure safe working conditions for its employees and compliance by them with any safety rules contained herein or established by the Contractors. Nothing in this Agreement will make the Unions(s) liable to any employee or to other persons in the event that injury or accident occurs.
- 21.3 This Project shall be a drug free workplace. Workers shall not possess, use, be under the influence of, provide, dispense, receive, sell, offer to sell alcohol and/or controlled substances as defined by law while on BAHA's property. All employees and applicants for employment shall adhere to the substance testing policy of the applicable Schedule A agreement. Violation of this provision shall subject the employee to discipline up to and including termination.

ARTICLE 22

SECURITY OF MATERIAL, EQUIPMENT and TOOLS

- 22.1 Security procedures for the control of tools, equipment and materials shall be solely the responsibility of the Contractors.
- 22.2 All employees will comply with the security procedures established by the Contractors and BAHA.

ARTICLE 23

CALL-INS

- 23.1 When employees are called in to work at times other than their regularly established shift, they shall be paid not less than four (4) hours at the applicable overtime rate for that day.

ARTICLE 24

HELMETS TO HARDHATS

- 24.1 The Contractors and the Unions recognize a desire to facilitate the entry into the building and construction trades of veterans who are interested in careers in the building and construction industry. The Contractors and Unions agree to utilize the services of the Center for Military Recruitment, Assessment and Veteran's Employment (hereinafter "Center") and the Center's "Helmets to Hardhats" program to serve as a resource for preliminary orientation, assessment of construction aptitude, referral to apprenticeship programs or hiring halls, counseling and mentoring, support network, employment opportunities and other needs as identified by the parties.
- 24.2 The Unions and Contractors agree to coordinate with the Center to create and maintain an integrated database of veterans interested in working on this Project and of apprenticeship and employment opportunities for this Project. To the extent permitted by law, the Unions will give credit to such veterans for bona fide, provable past experience.

ARTICLE 25

ENVIRONMENTAL IMPACTS

- 25.1 The Contractors shall conduct all work performed under this Agreement in a manner that minimizes adverse impacts to the surrounding community.

ARTICLE 26

ENTIRE AGREEMENT

- 26.1 The provisions of this Agreement, including the Schedule A agreements which are the local master collective bargaining agreements of the signatory unions having jurisdiction over this Project and which are listed in Exhibit B to this Agreement and incorporated herein by reference, shall apply to the work covered by this Agreement, notwithstanding the provisions of any other local, area, and/or national agreement that may conflict with or differ from the terms of this Agreement, *except* as specifically provided for in Article 1 of this Agreement. Where a subject covered by this Agreement is also covered by a Schedule A agreement, the provisions of this Agreement shall apply and supersede the Schedule A agreement. Where a subject is covered by the provisions of a Schedule A agreement and is not covered by this Agreement, the provisions of the Schedule A agreement shall prevail.
- 26.2 The parties agree that this Agreement, together with the Schedule A agreements, constitute an integrated, self-contained, stand-alone agreement, and that by virtue of having become bound to this Agreement, the Contractors will not be obligated to sign any other local, area or national collective bargaining agreement as a condition of performing work within the scope of this Agreement. In addition, it is understood and agreed that all grievances and disputes involving the interpretation or application of this Agreement, including the Schedule A agreements, shall be resolved according to the procedures set forth in Article 11 of this Agreement; *provided*, however, that should a dispute involve a single Schedule A agreement and a contractor signatory thereto, and not involve the interpretation or application of this Agreement, such dispute shall be processed and resolved pursuant to the dispute resolution procedure of the applicable Schedule A agreement. Should there be a dispute as to whether the provisions of Article 11 apply or the dispute resolution procedures of the Schedule A agreement apply, then the matter shall be presented in writing initially to an arbitrator selected under Article 11 of this Agreement to resolve such issue.

- 26.3 The Unions agree that this Agreement covers all matters affecting wages, hours and other terms and conditions of employment, and that during the terms of this Agreement, neither the Contractors, nor the Union(s) will be required to negotiate on any further matters affecting these or any other subject not specifically set forth in this Agreement except by mutual agreement of the Unions involved and the Coordinator.
- 26.4 Any other agreement or modification of this Agreement must be reduced to writing and signed by the parties.
- 26.5 This Agreement may be executed in counterparts, such that original signatures may appear on separate pages, and when bound together all necessary signatures shall constitute an original. Facsimile or scanned signature pages transmitted to other parties to this Agreement shall be deemed equivalent to original signatures.
- 26.6 Each of the persons signing this Agreement represents and warrants that such person has been duly authorized to sign this Agreement on behalf of the party indicated and each of the parties by signing this Agreement warrants and represents that such party is legally authorized and entitled to enter into this Agreement.

ARTICLE 27

GENERAL SAVINGS CLAUSE

- 27.1 It is not the intention of either the Contractors or the Union(s) parties to violate any laws governing the subject matter of this Agreement. If any Article or provision of this Agreement shall be declared invalid, inoperative, or unenforceable by any competent authority of the executive, legislative, judicial or administrative branch of the federal, state or local government, the parties shall suspend the operation of each such article or provision during the period of invalidity. Such suspension shall not affect the operation of any provision covered in this Agreement to which the law or regulation is not applicable. Further, the Contractors and Union(s) agree that if and when any or all provisions of this Agreement are finally held or determined to be illegal or void by Court of competent jurisdiction, the parties will promptly enter into negotiations concerning the substance affected by such decision for the purpose of achieving conformity with the requirements of an applicable law and the intent of the parties hereto.


ARTICLE 28

DURATION OF AGREEMENT


28.1 This Agreement shall become effective on the day BAHA awards the first contract covered by the scope of this Agreement and shall continue in full force and effect until completion of the scope of the Project as specifically described in Article 2, Section 2.1, of this Agreement.

IN WITNESS WHEREOF, the parties have caused this Agreement to be executed and effective as of the day and year first written above.

BAY AREA HEADQUARTERS AUTHORITY

By: 
Steve Heminger,
Executive Director

SAN FRANCISCO BUILDING & CONSTRUCTION TRADES COUNCIL

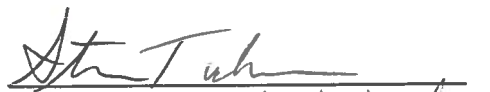
By: 
Michael Theriault,
Secretary-Treasurer

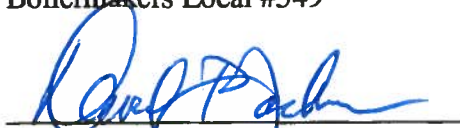
Signatory Unions:


Insulators Local #16


Hod Carriers Local #166


Boilermakers Local #549

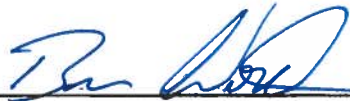

Roofers Local #40 *Waterproofers*


Bricklayers Local #3


Iron Workers Local #377


Northern California Regional
Council of Carpenters for and on
behalf of their affiliated crafts


Laborers Local Union #261



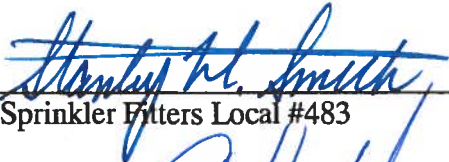
Sheet Metal Workers Local #104



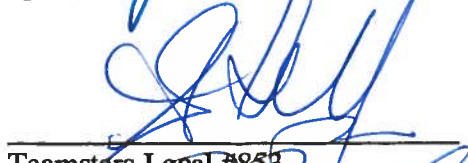
Operating Engineers Local #3



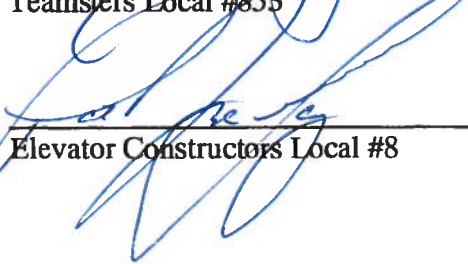
Painters District Council #16



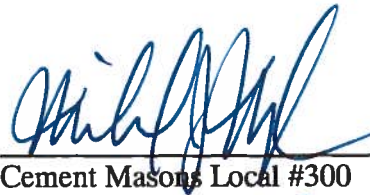
Sprinkler Fitters Local #483



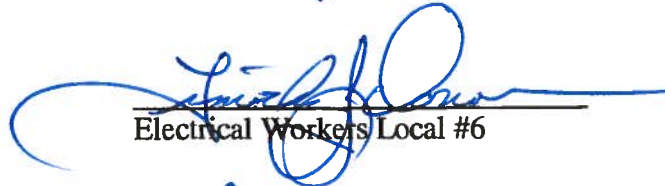
Teamsters Local #853



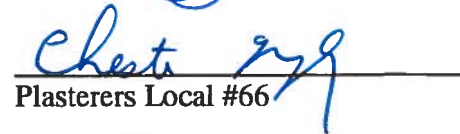
Elevator Constructors Local #8



Cement Masons Local #300



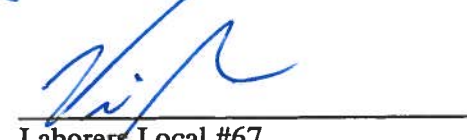
Electrical Workers Local #6



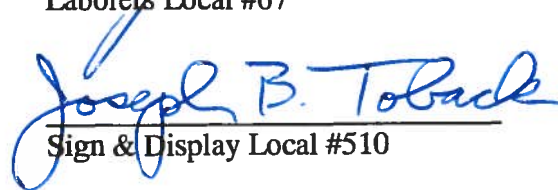
Plasterers Local #66



United Association Local #38



Laborers Local #67



Sign & Display Local #510

ARTICLE 28

DURATION OF AGREEMENT

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IN WITNESS WHEREOF, the parties have caused this Agreement to be executed and effective as of the day and year first written above.

BAY AREA HEADQUARTERS AUTHORITY

By: _____
Steve Heminger,
Executive Director

SAN FRANCISCO BUILDING & CONSTRUCTION TRADES COUNCIL

By: _____
Michael Theriault,
Secretary-Treasurer

Signatory Unions:

Insulators Local #16

Hod Carriers Local #166

Boilermakers Local #549

Roofers Local #40

Bricklayers Local #3

Iron Workers Local #377

Northern California Regional
Council of Carpenters for and on
behalf of their affiliated crafts



Laborers Local Union #261

EXHIBIT A

**PROJECT STABILIZATION AGREEMENT
FOR THE
BAY AREA HEADQUARTERS PROJECT
BETWEEN THE
BAY AREA HEADQUARTERS AUTHORITY**

**And the
SAN FRANCISCO BUILDING & CONSTRUCTION TRADES COUNCIL
AND SIGNATORY UNIONS
AGREEMENT TO BE BOUND**

The undersigned, as a Contractor or Subcontractor, including construction material trucking company/entity, (CONTRACTOR) on the Bay Area Headquarters Project, (hereinafter PROJECT), for and in consideration of the award to it of a contract to perform work on said PROJECT, and in further consideration of the mutual promises made in this "Project Stabilization Agreement" (hereinafter AGREEMENT), a copy of which was received and is acknowledged, hereby:

- (1) Accepts and agrees to be bound by the terms and conditions of the AGREEMENT for this Project, together with any and all amendments and supplements now existing or which are later made thereto:
- (2) The CONTRACTOR agrees to be bound by the legally established local trust agreements as set forth in Article 16 of this AGREEMENT.
- (3) The CONTRACTOR authorizes the parties to such local trust agreements to appoint trustees and successor trustees to administer the trust funds and hereby ratifies and accepts the trustees so appointed as if made by the CONTRACTOR;
- (4) Certifies that it has no commitments or agreements which would preclude its full and complete compliance with the terms and conditions of said AGREEMENT.
- (5) Agrees to secure from any CONTRACTOR(S) (as defined in said AGREEMENT) which is or becomes a subcontractor (of any tier) to it, a duly executed Agreement to be Bound in form identical to this document.

Date: _____

(Name of Prime Contractor or
Higher Level Contractor)

(Name of Contractor)

(Authorized Officer & Title)

(Address)

(Phone #)

(Fax #)

Contractor's License Number

Motor Carrier Permit (CA #)

EXHIBIT B
APPLICABLE SCHEDULE "A" AGREEMENTS

International Association of Heat Frost Insulators and Allied Workers, Local #16
Laborers International Union of North America, Hod Carriers, Local #166
International Brotherhood of Boilermakers, Iron Ship Builders, Blacksmiths, Forgers and Helpers, Local #549
United Union of Roofers, Waterproofers and Allied Workers, Local #40
International Union of Bricklayers and Allied Craftworkers, Local #3
International Association of Bridge, Structural, Ornamental and Reinforcing Iron Workers, Local #377
46 Northern California Counties Carpenters Master Agreement for Northern California
Laborers Master Agreement for Northern California
Sheet Metal Workers' International Association, Local #104
Operative Plasterers and Cement Masons, Local #300
Operating Engineers Local #3 Master Agreement for Northern California
International Brotherhood of Electrical Workers, Local #6
Operative Plasterers and Cement Masons International Association, Local #66
United Association of Journeymen and Apprentices of the Plumbing and Pipefitting Industry, Sprinkler Fitters, Local #483
United Association of Journeymen and Apprentices of the Plumbing and Pipefitting Industry, Local #38
International Brotherhood of Teamsters, Local #853
Laborers International Union of North America, Local #67
International Union of Elevator Constructors, Local #8
International Union of Painters and Allied Trades, District Council #16
International Union of Painters and Allied Trades, Sign & Display, Local #510
United Brotherhood of Carpenters, Pile Drivers Local #34

ATTACHMENT J, NOT USED

ATTACHMENT K, KNOLL DISCOUNTING STRUCTURE

PRODUCT DESCRIPTION	TIER LIST VALUE	CUSTOMER DISCOUNT OFF LIST
Dividends/Series II	1 - 250,000	68.50
	250,001 - 1,000,000	71.00
	1,000,001 - 2,500,000	75.00
	2,500,001+	78.85
Antenna	62,000+	77.00
Reff/Autostrada	36,000+	77.00
Calibre Collection	1 - 250,000	59.50
	250,001 - 1,400,000	62.00
	1,400,001+	67.75
Currents	130,000+	77.00
Anchor	150,000+	71.50
Knoll Extra	136,000+	62.00
Equity	ALL ORDERS	69.50
Upstart	ALL ORDERS	68.50
Template	ALL ORDERS	68.50
Interaction	ALL ORDERS	59.50
Crinion Open Table	ALL ORDERS	59.50
Office Seating including Toboggan (except Moment)	ALL ORDERS	59.50
Moment	ALL ORDERS	52.00
Graham Collection	ALL ORDERS	59.50
Studio	ALL ORDERS	52.50
Renewal Parts	ALL ORDERS	40.00

1. Project pricing is based on the Knoll Price List dated February 15, 2014 with order entry by August 31, 2015 and shipping by November 30, 2015.
2. For orders placed on or after September 1, 2015, the Knoll Price List in effect at time of order entry will apply.
3. For KnollStudio, project pricing is based on the Knoll Price List in effect July 15, 2014.
4. Knoll will allow a blanket purchase order, consisting of up to three (3) orders with list price greater than \$500,000.00 each, to be combined to achieve the product discounting price tiers shown above.
5. Hogue and Knoll will hold the discounting schedule, mark-up (14.10 mark-up for a 12.30% GP for Knoll product) and service costs for any add-on orders to the initial project received prior to June 30, 2017 and with a minimum list value of \$100,000.00 per order. For orders less than \$100,000.00 list value and for orders placed on or after July 1, 2017, pricing is negotiable.
6. Pricing is per product/per tier. Product lines cannot be combined to achieve a higher tier.
7. Total Project pricing includes delivery and installation, sales tax, and systems planning and project management services.

Open Lines

1. Hogue will maintain a 12.5 mark-up (11.11% GP) for open-line agreements for all orders through June 30, 2017. For orders placed on or after July 1, 2017, pricing is negotiable.
2. Total Project pricing includes delivery and installation, sales tax, and systems planning and project management services.

Agenda Item 5

TO: Bay Area Headquarters Authority

DATE: June 18, 2014

FR: Executive Director

W. I. 9130

RE: Contract - Furniture Procurement Services: Hogue and Associates (\$500,000)

This item would authorize the Executive Director or designee to negotiate and enter into a long-term contact with Hogue and Associates to design, procure and install office, public space and other ancillary furniture for the Regional Agency Headquarters Facility at 375 Beale Street, San Francisco. The scope includes approximately 550 office/workstations and 50 conference rooms/collaboration areas at an estimated total furniture cost of \$4.0 Million. The contract for the initial scope is for an amount not to exceed \$500,000 which allows the furniture design process to commence. When completed in the fall, staff will request authorization to issue purchase order(s) for furniture purchases and installation.

Background

As part of an agreement with the partner agencies, BAHA is obligated to provide furniture for agency (ABAG, Air District and MTC) spaces at move-in. BAHA will handle all matters related to this initial procurement and transfer assets to each agency according to its ownership interests.

On January 17, 2014, BAHA issued a Request for Proposals (RFP) and received proposals from four (4) Dealer and Manufacturer Teams ("Dealer Team"). The selected Dealer Team is expected to furnish all services over the next 10+ years, as described in Attachment A. The RFP also requires that the Dealer Team extend pricing for additional purchases that MTC, ABAG or the Air District would make under separate agency purchase orders for any new requirements.

Evaluation Results

More detailed information on the evaluation process is included in Attachment B with the Dealer Team's overall final scores based on their written proposals, Mock-up solutions and BAFOs summarized as follows:

Proposer	Hogue/ Knoll	One Work Place Steelcase	Pivot/Herma Miller	Sidemark/ Teknion
Pricing (max 215 points)	185	181	159	193
Solution (max 150 points)	137	80	106	128
Key Personnel (max 75 points)	63	64	59	36
Other Factors (max 60 points)	60	60	57	55
Total (max 500 points)	445	385	381	412
Solution Pricing (Estimated Budget \$1.7 Million)*	\$1,526,663	\$1,416,688	\$1,580,838	\$1,426,556

**The pricing excludes professional services fees, delivery, installation, sales tax and bid bonding*

Panel Recommendation

The five member evaluation panel included representatives from BAHA, MTC, ABAG, the Air District and Tom Eliot Fisch (Interior Designers), recommends Hogue and Associates/Knoll Inc. as the Dealer most advantageous to BAHA based on the evaluation criteria stated in the RFP for the following reasons:

- Founded in 1974, Hogue and Associates is a commercial furniture dealership and project management firm and the preferred dealer representing Knoll Inc., both with offices in San Francisco for the past 40 years.
- The proposed furniture line was introduced in 1998 and has an installed base exceeding \$5.0 billion. Based on the review of the on-site mock-ups, the furniture sets a bar for quality in design and materials and exemplifies a professional look and feel.
- The Project Team includes experienced professionals with a portfolio of similar projects over \$1.0 million including Dreamworks (\$3.8 million), Stanford University (\$6.0 million) and Medivation (\$2.8 million).
- While the solution pricing fits within the BAHA budget, staff expects to review and refine the discounting schedules/mark-ups during the contract negotiations to ensure BAHA is indeed getting the best pricing structure for this project.

If contract negotiations are not successful with Hogue and Associates, staff recommends authorization to commence negotiations with Sidemark Corporation Furniture, a preferred dealer representing Teknion LLC; both with offices in San Francisco. Sidemark Corporation Furniture received comparable scores in pricing and the proposed solution, but lower team experience scores as there were major changes to the key personnel assigned to the BAHA project during the evaluation period.

Next Steps

Upon approval of the contract award, staff will enter into negotiations with the recommended Dealer Team to finalize the scope of work, project plan, furniture designs including finishes and pricing. Once completed, staff will seek BAHA approval to fund and issue purchase order(s) for the furniture purchases and installation.

Recommendation

Staff recommends Authority approval authorizing the Executive Director or his designee for the following:

1. To negotiate and enter into a 10 year professional services agreement with Hogue and Associates to provide services related to the design, procurement, coordination and installation of office and other ancillary furniture for the 375 Beale Street building, with an option to extend the contract up to two (2) additional five-year periods, subject to mutually agreeable pricing/discounting schedules and the allocation of funding in the BAHA annual operating budget. The initial contract for Phase I services is not to exceed \$500,000 for such contract.
2. If contract negotiations are not successful, BAHA requests authorization to commence negotiations and enter into an agreement, as stated above, with Sidemark Corporate Furniture which received the second highest evaluation.



Steve Heminger

SH:tg

Attachments

REQUEST FOR AUTHORITY APPROVAL

Summary of Proposed Consultant Contract

Consultant: Hogue and Associates (San Francisco)

Work Project Title: 375 Beale Street Furniture Dealer/Manufacturer Services

Purpose of Project: Provide services to design, procure and install office, public space and other ancillary furniture for 375 Beale Street

Brief Scope of Work: Provide services related to the procurement of new office and other ancillary furniture for the 375 Beale Street building.

Project Cost Not to Exceed: \$500,000 for Phase I professional services costs related to the design of new office furniture for the Agency offices

Funding Source: BAHA FY 13-14 Budget

Fiscal Impact: Funding is included in BAHA's FY 2013-14 Budget

Motion by Committee: That the Executive Director, or his designee, is authorized to negotiate and enter into a 10 year professional services agreement with Hogue and Associates to provide services related to the design, procurement, coordination and installation of office and other ancillary furniture for the 375 Beale Street building, with an option to extend the contract up to two (2) additional five year periods, subject to mutually agreeable pricing/discounting schedules and the allocation of funding in the BAHA annual operating budget, as described in the Executive Director's memorandum dated June 11, 2014 and the Treasurer and Auditor is directed to set aside Phase I funding in the amount of \$500,000 for such contract.

If BAHA is unable to enter into a contract with Hogue and Associates, the Executive Director, or his designee, is authorized to negotiate and enter into a 10 year professional services agreement with Sidemark Corporate Furniture, as stated above, and the Treasurer and Auditor is directed to set aside Phase I funding in the amount of \$500,000 for such contract.

BAHA Chair:

Amy Rein Worth

Approved:

Date: June 25, 2014

Agenda Item 5 - Attachment A

PRELIMINARY SCOPE OF WORK

The preliminary project tasks are expected to include, but are not limited to, the following:

General:

- Provide project administration, supervision and ongoing support services needed for initial purchase and any future orders or upgrades. Maintain current project schedules to track all processes involved in design, manufacturing and installation of furniture.
- Coordinate with General Contractor, its subcontractors and BAHA service providers as required.
- Maintain complete documentation of purchased orders, purchased inventory and current installation plans for use when future orders or upgrades are undertaken.

During the Design Phase:

- Meet with BAHA and BAHA's representatives weekly to review plans, specifications and all other tasks required to develop furniture orders. Prepare furniture plans for all floors based on backgrounds provided by Architect.
- Test-fit and verify critical dimensions of walls, power/data outlets and other related items at 375 Beale Street and coordinate with the General Contractor and other contractors/dealers.

During the Manufacturing Phase:

- Track and coordinate all furniture orders/deposits and provide a bi-monthly schedule update. Coordinate all submittals and other required approvals with Architect. Attend weekly construction meetings on an on-call basis. Secure all necessary permits required by the Local Code Jurisdiction.

During the Installation Phase:

- Provide an on-site project manager during the installation to supervise installation activities, including any subcontracted work. Perform as needed punch-lists and provide a schedule for the completion of the punch list items to the satisfaction of BAHA.

During the Post-Installation Phase:

- Lead a furniture punch-list review with BAHA and BAHA's representative and resolve all items within two weeks or as soon as practical for long-lead replacement items. Prepare as-built drawings and provide them in both electronic and hard-copy formats. Provide orientation and training for staff assigned to maintain new furniture. Provide a post-occupancy review within one (1) month of installation finish to address any outstanding issues.

Ongoing Support:

- Manufacturer/Dealer team will be expected to provide services and product when future orders or upgrades are undertaken.

Agenda Item 5 - Attachment B

PROCUREMENT AND EVALUTION PROCESS

Procurement Process

On January 17, 2014, BAHA issued a Request for Proposal (RFP) with the goal of entering into a professional services agreement with a Dealer, that represents a major furniture manufacturer, based on a pricing/discounting structure that can be applied to products drawn from the manufacturer's major lines, as well as establishing a fixed gross profit mark-up for other ancillary furniture drawn from "open line" products provided by other furniture manufacturers.

The RFP included a prototype detailing BAHA's requirements (e.g. panel height, surfaces, shelving and guest seating) for a pair of 8-foot by 10-foot workstations and one typical 100 square-foot private office.

By the proposal due date of February 5, 2014, BAHA received four proposals from the following Dealer Teams: Hogue and Associates/Knoll Inc., One Work Place L. Ferrari/Steelcase, Pivot Interiors, Inc./Herman Miller and Sidemark Corporate Furniture/Teknion LLC.

Initial Evaluation and Shortlisting

The five member evaluation panel included representatives from BAHA, MTC, ABAG, the Air District and Tom Eliot Fisch (Interior Designers). The evaluation panel provided written comments to the Dealers on a portion of their proposals which included their solutions and pricing submittals. Dealer responses to these comments were evaluated based on the following initial evaluation factors:

- Effectiveness of proposed solution, including aesthetics; and
- Pricing of proposed solution.

All four of the Dealers were shortlisted to proceed to the next phase.

Evaluation Process

The Dealer Teams were then invited to install one office and two workstation mock-ups onsite at 375 Beale Street. The mock-ups provided the evaluation panel an opportunity to further review the effectiveness of the proposed solution (i.e. design, functionality, comfort and other aesthetics).

On April 1st and 2nd, Agency staff attended a Furniture Fair to provide feedback on functionality, comfort, storage, visual privacy and meeting space. The fair was attended by 238 employees, representing 46% of the combined agency staff. Staff feedback included desires for more "visual privacy" by incorporating opaque/patterned (rather than clear) glass on top of the panels separating the workstations. This will be weighed against the need to bring light into the deep floor plate. Staff feedback for the selected furniture line will be analyzed during the design phase and incorporated into the final plans. Attachment C includes pictures of the furniture fair at 375 Beale Street.

Following the mock-up presentations by the Dealer Teams, BAHA issued a Request for Best and Final Offers (BAFOs) on May 1, 2014 to all four proposers, who were given the opportunity to revise their written proposals to address the concerns identified by the evaluation panel about the written proposals and proposed mock-up solutions, or to make any other changes. Following receipt of the BAFOs and clarifications, the evaluation panel completed its final evaluation based on the following criteria, in order of relative importance.

A maximum total of 100 points (per evaluator) or 500 combined points (five evaluators combined) could be assigned:

Category	Max. Points	Evaluation Criteria
Pricing	43	<ul style="list-style-type: none"> • Pricing of proposed solution (max. 25 points); • Discounting schedule for primary lines (max. 11 points); • Gross profit markup for open line ancillary products (max. 7 points).
Solution	30	<ul style="list-style-type: none"> • Effectiveness of proposed solution, including aesthetics (max. 30 points).
Key Personnel	15	<ul style="list-style-type: none"> • Team experience and approach to partnering with BAHA (max. 15 points).
Other Factors	12	<ul style="list-style-type: none"> • Product stability (max. 5 points); • Warranty (max. 4 points); • Sustainability (max. 3 points).
Maximum Total Points	100	

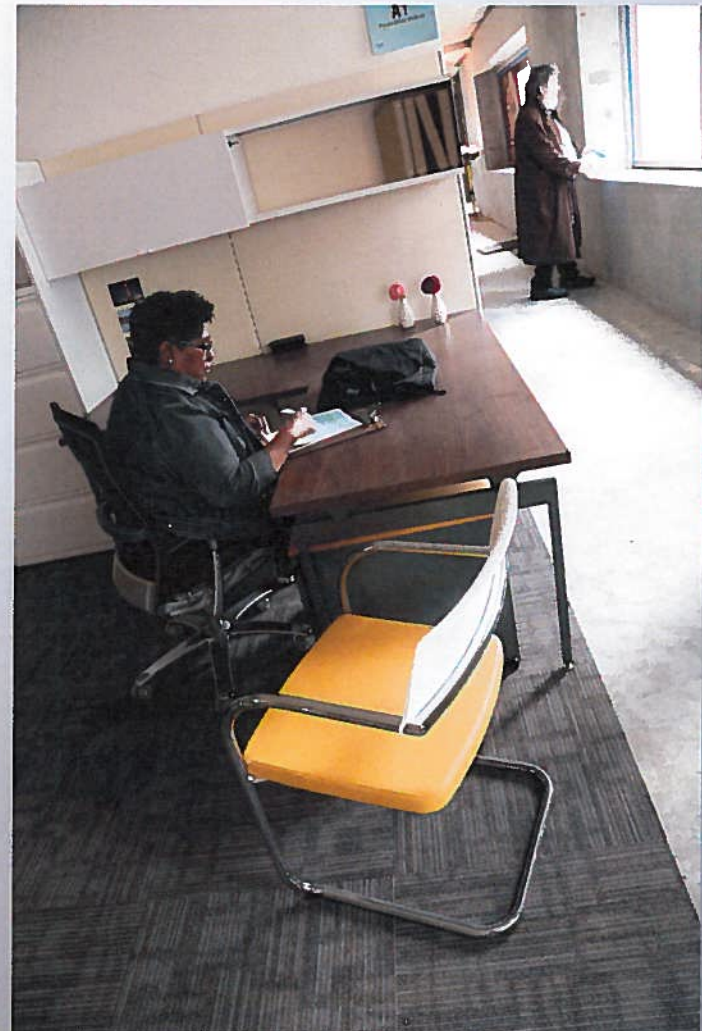
Furniture Fair



Staff Feedback



Attachment B



Page 2

Office Option



Attachment B

Workstation Options



Filing versus Seating



Clear versus Opaque Glass



Attachment B

AMENDMENT NO. 8
To PROFESSIONAL SERVICES AGREEMENT
Between BAY AREA HEADQUARTERS AUTHORITY
And KBM OFFICE EQUIPMENT INC., DBA KBM-HOGUE
For WORKSTATION, OFFICE, PUBLIC SPACE AND ANCILLARY FURNITURE
AND INSTALLATION LABOR

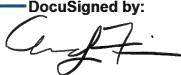
THIS AMENDMENT, effective as of June 1, 2024, is Amendment No. 8 to the Agreement by and between the Bay Area Headquarters Authority (“BAHA”), a joint powers authority established pursuant to a joint exercise of powers agreement between the Metropolitan Transportation Commission (“MTC”) and the Bay Area Toll Authority (“BATA”) entered into pursuant to Government Code Sections 6500 *et. seq.* and KBM Office Equipment Inc. dba KBM-Hogue (“DEALER”), dated September 22, 2014, as amended on May 15, 2015, September 1, 2015, June 5, 2017, September 1, 2019, June 28, 2023, August 14, 2023, and February 1, 2024 (collectively “Agreement”).

NOW, THEREFORE, the parties agree to modify the subject Agreement as follows:

1. Article 2. PERIOD OF PERFORMANCE, is revised in part to exercise the first option to extend for an additional five-year term and extend the term of the Agreement through September 21, 2029.
2. Attachment D. KEY PERSONNEL ASSIGNMENTS, is revised as attached hereto and incorporated herein by this reference.
3. Retention of Contract Provisions. Except as provided herein, all other terms and conditions of the Agreement remain unchanged.

IN WITNESS WHEREOF, this Amendment has been executed by the parties hereto as of the day and year first written above.

BAY AREA HEADQUARTERS AUTHORITY

DocuSigned by:

8584B49D6DE64E9...

Andrew B. Fremier
Executive Director

KBM OFFICE EQUIPMENT INC. DBA
KBM-HOGUE

DocuSigned by:

E5C6ABA3BB4A41A...

Matt Denning
Vice President, General Manager

ATTACHMENT D, KEY PERSONNEL ASSIGNMENTS

(revised via Amendment No. 8)

Key Personnel Assignments & Rates for the Period of September 22, 2014 through September 21, 2024:

	<u>Name</u>	<u>Rate/hour*</u>	<u>Position/Description</u>
1.	Matt Denning	N/A	Project Principal and Vice President of KBM-Hogue
2.	Olivia Gorfain	\$80/hr	Account Manager/Senior Account Executive
3.	Paul Razo	\$80/hr	Account Manager/Senior Project Manager
4.	Jessica Midden	\$80/hr	Project Coordinator/Project Manager
5.	Ann Eicher	\$80/hr	Project Designer/Senior Designer
6.	Jay Williams	\$80/hr	Field Project Manager
7.	Neda Thiele	N/A	Architecture and Design Representative
8.	Gary Zowada	N/A	Senior Sales Associate
9.	Hogue Designer	\$80/hr	Assisting Ann Eicher

Key Personnel Assignments & Rates for the Period of September 22, 2024 through September 21, 2029:

	<u>Name</u>	<u>Rate/hour*</u>	<u>Position/Description</u>
1.	Matt Denning	N/A	Project Principal and Vice President of KBM-Hogue
2.	Olivia Gorfain	\$90/hr	Account Manager/Senior Account Executive
3.	Paul Razo	\$90/hr	Account Manager/Senior Project Manager
4.	Jessica Midden	\$90/hr	Project Coordinator/Project Manager
5.	Ann Eicher	\$90/hr	Project Designer/Senior Designer
6.	Jay Williams	\$90/hr	Field Project Manager
7.	Neda Thiele	N/A	Architecture and Design Representative
8.	Gary Zowada	N/A	Senior Sales Associate
9.	Hogue Designer	\$90/hr	Assisting Ann Eicher

BAY AREA AIR DISTRICT
Memorandum

To: Chairperson Lynda Hopkins and Members
of the Finance and Administration Committee

From: Philip M. Fine
Executive Officer/APCO

Date: March 19, 2025

Re: Conduct Interviews and Consider Recommending Board of Directors
Approval of Candidates for Appointment to the Air District's Hearing Board

RECOMMENDED ACTION

Recommend candidates to the Board of Directors for appointment to the Air District's Hearing Board for one vacant position and four with terms expiring on April 6, 2025, as follows:

- Alternate A member vacancy in the public category (vacancy)
- Principal A Member in the Public category (term expires April 6, 2025)
- Principal Member in the Attorney category (term expires April 6, 2025)
- Alternate Member in the Attorney category (term expires April 6, 2025)
- Principal Member in the Medical category (term expires April 6, 2025)

BACKGROUND

Pursuant to Section 40801 of the California Health and Safety Code, the Air District is required to maintain a Hearing Board consisting of five members including:

- One (1) member who is a professional engineer registered as such pursuant to the Professional Engineers Act (Chapter 7 (commencing with Section 6700) of Division 3 of the Business and Professions Code)
- One (1) member from the medical profession whose specialized skills, training, or interests are in the fields of environmental medicine, community medicine, or occupational/toxicologic medicine
- One (1) member admitted to the practice of law in this state, and,
- Two (2) public members.

The Air District Board of Directors may also appoint one alternate for each member. The alternate shall have the same qualifications, specified in Section 40801, as the member for whom such person is the alternate. The alternate may serve only in the absence of the member, and for the same term as the member. Pursuant to Health and Safety Code section 40800, the Board of Directors shall appoint a Hearing Board consisting of five members, as provided in Health and Safety Code section 40801. In filling the two seats designated for public members under Health and Safety Code section 40801(d), the Board of Directors shall give priority to applicants who do not qualify for the seats designated for members of professions under Health and Safety Code sections 40801(a)-(c). The Hearing Board shall have the power and authority to issue variances under Health and Safety Code sections 42350 et seq., to issue orders for abatement under Health and Safety Code sections 42451 et seq., to hear appeals from decisions by the APCO to issue, deny, or suspend a permit under Health & Safety Code sections 42302 et seq.; to revoke a permit under Health and Safety Code section 42307, and to take all other actions authorized under other provisions of the Health and Safety Code and related law.

DISCUSSION

The terms of four current Hearing Board members will expire on April 6, 2025:

- Principal A Member in the Public category
- Principal Member in the Attorney category
- Alternate Member in the Attorney category, and
- Principal Member in the Medical category

For three of those seats, the current incumbents have applied to continue serving for an additional term. The fourth is not seeking re-appointment.

In addition, there is one vacant seat, the Alternate Member A seat in the Public category.

Accordingly, there are five positions in total to be filled – with three current incumbents who have applied to continue their service.

Air District staff conducted a robust recruitment process to fill these positions. Outreach and advertisement included listings on 12 job boards, with a focus on diversity, volunteering, medical professions, and attorney professions. The job posting remained open for six weeks, during which nine applications were received.

Staff conferred with an Ad Hoc Committee of Finance and Administration Committee to consider and get feedback on the process for considering these applications. After considering the input from the Ad Hoc Committee, staff suggests that the Finance and Administration Committee make a recommendation that the Board of Directors reappoint the three currently-serving Hearing Board members who wish to continue for another term after their current terms expire on April 6, 2025. These three currently-serving members are the following

- Valerie Armento – Principal member (Attorney Category)
- Peter Chiu – Principal member (Medical Category)
- Amelia Timbers – Principal member A (Public Category)

Staff further suggests that the Finance & Administration Committee conduct interviews of all the applicants for the other two seats to be filled to make recommendations to the Board of Directors. This would involve a total of six interviews, as follows:

- Attorney Alternate: 2 interviews
- Public Alternate A: 4 interviews

BUDGET CONSIDERATION/FINANCIAL IMPACT

None.

Respectfully submitted,

Philip M. Fine
Executive Officer/APCO

Prepared by: Joseph Huynh
Reviewed by: Hyacinth Hinojosa

ATTACHMENT(S):

1. Hearing Board Package_3.19.2025
2. Finance & Administration Committee (FAC) PPT Hearing Board 3.19.2025



HEARING BOARD INTERVIEWS

FINANCE AND ADMINISTRATION COMMITTEE

March 19, 2025

HEARING BOARD INTERVIEW BINDER TABLE OF CONTENTS

March 19, 2025

- Hearing Board Vacancy Announcement
- Hearing Board Member Roster/Attendance Sheet
- Applicants' Application Materials, Interview Questions and Evaluation Forms:

Attorney (Alternate) Category

Stephanie Oxley – Kensington, 94707
Alternate Category

Jennifer Pierce – San Francisco, 94110
Alternate Category

Public A (Alternate) Category

John Dvorak – Albany, 94706
Alternate Category

Teron McGrew – Oakland, 94609
Alternate Category

Jennifer Pierce – San Francisco, 94110
Alternate Category

Wayne Farrens – Sacramento, 95817
Alternate Category

Current Hearing Board Roster and Vacancy Status
as of January 2025

Category	Hearing Board Position	Name	County of Residence	Cumulative Total Years as Principal as of Feb 2025 (15- year limit)
Public	Principal B	B. Toole O’Neil (VC) Term expires 11/1/26	San Mateo County	7y, 9m
	Alternate B	D. Cullenward Term expires 11/1/26	San Francisco County	9 months (2020-2021) <i>Appointed as Principal, then left HB for Advisory Council appointment</i>
	Principal A	A. Timbers Term expires 4/6/25	Contra Costa County	2y, 10m
	Alternate A	VACANT		
Attorney	Principal	V. Armento (Chair) Term expires 4/6/25	Santa Clara County	9y, 6m
	Alternate	J. Lee Term expires 4/6/25	San Francisco County	0
Professional Engineer	Principal	R. Dabir Term expires 10/4/26	Contra Costa County	1y, 4m
	Alternate	J. Maddox Term expires 10/4/26	Contra Costa County	0
Medical	Principal	P. Chiu Term expires 4/6/25	Santa Clara County	11y, 10m
	Alternate	S. Batra Term expires 10/4/26	Alameda County	0



**BAY AREA
AIR QUALITY
MANAGEMENT
DISTRICT**

Bay Area Air Quality Management District Hearing Board Member

SALARY	\$0.00 Hourly \$0.00 Biweekly \$0.00 Monthly \$0.00 Annually	LOCATION	San Francisco, CA
JOB TYPE	Volunteer/Stipend	JOB NUMBER	HB300
DEPARTMENT	Board of Director's Councils or Boards	DIVISION	Hearing Board
OPENING DATE	01/02/2025	CLOSING DATE	2/10/2025 5:00 PM Pacific

Description

The Bay Area Air Quality Management District (Air District) is a regional government agency, committed to achieving clean air to protect the public's health and the environment. The Air District accomplishes this goal through regulation of industrial facilities and various outreach and incentive programs designed to encourage clean air choices.

The Air District's jurisdiction encompasses all of seven counties - Alameda, Contra Costa, Marin, San Francisco, San Mateo, Santa Clara and Napa, and portions of two others - southwestern Solano and southern Sonoma.

The Hearing Board is established by state law and consists of five members and their alternates - an attorney, a professional engineer, a member from the medical profession, and two members of the public.

The Air District is currently recruiting for the following five (5) Hearing Board seats:

- Principal A in the Public category
- Alternate A in the Public category
- Principal in the Attorney category
- Alternate in the Attorney category
- Principal in the Medical category

Examples of Duties for this Position

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.

These are volunteer positions. There is no salary. Members of the Hearing Board receive a stipend of \$400 per meeting day, plus travel expenses, if applicable.

Minimum Qualifications

The applicants for the Hearing Board are evaluated based on their qualifications to serve as representatives for their profession, field of endeavor, or the community, as the case may be.

Members in the Professional Engineer category must be registered as a Professional Engineer in the State of California, pursuant to the Professional Engineers Act (Chapter 7 (commencing with Section 6700) of Division 3 of the California Business and Professions Code).

Members in the Medical category must be in a medical profession whose specialized skills, training, or interests are in the fields of environmental medicine, community medicine, or occupational/toxicologic medicine.

How to Apply & Selection Criteria

Hearing Board members serve a term of three years and may be reappointed to a maximum of fifteen consecutive years. The Hearing Board can meet as often as 1-3 times per month, depending on the volume of cases filed, usually on Tuesdays, at the Air District's office at 375 Beale Street, San Francisco, CA 94105. In-person attendance is required of Hearing Board members serving on the dais.

Interviews are held during the Air District's Board of Director's Finance and Administration Committee Meeting. If you are selected for an interview, our staff will contact you to request your presence at this meeting/interview.

HOW TO APPLY & SELECTION CRITERIA:

Interested individuals must submit the following materials no later than 5:00p.m. on **Monday, February 10, 2025:**

- 1) A completed BAAQMD Hearing Board application, along with;
- 2) A chronological resume

Applications are accepted online. For an application, contact the Human Resources Office at (415) 749-4667 or you may download a copy at our website at www.baaqmd.gov/jobs. Completed application packets should be returned to: Bay Area Air Quality Management District, Human Resources Office, 375 Beale Street, Suite 600, San Francisco, CA 94105. Faxes will be accepted, as long as a hard copy original is submitted by mail or in person by the filing deadline.

Agency

Bay Area Air Quality Management District

Address

375 Beale Street Suite 600

San Francisco, California, 94105

Phone

415-749-4980

Website

<http://www.baaqmd.gov>

Hearing Board Member Supplemental Questionnaire

*QUESTION 1

Please describe any experience or education that directly relates to air quality. Also describe any experience on Boards or Commissions, or in other similar settings where you have interacted with regulated entities and the public in a formal public proceeding.

***QUESTION 2**

Please list professional, trade, or business associations held which relate to the Hearing Board category for which you are applying.

***QUESTION 3**

Please list relevant accomplishments, publications, or awards.

***QUESTION 4**

The Hearing Board's workload varies, but it can meet as often as two or three times a month in person, almost always on Tuesdays. Meetings are often completed within three hours, but sometimes they can run all day. In addition, Hearing Board members may spend two hours or more reviewing materials in advance of a hearing. Given this schedule, do you believe that you have sufficient time to devote to the Hearing Board activities?

***QUESTION 5**

What interests you the most about the opportunity to serve on the Air District's Hearing Board?

***QUESTION 6**

Is there anything in your personal or professional background that would conflict with serving on the Hearing Board? For example, do you have client relationship with a facility permitted by the District? Or do you have a relationship with an air quality advocacy organization that could potentially bring a case to the Hearing Board?

* Required Question



BAY AREA
AIR QUALITY
MANAGEMENT
DISTRICT

HEARING BOARD PUBLIC APPLICANT EVALUATION FORM

NAME OF APPLICANT:

Please record the extent to which you feel the applicant possesses or has demonstrated the qualities listed below.

- **This form is optional. It is considered private and will not be collected.**

**Strong
(Yes)**

Adequate

**Below
Expectations**

**No Evidence
(No)**

1. **Geographic Diversity:** Extent to which the applicant's county of residence will add to geographic diversity among current Hearing Board Members

2. **Does not qualify for other Hearing Board Categories:** Applicant does not qualify for other Hearing Board Member categories (Legal, Medical, Professional Engineer)

3. **Diversity in Professional Experience:** Extent to which the applicant has diversity in their professional experience

4. **Dedication to Community Service:** Extent to which an applicant has demonstrated a commitment to community service

5. **Completeness of Application:** Extent to which an applicant has completed their application, including substantive answers to the supplemental questions

COMMENTS

EMPLOYMENT APPLICATION



BAY AREA AIR QUALITY MANAGEMENT DISTRICT
 375 Beale Street Suite 600
 San Francisco, California 94105
 415-749-4980
<http://www.baaqmd.gov>

Dvorak, John C
 HB300 HEARING BOARD MEMBER

Received: 2/10/25 11:23 AM
 For Official Use Only:
 QUAL: _____
 DNO: _____
☐ Experience
☐ Training
☐ Other: _____

PERSONAL INFORMATION

POSITION TITLE: HEARING BOARD MEMBER	EXAM ID#: HB300
NAME: (Last, First, Middle) Dvorak, John C	SOCIAL SECURITY NUMBER: [REDACTED]
ADDRESS: (Street, City, State/Province, Zip/Postal Code) [REDACTED] Albany, 94706	EMAIL ADDRESS: [REDACTED]
HOME PHONE: [REDACTED]	NOTIFICATION PREFERENCE: [REDACTED]
LEGAL RIGHT TO WORK IN THE UNITED STATES? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
What is your highest level of education? Bachelor's Degree	

PREFERENCES

MINIMUM COMPENSATION: \$50.00 per hour	ARE YOU WILLING TO RELOCATE? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Maybe
WHAT TYPE OF JOB ARE YOU LOOKING FOR? Regular	
TYPES OF WORK YOU WILL ACCEPT: Per Diem	
SHIFTS YOU WILL ACCEPT: On Call (as needed)	
OBJECTIVE: This is an application for the Hearing board and some questions above do not apply.	

EDUCATION

DATES: From: 8/1964 To: 2/1969	SCHOOL NAME: University of California	
LOCATION: (City, State/Province) Berkeley, California	DID YOU GRADUATE? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	DEGREE RECEIVED: Bachelor's
MAJOR: History/Chemistry		

WORK EXPERIENCE

DATES: From: 11/2009 To: 2/2025	EMPLOYER: No Agenda Show LLCZ	POSITION TITLE: Principal/Host
ADDRESS: (Street, City, State/Province, Zip/Postal Code) [REDACTED]		
MAY WE CONTACT THIS EMPLOYER? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
HOURS PER WEEK: 40	# OF EMPLOYEES SUPERVISED: 4	
DUTIES: Produce two podcasts a week, long format.		
REASON FOR LEAVING: not leaving, still working this position.		
DATES: From: 8/1986 To: 1/2015	EMPLOYER: Ziff Davis Publishing	POSITION TITLE: Contributing Editor
ADDRESS: (Street, City, State/Province, Zip/Postal Code) [REDACTED]		
MAY WE CONTACT THIS EMPLOYER? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
HOURS PER WEEK: 40		
DUTIES: Writing daily, weekly and monthly articles and analysis about technology.		
REASON FOR LEAVING: Transitioned to full-time podcaster and independent publisher.		
DATES: From: 1/2005 To: 11/2009	EMPLOYER: Mevio	POSITION TITLE: Vice President of Content

ADDRESS: (Street, City, State/Province, Zip/Postal Code) [REDACTED]		
SUPERVISOR: Ron Bloom - CEO		MAY WE CONTACT THIS EMPLOYER? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
HOURS PER WEEK: 40	# OF EMPLOYEES SUPERVISED: 12	
DUTIES: Developing podcasters and podcasting properties.		
REASON FOR LEAVING: Spun off as full-time podcaster and host of No Agenda Show.		
DATES: From: 1/1980 To: 8/1986	EMPLOYER: International Data Corp.	POSITION TITLE: editor/columnist/consulting editor
ADDRESS: (Street, City, State/Province, Zip/Postal Code) [REDACTED]		
MAY WE CONTACT THIS EMPLOYER? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
HOURS PER WEEK: 40	# OF EMPLOYEES SUPERVISED: 10	
DUTIES: Manage writers, write news sotires and columns, oversea publishing.		
REASON FOR LEAVING: To become contributing editor at Ziff-Davis Publishing		
DATES: From: 1/1972 To: 1/1980	EMPLOYER: BAAPCED	POSITION TITLE: Field INspector
ADDRESS: (Street, City, State/Province, Zip/Postal Code) [REDACTED]		
MAY WE CONTACT THIS EMPLOYER? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
HOURS PER WEEK: 40		
DUTIES: General inspection duties knowledge of air pollution.		
REASON FOR LEAVING: Went to become a newspaper publisher.		
DATES: From: 1/1970 To: 1/1972	EMPLOYER: Union Oil Refinery	POSITION TITLE: Chemist
ADDRESS: (Street, City, State/Province, Zip/Postal Code) [REDACTED]		
MAY WE CONTACT THIS EMPLOYER? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
HOURS PER WEEK: 40		
DUTIES: Analysis of petroleum products		
REASON FOR LEAVING: Went to work for BAAPCD		

CERTIFICATES AND LICENSES

Nothing Entered For This Section

Skills

Nothing Entered For This Section

ADDITIONAL INFORMATION

Nothing Entered For This Section

REFERENCES

REFERENCE TYPE: Professional	NAME: Adam Curry	POSITION: Entrepreneur
ADDRESS: (Street, City, State/Province, Zip/Postal Code) [REDACTED]		
EMAIL ADDRESS: [REDACTED]	PHONE NUMBER: [REDACTED]	
REFERENCE TYPE: Professional	NAME: Andrew Horowitz	POSITION: Professional Money Manager
ADDRESS: (Street, City, State/Province, Zip/Postal Code) [REDACTED]		
EMAIL ADDRESS: [REDACTED]	PHONE NUMBER: [REDACTED]	
REFERENCE TYPE: Personal	NAME: Mimi Dvorak	POSITION: Book Author

ADDRESS: (Street, City, State/Province, Zip/Postal Code)	
EMAIL ADDRESS: [REDACTED]	PHONE NUMBER: [REDACTED]

Agency-Wide Questions

1. How did you find out about this position?
District Website
2. If other, please tell us where.
3. Are you currently legally authorized to work in the United States on a full-time basis?
Yes
4. Are you related to any District employee or Board member?
No
5. Do you now, or will you in the future, require sponsorship for employment visa status (e.g., H-1B visa status)?
No
6. If related to a District employee or Board member, what is their name and their relationship to you?
No current members working for the district.
7. Are you a current or former employee of the Air District?
Yes

Job Specific Supplemental Questions

1. Please describe any experience or education that directly relates to air quality. Also describe any experience on Boards or Commissions, or in other similar settings where you have interacted with regulated entities and the public in a formal public proceeding.
An inspector for the district for approximately 8 years. Involved specificall in covering the Standard Oil refinery plus East Bay locations. Also media and Internet experience would be valuable.
 2. Please list professional, trade, or business associations held which relate to the Hearing Board category for which you are applying.
None directly applicable.
 3. Please list relevant accomplishments, publications, or awards.
1Published 12 Technology books, one publishing imprint, over 4500 published articles. Also Involved in podcasting since its inception.
 4. The Hearing Board's workload varies, but it can meet as often as two or three times a month in person, almost always on Tuesdays. Meetings are often completed within three hours, but sometimes they can run all day. In addition, Hearing Board members may spend two hours or more reviewing materials in advance of a hearing. Given this schedule, do you believe that you have sufficient time to devote to the Hearing Board activities?
All Tuesdays are completely open for a full days work. No issues at all.
 5. What interests you the most about the opportunity to serve on the Air District's Hearing Board?
I firmly believe that my background will help guide decision-making at the hearing board level. It would be an honor to serve.,
 6. Is there anything in your personal or professional background that would conflict with serving on the Hearing Board?
For example, do you have client relationship with a facility permitted by the District? Or do you have a relationship with an air quality advocacy organization that could potentially bring a case to the Hearing Board?
No, I am not involved in any local industry and not involved in any advocacy group whatsoever.
-

The following terms were accepted by the applicant upon submitting the online application:

By clicking on the 'Accept' button, I hereby certify that every statement I have made in this application is true and complete to the best of my knowledge. I understand that any false or incomplete answer may be grounds for not employing me or for dismissing me after I begin work. I understand that I will have to produce documentation verifying identity and employment eligibility in the U.S. I understand that I may be required to verify any and all information given on this application. I understand that this completed application is the property of the Air District and will not be returned. I understand the the Air District may contact prior employers and other references. I understand that I must notify the Human Resources Office at [REDACTED] of any changes in my name, address, or phone number.

This application was submitted by John C Dvorak on 2/10/25 11:23 AM

EMPLOYMENT APPLICATION



BAY AREA AIR QUALITY MANAGEMENT DISTRICT
 375 Beale Street Suite 600
 San Francisco, California 94105
 415-749-4980
<http://www.baaqmd.gov>

Farrens, Wayne A
 HB300 HEARING BOARD MEMBER

Received: 2/4/25 3:02 PM
 For Official Use Only:
 QUAL: _____
 DNO: _____
☐ Experience
☐ Training
☐ Other: _____

PERSONAL INFORMATION

POSITION TITLE: HEARING BOARD MEMBER	EXAM ID#: HB300
NAME: (Last, First, Middle) Farrens, Wayne A	SOCIAL SECURITY NUMBER: [REDACTED]
ADDRESS: (Street, City, State/Province, Zip/Postal Code) [REDACTED] Sacramento, 95817	EMAIL ADDRESS: [REDACTED]
HOME PHONE: [REDACTED]	NOTIFICATION PREFERENCE: [REDACTED]
LEGAL RIGHT TO WORK IN THE UNITED STATES? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
What is your highest level of education? Bachelor's Degree	

PREFERENCES

MINIMUM COMPENSATION: \$110,000.00 per year	ARE YOU WILLING TO RELOCATE? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Maybe
WHAT TYPE OF JOB ARE YOU LOOKING FOR? Regular	
TYPES OF WORK YOU WILL ACCEPT: Full Time	
SHIFTS YOU WILL ACCEPT: Day, Evening	

EDUCATION

DATES: From: 3/2021 To: 6/2022	SCHOOL NAME: University of California, Los Angeles	
LOCATION: (City, State/Province) Los Angeles, California	DID YOU GRADUATE? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	DEGREE RECEIVED: Other
MAJOR: Design Communication Arts		
DATES: From: 8/2010 To: 5/2012	SCHOOL NAME: San Francisco State University	
LOCATION: (City, State/Province) San Francisco, California	DID YOU GRADUATE? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	DEGREE RECEIVED: Bachelor's
MAJOR: Urban Studies & Planning		UNITS COMPLETED: 128 - Semester
DATES: From: 8/2006 To: 5/2008	SCHOOL NAME: Sacramento City College	
LOCATION: (City, State/Province) Sacramento, California	DID YOU GRADUATE? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	DEGREE RECEIVED: Associate's
MAJOR: General Education		UNITS COMPLETED: 70 - Semester

WORK EXPERIENCE

DATES: From: 8/2022 To: 11/2024	EMPLOYER: Zoneomics	POSITION TITLE: Head of Zoning Data
ADDRESS: (Street, City, State/Province, Zip/Postal Code) [REDACTED]		
SUPERVISOR: Matthew Player - CEO	MAY WE CONTACT THIS EMPLOYER? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
HOURS PER WEEK: 32	# OF EMPLOYEES SUPERVISED: 5	

DUTIES:
 Served as Urban Planning subject matter expert and as a senior member of the leadership team
 Interpreted and analyzed zoning ordinances, comprehensive plans, form-based codes, subdivision ordinances, and other land use documents for municipalities throughout the United States and Canada
 Created and delivered presentations on complex land use concepts to both internal and external stakeholders
 Managed and mentored multiple teams in a fast paced, start-up environment with frequently changing priorities
 Worked closely with the machine learning team to develop several innovations, including standardized zoning districts and standardized land use classifications that can be applied accurately across all municipalities in the United States and Canada
 Helped to define our company culture by building trust and communication across teams, being aware of and celebrating achievements and

holidays, and developing a performance review system focused on individual growth
 Worked independently and autonomously in a fully remote environment
 Played an essential role in securing many high-value contracts

REASON FOR LEAVING:

Employer failed to honor the terms of my contract

DATES: From: 10/2017 To: 4/2021	EMPLOYER: Seattle Department of Construction and Inspections	POSITION TITLE: Land Use Planner II
ADDRESS: (Street, City, State/Province, Zip/Postal Code) [REDACTED]		
PHONE NUMBER: [REDACTED]	SUPERVISOR: Bruce Rips - Land Use Supervisor	MAY WE CONTACT THIS EMPLOYER? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
HOURS PER WEEK: 40	# OF EMPLOYEES SUPERVISED: 0	

DUTIES:

Project manager for development proposals from pre-application through final site inspection
 Analyzed proposed architectural designs and provided detailed feedback to improve the quality and functionality of the design
 Research, analysis, and decision writing for land use entitlements, including Conditional Use authorizations and Variance requests
 Managed a portfolio averaging 70 active projects, including several high-rise developments
 Selected as department liaison for affordable housing projects, a top priority of the Mayor
 Conducted environmental review for consistency with the Washington State Environmental Policy Act (SEPA)
 Facilitated public hearings and community meetings
 Entrusted with authority to approve or deny land use entitlements eligible for administrative review

REASON FOR LEAVING:

Relocated out-of-state.

DATES: From: 1/2015 To: 6/2017	EMPLOYER: City and County of San Francisco - Planning Department	POSITION TITLE: Planner II
ADDRESS: (Street, City, State/Province, Zip/Postal Code) [REDACTED]		COMPANY URL: www.sfplanning.org
PHONE NUMBER: [REDACTED]	SUPERVISOR: David Lindsay - Senior Planner	MAY WE CONTACT THIS EMPLOYER? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
HOURS PER WEEK: 40	# OF EMPLOYEES SUPERVISED: 0	

DUTIES:

Interpreted and applied the Planning Code, General Plan, and other policy documents
 Guided architectural design to comply with design principles and local design guidelines
 Managed a diverse portfolio of projects, averaging 100 concurrent projects
 Conducted environmental review for consistency with the California Environmental Quality Act (CEQA)
 Prepared and presented staff reports to decision makers at televised public hearings
 Provided public counter assistance and responded to inquiries from applicants, the general public, and other governmental agencies
 Initiated team building efforts, including highly successful events outside of the office

REASON FOR LEAVING:

Relocated out-of-state

DATES: From: 11/2014 To: 1/2015	EMPLOYER: City of South San Francisco - Planning Department	POSITION TITLE: Associate Planner
ADDRESS: (Street, City, State/Province, Zip/Postal Code) [REDACTED]		COMPANY URL: www.ssf.net
PHONE NUMBER: [REDACTED]	SUPERVISOR: Susy Kalkin - Chief Planner	MAY WE CONTACT THIS EMPLOYER? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
HOURS PER WEEK: 40	# OF EMPLOYEES SUPERVISED: 0	

DUTIES:

Responsible for implementation of the City's Climate Action Plan
 Development review, including site visits, plan checks, and preparation of staff reports
 Interfacing with the public: providing patient, thorough service that respects each individual's communication style and barriers to understanding (language, education level, etc)

REASON FOR LEAVING:

Left for a better opportunity

DATES: From: 10/2013 To: 11/2014	EMPLOYER: Metropolitan Planning Group (M-Group)	POSITION TITLE: Assistant Planner
ADDRESS: (Street, City, State/Province, Zip/Postal Code) [REDACTED]		COMPANY URL: www.m-group.us
PHONE NUMBER: [REDACTED]	SUPERVISOR: Emily Lipoma (City of San Jose) - Senior Planner	MAY WE CONTACT THIS EMPLOYER? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
HOURS PER WEEK: 40	# OF EMPLOYEES SUPERVISED: 0	

DUTIES:

Worked on-site for the City of San Jose in the equivalent of a Planner I role
 Reviewed development proposals for consistency with General Plan, Zoning Code, and City Council Policies
 Prepared and presented detailed staff reports to decision makers and community members
 Evaluated requests for a wide variety of Use and Development permits, including changes to Zoning and General Plan designations
 Served as single point of contact between developer and other government agencies
 Managed the city's urban forest preservation program
 Provided information to the public regarding development regulations

REASON FOR LEAVING:

Left for employment closer to home.

DATES: From: 11/2012 To: 10/2013	EMPLOYER: Premium Retail Services	POSITION TITLE: Market Manager
ADDRESS: (Street, City, State/Province, Zip/Postal Code) [REDACTED]		COMPANY URL: premiumretail.com
PHONE NUMBER: [REDACTED]	SUPERVISOR: Patty Zambo-Gordon - Regional Manager	MAY WE CONTACT THIS EMPLOYER? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
HOURS PER WEEK: 50	# OF EMPLOYEES SUPERVISED: 0	

DUTIES:

This was an extension of my role with Creative Channel Services; duties remained the same.

- Generated interest and loyalty between thousands of retail partners and our client
- Translated technical information into the appropriate language depending on audience
- Built strong business relationships with clients and sales staff
- Created marketing materials, incentives, and training tools using a limited budget
- Collected and interpreted market intelligence data; submitted daily reports to senior executives
- Represented the client at trade shows, trainings, and public relations events
- Responded immediately to changes in client's needs
- Recognized frequently as a top performer and most valuable employee
- Worked remotely via home office

REASON FOR LEAVING:

Began career in Planning

DATES: From: 8/2011 To: 12/2011	EMPLOYER: City and County of San Francisco	POSITION TITLE: Intern: Human Rights Commission
ADDRESS: (Street, City, State/Province, Zip/Postal Code) [REDACTED]		COMPANY URL: www.sfgov.org
PHONE NUMBER: [REDACTED]	SUPERVISOR: Beverly Popek - Certification Unit Representative	MAY WE CONTACT THIS EMPLOYER? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
HOURS PER WEEK: 15	# OF EMPLOYEES SUPERVISED: 0	

DUTIES:

- Created print media and email blasts using Constant Contact and Event Brite
- Drafted letters and other official communications to be sent on behalf of the executive director
- Created and maintained databases
- Assisted applicants with the certification process
- Conducted site visits and desk audits

REASON FOR LEAVING:

Internship program ended

DATES: From: 8/2008 To: 10/2011	EMPLOYER: Creative Channel Services	POSITION TITLE: Field Marketing Representative
ADDRESS: (Street, City, State/Province, Zip/Postal Code) [REDACTED]		COMPANY URL: www.creativechannel.com
PHONE NUMBER: [REDACTED]	SUPERVISOR: Patty Zambo-Gordon - West Regional Manager	MAY WE CONTACT THIS EMPLOYER? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
HOURS PER WEEK: 45	# OF EMPLOYEES SUPERVISED: 0	

DUTIES:

- Generated interest and loyalty between thousands of retail partners and our client
- Translated technical information into the appropriate language depending on audience
- Built strong business relationships with clients and sales staff
- Created marketing materials, incentives, and training tools using a limited budget
- Collected and interpreted market intelligence data; submitted daily reports to senior executives
- Represented the client at trade shows, trainings, and public relations events
- Responded immediately to changes in client's needs
- Recognized frequently as a top performer and most valuable employee
- Worked remotely via home office

REASON FOR LEAVING:

To focus on my final year at San Francisco State University.

DATES: From: 7/2004 To: 8/2008	EMPLOYER: Best Buy	POSITION TITLE: Sales
ADDRESS: (Street, City, State/Province, Zip/Postal Code) [REDACTED]		COMPANY URL: www.bestbuy.com

PHONE NUMBER: [REDACTED]	SUPERVISOR: Laura Schirmer - Sales Supervisor	MAY WE CONTACT THIS EMPLOYER? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
HOURS PER WEEK: 40	# OF EMPLOYEES SUPERVISED: 0	
DUTIES: <ul style="list-style-type: none"> • Worked directly with customers to identify their needs and provide complete solutions • Wrote and updated department business plans • Trained new employees • Consistently exceeded sales goals • Provided top-quality customer service including 100% Mystery Shop score • Balanced cash drawer 		
REASON FOR LEAVING: Moved to San Francisco to pursue degree in Urban Planning from San Francisco State University.		
DATES: From: 6/2003 To: 8/2004	EMPLOYER: Cary House Hotel	POSITION TITLE: Concierge
ADDRESS: (Street, City, State/Province, Zip/Postal Code) [REDACTED]		COMPANY URL: www.caryhouse.com
PHONE NUMBER: [REDACTED]	SUPERVISOR: Michelle Wren - Hotel Manager	MAY WE CONTACT THIS EMPLOYER? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
HOURS PER WEEK: 30	# OF EMPLOYEES SUPERVISED: 0	
DUTIES: <ul style="list-style-type: none"> • Provided excellent customer service • Assisted management with group events • Served as concierge to hotel guests • Balanced cash drawer 		
REASON FOR LEAVING: Moved to Sacramento to begin at Sacramento City College.		

CERTIFICATES AND LICENSES

Nothing Entered For This Section

Skills

Nothing Entered For This Section

ADDITIONAL INFORMATION

Nothing Entered For This Section

REFERENCES

REFERENCE TYPE: Professional	NAME: Emily Lipoma	POSITION: Senior Planner
ADDRESS: (Street, City, State/Province, Zip/Postal Code) [REDACTED]		
EMAIL ADDRESS: [REDACTED]		PHONE NUMBER: [REDACTED]
REFERENCE TYPE: Professional	NAME: Lisa Rutzick	POSITION: Design Review Program Manager
ADDRESS: (Street, City, State/Province, Zip/Postal Code) [REDACTED]		
EMAIL ADDRESS: [REDACTED]		PHONE NUMBER: [REDACTED]
REFERENCE TYPE: Professional	NAME: Liz Watty	POSITION: Director of Current Planning
ADDRESS: (Street, City, State/Province, Zip/Postal Code) [REDACTED]		
EMAIL ADDRESS: [REDACTED]		PHONE NUMBER: [REDACTED]

Agency-Wide Questions

1. How did you find out about this position?
Job board/website (list specific under "other")
2. If other, please tell us where.
3. Are you currently legally authorized to work in the United States on a full-time basis?
Yes
4. Are you related to any District employee or Board member?
No
5. Do you now, or will you in the future, require sponsorship for employment visa status (e.g., H-1B visa status)?
No
6. If related to a District employee or Board member, what is their name and their relationship to you?
NA
7. Are you a current or former employee of the Air District?
No

Job Specific Supplemental Questions

1. Please describe any experience or education that directly relates to air quality. Also describe any experience on Boards or Commissions, or in other similar settings where you have interacted with regulated entities and the public in a formal public proceeding.
My background in urban planning including environmental review has familiarized me with some aspects of air quality management. I have presented dozens if not hundreds of projects to commissions and boards throughout my career. In addition, in my role as Design Review Planner for the City of Seattle, I sat on the Design Review Board as the department's representative.
 2. Please list professional, trade, or business associations held which relate to the Hearing Board category for which you are applying.
I am applying for the Public position, which does not seem to have any specific requirements regarding professional associations.
 3. Please list relevant accomplishments, publications, or awards.
I have extensive experience in urban planning, but no relevant publications or awards.
 4. The Hearing Board's workload varies, but it can meet as often as two or three times a month in person, almost always on Tuesdays. Meetings are often completed within three hours, but sometimes they can run all day. In addition, Hearing Board members may spend two hours or more reviewing materials in advance of a hearing. Given this schedule, do you believe that you have sufficient time to devote to the Hearing Board activities?
Yes.
 5. What interests you the most about the opportunity to serve on the Air District's Hearing Board?
I am always looking for new ways to serve my community. Air quality is important to me, particularly as it relates to our most vulnerable populations and historically disadvantaged communities.
 6. Is there anything in your personal or professional background that would conflict with serving on the Hearing Board? For example, do you have client relationship with a facility permitted by the District? Or do you have a relationship with an air quality advocacy organization that could potentially bring a case to the Hearing Board?
No.
-

The following terms were accepted by the applicant upon submitting the online application:

By clicking on the 'Accept' button, I hereby certify that every statement I have made in this application is true and complete to the best of my knowledge. I understand that any false or incomplete answer may be grounds for not employing me or for dismissing me after I begin work. I understand that I will have to produce documentation verifying identity and employment eligibility in the U.S. I understand that I may be required to verify any and all information given on this application. I understand that this completed application is the property of the Air District and will not be returned. I understand the the Air District may contact prior employers and other references. I understand that I must notify the Human Resources Office at [REDACTED] of any changes in my name, address, or phone number.

This application was submitted by Wayne A Farrens on 2/4/25 3:02 PM

SUMMARY OF QUALIFICATIONS

Nine years experience as an urban planner in both public and private sectors
Advanced knowledge of land use regulations across a wide variety of municipalities, including firsthand experience working for the cities of Seattle, San Francisco, and San José
Strong research, analysis, and decision writing skills
Demonstrated history of successfully managing multiple, complex projects simultaneously while consistently meeting deadlines
Creative problem-solver with a keen eye for design and details
Skilled leader who takes pride in mentoring and helping others reach their goals and do their best work
Highly adaptable, reliable, and cool in a crisis
Extensive experience reviewing development proposals from simple over-the-counter permits to new construction of high-rise buildings
Confident and persuasive public speaker with a talent for explaining complex concepts
A mission-driven person dedicated to improving the lives of others

RELEVANT WORK EXPERIENCE

Head of Zoning Data

Zoneomics 08/22—11/24

Served as Urban Planning subject matter expert and as a senior member of the leadership team

Interpreted and analyzed zoning ordinances, comprehensive plans, form-based codes, subdivision ordinances, and other land use documents for municipalities throughout the United States and Canada

Created and delivered presentations on complex land use concepts to both internal and external stakeholders

Managed and mentored multiple teams in a fast paced, start-up environment with frequently changing priorities

Worked closely with the machine learning team to develop several innovations, including standardized zoning districts and standardized land use classifications that can be applied accurately across all municipalities in the United States and Canada

Helped to define our company culture by building trust and communication across teams, being aware of and celebrating achievements and holidays, and developing a performance review system focused on individual growth

Worked independently and autonomously in a fully remote environment

Played an essential role in securing many high-value contracts

EDUCATION

San Francisco State University

BA: Urban Studies and Planning

University of California, Los Angeles

Certificate: Design Communication Arts

SOFTWARE

Accela

Adobe:

AfterEffects

Illustrator

InDesign

Photoshop

Amanda

ArcGIS

Bluebeam

ePlan

Microsoft:

Excel

PowerPoint

Word

Design Review Planner

City of Seattle

10/17–03/21

Project manager for development proposals from pre-application through final site inspection

Analyzed proposed architectural designs and provided detailed feedback to improve the quality and functionality of the design

Research, analysis, and decision writing for land use entitlements, including Conditional Use authorizations and Variance requests

Managed a portfolio averaging 70 active projects, including several high-rise developments

Selected as department liaison for affordable housing projects, a top priority of the Mayor

Conducted environmental review for consistency with the Washington State Environmental Policy Act (SEPA)

Facilitated public hearings and community meetings

Entrusted with authority to approve or deny land use entitlements eligible for administrative review

City Planner

City of San Francisco

01/15–06/17

Interpreted and applied the Planning Code, General Plan, and other policy documents

Guided architectural design to comply with design principles and local design guidelines

Managed a diverse portfolio of projects, averaging 100 concurrent projects

Conducted environmental review for consistency with the California Environmental Quality Act (CEQA)

Prepared and presented staff reports to decision makers at televised public hearings

Provided public counter assistance and responded to inquiries from applicants, the general public, and other governmental agencies

Initiated team building efforts, including highly successful events outside of the office

City Planner

City of San José

08/13–11/14

Reviewed development proposals for consistency with General Plan, Zoning Code, and City Council Policies

Prepared and presented detailed staff reports to decision makers and community members

Evaluated requests for a wide variety of Use and Development permits, including changes to Zoning and General Plan designations

Served as single point of contact between developer and other government agencies

Managed the city's urban forest preservation program

Provided information to the public regarding development regulations

Samsung

Market Manager

08/08–10/13

Transformed an underperforming market to the highest performing in the country, where it remained for five consecutive quarters

Collected and interpreted market intelligence data; submitted daily summary reports to senior executives

Understood the complexities of our product and translated technological information into appropriate language depending on audience

Created marketing materials, incentives, and training tools using a limited budget

Built strong business relationships with clients and sales associates

EMPLOYMENT APPLICATION



BAY AREA AIR QUALITY MANAGEMENT DISTRICT
 375 Beale Street Suite 600
 San Francisco, California 94105
 415-749-4980
<http://www.baaqmd.gov>

McGrew, Teron M
 HB300 HEARING BOARD MEMBER

Received: 1/30/25 2:13 PM
 For Official Use Only:
 QUAL: _____
 DNO: _____
☐ Experience
☐ Training
☐ Other: _____

PERSONAL INFORMATION

POSITION TITLE: HEARING BOARD MEMBER	EXAM ID# : HB300
NAME: (Last, First, Middle) McGrew, Teron M	SOCIAL SECURITY NUMBER: [REDACTED]
ADDRESS: (Street, City, State/Province, Zip/Postal Code) [REDACTED] Oakland, 94609	EMAIL ADDRESS: [REDACTED]
HOME PHONE: [REDACTED]	NOTIFICATION PREFERENCE: [REDACTED]
LEGAL RIGHT TO WORK IN THE UNITED STATES? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
What is your highest level of education? Master's Degree	

PREFERENCES

MINIMUM COMPENSATION: \$14,400.00 per year	ARE YOU WILLING TO RELOCATE? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Maybe
WHAT TYPE OF JOB ARE YOU LOOKING FOR? Regular, Temporary, Seasonal, Internship	
TYPES OF WORK YOU WILL ACCEPT: Full Time, Part Time, Per Diem	
SHIFTS YOU WILL ACCEPT: Day, Evening, Night, Rotating, Weekends, On Call (as needed)	
OBJECTIVE: I am applying for the Hearing Board Member position to bring my expertise in community development, environmental justice, climate adaptation, and regulatory compliance to contribute to fair, transparent, and equitable decision-making. With significant experience in public proceedings, overseeing grant allocations, and engaging with diverse communities, I am dedicated to ensuring compliance with environmental regulations while advocating for marginalized groups.	

EDUCATION

DATES: From: 9/2022 To: 1/2023	SCHOOL NAME: UC Agriculture and Natural Resources	
LOCATION: (City, State/Province) Berkeley, California	DID YOU GRADUATE? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	DEGREE RECEIVED: Other
MAJOR: Climate Stewardship		
DATES: From: 9/2017 To: 7/2019	SCHOOL NAME: University of California Berkeley Extension Program Certificate	
LOCATION: (City, State/Province) Berkeley, California	DID YOU GRADUATE? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	DEGREE RECEIVED: Other
MAJOR: Costruction & Sustainability Management		
DATES: From: 9/1991 To: 6/2000	SCHOOL NAME: University of California Los Angeles	
LOCATION: (City, State/Province) Los Angeles, California	DID YOU GRADUATE? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	DEGREE RECEIVED: Doctorate
MAJOR: Urban Planning		UNITS COMPLETED: 135 - Quarter
DATES: From: 9/1989 To: 6/1991	SCHOOL NAME: University of California Davis	
LOCATION: (City, State/Province) Davis, California	DID YOU GRADUATE? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	DEGREE RECEIVED: Master's
MAJOR: Community Development		UNITS COMPLETED: 121 - Quarter
DATES: From: 9/1982 To: 6/1989	SCHOOL NAME: University of California Davis	
LOCATION: (City, State/Province) Davis, California	DID YOU GRADUATE? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	DEGREE RECEIVED: Bachelor's
MAJOR: Applied Behavioral Science		

DATES: From: 8/1978 To: 6/1982		SCHOOL NAME: Holy Names High School	
LOCATION: (City, State/Province) Oakland, California		DID YOU GRADUATE? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
		DEGREE RECEIVED: High School Diploma	

WORK EXPERIENCE

DATES: From: 9/2014 To: Present		EMPLOYER: Teron Marie McGrew & Associates, LLC		POSITION TITLE: CEO	
ADDRESS: (Street, City, State/Province, Zip/Postal Code) [REDACTED]					
PHONE NUMBER: [REDACTED]		SUPERVISOR: Teron M McGrew - CEO		MAY WE CONTACT THIS EMPLOYER? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
HOURS PER WEEK: 40		# OF EMPLOYEES SUPERVISED: 3			
DUTIES: Regenerative Housing and Community Development planning with a focus on climate adaptation presentation at the Climate Change & Environmental Justice Conference, webinars, podcasts, and training Research and writing contract development & negotiations-budget, Integrated Project Delivery (IPD) G Suite (Docs, Keynote, Sheets, Gmail), Microsoft Suite (Excel, Word, PowerPoint, Access, Outlook) Consulting on strategic evaluative reports, surveys, data administration, project management & property management services Consulting on strategic research, creating & designing climate adaptation solutions for marginalized communities					
REASON FOR LEAVING: N/A					
DATES: From: 9/2022 To: 8/2024		EMPLOYER: CCAC/BACR		POSITION TITLE: CCAC Fellow	
ADDRESS: (Street, City, State/Province, Zip/Postal Code) [REDACTED]					
PHONE NUMBER: [REDACTED]		SUPERVISOR: Ken Gonzales - Program Supervisor		MAY WE CONTACT THIS EMPLOYER? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
HOURS PER WEEK: 40					
DUTIES: California Climate Action Corps, AmeriCorps Fellowship Californians Volunteers, Office of the Governor San Francisco, Ca September 2023-August 2024 Fellow at City & County of San Francisco Environment Department (SFE) Perform research and create a collaborative environmental education design at SFE Conduct community engagement outreach and engagement Presentation on "Community-led Agreements, Engagement & Community Change" Approaches Devise Proposal for Earth Day, Collaborative Environmental Education Provider Design, exploring Artificial Intelligence (AI) and Solutionist Presentation in San Francisco, CA. California Climate Action Corps, AmeriCorps Fellowship Californians Volunteers, Office of the Governor Oakland, Ca. September 2022-August 2023 Fellow at Higher Ground Neighborhood Development Corps (NDC), advancing AB 617 Creating & Developing Community Engagement & Community-led Peer to Peer Workshops on Climate Change, Climate Justice, and Improving Air Quality in Deep East Oakland Organizing and coordinating Day of Service with community partnership to plant trees at the Brookfield Greenway Project Survey creation and writing report of community responses and results for the Bay Area Air Quality Management District (BAAQMD)					
REASON FOR LEAVING: The 11-month fellowship ended.					
DATES: From: 4/2021 To: 10/2022		EMPLOYER: West Oakland Environmental Indicators Project (WOEIP)		POSITION TITLE: Community Engagement Manager	
ADDRESS: (Street, City, State/Province, Zip/Postal Code) [REDACTED]					
PHONE NUMBER: [REDACTED]		SUPERVISOR: Brian Beveridge - Co Executive Director		MAY WE CONTACT THIS EMPLOYER? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
HOURS PER WEEK: 20		# OF EMPLOYEES SUPERVISED: 3			
DUTIES: Assisting in the development and implementation of the organization's Community Outreach, Engagement, and Training Plan. This task includes, but is not limited to managing contact lists, emails to relevant stakeholders for all projects, direct outreach and presentations to stakeholder groups, developing newsletters and social media channels. Coordination with, and supporting all other program staff, in outreach to the organization's target populations as determined by project needs. Perform special projects as directed by the Co-Directors. Develop and manage a Volunteer Management process and policies. Manage volunteers and interns as needed for project support.					
REASON FOR LEAVING: CCAC Fellowship					
DATES: From: 4/2020 To: 6/2020		EMPLOYER: University of California Berkeley, Division of Computing, Data Science & Society		POSITION TITLE: Grant Project Analyst	
ADDRESS: (Street, City, State/Province, Zip/Postal Code) [REDACTED]					

PHONE NUMBER: [REDACTED]	SUPERVISOR: Rebecca Miller - Chief Administrative Officer/Chief of Staff	MAY WE CONTACT THIS EMPLOYER? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
HOURS PER WEEK: 20	# OF EMPLOYEES SUPERVISED: 0	
DUTIES: Research and analyze the University of California Office of the President (UCOP) 2019-2020 Advancing Faculty Diversity (AFD) proposals, for departmental granting writing efforts. Represented the Division in the Graduate Professional Community Diversity of Practice group		
REASON FOR LEAVING: Contractual agreement ended-COVID-19		
DATES: From: 2/2019 To: 4/2020	EMPLOYER: University of California Berkeley/Berkeley Regional Services	POSITION TITLE: Facilities & Operation Management
ADDRESS: (Street, City, State/Province, Zip/Postal Code) [REDACTED]		
PHONE NUMBER: [REDACTED]	SUPERVISOR: Michael Thompson - Facilities & Operation Manager	MAY WE CONTACT THIS EMPLOYER? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
HOURS PER WEEK: 20	# OF EMPLOYEES SUPERVISED: 1	
DUTIES: Assist Facilities & Operation Manager, in the operation and management of UCB off-campus property Administer and updates emergency preparedness plan, exercise, and committee meetings Administered and implemented UCB sustainability 2020 goals Managed and developed policy & procedures for access security badges, supplies, facilities maintenance and administration, with Newmark Knight property management company Co-Chair, "4th Street Black History Program"		
REASON FOR LEAVING: Contractual agreement ended-COVID-19.		
DATES: From: 1/2005 To: 9/2014	EMPLOYER: AT&T Inc.	POSITION TITLE: Service Representative
ADDRESS: (Street, City, State/Province, Zip/Postal Code) [REDACTED]		
PHONE NUMBER: [REDACTED]	SUPERVISOR: Kimberly Adams - Coach Leader	MAY WE CONTACT THIS EMPLOYER? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
HOURS PER WEEK: 40	# OF EMPLOYEES SUPERVISED: 12	
DUTIES: Assisted Coach Leader in leading a team of 12 service representatives Developed and conducted training in customer service techniques Developed Rohnert Park Human Resource Campaign.		
REASON FOR LEAVING: Founder/CEO, McGrew & Associates, an executive housing and sustainability management consulting company.		
DATES: From: 4/2000 To: 3/2003	EMPLOYER: City of Oakland	POSITION TITLE: Program Analyst
ADDRESS: (Street, City, State/Province, Zip/Postal Code) [REDACTED]		
PHONE NUMBER: [REDACTED]	SUPERVISOR: Rick Nemik-Cruz - Manager	MAY WE CONTACT THIS EMPLOYER? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
HOURS PER WEEK: 36	# OF EMPLOYEES SUPERVISED: 0	
DUTIES: Analyzed petitions, and coordinated assigned arbitration cases with hearing officers Developed a template for draft rental decisions Assisted tenants and landlords in interpreting the rental ordinance		
REASON FOR LEAVING: Budgetary cuts and program reduction.		
DATES: From: 9/1998 To: 4/2000	EMPLOYER: Black Scholar Publications	POSITION TITLE: Subscription Coordinator
ADDRESS: (Street, City, State/Province, Zip/Postal Code) [REDACTED]		
PHONE NUMBER: [REDACTED]	SUPERVISOR: Marsha Carter - Manager	MAY WE CONTACT THIS EMPLOYER? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
HOURS PER WEEK: 20	# OF EMPLOYEES SUPERVISED: 2	
DUTIES: Managed direct mail campaigns which resulted in \$50,000 for publication operations. Organized, reported, and deposited weekly subscription revenue		
REASON FOR LEAVING: Better job opportunity with the City of Oakland Rent Adjustment Program.		

CERTIFICATES AND LICENSES

TYPE:

Certificate, Construction & Sustainability Management

LICENSE NUMBER:

ISSUING AGENCY:

University of California Berkeley Extension Program

TYPE:

Climate Stewardship Certificate

LICENSE NUMBER:

ISSUING AGENCY:

University of California Agriculture and Natural Resources

Skills

OFFICE SKILLS:

Typing: 55

Data Entry: 13500

OTHER SKILLS:

Microsoft Suite, Google G-suite, MailChimp, Zoom - Expert - 20 years and 10 months

Revit, Autodesk, NavisWork, Sketch-up - Intermediate - 0 years and 6 months

ProCore - Beginner - 0 years and 3 months

ChapGPT 4.0 - Beginner - 1 years and 1 months

LANGUAGE(S):

English - ☐ Speak ☐ Read ☐ Write

ADDITIONAL INFORMATION

Nothing Entered For This Section

REFERENCES

REFERENCE TYPE:

Professional

NAME:

Phoenix Armenta

POSITION:

Climate and Community Equity Manager

ADDRESS: (Street, City, State/Province, Zip/Postal Code)

EMAIL ADDRESS:

PHONE NUMBER:

REFERENCE TYPE:

Professional

NAME:

Bernard Ashcraft

POSITION:

CEO

ADDRESS: (Street, City, State/Province, Zip/Postal Code)

EMAIL ADDRESS:

PHONE NUMBER:

REFERENCE TYPE:

Professional

NAME:

Mandy Lee

POSITION:

Senior Program Manager

ADDRESS: (Street, City, State/Province, Zip/Postal Code)

EMAIL ADDRESS:

PHONE NUMBER:

REFERENCE TYPE:

Professional

NAME:

Khariyyah Shabazz

POSITION:

Deputy Executive Director

ADDRESS: (Street, City, State/Province, Zip/Postal Code)

EMAIL ADDRESS:

PHONE NUMBER:

Agency-Wide Questions

1. How did you find out about this position?
District Website
2. If other, please tell us where.
3. Are you currently legally authorized to work in the United States on a full-time basis?
Yes
4. Are you related to any District employee or Board member?
No
5. Do you now, or will you in the future, require sponsorship for employment visa status (e.g., H-1B visa status)?
No
6. If related to a District employee or Board member, what is their name and their relationship to you?
N/A
7. Are you a current or former employee of the Air District?
No

Job Specific Supplemental Questions

1. Please describe any experience or education that directly relates to air quality. Also describe any experience on Boards or Commissions, or in other similar settings where you have interacted with regulated entities and the public in a formal public proceeding.

I have a background in environmental justice, air quality, and community engagement, which directly aligns with the work of the Bay Area Air Quality Management District (Air District). My research and professional experience have centered on the disproportionate impact of air pollution on marginalized communities, and I have collaborated extensively with public agencies to address these disparities.

As a former Community Engagement Manager at the West Oakland Environmental Indicators Project (WOEIP), I helped share the successful "Owning Our Air," a co-developed plan in collaboration with the Air District under Assembly Bill 617. This publication outlines community-driven strategies for reducing air pollution in overburdened communities. In this role, I engaged with regulatory agencies, industry representatives, and community members in formal and public settings, advancing environmental justice by presenting and analyzing health data and emissions reduction plans.

Additionally, I have served on the University of California, Davis Cal Aggie Alumni Association (CAAA), and the African and African-American Board of Directors, including my current role as Vice Chair of the DEI Committee for the CAAA Board of Directors. I am also committed to supporting initiatives focused on equity, serving with the NAACP and the Emerald Cities Collaborative (ECC) Center for Equity & Sustainability in the Building Sector (CESBS), where I contribute to awarding \$150k to equity and environmentally focused projects supporting women and climate initiatives. In these roles, I engage in decision-making processes and work to ensure compliance with regulations that promote equitable outcomes.

My combination of air quality expertise, experience in formal public proceedings, and engagement with regulated entities makes me well-equipped to contribute to the Air District's Hearing Board.
2. Please list professional, trade, or business associations held which relate to the Hearing Board category for which you are applying.

I am applying for the Principal A and Alternate A positions in the Public category on the Hearing Board. Below are the professional and trade associations I am involved with that directly relate to the Hearing Board category:

Cal Aggie Alumni Association (CAAA): Currently serving as Vice Chair of the DEI Committee for the CAAA Board of Directors, focusing on equity-driven policy initiatives.

Urban Land Institute (ULI): Member of the inaugural Developer of Color Cohort (2022-2023), promoting inclusive real estate, urban development, and equitable community growth.

Climate Reality Project: Former Chapter Co-Chair for the Bay Area Climate Reality Chapter, focusing on climate justice and community engagement.

In addition to these affiliations, my experience in community development, environmental justice, and regulatory engagement further supports my qualifications for this role. For instance, I chaired the Community Development Block Grant (CDBG) Committee for District 1, in Oakland, California from 2020 to 2022, overseeing grant allocations and ensuring compliance with federal regulations. Yet, as a California Climate Action Corps (CCAC) fellow, I worked on implementing air quality monitoring and emissions reduction strategies under Assembly Bill 617 in deep East Oakland, and advanced environmental education programs at the San Francisco Environment Department (SFE).

Through these roles, I have gained valuable insights into public decision-making, regulatory compliance, and community advocacy—critical aspects for serving effectively on the Hearing Board.
3. Please list relevant accomplishments, publications, or awards.

Relevant Accomplishments, Publications, and Awards:

Publications:

McGrew, Teron. "A Long Walk to Freedom: From Voting Rights to Environmental Justice" – UC Davis, February 2022.

McGrew, Teron. "The History of Residential Segregation in the U.S., Title VI, and the Homeownership Remedy" – Wiley Online Library, October 2018.

Affiliations:

Emerald Cities Collaborative (ECC) Centering Equity in the Sustainable Building Sector (CESBS) Initiative – Governance Team

The Association of Women in Water, Energy, and Environment (AWWEE) – Member.

Urban Land Institute (ULI) – San Francisco Developers of Color Fellowship Program, Fellow.

California Climate Action Corps – Fellow.

Presentations:

San Francisco Bay Conservation & Development Commission – "Stories of Climate Change."

San Francisco Environment Department – "Belonging, Racial Equity & System Change."

Getting to Net Zero Forum – "Equity & Equitable Decarbonization."

California Land Recycling Conference – Fireside Chat at "Women Visionaries" plenary panel.

Recognitions:

Othering & Belonging Institute Scholarship Recipient – April 2024.

Urban Land Institute Scholarship Recipient – April 2024.

USGBC Scholarship Recipient – Greenbuild International Conference, November 2022.
4. The Hearing Board's workload varies, but it can meet as often as two or three times a month in person, almost always on Tuesdays. Meetings are often completed within three hours, but sometimes they can run all day. In addition, Hearing Board members may spend two hours or more reviewing materials in advance of a hearing. Given this schedule, do you believe that you have sufficient time to devote to the Hearing Board activities?

Yes, I have sufficient time to devote to the Hearing Board activities. I am fully prepared to attend in-person meetings as required, dedicate time to reviewing materials in advance, and actively participate in the decision-making process.
5. What interests you the most about the opportunity to serve on the Air District's Hearing Board?

I am deeply committed to environmental justice, and a just transition which is why I am particularly interested in serving on the Air District's Hearing Board. My work in fair housing legislation, and community development with a focus on climate adaptation, has reinforced my understanding of how environmental decisions disproportionately impact marginalized communities. I am passionate about ensuring that regulatory processes are both equitable and transparent, prioritizing public health while addressing the challenges of climate change.

The Hearing Board's role in upholding air quality standards while considering the needs of both industry and communities presents a unique opportunity to contribute to a just transition—where environmental regulations support economic resilience and equity. My experience engaging with both regulated entities and the public in formal proceedings has prepared me to navigate complex discussions that balance environmental protection with social and economic considerations. I am eager to apply my expertise in climate adaptation and community engagement to ensure that the Hearing Board's decisions advance clean air solutions that benefit all communities, especially those historically burdened by pollution.

6. Is there anything in your personal or professional background that would conflict with serving on the Hearing Board? For example, do you have client relationship with a facility permitted by the District? Or do you have a relationship with an air quality advocacy organization that could potentially bring a case to the Hearing Board?

I have no relationship with any agency, facility permitted by the District, or air quality advocacy organization that could potentially bring a case to the Hearing Board. Therefore, I do not anticipate any conflicts of interest that would affect my ability to serve on the Hearing Board.

The following terms were accepted by the applicant upon submitting the online application:

By clicking on the 'Accept' button, I hereby certify that every statement I have made in this application is true and complete to the best of my knowledge. I understand that any false or incomplete answer may be grounds for not employing me or for dismissing me after I begin work. I understand that I will have to produce documentation verifying identity and employment eligibility in the U.S. I understand that I may be required to verify any and all information given on this application. I understand that this completed application is the property of the Air District and will not be returned. I understand the the Air District may contact prior employers and other references. I understand that I must notify the Human Resources Office at [REDACTED] of any changes in my name, address, or phone number.

This application was submitted by Teron M McGrew on 1/30/25 2:13 PM



TERON MCGREW



EDUCATION

B.S. Applied Behavioral Science, University of California Davis, Davis, CA
M.S., Urban and Community Development, University of California Davis, Davis, CA
Ph.D., Candidate, Urban Planning, University of California Los Angeles, Los Angeles, CA
Certification, Sustainability Management, University of California Berkeley Extension, Berkeley, CA
Certificate, Climate Steward, University of California, Agriculture and Natural Resources, Berkeley, CA

CORE COMPETENCIES

● *Climate Adaptation Strategies* ● *Regenerative Housing & Community Development* ● *Team Leadership & Training* ● *Policy & Procedure Administration* ● *Strategic Planning* ● *Sales & Marketing* ● *Customer Service* ● *Project Management* ● *Diversity, Equity & Inclusion*

PROFESSIONAL EXPERIENCE

Teron Marie McGrew & Associates, LLC **Oakland, CA.** **September 2012-Present**
CEO/Development Consultant

- Regenerative Housing & Community Development planning with focus on climate adaptation presentation at Climate Change & Environmental Justice Conference, webinars, podcasts, and trainings
- Research and writing contract development & negotiations-budget, Integrated Project Delivery (IPD)
- G Suite (Docs, Keynote, Sheets, Gmail), Microsoft Suite (Excel, Word, PowerPoint, Access, Outlook), and GIS
- Consulting on strategic evaluative reports, surveys, data administration, project management & property management services
- Consulting on strategic research, creating & designing climate adaptation solution for marginalized communities

California Climate Action Corps, AmeriCorps Fellowship

Californians Volunteers, Office of the Governor San Francisco, Ca **September 2023-August 2024**

- Fellow at City & County of San Francisco Environment Department (SFE)
- Perform research and create a collaborative environmental education design at SFE
- Conduct community engagement outreach and engagement
- Presentation on “Community-led Agreements, Engagement & Community Change” Approaches
- Devise Proposal's for Earth Day, Collaborative Environmental Education Provider Design,

exploring Artificial Intelligence (AI) and Solutionist Presentation in San Francisco, CA.

California Climate Action Corps, AmeriCorps Fellowship

Californians Volunteers, Office of the Governor Oakland, Ca. September 2022-August 2023

- Fellow at Higher Ground Neighborhood Development Corps (NDC), advancing AB 617
- Creating & Developing Community Engagement & Community-led Peer to Peer Workshops on Climate Change, Climate Justice, and Improving Air Quality in Deep East Oakland
- Organizing, Coordinating Day of Service with community partnership to plant trees at the Brookfield Greenway Project
- Survey creation and writing report of community responses and results for the Bay Area Air Quality Management District (BAAQMD)

San Francisco Urban Land Institute & Mayor's Office of Housing & Community Development (MOHCD)

Developers of Color Fellowship San Francisco, Ca September 2022-August 2023

- Collaborated with ULI & MOHCD community partners cohort- -Eden Housing, Tenderloin Neighborhood Development Corps (TNDC), & RBA Creative for the development and presentation of a Mock Notice of Funding Availability (NOFA)
- Attended the ULI Meeting in Toronto, Canada
- Customized curriculum to increase knowledge, build skills and learn about Bay Area real estate development

Tishman Environmental and Design Center

The New School (Remote) New York, New York

September 2021-April 2023

- Inaugural 2021-2023 Ripe for Creative Disruption EJ Fellowship
- Cohort of 6 groups and 21 leaders from across Turtle Island to include Indigenous Territories, as well as the Territories and Nations of Puerto Rico and Guam
- Area of Study Just Transition, Energy Democracy, Environmental Health and Climate Justice problems

West Oakland Environmental Indicators Project Oakland, Ca

April 2021-October 2022

Community Engagement/General Management

- Directing, managing, and supervising four graduate students on research project
- Managing the expenditure goals of the organization and environmental projects
- Community engagement presentations to local neighborhood groups to forge collaboration and activities that inform about the environmental work of WOEIP-AB 617

University of California Berkeley, Berkeley Regional Service Berkeley, Ca April 2019-June 2020

Facilities & Operation Management

- Assist Facilities & Operation Manager, in the operation and management of UCB off-campus property
- Administer and update emergency preparedness plans, exercises, and committee meetings
- Administered and implemented UCB Sustainability 2020 goals
- Managed and developed policy & procedures for access security badges, supplies, facilities maintenance and administration, with Newmark Knight property management company
- Co-Chair, "4th Street Black History Program

University of California Berkeley, Computing, Data Science & Society April 2020-June 2020

Strategy & Planning

- Represented the Division in the Graduate Professional Community Diversity of Practice group

University of California Berkeley, Computing, Data Science & Society April 2020-June 2020

Strategy & Planning

- Represented the Division in the Graduate Professional Community Diversity of Practice group

AT&T Incorporation, Rohnert Park, CA.

2005-2014

Service Representative

City of Oakland, CA

- Service Representative in the Retention Relation Management Department & Project Lead for the Rohnert Park Human Resource Campaign
- Analyzed AT&T customer's inquiries about their products and services in a timely resolve manner, process complex work orders, and track department progress for evaluative purposes
- Assisted in leading a team of 12 service representatives
- Trained service representatives on "How to provide Excellent Customer Service"
- Recipient of company awards for sales volume, customer retention and customer satisfaction and presentation skills
- Graduate of Coach Readiness Program
- Spearheaded Microsoft "Trilogy" course for Coach Readiness Candidate

City of Oakland, CA

Program Analyst

- Assisted manager in preparing arbitration cases
- Analyzed petitions, scheduled hearings maintained arbitration cases
- Developed policies and procedures

TEACHING EXPERIENCE

Howard University

National Fair Housing Training Academy, Washington, D.C.

2003-2005

Adjunct Professor

- Trained practitioners and fair housing investigators on a variety of issues including the cumulative impact of racial discrimination on individuals, their families and communities

Hayward Unified School District, Hayward, CA

1999-2000

Substitute Teacher

- Taught Special Education and Advance Placement English, and American Government courses which examined the American Constitution

New College Weekend Program, San Francisco, CA

1998-1999

Guest Lecturer, English Literature Department

- Lectured undergraduates on social location, capitalism and their influence on the novel by Sandra Cisneros, entitled, "The House on Mango Street"
- Engaged students in a collaborative interdisciplinary inquiry

University of California (UCLA), Los Angeles, CA

1993-1995

Teaching Assistant

- Assisted Professors in women studies and political science classes by leading discussions and lecturing 40 undergraduates on social, economic and political issues, as they pertain to race, gender, class and sexuality dynamics
- Committee Member- Women's Studies Department
- Consistently received a rating of "Outstanding" on teaching assistant evaluations

EMPLOYMENT APPLICATION



BAY AREA AIR QUALITY MANAGEMENT DISTRICT
 375 Beale Street Suite 600
 San Francisco, California 94105
 415-749-4980
<http://www.baaqmd.gov>

Oxley, Stephanie L
 HB300 HEARING BOARD MEMBER

Received: 1/18/25 1:13 PM
 For Official Use Only:
 QUAL: _____
 DNO: _____
☐ Experience
☐ Training
☐ Other: _____

PERSONAL INFORMATION

POSITION TITLE: HEARING BOARD MEMBER	EXAM ID# : HB300
NAME: (Last, First, Middle) Oxley, Stephanie L	SOCIAL SECURITY NUMBER: [REDACTED]
ADDRESS: (Street, City, State/Province, Zip/Postal Code) [REDACTED] Kensington, 94707	EMAIL ADDRESS: [REDACTED]
HOME PHONE: [REDACTED]	NOTIFICATION PREFERENCE: [REDACTED]
LEGAL RIGHT TO WORK IN THE UNITED STATES? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
What is your highest level of education? Doctorate	

PREFERENCES

MINIMUM COMPENSATION: \$0.00 per year	ARE YOU WILLING TO RELOCATE? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Maybe
WHAT TYPE OF JOB ARE YOU LOOKING FOR? Regular	
TYPES OF WORK YOU WILL ACCEPT: Full Time, Part Time, Per Diem	
SHIFTS YOU WILL ACCEPT: Day, Evening, Night, Rotating, Weekends, On Call (as needed)	
OBJECTIVE: Hearing Board Member	

EDUCATION

DATES: From: 1/2020 To: 5/2022	SCHOOL NAME: Lewis & Clark Law School	
LOCATION: (City, State/Province) Portland, Oregon	DID YOU GRADUATE? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	DEGREE RECEIVED: Master's
MAJOR: Environmental/Energy/Natural Resources Law		UNITS COMPLETED: 26 - Semester
DATES: From: 8/2003 To: 5/2006	SCHOOL NAME: University of San Francisco School of Law	
LOCATION: (City, State/Province) San Francisco, California	DID YOU GRADUATE? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	DEGREE RECEIVED: Professional
MAJOR: Law		UNITS COMPLETED: 87 - Semester
DATES: From: 8/1983 To: 5/1987	SCHOOL NAME: Oberlin College	
LOCATION: (City, State/Province) Oberlin, Ohio	DID YOU GRADUATE? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	DEGREE RECEIVED: Bachelor's
MAJOR: Philosophy/Geology		UNITS COMPLETED: 112 - Semester

WORK EXPERIENCE

DATES: From: 1/2024 To: 12/2024	EMPLOYER: California Air Resources Board	POSITION TITLE: Senior Attorney
ADDRESS: (Street, City, State/Province, Zip/Postal Code) [REDACTED]		COMPANY URL: https://ww2.arb.ca.gov/
PHONE NUMBER: [REDACTED]	SUPERVISOR: Shannon Dilley - Assistant Chief Counsel	MAY WE CONTACT THIS EMPLOYER? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
HOURS PER WEEK: 40	# OF EMPLOYEES SUPERVISED: 0	

DUTIES:

Provide written and oral legal advice to CARB's executives, management, and staff on complex legal issues across CARB's programs. Develop strategy and tactics in disputes, negotiation, and in implementing and enforcing regulations. Work with CARB management and staff, and as needed, officials from other federal and State government agencies, and the California Attorney General's Office on enforcement matters relating to CARB's programs. Review reports, settlement agreements, letters, guidance, and other documents for potential legal issue. Provide legal assistance on incentives, general law topics, grants, and other programs.

•Negotiated settlements in high-profile cases exceeding \$1 million and helped negotiate terms in \$82 million settlement.

REASON FOR LEAVING:

Travel policy change.

DATES:

From: 3/2020 To: 11/2021

EMPLOYER:

San Francisco Bay Bird Observatory

POSITION TITLE:

Board Member (volunteer)

ADDRESS: (Street, City, State/Province, Zip/Postal Code)

[REDACTED]

SUPERVISOR:

Marty Michael - Chair of the Board

MAY WE CONTACT THIS EMPLOYER?

☒Yes ☐No

HOURS PER WEEK:

2

OF EMPLOYEES SUPERVISED:

0

DUTIES:

•Worked cooperatively with board members to define SFBBO's mission and set policies and priorities; established organizational goals; monitored and evaluated organizational performance; established financial policies; monitored budgets and assured financial accountability; and created fundraising strategies. Advocated and promoted awareness of SFBBO's mission.

•Prepared legal research and advice regarding scientifically-based conservation activities and the operations of a nonprofit. Reviewed contracts regarding conservation, investment services, and nonprofit activities.

REASON FOR LEAVING:

Master of Laws Program.

DATES:

From: 1/2015 To: 11/2019

EMPLOYER:

Oxley Law Office

POSITION TITLE:

Attorney

ADDRESS: (Street, City, State/Province, Zip/Postal Code)

[REDACTED]

PHONE NUMBER:

[REDACTED]

SUPERVISOR:

Self-employed - Attorney/Client

MAY WE CONTACT THIS EMPLOYER?

☒Yes ☐No

HOURS PER WEEK:

20

OF EMPLOYEES SUPERVISED:

0

DUTIES:

•Provided litigation services to public interest firms with environmental cases in state and federal court. Worked on matters involving the Endangered Species Act, the California Environmental Quality Act, the Clean Water Act, private and public nuisance, toxic products, stormwater runoff, civil procedure, real estate, and local land use codes. Collaborated with attorneys engaged in trial preparation and adapted quickly to matters already in progress.

•Drafted legal motions and briefs; and assisted in drafting pleadings, oppositions to amicus curiae, and oppositions to summary judgment motions. Prepared and drafted state and federal public records requests and discovery documents. Drafted cease and desist letters, and agreements. Provided legal research and analysis, collected and organized evidence, reviewed and analyzed documents, outlined material facts, and initiated contact with experts. Drafted direct and cross-examination questions to be posed to expert witnesses by the trial attorney in a successful Endangered Species Act case, Wishtoyo Foundation v. United Water Conservation District.

•Also conducted legal research on copyright law and health law issues; drafted landlord/tenant agreements, vendor agreements, and a management and operations agreement for a publishing endeavor.

REASON FOR LEAVING:

Entered Master of Laws program.

DATES:

From: 12/2015 To: 1/2017

EMPLOYER:

Families for Clean Air

POSITION TITLE:

Advocate and Board Member (volunteer)

ADDRESS: (Street, City, State/Province, Zip/Postal Code)

[REDACTED]

COMPANY URL:

<http://www.familiesforcleanair.org/>

PHONE NUMBER:

[REDACTED]

SUPERVISOR:

Susan Goldsborough - Executive Director

MAY WE CONTACT THIS EMPLOYER?

☒Yes ☐No

HOURS PER WEEK:

2

OF EMPLOYEES SUPERVISED:

0

DUTIES:

•Advocated orally at public hearings before the Bay Area Air Quality Management District Board for regional regulatory changes concerning wood smoke. Analyzed technical and scientific evidence concerning the health and climate effects of wood smoke, and the environmental benefits and energy efficiency of electric heat pumps. Group efforts and collaborations with partner organizations culminated in changes to local regulations.

•Provided FCA with research and analysis on legal questions concerning the California Administrative Procedures Act and the Clean Air Act.

REASON FOR LEAVING:

Campaign ended and activities became dormant.

DATES:

From: 2/2008 To: 7/2014

EMPLOYER:

California Department of Health Care Services

POSITION TITLE:

Attorney A-D

ADDRESS: (Street, City, State/Province, Zip/Postal Code)

[REDACTED]

SUPERVISOR:

Michael Kilpatrick-retired (Denise Ackerman)
- Assistant Chief Counsel

MAY WE CONTACT THIS EMPLOYER?

☒Yes ☐No

HOURS PER WEEK:

40

OF EMPLOYEES SUPERVISED:

0

DUTIES:

• Represented the DHCS, a state-administered federal program, in defense and enforcement matters at formal administrative hearings. Handled matters concerning financial audits, health law, benefits, administrative policy, and employment matters. Supplied in-house counsel to program employees at all levels on these issues, as well as issues of federal and state privacy law, conflicts of interest, public records requests, and intellectual property law. Responsibility and complexity progressively increased with promotion through the A-D series.

• Developed excellent organizational, time management, and litigation skills while independently managing, preparing, and bringing a busy caseload of matters to hearing. Propounded and responded to administrative discovery requests; evaluated evidence; developed successful legal theories and strategies grounded in statute, regulations, and case law; prepared witnesses and experts for hearing; presented cases orally to formal tribunals; drafted relevant pretrial motions; authored closing briefs; and negotiated and drafted settlement agreements.

• Maintained good relationships and worked cooperatively with diverse clients, stakeholders, paralegals, and legal assistants preparing cases for hearings. Mentored new attorneys, collaborated with the administrative litigation team on group efforts, and presented training materials. Assisted privacy office in negotiating contract terms with outside vendors. After working hours, directed employees and produced a dual-agency fundraiser talent show and created it to be inclusive and diverse.

• Litigation efforts resulted in an exceptional record on my team of achieving favorable case outcomes through settlement and hearings.

REASON FOR LEAVING:

Expand legal practice.

DATES: From: 9/2005 To: 12/2005	EMPLOYER: Office of the San Francisco City Attorney	POSITION TITLE: Legal Intern
ADDRESS: (Street, City, State/Province, Zip/Postal Code) [REDACTED]		
SUPERVISOR: Susan Cleveland-Knowles	MAY WE CONTACT THIS EMPLOYER? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
HOURS PER WEEK: 16	# OF EMPLOYEES SUPERVISED: 0	

DUTIES:

Researched and drafted legal memoranda analyzing intergovernmental immunities, construction equipment emissions, earthquake safety regulations, land development, and park regulations. Summarized state legislation, and helped draft local environmental legislation.

REASON FOR LEAVING:

End of semester internship

DATES: From: 7/2004 To: 9/2004	EMPLOYER: California Coastal Commission	POSITION TITLE: Intern
ADDRESS: (Street, City, State/Province, Zip/Postal Code) [REDACTED]		
SUPERVISOR: Nancy Cave	MAY WE CONTACT THIS EMPLOYER? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
HOURS PER WEEK: 20	# OF EMPLOYEES SUPERVISED: 0	

DUTIES:

Investigated unpermitted coastal obstructions. Examined aerial photos to identify coastal obstructions. Once identified, located property lot number on housing maps and researched whether there was a permit filed for the obstruction. If obstruction was unpermitted, drafted letter to the landowner informing them of their responsibilities under the California Coastal Act.

REASON FOR LEAVING:

School resumed.

DATES: From: 12/1997 To: 10/2002	EMPLOYER: KnitMedia/Knitting Factory	POSITION TITLE: Vice President, Recording Label Group
ADDRESS: (Street, City, State/Province, Zip/Postal Code) [REDACTED]		
PHONE NUMBER: [REDACTED]	SUPERVISOR: Michael Dorf - President and Owner	MAY WE CONTACT THIS EMPLOYER? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
HOURS PER WEEK: 40	# OF EMPLOYEES SUPERVISED: 8	

DUTIES:

• Independently directed and managed the operations of four recording labels, wearing many hats in a start-up environment. Supervised, hired, and trained a close-knit label team. Coordinated and oversaw recording, manufacturing, marketing, and publicity efforts. Responsible for creating marketing plans, developing project strategies, and overseeing implementation with budgets ranging from \$1,000-\$100,000. Monitored and tracked implementation of plans

• Initiated partnerships with domestic and international distributors, vendors, and artists. Negotiated contracts and licensing agreements with partners. Coordinated and collaborated with domestic and international partners on marketing efforts.

• Represented company at domestic and international conferences.

• Restructured and directed operations in the European Office, resolved issues with Dutch Tax Authorities, vendors, and in the collection of delinquent receivables.

• Led team to achieve increased revenues, distribution, and brand recognition.

REASON FOR LEAVING:

Change in ownership.

CERTIFICATES AND LICENSES

TYPE: California State Bar	
LICENSE NUMBER: [REDACTED]	ISSUING AGENCY: California State Bar
TYPE: Certificate in International and Comparative Law	

LICENSE NUMBER:	ISSUING AGENCY: University of San Francisco School of Law
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Skills
OFFICE SKILLS: Typing: 50 Data Entry: 0
OTHER SKILLS: Microsoft Office - Intermediate - 15 years and 0 months Adobe - Intermediate - 2 years and 0 months Google Docs - Intermediate - 2 years and 2 months Dropbox - Intermediate - 1 years and 4 months Microsoft Outlook - Expert - 6 years and 4 months Clio - Intermediate - 0 years and 4 months Photoshop - Beginner - 2 years and 0 months Excel - Intermediate - 6 years and 0 months PowerPoint - Intermediate - 3 years and 0 months
LANGUAGE(S):

ADDITIONAL INFORMATION
Honors & Awards Awarded certificate in international and comparative law with honors from University of San Francisco School of Law. Graduated Magna Cum Laude, Lewis & Clark Law School.

REFERENCES		
REFERENCE TYPE: Professional	NAME: Derek Backus	POSITION: Administrative Law Judge II
ADDRESS: (Street, City, State/Province, Zip/Postal Code) [REDACTED]		
EMAIL ADDRESS: [REDACTED]		PHONE NUMBER: [REDACTED]
REFERENCE TYPE: Professional	NAME: Daniel Rohlf	POSITION: Professor
ADDRESS: (Street, City, State/Province, Zip/Postal Code) [REDACTED]		
EMAIL ADDRESS: [REDACTED]		PHONE NUMBER: [REDACTED]
REFERENCE TYPE: Professional	NAME: Shannon Dilley	POSITION: Assistant Chief Counsel
ADDRESS: (Street, City, State/Province, Zip/Postal Code) [REDACTED]		
EMAIL ADDRESS: [REDACTED]		PHONE NUMBER: [REDACTED]

Agency-Wide Questions

1. How did you find out about this position?
Job board/website (list specific under "other")
2. If other, please tell us where.
linkedIn
3. Are you currently legally authorized to work in the United States on a full-time basis?
Yes
4. Are you related to any District employee or Board member?
No
5. Do you now, or will you in the future, require sponsorship for employment visa status (e.g., H-1B visa status)?
No
6. If related to a District employee or Board member, what is their name and their relationship to you?
n/a
7. Are you a current or former employee of the Air District?
No

Job Specific Supplemental Questions

- Please describe any experience or education that directly relates to air quality. Also describe any experience on Boards or Commissions, or in other similar settings where you have interacted with regulated entities and the public in a formal public proceeding.
1. I am a practicing state and environmental public interest attorney with experience related to air quality issues. During the last twelve months, I worked as a Senior Attorney at the California Air Resources Board (CARB) where I have provided counsel to program staff, drafted high-level documents on complicated and sensitive issues, conducted and participated in settlement negotiations on enforcement matters, and reviewed grant agreements and incentive programs. I have been deeply involved with a variety of air-quality issues, including researching the reportage of wildfire greenhouse gases in international, national, and state emissions inventories; helping negotiate terms for a high-profile \$82 million settlement with an oil refinery; and analyzing a lawsuit filed against a CARB program and writing the referral of the matter to the attorney general. I productively managed work flow, helped lead projects to completion, and identified strategies and solutions creatively, while being enthusiastic, congenial, and collaborative. I have been a board member for two organizations. I was an executive board member for the San Francisco Bay Bird Observatory (SFBBO). SFBBO is a science-led conservation organization and its board is active and formal. The board met monthly and worked cooperatively to define SFBBO's mission and set policies and priorities for the staff; establish organizational goals; monitor and evaluate organizational performance; establish financial policies; monitor budgets and assure financial accountability; and create fundraising strategies. In addition, I provided legal research and advice regarding nonprofit operations and helped in the review of conservation and investment contracts. I had earlier been a board member for Families for Clean Air (FCA), an advocacy organization of which the board members were the advocates. At FCA, the board met less formally to discuss strategies and progress regarding a campaign to seek tighter regulations of regional wood smoke regulations. As a board member at FCA, I researched cold-climate electric heat pumps and the harms of wood smoke to human health and the climate and condensed the research into short statements that I presented at public hearings before the Bay Area Air Quality Management District.
 2. Please list professional, trade, or business associations held which relate to the Hearing Board category for which you are applying.
Member of the State Bar of California, member number [REDACTED]
 3. Please list relevant accomplishments, publications, or awards.
I earned a Master of Laws in environmental, natural resources, and energy law from Lewis & Clark Law School, magna cum laude.
 4. The Hearing Board's workload varies, but it can meet as often as two or three times a month in person, almost always on Tuesdays. Meetings are often completed within three hours, but sometimes they can run all day. In addition, Hearing Board members may spend two hours or more reviewing materials in advance of a hearing. Given this schedule, do you believe that you have sufficient time to devote to the Hearing Board activities?
Yes.
 5. What interests you the most about the opportunity to serve on the Air District's Hearing Board?
I am interested in this opportunity to serve and to gain experience making decisions with other hearing board members on matters relevant to the public interest.
 6. Is there anything in your personal or professional background that would conflict with serving on the Hearing Board? For example, do you have client relationship with a facility permitted by the District? Or do you have a relationship with an air quality advocacy organization that could potentially bring a case to the Hearing Board?
No, not presently. I was formally involved with Families for Clean Air, but I am no longer actively engaged with the organization. It is my understanding that it is no longer active.

The following terms were accepted by the applicant upon submitting the online application:

By clicking on the 'Accept' button, I hereby certify that every statement I have made in this application is true and complete to the best of my knowledge. I understand that any false or incomplete answer may be grounds for not employing me or for dismissing me after I begin work. I understand that I will have to produce documentation verifying identity and employment eligibility in the U.S. I understand that I may be required to verify any and all information given on this application. I understand that this completed application is the property of the Air District and will not be returned. I understand the the Air District may contact prior employers and other references. I understand that I must notify the Human Resources Office at [REDACTED] of any changes in my name, address, or phone number.

This application was submitted by Stephanie L Oxley on 1/18/25 1:13 PM

Stephanie L. Oxley Resume

LEGAL EXPERIENCE

California Air Resources Board (CARB)

Senior Attorney

Remote-Sacramento, CA

January 2024-December 2024

Provided written and oral legal advice to CARB's executives, management, and staff on complex legal issues across CARB's programs. Developed strategy and tactics in disputes, negotiation, and in implementing and enforcing regulations. Worked with CARB management and staff, and as needed, officials from other federal and State government agencies, and the California Attorney General's Office on enforcement matters relating to CARB's programs. Reviewed reports, settlement agreements, letters, guidance, and other documents for potential legal issue. Provided legal assistance on incentives, general law topics, grants, and other programs.

- Negotiated settlements in high-profile cases exceeding \$1 million and helped negotiate terms in \$82 million settlement.

San Francisco Bay Bird Observatory (SFBBO)

Board Member (volunteer)

Remote-Milpitas, CA

March 2020 - November 2021

Worked cooperatively with board members to define SFBBO's mission and set policies and priorities; established organizational goals; monitored and evaluated organizational performance; established financial policies; monitored budgets and assured financial accountability; and created fundraising strategies. Conducted and prepared legal research and advice regarding conservation activities and nonprofit operations. Reviewed conservation and investment contracts.

Oxley Law Office

Freelance/Contract Environmental Public Interest Attorney

Kensington, CA

January 2015 - November 2019

Provided litigation services to public interest firms with environmental cases in state and federal court. Worked on matters involving the endangered species, private and public nuisance, toxic products, stormwater runoff, civil procedure, real estate, and local land use codes. Conducted legal research and analysis, collected and organized evidence, reviewed and analyzed documents, outlined material facts, and initiated contact with experts. Drafted discovery requests, discovery motions, motions in limine, public records requests, and letters. Assisted in composing and editing parts of a pleading, an opposition to a summary judgment motion, an adjudication motion, and an amicus brief. Prepared and drafted direct and cross-examination questions posed to expert witnesses at trial in a successful Endangered Species Act case, *Wishtoyo Foundation v. United Water Conservation District*.

Families for Clean Air (FCA)

Board Member (volunteer)

Remote-Mill Valley, CA

January 2015 - January 2017

Advocated orally at public hearings before the Bay Area Air Quality Management District Board for regional regulatory changes concerning wood smoke. Analyzed technical and scientific evidence concerning the health and climate effects of wood smoke, and the environmental benefits and energy efficiency of electric heat pumps. Provided FCA with research and analysis on legal questions concerning the California Administrative Procedures Act and the Clean Air Act.

- Efforts and collaborations with partner organizations culminated in changes to local regulations.

State of California Department of Health Care Services (DHCS)

Administrative Litigation Attorney & House Counsel

Sacramento, CA

February 2008 - June 2014

Represented the DHCS in defense and enforcement matters at formal administrative hearings concerning financial audits, health law, benefits, administrative policy, and employment matters. Provided written and oral counsel to executive managers and staff on the same matters and federal and state privacy law, conflicts of interest, public records requests, and intellectual property law. Responsibility and complexity progressively increased with promotion through the A-D series.

- Developed excellent organizational, time management, and litigation skills while independently managing, preparing, and bringing a busy caseload of matters to hearing. Propounded and responded to administrative discovery requests; evaluated evidence; developed successful legal theories and strategies grounded in statute, regulations, and case law; prepared witnesses and

experts for hearing; presented cases orally to formal tribunals; drafted relevant pretrial motions; authored closing briefs; and negotiated and drafted settlement agreements.

- Maintained good relationships and worked cooperatively with diverse clients, stakeholders, paralegals, and legal assistants. Mentored new attorneys, provided trainings, and collaborated with team. Assisted privacy office negotiating contract terms with outside vendors. Directed employees and produced a dual-agency fundraiser talent show and created it to be inclusive and diverse.
- Maintained exceptional record on team of favorable outcomes through settlement and hearings.

LEGAL INTERNSHIPS

Office of the San Francisco City Attorney

San Francisco, CA

Legal Intern, Land Use and Environmental Division

September - December 2005

Provided legal research in memoranda, summarized legislation, and helped draft local legislation.

California Coastal Commission

San Francisco, CA

Intern (Enforcement Division)

July - August 2004

Analyzed evidence of violations of the California Coastal Act and drafted pre-enforcement letters.

PROJECT & BUSINESS MANAGEMENT EXPERIENCE

KnitMedia, Inc.

New York City, NY /Amsterdam, Netherlands

Vice-President and Director, European Office

2001 - 2002

Vice President, KnitMedia Label Group

1998 - 2002

Label Manager, Shimmy-Disc

1997 - 2000

Label Manager, Knitting Factory Records

1993 - 1995

Independently directed and managed the operations of four recording labels, wearing many hats in a start-up environment. Supervised, hired, and trained a close-knit label team. Coordinated and oversaw recording, manufacturing, marketing, and publicity efforts. Responsible for creating marketing plans, developing project strategies, and overseeing implementation with budgets ranging from \$1,000-\$100,000. Monitored and tracked implementation of marketing plans. Initiated partnerships with domestic and international distributors, vendors, and artists. Negotiated contracts and licensing agreements with partners. Coordinated and collaborated with domestic and international partners on marketing efforts. Represented company at domestic and international conferences. Restructured and directed operations in the European Office, resolved issues with Dutch Tax Authorities, vendors, and in the collection of delinquent receivables.

- Led team to achieve increased revenues, distribution, and brand recognition.

EDUCATION

Lewis & Clark Law School

Portland, OR, January 2020 - May 2022

Master of Laws (LL.M.) in Environmental, Natural Resources, and Energy Law - *magna cum laude*

- **Relevant Course Work:**

- U.S. Climate Change Law
- International Climate Change Law
- International Wildlife Law

- International Environmental Law
- Ocean and Coastal Law
- Administrative Law
- Public Lands Law

- Biodiversity and forest conservation: Wildlife Corridor Acts, 30x30 Policy, & United Nations REDD+

- **Global Law Alliance for Animals and the Environment, law clinic-independent study (2022).**

Helped prepare international legal guidance documents outlining: 1) human rights provisions within the environmental assessment laws of two African nations, and 2) potential land use mechanisms supporting connectivity conservation projects. Outlined emerging climate policies at World Heritage sites for text.

University of San Francisco School of Law

San Francisco, CA, May 2006

Juris Doctor

- Awarded Certificate in International and Comparative Law, *with honors*.
- Environmental Law Society, speaker series organizer.

Oberlin College

Oberlin, OH, May 1987

Bachelor of Arts in Philosophy and minor in Geology

- Elected Station Manager of WOBC-FM, a community/college radio station in Oberlin, OH.

PROFESSIONAL MEMBERSHIPS

Member, State Bar of California, # [REDACTED]

2006 - Current

RESEARCH EXPERIENCE

University of California at Berkeley, Western Consortium for Public Health, Berkeley, CA, University of California at Davis, Davis, CA 1990-1998 Research Assistant

Planned research projects, conducted research, interviews, analyzed statistical data, and wrote reports on findings.

- ◆ Conducted research and interviews for the Oral History Project at the University of California, Berkeley
- ◆ Conducted interviews with a cross section of the African-American Health Care Service providers in Oakland, CA
- ◆ Analyzed and interpreted information on an anti-smoking campaign and wrote a report on my findings for the Western Consortium for Public Health
- ◆ Extracted raw data from a mailing survey on “Sustainable Agriculture,” and set up the format to perform analysis of findings for the Environmental Design Department at the University of California Davis

PUBLICATIONS

McGrew, Teron. February 14, 2022. “A Long Walk to Freedom: From Voting Rights to Environmental Justice.” One Aggie Network, UC Davis Alumni and Affiliate Relations.
<https://alumni.ucdavis.edu/news/a-long-walk-to-freedom>

McGrew, Teron. October 29, 2018. “The History of Residential Segregation in the United States, Title VII, and the Homeownership Remedy.” www.onlinelibrary.wiley.com/doi/10.1111/ajes.12243

AFFILIATIONS, PRESENTATIONS & RECOGNITIONS

Facilitator, Urban Land Institute (ULI) UrbanPlan December 4, 2024	Speaker, San Francisco Bay Conservation & Development Commission. San Francisco Leadership Academy, "Stories of Climate Change: Exploring Causes, Impacts, and Community Solutions" January 15, 2025
Speaker, San Francisco Environment Department (SFE), “Belonging, Racial Equity & System Change & Research on Environmental Educator in San Francisco.” August 6, 2024	Center for Equity in the Sustainability Sector (CESBS) Governance Team, Emerald Cities Collaborative (ECC) September 2022-present
Othering & Belonging Institute Scholarship Recipient, Conference, April 25-27, 2024, Oakland, California	Cal Aggie Alumni Association (CAAA) Board of Directors’ Diversity, Equity & Inclusion (DEI), Vice Chair, July 2024-present

Speaker, UC Davis Global Learning Conference, ‘Leaders in Government’, April 5, 2024	Urban Land Institute, Scholarship Recipient, Spring Meeting, April 9-11, 2024 New York City, New York
Speaker, San Francisco Environment Department (SFE), Community Partnership & Engagement Team, “Community-led Approaches,” February 14, 2024	Speaker, San Francisco Environment Department (SFE), Black History Month Showcase, “Storytelling for Climate Adaptation & Empowerment,” February 15, 2024
Speaker, Getting to Net Zero Forum. “The Nuts & Bolts: Equity & Equitable Decarbonization,” May 12, 2023, Minneapolis, Minnesota	Speaker, Pathway to Equity: “Application & Strategies for Equity.” June 6, 2023
Speaker, NBC Universal Black Employee Network (BEN), “Extreme Weather and the Impacts on Black & Brown Communities.” April 17, 2023	Invitation to First Partner Jennifer Siebel Newson Earth Day, April 22, 2023
Speaker, Californians Climate Action (CCAC) Day of Service December 10, 2022	Invitation to Governor Gavin Newsom Inauguration, January 6, 2023
Urban Land Institute (ULI) San Francisco & San Francisco Mayor Office of Housing & Community Development Bay Area Developers of Color Fellowship Program, Fellow October 2022-August 2023	California Climate Action Corps, Fellow Office of Governor Gavin Newsom September 2022-2023
Speaker: Fireside Chat at the “Women Visionaries” plenary panel at the 2022 California Land Recycling Conference, “Reuse, Rebuild, Revitalize,” June 21-23i, Carson, CA.	USGBC Scholarship Recipient, Greenbuild International Conference + Expo, November 1-3, 2022
Presenter, University of California Davis, Global Learning Conference- Navigating Challenges & Strengths Through Collaboration Action: “Speaking as a First-Generation Student and Passion about Solving Global Challenges-Climate Change.” April 2, 2022.	Fellow, Ripe for Creative Disruption Environmental Justice Movement Fellowship, The Tishman Environment and Design Center, The New School, NYC, November 2021- June, 2023.
San Francisco State University: Professor Sharon Jones: “Climate change and Climate Justice in the United States: Impacts & Adaptation Solutions.” September 27, 2021	Oakland Shoreline Leadership Academy: Presentation- “Climate Change & Environmental Justice” July 24, 2021
Climate Reality Project-Youth Training Series: “Environmental Justice from the Grassroots.” August 22, 2021	Unitarian Universalist Church of Berkeley” Owning and Building Environmental Justice Consciousness”. August 15, 2021
University of California Davis, Cal Aggie Alumni Association (CAAA) Board of Directors, July 1, 2021	Climate Reality Project- Chapter Training Series: Establishing Climate Justice Priorities- June 16, 2021
United States Green Building Council (USGBC) LEED AP with Specialty Scholarship, March 31, 2021	Climate Reality Bay Area Chapter: the 1st Annual Black History Month Program: An evening with UC Davis Vice Chancellor Renetta Garrison

	Tull, Office of Diversity, Equity, and Inclusion. February 24, 2021
Chapter Co-Chair, San Francisco/Bay Area Climate Reality Chapter, February 1, 2021	Member, The Association of Women in Water, Energy and Environment (AWWEE), January 2021
Presentation, The Climate Reality Project, Unity in Community, December 12, 2020, “Environmental Justice, Leaning into Approaches to Redress Racism.”	NAACP’s Centering Equity in the Sustainable Building Sector Environmental and Climate Justice Program (CESBS) Initiative-Build Codes and Standards Working group. October 2020-present
Ellen Kim, San Mateo Office of Sustainability Youth Ambassadorship Program Now Panel Series: “Environmental Justice & Intersectional Environmentalism” https://www.youtube.com/watch?v=KXvHwsxMZw&t=30s&ab_channel=SanMateoCounty%2COfficeofSustainability October 17, 2020.	Climate Changers with Ryan Flavie, Racial Justice, Climate Justice and Equity with Teron McGrew https://climate-changers.simplecast.com/episodes/racial-justice-climate-justice-and-equity October 8, 2020
West Oakland Benefits for Equity (WOBE), January 2020-present	Berkeley Climate Action Coalition (BCAC) Electrification Working Group-April 2019-present
Mentor, Climate Reality Global Activist Training 1 & 3, July & August 2020	City of Berkeley’s Technical Advisory Committee (TAC), September -present
Creator, Climate Reality Bay Area Chapter (CRBA) Climate Justice Virtual Salon Series: Carl Anthony & Paloma Pavel, PhD Action Strategies for Collaboration and Coalition and Interconnection: Black Lives Matter, Just Transition & A Green Economic Recovery.” August 5, 2020. https://www.climate reality bay area.org/events/2020/8/5/monthly-climate-justice-team-meeting	Creator, Climate Reality Bay Area Chapter (CRBA) Climate Justice Virtual Salon Series: Lisa Ferguson PhD: A Discussion with Lisa Ferguson: Climate Justice and Anti-Racism. July 15, 2020. https://www.climate reality bay area.org/events/2020/7/15-salon-series-event#
Jessica Hamilton, Climate Reality Project Communication Manager, Climate Reality Project, Climate Reality Leader Spotlight: Climate Champion Teron McGrew and The Quest for Climate Justice in Reality” June 30, 2020	KQED: Featuring Teron McGrew John Upton, Climate Central: Tear Gas, Pollution, Wildfire Smoke: A Triple Threat to Your Lungs, June 10, 2020. Featuring Teron McGrew

	https://www.kqed.org/science/1965688/tear-gas-pollution-wildfire-smoke-a-triple-threat-to-your-lungs
<p>Creator, Climate Reality Bay Area Chapter (CRBA) Climate Justice Virtual Salon Series: A Discussion with Crystal Huang of People Power Solar Cooperative: People Power: A Worker-Led, Grassroots-Led, Decentralized, Change-Making Organization.</p> <p>June 3, 2020 https://www.climate reality bay area.org/events/2020/6/3-salon-series-event</p>	<p>Creator, Climate Reality Bay Area Chapter (CRBA) Climate Justice Virtual Salon Series: A Discussion Jeremy Lent: How Did We Get Here? How Different Ideas of The Universe Shaped History- And Could Shape a Better Future.”</p> <p>May 12, 2020.</p> <p>KQED: https://www.climate reality bay area.org/events/2020/5/12-salon-series-event</p>
Co-Chair, Climate Justice, Climate Reality Project Bay Area Chapter, February 2020-present	Chair, Community Development Block Grant CDBG), Board, District 1, March 6, 2020-2022
Secretary, Community Development Block Grant (CDBG) Board, District 1 January 2017-present	Board Member, UC Davis, African and African-American Alumni Association 2016-present California Aggie Alumni Association (Lifetime member) 2018
Certified Disaster Service Worker, City of Oakland June 2013-present	Cohort, City of Oakland, Port of Oakland, Oakland A's, West Oakland Environmental Indicator Project (WOEIP), “A's Howard Terminal Community Building Agreement (CBA), Cohort, January 2020-present
Presentation, The Climate Reality Project Leader, Wells Fargo, CleanTech Division, Presentation: The Impacts of Climate Change on Marginalized Communities” January 2019	Presentation, Climate Reality Leader, National Forum for Black Public Administrators (NFBPA), Orlando, Florida, March, 2019, “Climate Change & Marginalized Communities”
Climate Reality Mentor, Climate Reality Leadership Corps, Atlanta, Georgia April 2019	Climate Reality Mentor, Climate Reality Leadership Corps, St. Paul Minneapolis August 2019
Delegate, Silicon Smart Cities Conference April 2018	Advocate, The Dellums Institute for Social Change, \$2.2 million anti-displacement and homelessness funds, May 2018

EMPLOYMENT APPLICATION



BAY AREA AIR QUALITY MANAGEMENT DISTRICT
375 Beale Street Suite 600
San Francisco, California 94105
415-749-4980
<http://www.baaqmd.gov>

PIERCE, Jennifer A.
HB300 HEARING BOARD MEMBER

Received: 2/9/25 12:30 PM
For Official Use Only:
QUAL: _____
DNQ: _____
☐ Experience
☐ Training
☐ Other: _____

PERSONAL INFORMATION

POSITION TITLE: HEARING BOARD MEMBER	EXAM ID# : HB300
NAME: (Last, First, Middle) PIERCE, Jennifer A.	SOCIAL SECURITY NUMBER: [REDACTED]
ADDRESS: (Street, City, State/Province, Zip/Postal Code) [REDACTED] San Francisco, 94110	EMAIL ADDRESS: [REDACTED]
HOME PHONE: [REDACTED]	NOTIFICATION PREFERENCE: [REDACTED]
LEGAL RIGHT TO WORK IN THE UNITED STATES? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
What is your highest level of education? Master's Degree	

PREFERENCES

ARE YOU WILLING TO RELOCATE? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Maybe
WHAT TYPE OF JOB ARE YOU LOOKING FOR? Regular
TYPES OF WORK YOU WILL ACCEPT: Full Time, Part Time
SHIFTS YOU WILL ACCEPT: Day

EDUCATION

DATES: From: 8/2014 To: 5/2017	SCHOOL NAME: University of California, Berkeley, School of Law	
LOCATION: (City, State/Province) Berkeley, California	DID YOU GRADUATE? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	DEGREE RECEIVED: Professional
MAJOR: Law		
DATES: From: 8/2007 To: 5/2011	SCHOOL NAME: University of California, Berkeley	
LOCATION: (City, State/Province) Berkeley, California	DID YOU GRADUATE? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	DEGREE RECEIVED: Bachelor's
MAJOR: History / German		

WORK EXPERIENCE

DATES: From: 4/2021 To: 5/2022	EMPLOYER: US EPA Region 2	POSITION TITLE: Assistant Regional Counsel, Clean Air Act Branch
ADDRESS: (Street, City, State/Province, Zip/Postal Code) [REDACTED]		
MAY WE CONTACT THIS EMPLOYER? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
HOURS PER WEEK: 40		
DUTIES: Acted as co-counsel on significant environmental enforcement matter brought under the Clean Air Act (CAA), including project managing team response; prepared legal documents, letters, and negotiation strategy; provided FOIA and confidential business information counseling; prepared clients for and attended public meetings Commented on permit issuance decisions, counseled clients on an array of administrative law matters		
REASON FOR LEAVING: Left to start a family.		
DATES: From: 3/2019 To: 3/2021	EMPLOYER: US EPA	POSITION TITLE: Assistant Regional Counsel, Water and General Law Branch
ADDRESS: (Street, City, State/Province, Zip/Postal Code) [REDACTED]		

SUPERVISOR: Ivan - Lieben		MAY WE CONTACT THIS EMPLOYER? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
HOURS PER WEEK: 40		# OF EMPLOYEES SUPERVISED: 0	
DUTIES: Acted as lead counsel on enforcement matters brought pursuant to federal water protection statutes (SDWA and CWA), including successful negotiation to settlement with respondents Counseled clients on agency final actions, including close review of controversial SDWA and CWA permit decision documents; prepared clients for public meetings; provided tailored advice on environmental justice and financial assurance considerations; analyzed litigation risk and prepared research memoranda Developed presentations for agency clients on regulatory changes for cross-cutting legal issues, such as agency consultation regulations under the Endangered Species Act, National Historic Preservation Act, and others			
REASON FOR LEAVING: Relocated to New York.			
DATES: From: 9/2017 To: 2/2019		EMPLOYER: Kirkland & Ellis LLP	POSITION TITLE: Associate, Environmental Transactions
ADDRESS: (Street, City, State/Province, Zip/Postal Code) [REDACTED]			
MAY WE CONTACT THIS EMPLOYER? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			
HOURS PER WEEK: 40			
DUTIES: - Conducted environmental legal due diligence for complex merger and divestiture transactions in a wide range of industries; supervised environmental consultants during all phases of diligence process - Drafted and negotiated environmental provisions in purchase and sale, credit, and lease agreements - Prepared legal research and formal memoranda on behalf of environmental restructuring clients - Maintained an active pro bono practice, including serving as pro bono counsel in a veteran's case that was adjudicated in my client's favor			
REASON FOR LEAVING: Started job at EPA Region 9.			
DATES: From: 5/2016 To: 8/2016		EMPLOYER: Kirkland & Ellis	POSITION TITLE: Summer Associate, Environmental Transactions
ADDRESS: (Street, City, State/Province, Zip/Postal Code) [REDACTED]			
MAY WE CONTACT THIS EMPLOYER? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			
HOURS PER WEEK: 40			
DUTIES: Assisted with environmental legal due diligence for complex merger and divestiture transactions in a wide range of industries			
REASON FOR LEAVING: I worked at the firm as a summer associate during law school.			
DATES: From: 5/2015 To: 7/2015		EMPLOYER: U.S. Dept. of Health and Human Services	POSITION TITLE: Legal Intern
ADDRESS: (Street, City, State/Province, Zip/Postal Code) [REDACTED]			
SUPERVISOR: Michael Cabotaje - Administrative Law Judge (no longer with HHS)		MAY WE CONTACT THIS EMPLOYER? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
HOURS PER WEEK: 40			
DUTIES: - Assisted attorneys in providing legal advice to sub-agencies, including Indian Health Services (IHS) - Drafted motions and litigation reports for Equal Employment Opportunity Commission cases			
REASON FOR LEAVING: I worked at HHS as a summer extern during law school.			
DATES: From: 6/2011 To: 5/2014		EMPLOYER: Fragomen, Del Rey, Bernsen & Loewy, LLP	POSITION TITLE: Paralegal
ADDRESS: (Street, City, State/Province, Zip/Postal Code) [REDACTED]			
SUPERVISOR: Paul Hejinian - Managing Partner		MAY WE CONTACT THIS EMPLOYER? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
HOURS PER WEEK: 40			
DUTIES: - Assisted in the representation of corporate clients, corresponded daily with client contacts, and prepared presentations for meetings with corporate clients - Under supervision of attorneys, developed all aspects of clients' case strategy - Drafted employment-based visa filings, including immigrant and nonimmigrant petitions - Prepared visa petitions for pro bono clients including Violence Against Women Act petition, re-entry waivers and deferred action cases; monitored approximately 60-80 cases at all times			
REASON FOR LEAVING: I left the firm to attend law school.			

CERTIFICATES AND LICENSES

TYPE:
Recipient, Environmental Law Certificate

LICENSE NUMBER: ISSUING AGENCY:

TYPE:
California Bar

LICENSE NUMBER: ISSUING AGENCY:
State Bar of California

Skills

OFFICE SKILLS:
Typing:
Data Entry:

OTHER SKILLS:

LANGUAGE(S):
German - ☐ Speak ☐ Read ☐ Write

ADDITIONAL INFORMATION

Nothing Entered For This Section

REFERENCES

REFERENCE TYPE: Professional	NAME: Claudia Polsky	POSITION: Director, Environmental Law Clinic
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ADDRESS: (Street, City, State/Province, Zip/Postal Code)

EMAIL ADDRESS: [REDACTED]	PHONE NUMBER: [REDACTED]
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REFERENCE TYPE: Professional	NAME: Ivan Lieben	POSITION: Supervisor, EPA Region 9
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ADDRESS: (Street, City, State/Province, Zip/Postal Code)

EMAIL ADDRESS: [REDACTED]	PHONE NUMBER: [REDACTED]
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REFERENCE TYPE: Professional	NAME: Laurie Kermish	POSITION: Manager, EPA Region 9
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ADDRESS: (Street, City, State/Province, Zip/Postal Code)

EMAIL ADDRESS: [REDACTED]	PHONE NUMBER: [REDACTED]
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Agency-Wide Questions

1. How did you find out about this position?
District Website
2. If other, please tell us where.
3. Are you currently legally authorized to work in the United States on a full-time basis?
Yes
4. Are you related to any District employee or Board member?
No
5. Do you now, or will you in the future, require sponsorship for employment visa status (e.g., H-1B visa status)?
No
6. If related to a District employee or Board member, what is their name and their relationship to you?
N/A
7. Are you a current or former employee of the Air District?
No

Job Specific Supplemental Questions

1. Please describe any experience or education that directly relates to air quality. Also describe any experience on Boards or Commissions, or in other similar settings where you have interacted with regulated entities and the public in a formal public proceeding.
- I previously practiced law at EPA, in both the water and air divisions. While at EPA Region 9 (San Francisco), I primarily worked under the Clean Water Act and Safe Drinking Water Act, but I believe my experience is still relevant to the position with the Board. During my tenure, I led enforcement cases and supported clients on sometimes-contentious permit applications, including preparing them for and attending public comment proceedings. I routinely met with both private and public entity respondents and resolved numerous conflicts to mutual satisfaction. I also cross-collaborated with state and local government representatives. At EPA Region 2 (New York), I worked collaboratively with a team on a significant enforcement matter that resulted in an emergency order to close an oil refinery for significant violations of the Clean Air Act. That matter required that I attend and/or lead a number of meetings with regulated parties, and I also routinely attended and participated in meetings with concerned members of the public. At Region 2, I also supported clients in other air enforcement matters and in permitting matters. I routinely corresponded with state and territory representatives regarding ongoing programmatic projects, including substantive and procedural disagreements over NAAQS requirements.
2. Please list professional, trade, or business associations held which relate to the Hearing Board category for which you are applying.
- None.
3. Please list relevant accomplishments, publications, or awards.
- I was part of a team of other lawyers and enforcement personnel on a refinery enforcement matter brought by US EPA Region 2. In 2021, our team was awarded a Regional Excellence in Enforcement award.
4. The Hearing Board's workload varies, but it can meet as often as two or three times a month in person, almost always on Tuesdays. Meetings are often completed within three hours, but sometimes they can run all day. In addition, Hearing Board members may spend two hours or more reviewing materials in advance of a hearing. Given this schedule, do you believe that you have sufficient time to devote to the Hearing Board activities?
- Yes.
5. What interests you the most about the opportunity to serve on the Air District's Hearing Board?
- My work at EPA has given me a deep appreciation for the complexity and importance of the regulatory decision-making process, particularly in the context of permitting under the Clean Air Act. I find the balancing of competing factors in issuing permits both challenging and rewarding. I am currently seeking part-time opportunities that allow me to give back to my community, and serving on the Board would be an excellent way to apply my skills and knowledge while contributing to the public good. I would be honored to support the Board's adjudicatory efforts and help ensure that decisions are made in a fair, transparent, and informed manner.
6. Is there anything in your personal or professional background that would conflict with serving on the Hearing Board? For example, do you have client relationship with a facility permitted by the District? Or do you have a relationship with an air quality advocacy organization that could potentially bring a case to the Hearing Board?
- None.

The following terms were accepted by the applicant upon submitting the online application:

By clicking on the 'Accept' button, I hereby certify that every statement I have made in this application is true and complete to the best of my knowledge. I understand that any false or incomplete answer may be grounds for not employing me or for dismissing me after I begin work. I understand that I will have to produce documentation verifying identity and employment eligibility in the U.S. I understand that I may be required to verify any and all information given on this application. I understand that this completed application is the property of the Air District and will not be returned. I understand that the Air District may contact prior employers and other references. I understand that I must notify the Human Resources Office at [REDACTED] of any changes in my name, address, or phone number.

This application was submitted by Jennifer A. PIERCE on 2/9/25 12:30 PM

Jenny Pierce

EXPERIENCE

U.S. Environmental Protection Agency

Assistant Regional Counsel, Clean Air Act Branch, New York, NY, March 2021 – May 2022

- × Acted as co-counsel on significant environmental enforcement matter brought under the Clean Air Act (CAA), including project managing team response; prepared legal documents, letters, and negotiation strategy; provided FOIA and confidential business information counseling; prepared clients for and attended public meetings
- × Commented on permit issuance decisions, counseled clients on an array of administrative law matters

Assistant Regional Counsel, Water and General Law Branch, San Francisco, CA, June 2020 – March 2021

- × Acted as lead counsel on enforcement matters brought pursuant to federal water protection statutes (SDWA and CWA), including successful negotiation to settlement with respondents
- × Counseled clients on agency final actions, including close review of controversial SDWA and CWA permit decision documents; prepared clients for public meetings; provided tailored advice on environmental justice and financial assurance considerations; analyzed litigation risk and prepared research memoranda
- × Developed presentations for agency clients on regulatory changes for cross-cutting legal issues, such as agency consultation regulations under the Endangered Species Act, National Historic Preservation Act, and others
- × Attended a week-long intensive trial course

Honors Fellow, Water and General Law Branch, San Francisco, CA, March 2019 – June 2020

Kirkland & Ellis LLP, San Francisco, CA

Associate, Environmental Transactions, September 2017 – February 2019

- × Conducted environmental legal diligence for complex merger and divestiture transactions for clients in range of industries; managed consultants on environmentally-intensive deals
- × Drafted and negotiated environmental provisions in purchase and sale, credit, and lease agreements
- × Prepared legal research and formal memoranda, including CERCLA liability analysis, for bankruptcy/restructuring clients
- × Maintained active pro bono practice; served as counsel in a veteran's case that was successfully remanded by the Board of Veteran's Appeals; prepared formal research memoranda on behalf of pro bono clients

Summer Associate, Environmental Transactions, May 2016 – August 2016

Tuolumne River Trust, San Francisco, CA

Advisory Board Member, September 2017 – March 2019

U.S. Dept. of Health and Human Services, Office of the General Counsel, San Francisco, CA

Legal Intern, May 2015 – August 2015

Fragomen, Del Rey, Bernsen & Loewy, LLP, San Francisco, CA

Immigration Paralegal, June 2011 – May 2014

UC Hastings Justice and Diversity Center Clinic, San Francisco, CA

Referral Volunteer, December 2012 – April 2014

EDUCATION

University of California, Berkeley, School of Law

Juris Doctor, May 2017

Admitted to practice law in California, Bar Number: [REDACTED]

Honors: American Jurisprudence Award (First in Class), Negotiations Recipient, Environmental Law Certificate

Activities: Human Rights Clinic; Environmental Law Clinic; *Ecology Law Quarterly*; *Ecology Law Quarterly Currents*; Boalt Hall Women's Association

University of California, Berkeley

B.A., *High Distinction*, in History, May 2011

Honors: Dean's Honors List (7 semesters), History Department Thesis Research Grant, Phi Alpha Theta History Honors Society, Deutscher Akademischer Austauschdienst Study Abroad Fellowship

Semester Abroad: Freie Universität, Berlin, Spring 2010

SPEAKING ENGAGEMENTS, AWARDS, AND ADDITIONAL SKILLS

U.S. Environmental Protection Agency, 2021 Regional Excellence in Enforcement Award

St. Croix Refinery Enforcement Matter

Mapistry 2019 Pollution Prevention Conference, Berkeley, CA

Invited Speaker, October 2019

Fluent in spoken German

Climate Leader, Founder & Former United States Vice President Al Gore, Climate Reality Leadership Corps, Los Angeles, Ca. August 2018	Invitation to the Global Climate Action Summit Affiliate Event: 100% Committed County Climate Coalition Launch hosted by former United States Vice President Al Gore and Supervisor Dave Cortese, October 2018
Delegate, Groundbreaking Women in Construction (GWIC) April 2017	Written report on participatory budgeting process for the Department of Housing & Urban Development (HUD), the City of Oakland Council and the City of Oakland's Housing and Community Development. April 2017
Chair, National Night Out, Bushrod Recreation Center, August 2016-2019	Presentation, American Association of University Women (AAUW) Tech Trek Program on "Why Young Ladies in the Tech Trek Program Should Continue to Pursue Careers in Science: A Personal Perspective" August 2016
Invited by U.C Davis President Janet Napolitano & Mayor of Oakland, Libby Schaaf, to participate in a discussion on the role of the Cal Aggie Alumni Association (CAAA) in the Oakland Promise for Education October 2016	Scholarship, "2014 University of California Los Angeles (UCLA) Updates on Land Use Law and Planning Conference" January 2014
Diversity Chair/ Co-Vice President of American Associate of University Women (AAUW) 2007-2010	U.S. Delegate, "Women in Higher Education," South Africa October 2010
Presentation at the U.S. Department of Housing and Urban Development, National Fair Housing Conference & Housing Policy Summit 2004	Co-Chair, Budget & Finance, Women of Color Action Network (WCAN) 2003-2004

Recommendation of Candidates for the Air District's Hearing Board

Finance & Administration Committee

March 19, 2025

Hyacinth Hinojosa
Deputy Executive Officer
Finance and Administration

Background – Administrative Code

Pursuant to Health and Safety Code section 40800, the Board of Directors shall appoint a Hearing Board consisting of five members, as provided in Health and Safety Code section 40801. In filling the two seats designated for public members under Health and Safety Code section 40801(d), the Board of Directors shall give priority to applicants who do not qualify for the seats designated for members of professions under Health and Safety Code sections 40801(a)-(c). The Hearing Board shall have the power and authority to issue variances under Health and Safety Code sections 42350 et seq., to issue orders for abatement under Health and Safety Code sections 42451 et seq., to hear appeals from decisions by the APCO to issue, deny, or suspend a permit under Health & Safety Code sections 42302 et seq.; to revoke a permit under Health and Safety Code section 42307, and to take all other actions authorized under other provisions of the Health and Safety Code and related law.

APCO: Air Pollution Control Officer

Vacancies

Three current incumbents have terms expiring April 6, 2025, and are seeking re-appointment for another term:

- Valerie Armento – Principal member (Attorney)
- Peter Chiu – Principal member (Medical)
- Amelia Timbers – Principal member A (Public)

There are also two seats for which there is not a current incumbent seeking re-appointment:

- Alternate member A (Public) - Currently vacant
- Alternate member (Attorney) - Current incumbent's term expires 4/6/2025

Recruitment

- The recruitment for this position was posted on January 2, 2025, and applications were due February 10, 2025.
- Outreach and advertisement included listings on eleven job boards, including those focusing on diversity, volunteering, medical professions, and attorney professions.

Current Hearing Board Members and Terms

Category	Hearing Board Position	Name	County of Residence	Cumulative Total Years as Principal of as of Feb 2025 (15-year limit)
Public	Principal B	B. Toole O'Neil (VC) Term expires 11/1/26	San Mateo	7 y, 9 m
	Alternate B	D. Cullenward Term expires 11/1/26	San Francisco	9 months (2020-2021) <i>Appointed as Principal, then left HB for Advisory Council appointment</i>
	Principal A	A. Timbers Term expires 4/6/25	Contra Costa	2 y, 10 m
	Alternate A	VACANT		
Attorney	Principal	V. Armento (Chair) Term expires 4/6/25	Santa Clara	9 y, 6 m
	Alternate	J. Lee Term expires 4/6/25	San Francisco	0
Professional Engineer	Principal	R. Dabir Term expires 10/4/26	Contra Costa	1 y, 4 m
	Alternate	J. Maddox Term expires 10/4/26	Contra Costa	0
Medical	Principal	P. Chiu Term expires 4/6/25	Santa Clara	11 y, 10 m
	Alternate	S. Batra Term expires 10/4/26	Alameda	0

Current Hearing Board Members Attendance

Attendance of Current Hearing Board Members from 2024 – Present									
Hearing Date	V. Armento (Chair) Principal Member, Attorney Category	B. Toole O'Neil (Vice Chair) Principal Member A, Public Category	P. Chiu Principal Member, Medical Category	A. Timbers Principal Member B, Public Category	R. Dabir Principal, PE Category	J. Lee Alternate, Medical Category	S. Batra Alternate, Medical Category	J. Maddox Alternate, PE Category	D. Cullenward Alternate Public Category
2024									
1/23/2024	X	Not Present	Recused	X	X	X	X	X	X
2/6/2024	X	Not Present	Recused	X	X	X	Not Present	Not Present	X
2/27/2024	X	X	Not Present	X	Not Present	X	Not Present	X	X
4/16/2024	X	X	X	X	X	Not Present	X	X	Not Present
6/25/2024	X	X	X	X	X	Not Present	Not Present	Not Present	Not Present
7/30/2024	X	X	Not Present	X	Not Present	Not Present	Not Present	X	Not Present
9/10/2024	X	X	X	X	Not Present	X	X	X	Not Present
9/17/2024	X	X	X	X	X	X	X	Not Present	X
10/8/2024	X	X	X	Not Present	X	Not Present	Not Present		Not Present
10/29/2024	X	X	X	X	Not Present	X	Not Present	Not Present	Not Present
2025									
2/18/2025	X	X	X	X	Not Present	X	Not Present	X	X

X = Present

Suggestion for Recommending Candidates

Recommend reappointment of the three current Hearing Board members seeking reappointment for an additional terms:

- Valerie Armento – Principal member (Attorney)
- Peter Chiu – Principal member (Medical)
- Amelia Timbers – Principal member A (Public)

Conduct interviews of all candidates for the two positions for which there is no currently-serving incumbent seeking reappointment:

- Attorney Alternate: 2 interviews
- Public Alternate A: 4 interviews

Recommend candidates based on those interviews

INTERVIEWS & DISCUSSION

BAY AREA AIR DISTRICT
Memorandum

To: Chairperson Lynda Hopkins and Members
of the Finance and Administration Committee

From: Philip M. Fine
Executive Officer/APCO

Date: March 19, 2025

Re: Proposed Fiscal Year 2025-2026 Budget and Fee Regulation
Amendments

RECOMMENDED ACTION

Provide feedback and direction to staff regarding the Fiscal Year 2025-2026 Proposed Budget and Fee Regulation Amendments, or, if the Committee has no additional requests or direction, recommend to the Board of Directors that the Board adopt the Fiscal Year 2025-2026 Proposed Budget and Fee Regulation Amendments with proposed staffing recommendations.

BACKGROUND

Under Section 9.3 of the Air District's Administrative Code, the Executive Officer or their designee is required to present the Fiscal Year (FY) 2025-2026 Proposed Budget to the Finance & Administration Committee at its March meeting to receive direction, and is required to present the final Proposed Budget to the Committee at its April meeting for the Committee's approval. Air District staff will present the FY Year 2025-2026 Proposed Budget and Fee Regulation Amendments to the Committee and gather Committee feedback and direction. If the Committee has no additional requests or direction, the Committee may consider recommending the Proposed Budget and Fee Regulation Amendments for adoption by the Board of Directors.

DISCUSSION

The Committee will consider recommending the FY 2025-2026 Proposed Budget and Fee Regulation Amendments to the Board of Directors. The Board of Directors is required to hold two public hearings before taking action to adopt the proposed budget and fee regulation amendments. Section one presents an overview of the proposed budget recommendations, while section two outlines the fee regulation amendment recommendations.

SECTION ONE: FISCAL YEAR 2025-2026 PROPOSED BUDGET OVERVIEW

In the FY 2025-2026 Proposed Budget, comprising \$165 million from the General Fund and \$147 million from Special Funds, we have allocated an increase of \$18.3 million compared to the previous fiscal year. This budget will advance key initiatives aligned with the Air District's strategic goals. Key recommendations within this budget increase include:

- Funding for 23 additional Full-time Equivalent (FTE) positions and six (6) Limited-Term Contract Employees (LTCEs) to support Strategic Plan goals with a focus on environmental justice, community engagement, and outreach.
- Allocation of \$5.3 million for one-time investments to address essential services and acquire necessary capital assets.
- Implementation of fee increases consistent with the Cost Recovery Policy, ensuring sustainable funding for our operations.
- A 2.0% increase in salaries and benefits for Air District employees to mitigate the impact of economic inflation.
- Provision for an average 8% vacancy savings to accommodate recruitment timelines and attrition due to retirements.
- Continued commitment to pre-funding pension and other post-employment benefits liabilities, by the Air District's funding policy.
- Maintaining the reserve policy to address economic uncertainties and maintain adequate cash flow.
- Investment in various grant incentive programs and projects across the nine Bay Area counties.

To support critical programs and enhance service delivery, staff is recommending 23 additional FTE positions, which will be supported by 9% Community Benefit Fund, AB 617 Implementation Grant, increase in the Community Air Protection (CAP) administrative overhead funds from 6.25% to 12.5%, reallocation of professional services funding to staffing positions, and continued use of General Fund as a short-term investment strategy. The proposed cost impact for this recommendation is approximately \$4.7 million and is summarized in Table 1 below. Further details on the recommended positions can be found in Attachment A.

Table 1 summarizes the new funding source to support the cost impacts of the proposed new 23 FTEs.

Funding Source	FTE	Annual Cost
AB 617 Implementation Funds	5	\$997,850
9% Community Benefit Fund	3	\$629,423
Increased Admin Overhead	7	\$1,306,487

(CAP)		
Professional Services Reallocation	4	\$869,624
Increased General Fund Revenues	4	\$884,660
Total	23	\$4,688,044

Apart from the 23 staffing recommendations, staff is seeking reclassification of positions to enhance organizational operations. This recommendation will generate approximately \$175,925 in total cost impact, as outlined in Table 2 below. For more in-depth information on the recommended reclassifications and transfers, please refer to Attachment A.

Table 2 summarizes the 6 reclassifications requested in each division.

Division/Office	Reclassification	Annual Impact
Environmental Justice	1	\$7,963
Compliance & Enforcement	2	\$60,977
Finance	1	\$14,200
Information Management	1	\$126,210
Technology Implementation Office	1	(33,445)
Total	6	\$175,905

The staffing roster of the Air District has been revised to incorporate all staffing recommendations, which are outlined in Appendix F of the FY 2026 Proposed Budget (see Attachment B). Furthermore, staff propose designating \$2.5 million reserve for Limited Term Contract Employee (LTCE) Staffing for four (4) LTCE positions for a maximum of up to three (3) years. As part of the budget actions to adopt the FY 2026 Budget, staff will seek authorization to transfer \$2.5 million reserves and allocated for Limited Term Contract Employee Staffing Reserve to fill the four (4) positions.

In addition, staff is proposing two (2) additional LTCE for the facility-funded pilot program, which will allow the Engineering Division to work with applicants with complex permits. These proposed positions will be supported by a funded agreement with the facilities interested.

The proposed budget includes these additional six (6) LTCE positions.

SECTION TWO: FISCAL YEAR 2025-2026 PROPOSED FEE REGULATION AMENDMENT OVERVIEW

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

- A 2.8% increase, the Consumer Price Index for Bay Area Urban Wage Earners and Clerical Workers (CPI-W) for the most recent year, is proposed for Schedule M and schedules with a cost recovery rate of at least 100 percent but less than 110 percent.
 - Schedule B Combustion of Fuels
 - Schedule D Gasoline Transfer at GDFs & Bulk Plants and Bulk Terminals
 - Schedule I Dry Cleaners (not registered)
- A 15% increase is proposed for schedules with a cost recovery rate less than 100 percent.
 - Schedule A Hearing Board Fees
 - Schedule E Solvent Evaporating Sources
 - Schedule F Miscellaneous Sources
 - Schedule G1 Miscellaneous Sources
 - Schedule G2 Miscellaneous Sources
 - Schedule G3 Miscellaneous Sources
 - Schedule G4 Miscellaneous Sources
 - Schedule G5 Miscellaneous Sources
 - Schedule H Semiconductor and Related Operations
 - Schedule K Solid Waste Disposal Sites
 - Schedule P Major Facility Review Fees
 - Schedule S Naturally Occurring Asbestos (NOA) Operations
 - Schedule V Open Burning: Marsh Management fees only
 - Schedule W Petroleum Refining Emissions Tracking Fees
- Fees that are administrative in nature and Schedule M (Major Stationary Source Fees) would be increased by the CPI-W.
- In addition, staff propose:
 - Specific changes to the risk assessment fees in Schedules B and D.
 - General language clean up.

BUDGET CONSIDERATION/FINANCIAL IMPACT

The total consolidated FY 2025-2026 proposed budget is \$312 million, which includes \$165 million for the General Fund Budget and \$147 million for the Special Fund Budget. The proposed budget includes the proposed fee increases and costs associated with the 23 FTE positions in each of the respective division and program budgets.

Respectfully submitted,

Philip M. Fine
Executive Officer/APCO

Prepared by: Stephanie Osaze and Fred Tanaka
Reviewed by: Hyacinth Hinojosa

ATTACHMENT(S):

1. Attachment A FYE 2026 Proposed Staffing Justification
2. Attachment B Appendix F FYE 2026 Authorized Staffing
3. Attachment C FY 2025-2026 Budget in Brief
4. Attachment D FY 2025-2026 Proposed Budget
5. Proposed Fiscal Year Ending 2026 Budget and Fee Amendment Presentation

FYE 2026 FTE Staffing Requests	
REVENUE: SOURCE: AB 617 grant (5 FTEs)	
Division	Justification
Environmental Justice	
Staff Specialist I/II	Grant Management, Budgeting, Grant Reporting, Quarterly expenditure
Senior Staff Specialist	Program Delivery i.e., grant mgt, grant reporting
Senior Staff Specialist	Support AB 617
Planning & Climate Protection	
Senior Air Quality Planner	Support AB 617
Communication	
Public Information Officer I/II	Comms for CSCs
REVENUE SOURCE: 9% Community Benefit fund (Admin Portion) (3 FTEs)	
Community Investments Office	
Manager – Community Investments	Multiple Pilots
Staff Specialist I/II	Efficiency & Transparency
Communications	
Public Information Officer I/II	Communication for Community Investments
REVENUE SOURCE: CAP Incentives Administrative Overhead (7 FTEs)	
Environmental Justice	
Staff Specialist I/II	Community Outreach
Administrative Services	
Staff Specialist I/II	Increase Procurement Capacity
External Affairs	
Staff Specialist I/II	Regional Support for Public Affairs/Government Relations/Community Engagement
Staff Specialist I/II	Regional Support for Public Affairs/Government Relations/Community Engagement
Human Resources	
Human Resources Analyst I/II	Increased recruitments
Enterprise Technology Solutions	
System Analyst – Database Administrator / Programmer	Inhouse Expertise
System Analyst - Project Manager	Inhouse Expertise
REVENUE SOURCE: Reduction in Professional Services Contract (4 FTEs)	
Engineering	
Air Quality Engineer I/II (BACT and Permit Consistency Coordinator)	Backlog reduction
Human Resources	
Principal Human Resources Analyst	Implement Learning & Development Initiatives

Attachment A: Staffing Justification

Information Services Operations	
Systems Analyst – Infrastructure and Operations	Inhouse Expertise
Legal	
Staff Attorney – Grants & Contracts Support	Grants and contracts work currently being done by an outside vendor and a temporary employee (salary). 0.5 SID; 0.5 GF
REVENUE SOURCE: General Fund Revenue Savings (4 FTEs)	
Rules	
Staff Specialist I/II	increase rulemaking throughout
Principal Air Quality Engineer	Support indirect source rulemaking
Senior Air Quality Specialist	Support indirect source rulemaking
Legal	
Staff Attorney (Indirect Source Rules)	Additional staffing to support development of ISR
REVENUE SOURCE: Facility Funded Agreement (2 LTCEs)	
Engineering	
Engineering Program Manager (Unrepresented LTCEs)	Timely permits
Engineering Program Manager (Unrepresented LTCEs)	Timely permits
REVENUE SOURCE: Designated Reserves (4 LTCEs)	
Human Resources	
Senior Human Resources Analyst – EEO Specialist (CONF LTCE)	Mediations, Workplace Investigations, Civil Rights
Information Services Operation - PMO	
Program Manager – Strategic Planning (LTCE)	Accelerate work
Environmental Justice	
Staff Specialist I/II (LTCE)	Community Outreach
External Affairs	
Staff Specialist I/II (LTCE)	Regional Support for Public Affairs/Government Relations/Community Engagement

Add/Delete Requests FYE2026		
Finance Division		
Current Position	Proposed Position	Justification
Accountant I/II	Senior Accountant	Finance currently has several Accountant positions but lacks a Senior Accountant, creating a gap in the department's career progression. Reclassifying one of these positions would enhance the Finance team by providing a clear advancement path, reinforcing the Air District's commitment to employee growth and development. The Senior Accountant would play a critical role in mentoring and reviewing the work of accountants and assistants, assisting supervisors and managers with complex financial tasks, and leading divisional projects.
Technology Implementation Office		
Current Position	Proposed Position	Justification
Staff Specialist I/II (LTCE)	Assistant Staff Specialist I/II (LTCE)	This request is a reflection of the work expected in the Clean Cars for All program in the near future from program development to more program administration (application reviews, payment processing, etc.).
Information Service Operation		
Current Position	Proposed Position	Justification
Director	Deputy Executive Officer	This high-level position is needed to provide strategic and policy direction on integration of information management systems.
Executive Office Transfer to Environmental Justice		
Current Position	Proposed Position	Justification
Senior Advanced Project Advisor	Manager	This Manager level position will provide direct oversight of Environmental Justice staff, programs and projects and is consistent with Strategic Plan initiative resource needs and the Equity and Community Programs Division organizational structure changes made in December 2024.

Attachment A: Staffing Justification

Compliance & Enforcement		
Current Position	Proposed Position	Justification
Air Quality Engineer I/II	Senior Air Quality Specialist	The reason for the change is that there is a need for a person with more experience on the Compliance and Enforcement side, which this Senior AQS position may entail. The group currently operates with 4 staff with the title of an Engineer or an Engineering background and 1 person who has a specialist title with a background within Compliance and Enforcement.
Assistant Air Quality Specialist I/II	Senior Air Quality Specialist	The percentage of Field Air Quality Specialists I/II is currently 68% to 15% Senior Air Quality Specialist, 14% Supervising Specialists and 3% Assistant Air Quality Specialist. The 3%, if allowed to upgrade will be added to the 68% rounding it up to 71% AQS I/II to 15% Seniors.

Position Transfer Requests FYE2026	
Executive Division to Public Affairs Service Area	
Current Service Area/Division	Proposed Service Area
Executive Office– Deputy Executive Officer	Engineering & Compliance Service - Deputy Executive Officer
Executive to Equity & Community Programs Services:	
Current Service Area/Division	Proposed Service Area
Executive Office – Deputy Executive Officer	Equity & Community Programs-Deputy Executive Officer
Executive to Finance & Administration Services:	
Current Service Area/Division	Proposed Service Area
Executive – Deputy Executive Officer	Finance and Administration Service - Deputy Executive Officer
Executive to Public Affairs Services:	
Current Service Area/Division	Proposed Service Area
Executive – Deputy Executive Officer	Public Affairs Service - Deputy Executive Officer
Executive to Information Management:	
Current Service Area/Division	Proposed Service Area
Executive – Deputy Air Pollution Control Officer	Information Management - Deputy Air Pollution Control Officer (DAPCO)
Executive to Science and Policy Service:	
Current Service Area/Division	Proposed Service Area
Executive – Deputy Executive Officer	Science and Policy Service – Deputy Executive Officer

Position Transfer Requests FYE2026	
Executive to Environmental Justice:	
Current Department	Proposed Department
Executive – Senior Policy Advisor	Environmental Justice – Senior Policy Advisor
Executive – Senior Advanced Projects Advisor	Environmental Justice - Senior Advanced Projects Advisor
Executive to Planning & Climate Protection:	
Current Department	Proposed Department
Executive - Principal Environmental Planner	Planning & Climate Protection – Principal Environmental Planner

Attachment A: Staffing Justification

Executive to Finance:	
Current Department	Proposed Department
Executive – Senior Advanced Projects Advisor	Finance – Senior Advanced Projects Advisor
Compliance & Enforcement to External Affairs:	
Current Department	Proposed Department
ENF – Air Quality Technician I/II	External Affairs – Assistant Staff Specialist I/II
Meteorology & Measurement to Engineering:	
Current Department	Proposed Department
MM - Assistant Staff Specialist II	SOURCE TEST - Assistant Staff Specialist II
MM - Principal Air Quality Specialist	SOURCE TEST - Principal Air Quality Specialist
MM - Senior Air Quality Engineer	SOURCE TEST - Senior Air Quality Engineer
MM - Supervising Air Quality Specialist	SOURCE TEST - Supervising Air Quality Specialist
MM - Manager	SOURCE TEST - Manager
MM - Air Quality Specialist II	SOURCE TEST - Air Quality Specialist II
MM - Air Quality Specialist I	SOURCE TEST - Air Quality Specialist I
MM -Principal Air Quality Engineer	SOURCE TEST - Principal Air Quality Engineer
MM - Senior Air Quality Specialist	SOURCE TEST - Senior Air Quality Specialist
MM - Supervising Air Quality Engineer	SOURCE TEST - Supervising Air Quality Engineer
MM - Air Quality Engineer II	SOURCE TEST - Air Quality Engineer II
MM - Air Quality Engineer I	SOURCE TEST - Air Quality Engineer I
MM - Senior Air Quality Engineer	SOURCE TEST - Senior Air Quality Engineer
MM - Air Quality Engineer II	SOURCE TEST - Air Quality Engineer II
MM - Air Quality Specialist I	SOURCE TEST - Air Quality Specialist I
MM - Air Quality Specialist II	SOURCE TEST - Air Quality Specialist II

APPENDIX F-FTE FY26

FYE 2026 Proposed Full-Time Equivalent (FTE) Positions

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) 2026. The FYE 26 PROPOSED column represents proposed changes to the designated classifications and/or division assignments (if any) which is reflected in the "DIFF" column. The total proposed staffing for FYE 2026 includes 23 additional FTEs bringing the total to 523 FTEs.

Service Area / Division	Position Classification	Salary Range ID	FYE 25 APPROVED	FYE 25-Mid Yr APPROVED	FYE 26 PROPOSED	DIFF
Engineering & Compliance Service Area						
FY26 Transfer	Deputy Executive Officer	169			1	1
Compliance & Enforcement						
FY26 (Add/Del)	Administrative Assistant I/II	114/118	2	2	2	
	Air Quality Engineer I/II	132/136	1	1	0	-1
	Air Quality Specialist I/II	130/134	5	5	5	
	Air Quality Specialist I/II	130/134	44	44	44	
FY26 (Add/Del)	Air Quality Technician I/II	122/126	6	6	6	
	Assistant Air Quality Specialist I/II	122/126	2	2	1	-1
	Director/Officer	156	1	1	1	
	Manager	148	5	5	5	
FY26 (Add/Del)	Principal Air Quality Engineer	144	2	3	3	
	Radio/Telephone Operator	113	4	4	4	
	Senior Advanced Projects Advisor	148	1	1	1	
	Senior Air Quality Engineer	140	3	2	2	
	Senior Air Quality Specialist	138	11	11	13	2
	Senior Air Quality Technician	130	2	2	2	
	Supervising Air Quality Specialist	142	10	10	10	
Compliance & Enforcement Total			99	99	99	
Engineering						
FY26 New	Administrative Assistant I/II	114/118	4	4	4	
	Air Quality Engineer I/II	132/136	21	21	22	1
	Air Quality Permit Technician I/II	122/126	2	2	2	
	Air Quality Specialist I/II	130/134	4	4	4	
	Air Quality Technician I/II	122/126	5	5	5	
	Assistant Manager	147	1	1	1	
	Director/Officer	156	1	1	1	
	Manager	148	5	5	5	
	Principal Air Quality Engineer	144	5	5	5	
	Principal Air Quality Engineer	144	1	1	1	
	Senior Advanced Projects Advisor	148	1	1	1	
	Senior Air Quality Engineer	140	4	4	4	
	Senior Air Quality Engineer	140	9	9	9	
	Senior Air Quality Technician	130	1	1	1	
	Supervising Air Quality Engineer	144	12	12	12	
	Supervising Air Quality Specialist	142	1	1	1	
	Supervising Systems Analyst	139	1	1	1	
	Toxicologist	144	1	1	1	
Engineering Total			79	79	80	1
Source Test						
FY26 Transfer	Air Quality Engineer I/II	132/136			3	3
FY26 Transfer	Air Quality Specialist I/II	130/134			4	4
FY26 Transfer	Assistant Staff Specialist I/II	122/126			1	1
FY26 Transfer	Manager	148			1	1
FY26 Transfer	Principal Air Quality Engineer	144			1	1
FY26 Transfer	Principal Air Quality Specialist	142			1	1
FY26 Transfer	Senior Air Quality Engineer	140			2	2
FY26 Transfer	Senior Air Quality Specialist	138			1	1
FY26 Transfer	Supervising Air Quality Engineer	144			1	1
FY26 Transfer	Supervising Air Quality Specialist	142			1	1
Source Test Total					16	16
Engineering & Compliance Service Area			178	178	196	18
Equity & Community Programs Service Area						
FY26 Transfer	Deputy Executive Officer	169			1	1
Civil Rights Office						
	Director/Officer	156		1	1	
	Staff Specialist I/II	130/134	0	1	1	
Civil Rights Office Total			0	2	2	

APPENDIX F-FTE FY26

Service Area / Division	Position Classification	Salary Range ID	FYE 25 APPROVED	FYE 25-Mid Yr APPROVED	FYE 26 PROPOSED	DIFF
Community Investment Office						
	Assistant Staff Specialist I/II	122/126		1	1	
	Director/Officer	156		1	1	
FY26 New	Manager	148			1	1
FY26 New	Staff Specialist I/II	130/134			1	1
	Supervising Staff Specialist	142		1	1	
Community Investment Office Total			0	3	5	2
Environmental Justice (formerly Community Engagement)						
	Administrative Assistant I/II	114/118	1	1	1	
	Assistant Manager	147	1	1	1	
	Assistant Staff Specialist I/II	122/126	1	1	1	
	Director/Officer	156	1	1	1	
FY26 Transfer (Add/Del)	Manager	148	2	2	3	1
	Public Information Officer I/II	130/134	1	1	1	
	Senior Air Quality Engineer	140	1	1	1	
FY26 New	Senior Staff Specialist	138	5	5	7	2
FY26 New	Staff Specialist I/II	130/134	4	4	6	2
FY26 Transfer	Senior Advanced Projects Advisor	148			1	1
FY26 Transfer	Senior Policy Advisor	148		0	1	1
Environmental Justice Total			17	17	24	7
Diversity, Equity & Inclusion						
	Director/Officer	156	1	1	1	
	Supervising Staff Specialist	142	1	1	1	
	Senior Staff Specialist	138	1	1	1	
	Staff Specialist I/II	130/134	1	1	1	
Diversity, Equity & Inclusion Total			4	4	4	
Strategic Incentives						
	Administrative Assistant I/II	114/118	1	1	1	
	Assistant Staff Specialist I/II	122/126	6	7	7	
	Director/Officer	156	1	1	1	
	Manager	148	4	4	4	
	Senior Staff Specialist	138	1	0	0	
	Senior Staff Specialist	138	5	6	6	
	Staff Specialist I/II	130/134	10	10	10	
	Principal Staff Specialist	142	1	1	1	
	Supervising Staff Specialist	142	4	5	5	
Strategic Incentives Total			33	35	35	
Technology Implementation Office						
	Assistant Staff Specialist I/II	122/126	2	2	2	
	Director/Officer	156	1	1	1	
	Manager	148	1	1	1	
	Senior Staff Specialist	138	2	2	2	
	Staff Specialist I/II	130/134	4	4	4	
	Supervising Staff Specialist	142	1	1	1	
Technology Implementation Office Total			11	11	11	
Equity & Community Programs Service Area			65	72	82	10
Finance & Administration Service Area						
FY26 Transfer	Deputy Executive Officer	169			1	1
Administrative Resources						
	Director/Officer	156	1	1	1	
	Facilities Maintenance Worker	108	1	1	1	
	Manager	148	2	1	1	
	Senior Advanced Projects Advisor	148	0	0	0	
	Senior Executive Assistant	134	1	1	1	
	Senior Staff Specialist	138	1	1	1	
FY26 New	Staff Specialist I/II	130/134	8	8	9	1
	Supervising Staff Specialist	142	1	2	2	
	Principal Staff Specialist	142	0	0	0	
Administrative Resources Total			15	15	16	1
Executive Office						
	Administrative Assistant I/II	114/118	1	1	1	
	Clerk of the Boards	132	1	1	1	
FY26 Transfer	Deputy Air Pollution Control Officer	160	2	2	1	-1
FY26 Transfer	Deputy Executive Officer	169	5	5	0	-5
FY26 Transfer	Director/Officer	156	1	1	0	-1

APPENDIX F-FTE FY26

Service Area / Division	Position Classification	Salary Range ID	FYE 25 APPROVED	FYE 25-Mid Yr APPROVED	FYE 26 PROPOSED	DIFF
	Executive Assistant I/II	128/132	3	3	3	
	Executive Officer/Air Pollution Control Manager	Contract	1	1	1	
	Manager	148	2	2	2	
FY26 Transfer	Principal Environmental Planner	142	1	1	0	-1
FY26 Transfer	Senior Advanced Projects Advisor	148	3	3	0	-3
	Senior Executive Assistant	134	3	3	3	
FY26 Transfer	Senior Policy Advisor	148	1	1	0	-1
Executive Office Total			23	24	12	-12
Finance Office						
FY26 (Add/Del)	Accountant I/II	130/134	5	5	4	-1
	Accounting Assistant I/II	122/126	4	4	4	
	Director/Officer	156	1	1	1	
	Fiscal Services Supervisor	142	1	1	1	
	Manager	148	3	3	3	
	Principal Human Resources Analyst	142	1	1	1	
FY26 (Add/Del)	Senior Accountant				1	1
	Senior Payroll Analyst	138	1	1	1	
	Senior Staff Specialist	138	1	1	1	
FY26 Transfer	Senior Advanced Projects Advisor	148			1	1
	Staff Specialist I/II	130/134	1	1	1	
Finance Office Total			18	18	19	1
Human Resources Office						
	Director/Officer	156	1	1	1	
	Human Resources Technician II	122/126	1	1	1	
FY26 New	Human Resources Analyst I/II	130/134	1	2	3	1
	Manager	148	2	2	2	
FY26 New	Principal Human Resources Analyst	142	1	1	2	1
	Senior Human Resources Analyst	138	4	3	3	
Human Resources Office Total			10	10	12	2
Finance & Administration Service Area			66	67	60	-7
General Counsel Service Area						
Legal						
	Assistant Counsel I/II	149/153	9	9	9	
FY26 Transfer	Counsel	Contract	1	1	1	
	Legal Office Services Specialist	124	1	1	1	
	Senior Assistant Counsel	157	2	2	2	
FY26 New	Staff Attorney	145			2	2
	Staff Specialist I/II	130/134	4	4	4	
Legal Total			17	17	19	2
General Counsel Service Area			17	17	19	2
Information Management Service Area						
FY26 (Add/Del/Transfer)	Deputy Executive Officer	169			1	1
FY26 Transfer	Deputy Air Pollution Control Officer	160			1	1
Enterprise Technology Solutions						
	Assistant Staff Specialist I/II	122/126		1	1	
	Assistant Manager	147	3	4	4	
	Manager	148	1	1	1	
	Director/Officer	156	1	1	1	
	Systems Analyst	135	1	1	1	
	Supervising Systems Analyst	139	1	1	1	
FY26 New	Systems Analyst	135	1	1	3	2
	Web Master	135	1	1	1	
Enterprise Technology Solutions Total			9	11	13	2
Information Services						
	Air Quality Specialist I/II	130/134	1	1	1	
	Assistant Air Quality Specialist I/II	122/126	1	1	1	
	Assistant Staff Specialist I/II	122/126	1	0	0	
	Assistant Manager	147	1			
FY26 (Add/Del)	Director/Officer	156	1	1	0	-1
	Manager	148	3	3	3	
	Programmer Analyst I/II	127/131	1	1	1	
	Staff Specialist I/II	130/134	0	0	0	
	Supervising Systems Analyst	139	2	2	2	
	Supervising Staff Specialist	142	1	1	1	

APPENDIX F-FTE FY26

Service Area / Division	Position Classification	Salary Range ID	FYE 25 APPROVED	FYE 25-Mid Yr APPROVED	FYE 26 PROPOSED	DIFF
	Principal Cybersecurity Analyst	142	1	1	1	
	Principal System Analyst	142	0	0	0	
FY26 New	Systems Analyst	135	3	3	4	1
Information Services Total			16	14	14	
Information Management Service Area			25	25	29	4
Public Affairs Service Area						
FY26 Transfer	Deputy Executive Officer	169			1	1
Communications Office						
	Assistant Staff Specialist I/II	122/126	2	2	2	
	Director/Officer	156	1	1	1	
	Manager	148	2	2	2	
FY26 New	Public Information Officer I/II	130/134	5	5	7	2
	Staff Specialist I/II	130/134	1	0	0	
	Senior Public Information Officer	138	1	1	1	
Communications Office Total			12	11	13	2
External Affairs Office						
FY26 Transfer	Assistant Staff Specialist I/II	122/126	1	1	2	1
	Director/Officer	156	1	1	1	
	Manager	148	1	1	1	
FY26 New	Staff Specialist I/II	130/134			2	2
External Affairs Office Total			3	3	6	3
Legislative & Government Affairs Office						
	Director/Officer	156	1	1	1	
	Staff Specialist I	130/134	1	1	1	
Legislative & Government Affairs Office Total			2	2	2	
Public Affairs Service Area Total			17	16	22	6
Science & Policy Service						
FY26 Transfer	Deputy Executive Officer	169			1	1
Assessment, Inventory & Modeling						
	Advanced Projects Advisor	144	2	1	1	
	Air Quality Engineer I/II	132/136	2	2	2	
	Air Quality Meteorologist I/II	131/135	1	1	1	
	Atmospheric Modeler	140	1	1	1	
	Director/Officer	156	1	1	1	
	Manager	148	2	2	2	
	Principal Air Quality Engineer	144	3	3	3	
	Research Analyst	130	1	1	1	
	Senior Advanced Projects Advisor	148	2	2	2	
	Senior Air Quality Engineer	140	1	2	2	
	Senior Atmospheric Modeler	144	1	1	1	
	Statistician	137	1	1	1	
Assessment, Inventory & Modeling Total			18	18	18	
Meteorology & Measurements						
FY26 Transfer	Advanced Projects Advisor	144	1	1	1	
	Air Quality Engineer I/II	132/136	3	3	0	-3
	Air Quality Laboratory Technician I/II	122/126	1	1	1	
	Air Quality Meteorologist I/II	131/135	2	2	2	
	Air Quality Chemist I/II	130/134	1	1	1	
FY26 Transfer	Air Quality Specialist I/II	130/134	14	15	11	-4
	Assistant Air Quality Specialist I/II	122/126	5	4	4	
	Assistant Manager	147	1	1	1	
FY26 Transfer	Assistant Staff Specialist I/II	122/126	3	3	2	-1
	Director/Officer	156	1	1	1	
FY26 Transfer	Manager	148	6	6	5	-1
	Principal Air & Meteorological Monitori	143	1	1	1	
	Principal Air Quality Chemist	142	3	3	3	
FY26 Transfer	Principal Air Quality Engineer	144	1	1	0	-1
	Principal Air Quality Meteorologist	143	1	1	1	
FY26 Transfer	Principal Air Quality Specialist	142	6	6	5	-1
	Senior Air Quality Chemist	138	1	1	1	
FY26 Transfer	Senior Air Quality Engineer	140	2	2	0	-2
	Senior Air Quality Specialist	138				
FY26 Transfer	Senior Air Quality Specialist	138	11	12	11	-1
	Staff Specialist I/II	130/134	1	1	1	

APPENDIX F-FTE FY26

Service Area / Division	Position Classification	Salary Range ID	FYE 25 APPROVED	FYE 25-Mid Yr APPROVED	FYE 26 PROPOSED	DIFF
FY26 Transfer	Supervising Air Quality Engineer	144	1	1	0	-1
FY26 Transfer	Supervising Air Quality Specialist	142	4	5	4	-1
	Principal Air Quality Specialist	142		1	1	
	Systems Analyst	135	2	2	2	
Meteorology & Measurements Total			72	75	59	-16
Planning & Climate Protection						
	Advanced Projects Advisor	144	1	1	1	
	Assistant Manager	147	2	1	1	
	Assistant Staff Specialist II	126	1	1	1	
	Director/Officer	156	1	1	1	
	Environmental Planner I/II	130/134	3	3	3	
	Manager	148	2	3	3	
FY26 Transfer	Principal Environmental Planner	142	3	3	4	1
	Senior Advanced Projects Advisor	148	1	1	1	
	Senior Air Quality Engineer	140	1	1	1	
	Senior Air Quality Specialist	138	1	1	1	
FY26 New	Senior Environmental Planner	138	4	4	5	1
	Senior Policy Advisor	148	1			
Planning & Climate Protection Total			21	20	22	2
Rules & Strategic Policy						
	Assistant Manager	147	1	1	1	
	Director/Officer	156	1	1	1	
	Manager	148	2	2	2	
	Senior Air Quality Engineer	140	4	3	3	
FY26 New	Staff Specialist I/II	130/134			1	1
FY26 New	Principal Air Quality Specialist	142	1	1	2	1
FY26 New	Senior Air Quality Specialist	138	3	4	5	1
Rules & Strategic Policy Total			12	12	15	3
Science & Policy Service Total			123	125	115	-10
Grand Total			491	500	523	23

APPENDIX F-LTCE FY26

FYE 2026 Proposed Limited Term Contract Employee (LTCE) Positions

Table 2: The positions listed in Table 2, below, constitute the entirety of limited term contract employee positions and division assignments at the designated classifications presented in the FYE 26 PROPOSED column. The FYE 26 column represents proposed changes to the designated classifications and/or division assignments (if any) which is reflected in the "DIFF" column. The total proposed LTCE positions for FYE 26 includes 6 additional positions as shown in FYE 26 Proposed column.

Service Area / Division	Position Classification	Salary Range ID	FYE 25 APPROVED	FYE 25 Mid-Yr APPROVED	FYE 26 PROPOSED	DIFF
Engineering & Compliance Service Area						
Engineering						
FY26 New	Manager	148			2	2
Engineering Total			-	-	2	2
Engineering & Compliance Service Area Total					2	2
Equity & Community Service Area						
Community Investment Office						
	Senior Staff Specialist	138		1	1	
	Senior Staff Specialist	138		1	1	
	Assistant Staff Specialist I/II	122/126		1	1	
Community Investment Office Total				3	3	
Environmental Justice						
FY26 New	Staff Specialist I/II	130/134	2	2	3	1
Environmental Justice Total			2	2	3	1
Technology Implementation Office						
FY26 (Add/Del)	Assistant Staff Specialist I/II	122/126	1	1	2	1
FY26 (Add/Del)	Staff Specialist I/II	130/134	2	2	1	-1
Technology Implementation Office Total			3	3	3	
Strategic Incentives						
	Principal Staff Specialist	142	1	1	1	
Strategic Incentives Total			1	1	1	
Equity & Community Service Area Total			6	9	10	1
Finance & Administrative Service Area						
Human Resources Office						
FY26 New	Senior Human Resources Analyst	138			1	1
Human Resources Office Total			-	-	1	1
Finance & Administrative Service Area Total					1	1
Information Management Service Area						
Information Services						
	Systems Analyst	135	1	1	1	
FY26 New	Manager	148			1	1
Information Services Total			1	1	2	1
Information Management Service Area			1	1	2	1
Public Affairs Service Area						
External Affairs						
FY26 New	Staff Specialist I/II	130/134			1	1
External Affairs Total			-	-	1	1

APPENDIX F-LTCE FY26

Service Area / Division	Position Classification	Salary Range ID	FYE 25 APPROVED	FYE 25 Mid-Yr APPROVED	FYE 26 PROPOSED	DIFF
Public Affairs Service Area						1 1
Science & Policy Service Area						
Meteorology & Measurements						
	Air Quality Specialist I/II	130/134	1	1	1	
	Senior Air Quality Specialist	138	1	1	1	
Meteorology & Measurements Total			2	2	2	
Planning & Climate Protection						
	Environmental Planner	134	1	1	1	
	Senior Environmental Planner	138	2	2	2	
Planning & Climate Protection Total			3	3	3	
Rules & Strategic Policy						
	Air Quality Specialist	130/134	2	2	2	
Rules & Strategic Policy Total			2	2	2	
Science & Policy Service Area Total			7	7	7	
Grand Total			14	17	23	6

FY 2025–2026

Proposed Budget

March 13, 2025





Executive Officer Message

DEAR MEMBERS OF THE AIR DISTRICT COMMUNITY,

I am pleased to share the FY 2025-26 Proposed Budget, totaling \$312 million, which has been carefully developed to align with the Air District's 2024-2029 Strategic Plan and advance the priorities of the Air District, our Board of Directors, and the communities we serve. This budget is more than a financial plan — it is a strategic investment in the Air District's future, ensuring that resources are deployed effectively to improve air quality, enhance public health, and foster stronger community partnerships.

A balanced budget, including \$3.9 million in ongoing investments from previous years' budget approval and approximately \$9.2 million in new investments from General Fund reserves, will provide critical staffing resources, capital assets, and one-time services essential to fulfilling our mission. Importantly, accessing new and untapped revenue sources — including AB 617 Implementation Grant Funds, an increase in allowable Community Air Protection (CAP) Incentive administrative revenue, penalty fund administrative revenue, and a pilot program for permitting program manager positions — help support key investments while minimizing the impact on reserves. Additionally, reallocating funding from external contracting to internal staffing allows for expanded long-term capacity and efficiency gains, while remaining primarily budget neutral.

STRATEGIC INVESTMENTS TO ADVANCE THE AIR DISTRICT'S MISSION

This budget serves as a cornerstone in translating the Air District's Strategic Plan into action. Over the next five years, we are committed to transforming our workforce, streamlining operations, expanding community engagement, and strengthening enforcement efforts. Our guiding principles — environmental justice, equity, integrity, partnership, transparency, and trust — inform every decision in this budget.

In FY 2026, the proposed budget includes \$165 million from the General Fund and \$147.3 million from Special Funds, representing a \$18.3 million increase over the previous fiscal year. This additional funding will support key initiatives aligned with the Strategic Plan's four overarching goals:

1. Achieve Impact – Strengthen enforcement, modernize regulations, and reduce health impacts from air pollution.
2. Advance Environmental Justice – Prioritize resources for overburdened communities, increase community-driven investments, and improve air monitoring transparency.



3. Foster Cohesion and Inclusion – Build a diverse workforce, enhance internal collaboration, and expand training to embed environmental justice into all aspects of our work.
4. Be Effective, Accountable and Customer-Oriented – Improve permitting and enforcement processes, increase transparency, and ensure fiscal responsibility.

KEY BUDGET RECOMMENDATIONS AND INVESTMENTS

The FY 2026 budget strategically invests in staffing, infrastructure, and program enhancements to support the Air District's evolving role in protecting public health and addressing environmental disparities. Key recommendations include:

Strategic Workforce Expansion

- Funding for 23 new Full-time Equivalent (FTE) positions and six Limited-Term Contract Employees (LTCEs) to support Strategic Plan goals with a focus on environmental justice, community engagement, and outreach.
- These positions are supported by:
 - Up to 9% administrative costs from the Community Benefit Funds allocation
 - AB 617 Implementation Grant Funds.
 - An increase in the CAP Incentive Program administrative cap from 6.25% to 12.5%.
 - Reallocation of professional services funding to permanent staffing (primarily budget-neutral).
- Continuation of funding from General Fund reserves for eight FTEs down from 14 FTEs in FY 2025 and three LTCEs previously approved in the FY 2025 budget to bolster critical programs and service delivery.
- Additional investment to the LTCE Designation Reserves to support four new LTCE positions.

Environmental Justice and Community Engagement

- Direct investment in environmental justice initiatives, ensuring that overburdened communities receive targeted resources to address air pollution disparities.
- Expansion of community-driven funding programs, including penalty reinvestment strategies, so that fines from air quality violations directly benefit impacted communities.
- Enhanced transparency and accountability, ensuring that communities have clear access to air monitoring data, enforcement actions, and regulatory decisions.

Infrastructure and Capital Investments


- \$5.3 million allocated for one-time investments to modernize essential services, enhance enforcement capabilities, and acquire necessary capital assets.



Sustainable Revenue Strategies and Fiscal Responsibility

- Implementation of fee increases consistent with the Cost Recovery Policy, ensuring sustainable funding for Air District operations.
- Pilot program for facility-funded memorandums of understandings , leveraging industry contributions to support permitting program management.
- General wage adjustment to help mitigate economic inflation and support workforce retention.
- Provision for an average 8% vacancy savings to accommodate recruitment timelines and attrition due to retirements.
- Continued commitment to pre-funding pension and other post-employment benefits liabilities, in line with the Air District's long-term financial strategy.

Enhanced Grant and Incentive Programs

- Investment in various grant incentive programs across the nine Bay Area counties, ensuring continued support for emissions reductions and clean air projects.
 - Streamlined grant administration through increased CAP Incentive Program administrative funding, ensuring efficient delivery of critical financial resources to local communities.
- 

A TRANSPARENT AND ACCOUNTABLE BUDGET

This year's budget takes an innovative approach by explicitly linking program funding to Strategic Plan goals, enhancing accountability and transparency. This ensures that every dollar invested advances the Air District's commitment to environmental stewardship, public trust, and equity. To align operations with the Strategic Plan goals, the Air District's organizational structure has been refined into seven service areas, each playing a vital role in advancing the Air District's mission. These include Engineering and Compliance, Equity and Community Programs, Finance and Administration, General Counsel, Public Affairs, Science and Policy, and the newly created Information Management service area led by a Deputy Executive Officer.

As we move forward, I encourage you to review the budget brief to see how each service area plays a vital role in implementing these priorities. Your continued support and engagement are essential as we work together to create a future with cleaner air, healthier communities, and a stronger, more inclusive Air District.

Sincerely,



DR. PHILLIP M. FINE, EXECUTIVE OFFICER/AIR POLLUTION CONTROL OFFICER



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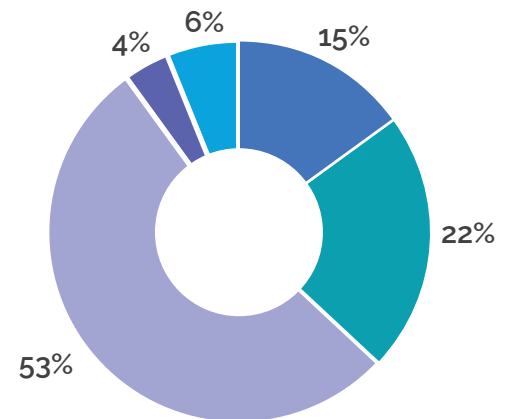








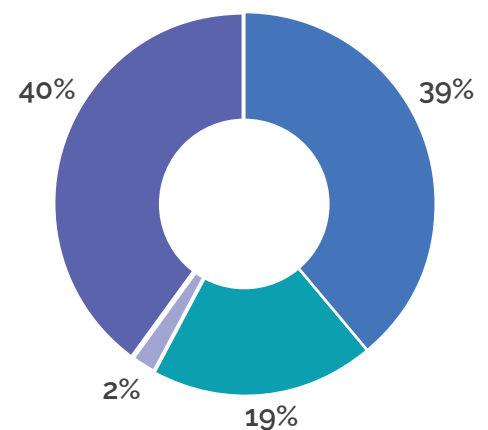
All Fund Revenue and Expenditure By Type

FY 2025-26 REVENUE AND EXPENDITURE (\$ MILLIONS)

Revenue		(\$ Millions)	
	Property Taxes	\$47.6	15%
	Permits/Fees	\$68.7	22%
	Grants	\$165.7	53%
	Other Revenue	\$11.8	4%
	Transfer From Reserves	\$18.5	6%
Total Revenue		\$312.3	



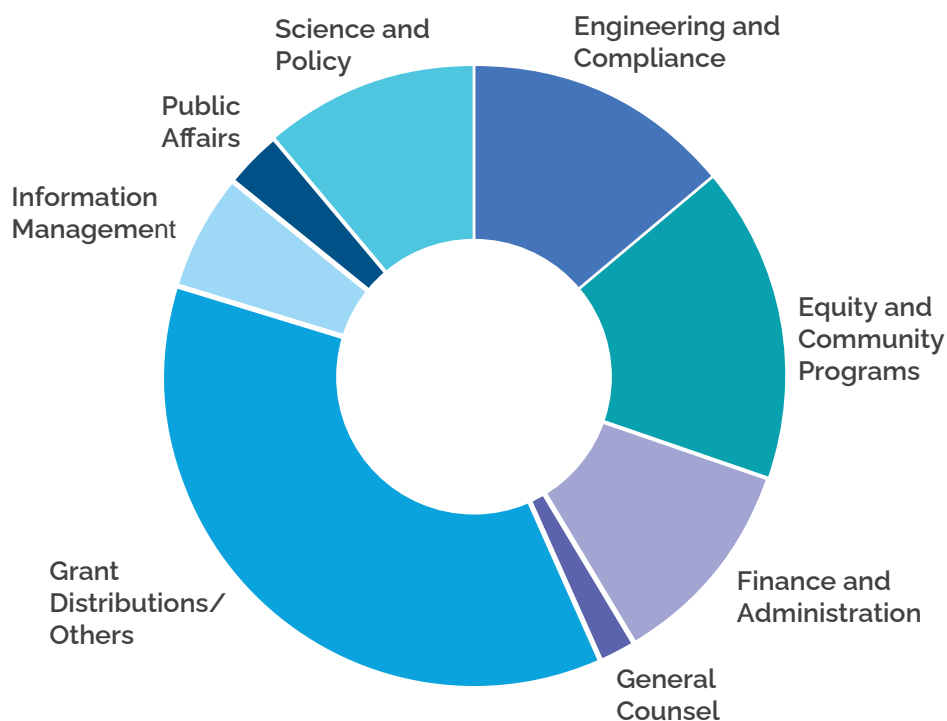
Expenditure			
	Salaries and Benefits	\$120.7	39%
	Services and Supplies	\$60.4	19%
	Capital	\$6.9	2%
	Distributions and Transfers	\$124.2	40%
Total Expenditure		\$312.3	












All Fund Expenditure By Service Area






FY 2025-26 EXPENDITURE (\$ MILLIONS)

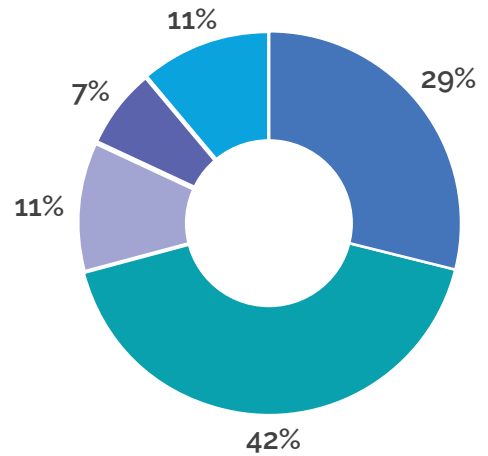






Expenditure		(\$ Millions)	
	Engineering and Compliance	\$44.1	14%
	Equity and Community Programs	\$51.1	16%
	Finance and Administration	\$35.8	11%
	General Counsel	\$6.3	2%
	Grant Distributions/Others	\$112.5	36%
	Information Management	\$17.8	6%
	Public Affairs	\$10.3	3%
	Science and Policy	\$34.4	11%
Total Expenditure		\$312.3	

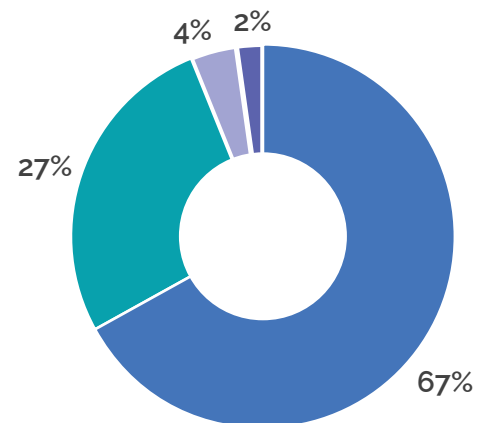
General Fund Revenue and Expenditure By Type

FY 2025-26 REVENUE AND EXPENDITURE (\$ MILLIONS)

Revenue		(\$ Millions)	
	Property Taxes	\$47.6	29%
	Permits/Fees	\$68.7	42%
	Grants	\$18.5	11%
	Other Revenue	\$11.8	7%
	Reserve and Transfer In	\$18.5	11%
Total Revenue		\$165.0	

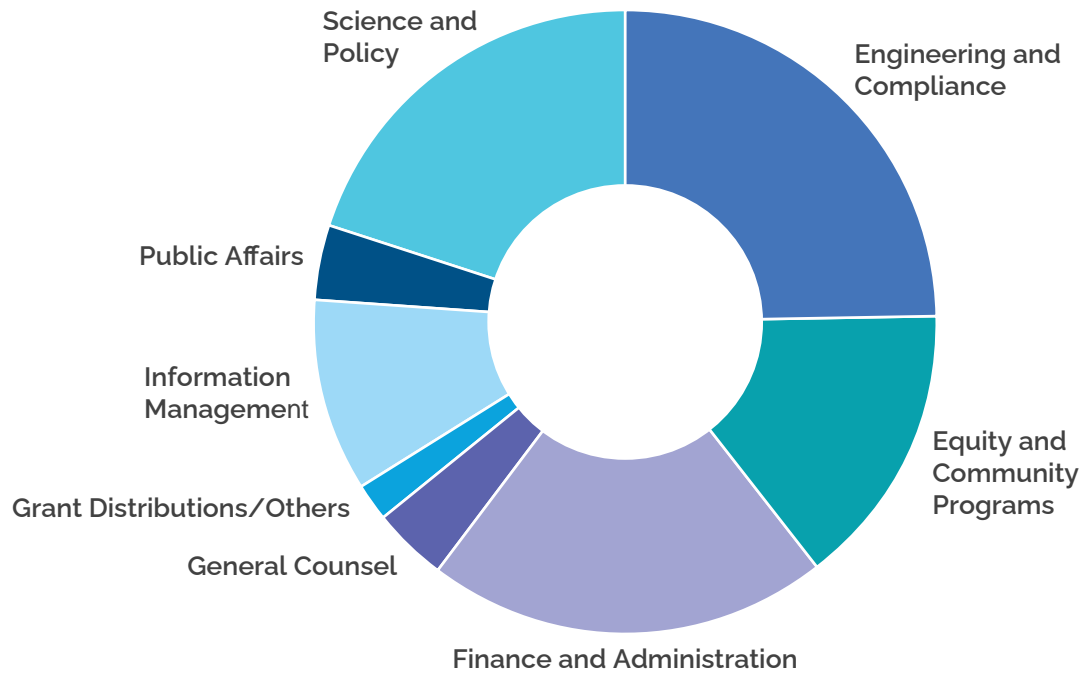


Expenditure		(\$ Millions)	
	Salaries and Benefits	\$110.3	
	Services and Supplies	\$45.2	
	Capital	\$6.5	
	Distributions and Transfers	\$3.0	
Total Expenditure		\$165.0	



General Fund Expenditure By Service Area

FY 2025-26 EXPENDITURE (\$ MILLIONS)



Expenditure	(\$ Millions)	
Engineering and Compliance	\$44.1	25%
Equity and Community Programs	\$26.0	15%
Finance and Administration	\$35.8	21%
General Counsel	\$6.3	4%
Grant Distributions/Others	\$3.0	2%
Information Management	\$17.8	10%
Public Affairs	\$7.3	4%
Science and Policy	\$34.4	20%
Total Expenditure	\$174.7	
Salary Savings	(\$9.6)	
	\$165.0	



Engineering and Compliance

INTRODUCTION

SERVICE AREA OVERVIEW

Engineering and Compliance oversees regulatory compliance and pollution control measures to safeguard air quality for all Bay Area residents. This service area is primarily responsible for implementing regulations, permitting industrial processes, and enforcing air quality rules to minimize the impacts from a variety of air pollution sources in the Bay Area. Engineering and Compliance staff conduct rigorous inspections, investigations, and permit reviews, and also promote best practices and technological advancements, to achieve regulatory compliance, reduce health risks, promote environmental justice, and protect the environment.

DIVISIONS

Compliance and Enforcement

The Compliance and Enforcement Division ensures the Air District will achieve emission reductions through 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. The program 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.

Engineering

The Engineering Division reviews and processes permit applications and renewals for approximately 10,000 facilities with 26,000 permitted devices and operations. It also manages Title V (Major Facility Review) permits for about 79 facilities. In addition to permitting, the division oversees programs to assess and reduce risks from toxic air contaminants through Regulation 11, Rule 18; the State Air Toxics Hot Spots Program; and Regulation 2, Rule 5. The division also provides technical support for rule development, emissions inventory, compliance and enforcement, planning, monitoring, the Technology Implementation Office, and the Regional Climate Action Plan

Source Test

The Source Test Section conducts Air District source testing, along with providing oversight of facility source testing and continuous emissions monitoring, in order to ensure that sources of air pollution report accurate emissions. Compliance with rules and permits is often determined using source test data and information. The Source Test Section also provides subject matter expertise to develop defensible emissions data to support permit actions, rule development, emission inventory, and policy decisions.





Engineering and Compliance

SERVICE AREA BUDGET SUMMARY

WORK PLAN HIGHLIGHTS

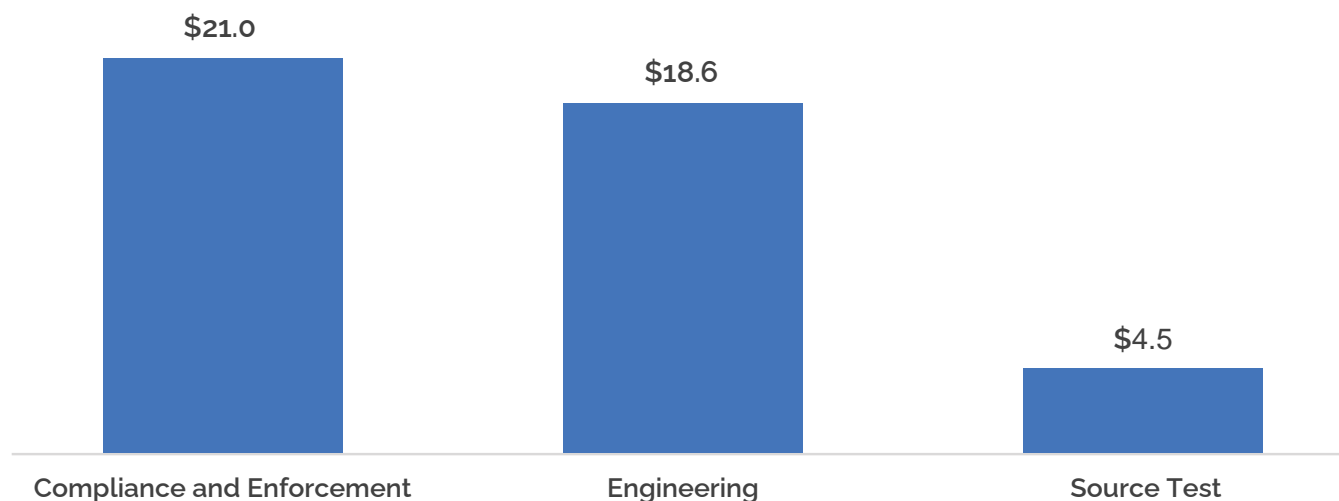
- Enhance compliance and enforcement policies to prioritize high-impact inspections in communities overburdened by air pollution. (Strategy 1.5)
- Strengthen enforcement investigations and accountability measures to ensure industries comply with air quality regulations. (Strategy 1.6)
- Improve accessibility and transparency of the air quality complaint process to better respond to community concerns. (Strategy 2.5)
- Reduce permitting delays and ensure equitable permit processing while addressing regulatory bottlenecks. (Strategies 4.1 and 4.2)
- Advance environmental justice principles in permitting decisions by integrating community input and health impact considerations. (Strategy 2.7)
- Increase transparency and public access to permit data and compliance actions to build trust and accountability. (Strategy 4.3)
- Target Air District source tests for the facilities and communities with the greatest impacts. (Strategy 4.5)
- Collaborate on permit and rule conditions and standards to improve consistency. (Strategy 4.3)
- Develop improved emission factors and streamline source test reviews to increase timely action on permits. (Strategy 4.1)






Engineering and Compliance Expenditure

FY 2025-26 EXPENDITURE (\$ MILLIONS)



Expenditure	FYE 2024 Actuals	FYE 2025 Approved	FYE 2025 Amended	FYE 2026 Proposed	Change to Prior Year Approved Budget	FYE 2026 FTE
Deputy Executive Officer						1
Compliance and Enforcement	\$16.6	\$21.0	\$21.0	\$21.0	\$0.1	99
Engineering	\$13.2	\$17.5	\$18.4	\$18.6	\$1.1	80
Source Test	\$3.4	\$4.3	\$4.3	\$4.5	\$0.2	16
Service Area Total	\$33.2	\$42.8	\$43.7	\$44.1	\$1.3	196





Equity and Community Programs

INTRODUCTION

SERVICE AREA OVERVIEW

Equity and Community Programs is dedicated to addressing environmental disparities and promoting community engagement within the Bay Area. Through targeted initiatives and partnerships, this service area aims to reduce pollution burdens in disproportionately impacted communities, improve public health outcomes, and foster environmental justice. Key initiatives include funding programs for emission reduction projects, incentivizing the adoption of clean technologies, and collaborating with community stakeholders to ensure equitable access to clean air and resources.

DIVISIONS

Office of Civil Rights

The Air District will establish a new Office of Civil Rights to ensure compliance with key civil rights laws, including Title VI of the Civil Rights Act of 1964 and California Government Code Section 11135. This office will proactively assess and address potential disproportionate impacts on communities based on race, color, national

origin, and other protected characteristics. Its primary focus will be on reviewing public-facing programs, conducting compliance audits, providing staff training, and managing civil rights complaints through a transparent and accessible process.

Environmental Justice

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

Diversity, Equity and Inclusion Office

The Air District's Diversity, Equity and Inclusion Office is responsible for developing initiatives, applying an equity lens to programs, policies, practices, and procedures. Responsibilities include capacity building related to staffing, recruitment, promotions, inclusive practices in the workplace, contracting for

capital projects and services, and equity training. The office recognizes the contributions of all employees and community members and works to sustain an environment where everyone is valued, respected, and included.



Strategic Incentives

The Strategic Incentives Division administers Special Revenue funds that are used to accelerate voluntary emissions reductions by incentivizing the replacement of older, dirtier equipment that primarily targets mobile sources that total approximately \$100 million for project funds and \$8 million for Air District administrative costs. Strategic Incentives staff conduct outreach and solicit grant applications, evaluate grant applications according to established criteria, recommend allocation of the funding, prepare contracts with grantees, monitor progress in implementing funded projects, and report on the use of funds.

Technology Implementation Office

The Technology Implementation Office's (TIO) mission is to advance emerging, cost-effective solutions to achieve greenhouse gas emissions reductions for the transportation and industrial source sectors. TIO connects climate technologies and customers by providing financial incentives through grants for light-duty vehicles, electric vehicle infrastructure, and loans for various emerging climate solutions, as well as technical and match-making support. By supporting the scale-up of climate technologies, TIO can help achieve state and regional greenhouse gas emissions targets and reduce emissions in impacted communities, while also making technologies cost effective.





Equity and Community Programs

SERVICE AREA BUDGET SUMMARY

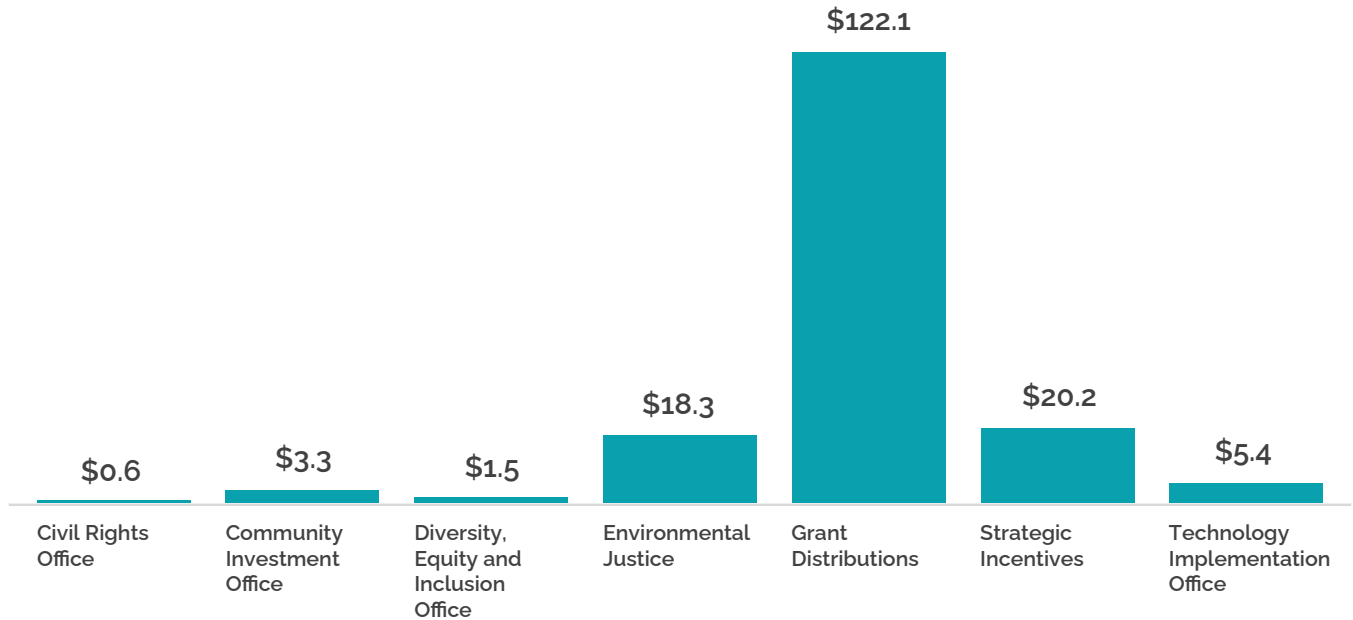
WORK PLAN HIGHLIGHTS

- Expand clean energy and zero-emission infrastructure investments to support climate resilience in frontline communities. (Strategy 1.7)
- Launch community-centered grant programs to reduce barriers to clean technology adoption and prioritize environmental justice communities. (Strategy 2.8)
- Modernize the grant application system to improve transparency and efficiency for funding clean air initiatives. (Strategy 4.12)
- Advance equitable state incentive programs that directly benefit communities overburdened by pollution. (Strategy 2.4)
- Implement the Clean HEET Program to reduce wintertime wood smoke pollution and improve air quality in highly-impacted areas. (Strategy 1.1)
- Strengthen community engagement through the Environmental Justice Navigator Program to build relationships and trust. (Strategy 2.1)
- Expand access to environmental career pathways through the Environmental Justice and Diversity Scholars Program. (Strategy 3.6)



Equity and Community Programs Expenditure

FY 2025-26 EXPENDITURE (\$ MILLIONS)



Expenditure	FYE 2024 Actuals	FYE 2025 Approved	FYE 2025 Amended	FYE 2026 Proposed	Change to Prior Year Approved Budget	FYE 2026 FTE
Deputy Executive Officer						1
Civil Rights Office	\$0.0	\$0.0	\$0.0	\$0.6	\$0.6	2
Community Investment Office	\$0.0	\$0.0	\$0.0	\$3.3	\$3.3	5
Diversity, Equity and Inclusion Office	\$0.5	\$1.4	\$1.4	\$1.5	\$0.2	4
Environmental Justice	\$11.6	\$18.7	\$22.5	\$18.3	(\$0.4)	24
Grant Distributions	\$62.9	\$113.7	\$16.3	\$122.1	\$8.5	0
Strategic Incentives	\$7.6	\$19.0	\$23.8	\$20.2	\$1.2	35
Technology Implementation Office	\$2.8	\$4.7	\$5.4	\$5.4	\$0.7	11
Service Area Total	\$85.4	\$157.5	\$69.5	\$171.6	\$14.1	82



Finance and Administration

INTRODUCTION

SERVICE AREA OVERVIEW

Finance and Administration manages the financial, administrative, and operational functions of the Air District. This service area is tasked with budgeting, financial planning, procurement, human resources management, and facilities maintenance to support the organization's mission. By ensuring sound fiscal management and operational efficiency, Finance and Administration enables the Air District to fulfill its responsibilities and deliver essential services to the community.

DIVISIONS

Board of Directors

The Air District's Board of Directors is a governing body comprised of 24 locally elected representatives selected from the nine counties across the Bay Area region. These representatives bring a diverse range of perspectives and experiences to the table, reflecting the unique needs and concerns of their respective communities. As stewards of the region's air quality and environmental health, the Board plays a pivotal role in setting policies, guiding strategic initiatives, and overseeing the implementation of programs aimed at improving air quality, protecting

public health, and addressing climate change challenges.

Executive Office


The Executive Office of the Air District serves as the central administrative hub, overseeing the strategic direction, coordination, and management of the organization. It provides leadership, guidance, and support to all service areas and departments within the Air District. The Executive Office is responsible for setting organizational goals, developing policies, and ensuring effective implementation of initiatives to improve air quality, protect public health, and address environmental challenges in the Bay Area.

Administrative Resources

The Administrative Resources Division provides administrative and operational support for the Air District. The Business Office handles contracts, purchasing, risk management, the mailroom, and office support services. The Fleet Office oversees vehicle acquisition, maintenance, accident management, and procurement. The Facilities Office manages planning, maintenance, construction oversight, and operations for all Air District facilities, including security and safety measures.

Finance

The Finance Office ensures fiscal stewardship and financial accountability for the Air District. Responsibilities include accounting, financial audits, reporting, vendor payments, permit fee processing, asset management, and maintaining the financial system. The office also develops the annual budget, conducts cost



recovery analysis, and manages financial reporting for federal and state grants.



Human Resources

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.





Finance and Administration

SERVICE AREA BUDGET SUMMARY

WORK PLAN HIGHLIGHTS

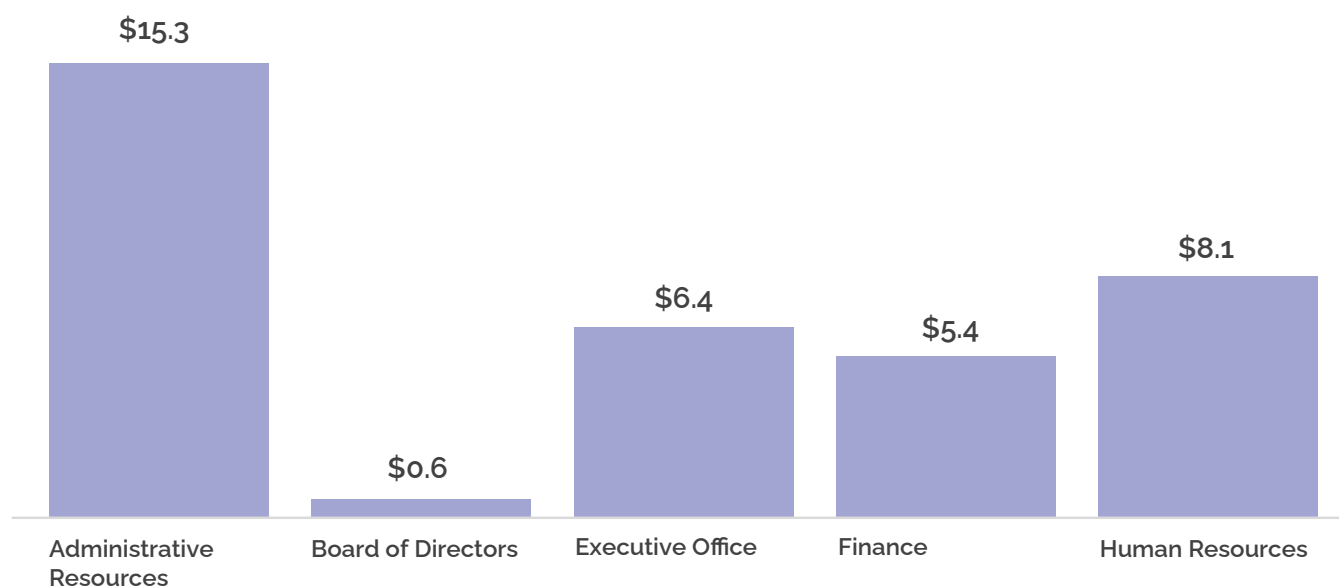
- Expand targeted recruitment programs to increase workforce diversity and ensure Air District staff reflect impacted communities. (Strategy 3.1)
- Develop professional training programs to strengthen environmental justice, leadership, and compliance expertise. (Strategy 3.6)
- Implement digital modernization efforts to streamline administrative processes and enhance operational efficiency. (Strategy 4.12)
- Improve workplace accessibility and safety to foster an inclusive and adaptive work environment (Strategy 3.2)
- Develop sustainable cost recovery models to align funding with community priorities. (Strategy 4.11)
- Enhance financial transparency and accountability through better budget reporting and grant tracking. (Strategy 4.12)
- Optimize reserve policies to balance long-term financial stability with strategic investments. (Strategy 4.10)





Finance and Administration Expenditure

FY 2025-26 EXPENDITURE (\$ MILLIONS)



Expenditure	FYE 2024 Actuals	FYE 2025 Approved	FYE 2025 Amended	FYE 2026 Proposed	Change to Prior Year Approved Budget	FYE 2026 FTE
Deputy Executive Officer						1
Administrative Resources	\$8.6	\$13.0	\$14.1	\$15.3	\$2.3	16
Board of Directors	\$0.6	\$0.8	\$0.8	\$0.6	(\$0.1)	0
Executive Office	\$8.1	\$8.9	\$9.5	\$6.4	(\$2.4)	12
Finance	\$4.5	\$5.2	\$5.0	\$5.4	\$0.2	19
Human Resources	\$6.9	\$8.3	\$9.3	\$8.1	(\$0.2)	12
Service Area Total	\$28.7	\$36.2	\$38.6	\$35.8	(\$0.3)	60





General Counsel

INTRODUCTION

The General Counsel provides legal counsel, representation, and support to the Air District on matters related to environmental law, regulatory compliance, enforcement actions, and policy development. This service area plays a crucial role in interpreting and implementing laws, regulations, and policies governing air quality and environmental protection. The General Counsel manages the attorneys and non-attorney staff in the Legal Office and outside counsel retained to handle specialized matters. The General Counsel and the attorneys in the Legal Office help the Air District navigate complex legal challenges, uphold regulatory standards, and advance environmental justice objectives.

SERVICE AREA BUDGET SUMMARY

WORK PLAN HIGHLIGHTS

- Strengthen enforcement policies to hold violators accountable and ensure violations result in meaningful consequences. (Strategy 1.6)
- Enhance legal strategies to address air quality violations in overburdened communities by prioritizing stronger enforcement mechanisms. (Strategy 2.8)
- Support community-driven environmental justice initiatives by providing legal guidance for enforcement policies and emission reduction plans. (Strategy 2.1)
- Ensure compliance with civil rights and environmental justice policies in permitting and enforcement actions. (Strategy 2.10)
- Expand environmental justice legal training and professional development by launching a new legal fellowship program. (Strategy 3.6)





General Counsel Expenditure

FY 2025-26 EXPENDITURE (\$ MILLIONS)



Expenditure	FYE 2024 Actuals	FYE 2025 Approved	FYE 2025 Amended	FYE 2026 Proposed	Change to Prior Year Approved Budget	FYE 2026 FTE
Legal	\$5.1	\$5.8	\$7.3	\$6.3	\$0.5	19
Service Area Total	\$5.1	\$5.8	\$7.3	\$6.3	\$0.5	19





Information Management

INTRODUCTION

SERVICE AREA OVERVIEW

Information Management leads the modernization of the Air District's technology infrastructure, improves core business processes, and coordinates strategic cross-functional projects. Uniting Enterprise Technology Solutions, Information Services strengthens mission delivery, promotes secure information management, and advances data-driven decisions. Robust cybersecurity, innovative tools, and structured project management support greater efficiency, transparency, and organizational effectiveness.

DIVISIONS

Enterprise Technology Solutions

The Enterprise Technology Solutions Division identifies, develops, and implements both custom and off-the-shelf technologies that enhance the Air District's core operations. Key examples include systems, which enable permitting, inspection, and enforcement processes for regulated facilities, grants management tools, the Air District's financial system, and the technology powering the public-facing website. This division works closely with other service areas to streamline business processes, promote innovation, and

ensure that technology solutions effectively meet staff and community needs.

Information Services

Information Services is responsible for designing, implementing, and maintaining the Air District's information technology infrastructure. This includes managing servers and networks, telecommunications, cybersecurity, business continuity, and disaster recovery systems. The division also provides user support to Air District staff and technical assistance to external stakeholders, ensuring seamless and secure access to online services. By focusing on resilience and continuous improvement, Information Services safeguards the Air District's data and systems against evolving threats and disruptions and fosters effective implementation of initiatives to improve air quality, protect public health, and address environmental challenges in the Bay Area.





Information Management

SERVICE AREA BUDGET SUMMARY

WORK PLAN HIGHLIGHTS

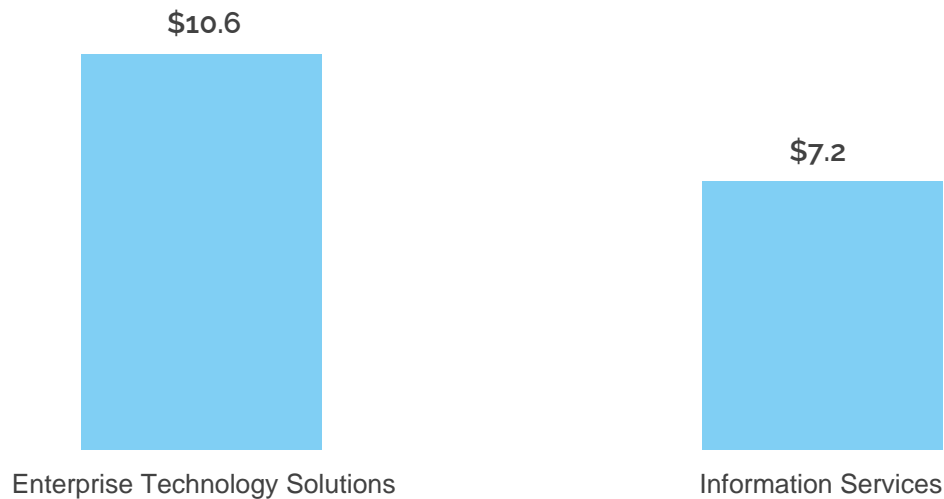
- Modernize the Air District's IT infrastructure to enhance cybersecurity and resilience. (Strategy 4.12)
- Develop an improved Grants Management system to increase accessibility for frontline communities. (Strategy 2.8)
- Expand digital tools to improve public access to air quality and compliance data. (Strategy 2.3)
- Streamline permitting and enforcement systems for greater operational efficiency. (Strategy 4.1)
- Enhance user support and training to improve service delivery. (Strategy 4.7)





Information Management Expenditure

FY 2025-26 EXPENDITURE (\$ MILLIONS)



Expenditure	FYE 2024 Actuals	FYE 2025 Approved	FYE 2025 Amended	FYE 2026 Proposed	Change to Prior Year Approved Budget	FYE 2026 FTE
Deputy Executive Officer						1
Deputy Air Pollution Control Officer						1
Enterprise Technology Solutions	\$9.0	\$10.3	\$13.4	\$10.6	\$0.3	13
Information Services	\$3.6	\$6.0	\$9.3	\$7.2	\$1.3	14
Service Area Total	\$12.6	\$16.3	\$22.6	\$17.8	\$1.5	29





Public Affairs

INTRODUCTION

SERVICE AREA OVERVIEW

Public Affairs is responsible for communication, outreach, and public engagement efforts to raise awareness, promote transparency, and foster community involvement in air quality issues. This service area develops and implements communication strategies, public education campaigns, and media relations activities to inform the public, policymakers, and stakeholders about air quality initiatives, health risks, and regulatory developments. By fostering open dialogue and collaboration, Public Affairs enhances public understanding and support for the Air District's mission. Government Outreach and Special Projects develops policy proposals, guidance, and planning to support internal-facing activities related to executive and administrative functions and partnerships with local government focused on incident response and emergency preparedness.

DIVISIONS

Communications Office

The Communications Office coordinates all media outreach, public health and air quality messaging, crisis and internal communications, and media relations, and print, digital and social media outreach for the Air District. The office manages advertising, social media platforms, strategies, programs and outreach for Spare

the Air (STA) and the STA Employer Program. The office maintains the STA website and related sites and the STA mobile applications and represents the Air District at community events for STA throughout the region.

External Affairs Office

The External Affairs Office coordinates the administration of the Commuter Benefits Program, in partnership with the Metropolitan Transportation Commission, and directs the Flex Your Commute messaging campaign. The office directs the Air District's external sponsorship program to ensure transparency, goals, and benefits are met in accordance with Air District requirements. The office is developing a districtwide partnership program to expand messaging reach and information-sharing with local, county and state agencies, and NGO's. The office represents the Air District at conferences and events and develops regional conferences and seminars to expand messaging for targeted initiatives and build regional partnerships.

Legislative and Government Affairs Office

The Legislative and Government Affairs Office coordinates and tracks developing positions on state and federal legislation and budget proposals, meets with legislators and legislative staff about policy proposals and updates them on Air District activities. The office represents the Air District at legislative hearings, and interacts with stakeholder groups, state and local agencies, and members of the public. The office disseminates information on current legislative policy and budget proposals that affect Air District programs and policies and develops strategies to further the Air District's legislative priorities.



Public Affairs

SERVICE AREA BUDGET SUMMARY

WORK PLAN HIGHLIGHTS

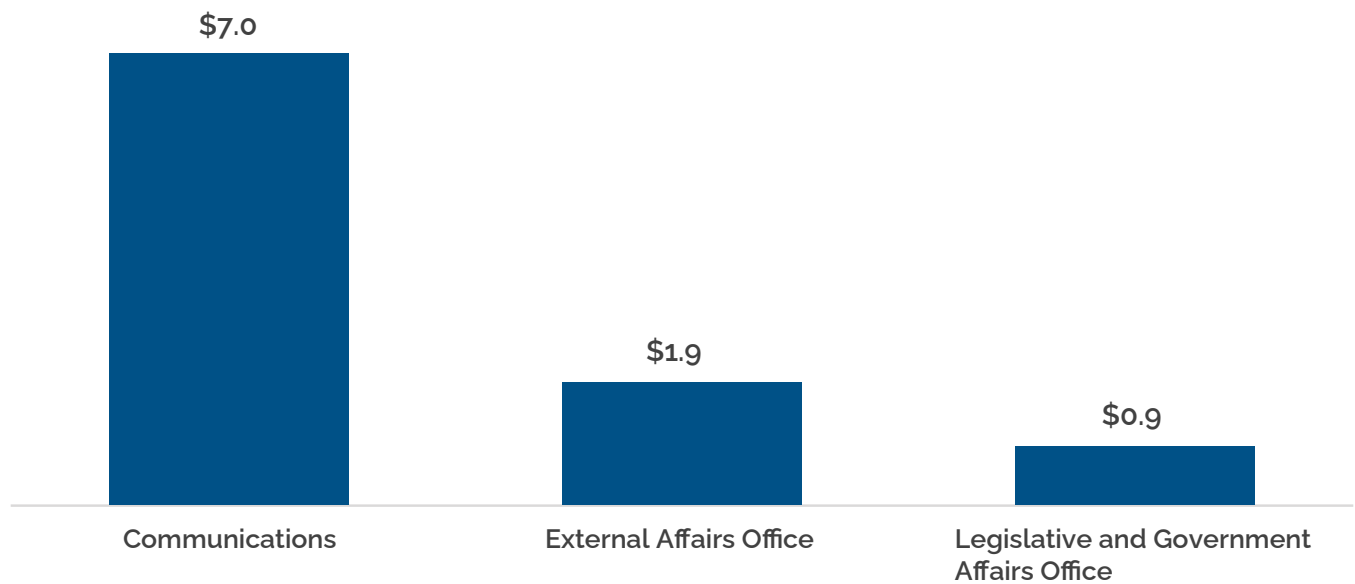
- Enhance real-time public communication on air quality incidents to ensure accessibility and responsiveness. (Strategy 4.8)
- Strengthen partnerships with local governments and community organizations to amplify messaging and engagement. (Strategy 2.1)
- Expand public notification tools for improved incident response and transparency. (Strategy 4.6)
- Increase digital and social media outreach to support education on rulemaking, enforcement, and climate initiatives. (Strategy 4.7)
- Develop internal and external communication training to improve staff effectiveness. (Strategy 3.3)





Public Affairs Expenditure

FY 2025-26 EXPENDITURE (\$ MILLIONS)



Expenditure	FYE 2024 Actuals	FYE 2025 Approved	FYE 2025 Amended	FYE 2026 Proposed	Change to Prior Year Approved Budget	FYE 2026 FTE
Deputy Executive Officer						1
Communications	\$5.8	\$6.2	\$7.5	\$7.0	\$0.8	13
External Affairs Office	\$0.6	\$1.7	\$1.8	\$1.9	\$0.2	6
Legislative and Government Affairs Office	\$0.7	\$0.7	\$0.7	\$0.9	\$0.2	2
Service Area Total	\$7.1	\$8.6	\$10.0	\$9.8	\$1.2	22



Science and Policy

INTRODUCTION

SERVICE AREA OVERVIEW

Science and Policy conducts research, analysis, and policy development to inform decision-making and advance air quality goals in the Bay Area. This service area monitors air quality, calculates, and tracks emissions, assesses health impacts, and evaluates the effectiveness of regulatory measures to inform policy priorities. By integrating scientific expertise with policy analysis, Science and Policy provides evidence-based recommendations to address air quality challenges, mitigate pollution sources, and protect public health and the environment.

DIVISIONS

Assessment, Inventory and Modeling

The Assessment, Inventory, and Modeling (AIM) Division develops air pollution inventories and conducts air quality modeling at regional and community levels. It evaluates equity in pollution exposure and health impacts to support Air District programs. The division improves and reports emissions estimates for criteria pollutants, toxic air contaminants, and climate-forcing pollutants. AIM staff assess emissions, concentrations, and exposures to pollutants like particulate matter and ozone to support targeted pollution reduction strategies.

Meteorology and Measurements

The Meteorology and Measurements Division provides air quality and meteorological data, chemical analysis, and forecasting to support the Air District's enforcement, permitting, rule development, communications, and community engagement efforts. Staff operate monitoring instruments, conduct testing and analysis, and develop monitoring and testing plans. They also design and maintain instruments and systems, ensure data quality through rigorous quality assurance and control, and analyze and communicate findings to support air quality management.

Planning and Climate Protection

The Planning and Climate Protection Division ensures compliance with air quality standards, leads climate initiatives, and coordinates local emissions reduction plans under AB 617. Staff support environmental justice efforts, assist with General Plan Environmental Justice Elements (SB 1000), and promote equity in climate action. They provide model ordinances, technical resources, and best practices to accelerate action. Additionally, they help agencies apply CEQA thresholds and updated guidelines to protect health and mitigate climate impacts.

Rules and Strategic Policy

The Rules and Strategic Policy Division is responsible for developing regulations to implement Air District plans to attain federal and state air quality standards and protect public health. In addition, staff assist with the preparation of community and regional 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 review existing regulations and develop amendments to improve clarity, efficiency, and effectiveness.



Public Health

The Public Health Officer serves as the Air District's lead for understanding the latest science regarding public health impacts of air pollution. They also support permitting, compliance, and rule development.



Science and Policy

SERVICE AREA BUDGET SUMMARY

WORK PLAN HIGHLIGHTS

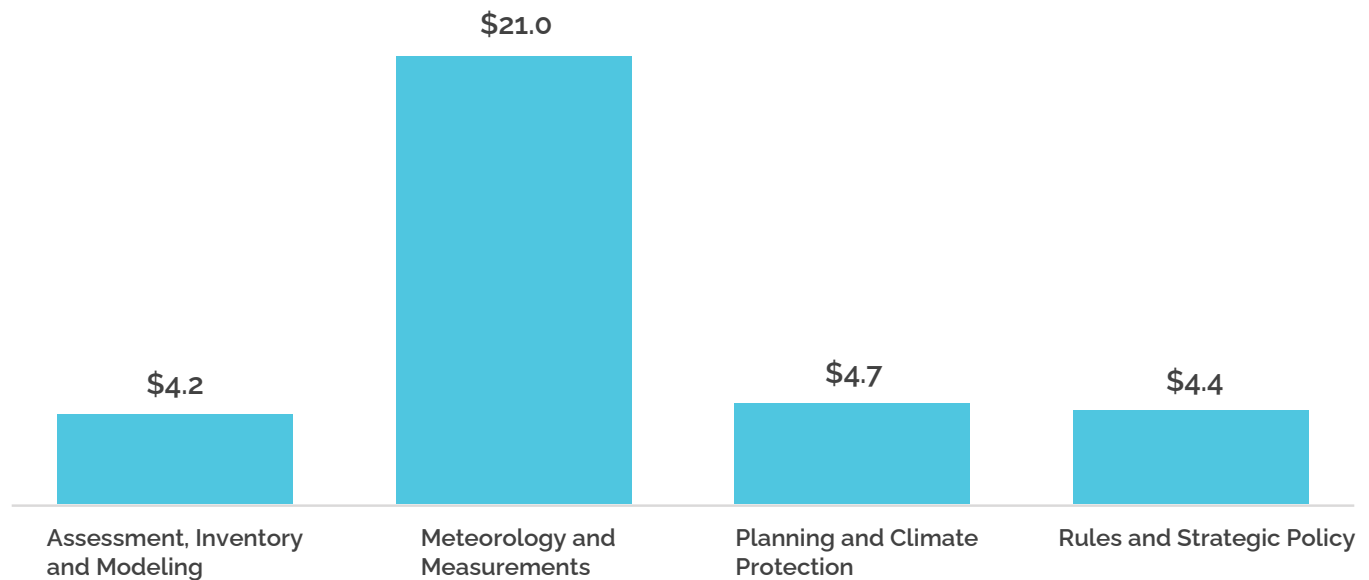
- Strengthen air pollution regulations to reduce emissions from major industrial sources. (Strategy 1.2)
- Enhance community-driven air quality data collection and public access to information. (Strategy 2.3)
- Develop regional and community-specific emissions reduction strategies. (Strategy 2.7)
- Advance innovative climate solutions and implement regional climate plans. (Strategy 1.7)
- Improve public health impact assessments of air pollution exposure. (Strategy 2.4)
- Upgrade air quality monitoring networks to prioritize overburdened communities. (Strategy 4.4)





Science and Policy Expenditure

FY 2025-26 EXPENDITURE (\$ MILLIONS)



Expenditure	FYE 2024 Actuals	FYE 2025 Approved	FYE 2025 Amended	FYE 2026 Proposed	Change to Prior Year Approved Budget	FYE 2026 FTE
Deputy Executive Officer						1
Assessment, Inventory and Modeling	\$3.7	\$3.7	\$4.0	\$4.2	\$0.5	18
Meteorology and Measurements	\$12.6	\$18.4	\$20.1	\$21.0	\$2.6	59
Planning and Climate Protection	\$4.1	\$4.7	\$5.3	\$4.7	\$0.1	22
Rules and Strategic Policy	\$2.4	\$3.4	\$3.9	\$4.4	\$1.0	15
Service Area Total	\$22.8	\$30.2	\$33.3	\$34.4	\$4.2	115





CONTACT US

415.749.4900

Bay Area Air Quality Management District

375 Beale Street, Suite 600
San Francisco, CA 94105

Learn more at baaqmd.gov

    @bayareaairdistrict

FY 2025–2026

Proposed Budget



Mission

The Air District improves air quality to protect public health, reduce historical and current environmental inequities, and mitigate climate change and its impacts.

Core Values

Transparency

We are dedicated to full transparency toward holding ourselves accountable for our decisions and actions.

Partnership

We value our partners, fostering meaningful collaboration both internally and externally to achieve shared objectives.

Environmental Justice

We will integrate environmental justice principles within all aspects of our work, and we seek enhanced environmental justice outcomes for overburdened communities.

Equity

We commit to equity and ensuring that our organizational culture fosters a diverse workforce that reflects our communities.

Trust

We gain public trust by grounding our programs and policies in law, science, and the lived experience of our communities.

Integrity

We lead with integrity, serving as honest and responsible stewards of public resources, grounding our actions in law and science, and pioneering effective and innovative solutions in partnership with the communities we serve.

Bay Area Air District

For Fiscal Year Ending June 30, 2026

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Bay Area Air District

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Bay Area Air District

Governing Board

LYNDA HOPKINS
Chair
Sonoma County (Supervisor)

VICKI VEENKER
Vice-Chair
City of Palo Alto (Vice Mayor)

JUAN GONZÁLEZ III
City of San Leandro (Mayor)

DAVID HAUBERT
Alameda County - District 1 (Supervisor)

MARK SALINAS
City of Hayward (Mayor)

LENA TAM
Alameda County - District 3 (Supervisor)

DIONNE ADAMS
City of Pittsburg (Vice Mayor)

KEN CARLSON
Contra Costa County - District 4 (Supervisor)

JOHN GIOIA
Contra Costa County - District 1 (Supervisor)

GABRIEL "GABE" QUINTO
City of El Cerrito (Mayor Pro Tempore)

BRIAN COLBERT
Marin County - District 2 (Supervisor)

JOELLE GALLAGHER
Napa County - District 1 (Supervisor)

TYRONE JUE
City and County of San Francisco (Mayor's Appointee)

BILAL MAHMOOD
San Francisco County - District 5 (Supervisor)

SHAMANN WALTON
City and County of San Francisco - District 10 (Supervisor)

NOELIA CORZO
San Mateo County - District 2 (Supervisor)

RICO E. MEDINA
City of San Bruno (Mayor)

RAY MUELLER
San Mateo County - District 3 (Supervisor)

MARGARET ABE-KOGA
City of Mountain View (Supervisor)

OTTO LEE
Santa Clara County - District 3 (Supervisor)

SERGIO LOPEZ
City of Campbell (Vice Mayor)

BRIAN BARNACLE
City of Petaluma (Councilmember)

MONICA BROWN
Solano County - District 2 (Supervisor)

STEVE YOUNG
City of Benicia (Mayor)

PHILIP M. FINE, PH.D.
Executive Officer/APCO



Executive Officer Message

DEAR MEMBERS OF THE AIR DISTRICT COMMUNITY,

I am pleased to share the FY 2025-26 Proposed Budget, totaling \$312 million, which has been carefully developed to align with the Air District's 2024-2029 Strategic Plan and advance the priorities of the Air District, our Board of Directors, and the communities we serve. This budget is more than a financial plan — it is a strategic investment in the Air District's future, ensuring that resources are deployed effectively to improve air quality, enhance public health, and foster stronger community partnerships.

A balanced budget, including \$3.9 million in ongoing investments from previous years' budget approval and approximately \$9.2 million in new investments from General Fund reserves, will provide critical staffing resources, capital assets, and one-time services essential to fulfilling our mission. Importantly, accessing new and untapped revenue sources — including AB 617 Implementation Grant Funds, an increase in allowable Community Air Protection (CAP) Incentive administrative revenue, penalty fund administrative revenue, and a pilot program for permitting program manager positions — help support key investments while minimizing the impact on reserves. Additionally, reallocating funding from external contracting to internal staffing allows for expanded long-term capacity and efficiency gains, while remaining primarily budget neutral.

STRATEGIC INVESTMENTS TO ADVANCE THE AIR DISTRICT'S MISSION

This budget serves as a cornerstone in translating the Air District's Strategic Plan into action. Over the next five years, we are committed to transforming our workforce, streamlining operations, expanding community engagement, and strengthening enforcement efforts. Our guiding principles — environmental justice, equity, integrity, partnership, transparency, and trust — inform every decision in this budget.

In FY 2026, the proposed budget includes \$165 million from the General Fund and \$147.3 million from Special Funds, representing a \$18.3 million increase over the previous fiscal year. This additional funding will support key initiatives aligned with the Strategic Plan's four overarching goals:

1. Achieve Impact – Strengthen enforcement, modernize regulations, and reduce health impacts from air pollution.
2. Advance Environmental Justice – Prioritize resources for overburdened communities, increase community-driven investments, and improve air monitoring transparency.



3. Foster Cohesion and Inclusion – Build a diverse workforce, enhance internal collaboration, and expand training to embed environmental justice into all aspects of our work.
4. Be Effective, Accountable and Customer-Oriented – Improve permitting and enforcement processes, increase transparency, and ensure fiscal responsibility.



KEY BUDGET RECOMMENDATIONS AND INVESTMENTS

The FY 2026 budget strategically invests in staffing, infrastructure, and program enhancements to support the Air District's evolving role in protecting public health and addressing environmental disparities. Key recommendations include:

Strategic Workforce Expansion

- Funding for 23 new Full-time Equivalent (FTE) positions and six Limited-Term Contract Employees (LTCEs) to support Strategic Plan goals with a focus on environmental justice, community engagement, and outreach.
- These positions are supported by:
 - Up to 9% administrative costs from the Community Benefit Funds allocation
 - AB 617 Implementation Grant Funds.
 - An increase in the CAP Incentive Program administrative cap from 6.25% to 12.5%.
 - Reallocation of professional services funding to permanent staffing (primarily budget-neutral).
- Continuation of funding from General Fund reserves for eight FTEs down from 14 FTEs in FY 2025 and three LTCEs previously approved in the FY 2025 budget to bolster critical programs and service delivery.
- Additional investment to the LTCE Designation Reserves to support four new LTCE positions.



Environmental Justice and Community Engagement

- Direct investment in environmental justice initiatives, ensuring that overburdened communities receive targeted resources to address air pollution disparities.
- Expansion of community-driven funding programs, including penalty reinvestment strategies, so that fines from air quality violations directly benefit impacted communities.
- Enhanced transparency and accountability, ensuring that communities have clear access to air monitoring data, enforcement actions, and regulatory decisions.

Infrastructure and Capital Investments


- \$5.3 million allocated for one-time investments to modernize essential services, enhance enforcement capabilities, and acquire necessary capital assets.



Sustainable Revenue Strategies and Fiscal Responsibility

- Implementation of fee increases consistent with the Cost Recovery Policy, ensuring sustainable funding for Air District operations.
- Pilot program for facility-funded memorandums of understandings, leveraging industry contributions to support permitting program management.
- General wage adjustment to help mitigate economic inflation and support workforce retention.
- Provision for an average 8% vacancy savings to accommodate recruitment timelines and attrition due to retirements.
- Continued commitment to pre-funding pension and other post-employment benefits liabilities, in line with the Air District's long-term financial strategy.

Enhanced Grant and Incentive Programs

- Investment in various grant incentive programs across the nine Bay Area counties, ensuring continued support for emissions reductions and clean air projects.
 - Streamlined grant administration through increased CAP Incentive Program administrative funding, ensuring efficient delivery of critical financial resources to local communities.
- 

A TRANSPARENT AND ACCOUNTABLE BUDGET

This year's budget takes an innovative approach by explicitly linking program funding to Strategic Plan goals, enhancing accountability and transparency. This ensures that every dollar invested advances the Air District's commitment to environmental stewardship, public trust, and equity. To align operations with the Strategic Plan goals, the Air District's organizational structure has been refined into seven service areas, each playing a vital role in advancing the Air District's mission. These include Engineering and Compliance, Equity and Community Programs, Finance and Administration, General Counsel, Public Affairs, Science and Policy, and the newly created Information Management service area led by a Deputy Executive Officer.

As we move forward, I encourage you to review the budget brief to see how each service area plays a vital role in implementing these priorities. Your continued support and engagement are essential as we work together to create a future with cleaner air, healthier communities, and a stronger, more inclusive Air District.

Sincerely,



DR. PHILLIP M. FINE, EXECUTIVE OFFICER/AIR POLLUTION CONTROL OFFICER



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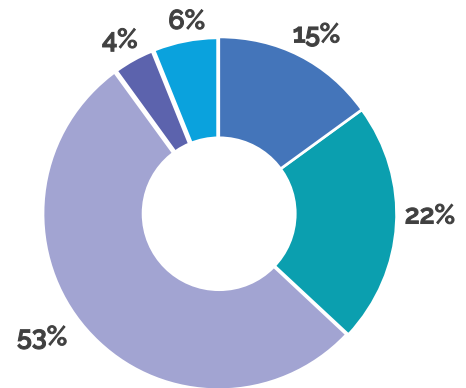








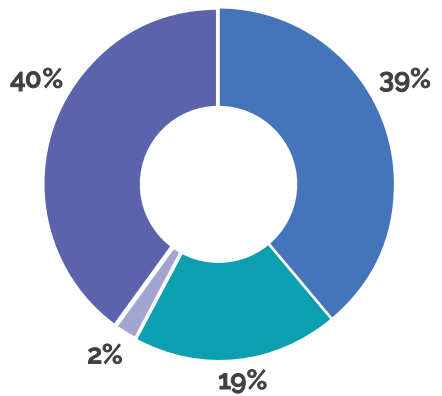
All Fund Revenue and Expenditure By Type

FY 2025-26 REVENUE AND EXPENDITURE (\$ MILLIONS)

Revenue		(\$ Millions)	
	Property Taxes	\$47.6	15%
	Permits/Fees	\$68.7	22%
	Grants	\$165.7	53%
	Other Revenue	\$11.8	4%
	Transfer From Reserves	\$18.5	6%
Total Revenue		\$312.3	



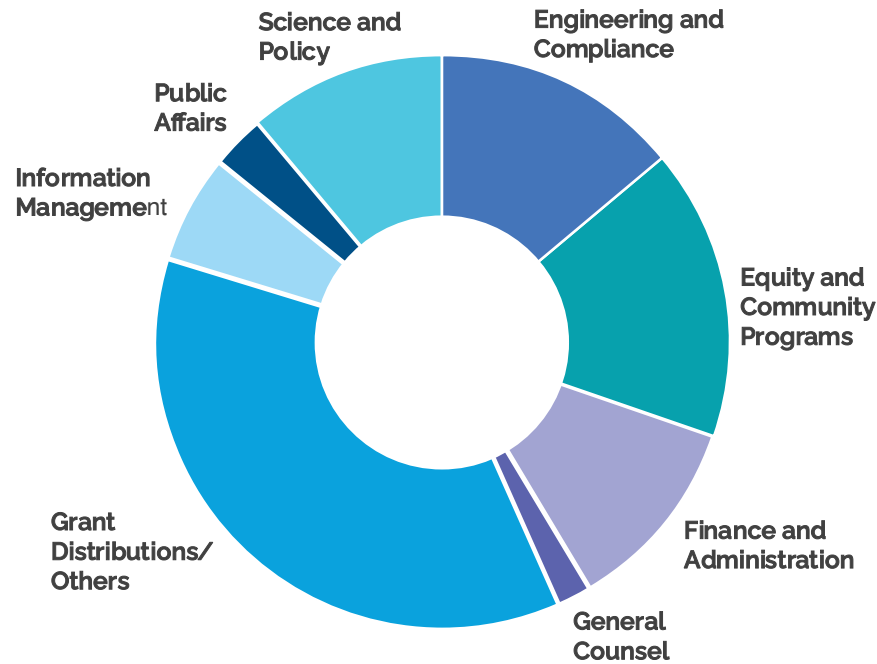
Expenditure			
	Salaries and Benefits	\$120.7	39%
	Services and Supplies	\$60.4	19%
	Capital	\$6.9	2%
	Distributions and Transfers	\$124.2	40%
Total Expenditure		\$312.3	













All Fund Expenditure By Service Area

FY 2025-26 EXPENDITURE (\$ MILLIONS)








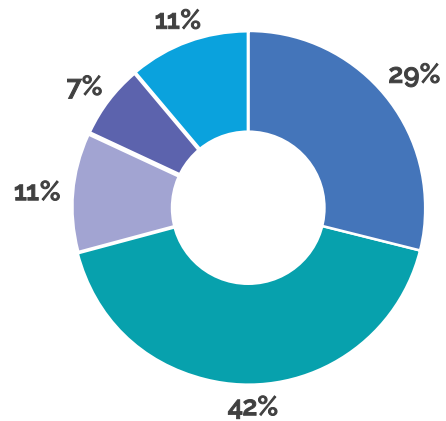
Expenditure		(\$ Millions)	
	Engineering and Compliance	\$44.1	14%
	Equity and Community Programs	\$51.1	16%
	Finance and Administration	\$35.8	11%
	General Counsel	\$6.3	2%
	Grant Distributions/Others	\$112.5	36%
	Information Management	\$17.8	6%
	Public Affairs	\$10.3	3%
	Science and Policy	\$34.4	11%
Total Expenditure		\$312.3	







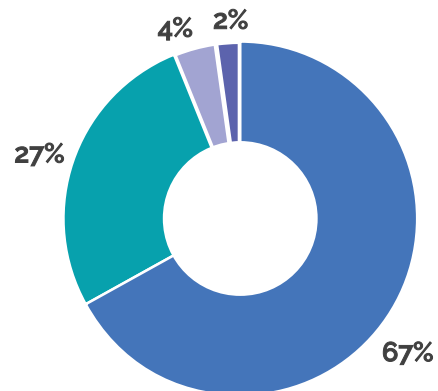
General Fund Revenue and Expenditure By Type

FY 2025-26 REVENUE AND EXPENDITURE (\$ MILLIONS)

Revenue		(\$ Millions)	
	Property Taxes	\$47.6	29%
	Permits/Fees	\$68.7	42%
	Grants	\$18.5	11%
	Other Revenue	\$11.8	7%
	Reserve and Transfer In	\$18.5	11%
Total Revenue		\$165.0	



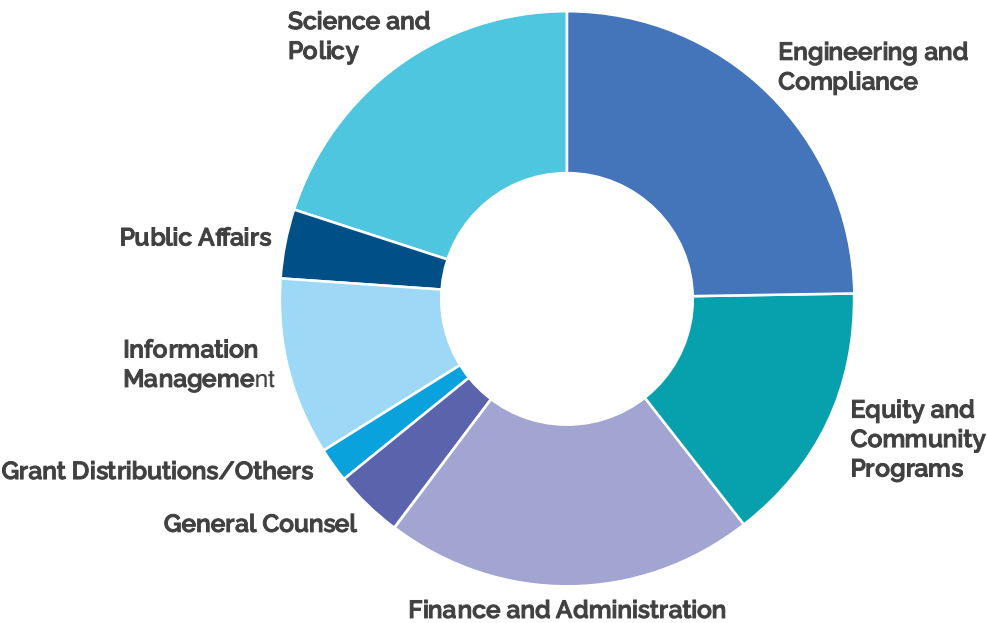
Expenditure		
	Salaries and Benefits	\$110.3
	Services and Supplies	\$45.2
	Capital	\$6.5
	Distributions and Transfers	\$3.0
Total Expenditure		\$165.0





General Fund Expenditure By Service Area

FY 2025-26 EXPENDITURE (\$ MILLIONS)



Expenditure	(\$ Millions)	
Engineering and Compliance	\$44.1	25%
Equity and Community Programs	\$26.0	15%
Finance and Administration	\$35.8	21%
General Counsel	\$6.3	4%
Grant Distributions/Others	\$3.0	2%
Information Management	\$17.8	10%
Public Affairs	\$7.3	4%
Science and Policy	\$34.4	20%
Total Expenditure	\$174.7	
Salary Savings	(\$9.6)	
	\$165.0	





Engineering and Compliance

INTRODUCTION

SERVICE AREA OVERVIEW

Engineering and Compliance oversees regulatory compliance and pollution control measures to safeguard air quality for all Bay Area residents. This service area is primarily responsible for implementing regulations, permitting industrial processes, and enforcing air quality rules to minimize the impacts from a variety of air pollution sources in the Bay Area. Engineering and Compliance staff conduct rigorous inspections, investigations, and permit reviews, and also promote best practices and technological advancements, to achieve regulatory compliance, reduce health risks, promote environmental justice, and protect the environment.

DIVISIONS

Compliance and Enforcement

The Compliance and Enforcement Division ensures the Air District will achieve emission reductions through 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. The program 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.

Engineering

The Engineering Division reviews and processes permit applications and renewals for approximately 10,000 facilities with 26,000 permitted devices and operations. It also manages Title V (Major Facility Review) permits for about 79 facilities. In addition to permitting, the division oversees programs to assess and reduce risks from toxic air contaminants through Regulation 11, Rule 18; the State Air Toxics Hot Spots Program; and Regulation 2, Rule 5. The division also provides technical support for rule development, emissions inventory, compliance and enforcement, planning, monitoring, the Technology Implementation Office, and the Regional Climate Action Plan

Source Test

The Source Test Section conducts Air District source testing, along with providing oversight of facility source testing and continuous emissions monitoring, in order to ensure that sources of air pollution report accurate emissions. Compliance with rules and permits is often determined using source test data and information. The Source Test Section also provides subject matter expertise to develop defensible emissions data to support permit actions, rule development, emission inventory, and policy decisions.





Engineering and Compliance

SERVICE AREA BUDGET SUMMARY

WORK PLAN HIGHLIGHTS

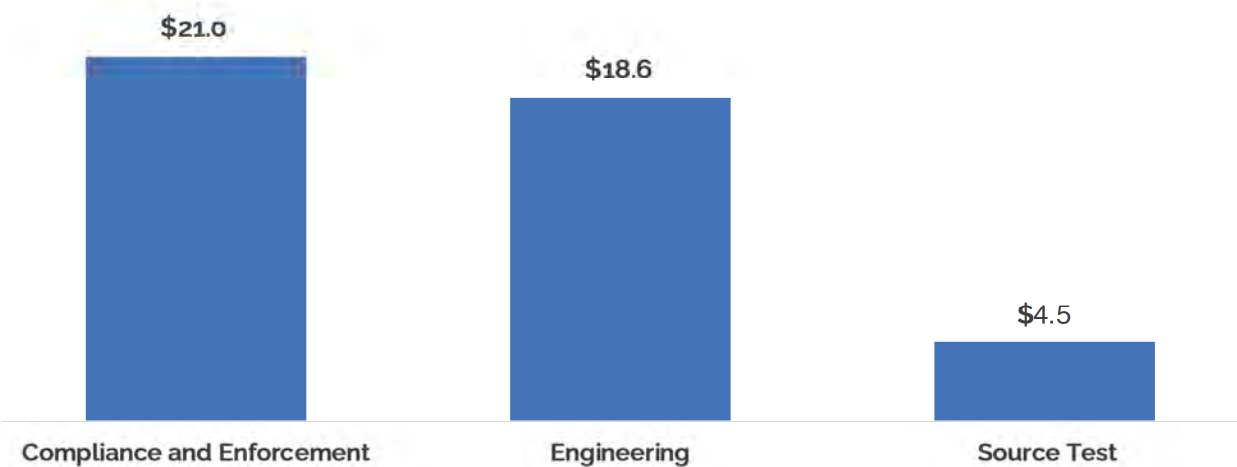
- Enhance compliance and enforcement policies to prioritize high-impact inspections in communities overburdened by air pollution. (Strategy 1.5)
- Strengthen enforcement investigations and accountability measures to ensure industries comply with air quality regulations. (Strategy 1.6)
- Improve accessibility and transparency of the air quality complaint process to better respond to community concerns. (Strategy 2.5)
- Reduce permitting delays and ensure equitable permit processing while addressing regulatory bottlenecks. (Strategies 4.1 and 4.2)
- Advance environmental justice principles in permitting decisions by integrating community input and health impact considerations. (Strategy 2.7)
- Increase transparency and public access to permit data and compliance actions to build trust and accountability. (Strategy 4.3)
- Target Air District source tests for the facilities and communities with the greatest impacts. (Strategy 4.5)
- Collaborate on permit and rule conditions and standards to improve consistency. (Strategy 4.3)
- Develop improved emission factors and streamline source test reviews to increase timely action on permits. (Strategy 4.1)





Engineering and Compliance Expenditure

FY 2025-26 EXPENDITURE (\$ MILLIONS)



Expenditure	FYE 2024 Actuals	FYE 2025 Approved	FYE 2025 Amended	FYE 2026 Proposed	Change to Prior Year Approved Budget	FYE 2026 FTE
Deputy Executive Officer						1
Compliance and Enforcement	\$16.6	\$21.0	\$21.0	\$21.0	\$0.1	99
Engineering	\$13.2	\$17.5	\$18.4	\$18.6	\$1.1	80
Source Test	\$3.4	\$4.3	\$4.3	\$4.5	\$0.2	16
Service Area Total	\$33.2	\$42.8	\$43.7	\$44.1	\$1.3	196



Equity and Community Programs

INTRODUCTION

SERVICE AREA OVERVIEW

Equity and Community Programs is dedicated to addressing environmental disparities and promoting community engagement within the Bay Area. Through targeted initiatives and partnerships, this service area aims to reduce pollution burdens in disproportionately impacted communities, improve public health outcomes, and foster environmental justice. Key initiatives include funding programs for emission reduction projects, incentivizing the adoption of clean technologies, and collaborating with community stakeholders to ensure equitable access to clean air and resources.

DIVISIONS

Office of Civil Rights

The Air District will establish a new Office of Civil Rights to ensure compliance with key civil rights laws, including Title VI of the Civil Rights Act of 1964 and California Government Code Section 11135. This office will proactively assess and address potential disproportionate impacts on communities based on race, color, national

origin, and other protected characteristics. Its primary focus will be on reviewing public-facing programs, conducting compliance audits, providing staff training, and managing civil rights complaints through a transparent and accessible process.

Environmental Justice

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

Diversity, Equity and Inclusion Office

The Air District's Diversity, Equity and Inclusion Office is responsible for developing initiatives, applying an equity lens to programs, policies, practices, and procedures. Responsibilities include capacity building related to staffing, recruitment, promotions, inclusive practices in the workplace, contracting for



capital projects and services, and equity training. The office recognizes the contributions of all employees and community members and works to sustain an environment where everyone is valued, respected, and included.



Strategic Incentives

The Strategic Incentives Division administers Special Revenue funds that are used to accelerate voluntary emissions reductions by incentivizing the replacement of older, dirtier equipment that primarily targets mobile sources that total approximately \$100 million for project funds and \$8 million for Air District administrative costs. Strategic Incentives staff conduct outreach and solicit grant applications, evaluate grant applications according to established criteria, recommend allocation of the funding, prepare contracts with grantees, monitor progress in implementing funded projects, and report on the use of funds.

Technology Implementation Office

The Technology Implementation Office's (TIO) mission is to advance emerging, cost-effective solutions to achieve greenhouse gas emissions reductions for the transportation and industrial source sectors. TIO connects climate technologies and customers by providing financial incentives through grants for light-duty vehicles, electric vehicle infrastructure, and loans for various emerging climate solutions, as well as technical and match-making support. By supporting the scale-up of climate technologies, TIO can help achieve state and regional greenhouse gas emissions targets and reduce emissions in impacted communities, while also making technologies cost effective.





Equity and Community Programs

SERVICE AREA BUDGET SUMMARY

WORK PLAN HIGHLIGHTS

- Expand clean energy and zero-emission infrastructure investments to support climate resilience in frontline communities. (Strategy 1.7)
- Launch community-centered grant programs to reduce barriers to clean technology adoption and prioritize environmental justice communities. (Strategy 2.8)
- Modernize the grant application system to improve transparency and efficiency for funding clean air initiatives. (Strategy 4.12)
- Advance equitable state incentive programs that directly benefit communities overburdened by pollution. (Strategy 2.4)
- Implement the Clean HEET Program to reduce wintertime wood smoke pollution and improve air quality in highly-impacted areas. (Strategy 1.1)
- Strengthen community engagement through the Environmental Justice Navigator Program to build relationships and trust. (Strategy 2.1)
- Expand access to environmental career pathways through the Environmental Justice and Diversity Scholars Program. (Strategy 3.6)





Equity and Community Programs Expenditure

FY 2025-26 EXPENDITURE (\$ MILLIONS)



Expenditure	FYE 2024 Actuals	FYE 2025 Approved	FYE 2025 Amended	FYE 2026 Proposed	Change to Prior Year Approved Budget	FYE 2026 FTE
Deputy Executive Officer						1
Civil Rights Office	\$0.0	\$0.0	\$0.0	\$0.6	\$0.6	2
Community Investment Office	\$0.0	\$0.0	\$0.0	\$3.3	\$3.3	5
Diversity, Equity and Inclusion Office	\$0.5	\$1.4	\$1.4	\$1.5	\$0.2	4
Environmental Justice	\$11.6	\$18.7	\$22.5	\$18.3	(\$0.4)	24
Grant Distributions	\$62.9	\$113.7	\$16.3	\$122.1	\$8.5	0
Strategic Incentives	\$7.6	\$19.0	\$23.8	\$20.2	\$1.2	35
Technology Implementation Office	\$2.8	\$4.7	\$5.4	\$5.4	\$0.7	11
Service Area Total	\$85.4	\$157.5	\$69.5	\$171.6	\$14.1	82



Finance and Administration

INTRODUCTION

SERVICE AREA OVERVIEW

Finance and Administration manages the financial, administrative, and operational functions of the Air District. This service area is tasked with budgeting, financial planning, procurement, human resources management, and facilities maintenance to support the organization's mission. By ensuring sound fiscal management and operational efficiency, Finance and Administration enables the Air District to fulfill its responsibilities and deliver essential services to the community.

DIVISIONS

Board of Directors

The Air District's Board of Directors is a governing body comprised of 24 locally elected representatives selected from the nine counties across the Bay Area region. These representatives bring a diverse range of perspectives and experiences to the table, reflecting the unique needs and concerns of their respective communities. As stewards of the region's air quality and environmental health, the Board plays a pivotal role in setting policies, guiding strategic initiatives, and overseeing the implementation of programs aimed at improving air quality, protecting

public health, and addressing climate change challenges.

Executive Office

The Executive Office of the Air District serves as the central administrative hub, overseeing the strategic direction, coordination, and management of the organization. It provides leadership, guidance, and support to all service areas and departments within the Air District. The Executive Office is responsible for setting organizational goals, developing policies, and ensuring effective implementation of initiatives to improve air quality, protect public health, and address environmental challenges in the Bay Area.

Administrative Resources

The Administrative Resources Division provides administrative and operational support for the Air District. The Business Office handles contracts, purchasing, risk management, the mailroom, and office support services. The Fleet Office oversees vehicle acquisition, maintenance, accident management, and procurement. The Facilities Office manages planning, maintenance, construction oversight, and operations for all Air District facilities, including security and safety measures.

Finance

The Finance Office ensures fiscal stewardship and financial accountability for the Air District. Responsibilities include accounting, financial audits, reporting, vendor payments, permit fee processing, asset management, and maintaining the financial system. The office also develops the annual budget, conducts cost



recovery analysis, and manages financial reporting for federal and state grants.



Human Resources

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.





Finance and Administration

SERVICE AREA BUDGET SUMMARY

WORK PLAN HIGHLIGHTS

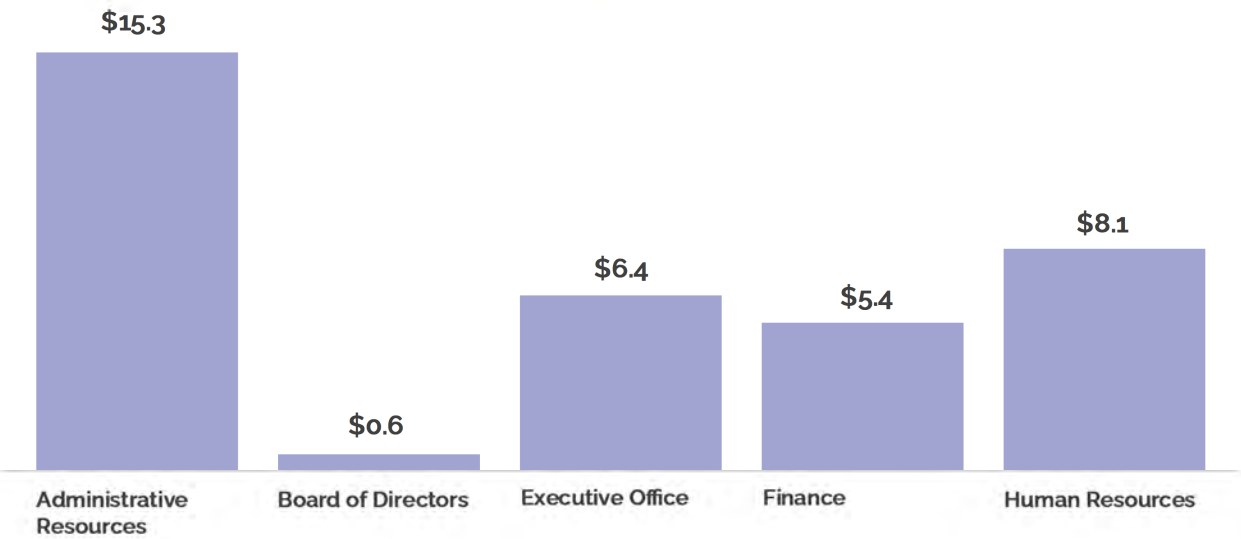
- Expand targeted recruitment programs to increase workforce diversity and ensure Air District staff reflect impacted communities. (Strategy 3.1)
- Develop professional training programs to strengthen environmental justice, leadership, and compliance expertise. (Strategy 3.6)
- Implement digital modernization efforts to streamline administrative processes and enhance operational efficiency. (Strategy 4.12)
- Improve workplace accessibility and safety to foster an inclusive and adaptive work environment (Strategy 3.2)
- Develop sustainable cost recovery models to align funding with community priorities. (Strategy 4.11)
- Enhance financial transparency and accountability through better budget reporting and grant tracking. (Strategy 4.12)
- Optimize reserve policies to balance long-term financial stability with strategic investments. (Strategy 4.10)





Finance and Administration Expenditure

FY 2025-26 EXPENDITURE (\$ MILLIONS)



Expenditure	FYE 2024 Actuals	FYE 2025 Approved	FYE 2025 Amended	FYE 2026 Proposed	Change to Prior Year Approved Budget	FYE 2026 FTE
Deputy Executive Officer						1
Administrative Resources	\$8.6	\$13.0	\$14.1	\$15.3	\$2.3	16
Board of Directors	\$0.6	\$0.8	\$0.8	\$0.6	(\$0.1)	0
Executive Office	\$8.1	\$8.9	\$9.5	\$6.4	(\$2.4)	12
Finance	\$4.5	\$5.2	\$5.0	\$5.4	\$0.2	19
Human Resources	\$6.9	\$8.3	\$9.3	\$8.1	(\$0.2)	12
Service Area Total	\$28.7	\$36.2	\$38.6	\$35.8	(\$0.3)	60





General Counsel

INTRODUCTION

The General Counsel provides legal counsel, representation, and support to the Air District on matters related to environmental law, regulatory compliance, enforcement actions, and policy development. This service area plays a crucial role in interpreting and implementing laws, regulations, and policies governing air quality and environmental protection. The General Counsel manages the attorneys and non-attorney staff in the Legal Office and outside counsel retained to handle specialized matters. The General Counsel and the attorneys in the Legal Office help the Air District navigate complex legal challenges, uphold regulatory standards, and advance environmental justice objectives.

SERVICE AREA BUDGET SUMMARY

WORK PLAN HIGHLIGHTS

- Strengthen enforcement policies to hold violators accountable and ensure violations result in meaningful consequences. (Strategy 1.6)
- Enhance legal strategies to address air quality violations in overburdened communities by prioritizing stronger enforcement mechanisms. (Strategy 2.8)
- Support community-driven environmental justice initiatives by providing legal guidance for enforcement policies and emission reduction plans. (Strategy 2.1)
- Ensure compliance with civil rights and environmental justice policies in permitting and enforcement actions. (Strategy 2.10)
- Expand environmental justice legal training and professional development by launching a new legal fellowship program. (Strategy 3.6)





General Counsel Expenditure

FY 2025-26 EXPENDITURE (\$ MILLIONS)



Expenditure	FYE 2024 Actuals	FYE 2025 Approved	FYE 2025 Amended	FYE 2026 Proposed	Change to Prior Year Approved Budget	FYE 2026 FTE
Legal	\$5.1	\$5.8	\$7.3	\$6.3	\$0.5	19
Service Area Total	\$5.1	\$5.8	\$7.3	\$6.3	\$0.5	19





Information Management

INTRODUCTION

SERVICE AREA OVERVIEW

Information Management leads the modernization of the Air District's technology infrastructure, improves core business processes, and coordinates strategic cross-functional projects. Uniting Enterprise Technology Solutions, Information Services strengthens mission delivery, promotes secure information management, and advances data-driven decisions. Robust cybersecurity, innovative tools, and structured project management support greater efficiency, transparency, and organizational effectiveness.

DIVISIONS

Enterprise Technology Solutions

The Enterprise Technology Solutions Division identifies, develops, and implements both custom and off-the-shelf technologies that enhance the Air District's core operations. Key examples include systems, which enable permitting, inspection, and enforcement processes for regulated facilities, grants management tools, the Air District's financial system, and the technology powering the public-facing website. This division works closely with other service areas to streamline business processes, promote innovation, and

ensure that technology solutions effectively meet staff and community needs.

Information Services

Information Services is responsible for designing, implementing, and maintaining the Air District's information technology infrastructure. This includes managing servers and networks, telecommunications, cybersecurity, business continuity, and disaster recovery systems. The division also provides user support to Air District staff and technical assistance to external stakeholders, ensuring seamless and secure access to online services. By focusing on resilience and continuous improvement, Information Services safeguards the Air District's data and systems against evolving threats and disruptions and fosters effective implementation of initiatives to improve air quality, protect public health, and address environmental challenges in the Bay Area.





Information Management

SERVICE AREA BUDGET SUMMARY

WORK PLAN HIGHLIGHTS

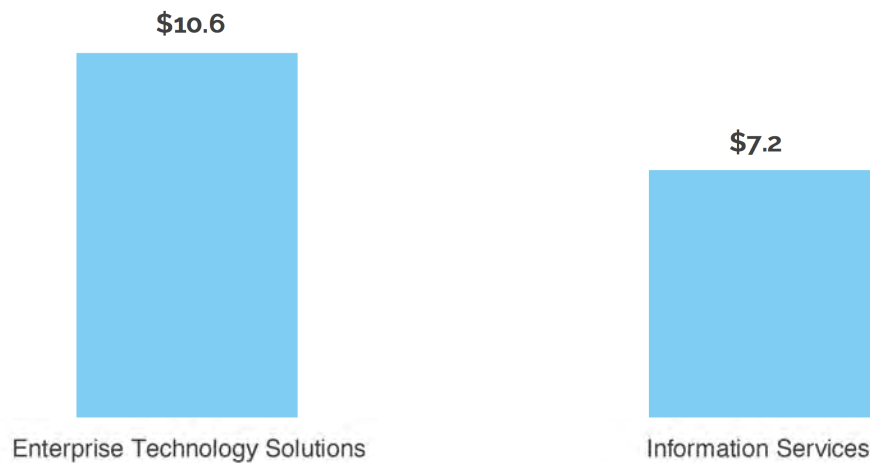
- Modernize the Air District's IT infrastructure to enhance cybersecurity and resilience. (Strategy 4.12)
- Develop an improved Grants Management system to increase accessibility for frontline communities. (Strategy 2.8)
- Expand digital tools to improve public access to air quality and compliance data. (Strategy 2.3)
- Streamline permitting and enforcement systems for greater operational efficiency. (Strategy 4.1)
- Enhance user support and training to improve service delivery. (Strategy 4.7)





Information Management Expenditure

FY 2025-26 EXPENDITURE (\$ MILLIONS)



Expenditure	FYE 2024 Actuals	FYE 2025 Approved	FYE 2025 Amended	FYE 2026 Proposed	Change to Prior Year Approved Budget	FYE 2026 FTE
Deputy Executive Officer						1
Deputy Air Pollution Control Officer						1
Enterprise Technology Solutions	\$9.0	\$10.3	\$13.4	\$10.6	\$0.3	13
Information Services	\$3.6	\$6.0	\$9.3	\$7.2	\$1.3	14
Service Area Total	\$12.6	\$16.3	\$22.6	\$17.8	\$1.5	29



Public Affairs

INTRODUCTION

SERVICE AREA OVERVIEW

Public Affairs is responsible for communication, outreach, and public engagement efforts to raise awareness, promote transparency, and foster community involvement in air quality issues. This service area develops and implements communication strategies, public education campaigns, and media relations activities to inform the public, policymakers, and stakeholders about air quality initiatives, health risks, and regulatory developments. By fostering open dialogue and collaboration, Public Affairs enhances public understanding and support for the Air District's mission. Government Outreach and Special Projects develops policy proposals, guidance, and planning to support internal-facing activities related to executive and administrative functions and partnerships with local government focused on incident response and emergency preparedness.

DIVISIONS

Communications Office

The Communications Office coordinates all media outreach, public health and air quality messaging, crisis and internal communications, and media relations, and print, digital and social media outreach for the Air District. The office manages advertising, social media platforms, strategies, programs and outreach for Spare

the Air (STA) and the STA Employer Program. The office maintains the STA website and related sites and the STA mobile applications and represents the Air District at community events for STA throughout the region.

External Affairs Office

The External Affairs Office coordinates the administration of the Commuter Benefits Program, in partnership with the Metropolitan Transportation Commission, and directs the Flex Your Commute messaging campaign. The office directs the Air District's external sponsorship program to ensure transparency, goals, and benefits are met in accordance with Air District requirements. The office is developing a districtwide partnership program to expand messaging reach and information-sharing with local, county and state agencies, and NGO's. The office represents the Air District at conferences and events and develops regional conferences and seminars to expand messaging for targeted initiatives and build regional partnerships.

Legislative and Government Affairs Office

The Legislative and Government Affairs Office coordinates and tracks developing positions on state and federal legislation and budget proposals, meets with legislators and legislative staff about policy proposals and updates them on Air District activities. The office represents the Air District at legislative hearings, and interacts with stakeholder groups, state and local agencies, and members of the public. The office disseminates information on current legislative policy and budget proposals that affect Air District programs and policies and develops strategies to further the Air District's legislative priorities.





Public Affairs

SERVICE AREA BUDGET SUMMARY

WORK PLAN HIGHLIGHTS

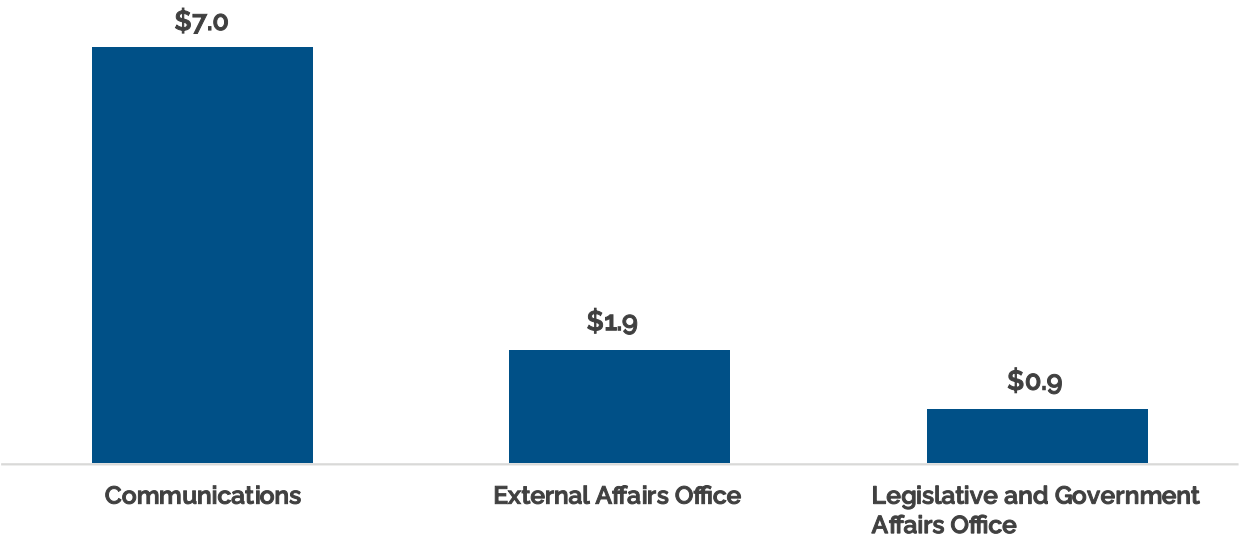
- Enhance real-time public communication on air quality incidents to ensure accessibility and responsiveness. (Strategy 4.8)
- Strengthen partnerships with local governments and community organizations to amplify messaging and engagement. (Strategy 2.1)
- Expand public notification tools for improved incident response and transparency. (Strategy 4.6)
- Increase digital and social media outreach to support education on rulemaking, enforcement, and climate initiatives. (Strategy 4.7)
- Develop internal and external communication training to improve staff effectiveness. (Strategy 3.3)





Public Affairs Expenditure

FY 2025-26 EXPENDITURE (\$ MILLIONS)



Expenditure	FYE 2024 Actuals	FYE 2025 Approved	FYE 2025 Amended	FYE 2026 Proposed	Change to Prior Year Approved Budget	FYE 2026 FTE
Deputy Executive Officer						1
Communications	\$5.8	\$6.2	\$7.5	\$7.0	\$0.8	13
External Affairs Office	\$0.6	\$1.7	\$1.8	\$1.9	\$0.2	6
Legislative and Government Affairs Office	\$0.7	\$0.7	\$0.7	\$0.9	\$0.2	2
Service Area Total	\$7.1	\$8.6	\$10.0	\$9.8	\$1.2	22



Science and Policy

INTRODUCTION

SERVICE AREA OVERVIEW

Science and Policy conducts research, analysis, and policy development to inform decision-making and advance air quality goals in the Bay Area. This service area monitors air quality, calculates, and tracks emissions, assesses health impacts, and evaluates the effectiveness of regulatory measures to inform policy priorities. By integrating scientific expertise with policy analysis, Science and Policy provides evidence-based recommendations to address air quality challenges, mitigate pollution sources, and protect public health and the environment.

DIVISIONS

Assessment, Inventory and Modeling

The Assessment, Inventory, and Modeling (AIM) Division develops air pollution inventories and conducts air quality modeling at regional and community levels. It evaluates equity in pollution exposure and health impacts to support Air District programs. The division improves and reports emissions estimates for criteria pollutants, toxic air contaminants, and climate-forcing pollutants. AIM staff assess emissions, concentrations, and exposures to pollutants like particulate matter and ozone to support targeted pollution reduction strategies.

Meteorology and Measurements

The Meteorology and Measurements Division provides air quality and meteorological data, chemical analysis, and forecasting to support the Air District's enforcement, permitting, rule development, communications, and community engagement efforts. Staff operate monitoring instruments, conduct testing and analysis, and develop monitoring and testing plans. They also design and maintain instruments and systems, ensure data quality through rigorous quality assurance and control, and analyze and communicate findings to support air quality management.

Planning and Climate Protection

The Planning and Climate Protection Division ensures compliance with air quality standards, leads climate initiatives, and coordinates local emissions reduction plans under AB 617. Staff support environmental justice efforts, assist with General Plan Environmental Justice Elements (SB 1000), and promote equity in climate action. They provide model ordinances, technical resources, and best practices to accelerate action. Additionally, they help agencies apply CEQA thresholds and updated guidelines to protect health and mitigate climate impacts.

Rules and Strategic Policy

The Rules and Strategic Policy Division is responsible for developing regulations to implement Air District plans to attain federal and state air quality standards and protect public health. In addition, staff assist with the preparation of community and regional 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 review existing regulations and develop amendments to improve clarity, efficiency, and effectiveness.



Public Health

The Public Health Officer serves as the Air District's lead for understanding the latest science regarding public health impacts of air pollution. They also support permitting, compliance, and rule development.





Science and Policy

SERVICE AREA BUDGET SUMMARY

WORK PLAN HIGHLIGHTS

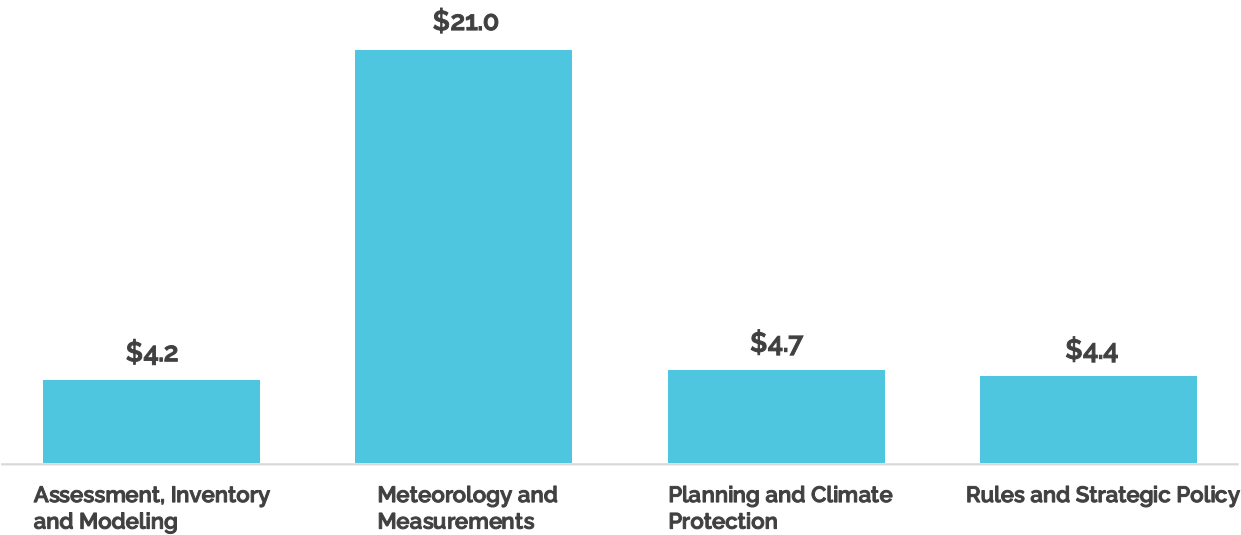
- Strengthen air pollution regulations to reduce emissions from major industrial sources. (Strategy 1.2)
- Enhance community-driven air quality data collection and public access to information. (Strategy 2.3)
- Develop regional and community-specific emissions reduction strategies. (Strategy 2.7)
- Advance innovative climate solutions and implement regional climate plans. (Strategy 1.7)
- Improve public health impact assessments of air pollution exposure. (Strategy 2.4)
- Upgrade air quality monitoring networks to prioritize overburdened communities. (Strategy 4.4)





Science and Policy Expenditure

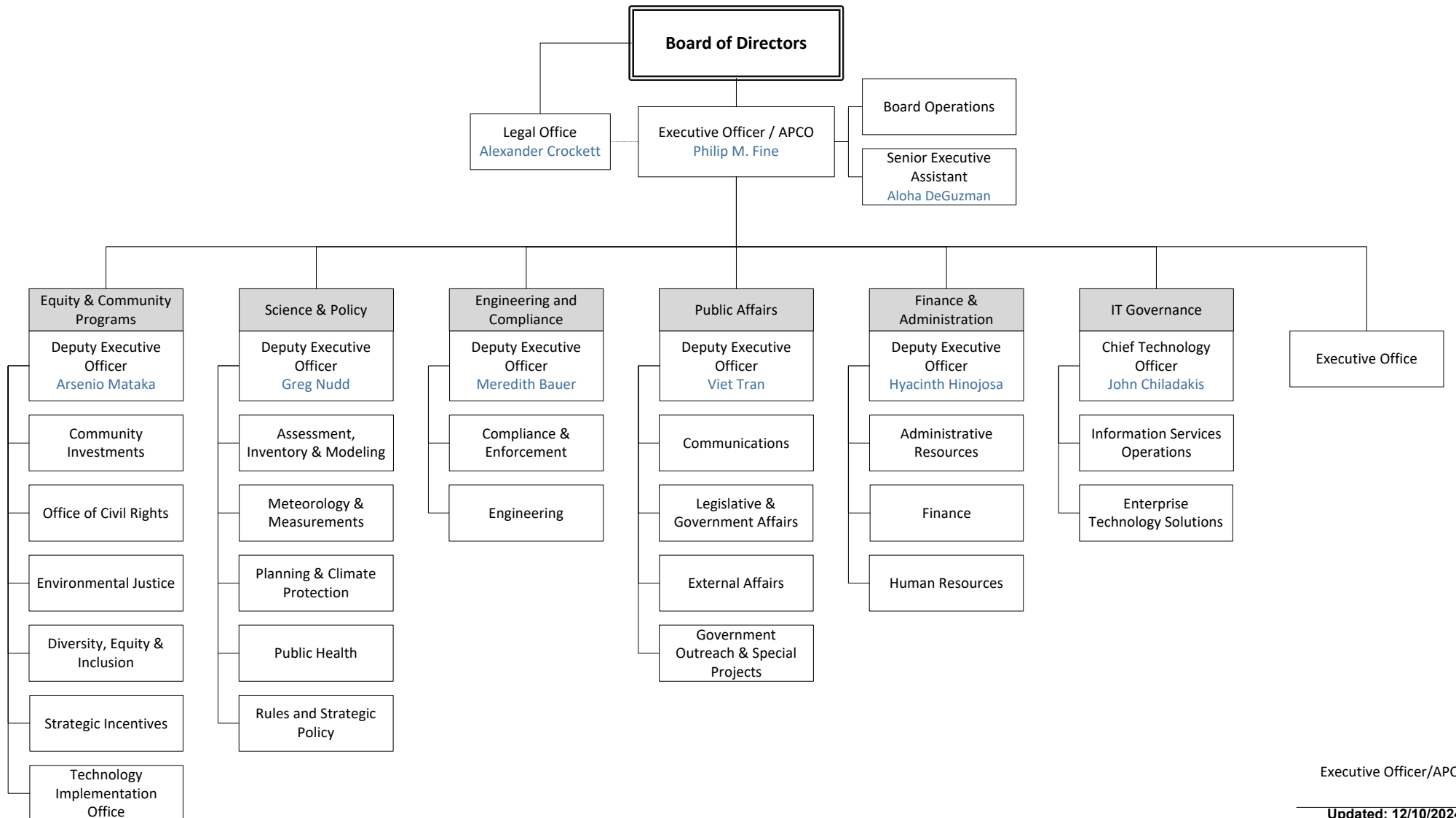
FY 2025-26 EXPENDITURE (\$ MILLIONS)



Expenditure	FYE 2024 Actuals	FYE 2025 Approved	FYE 2025 Amended	FYE 2026 Proposed	Change to Prior Year Approved Budget	FYE 2026 FTE
Deputy Executive Officer						1
Assessment, Inventory and Modeling	\$3.7	\$3.7	\$4.0	\$4.2	\$0.5	18
Meteorology and Measurements	\$12.6	\$18.4	\$20.1	\$21.0	\$2.6	59
Planning and Climate Protection	\$4.1	\$4.7	\$5.3	\$4.7	\$0.1	22
Rules and Strategic Policy	\$2.4	\$3.4	\$3.9	\$4.4	\$1.0	15
Service Area Total	\$22.8	\$30.2	\$33.3	\$34.4	\$4.2	115



Bay Area Air District Organizational Chart



Executive Officer/APCO

Updated: 12/10/2024

District-Wide Revenue and Expenditure Budgets

TABLE I: Consolidated Expenditures and Revenues by Major Categories

	AUDITED ACTUALS FYE 2024			APPROVED BUDGET FYE 2025			AMENDED BUDGET FYE 2025			PROPOSED BUDGET FYE 2026		
	GENERAL FUND	SPECIAL FUNDS	TOTAL FUNDS	GENERAL FUND	SPECIAL FUNDS	TOTAL FUNDS	GENERAL FUND	SPECIAL FUNDS	TOTAL FUNDS	GENERAL FUND	SPECIAL FUNDS	TOTAL FUNDS
REVENUES												
County Revenues	47,524,894		47,524,894	46,306,873		46,306,873	46,306,873		46,306,873	47,568,000		47,568,000
Permits / Fees	64,674,460		64,674,460	66,980,188		66,980,188	66,980,188		66,980,188	68,713,181		68,713,181
Grant Revenues	11,048,056	72,161,375	83,209,431	18,905,256	136,658,174	155,563,430	18,905,256	156,740,684	175,645,940	16,897,694	147,263,176	164,160,870
Other Revenues	32,210,028	1,055,428	33,265,456	9,555,620		9,555,620	9,555,620		9,555,620	11,750,787		11,750,787
Rev Before Reimb & Tsfr	155,457,438	73,216,803	228,674,241	141,747,937	136,658,174	278,406,111	141,747,937	156,740,684	298,488,621	144,929,662	147,263,176	292,192,838
Reimbursements Programs	1,424,920	1,014,124	2,439,044	1,597,702		1,597,702	1,597,702		1,597,702	1,564,439		1,564,439
Transfer In	1,889,270		1,889,270	1,414,855		1,414,855	1,414,855		1,414,855	2,102,369		2,102,369
Transfer from / (to) Reserves	(35,138,437)		(35,138,437)	9,693,058		9,693,058	29,051,283		29,051,283	16,416,986		16,416,986
Total REVENUES	123,633,191	74,230,927	197,864,118	154,453,550	136,658,174	291,111,724	173,811,777	156,740,684	330,552,461	165,013,454	147,263,177	312,276,631
EXPENDITURES												
Personnel & Benefits	90,305,835	7,789,155	98,094,990	103,606,450	8,496,807	112,103,257	103,684,001	8,496,810	112,180,811	110,298,086	10,414,187	120,712,273
Services & Supplies	27,223,892	3,461,008	30,684,900	41,513,091	15,038,990	56,552,081	55,922,144	20,890,635	76,812,779	45,248,237	15,196,100	60,444,337
Capital Expenditures	4,268,478		4,268,478	7,194,925		7,194,925	11,872,577		11,872,577	6,477,416	400,000	6,877,416
Exp Before Dist & Tsfr	121,798,205	11,250,163	133,048,368	152,314,466	23,535,797	175,850,263	171,478,722	29,387,445	200,866,167	162,023,739	26,010,287	188,034,026
Program Distributions	1,834,986	61,091,494	62,926,480	1,950,000	111,707,522	113,657,522	2,143,971	125,874,391	128,018,362	2,989,728	119,150,522	122,140,250
Transfer Out		1,889,270	1,889,270	189,084	1,414,855	1,603,939	189,084	1,478,848	1,667,932		2,102,369	2,102,369
Total EXPENDITURES	123,633,191	74,230,927	197,864,118	154,453,550	136,658,174	291,111,724	173,811,777	156,740,684	330,552,461	165,013,454	147,263,177	312,276,631

TABLE II: Consolidated Revenues

	Program Actual 2024	Approved Program Budget 2025	Amended Program Budget 2025	Proposed Program Budget 2026	FTE/\$ Change 26/25 Amended \$	Percent Change %
COUNTY REVENUES						
Alameda	8,809,059	8,585,788	8,585,788	8,050,000	(535,788)	(6.24)%
Contra Costa	5,199,972	5,234,985	5,234,985	5,400,000	165,015	(3.15)%
Marin	2,060,278	2,118,147	2,118,147	2,131,000	12,853	0.61%
Napa	1,485,462	1,542,224	1,542,224	1,583,000	40,776	2.64%
San Francisco	6,971,257	6,936,000	6,936,000	7,210,000	274,000	3.95%
San Mateo	6,648,355	6,234,899	6,234,899	6,422,000	187,101	3.00%
Santa Clara	13,276,079	12,508,872	12,508,872	13,407,000	898,128	7.18%
Solano	1,044,603	1,119,206	1,119,206	1,152,000	32,794	2.93%
Sonoma	2,029,828	2,026,752	2,026,752	2,213,000	186,248	9.19%
	47,524,894	46,306,873	46,306,873	47,568,000	1,261,127	2.72%
PERMITS / FEES						
Permit Renewal & Application Fees	45,429,995	46,804,597	46,804,597	48,366,276	1,561,679	3.34%
Community Health Impact	1,159,583	1,152,801	1,152,801	1,242,407	89,606	7.77%
Criteria Pollutant and Toxics Emissions	1,768,434	1,691,369	1,691,369	1,833,648	142,279	8.41%
Title V Fees	6,797,911	8,100,473	8,100,473	8,469,866	369,393	4.56%
Asbestos Fees	3,642,108	3,650,000	3,650,000	3,300,000	(350,000)	(9.59)%
Toxics Inventory Fees	1,326,590	1,292,751	1,292,751	1,226,697	(66,054)	(5.11)%
Registration Fees	295,091	297,408	297,408	272,889	(24,519)	(8.24)%
Hearing Board Fees	37,156	90,000	90,000	50,000	(40,000)	(44.44)%
Greenhouse Gas Fees	4,217,592	3,900,789	3,900,789	3,951,398	50,609	1.30%
	64,674,460	66,980,188	66,980,188	68,713,181	1,732,993	2.59%
GRANT REVENUES						
Federal Grant	3,057,235	6,919,505	6,919,505	5,493,940	(1,425,565)	(20.60)%
Other Grants	7,990,822	11,985,751	11,985,751	11,403,754	(581,997)	(4.86)%
	11,048,056	18,905,256	18,905,256	16,897,694	(2,007,562)	(10.62)%
OTHER REVENUES						
Penalty Assessments	24,088,574	4,000,000	4,000,000	4,000,000		
State Subvention	1,692,558	1,750,000	1,750,000	1,701,561	48,439	2.77%
PERP (Portable Equip Prog)	1,119,248	1,000,000	1,000,000	1,000,000		
Interest Income	4,137,614	2,505,620	2,505,620	4,213,000	1,707,380	68.14%
Miscellaneous Income	1,172,035	300,000	300,000	836,226	(536,226)	(178.74)%
	32,210,028	9,555,620	9,555,620	11,750,787	1,219,593	12.76%
Total Operating Revenues	155,457,438	141,747,937	141,747,937	144,929,662	3,181,725	2.24%
Reimbursement Programs						
DHS Biowatch Funding	1,424,920	1,597,702	1,597,702	1,564,439	(33,263)	(2.08)%
Transfer from / (to) Reserves	(35,138,437)	9,693,059	29,051,283	16,416,987	(12,634,296)	(43.49)%
Transfer In	1,889,270	1,414,855	1,414,855	2,102,369	687,514	48.59%
Total General Fund Revenues	123,633,191	154,453,550	173,811,777	165,013,454	(8,798,323)	(5.06)%
Special Revenue Funds						
Grant Programs						
Carl Moyer Fund	29,263,543	44,800,907	58,161,148	56,668,151	(1,492,997)	(2.57)%
Mobile Source Incentive Fund (MSIF)	4,321,955	17,412,662	21,847,998	17,690,241	(4,157,757)	(19.03)%
Transportation Fund for Clean Air (TFCA)	24,997,062	24,344,670	24,977,626	34,768,311	9,790,685	39.20%
Clean Cars for All (CCFA)	9,106,998	29,851,903	31,263,491	16,381,866	(14,881,625)	(47.60)%
California Goods Movement Bond (CGMB)	2,979,303	2,189,084	2,398,422	144,420	(2,254,002)	(93.98)%
Vehicle Mitigation (VM)	2,506,638	16,035,329	16,068,328	21,555,595	5,487,267	34.15%
Other Grants Revenues	1,055,428	2,023,619	2,023,671	54,593	(1,969,078)	(97.30)%
Total Special Revenue Funds	74,230,927	136,658,174	156,740,684	147,263,177	(9,477,507)	(6.05)%
TOTAL DISTRICT WIDE	197,864,118	291,111,724	330,552,461	312,276,631	(18,275,829)	(5.53)%

TABLE III: Consolidated Expenditures

	Program Actual	Approved Program Budget	Amended Program Budget	Proposed Program Budget	FTE/\$ Change 26/25 Amended	Percent Change
	2024	2025	2025	2026	\$	%
NUMBER OF POSITIONS (FTE)	409.24	491.00	500.00	523.05	23.05	4.6%
NUMBER OF POSITIONS (LTCE)		14.00	17.00	23.00	6.00	35.3%
PERSONNEL						
Permanent Salaries	62,651,907	78,571,364	78,648,917	86,700,475	8,051,558	10.2%
Overtime Salaries	537,212	634,252	634,252	747,000	112,748	17.8%
Temporary Salaries	936,500	1,466,292	1,466,292	1,002,006	(464,286)	(31.7)%
Payroll Taxes	1,389,117	1,125,530	1,125,530	1,251,979	126,449	11.2%
Pension Benefits	13,904,435	15,594,118	15,594,118	16,396,793	802,675	5.1%
FICA Replacement Benefits	1,431,533	1,714,976	1,714,976	1,926,288	211,312	12.3%
Group Insurance Benefits	11,625,433	14,913,792	14,913,792	16,405,871	1,492,079	10.0%
Transportation Subsidy	225,330	484,018	484,018	701,070	217,052	44.8%
Workers' Compensation	220,010	229,999	230,000	230,002	2	
Discretionary Contribution	5,000,001	4,999,998	4,999,997	4,999,995	(2)	
Board Stipends	173,504	167,240	167,240		(167,240)	(100.0)%
Vacancy Savings		(7,798,321)	(7,798,321)	(9,649,204)	(1,850,883)	23.7%
	98,094,990	112,103,259	112,180,811	120,712,273	8,531,464	7.6%
SERVICES & SUPPLIES						
Travel	215,209	806,588	861,506	870,383	8,877	1.0%
Training & Education	373,779	1,140,878	1,561,912	1,088,413	(473,499)	(30.3)%
Repair & Maintenance	1,062,619	2,095,578	2,860,514	1,141,909	(1,718,605)	(60.1)%
Communications	741,879	915,124	925,445	1,033,765	108,320	11.7%
Building Maintenance	251,309	987,550	1,397,802	755,750	(642,052)	(45.9)%
Utilities	274,671	326,648	326,648	345,134	18,486	5.7%
Postage	41,749	128,990	126,151	155,240	29,089	23.1%
Printing & Reproduction	77,458	625,489	757,596	629,939	(127,657)	(16.9)%
Equipment Rental	51,889	125,000	166,330	128,000	(38,330)	(23.0)%
Rents & Leases	3,171,083	3,480,640	3,781,435	4,323,560	542,125	14.3%
Professional Services	22,541,210	42,045,239	59,619,836	44,413,067	(15,206,769)	(25.5)%
General Insurance	707,736	938,500	908,875	1,024,000	115,125	12.7%
Shop & Field Supplies	348,602	542,177	638,533	866,312	227,779	35.7%
Laboratory Supplies	108,402	232,000	273,037	216,500	(56,537)	(20.7)%
Gasoline & Variable Fuel	214,361	470,000	552,456	550,000	(2,456)	(0.4)%
Computer Hardware & Software	351,658	1,450,695	1,804,688	2,626,320	821,632	45.5%
Stationery & Office Supplies	32,122	69,650	70,847	79,350	8,503	12.0%
Books & Journals	77,183	146,250	154,083	163,910	9,827	6.4%
Minor Office Equipment	3,188	25,085	25,085	32,785	7,700	30.7%
Non-Capital Assets	38,815					
	30,684,900	56,552,081	76,812,779	60,444,337	(16,368,442)	(21.3)%
CAPITAL						
Building & Grounds		40,000	40,073		(40,073)	(100.0)%
Office Equipment	64,782	110,000	110,000	110,000		
Computer & Network	3,729,997	4,600,000	7,955,917	4,150,000	(3,805,917)	(47.8)%
Motorized Equipment		60,000	60,000	60,000		
Lab & Monitoring Equipment	425,434	2,384,925	3,577,451	2,557,416	(1,020,035)	(28.5)%
Communications Equipment	48,265		129,136		(129,136)	(100.0)%
	4,268,478	7,194,925	11,872,577	6,877,416	(4,995,161)	(42.1)%
Total Expenditures	133,048,368	175,850,265	200,866,167	188,034,026	(12,832,139)	(6.4)%
Transfer In/Out	1,889,270	1,603,939	1,667,932	2,102,369	434,437	26.0%
Program Distribution	62,926,480	113,657,522	128,018,362	122,140,250	(5,878,112)	(4.6)%
TOTAL DISTRICT WIDE	197,864,118	291,111,724	330,552,461	312,276,631	(18,275,814)	(5.5)%

TABLE IV: General Fund

	Program Actual	Approved Program Budget	Amended Program Budget	Proposed Program Budget	FTE/\$ Change 26/25 Amended	Percent Change
	2024	2025	2025	2026	\$	%
NUMBER OF POSITIONS (FTE)	371.17	452.03	459.03	478.35	19.32	4.2%
NUMBER OF POSITIONS (LTCE)		11.00	14.00	19.20	5.20	37.1%
REVENUES						
Revenues	156,882,358	143,345,639	143,345,639	146,494,101	3,148,462	2.2%
Transfer from / (to) Reserves	(35,138,437)	9,693,059	29,051,283	16,416,987	(12,634,296)	(43.5)%
Transfer In	1,889,270	1,414,855	1,414,855	2,102,369	687,514	48.6%
Total Revenues - General Fund	123,633,191	154,453,550	173,811,777	165,013,454	(8,798,320)	(5.1)%
PERSONNEL EXPENDITURES						
Permanent Salaries	57,431,360	72,874,059	72,951,610	79,747,415	6,795,805	9.3%
Overtime Salaries	425,284	544,252	544,252	587,000	42,748	7.9%
Temporary Salaries	936,450	1,366,292	1,366,292	902,006	(464,286)	(34.0)%
Payroll Taxes	1,307,819	1,044,256	1,044,256	1,152,501	108,245	10.4%
Pension Benefits	12,778,525	14,464,020	14,464,020	15,090,030	626,010	4.3%
FICA Replacement Benefits	1,313,756	1,580,798	1,580,798	1,755,171	174,373	11.0%
Group Insurance Benefits	10,942,839	14,067,623	14,067,623	15,264,911	1,197,288	8.5%
Transportation Subsidy	206,720	446,150	446,150	638,792	192,642	43.2%
Workers' Compensation	203,900	212,006	212,006	209,569	(2,437)	(1.1)%
Discretionary Contribution	4,585,670	4,638,075	4,638,075	4,599,895	(38,180)	(0.8)%
Board Stipends	173,504	167,240	167,240		(167,240)	(100.0)%
Vacancy Savings		(7,798,321)	(7,798,321)	(9,649,204)	(1,850,883)	23.7%
Total Personnel Expenditures	90,305,835	103,606,450	103,684,001	110,298,086	6,614,085	6.4%
SERVICES & SUPPLIES EXP						
Travel	203,767	712,038	766,956	770,683	3,727	0.5%
Training & Education	368,258	1,090,378	1,511,412	1,037,913	(473,499)	(31.3)%
Repair & Maintenance	1,062,619	2,095,578	2,860,514	1,141,909	(1,718,605)	(60.1)%
Communications	732,759	895,124	905,445	1,014,765	109,320	12.1%
Building Maintenance	251,309	987,550	1,397,802	755,750	(642,052)	(45.9)%
Utilities	274,671	326,648	326,648	345,134	18,486	5.7%
Postage	41,749	116,490	113,651	127,740	14,089	12.4%
Printing & Reproduction	69,118	605,989	737,241	604,439	(132,802)	(18.0)%
Equipment Rental	51,889	125,000	166,330	128,000	(38,330)	(23.0)%
Rents & Leases	3,171,083	3,480,640	3,781,435	4,323,560	542,125	14.3%
Professional Services	19,119,636	27,264,939	38,989,746	29,500,767	(9,488,979)	(24.3)%
General Insurance	707,736	938,500	908,875	1,024,000	115,125	12.7%
Shop & Field Supplies	347,250	534,977	630,333	858,112	227,779	36.1%
Laboratory Supplies	108,402	232,000	273,037	216,500	(56,537)	(20.7)%
Gasoline & Variable Fuel	214,361	470,000	552,456	550,000	(2,456)	(0.4)%
Computer Hardware & Software	351,620	1,413,695	1,767,688	2,590,320	822,632	46.5%
Stationery & Office Supplies	31,327	64,850	66,047	74,350	8,303	12.6%
Books & Journals	77,183	144,610	152,443	162,510	10,067	6.6%
Minor Office Equipment	361	14,085	14,085	21,785	7,700	54.7%
Non-Capital Assets	38,815					
Total Services & Supplies Exp	27,223,892	41,513,091	55,922,144	45,248,237	(10,673,907)	(19.1)%
CAPITAL EXPENDITURES						
Building & Grounds		40,000	40,073		(40,073)	(100.0)%
Office Equipment	64,782	110,000	110,000	110,000		
Computer & Network	3,729,997	4,600,000	7,955,917	3,750,000	(4,205,917)	(52.9)%
Motorized Equipment		60,000	60,000	60,000		
Lab & Monitoring Equipment	425,434	2,384,925	3,577,451	2,557,416	(1,020,035)	(28.5)%
Communications Equipment	48,265		129,136		(129,136)	(100.0)%
Total Capital Expenditures	4,268,478	7,194,925	11,872,577	6,477,416	(5,395,161)	(45.4)%
TRANSFER IN/OUT	(1)	189,084	189,084		(189,084)	(100.0)%
TOTAL EXPENDITURES	121,798,217	152,503,550	171,667,806	162,023,739	(9,644,067)	(5.6)%
Program Distribution	1,834,986	1,950,000	2,143,971	2,989,728	845,757	39.4%
TOTAL EXP - GENERAL FUND	123,633,191	154,453,550	173,811,777	165,013,454	(8,798,310)	(5.1)%

TABLE V: Carl Moyer Fund

	Program Actual	Approved Program Budget	Amended Program Budget	Proposed Program Budget	FTE/\$ Change 26/25 Amended	Percent Change
	2024	2025	2025	2026	\$	%
NUMBER OF POSITIONS (FTE)	16.74	12.58	12.58	19.60	7.02	55.8%
NUMBER OF POSITIONS (LTCE)				0.30	0.30	
REVENUES						
Admin Revenue	3,550,140	2,800,907	2,964,167	4,668,151	1,703,984	57.5%
Program Revenue	25,713,403	42,000,000	46,270,210	52,000,000	5,729,790	12.4%
General Revenues			8,926,771		8,926,771	100.0%
Total Revenue - Carl Moyer	29,263,543	44,800,907	58,161,148	56,668,151	16,360,545	28.1%
PERSONNEL EXPENDITURES						
Permanent Salaries	2,179,691	1,778,916	1,778,916	2,730,553	951,637	53.5%
Overtime Salaries	251					
Payroll Taxes	33,800	25,194	25,194	38,723	13,529	53.7%
Pension Benefits	449,037	351,990	351,990	507,706	155,716	44.2%
FICA Replacement Benefits	49,735	43,311	43,311	70,207	26,896	62.1%
Group Insurance Benefits	287,491	271,198	271,198	464,761	193,563	71.4%
Transportation Subsidy	7,831	12,224	12,224	25,552	13,328	109.0%
Workers' Compensation	6,726	5,808	5,808	8,383	2,575	44.3%
Discretionary Contribution	179,393	112,915	112,915	156,966	44,051	39.0%
Total Personnel Expenditures	3,193,955	2,601,556	2,601,556	4,002,851	1,401,295	53.9%
SERVICES & SUPPLIES EXPENDITURES						
Travel	5,459	11,550	11,550	18,500	6,950	60.2%
Training & Education	659	13,500	13,500	10,000	(3,500)	(25.9)%
Communications	2,009	5,000	5,000	5,000		
Postage		1,000	1,000	1,000		
Printing & Reproduction		3,000	3,000	3,000		
Professional Services	51,046	150,500	313,761	100,500	(213,261)	(68.0)%
Shop & Field Supplies	708	2,800	2,800	2,800		
Computer Hardware & Software		7,000	7,000	6,000	(1,000)	(14.3)%
Stationery & Office Supplies		2,000	2,000	2,000		
Books & Journals		500	500	500		
Minor Office Equipment		2,500	2,500	2,500		
Total Services & Supplies Expenditures	59,881	199,350	362,611	151,800	(210,811)	(58.1)%
CAPITAL EXPENDITURES						
Computer & Network				175,000	175,000	
Total Capital Expenditures				175,000	175,000	
TRANSFER IN/OUT	296,304			338,500	338,500	
TOTAL EXPENDITURES	3,550,140	2,800,907	2,964,167	4,668,151	1,703,984	57.5%
Program Distribution	25,713,403	42,000,000	55,196,981	52,000,000	(3,196,981)	(5.8)%
Total Expenditures - Carl Moyer	29,263,543	44,800,907	58,161,148	56,668,151	(1,492,997)	(2.6)%

TABLE VI: Mobile Source Incentive Fund (MSIF)

	Program Actual	Approved Program Budget	Amended Program Budget	Proposed Program Budget	FTE/\$ Change 26/25 Amended	Percent Change
	2024	2025	2025	2026	\$	%
NUMBER OF POSITIONS (FTE)	3.62	5.40	5.40	5.07	(0.33)	(6.1)%
NUMBER OF POSITIONS (LTCE)				0.20	0.20	
REVENUES						
Admin Revenue	2,573,288	12,412,662	16,847,998	12,690,241	(4,157,757)	(24.7)%
Program Revenue	734,545	5,000,000	5,000,000	5,000,000		
General Revenues	1,014,125					
Total Revenues - MSIF	4,321,955	17,412,662	21,847,998	17,690,241	(4,157,757)	(19.0)%
PERSONNEL EXPENDITURES						
Permanent Salaries	512,083	803,080	803,080	740,847	(62,233)	(7.7)%
Overtime Salaries	27					
Payroll Taxes	8,178	11,471	11,471	10,556	(915)	(8.0)%
Pension Benefits	131,458	158,444	158,444	139,698	(18,746)	(11.8)%
FICA Replacement Benefits	11,524	18,598	18,598	18,593	(5)	
Group Insurance Benefits	67,577	113,881	113,881	107,931	(5,950)	(5.2)%
Transportation Subsidy	1,902	5,249	5,249	6,767	1,518	28.9%
Workers' Compensation	1,581	2,494	2,494	2,220	(274)	(11.0)%
Discretionary Contribution	39,340	51,036	51,036	42,611	(8,425)	(16.5)%
Total Personnel Expenditures	773,670	1,164,253	1,164,253	1,069,223	(95,030)	(8.2)%
SERVICES & SUPPLIES EXPENDITURES						
Travel	335	9,500	9,500	16,500	7,000	73.7%
Training & Education	191	12,500	12,500	16,000	3,500	28.0%
Communications	2,897	2,000	2,000	2,000		
Postage		1,500	1,500	1,500		
Printing & Reproduction		4,000	4,000	4,000		
Professional Services	1,676,508	11,160,000	15,594,336	11,357,000	(4,237,336)	(27.2)%
Shop & Field Supplies		1,000	2,000	2,000		
Computer Hardware & Software		7,000	7,000	7,000		
Stationery & Office Supplies	780	800	800	1,000	200	25.0%
Books & Journals		200	200	200		
Minor Office Equipment	2,827	2,500	2,500	2,500		
Total Services & Supplies Expenditures	1,683,538	11,201,000	15,636,336	11,409,700	(4,226,636)	(27.0)%
CAPITAL EXPENDITURES						
Computer & Network				50,000	50,000	
Total Capital Expenditures				50,000	50,000	
TRANSFER IN/OUT	116,080	47,409	47,409	161,318	113,909	240.3%
TOTAL EXPENDITURES	2,573,288	12,412,662	16,847,998	12,690,241	(4,157,757)	(24.7)%
Program Distribution	1,748,670	5,000,000	5,000,000	5,000,000		
Total Expenditures - MSIF	4,321,955	17,412,662	21,847,998	17,690,241	(4,157,757)	(19.0)%

TABLE VII: Transportation Fund for Clean Air (TFCA)

	Program Actual	Approved Program Budget	Amended Program Budget	Proposed Program Budget	FTE/\$ Change 26/25 Amended	Percent Change
	2024	2025	2025	2026	\$	%
NUMBER OF POSITIONS (FTE)	6.21	8.97	8.97	7.10	(1.87)	(20.8)%
NUMBER OF POSITIONS (LTCE)				0.20	0.20	
REVENUES						
Admin Revenue	3,272,601	4,344,670	4,977,626	4,768,311	(209,315)	(4.2)%
Program Revenue	21,724,461	20,000,000	20,000,000	30,000,000	10,000,000	50.0%
Total Revenues - TFCA	24,997,062	24,344,670	24,977,626	34,768,311	9,790,685	39.2%
PERSONNEL EXPENDITURES						
Permanent Salaries	924,260	1,313,668	1,313,668	1,111,451	(202,217)	(15.4)%
Overtime Salaries	106,752	30,000	30,000	100,000	70,000	233.3%
Temporary Salaries	50					
Payroll Taxes	14,291	18,746	18,746	16,056	(2,690)	(14.3)%
Pension Benefits	201,710	264,561	264,561	214,669	(49,892)	(18.9)%
FICA Replacement Benefits	20,135	30,875	30,875	25,766	(5,109)	(16.5)%
Group Insurance Benefits	119,453	192,538	192,538	158,524	(34,014)	(17.7)%
Transportation Subsidy	3,448	8,714	8,714	9,378	664	7.6%
Workers' Compensation	2,852	4,140	4,140	3,077	(1,063)	(25.7)%
Discretionary Contribution	68,805	83,456	83,456	64,040	(19,416)	(23.3)%
Total Personnel Expenditures	1,461,756	1,946,698	1,946,698	1,702,961	(243,737)	(12.5)%
SERVICES & SUPPLIES EXPENDITURES						
Travel	2,839	17,500	17,500	14,000	(3,500)	(20.0)%
Training & Education	4,671	11,500	11,500	11,500		
Communications	1,780	6,000	6,000	5,000	(1,000)	(16.7)%
Postage		9,500	9,500	24,500	15,000	157.9%
Printing & Reproduction	8,340	9,500	10,355	15,500	5,145	49.7%
Professional Services	1,024,189	1,792,000	2,424,100	1,812,000	(612,100)	(25.3)%
Shop & Field Supplies	644	3,000	3,000	3,000		
Computer Hardware & Software	38	7,000	7,000	7,000		
Stationery & Office Supplies	15	1,000	1,000	1,000		
Books & Journals		440	440	200	(240)	(54.5)%
Minor Office Equipment		5,000	5,000	5,000		
Total Services & Supplies Expenditures	1,042,516	1,862,440	2,495,395	1,898,700	(596,695)	(23.9)%
CAPITAL EXPENDITURES						
Computer & Network				175,000	175,000	
Total Capital Expenditures				175,000	175,000	
TRANSFER IN/OUT	768,329	535,533	535,533	991,651	456,118	85.2%
TOTAL EXPENDITURES	3,272,601	4,344,670	4,977,626	4,768,311	(209,314)	(4.2)%
Program Distribution	21,724,461	20,000,000	20,000,000	30,000,000	10,000,000	50.0%
Total Expenditures - TFCA	24,997,062	24,344,670	24,977,626	34,768,311	9,790,686	39.2%

TABLE VIII: Clean Cars for All (CCFA)

	Program Actual	Approved Program Budget	Amended Program Budget	Proposed Program Budget	FTE/\$ Change 26/25 Amended	Percent Change
	2024	2025	2025	2026	\$	%
NUMBER OF POSITIONS (FTE)	7.65	7.94	7.94	7.92	(0.02)	(0.3)%
REVENUES						
Admin Revenue	2,629,253	4,144,381	4,786,081	4,231,344	(554,737)	(11.6)%
Program Revenue	6,477,745	25,707,522	26,477,410	12,150,522	(14,326,888)	(54.1)%
Total Revenues - CCFA	9,106,998	29,851,903	31,263,491	16,381,866	(14,881,625)	(47.6)%
PERSONNEL EXPENDITURES						
Permanent Salaries	1,062,289	1,198,894	1,198,844	1,558,169	359,325	30.0%
Overtime Salaries	4,898	60,000	60,000	60,000		
Temporary Salaries		100,000	100,000	100,000		
Payroll Taxes	16,635	17,303	17,303	22,488	5,185	30.0%
Pension Benefits	236,959	233,050	233,050	287,669	54,619	23.4%
FICA Replacement Benefits	23,996	27,342	27,342	38,523	11,181	40.9%
Group Insurance Benefits	138,199	163,412	163,412	261,634	98,222	60.1%
Transportation Subsidy	3,618	7,716	7,716	14,020	6,304	81.7%
Workers' Compensation	3,278	3,667	3,667	4,599	932	25.4%
Discretionary Contribution	84,305	76,217	76,217	89,653	13,436	17.6%
Total Personnel Expenditures	1,574,177	1,887,601	1,887,551	2,436,755	549,204	29.1%
SERVICES & SUPPLIES EXPENDITURES						
Travel	2,293	36,000	36,000	36,000		
Training & Education		9,500	9,500	9,500		
Communications	2,434	7,000	7,000	7,000		
Professional Services	684,985	1,627,000	2,225,190	1,577,000	(648,190)	(29.1)%
Computer Hardware & Software		11,000	11,000	11,000		
Total Services & Supplies Expenditures	689,712	1,690,500	2,288,690	1,640,500	(648,190)	(28.3)%
CAPITAL EXPENDITURES						
TRANSFER IN/OUT	365,364	566,280	609,840	154,089	(455,751)	(74.7)%
TOTAL EXPENDITURES	2,629,253	4,144,381	4,786,081	4,231,344	(554,737)	(11.6)%
Program Distribution	6,477,745	25,707,522	26,477,410	12,150,522	(14,326,888)	(54.1)%
Total Expenditures - CCFA	9,106,998	29,851,903	31,263,491	16,381,866	(14,881,625)	(47.6)%

TABLE IX: California Goods Movement Bond (CGMB)

	Program Actual	Approved Program Budget	Amended Program Budget	Proposed Program Budget	FTE/\$ Change 26/25 Amended	Percent Change
	2024	2025	2025	2026	\$	%
NUMBER OF POSITIONS (FTE)	0.64	0.88	0.88	0.55	(0.33)	(37.50)%
REVENUES						
Admin Revenue	227,714	189,084	198,422	144,420	54,002	27.22%
Program Revenue	2,751,589	2,000,000	2,200,000		2,200,000	100.00%
Total Revenues - CGMB	2,979,303	2,189,084	2,398,422	144,420	2,254,002	93.98%
PERSONNEL EXPENDITURES						
Permanent Salaries	92,718	127,298	127,298	94,465	(32,833)	(25.79)%
Payroll Taxes	1,476	1,805	1,805	1,362	(443)	(24.54)%
Pension Benefits	31,461	25,884	25,884	18,090	(7,794)	(30.11)%
FICA Replacement Benefits	2,067	3,031	3,031	1,941	(1,090)	(35.96)%
Group Insurance Benefits	12,251	21,721	21,721	16,169	(5,552)	(25.56)%
Transportation Subsidy	331	855	855	706	(149)	(17.43)%
Workers' Compensation	286	406	406	232	(174)	(42.86)%
Discretionary Contribution	8,230	8,085	8,085	5,456	(2,629)	(32.52)%
Total Personnel Expenditures	148,820	189,085	189,085	138,421	(50,664)	(26.79)%
SERVICES & SUPPLIES EXPENDITURES						
Travel				1,000	1,000	
Professional Services	11,694		9,337	5,000	(4,337)	(46.45)%
Total Services & Supplies Expenditures	11,694		9,337	6,000	(3,337)	(35.74)%
CAPITAL EXPENDITURES						
TRANSFER IN/OUT	67,200					
TOTAL EXPENDITURES	227,714	189,084	198,422	144,421	(54,001)	(27.22)%
Program Distribution	2,751,589	2,000,000	2,200,000		(2,200,000)	(100.00)%
Total Expenditures - CGMB	2,979,303	2,189,084	2,398,422	144,420	(2,254,001)	(93.98)%

TABLE X: Vehicle Mitigation (VM)

	Program Actual	Approved Program Budget	Amended Program Budget	Proposed Program Budget	FTE/\$ Change 26/25 Amended	Percent Change
	2024	2025	2025	2026	\$	%
NUMBER OF POSITIONS (FTE)	3.16	3.13	3.13	4.26	1.13	36.1%
NUMBER OF POSITIONS (LTCE)				0.10	0.10	
REVENUES						
Admin Revenue	886,438	1,035,329	1,068,328	1,555,595	487,267	45.6%
Program Revenue	1,620,200	15,000,000	15,000,000	20,000,000	5,000,000	33.3%
Total Revenues - VM	2,506,638	16,035,329	16,068,328	21,555,595	5,487,267	34.1%
PERSONNEL EXPENDITURES						
Permanent Salaries	444,380	463,426	463,426	679,277	215,851	46.6%
Payroll Taxes	6,829	6,578	6,578	9,744	3,166	48.1%
Pension Benefits	73,911	93,760	93,760	131,529	37,769	40.3%
FICA Replacement Benefits	10,213	10,780	10,780	15,382	4,602	42.7%
Group Insurance Benefits	56,906	81,816	81,816	126,859	45,043	55.1%
Transportation Subsidy	1,458	3,042	3,042	5,598	2,556	84.0%
Workers' Compensation	1,371	1,446	1,446	1,837	391	27.0%
Discretionary Contribution	33,753	29,448	29,448	39,158	9,710	33.0%
Total Personnel Expenditures	628,821	690,296	690,296	1,009,384	319,088	46.2%
SERVICES & SUPPLIES EXPENDITURES						
Travel	516	13,700	13,700	13,700		
Training & Education		3,500	3,500	3,500		
Postage		500	500	500		
Printing & Reproduction		3,000	3,000	3,000		
Professional Services	(26,848)	50,800	63,366	60,800	(2,566)	(4.0)%
Shop & Field Supplies		400	400	400		
Computer Hardware & Software		5,000	5,000	5,000		
Stationery & Office Supplies		1,000	1,000	1,000		
Books & Journals		500	500	500		
Minor Office Equipment		1,000	1,000	1,000		
Total Services & Supplies Expenditures	(26,332)	79,400	91,966	89,400	(2,566)	(2.8)%
CAPITAL EXPENDITURES						
TRANSFER IN/OUT	283,949	265,633	286,066	456,811	170,745	59.7%
TOTAL EXPENDITURES	886,438	1,035,329	1,068,328	1,555,595	487,267	45.6%
Program Distribution	1,620,200	15,000,000	15,000,000	20,000,000	5,000,000	33.3%
Total Expenditures - VM	2,506,638	16,035,329	16,068,328	21,555,595	5,487,267	34.1%

TABLE XI: Other Grants Revenues

	Program Actual	Approved Program Budget	Amended Program Budget	Proposed Program Budget	FTE/\$ Change 26/25 Amended	Percent Change
	2024	2025	2025	2026	\$	%
NUMBER OF POSITIONS (FTE)	0.05	0.07	0.07	0.20	0.13	185.7%
REVENUES						
Admin Revenue		23,619	23,671	54,593	30,922	130.6%
Program Revenue		2,000,000	2,000,000		(2,000,000)	(100.0)%
General Revenues	1,055,428					
Total Revenues - Other Grants	1,055,428	2,023,619	2,023,671	54,593	(1,969,078)	(97.3)%
PERSONNEL EXPENDITURES						
Permanent Salaries	5,126	12,023	12,075	38,298	26,223	217.2%
Payroll Taxes	89	177	177	549	372	210.2%
Pension Benefits	1,374	2,409	2,409	7,402	4,993	207.3%
FICA Replacement Benefits	107	241	241	705	464	192.5%
Group Insurance Benefits	717	1,603	1,603	5,082	3,479	217.0%
Transportation Subsidy	22	68	68	257	189	277.9%
Workers' Compensation	16	32	32	84	52	162.5%
Discretionary Contribution	505	766	766	2,216	1,450	189.3%
Total Personnel Expenditures	7,956	17,319	17,371	54,593	37,222	214.3%
SERVICES & SUPPLIES EXPENDITURES						
Travel		6,300	6,300		(6,300)	(100.0)%
Total Services & Supplies Expenditures		6,300	6,300		(6,300)	(100.0)%
CAPITAL EXPENDITURES						
TRANSFER IN/OUT	(7,956)					
TOTAL EXPENDITURES		23,619	23,671	54,593	30,922	130.6%
Program Distribution	1,055,428	2,000,000	2,000,000		(2,000,000)	(100.0)%
Total Expenditures - Other Grants	1,055,428	2,023,619	2,023,671	54,593	(1,969,078)	(97.3)%

TABLE XII: General Fund Expenditure by Service Area & Division

	Program Actual 2024	Approved Program Budget 2025	Amended Program Budget 2025	Proposed Program Budget 2026	FTE/\$ Change 26/25 Amended \$	Percent Change %
ENGINEERING & COMPLIANCE						
Compliance & Enforcement						
Enforcement	6,471,396	7,470,156	7,472,367	8,080,409	608,042	(8.1)%
Compliance Assistance & Operations	3,807,493	4,821,389	4,825,146	4,811,033	(14,113)	0.3%
Compliance Assurance	6,332,489	8,650,492	8,659,930	8,125,984	(533,946)	6.2%
Total Compliance & Enforcement	16,611,378	20,942,037	20,957,443	21,017,426	59,983	1.6%
Engineering						
Permit Evaluation	8,390,509	10,889,002	11,303,208	11,760,721	457,513	4.0%
Risk Assessment & Reduction	1,928,637	2,400,876	2,828,321	2,821,165	(7,156)	(0.3)%
Permit Operations	735,640	691,654	721,654	923,966	202,312	28.0%
Title V	453,623	1,515,117	1,515,117	1,069,056	(446,061)	(29.4)%
Engineering Special Projects	1,738,289	2,041,267	2,064,101	2,036,986	(27,115)	(1.3)%
Total Engineering	13,246,698	17,537,916	18,432,401	18,611,894	179,493	1.0%
Source Test						
Source Test	3,358,657	4,271,651	4,299,387	4,453,291	153,904	3.6%
Total Source Test	3,358,657	4,271,651	4,299,387	4,453,291	153,904	3.6%
TOTAL ENGINEERING & COMPLIANCE	33,216,733	42,751,604	43,689,231	44,082,611	393,380	0.9%
EQUITY & COMMUNITY PROGRAMS						
Civil Rights						
Civil Rights				645,870	645,870	
Total Civil Rights				645,870	645,870	
Community Investments						
Community Investments				3,302,125	3,302,125	
Total Community Investments				3,302,125	3,302,125	
Diversity Equity & Inclusion						
Office of Diversity Equity & Inclusion	426,541	1,354,616	1,444,428	1,520,682	76,254	5.3%
Total Diversity Equity & Inclusion	426,541	1,354,616	1,444,428	1,520,682	76,254	5.3%
Environmental Justice						
Environmental Justice Division	4,639,583	5,568,653	8,257,952	6,227,066	(2,030,886)	(24.6)%
AB617	6,923,012	13,138,264	14,249,062	12,096,161	(2,152,901)	(15.1)%
Total Environmental Justice	11,562,595	18,706,917	22,507,014	18,323,227	(4,183,787)	(18.6)%
Strategic Incentives						
Woodsmoke Reduction Incentive Program	155,520	312,173	337,913	308,365	(29,548)	(8.7)%
Grant Program Development	78,978	1,068,321	1,162,866	522,611	(640,255)	(55.1)%
Total Strategic Incentives	234,498	1,380,494	1,500,779	830,976	(669,803)	(44.6)%
Technology Implementation Office						
Greenhouse Gas Technologies	558,395	1,170,331	1,195,592	1,351,294	155,702	13.0%
Total Technology Implementation Office	558,395	1,170,331	1,195,592	1,351,294	155,702	13.0%
TOTAL EQUITY & COMMUNITY PROGRAMS	12,782,029	22,612,358	26,647,813	25,974,174	131,769	13.8%
FINANCE & ADMINISTRATION						
Administrative Resources						
Facilities	1,267,978	2,729,369	3,274,280	2,585,533	(688,747)	(21.0)%
Mailroom Services	580,130	962,978	962,598	1,019,782	57,184	5.9%
Headquarters East (Richmond)	163,556	421,000	421,073	631,000	209,927	49.9%
Procurement	1,666,006	1,740,797	1,817,893	2,579,286	761,393	41.9%
Headquarters West (Beale Street)	4,504,015	5,203,000	5,203,000	5,454,000	251,000	4.8%
Fleet Services	1,361,044	1,954,831	2,403,036	3,060,607	657,571	27.4%
Total Administrative Resources	9,542,729	13,011,975	14,081,880	15,330,208	1,248,328	8.9%
Executive						
Executive Office	7,699,958	8,860,951	9,465,251	6,423,410	(3,041,841)	(32.1)%
Board of Directors	394,365	385,306	385,306	402,475	17,169	4.5%

TABLE XII: General Fund Expenditure by Service Area & Division

	Program Actual	Approved Program Budget	Amended Program Budget	Proposed Program Budget	FTE/\$ Change 26/25 Amended	Percent Change
	2024	2025	2025	2026	\$	%
Hearing Board	83,368	131,573	131,573	100,986	(30,587)	(23.2)%
Advisory Council & CAC	124,349	238,128	238,128	105,814	(132,314)	(55.6)%
Total Executive	8,302,040	9,615,958	10,220,258	7,032,685	(3,187,573)	(31.2)%
Finance						
Payroll	732,296	933,235	951,685	1,580,765	629,080	66.1%
Finance/Accounting	3,522,450	4,273,890	4,046,749	3,811,622	(235,127)	(5.8)%
Total Finance	4,254,746	5,207,125	4,998,434	5,392,387	393,953	7.9%
Human Resources						
Benefits Administration	3,810,455	4,317,670	4,346,295	4,434,656	88,361	2.0%
Organizational Development	693,020	1,323,748	1,644,498	1,029,918	(614,580)	(37.4)%
Employment Relations	801,204	1,503,521	1,708,634	1,259,361	(449,273)	(26.3)%
Recruitment & Testing	1,080,330	1,173,178	1,557,341	1,363,055	(194,286)	(12.5)%
Total Human Resources	6,385,009	8,318,117	9,256,768	8,086,990	(1,169,778)	(12.6)%
TOTAL FINANCE & ADMINISTRATION	28,484,524	36,153,175	38,557,340	35,842,270	(2,715,070)	(7.0)%
GENERAL COUNSEL						
Legal						
Legal Counsel	2,311,586	3,171,041	3,590,112	2,825,477	(764,635)	(21.3)%
Hearing Board Proceedings	99,801	52,885	52,885	46,282	(6,603)	(12.5)%
Legal Enforcement & Penalty Assessment	2,035,943	2,151,438	2,151,438	3,055,110	903,672	42.0%
Litigation	475,353	470,958	1,482,898	405,768	(1,077,130)	(72.6)%
Total Legal	4,922,683	5,846,322	7,277,333	6,332,637	(944,696)	(13.0)%
TOTAL GENERAL COUNSEL	4,922,683	5,846,322	7,277,333	6,332,637	(944,696)	(13.0)%
INFORMATION MANAGEMENT						
Enterprise Technology Solutions						
Software Development and Maintenance	5,904,378	5,580,033	7,583,908	7,061,081	(522,827)	(6.9)%
Website Development & Maintenance	1,493,468	1,162,368	2,024,607	1,375,403	(649,204)	(32.1)%
Records Management Systems	566,600	1,232,776	1,437,243	816,281	(620,962)	(43.2)%
Software Dev Operations, Data Reporting	1,030,200	2,329,507	2,329,507	1,325,053	(1,004,454)	(43.1)%
Total Enterprise Technology Solutions	8,994,646	10,304,684	13,375,265	10,577,818	(2,797,447)	(20.9)%
Information Services						
IT Engineering, Operations and Security	2,560,013	4,322,275	7,098,540	4,694,420	(2,404,120)	(33.9)%
User Support Desk	888,645	1,656,033	2,154,149	1,890,796	(263,353)	(12.2)%
Cyber Security				654,598	654,598	
Total Information Services	3,448,658	5,978,308	9,252,689	7,239,814	(2,012,875)	(21.8)%
TOTAL INFORMATION MANAGEMENT	12,443,304	16,282,992	22,627,954	17,817,632	(4,810,322)	(21.3)%
PUBLIC AFFAIRS						
Communications						
Media Relations	2,120,401	2,459,921	2,924,280	2,995,703	71,423	2.4%
Spare the Air (winter)	1,073,215	1,379,182	1,549,854	1,591,731	41,877	2.7%
Spare The Air (CMAQ)	834,307		134,199		(134,199)	(100.0)%
Total Communications	4,027,923	3,839,103	4,608,333	4,587,434	(20,899)	(94.9)%
External Affairs						
Sponsorship		450,000	484,615	598,730	114,115	23.5%
External Affairs	622,091	1,284,063	1,306,364	1,163,320	(143,044)	(10.9)%
Total External Affairs	622,091	1,734,063	1,790,979	1,762,050	(28,929)	12.6%
Legislative and Government Affairs						
Legislative Program	642,297	715,393	747,220	912,358	165,138	22.1%
Total Legislative and Government Affairs	642,297	715,393	747,220	912,358	165,138	22.1%
TOTAL PUBLIC AFFAIRS	5,292,311	6,288,559	7,146,532	7,261,842	115,310	(60.2)%

TABLE XII: General Fund Expenditure by Service Area & Division

	Program Actual 2024	Approved Program Budget 2025	Amended Program Budget 2025	Proposed Program Budget 2026	FTE/\$ Change 26/25 Amended \$	Percent Change %
SCIENCE & POLICY						
Assessment, Inventory & Modeling						
Emissions Inventory and Reporting	1,740,297	1,582,177	1,582,575	1,919,358	336,783	21.3%
Air Quality Analysis and Support	887,146	902,206	1,147,439	771,448	(375,991)	(32.8)%
Air Quality Modeling Management	602,321	614,140	623,016	843,557	220,541	35.4%
Exposure Assessment	430,546	643,075	645,172	714,527	69,355	10.7%
Total Assessment, Inventory & Modeling	3,660,310	3,741,598	3,998,202	4,248,890	250,688	6.3%
Meteorology & Measurements						
Air Monitoring – Operations	4,788,903	7,758,268	8,860,882	7,666,695	(1,194,187)	(13.5)%
Laboratory	2,077,964	2,706,358	2,939,484	2,510,212	(429,272)	(14.6)%
Meteorology	1,066,637	1,027,985	1,027,985	1,033,298	5,313	0.5%
Air Monitoring Quality Assurance	708,899	848,455	853,181	1,729,872	876,691	102.8%
BioWatch Monitoring	1,424,872	1,577,339	1,577,339	1,564,439	(12,900)	(0.8)%
Air Monitoring - Projects & Technology	1,408,495	1,939,323	2,080,889	1,466,420	(614,469)	(29.5)%
Ambient Air Quality Analysis	1,132,631	2,524,629	2,765,022	2,877,796	112,774	4.1%
Refinery Community Air Monitoring				2,116,259	2,116,259	
Total Meteorology & Measurements	12,608,401	18,382,357	20,104,782	20,964,991	860,209	4.3%
Planning & Climate Protection						
Air Quality Planning	796,915		321,422		(321,422)	(100.0)%
Implement Plans, Policies & Measures	801,481	2,133,910	2,263,684		(2,263,684)	(100.0)%
Air Quality and Climate Planning	2,507,123	2,525,091	2,752,160	4,713,057	1,960,897	71.2%
Total Planning & Climate Protection	4,105,519	4,659,001	5,337,266	4,713,057	(624,209)	(11.7)%
Rules						
Rule Development	2,393,132	3,394,821	3,890,590	4,434,839	544,249	14.0%
Total Rules	2,393,132	3,394,821	3,890,590	4,434,839	544,249	14.0%
TOTAL SCIENCE & POLICY	22,767,362	30,177,777	33,330,840	34,361,777	1,030,937	3.1%
Others						
Vacancy Savings		(7,798,321)	(7,798,321)	(9,649,204)	(1,850,883)	23.7%
Program Distribution	1,834,986	1,950,000	2,143,971	2,989,728	845,757	39.4%
Transfer In/Out	1,889,272	189,084	189,084		(189,084)	(100.0)%
Total Expenditures - General Fund Divisions	123,633,191	154,453,550	173,811,777	165,013,454	(8,223,535)	(4.7)%

TABLE XIII: Special Revenue Fund Expenditure by Service Area & Division

	Program Actual 2024	Approved Program Budget 2025	Amended Program Budget 2025	Proposed Program Budget 2026	FTE/\$ Change 26/25 Amended \$	Percent Change %
ENGINEERING & COMPLIANCE						
Compliance & Enforcement						
Enhanced Mobile Source Insp (TFCA)	8,583	15,500	16,355	15,500	(855)	(5.2)%
Total Compliance & Enforcement	8,583	15,500	16,355	15,500	(855)	(5.2)%
TOTAL ENGINEERING & COMPLIANCE	8,583	15,500	16,355	15,500	(855)	
EQUITY & COMMUNITY PROGRAMS						
Strategic Incentives						
State-Funded Incentive Programs	29,263,543	44,800,906	58,161,148	56,668,151	(1,492,997)	(2.6)%
Transportation Fund for Clean Air (TFCA)	23,033,738	21,637,486	21,739,785	31,758,296	10,018,511	46.1%
Mobile Source Incentive Fund (MSIF)	2,644,596	6,151,924	6,167,036	6,186,152	19,116	0.3%
Vehicle Buy Back (MSIF)	1,677,362	11,260,738	15,680,962	11,504,089	(4,176,873)	(26.6)%
Misc Incentive Program (Other Grant)	1	2,023,619	2,023,671	54,593	(1,969,078)	(97.3)%
CA GMB - Grants Administration (CGMB)	2,979,303	2,189,085	2,398,422	144,421	(2,254,001)	(94.0)%
Volkswagen Env Mitigatn Trust (VW Trust)	2,506,638	16,035,329	16,068,328	21,555,595	5,487,267	34.1%
Total Strategic Incentives	62,105,181	104,099,087	122,239,352	127,871,297	5,631,945	4.6%
Technology Implementation Office						
Light Duty Elec Vehicle Pgm (Other Grant)	9,106,998	29,851,903	31,263,491	13,876,661	(17,386,830)	(55.6)%
Clean Cars for All (CCFA)				2,505,205	2,505,205	
Total Technology Implementation Office	9,106,998	29,851,903	31,263,491	16,381,866	(14,881,625)	(47.6)%
TOTAL EQUITY & COMMUNITY PROGRAMS	71,212,179	133,950,990	153,502,843	144,253,163	(9,249,680)	(6.0)%
PUBLIC AFFAIRS						
Communications						
Spare the Air Program (TFCA)	1,954,741	2,680,685	3,210,486	2,761,849	(448,637)	(14.0)%
Total Communications	1,954,741	2,680,685	3,210,486	2,761,849	(448,637)	(14.0)%
External Affairs						
Commuter Benefits Program (TFCA)		11,000	11,000	232,667	221,667	2,015.2%
Total External Affairs		11,000	11,000	232,667	221,667	2,015.2%
TOTAL PUBLIC AFFAIRS	1,954,741	2,691,685	3,221,486	2,994,516	(226,970)	(7.0)%
Others						
Program Distribution	1,055,428					
Total Expenditures - Special Revenue Fund Divisions	74,230,927	136,658,174	156,740,684	147,263,177	(9,477,505)	(6.0)%

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Capital Expenditure

TABLE XIV
CAPITAL EXPENDITURE
CAPITAL EXPENDITURE by SERVICE AREA

Service Area	Description	Pgm	Capital Type	Request	Total
Engineering & Compliance					
	Two (2) Source Test Analyzers -- Replacement	804	Lab & Monitoring Equipment	\$ 56,000	
	Two (2) Source Test Isokinetic Meter Consoles -- Replacement	804	Lab & Monitoring Equipment	\$ 16,000	
	One (1) Source Test Field Dual Detector GC FID + TCD	804	Lab & Monitoring Equipment	\$ 45,000	
	Fulfill ongoing requests for organic air toxic and reduced sulfur compound source testing for compliance and data gap related needs				
	One (1) Multi Test Program Field Testing Van -- Replacement	804	Lab & Monitoring Equipment	\$ 60,000	
	Multi Program Van Custom Equipment and Build Out -- Replacement	804	Lab & Monitoring Equipment	\$ 40,000	
					<u>\$ 217,000</u>
Science & Policy					
	Black Carbon analyzer -- replacement/upgrade	802	Lab & Monitoring Equipment	\$146,394	
	Speciated particulate monitoring for ambient air measurements.				
	PM2.5 FEM Analyzer -- replacement/upgrade	802	Lab & Monitoring Equipment	\$117,990	
	NAAQS criteria monitoring for continuous PM2.5 measurements				
	Ozone Analyzer(s) -- replacements/upgrades	802	Lab & Monitoring Equipment	\$60,905	
	NAAQS criteria monitoring for ozone measurements				
	Nitrogen Dioxide Analyzer(s) -- replacements/upgrades	802	Lab & Monitoring Equipment	\$85,232	
	NAAQS criteria monitoring for nitrogen dioxide measurements				
	Ozone analyzer/calibrator -- replacement/upgrade	802	Lab & Monitoring Equipment	\$43,759	
	NAAQS criteria monitoring for calibrating ozone measurements				
	Multigas calibrator(s) -- replacements/upgrades	802	Lab & Monitoring Equipment	\$188,856	
	NAAQS criteria monitoring for calibrating gaseous measurements				
	Sulfur dioxide analyzers -- replacements/upgrades:	802	Lab & Monitoring Equipment	\$79,678	
	NAAQS Criteria monitoring for sulfur dioxide measurements in ambient air				
	Black Carbon Sampler -- replacement and upgrade	802	Lab & Monitoring Equipment	\$24,035	
	NAAQS criteria monitoring for sampling black carbon measurements				
	Ozone analyzer/calibrator - B - replacement/upgrade	802	Lab & Monitoring Equipment	\$38,238	
	NAAQS criteria monitoring for calibrating ozone measurements for test lab				
	Data Acquisition System -- replacement/upgrade	802	Lab & Monitoring Equipment	\$207,575	
	To collect and transmit data for NAAQS criteria monitoring				
	VPN Routers -- Replacements/upgrades	802	Lab & Monitoring Equipment	\$52,899	
	To securely transmit data to the District's network drives and databases				
	Air Toxics Samplers - A -- Replacements/upgrades	802	Lab & Monitoring Equipment	\$11,351	
	To collect air in canisters for laboratory analysis.				
	Air Toxics Sampler - B -- replacement/upgrade	802	Lab & Monitoring Equipment	\$12,422	
	To collect air in canisters for laboratory analysis.				
	Ultrafine Particle Analyzer -- replacement/upgrade	802	Lab & Monitoring Equipment	\$71,777	
	To measure particulate matter (<1 microns) in ambient air.				
	Zero air generators -- Replacements/upgrades	802	Lab & Monitoring Equipment	\$59,885	
	To dilute and blend calibration gases for gaseous analyzers				
	Nitrogen Generator	803	Lab & Monitoring Equipment	\$50,000	
	To reduce the number of compressed cylinders and their demurrage				
	Filter balance and attachments -- Replacement	803	Lab & Monitoring Equipment	\$20,000	
	Teledyne Ozone Sampler and Calibrator	807	Lab & Monitoring Equipment	\$48,000	
	For Instrument Testing Lab				
	Sabio Ozone Sampler and Calibrator	807	Lab & Monitoring Equipment	\$16,000	
	For Instrument Testing Lab				
	Alicat Flow Standards	807	Lab & Monitoring Equipment	\$6,500	
	For Instrument Testing Lab				
	Thermo Scientific Ozone Sampler and Calibrator	807	Lab & Monitoring Equipment	\$48,000	
	For Instrument Testing Lab				
	Van (or possibly trailer) -- Replacement	810	Lab & Monitoring Equipment	\$80,000	
	Mobile air monitoring equipment				
	PM Sensors	810	Lab & Monitoring Equipment	\$55,920	
	For deployment in communities				
	PM and gas concentration instrumentation, test units and tools	812	Lab & Monitoring Equipment	\$560,000	
	Instrumentation for measuring PM characteristics and gas concentrations at refinery community air monitoring stations. Also includes test units and tools to calibrate and log data from air monitoring instrumentation.				
	Air Monitoring Trailers	812	Lab & Monitoring Equipment	\$315,000	
	Trailers to serve as refinery community air monitoring stations				<u>\$ 2,400,417</u>
Technology & Strategic Initiatives					
	Software maintenance operations for Permitting and Compliance System (formerly NPS)	125	Production System	\$ 3,100,000	
	Proposed records management room in Headquarters East	712	Office Equipment	\$ 110,000	
	Cybersecurity for Permitting & Compliance System (formerly NPS)	125	Computer & Network Equipment	\$ 500,000	
					<u>\$ 3,710,000</u>
Strategic Incentives					
	Data management system for grants	311	Production System	\$ 50,000	
	Grants Management System for reporting and accounting of funds administered	313	Production System	\$ 100,000	
					<u>\$ 150,000</u>
TOTAL CAPITAL EXPENDITURE					<u><u>\$ 6,477,417</u></u>

TABLE XIV (CONT.)
CAPITAL EXPENDITURE
CAPITAL EXPENDITURE by TYPE

Description	Pgm	Service Area	Request	Total
Computer & Network Equipment	125	Technology & Strategic Initiatives	\$ 500,000	
Lab & Monitoring Equipment	804	Engineering & Compliance	\$ 217,000	
Lab & Monitoring Equipment	802	Science & Policy	\$ 1,200,997	
Lab & Monitoring Equipment	803	Science & Policy	\$ 70,000	
Lab & Monitoring Equipment	807	Science & Policy	\$ 118,500	
Lab & Monitoring Equipment	810	Science & Policy	\$ 135,920	
Lab & Monitoring Equipment	812	Science & Policy	\$ 875,000	
Office Equipment	712	Technology & Strategic Initiatives	\$ 110,000	
Production System	125	Technology & Strategic Initiatives	\$ 3,100,000	
Production System	311	Strategic Incentives	\$ 50,000	
Production System	313	Strategic Incentives	\$ 100,000	
				<u>\$ 6,477,417</u>

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General Fund Program Narratives and Expenditure Details

Note: Definitions are provided on pages 289-291
And are an integral part of this budget document.

SERVICE AREA - ENGINEERING & COMPLIANCE

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 align with the Air District's Strategic Plan and support commitments to communities and stakeholders 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, Title V, Open Burning, Flare Monitoring, Naturally Occurring Asbestos, Inspector Training, Green Business Certifications, Variance and Hearing Board Activities, and many others that ensure compliance with 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:	
<p>The Enforcement Program consists of activities designed to respond when sources are found in violation of applicable Federal, State and Air District regulations and permit conditions. A strong, technically-based enforcement program provides both an essential deterrent to continued or future non-compliance as well as consistency in enforcement practices throughout the regulated community. This program includes all Division activities necessary to address non-compliance, including issuing Notices of Violation (NOV) and Notices to Comply (NTC), identifying causes and solutions for non-compliance, developing enforcement cases for legal action, and providing testimony during hearings and court cases. Other elements of the program include responding to the public's air pollution complaints, returning sources to compliance, and supporting enforcement of the variance and abatement order process. In addition, the toxic air contaminant activities, such as mobile source enforcement of diesel particulate matter ATCMs and asbestos demolition/renovation enforcement, ensure compliance with Federal, State and District regulations to protect the public from exposure to known carcinogens. Oversight of the Division's Safety Program is coordinated with the training functions in Program 402.</p>	
Essential Functions	
<ul style="list-style-type: none"> Investigate and enforce air quality violations; issue and process NOVs and NTCs; re-inspect sources to verify compliance status after issuance. Work with Legal Division to procure penalty settlement and/or successful prosecution. Receive and investigate citizen inquiries and general air pollution complaints. Respond to these complaints as soon as possible where highest priority response is given to ongoing complaints alleged against potential nuisance sites. Prepare enforcement cases in coordination with Legal Division; conduct/coordinate investigations to support their development for legal actions. Provide technical analysis and support for variances, abatement orders, and permit appeals to the Hearing Board. Prepare a weekly District position report on all matters before the Hearing Board. Ensure that increments of progress are met. Refinery Flares: review, comment, approve and enforce provisions in Regulation 12, Rules 11 and 12. Provide staff at community meetings to present information on the complaint process, enforcement activities, etc. Participate in interagency environmental task force programs to coordinate District enforcement activities with other County/State/Federal governmental agencies. 	
Strategic Plan Projects	Strategic Plan Alignment
Consider environmental justice and community voices in enforcement policy	1.06 - New Enforcement Policy
Enhance investigation procedure for air quality violations	1.05 - Enhance Violation Investigations
Ensure responsiveness to air quality complaints, including during nights, weekends and holidays	2.05 - Air Quality Complaints
Meet with communities about compliance and enforcement activities	2.06 - Talk With Communities
Participate in WOEIP/Agency/Radius Recycling Partnership	2.01 - Community Partnership

	Program Actual 2024	Approved Program Budget 2025	Amended Program Budget 2025	Proposed Program Budget 2026	FTE/Dollar Change \$	Percent Change %
Number of Positions (FTE)	30.38	32.79	32.79	35.57	2.78	8.48%
Personnel Expenditures						
Permanent Salaries	4,240,723	4,637,902	4,637,902	5,091,300	453,398	9.78%
Overtime Salaries	54,005	117,000	117,000	117,000		
Payroll Taxes	66,047	65,726	65,726	72,612	6,886	10.48%
Pension Benefits	932,680	927,722	927,722	963,100	35,378	3.81%
FICA Replacement Benefits	97,413	112,900	112,900	125,487	12,587	11.15%
Group Insurance Benefits	554,127	767,692	767,692	857,476	89,784	11.70%
Transportation Subsidy	14,290	31,864	31,864	45,671	13,807	43.33%
Workers' Compensation	13,086	15,140	15,140	14,983	(157)	(1.04)%
Discretionary Contribution	335,681	294,390	294,390	292,960	(1,430)	(0.49)%
Total Personnel Expenditures	6,308,052	6,970,336	6,970,336	7,580,589	610,253	8.76%
Services & Supplies Expenditures						
Travel	11,504	20,250	20,250	20,250		
Training & Education	5,174	6,790	12,790	12,790		
Repair & Maintenance		198,750	192,750	192,750		
Communications	12,583	140,900	140,900	140,900		
Building Maintenance		2,500	2,500	2,500		
Utilities	2,422	4,000	4,000	4,000		
Printing & Reproduction	887	2,000	2,167	2,000	(167)	(7.71)%
Rents & Leases	72,129	85,040	85,040	85,040		
Professional Services	14,102	3,000	3,000		(3,000)	(100.00)%
Shop & Field Supplies	42,900	33,590	35,634	36,590	956	2.68%
Computer Hardware & Software	1,643	2,000	2,000	2,000		
Minor Office Equipment		1,000	1,000	1,000		
Total Services & Supplies Expenditures	163,344	499,820	502,031	499,820	(2,211)	(0.44)%
Capital Expenditures						
Total Expenditures	6,471,396	7,470,156	7,472,367	8,080,409	608,042	8.14%

Managing Division:	
Compliance & Enforcement Division	
Contact Person:	
Tracy Lee	
Program Purpose:	
<p>Compliance Assistance and Operations (Operations) is an essential part of the Compliance & Enforcement Division responsible for ensuring business continuity and program compliance. A primary focus of Operations is the development and implementation of policies and procedures, compliance advisories, public outreach and educational material, and maintaining a broad range of compliance programs. Comprehensive program review and analyses are conducted to ensure compliance of Air District, State and Federal regulations (e.g., Rule 8-34 Landfill Operations and State Landfill Methane Rule, Rule 6-4 and 12-13 Emissions Minimization Plans, Rule 12-12 Flare Minimization Plans, Reg 5 Open Burn Smoke Management Plans, Asbestos ATCM, Title V Deviations and Reportable Compliance Activities, Rule 6-3 Woodsmoke Program, Statewide Portable Equipment Registration Program, etc.). Operations coordinates cross-divisionally and works together with AB 617 communities to develop enforcement strategies that help further reduce air pollution and address community concerns by targeting sources of non-compliance and violators. Additional program functions include maintaining compliance assistance and enforcement webpages and online information, ensuring records retention of confidential and public documents, processing public records requests, dispatching compliance and enforcement activities and providing integral compliance assistance services to the public. The Compliance Assistance and Operations Program strives to improve consistency and efficiency of the division through staff training, program and policy development and administration.</p>	
Essential Functions	
<ul style="list-style-type: none"> • Develop and implement policies and procedures, compliance advisories, and other documents/processes to ensure consistent application of enforcement of air quality rules and regulations. • Support a variety of compliance and enforcement activities in the field, core programs and cross-divisional projects. • Align Division programs, projects and policies with Air District mission, goals and Strategic Plan initiatives and actions. • Ensure staff maintain safety training and certifications by providing educational materials, training and guidance to comply with occupational health and safety standards. • Ensure transparency of Division goals and objectives, programs and policies and build trust with community and local enforcement partner agencies through compliance assistance and outreach. • Establish administrative processes, workflow and procedures that aim to achieve consistency, efficiency and maintain business needs and functions. • Maintain compliance assistance phone lines and dispatch operating system during core business hours. 	
Strategic Plan Projects	Strategic Plan Alignment
Develop Air District Incident Response Program webpage(s)	4.08 - Air Quality Incidents
Develop internal coordination protocols for responding to incidents	4.08 - Air Quality Incidents
Explore developing an Incident Search Tool on the Air District website	4.08 - Air Quality Incidents
Update Policy - Incident Response, Coordination and Communications Framework	4.08 - Air Quality Incidents

	Program Actual 2024	Approved Program Budget 2025	Amended Program Budget 2025	Proposed Program Budget 2026	FTE/Dollar Change \$	Percent Change %
Number of Positions (FTE)	19.61	22.76	22.76	22.54	(0.22)	(0.97)%
Personnel Expenditures						
Permanent Salaries	2,555,082	3,157,693	3,157,693	3,197,752	40,059	1.27%
Overtime Salaries	10,341	7,000	7,000	7,000		
Payroll Taxes	39,969	44,652	44,652	45,531	879	1.97%
Pension Benefits	534,082	627,979	627,979	606,333	(21,646)	(3.45)%
FICA Replacement Benefits	58,095	78,385	78,385	79,524	1,139	1.45%
Group Insurance Benefits	331,846	477,461	477,461	521,989	44,528	9.33%
Transportation Subsidy	8,760	22,123	22,123	28,943	6,820	30.83%
Workers' Compensation	7,885	10,512	10,512	9,495	(1,017)	(9.67)%
Discretionary Contribution	198,827	200,334	200,334	183,966	(16,368)	(8.17)%
Total Personnel Expenditures	3,744,887	4,626,139	4,626,139	4,680,533	54,394	1.18%
Services & Supplies Expenditures						
Travel	1,037	17,000	17,000	18,000	1,000	5.88%
Training & Education	14,264	19,500	22,605	38,500	15,895	70.32%
Repair & Maintenance		4,000	4,000	4,000		
Communications	28,870	128,000	128,000	39,500	(88,500)	(69.14)%
Postage		2,000	2,000	3,000	1,000	50.00%
Printing & Reproduction	251	8,500	8,500	8,500		
Rents & Leases		500	500	500		
Professional Services	17,940	8,000	8,652	6,500	(2,152)	(24.87)%
Shop & Field Supplies	21	1,000	2,000	3,500	1,500	75.00%
Computer Hardware & Software	82	1,000	1,000	1,500	500	50.00%
Stationery & Office Supplies	141	4,250	3,250	5,000	1,750	53.85%
Minor Office Equipment		1,500	1,500	2,000	500	33.33%
Total Services & Supplies Expenditures	62,606	195,250	199,007	130,500	(68,507)	(34.42)%
Capital Expenditures						
Total Expenditures	3,807,493	4,821,389	4,825,146	4,811,033	(14,113)	(0.29)%

Managing Division:	
Compliance & Enforcement Division	
Contact Person:	
Juan Ortellado	
Program Purpose:	
<p>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.</p>	
Essential Functions	
<ul style="list-style-type: none"> • 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. 	
Strategic Plan Projects	Strategic Plan Alignment
Increase inspection and FOG group staff levels.	1.05 - Enhance Violation Investigations
Review previous flare minimization plans to identify potential improvements to 12-11/12 rule updates	1.03 - Minimize Flaring
Target inspections and other compliance activities where they are most needed	4.05 - Improve Compliance Investigations

	Program Actual	Approved Program Budget	Amended Program Budget	Proposed Program Budget	FTE/Dollar Change	Percent Change
	2024	2025	2025	2026	\$	%
Number of Positions (FTE)	30.35	40.47	40.47	36.93	(3.54)	(8.75)%
Personnel Expenditures						
Permanent Salaries	4,080,415	5,683,653	5,693,091	5,303,828	(389,263)	(6.84)%
Overtime Salaries	24,372	8,000	8,000	8,000		
Payroll Taxes	63,686	80,539	80,539	75,637	(4,902)	(6.09)%
Pension Benefits	879,062	1,122,873	1,122,873	999,676	(123,197)	(10.97)%
FICA Replacement Benefits	92,399	139,408	139,408	130,280	(9,128)	(6.55)%
Group Insurance Benefits	536,267	918,080	918,080	868,279	(49,801)	(5.42)%
Transportation Subsidy	14,314	39,345	39,345	47,415	8,070	20.51%
Workers' Compensation	12,591	18,695	18,695	15,556	(3,139)	(16.79)%
Discretionary Contribution	326,693	360,699	360,699	305,213	(55,486)	(15.38)%
Total Personnel Expenditures	6,029,799	8,371,292	8,380,730	7,753,884	(626,846)	(7.48)%
Services & Supplies Expenditures						
Travel	20,339	15,000	15,000	17,500	2,500	16.67%
Training & Education	1,542	6,800	6,800	6,800		
Repair & Maintenance	114	60,000	60,000	10,000	(50,000)	(83.33)%
Communications	117,033	33,500	33,500	123,500	90,000	268.66%
Building Maintenance		4,000	4,000	4,000		
Utilities	11,588	3,000	3,000	3,000		
Printing & Reproduction	39	1,000	1,000	1,000		
Rents & Leases	109,592	89,100	89,100	125,500	36,400	40.85%
Professional Services	110	15,500	13,500	15,500	2,000	14.81%
Shop & Field Supplies	31,532	26,000	44,000	40,000	(4,000)	(9.09)%
Computer Hardware & Software	7,174	23,000	8,000	23,000	15,000	187.50%
Stationery & Office Supplies	198	2,300	1,300	2,300	1,000	76.92%
Non-Capital Assets	3,429					
Total Services & Supplies Expenditures	302,690	279,200	279,200	372,100	92,900	33.27%
Capital Expenditures						
Total Expenditures	6,332,489	8,650,492	8,659,930	8,125,984	(533,946)	(6.17)%

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Engineering Division

Engineering Division (Division) gives high priority to the timely review of permit applications and permit renewals. The typical application evaluation includes analyzing emissions impacts and determining compliance with applicable air quality requirements, including Best Available Control Technology (BACT), 'No Net Increase' emission offset requirements, New Source Review (NSR) of Toxic Air Contaminants (TAC) and California Environmental Quality Act (CEQA). There are about 10,000 facilities with about 26,000 devices and operations that have Air District permits. The Division processes, reviews, issues, and renews Title V (Major Facility Review) permits for about 79 facilities.

The Division implements Regulation 11, Rule 18, Reduction of Risk from Air Toxic Emissions at Existing Facilities. The Division expects to refine TAC emissions and prioritization scores for approximately 300 facilities and expects to conduct refined site-wide health risk assessments (HRAs) for about 150 facilities. HRA results will determine if the facilities are subject to the risk reduction requirements of this rule. Risk reduction plans will be reviewed, approved, and tracked. The toxics programs also support Community Health Protection Program goals to eliminate health disparities in overburdened communities.

The Division implements the State Air Toxics "Hot Spots" Program, which applies to existing facilities that emit TACs. Based on the annual TAC emissions inventory, the Division calculates prioritization scores for facilities, conducts HRAs for high priority facilities, and reports HRA results to CARB.

The Division continues to implement the Criteria Air Pollutants and Toxic Air Contaminants Reporting (CTR) Regulation and the Toxic Hot Spots Emissions Inventory Criteria and Guidelines Regulation, and state regulations establishing a uniform system of annual reporting of emissions of criteria air pollutants and TACs for permitted facilities. The Division has been actively working with other agencies and CAPCOA in the development of uniform emissions inventory guidelines for different source categories.

Due to power outages and PG&E Public Safety Power Shutoffs (PSPS), there continues to be a large number of applications for backup generators.

The Division is participating in the Air District's Assembly Bill 617 (AB 617) implementation, which includes a Community Health Protection Program to benefit communities most directly affected by air pollution. The Division participates in the workgroups for the CARB BARCT/BACT Technology Clearinghouse, CARB Permitting FAQs for environmental justice workgroup, and the Emissions Inventory workgroup. The Division also participates in the Air District's AB 617 priority community workgroups.

The Division is working on short- and long-term projects to incorporate environmental justice principles in permitting. This includes (1) the development of permitting tools with other divisions and (2) implementing initiatives identified with the Environmental Justice Ad Hoc Committee of the Community Advisory Council to create Environmental Justice Strategies for permitting that are part of the Air District's Strategic Plan.

The Division has fully transitioned to the Production System and continues to develop additional functionality to improve permitting operations, which includes an online system for the regulated community. These tools will increase consistency, efficiency, and accuracy by allowing customers to submit applications, report data for the emissions inventory, pay invoices and renew permits through an online interface.

The Division provides technical support to other divisions, agencies, and programs, including rule development, emissions inventory, compliance and enforcement, planning, monitoring and measurement, the Technology Implementation Office, and the Air District's Regional Climate Action Plan. Key rule development efforts include amendments to Regulation 3 (Fees), and amendments to rules to implement Expedited Best Available Retrofit Control Technology for AB 617.

Managing Division:	
Engineering Division	
Contact Person:	
Nicolas Maiden	
Program Purpose:	
Evaluate all Non-Title V permit applications. Review and process data updates and permit renewals.	
<p>The Permit Evaluation Program involves activities related to the evaluation of permit applications submitted to the District (except Title V permit applications, which are covered under Program 506). This includes applications for: (1) new/modified sources subject to District New Source Review requirements, (2) emissions banking, (3) Interchangeable Emission Reduction Credits (IERCs), and (4) Prevention of Significant Deterioration (PSD) & Acid Rain permits. Staff calculates emissions, evaluates compliance with regulatory requirements, including case-by-case Best Available Control Technology (BACT) and emissions offset determinations and establishes enforceable permit conditions. The program includes California Environmental Quality Act (CEQA) review and Climate Protection activities related to permitted sources.</p> <p>The Permit Renewal Program involves activities related to the annual renewal of District permits. The permit renewal process involves collection of data needed to update the Air District's emissions inventory, review of permit conditions, preparation of permit fee invoices, reconciliation of discrepancies and issuance of permit documents. Information gathered during this process is used for planning and rule development and may also result in enforcement action or additional permitting.</p>	
Essential Functions	
<ul style="list-style-type: none"> 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. 	
Strategic Plan Projects	Strategic Plan Alignment
Ensure timely workflow of the permit renewal process	4.01 - Timely Permits
Implement Corrective Action Plan to Address the Management Audit Findings and Recommendations	4.01 - Timely Permits 4.02 - Transparent Permit Process 4.03 - Consistent Permits
Implementation of Rule 12-15 Petroleum Refining Emissions Tracking Emission Inventory Guidelines	4.01 - Timely Permits 4.02 - Transparent Permit Process 4.03 - Consistent Permits

	Program Actual 2024	Approved Program Budget 2025	Amended Program Budget 2025	Proposed Program Budget 2026	FTE/Dollar Change \$	Percent Change %
Number of Positions (FTE)	40.15	46.78	46.78	48.07	1.29	2.76%
Number of Positions (LTCE)				2.00	2.00	
Personnel Expenditures						
Permanent Salaries	5,486,223	6,826,432	6,826,432	7,597,862	771,430	11.30%
Overtime Salaries	63,123	150,000	150,000	150,000		
Temporary Salaries	58,558	335,000	335,000	335,000		
Payroll Taxes	86,253	96,713	96,713	108,340	11,627	12.02%
Pension Benefits	1,198,652	1,351,184	1,351,184	1,438,113	86,929	6.43%
FICA Replacement Benefits	124,608	161,108	161,108	176,641	15,533	9.64%
Group Insurance Benefits	725,430	1,045,651	1,045,651	1,099,491	53,840	5.15%
Transportation Subsidy	20,064	45,470	45,470	64,288	18,818	41.39%
Workers' Compensation	16,929	21,605	21,605	21,091	(514)	(2.38)%
Discretionary Contribution	435,059	433,638	433,638	437,753	4,115	0.95%
Total Personnel Expenditures	8,214,899	10,466,801	10,466,801	11,428,579	961,778	9.19%
Services & Supplies Expenditures						
Travel	1,286	15,500	15,500	15,500		
Training & Education		2,964	2,964	2,964		
Communications		110	110	110		
Professional Services	173,963	401,059	815,265	311,000	(504,265)	(61.85)%
Computer Hardware & Software		2,000	2,000	2,000		
Books & Journals		200	200	200		
Minor Office Equipment	361	368	368	368		
Total Services & Supplies Expenditures	175,610	422,201	836,407	332,142	(504,265)	(60.29)%
Capital Expenditures						
Total Expenditures	8,390,509	10,889,002	11,303,208	11,760,721	457,513	4.05%

Managing Division:	
Engineering Division	
Contact Person:	
Pamela Leong	
Program Purpose:	
To develop and implement an effective air toxics control strategy that integrates Federal, State, and local requirements.	
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.	
Essential Functions	
<ul style="list-style-type: none"> • 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. 	
Strategic Plan Projects	Strategic Plan Alignment
Annual stationary source toxic inventories, prioritization scores, and HRA results for CARB/EPA	2.03 - Make Data Accessible 4.02 - Transparent Permit Process
Conduct HRAs and other modeling analyses for NSR projects that trigger Rule 2-5 or PSD	4.01 - Timely Permits 4.02 - Transparent Permit Process 4.03 - Consistent Permits
Conduct preliminary, draft, and final HRAs for Rule 11-18 Phase I facilities	4.02 - Transparent Permit Process
Develop internal procedures for review and approval of Rule 11-18 risk reduction plans	4.02 - Transparent Permit Process 4.03 - Consistent Permits
Maintain Toxic Emission Factor Guidelines by adding source categories and including guidance	4.01 - Timely Permits 4.02 - Transparent Permit Process 4.03 - Consistent Permits
Publish periodic Air Toxic Emissions Inventories and Air Toxics Control Program reports	4.02 - Transparent Permit Process

	Program Actual	Approved Program Budget	Amended Program Budget	Proposed Program Budget	FTE/Dollar Change	Percent Change
	2024	2025	2025	2026	\$	%
Number of Positions (FTE)	8.14	9.62	9.62	11.24	1.62	16.84%
Personnel Expenditures						
Permanent Salaries	1,303,385	1,577,666	1,577,666	1,886,798	309,132	19.59%
Overtime Salaries	12,063	8,000	8,000	8,000		
Payroll Taxes	19,949	22,408	22,408	26,978	4,570	20.39%
Pension Benefits	272,921	329,267	329,267	373,607	44,340	13.47%
FICA Replacement Benefits	29,391	33,173	33,173	39,648	6,475	19.52%
Group Insurance Benefits	169,243	250,276	250,276	292,249	41,973	16.77%
Transportation Subsidy	4,624	9,362	9,362	14,430	5,068	54.13%
Workers' Compensation	4,022	4,449	4,449	4,734	285	6.41%
Discretionary Contribution	100,408	100,485	100,485	108,931	8,446	8.41%
Total Personnel Expenditures	1,916,006	2,335,086	2,335,086	2,755,375	420,289	18.00%
Services & Supplies Expenditures						
Travel		2,050	7,050	2,050	(5,000)	(70.92)%
Training & Education		4,600	4,600	4,600		
Postage		39,940	34,940	39,940	5,000	14.31%
Printing & Reproduction		7,000	7,000	7,000		
Professional Services	11,296	7,500	435,305	7,500	(427,805)	(98.28)%
Computer Hardware & Software		4,000	3,640	4,000	360	9.89%
Stationery & Office Supplies	1,335	300	300	300		
Minor Office Equipment		400	400	400		
Total Services & Supplies Expenditures	12,631	65,790	493,235	65,790	(427,445)	(86.66)%
Capital Expenditures						
Total Expenditures	1,928,637	2,400,876	2,828,321	2,821,165	(7,156)	(0.25)%

Managing Division:	
Engineering Division	
Contact Person:	
Fred Tanaka	
Program Purpose:	
Develop/maintain permit systems and provide administrative services.	
Essential Functions	
<ul style="list-style-type: none"> • 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 webpages. • Manage division records including metadata and documents. 	
Strategic Plan Projects	Strategic Plan Alignment
Develop and report stationary source emissions inventory for CARB and EPA with AIM	2.03 - Make Data Accessible 4.02 - Transparent Permit Process

	Program Actual	Approved Program Budget	Amended Program Budget	Proposed Program Budget	FTE/Dollar Change	Percent Change
	2024	2025	2025	2026	\$	%
Number of Positions (FTE)	3.14	2.73	2.73	3.58	0.85	31.14%
Personnel Expenditures						
Permanent Salaries	474,157	410,360	410,360	576,594	166,234	40.51%
Overtime Salaries	6,965	5,000	5,000	5,000		
Payroll Taxes	7,320	5,813	5,813	8,226	2,413	41.51%
Pension Benefits	122,189	86,560	86,560	116,226	29,666	34.27%
FICA Replacement Benefits	10,798	9,402	9,402	12,621	3,219	34.24%
Group Insurance Benefits	63,229	51,925	51,925	73,344	21,419	41.25%
Transportation Subsidy	1,814	2,654	2,654	4,593	1,939	73.06%
Workers' Compensation	1,463	1,261	1,261	1,507	246	19.51%
Discretionary Contribution	37,462	26,086	26,086	33,262	7,176	27.51%
Total Personnel Expenditures	725,397	599,061	599,061	831,373	232,312	38.78%
Services & Supplies Expenditures						
Printing & Reproduction	6,253	75,166	105,166	75,166	(30,000)	(28.53)%
Professional Services		12,255	12,255	12,255		
Shop & Field Supplies	778	5,172	5,172	5,172		
Computer Hardware & Software	3,212					
Total Services & Supplies Expenditures	10,243	92,593	122,593	92,593	(30,000)	(24.47)%
Capital Expenditures						
Total Expenditures	735,640	691,654	721,654	923,966	202,312	28.03%

Managing Division:	
Engineering Division	
Contact Person:	
Sanjeev Kamboj	
Program Purpose:	
Implementation of Federal Operating Permit Program for Major Facilities.	
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.	
Essential Functions	
<ul style="list-style-type: none"> • 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. 	
Strategic Plan Projects	Strategic Plan Alignment
Implement a workplan to address EPA's Title V Program Evaluation Findings and Recommendations.	4.01 - Timely Permits 4.02 - Transparent Permit Process 4.03 - Consistent Permits
Implement streamlining measures and ensure timely issuance of the Title V applications.	4.01 - Timely Permits 4.02 - Transparent Permit Process 4.03 - Consistent Permits
Work with EPA on Title V program evaluation (audit)	4.01 - Timely Permits 4.02 - Transparent Permit Process 4.03 - Consistent Permits

	Program Actual	Approved Program Budget	Amended Program Budget	Proposed Program Budget	FTE/Dollar Change	Percent Change
	2024	2025	2025	2026	\$	%
Number of Positions (FTE)	2.35	4.93	4.93	3.78	(1.15)	(23.33)%
Personnel Expenditures						
Permanent Salaries	296,002	733,325	733,325	569,656	(163,669)	(22.32)%
Overtime Salaries	244	5,000	5,000	5,000		
Temporary Salaries	134	8,006	8,006	8,006		
Payroll Taxes	4,768	10,401	10,401	8,123	(2,278)	(21.90)%
Pension Benefits	77,544	147,492	147,492	109,984	(37,508)	(25.43)%
FICA Replacement Benefits	6,916	16,995	16,995	13,327	(3,668)	(21.58)%
Group Insurance Benefits	39,432	105,091	105,091	80,574	(24,517)	(23.33)%
Transportation Subsidy	1,054	4,796	4,796	4,850	54	1.13%
Workers' Compensation	913	2,279	2,279	1,591	(688)	(30.19)%
Discretionary Contribution	24,964	46,604	46,604	32,817	(13,787)	(29.58)%
Total Personnel Expenditures	451,971	1,079,989	1,079,989	833,928	(246,061)	(22.78)%
Services & Supplies Expenditures						
Travel	51	378	378	378		
Training & Education	83	907	907	907		
Communications		530	530	530		
Printing & Reproduction	1,518	28,873	28,873	28,873		
Professional Services		402,723	402,723	202,723	(200,000)	(49.66)%
Minor Office Equipment		1,717	1,717	1,717		
Total Services & Supplies Expenditures	1,652	435,128	435,128	235,128	(200,000)	(45.96)%
Capital Expenditures						
Total Expenditures	453,623	1,515,117	1,515,117	1,069,056	(446,061)	(29.44)%

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.	
Essential Functions	
<ul style="list-style-type: none"> • Develop and maintain District permit rules, guidelines, job aides, 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 and other reported data. • 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. • Review/improve metrics and analysis for cost recovery and containment. 	
Strategic Plan Projects	Strategic Plan Alignment
Create additional permit tracking and reporting	4.01 - Timely Permits 4.02 - Transparent Permit Process 4.03 - Consistent Permits
Design and Implement a Paperless Permit Process	4.01 - Timely Permits 4.02 - Transparent Permit Process 4.03 - Consistent Permits
Design and implement online permitting process improvements	4.01 - Timely Permits 4.02 - Transparent Permit Process 4.03 - Consistent Permits
Improve permitting website pages (accessible language, instruction, transparency)	4.01 - Timely Permits 4.02 - Transparent Permit Process 4.03 - Consistent Permits

	Program Actual	Approved Program Budget	Amended Program Budget	Proposed Program Budget	FTE/Dollar Change	Percent Change
	2024	2025	2025	2026	\$	%
Number of Positions (FTE)	7.28	7.87	7.87	7.58	(0.29)	(3.68)%
Personnel Expenditures						
Permanent Salaries	1,144,048	1,231,642	1,231,642	1,244,814	13,172	1.07%
Overtime Salaries	519	5,000	5,000	5,000		
Temporary Salaries	7,992					
Payroll Taxes	18,129	17,548	17,548	17,928	380	2.17%
Pension Benefits	248,373	250,651	250,651	242,804	(7,847)	(3.13)%
FICA Replacement Benefits	26,194	27,100	27,100	26,737	(363)	(1.34)%
Group Insurance Benefits	151,938	172,577	172,577	167,843	(4,734)	(2.74)%
Transportation Subsidy	3,986	7,648	7,648	9,731	2,083	27.24%
Workers' Compensation	3,530	3,634	3,634	3,192	(442)	(12.16)%
Discretionary Contribution	95,052	78,367	78,367	71,837	(6,530)	(8.33)%
Total Personnel Expenditures	1,699,761	1,794,167	1,794,167	1,789,886	(4,281)	(0.24)%
Services & Supplies Expenditures						
Travel	54	5,000	5,000	5,000		
Training & Education		65,000	65,000	65,000		
Communications	7,754	7,100	7,100	7,100		
Printing & Reproduction	19,698	50,000	59,430	50,000	(9,430)	(15.87)%
Professional Services	4,246	50,000	53,044	50,000	(3,044)	(5.74)%
Shop & Field Supplies	3,255	10,000	10,000	10,000		
Computer Hardware & Software	3,521	60,000	70,360	60,000	(10,360)	(14.72)%
Total Services & Supplies Expenditures	38,528	247,100	269,934	247,100	(22,834)	(8.46)%
Capital Expenditures						
Total Expenditures	1,738,289	2,041,267	2,064,101	2,036,986	(27,115)	(1.31)%

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Source Test

The Source Test Division conducts Air District source testing, along with providing oversight of facility source testing and continuous emissions monitoring, in order to ensure that sources of air pollution report accurate emissions. Compliance with rules and permits is often determined using source test data and information. The Source Test Division also provides subject matter expertise to develop defensible emissions data to support permit actions, rule development, emission inventory, and policy decisions.

Managing Division:	
Source Test	
Contact Person:	
Jerry Bovee	
Program Purpose:	
Provide Air District performed source testing, facility source test oversight, facility CEMS oversight, and subject matter expertise to Air District Divisions. The data and findings generated by the Section are used throughout the organization to support operational actions, such as enforcement, permitting, and rule development, and inform policy decisions.	
Essential Functions	
<ul style="list-style-type: none"> Review facility contractor source test reports, make approve/disapprove determinations, and assess compliance status. Review facility CEMS excess emission and monthly reports and make compliance recommendations. Evaluate facility submitted source test reports Conduct particulate or gaseous toxics source tests. Conduct instrumental gaseous source tests. Conduct source tests at gasoline bulk terminals and bulk plants. Conduct source tests on gasoline cargo tanks. Conduct Enhanced Vapor Recovery source tests at Gasoline Dispensing Facilities (GDF) Conduct Field Accuracy Tests (FATs) on CEM systems. Evaluate indicated excesses and other CEM-related call-ins. 	
Strategic Plan Projects	Strategic Plan Alignment
Develop source test and CEMS training, guidance, and outreach internally and externally	3.06 - Support Employee Success 4.01 - Timely Permits 4.07 - Customer Service
Improve and optimize coordination with permitting, enforcement, and rule development Divisions	1.02 - Stronger Regulations 4.01 - Timely Permits 4.03 - Consistent Permits
Improve source test and CEMS data accuracy, transparency, and accessibility	2.07 - Understand Local Air Pollution 4.01 - Timely Permits 4.02 - Transparent Permit Process
Prioritize and focus source tests in highly impacted areas and suspected non-compliant sources	1.01 - Change Approach to Air Quality 1.05 - Enhance Violation Investigations 4.05 - Improve Compliance Investigations
Prioritize source test report review to focus on permitting, enforcement, legal, and community needs	1.01 - Change Approach to Air Quality 1.05 - Enhance Violation Investigations 4.05 - Improve Compliance Investigations
Research and implement new source measurement technologies and methods	1.03 - Minimize Flaring 1.05 - Enhance Violation Investigations 4.05 - Improve Compliance Investigations

	Program Actual	Approved Program Budget	Amended Program Budget	Proposed Program Budget	FTE/Dollar Change	Percent Change
	2024	2025	2025	2026	\$	%
Number of Positions (FTE)	13.56	16.35	16.35	16.34	(0.01)	(0.06)%
Personnel Expenditures						
Permanent Salaries	1,969,043	2,460,799	2,460,799	2,535,176	74,377	3.02%
Overtime Salaries	4,719	6,000	6,000	6,000		
Payroll Taxes	30,604	34,901	34,901	36,219	1,318	3.78%
Pension Benefits	418,633	493,115	493,115	486,218	(6,897)	(1.40)%
FICA Replacement Benefits	44,636	56,318	56,318	57,646	1,328	2.36%
Group Insurance Benefits	257,079	391,387	391,387	407,586	16,199	4.14%
Transportation Subsidy	6,853	15,895	15,895	20,980	5,085	31.99%
Workers' Compensation	6,076	7,552	7,552	6,883	(669)	(8.86)%
Discretionary Contribution	153,905	156,434	156,434	146,133	(10,301)	(6.58)%
Total Personnel Expenditures	2,891,548	3,622,401	3,622,401	3,702,841	80,440	2.22%
Services & Supplies Expenditures						
Travel	4,570	7,350	7,350	7,350		
Training & Education	4,920	9,750	16,850	10,750	(6,100)	(36.20)%
Repair & Maintenance	92	3,200	7,200	1,700	(5,500)	(76.39)%
Communications	10,492	12,000	12,000	13,000	1,000	8.33%
Building Maintenance		2,800	2,800	2,000	(800)	(28.57)%
Utilities	28,058	22,000	22,000	25,000	3,000	13.64%
Printing & Reproduction		1,000	1,000	1,000		
Rents & Leases	308,199	340,000	340,000	360,000	20,000	5.88%
Professional Services	29,228	15,500	22,852	19,000	(3,852)	(16.86)%
Shop & Field Supplies	61,500	79,650	92,934	89,650	(3,284)	(3.53)%
Laboratory Supplies		5,000	1,000	3,000	2,000	200.00%
Minor Office Equipment		1,000	1,000	1,000		
Total Services & Supplies Expenditures	447,059	499,250	526,986	533,450	6,464	1.23%
Capital Expenditures						
Motorized Equipment		60,000	60,000	60,000		
Lab & Monitoring Equipment	20,050	90,000	90,000	157,000	67,000	74.44%
Total Capital Expenditures	20,050	150,000	150,000	217,000	67,000	44.67%
Total Expenditures	3,358,657	4,271,651	4,299,387	4,453,291	153,904	3.58%

SERVICE AREA - EQUITY & COMMUNITY PROGRAMS

Civil Rights Office

The Air District Board of Directors approved a new Office of Civil Rights in December 2024. The Office of Civil Rights will continue to ensure compliance with key civil rights laws, including Title VI of the Civil Rights Act of 1964 and California Government Code Section 11135. In addition to ensuring compliance within the Air District's programs and policies, the office will affirmatively raise Title VI and Government Code Section 11135 issues with agencies that receive state and federal funds. By taking this affirmative approach, the office will work to identify and correct disproportionate, adverse impacts on communities – based on race, color, national origin, or other protected classes. This initiative aligns with Strategy 2.10 Civil Rights Laws: We will advance and prioritize compliance with civil rights laws, including the federal Civil Rights Act of 1964 and related California laws, and supports Strategy 4.3 Consistent Permits: We will ensure Air District regulations and associated air quality permits issued are clear, consistent, and enforceable so that air pollution affecting communities is minimized.

Managing Division:		Civil Rights Office
Contact Person:		Arsenio Mataka
Program Purpose:		The Office of Civil Rights will initially focus on ensuring that public-facing Air District programs comply with civil rights laws. This includes conducting regular reviews and audits of policies, programs, and practices to identify and rectify any disparities that could impact communities based on race, color, national origin, or other protected characteristics. The office will provide guidance and training to staff to ensure that civil rights considerations are fully integrated into daily operations. In addition to these responsibilities, the Office of Civil Rights will manage civil rights complaints, providing a transparent and accessible process for individuals and communities to report concerns. These complaints will be thoroughly investigated, and the office will ensure that appropriate corrective actions are taken where necessary.
Essential Functions		
<ul style="list-style-type: none"> Strengthen the Air District's commitment to non-discrimination and civil rights. Ensure that all communities, especially those with limited English proficiency, can fully engage with the Air District's programs and services. Process and respond to Title VI complaints in a timely and effective manner. 		
Strategic Plan Projects		Strategic Plan Alignment
Implement the Plan for Language Services to Limited English Proficient Populations.		2.06 - Talk With Communities 2.10 - Civil Rights Laws
Proactively implement disability access, and other civil rights requirements.		2.10 - Civil Rights Laws
Process external Title VI complaints		2.10 - Civil Rights Laws
Support agency efforts to uphold Title VI obligations as a responsible agency		2.10 - Civil Rights Laws 4.03 - Consistent Permits
Train employees to promote non-discrimination principles in Air District programs and services.		2.10 - Civil Rights Laws 3.04 - Environmental Justice Expertise

	Program Actual	Approved Program Budget	Amended Program Budget	Proposed Program Budget	FTE/Dollar Change	Percent Change
	2024	2025	2025	2026	\$	%
Number of Positions (FTE)				1.91	1.91	
Personnel Expenditures						
Permanent Salaries				327,162	327,162	
Payroll Taxes				4,723	4,723	
Pension Benefits				59,301	59,301	
FICA Replacement Benefits				6,740	6,740	
Group Insurance Benefits				50,191	50,191	
Transportation Subsidy				2,453	2,453	
Workers' Compensation				805	805	
Discretionary Contribution				18,895	18,895	
Total Personnel Expenditures				470,270	470,270	
Services & Supplies Expenditures						
Travel				10,000	10,000	
Training & Education				8,000	8,000	
Communications				2,000	2,000	
Printing & Reproduction				1,000	1,000	
Professional Services				150,000	150,000	
Stationery & Office Supplies				1,000	1,000	
Books & Journals				600	600	
Minor Office Equipment				3,000	3,000	
Total Services & Supplies Expenditures				175,600	175,600	
Capital Expenditures						
Total Expenditures				645,870	645,870	

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Community Investments Office

The Air District established a new Community Investments Office to develop and manage tailored programs for funding streams generated by penalties and related funds. In May 2024, the Air District adopted a new policy—the Community Benefits Penalty Funds Policy—that will direct a portion of the money generated through penalties back into communities where the violation occurred. In December 2024, the Air District Board of Directors approved the establishment of the Community Investment Office and positions to launch new funding programs that implement the Community Benefits Penalty Funds Policy, and related funding streams. The Community Investment Office will create new approaches that actively engage affected communities in establishing funding priorities and distribution at the local and regional levels.

Managing Division:	
Community Investments Office	
Contact Person:	
Arsenio Mataka	
Program Purpose:	
<p>The newly established Community Investments Office will develop and implement regional and local programs that direct funding to communities most impacted by air pollution. This initiative is closely aligned with Strategy 2.8 of the 2024-2029 Strategic Plan, which emphasizes the importance of community-directed funds in addressing local air quality challenges and promoting environmental justice. The Community Investments Office will ensure that these resources advance community priorities with projects such as pollution mitigation efforts, health programs, and the development of green spaces. The goal is to improve environmental quality and public health in areas that have been disproportionately impacted by air pollution.</p>	
Essential Functions	
<ul style="list-style-type: none"> Establish guidelines and create a transparent process for disbursing funds based on identified community needs and priorities. Initiate efforts to engage and connect communities with funding opportunities. Administer the reinvestment of penalty funds and related streams into impacted communities. 	
Strategic Plan Projects	Strategic Plan Alignment
Develop a Communications Plan, implementing the Air District's Plan for Language Services	2.06 - Talk With Communities 2.08 - Community-Directed Funds 2.10 - Civil Rights Laws
Develop and implement a Community Engagement Plan	2.06 - Talk With Communities 2.08 - Community-Directed Funds
Develop guidelines for new grantmaking programs in consultation with impacted communities and region	1.04 - Reimagine Funding 2.08 - Community-Directed Funds 2.08 - Community-Directed Funds
Initiate a Local Community Benefits Program	1.04 - Reimagine Funding 2.06 - Talk With Communities 2.08 - Community-Directed Funds
Initiate a Regional Community Benefits Program	1.04 - Reimagine Funding 2.06 - Talk With Communities 2.08 - Community-Directed Funds
Initiate an Air Quality Fund Grantmaking Program	1.04 - Reimagine Funding 2.06 - Talk With Communities 2.08 - Community-Directed Funds
Launch the Community Investments Office and establish a team to administer grantmaking programs	2.08 - Community-Directed Funds
Support the Community Advisory Council to develop a community process for the Community Benefit Fund	1.04 - Reimagine Funding 2.06 - Talk With Communities 2.08 - Community-Directed Funds
Train new employees to work effectively with community	3.04 - Environmental Justice Expertise

	Program Actual	Approved Program Budget	Amended Program Budget	Proposed Program Budget	FTE/Dollar Change	Percent Change
	2024	2025	2025	2026	\$	%
Number of Positions (FTE)			3.00	6.83	3.83	127.67%
Number of Positions (LTCE)			3.00	3.00		
Personnel Expenditures						
Permanent Salaries				1,500,150	1,500,150	
Overtime Salaries				37,000	37,000	
Payroll Taxes				21,631	21,631	
Pension Benefits				273,905	273,905	
FICA Replacement Benefits				34,664	34,664	
Group Insurance Benefits				252,477	252,477	
Transportation Subsidy				12,616	12,616	
Workers' Compensation				4,139	4,139	
Discretionary Contribution				86,443	86,443	
Total Personnel Expenditures				2,223,025	2,223,025	
Services & Supplies Expenditures						
Travel				34,000	34,000	
Training & Education				15,000	15,000	
Communications				10,000	10,000	
Printing & Reproduction				3,500	3,500	
Professional Services				1,000,000	1,000,000	
Computer Hardware & Software				8,000	8,000	
Stationery & Office Supplies				2,000	2,000	
Books & Journals				600	600	
Minor Office Equipment				6,000	6,000	
Total Services & Supplies Expenditures				1,079,100	1,079,100	
Capital Expenditures						
Total Expenditures				3,302,125	3,302,125	

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Diversity, Equity and Inclusion Office

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.	
Essential Functions	
<ul style="list-style-type: none"> • 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 	
Strategic Plan Projects	Strategic Plan Alignment
Build an Employee Resource Group (ERG) Empowerment Program	3.01 - A Diverse Workforce 3.02 - Be Welcoming and Inclusive 3.06 - Support Employee Success
Develop a Pathway to Permanency Program	3.01 - A Diverse Workforce
Establish an Environmental Justice Fellowship program	3.01 - A Diverse Workforce 3.02 - Be Welcoming and Inclusive 3.04 - Environmental Justice Expertise
Establish an Environmental Justice Scholarship program	3.01 - A Diverse Workforce 3.02 - Be Welcoming and Inclusive 3.04 - Environmental Justice Expertise
Implement a Supplier Diversity Initiative Program	3.02 - Be Welcoming and Inclusive 4.07 - Customer Service 4.11 - Align Resources
Include Equity Considerations in all Board Decisions	3.02 - Be Welcoming and Inclusive
Integrate Diversity Awareness into our Hiring Process	3.01 - A Diverse Workforce 3.02 - Be Welcoming and Inclusive
Launch an Employee Development Program	3.01 - A Diverse Workforce 3.03 - One Air District Community 3.06 - Support Employee Success
Offer Continous Inclusion Learning	3.02 - Be Welcoming and Inclusive
Promote Allyship	3.02 - Be Welcoming and Inclusive

	Program Actual	Approved Program Budget	Amended Program Budget	Proposed Program Budget	FTE/Dollar Change	Percent Change
	2024	2025	2025	2026	\$	%
Number of Positions (FTE)	1.82	2.00	2.00	4.13	2.13	106.50%
Personnel Expenditures						
Permanent Salaries	306,811	625,550	625,550	741,138	115,588	18.48%
Payroll Taxes	4,757	8,894	8,894	10,977	2,083	23.42%
Pension Benefits	66,910	118,854	118,854	134,461	15,607	13.13%
FICA Replacement Benefits	6,950	12,065	12,065	14,579	2,514	20.84%
Group Insurance Benefits	39,310	81,016	81,016	103,808	22,792	28.13%
Transportation Subsidy	1,007	3,405	3,405	5,306	1,901	55.83%
Workers' Compensation	947	1,618	1,618	1,741	123	7.60%
Discretionary Contribution	23,180	39,914	39,914	42,841	2,927	7.33%
Total Personnel Expenditures	449,872	891,316	891,316	1,054,851	163,535	18.35%
Services & Supplies Expenditures						
Travel		9,100	9,100	2,500	(6,600)	(72.53)%
Training & Education	896	51,500	51,500	51,500		
Communications	631			631	631	
Printing & Reproduction		6,500	8,500	7,000	(1,500)	(17.65)%
Professional Services	13,873	395,000	482,812	401,500	(81,312)	(16.84)%
Computer Hardware & Software	100	500	500	2,000	1,500	300.00%
Stationery & Office Supplies		700	700	700		
Total Services & Supplies Expenditures	15,500	463,300	553,112	465,831	(87,281)	(15.78)%
Capital Expenditures						
Transfer In/Out	(38,831)					
Total Expenditures	426,541	1,354,616	1,444,428	1,520,682	76,254	5.28%

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Environmental Justice Division

The Environmental Justice (EJ) Division supports the Air District's mission by engaging with and supporting impacted communities in the Bay Area to advance public health, equity, and environmental justice. The Division works with communities to increase community awareness and transparency of air quality issues, build capacity, increase opportunities for impacted communities to participate in Air District decision-making, and support implementation of community-identified solutions. The Division supports relationship-building between communities and the Air District and supports other divisions by providing guidance with their engagement with communities.

A distinct program that is housed under EJ Division that is specialized in community outreach and partnership building. The Environmental Justice Specialist Program will move in two phases, the first phase will lay the foundation for the program and refine outreach strategies. In this phase the program will utilize current staff to pilot the program in three subregions of the Bay Area. The second phase, which begins in the Summer 2025, will include full-time permanent positions, and the program will expand to two more subregions with a total of five areas. The Environmental Justice Specialists Program aligns with multiple strategies in the 2024-2029 Strategic Plan. For example, Strategy 2.1, which emphasizes engaging and partnering with communities to advance equitable air quality outcomes; Strategy 2.2, which focuses on building and supporting community capacity to advance air quality improvements; and Strategy 2.5, which aims to strengthen relationships with community-based organizations.

The Air District Board of Directors created the Community Advisory Council (CAC) to advise the Board and the agency on community related matters, to advance an equity forward policy agenda, and provide input on key Air District policies and programs. On July 5, 2023, the Board of Directors approved the CAC's Compensation Policy and Procedures, which recognizes the importance of supporting community involvement in Air District initiatives and providing financial support to increase equitable representation in agency programs and activities. Annually, the CAC is expected to hold six meetings bi-monthly, one annual retreat, regular meetings of the ad hoc committees and Co-Chairs, as well as additional meetings of members participating in Air District programming. The ad hoc committees expected this year: Community Benefit Fund, Compliance and Enforcement, and Member Selection. The CAC will have a work plan to guide their efforts, will continue to support the agency's efforts to implement environmental justice actions and will continue their journey to engage the community in the work of the Air District.

The Air District will continue to administer the AB 617 program to support local air quality plans in four designated communities in the Bay Area and continue to engage and provide support to other AB 617 communities. The Air District will continue a partnership with West Oakland Environmental Indicators Project for implementation post-CERP implementation for years six and seven, WOEIP is now the sole lead organization working with WOCAP Community Steering Committee (CSC), non-profits, institutions and public agencies to track, monitor and report on the status of the WOCAP strategies. The Air District and the Richmond-North Richmond-San Pablo CSC will continue its partnership to implement the Community Emissions Reduction Plan (CERP). The Air District will finalize the East Oakland Community Emissions Reduction Plan along with Co-Lead partner Communities for a Better Environment and continue to convene the Community Steering Committee. The Air District, along with the Co-Lead partners Marie Harrison Community Foundation and Bayview Hunters Point Community Advocates, will continue to convene the Community Steering Committee and co-develop the Bayview Hunters Point Community Emissions Reduction Plan (CERP).

The James Cary Smith Community Grant program seeks to uplift local efforts that address air quality disparities in environmental justice communities in the Bay Area. In 2025-2026, staff will administer the first year of Cycle 2 of the grant program to support local organizations in building capacity and engaging community in air pollution reduction efforts and policy decisions.

Managing Division:	
Environmental Justice Division	
Contact Person:	
Anna Lee	
Program Purpose:	
<p>The Environmental Justice Division is committed to creating processes that meaningfully engage communities, increasing community-led solutions and creating opportunities for the communities' voices to be forefront in decision-making. The Environmental Justice Division coordinates engagement activities across departments and across communities to ensure we meet our shared mission to create a healthy breathing environment for every Bay Area resident. The Division interfaces with the community to increase awareness and transparency, increase community understanding of Air District processes, to build trust and relationships and collaborate with the public, local businesses, and other government agencies, working alongside communities to develop programs, strategies and policy strategies that enact equity, public health and environmental justice outcomes related to air quality. The Division seeks opportunities for those that have been historically excluded, discriminated against, under-represented, or under-resourced to participate in and shape Air District decisions. The Division coordinates and facilitates community engagement in programs; staffs and supports the Community Advisory Council; leads the implementation of the District's Assembly Bill 617 program; plays a key role in convening Community-Agency partnerships; develops and deploys best practices; and, administers various equity-focused grant programs that support community-led initiatives to improve air quality in impacted communities.</p>	
Essential Functions	
<ul style="list-style-type: none"> • Administer Cycle 2 of the James Cary Smith Community Grant Program. • Staff and coordinate activities of the Community Advisory Council. • Administer the Home and School Air Filtration programs in impacted communities. • Administer the Marie Harrison Environmental Justice Scholarship Program and support the Norman Mineta Summer Youth Academy. • Support the development of the Environmental Justice Specialists Program • Conduct outreach and support public workshops, meetings and events in environmental justice communities 	
Strategic Plan Projects	Strategic Plan Alignment
Implement efforts to provide health data to communities in ways that meet their needs	2.04 - Community Health Data
Outreach and engage environmental justice communities in decision-making.	2.06 - Talk With Communities
Outreach and meetings to present available data to ascertain community needs and accessibility.	2.03 - Make Data Accessible
Support Community Advisory Council to inform decision-making.	2.01 - Community Partnership
Support community capacity building through James Cary Smith Community Grant Program.	2.01 - Community Partnership
Support Home and School Air Filtration in environmental justice communities.	2.08 - Community-Directed Funds
Support youth engagement and exposure to careers at the Air District.	3.01 - A Diverse Workforce

	Program Actual 2024	Approved Program Budget 2025	Amended Program Budget 2025	Proposed Program Budget 2026	FTE/Dollar Change \$	Percent Change %
Number of Positions (FTE)	8.62	10.77	10.77	13.30	2.53	23.49%
Number of Positions (LTCE)				1.00	1.00	
Personnel Expenditures						
Permanent Salaries	1,357,303	1,692,998	1,692,998	2,313,728	620,730	36.66%
Overtime Salaries	14,065	27,000	27,000	27,000		
Payroll Taxes	21,431	24,277	24,277	33,712	9,435	38.86%
Pension Benefits	297,509	323,993	323,993	425,085	101,092	31.20%
FICA Replacement Benefits	30,660	37,107	37,107	50,464	13,357	36.00%
Group Insurance Benefits	175,325	227,187	227,187	310,754	83,567	36.78%
Transportation Subsidy	4,641	10,473	10,473	18,366	7,893	75.37%
Workers' Compensation	4,188	4,976	4,976	6,025	1,049	21.08%
Discretionary Contribution	105,882	107,732	107,732	133,482	25,750	23.90%
Total Personnel Expenditures	2,011,004	2,455,743	2,455,743	3,318,616	862,873	35.14%
Services & Supplies Expenditures						
Travel	2,523	10,300	10,300	10,300		
Training & Education	7,978	20,110	20,110	20,110		
Communications	21,643	22,000	22,000	22,000		
Printing & Reproduction		3,500	3,500	3,500		
Professional Services	2,595,603	3,053,500	5,742,035	2,849,040	(2,892,995)	(50.38)%
Shop & Field Supplies	45	2,000	2,000	2,000		
Stationery & Office Supplies	787	1,500	2,264	1,500	(764)	(33.75)%
Total Services & Supplies Expenditures	2,628,579	3,112,910	5,802,209	2,908,450	(2,893,759)	(49.87)%
Capital Expenditures						
Total Expenditures	4,639,583	5,568,653	8,257,952	6,227,066	(2,030,886)	(24.59)%

Managing Division:	
Environmental Justice Division	
Contact Person:	
Anna Lee	
Program Purpose:	
<p>To implement AB 617 by working with selected environmental justice communities in the Bay Area to prepare plans in partnership with communities to reduce emissions of toxic air contaminants and criteria pollutants or prepare monitoring plans in partnership with communities. The District partners closely with AB 617 communities to set up Community Steering Committees that work with District to guide the development of local emissions reduction plans. Staff develop community partnerships and ensure a data-informed, equitable and transparent process. In partnership with West Oakland Environmental Indicators Project (WOEIP), the WOCAP moves into year six and seven of implementation under a new structure, where WOEIP is the sole lead of the project. Additionally, in Richmond-North Richmond-San Pablo, staff are working with the community to complete Year One and begin Year Two of implementation of the Path to Clean Air (PTCA) Community Emissions Reduction Plan. Staff are working with Co-Lead partner, Communities for a Better Environment, and the Community Steering Committee members to complete and adopt the East Oakland Community Emissions Reduction Plan. Staff are partnering with Bayview Hunters Point Community Advocates and Marie Harrison Community Foundation and Community Steering Committee members to develop the Bayview Hunters Point Community Emissions Reduction Plan.</p>	
Essential Functions	
<ul style="list-style-type: none"> • Support West Oakland Community Steering Committee with Co-Lead partner for post five-years of the Plan. • Support Community Steering Committee with implementation of Richmond-North Richmond-San Pablo Path to Clean Air Plan. • Support Community Steering Committee with Co-Lead partner to finalize East Oakland Community Emissions Reduction Plan. • Support Community Steering Committee with Co-Lead partners to develop the Bayview Hunters Point Community Emissions Reduction Plan. • Administer contracts with Co-Lead partners and consultants that support local emissions reduction plans. 	
Strategic Plan Projects	Strategic Plan Alignment
Support Community Steering Committees and community engagement in designated communities.	2.01 - Community Partnership
Support completion and adoption of the East Oakland Community Emissions Reduction Plan.	2.01 - Community Partnership
Support development of the Bayview Hunters Point Community Emissions Reduction Plan.	2.01 - Community Partnership
Support years one and two of implementation of the Richmond-North Richmond-San Pablo Plan.	2.01 - Community Partnership
Support years six and seven of implementation of the West Oakland Community Action Plan.	2.01 - Community Partnership

	Program Actual 2024	Approved Program Budget 2025	Amended Program Budget 2025	Proposed Program Budget 2026	FTE/Dollar Change \$	Percent Change %
Number of Positions (FTE)	24.34	38.54	38.54	36.52	(2.02)	(5.24)%
Number of Positions (LTCE)		2.00	2.00	4.50	2.50	125.00%
Personnel Expenditures						
Permanent Salaries	3,726,859	7,367,910	7,436,009	6,605,237	(830,772)	(11.17)%
Overtime Salaries	24,641	50,000	50,000	95,000	45,000	90.00%
Temporary Salaries	10,024					
Payroll Taxes	58,092	105,202	105,202	94,569	(10,633)	(10.11)%
Pension Benefits	784,918	1,438,774	1,438,774	1,237,830	(200,944)	(13.97)%
FICA Replacement Benefits	84,825	156,736	156,736	144,728	(12,008)	(7.66)%
Group Insurance Benefits	494,092	1,077,096	1,077,096	983,067	(94,029)	(8.73)%
Transportation Subsidy	13,405	44,236	44,236	52,673	8,437	19.07%
Workers' Compensation	11,500	21,019	21,019	17,281	(3,738)	(17.78)%
Discretionary Contribution	298,876	469,161	469,161	381,030	(88,131)	(18.78)%
Total Personnel Expenditures	5,507,232	10,730,134	10,798,233	9,611,415	(1,186,818)	(10.99)%
Services & Supplies Expenditures						
Travel	228					
Training & Education	120					
Professional Services	1,415,346	2,408,130	3,450,829	2,484,746	(966,083)	(28.00)%
Stationery & Office Supplies	86					
Total Services & Supplies Expenditures	1,415,780	2,408,130	3,450,829	2,484,746	(966,083)	(28.00)%
Capital Expenditures						
Total Expenditures	6,923,012	13,138,264	14,249,062	12,096,161	(2,152,901)	(15.11)%

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Strategic Incentives Division

General Fund

The Strategic Incentives Division mainly administers Special Revenue funds that are used to accelerate voluntary emissions reductions by incentivizing the replacement of older dirtier equipment that primarily targets mobile sources that total approximately \$100 million for project funds and \$8 million for Air District administrative costs. Strategic Incentives staff conducts outreach and solicits grant applications, evaluates grant applications according to established criteria, recommends allocation of the funding, prepares contracts with grantees, monitors progress in implementing funded projects, and reports on the use of funds.

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

Managing Division:	
Strategic Incentives Division	
Contact Person:	
Adam Shapiro	
Program Purpose:	
Implement the Clean Heating Efficiently with Electric Technology (Clean HEET) program to reduce emissions from residential wood burning devices through the administration of General Funds and US Environmental Protection Agency (EPA) Targeted Airshed Grant funds.	
Essential Functions	
<ul style="list-style-type: none"> • Update program policies and procedures, guidance materials, and administrative operating procedures; conduct program development; and conduct outreach. • Review and evaluate project applications to determine eligibility according to Board of Directors-approved eligibility and priority funding criteria. • Prepare contracts, vouchers, amendments, and correspondence; monitor projects, inspect, and audit programs and projects to ensure compliance with EPA and District guidelines, policies, legal, and regulatory requirements; process reimbursement requests; and ensure project files are complete and up to date. • Prepare and submit reports to EPA; coordinate with EPA on contract and program requirements • Prepare technical, financial, and staff reports; attend meetings; and participate in internal and external audits. • Coordinate with IT contractors to develop, enhance, and maintain data management systems. 	
Strategic Plan Projects	Strategic Plan Alignment
Build a new grants management system to increase efficiency and improve transparency	4.10 - Ensure Success
Expand program eligible equipment categories to increase opportunities in communities	1.04 - Reimagine Funding
Prioritize funding for the most highly impacted areas, EJ communities, and low-income residents	1.04 - Reimagine Funding

Woodsmoke Reduction Incentive Program

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	Program Actual	Approved Program Budget	Amended Program Budget	Proposed Program Budget	FTE/Dollar Change	Percent Change
	2024	2025	2025	2026	\$	%
Number of Positions (FTE)	0.66	1.06	1.06	0.95	(0.11)	(10.38)%
Number of Positions (LTCE)				0.05	0.05	
Personnel Expenditures						
Permanent Salaries	89,786	152,150	152,150	149,961	(2,189)	(1.44)%
Payroll Taxes	1,404	2,153	2,153	2,184	31	1.44%
Pension Benefits	20,814	29,289	29,289	27,958	(1,331)	(4.54)%
FICA Replacement Benefits	1,827	3,651	3,651	3,534	(117)	(3.20)%
Group Insurance Benefits	11,554	23,249	23,249	20,382	(2,867)	(12.33)%
Transportation Subsidy	363	1,030	1,030	1,286	256	24.85%
Workers' Compensation	277	490	490	422	(68)	(13.88)%
Discretionary Contribution	7,363	9,661	9,661	8,638	(1,023)	(10.59)%
Total Personnel Expenditures	133,388	221,673	221,673	214,365	(7,308)	(3.30)%
Services & Supplies Expenditures						
Travel		1,000	1,000	1,000		
Training & Education		2,000	2,000	1,500	(500)	(25.00)%
Printing & Reproduction		5,000	5,000	5,000		
Professional Services	22,132	80,000	105,740	35,000	(70,740)	(66.90)%
Stationery & Office Supplies		500	500	500		
Minor Office Equipment		2,000	2,000	1,000	(1,000)	(50.00)%
Total Services & Supplies Expenditures	22,132	90,500	116,240	44,000	(72,240)	(62.15)%
Capital Expenditures						
Computer & Network				50,000	50,000	
Total Capital Expenditures				50,000	50,000	
Total Expenditures	155,520	312,173	337,913	308,365	(29,548)	(8.74)%

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. Implement and manage projects that are funded by the Air District General Fund, including work that supports the Bay Area Clean Air Foundation.	
Essential Functions	
<ul style="list-style-type: none"> Identify new sources of funding and prepare grant applications to secure new funding sources. Form partnerships to leverage Air District funding resources. Obtain Board of Directors approval of acceptance of new funding; review, execute, and manage grant agreements with funding agencies. Manage Air District funded programs: conduct outreach, evaluate applications and award funding to eligible recipients, and process reimbursement requests. 	
Strategic Plan Projects	Strategic Plan Alignment
Build a new grants management system that increases efficiency and improves transparency	4.10 - Ensure Success
Form partnerships to leverage Air District funding sources	1.04 - Reimagine Funding
Secure new sources of funding to support projects that benefit communities impacted by air pollution	1.04 - Reimagine Funding

	Program Actual	Approved Program Budget	Amended Program Budget	Proposed Program Budget	FTE/Dollar Change	Percent Change
	2024	2025	2025	2026	\$	%
Number of Positions (FTE)	0.27	2.30	2.30	1.45	(0.85)	(36.96)%
Number of Positions (LTCE)				0.05	0.05	
Personnel Expenditures						
Permanent Salaries	40,540	352,060	352,060	253,429	(98,631)	(28.02)%
Payroll Taxes	633	5,006	5,006	3,705	(1,301)	(25.99)%
Pension Benefits	10,838	68,991	68,991	48,365	(20,626)	(29.90)%
FICA Replacement Benefits	1,070	7,922	7,922	5,282	(2,640)	(33.32)%
Group Insurance Benefits	5,222	56,954	56,954	35,642	(21,312)	(37.42)%
Transportation Subsidy	192	2,236	2,236	1,923	(313)	(14.00)%
Workers' Compensation	125	1,062	1,062	631	(431)	(40.58)%
Discretionary Contribution	3,116	22,390	22,390	14,634	(7,756)	(34.64)%
Total Personnel Expenditures	61,736	516,621	516,621	363,611	(153,010)	(29.62)%
Services & Supplies Expenditures						
Travel		13,200	13,200	13,500	300	2.27%
Training & Education		8,500	8,500	9,500	1,000	11.76%
Professional Services	17,242	15,000	71,083	25,000	(46,083)	(64.83)%
Shop & Field Supplies		1,000	1,000	1,000		
Computer Hardware & Software		14,000	14,000	10,000	(4,000)	(28.57)%
Total Services & Supplies Expenditures	17,242	51,700	107,783	59,000	(48,783)	(45.26)%
Capital Expenditures						
Computer & Network		500,000	538,462	100,000	(438,462)	(81.43)%
Total Capital Expenditures		500,000	538,462	100,000	(438,462)	(81.43)%
Total Expenditures	78,978	1,068,321	1,162,866	522,611	(640,255)	(55.06)%

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Technology Implementation Office

General Fund

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, amongst other GHG reduction solutions. By supporting the scale-up of climate technologies, TIO can help achieve state and regional greenhouse gas emissions targets, reduce emissions in impacted communities, while also making technologies cost-effective even in regions without strong climate policies.

Managing Division:	
Technology Implementation Office	
Contact Person:	
Anthony Fournier	
Program Purpose:	
The Air District's Climate Investments program advances emerging and cost-effective solutions to achieve greenhouse gas emissions reduction. The program's goal is to support the 2017 Clean Air Plan goal of a carbon-free Bay Area by 2050 and mainstream technologies so they can be scaled up throughout and beyond the Bay Area.	
Essential Functions	
<ul style="list-style-type: none"> • 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. 	
Strategic Plan Projects	Strategic Plan Alignment
Climate Tech Finance Program	1.04 - Reimagine Funding 1.07 - New Climate Solutions 4.07 - Customer Service

	Program Actual	Approved Program Budget	Amended Program Budget	Proposed Program Budget	FTE/Dollar Change	Percent Change
	2024	2025	2025	2026	\$	%
Number of Positions (FTE)	1.99	3.02	3.02	2.99	(0.03)	(0.99)%
Personnel Expenditures						
Permanent Salaries	278,928	442,440	442,440	466,973	24,533	5.54%
Overtime Salaries	593	25,000	25,000	25,000		
Temporary Salaries		200,000	200,000	110,000	(90,000)	(45.00)%
Payroll Taxes	4,286	6,274	6,274	6,743	469	7.48%
Pension Benefits	81,153	83,894	83,894	84,555	661	0.79%
FICA Replacement Benefits	6,345	10,411	10,411	10,539	128	1.23%
Group Insurance Benefits	37,194	74,871	74,871	80,468	5,597	7.48%
Transportation Subsidy	1,030	2,938	2,938	3,836	898	30.57%
Workers' Compensation	861	1,396	1,396	1,258	(138)	(9.89)%
Discretionary Contribution	21,924	28,107	28,107	26,922	(1,185)	(4.22)%
Total Personnel Expenditures	432,314	875,331	875,331	816,294	(59,037)	(6.74)%
Services & Supplies Expenditures						
Travel	869	22,000	22,000	22,000		
Training & Education	1,700	14,000	14,000	14,000		
Communications	1,761	3,000	3,000	3,000		
Professional Services	121,751	250,000	275,124	490,000	214,876	78.10%
Computer Hardware & Software		5,000	5,000	5,000		
Stationery & Office Supplies		1,000	1,137	1,000	(137)	(12.05)%
Total Services & Supplies Expenditures	126,081	295,000	320,261	535,000	214,739	67.05%
Capital Expenditures						
Total Expenditures	558,395	1,170,331	1,195,592	1,351,294	155,702	13.02%

SERVICE AREA - FINANCE & ADMINISTRATION

Administrative Resources Division

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

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, procurement, insurance risk management, mailroom services, and office support services.

The Fleet Office is responsible for the lease, acquisition, and maintenance of all Air District pool and fleet vehicles as well as management of vehicle accidents

The Facilities Office is responsible for the planning, maintenance, construction oversight and operations of all Air District facilities, and manage security and safety measures.

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.	
Essential Functions	
<ul style="list-style-type: none"> • Conference room setup for Board, Committee, Advisory Councils, and Hearing Board meetings. • Oversee security for Board, Committee, Advisory Councils, and Hearing Board meetings, public workshops, and similar events. • Oversee tradesperson vendors for select renovations and repairs at all District locations. • Administer help desk responding to facility-related requests from all staff. • Collaborate with BAHA on administration of facility-related work at Beale Street. • Administer assigned seating and workspace hoteling programs at Beale Street. • Support frontline teams with routine maintenance, service, and repairs at satellite locations. • Provide office and pantry supplies at all District locations. 	
Strategic Plan Projects	Strategic Plan Alignment
Improve Workplace Accessibility/Safety—Upgrade capabilities for safety, inclusivity and adaptability	3.06 - Support Employee Success

	Program Actual 2024	Approved Program Budget 2025	Amended Program Budget 2025	Proposed Program Budget 2026	FTE/Dollar Change \$	Percent Change %
Number of Positions (FTE)	3.58	6.50	6.50	5.74	(0.76)	(11.69)%
Personnel Expenditures						
Permanent Salaries	434,729	964,715	964,715	807,722	(156,993)	(16.27)%
Overtime Salaries	23,434			10,000	10,000	
Payroll Taxes	6,770	13,661	13,661	11,672	(1,989)	(14.56)%
Pension Benefits	99,321	194,943	194,943	158,104	(36,839)	(18.90)%
FICA Replacement Benefits	9,862	22,374	22,374	20,255	(2,119)	(9.47)%
Group Insurance Benefits	56,916	165,348	165,348	134,981	(30,367)	(18.37)%
Transportation Subsidy	1,498	6,315	6,315	7,372	1,057	16.74%
Workers' Compensation	1,341	3,000	3,000	2,418	(582)	(19.40)%
Discretionary Contribution	34,692	61,308	61,308	46,459	(14,849)	(24.22)%
Total Personnel Expenditures	668,563	1,431,664	1,431,664	1,198,983	(232,681)	(16.25)%
Services & Supplies Expenditures						
Travel	2,289	2,000	2,000	1,000	(1,000)	(50.00)%
Training & Education	2,087	3,000	3,000	3,000		
Communications	62,165			65,000	65,000	
Building Maintenance	246,633	776,000	1,184,928	730,000	(454,928)	(38.39)%
Utilities	435	255	255	1,300	1,045	409.80%
Printing & Reproduction		200	200		(200)	(100.00)%
Rents & Leases	132,701	66,000	66,000	106,000	40,000	60.61%
Professional Services	182,354	450,250	586,233	480,250	(105,983)	(18.08)%
Shop & Field Supplies	2,690					
Total Services & Supplies Expenditures	631,354	1,297,705	1,842,616	1,386,550	(456,066)	(24.75)%
Capital Expenditures						
Office Equipment	25,837					
Total Capital Expenditures	25,837					
Transfer In/Out	(57,776)					
Total Expenditures	1,267,978	2,729,369	3,274,280	2,585,533	(688,747)	(21.04)%

Managing Division:	
Administrative Resources Division	
Contact Person:	
Erica Flahan	
Program Purpose:	
This program is responsible for administering the District's mail and reproduction tasks, ensuring efficient, cost-effective management and reliable distribution of mail and document reproduction and printing to support District operations.	
Essential Functions	
<ul style="list-style-type: none"> • Process incoming and outgoing District mail. • Receive and deliver incoming packages and deliveries. • Process reproduction and print 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. 	
Strategic Plan Projects	Strategic Plan Alignment
Modernize internal processes to implement paperless workflows, digital records, enhanced automation	4.07 - Customer Service

Mailroom Services

703

	Program Actual	Approved Program Budget	Amended Program Budget	Proposed Program Budget	FTE/Dollar Change	Percent Change
	2024	2025	2025	2026	\$	%
Number of Positions (FTE)	1.01	1.02	1.02	1.23	0.21	20.59%
Personnel Expenditures						
Permanent Salaries	117,673	132,501	132,501	163,978	31,477	23.76%
Temporary Salaries	3,466					
Payroll Taxes	1,989	1,870	1,870	2,340	470	25.13%
Pension Benefits	42,347	24,998	24,998	29,894	4,896	19.59%
FICA Replacement Benefits	2,822	3,523	3,523	4,333	810	22.99%
Group Insurance Benefits	15,923	15,228	15,228	19,368	4,140	27.19%
Transportation Subsidy	802	994	994	1,577	583	58.65%
Workers' Compensation	363	473	473	517	44	9.30%
Discretionary Contribution	9,492	8,391	8,391	9,420	1,029	12.26%
Total Personnel Expenditures	194,877	187,978	187,978	231,427	43,449	23.11%
Services & Supplies Expenditures						
Communications	242,938	280,000	280,000	280,000		
Postage	41,585	70,000	72,161	80,000	7,839	10.86%
Equipment Rental	51,889	125,000	166,330	128,000	(38,330)	(23.04)%
Professional Services	65,687	300,000	256,129	300,355	44,226	17.27%
Total Services & Supplies Expenditures	402,099	775,000	774,620	788,355	13,735	1.77%
Capital Expenditures						
Transfer In/Out	(16,846)					
Total Expenditures	580,130	962,978	962,598	1,019,782	57,184	5.94%

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.	
Essential Functions	
<ul style="list-style-type: none"> operating and maintenance costs associated with the Air District's office space located in Richmond, CA 	
Strategic Plan Projects	Strategic Plan Alignment
Improve Workplace Accessibility/Safety—Upgrade capabilities for safety, inclusivity and adaptability	3.06 - Support Employee Success

Headquarters East (Richmond)

707

	Program Actual 2024	Approved Program Budget 2025	Amended Program Budget 2025	Proposed Program Budget 2026	FTE/Dollar Change \$	Percent Change %
Personnel Expenditures						
Services & Supplies Expenditures						
Building Maintenance		6,000	6,000	6,000		
Utilities	128,118	130,000	130,000	140,000	10,000	7.69%
Professional Services	35,438	285,000	285,000	485,000	200,000	70.18%
Total Services & Supplies Expenditures	163,556	421,000	421,000	631,000	210,000	49.88%
Capital Expenditures						
Building & Grounds			73		(73)	(100.00)%
Total Capital Expenditures			73		(73)	(100.00)%
Total Expenditures	163,556	421,000	421,073	631,000	209,927	49.86%

Managing Division:	
Administrative Resources Division	
Contact Person:	
Erica Flahan	
Program Purpose:	
This program is responsible for the efficient and cost-effective acquisition of equipment, supplies, and general and professional services to support the District's operational needs.	
Essential Functions	
<ul style="list-style-type: none"> • Conduct formal solicitations to procure general and professional services. • Administer District service contracts and lease agreements. • Approve the purchase of necessary office supplies as requested by District personnel. • Process purchase order requests. • Manage District insurance policies and associated claims. 	
Strategic Plan Projects	Strategic Plan Alignment
Expand supplier recruitment process, ensure commitment to communities most impacted by air pollution	3.02 - Be Welcoming and Inclusive

	Program Actual	Approved Program Budget	Amended Program Budget	Proposed Program Budget	FTE/Dollar Change	Percent Change
	2024	2025	2025	2026	\$	%
Number of Positions (FTE)	2.72	3.00	3.00	5.59	2.59	86.33%
Personnel Expenditures						
Permanent Salaries	439,545	424,453	424,453	868,233	443,780	104.55%
Overtime Salaries	6,951					
Temporary Salaries	51,276					
Payroll Taxes	7,432	6,003	6,003	12,538	6,535	108.86%
Pension Benefits	95,897	84,204	84,204	164,350	80,146	95.18%
FICA Replacement Benefits	10,449	10,332	10,332	19,737	9,405	91.03%
Group Insurance Benefits	65,208	72,661	72,661	101,441	28,780	39.61%
Transportation Subsidy	1,859	2,916	2,916	7,183	4,267	146.33%
Workers' Compensation	194,688	1,386	1,386	2,357	971	70.06%
Discretionary Contribution	37,751	26,942	26,942	50,047	23,105	85.76%
Total Personnel Expenditures	911,056	628,897	628,897	1,225,886	596,989	94.93%
Services & Supplies Expenditures						
Travel			2,000		(2,000)	(100.00)%
Training & Education		1,500	1,500	4,000	2,500	166.67%
Printing & Reproduction		25,400	23,400	23,400		
Professional Services	105,331	150,000	226,100	251,000	24,900	11.01%
General Insurance	707,736	900,000	900,000	985,000	85,000	9.44%
Computer Hardware & Software				50,000	50,000	
Stationery & Office Supplies	20,639	35,000	35,996	40,000	4,004	11.12%
Total Services & Supplies Expenditures	833,706	1,111,900	1,188,996	1,353,400	164,404	13.83%
Capital Expenditures						
Transfer In/Out	(78,756)					
Total Expenditures	1,666,006	1,740,797	1,817,893	2,579,286	761,393	41.88%

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.	
Essential Functions	
<ul style="list-style-type: none"> • 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 	
Strategic Plan Projects	Strategic Plan Alignment
Improve Workplace Accessibility/Safety—Upgrade capabilities for safety, inclusivity and adaptability	3.06 - Support Employee Success

Headquarters West (Beale Street)

709

	Program Actual 2024	Approved Program Budget 2025	Amended Program Budget 2025	Proposed Program Budget 2026	FTE/Dollar Change \$	Percent Change %
Personnel Expenditures						
Services & Supplies Expenditures						
Utilities	3,951	3,000	3,000	4,000	1,000	33.33%
Rents & Leases	1,200,000	1,200,000	1,200,000	1,200,000		
Professional Services	3,300,064	3,500,000	3,570,000	4,250,000	680,000	19.05%
Total Services & Supplies Expenditures	4,504,015	4,703,000	4,773,000	5,454,000	681,000	14.27%
Capital Expenditures						
Computer & Network		500,000	430,000		(430,000)	(100.00)%
Total Capital Expenditures		500,000	430,000		(430,000)	(100.00)%
Total Expenditures	4,504,015	5,203,000	5,203,000	5,454,000	251,000	4.82%

Managing Division:	
Administrative Resources Division	
Contact Person:	
Maricela Martinez	
Program Purpose:	
Fleet leases/acquisition, maintenance and safety inspections.	
Essential Functions	
<ul style="list-style-type: none"> • Administration of service/maintenance program for the District's over 100-vehicle fleet. • Administration of short-term pool/rental vehicle program. • Administer help desk responding to fleet-related requests from all staff. • Process insurance claims and repair/replacement of impacted units. • Completion of annual smog check reporting to State of California. • Vehicle acquisition and retirement. • Maintain regulatory compliance oversight for the District's over 100-vehicle fleet. • Administration of the lifecycle of the District's over 100-vehicle fleet. 	
Strategic Plan Projects	Strategic Plan Alignment
Modernize internal processes and enhance automation tools to improve efficiency and safety	3.06 - Support Employee Success

Fleet Services

710

	Program Actual	Approved Program Budget	Amended Program Budget	Proposed Program Budget	FTE/Dollar Change	Percent Change
	2024	2025	2025	2026	\$	%
Number of Positions (FTE)	3.26	2.50	2.50	3.59	1.09	43.60%
Personnel Expenditures						
Permanent Salaries	443,548	349,103	349,103	590,097	240,994	69.03%
Overtime Salaries	2,719					
Temporary Salaries	21,842					
Payroll Taxes	7,201	4,936	4,936	8,577	3,641	73.76%
Pension Benefits	98,309	67,604	67,604	114,474	46,870	69.33%
FICA Replacement Benefits	10,564	8,622	8,622	12,670	4,048	46.95%
Group Insurance Benefits	60,238	37,056	37,056	75,911	38,855	104.85%
Transportation Subsidy	1,617	2,433	2,433	4,611	2,178	89.52%
Workers' Compensation	1,369	1,156	1,156	1,513	357	30.88%
Discretionary Contribution	35,090	22,151	22,151	34,054	11,903	53.74%
Total Personnel Expenditures	682,497	493,061	493,061	841,907	348,846	70.75%
Services & Supplies Expenditures						
Travel	10,918	50	60,050	10,000	(50,050)	(83.35)%
Training & Education		3,000	3,000	2,000	(1,000)	(33.33)%
Repair & Maintenance	893	28,000	76,731	60,000	(16,731)	(21.80)%
Communications	2,473	1,020	1,020	2,500	1,480	145.10%
Printing & Reproduction	5,152		5,848	5,000	(848)	(14.50)%
Rents & Leases	503,494	870,000	1,170,795	1,500,000	329,205	28.12%
Professional Services		51,000	31,000	50,000	19,000	61.29%
General Insurance		38,500	8,875	39,000	30,125	339.44%
Shop & Field Supplies	31	200	200	200		
Gasoline & Variable Fuel	214,361	470,000	552,456	550,000	(2,456)	(0.44)%
Total Services & Supplies Expenditures	737,322	1,461,770	1,909,975	2,218,700	308,725	16.16%
Capital Expenditures						
Transfer In/Out	(58,775)					
Total Expenditures	1,361,044	1,954,831	2,403,036	3,060,607	657,571	27.36%

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Executive Office

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 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.

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 & Waste Management Association, and National Association of Clean Air Agencies), as well as the State Legislature. These key partnerships will also address regional coordination of climate protection activities, and implementation of State initiatives at the regional level.

Managing Division:	
Executive Office	
Contact Person:	
Vanessa Johnson	
Program Purpose:	
Administration and Direction of Air District Programs.	
Essential Functions	
<ul style="list-style-type: none"> • Implement and oversee key initiatives aligned with strategic goals. • Coordinate legislative agenda development and implementation. • Foster collaboration with staff, stakeholders, and community groups. • Act as a liaison to regional, federal, and state agencies. • Administer the Bay Area Clean Air Foundation. • Monitor compliance and enforce actions. • Maintain operations and processes aligned with the Strategic Plan. 	
Strategic Plan Projects	Strategic Plan Alignment
Dev. of operational plans and bus. processes to execute priorities described in the Strategic Plan	4.10 - Ensure Success 4.11 - Align Resources
Maintain the operations of the Board, incl. all Board, Hearing Board, Cme. and Council mtgs.	1.05 - Enhance Violation Investigations 1.06 - New Enforcement Policy 4.06 - Inspire Action 4.07 - Customer Service 4.11 - Align Resources
Partner w/communities to understand their exp. w/air pollution and the sources of concern	2.01 - Community Partnership
Support the research and work of the Advisory Council	2.11 - Cumulative Health Impacts

	Program Actual 2024	Approved Program Budget 2025	Amended Program Budget 2025	Proposed Program Budget 2026	FTE/Dollar Change \$	Percent Change %
Number of Positions (FTE)	17.89	22.77	22.77	14.89	(7.88)	(34.61)%
Personnel Expenditures						
Permanent Salaries	4,149,894	4,641,506	4,641,506	2,925,265	(1,716,241)	(36.98)%
Overtime Salaries	24,345	15,000	15,000	15,000		
Temporary Salaries	85,434	95,000	95,000	154,000	59,000	62.11%
Payroll Taxes	65,463	70,798	70,798	44,809	(25,989)	(36.71)%
Pension Benefits	977,479	916,833	916,833	552,328	(364,505)	(39.76)%
FICA Replacement Benefits	96,592	70,142	70,142	52,523	(17,619)	(25.12)%
Group Insurance Benefits	549,987	493,828	493,828	299,059	(194,769)	(39.44)%
Transportation Subsidy	14,600	19,796	19,796	19,115	(681)	(3.44)%
Workers' Compensation	12,806	9,406	9,406	6,271	(3,135)	(33.33)%
Discretionary Contribution	330,144	297,892	297,892	169,358	(128,534)	(43.15)%
Total Personnel Expenditures	6,306,744	6,630,201	6,630,201	4,237,728	(2,392,473)	(36.08)%
Services & Supplies Expenditures						
Travel	23,544	67,000	67,000	67,000		
Training & Education	26,813	34,500	34,500	40,500	6,000	17.39%
Communications	15,789	18,000	18,000	16,500	(1,500)	(8.33)%
Postage		350	350	450	100	28.57%
Printing & Reproduction	1,262	7,000	5,917	2,500	(3,417)	(57.75)%
Rents & Leases	31,540					
Professional Services	1,635,143	2,093,200	2,697,500	2,045,432	(652,068)	(24.17)%
Computer Hardware & Software	4,439	6,200	6,200	6,800	600	9.68%
Stationery & Office Supplies	1,585	3,500	3,500	4,000	500	14.29%
Books & Journals	5,768	1,000	2,083	2,500	417	20.02%
Total Services & Supplies Expenditures	1,745,883	2,230,750	2,835,050	2,185,682	(649,368)	(22.90)%
Capital Expenditures						
Transfer In/Out	(352,669)					
Total Expenditures	7,699,958	8,860,951	9,465,251	6,423,410	(3,041,841)	(32.14)%

Managing Division:	
Executive Office	
Contact Person:	
Vanessa Johnson	
Program Purpose:	
Oversee Activities of the Board of Directors.	
Essential Functions	
<ul style="list-style-type: none"> • Manage meeting logistics and materials for all Board meetings and Committee meetings annually. • Archive Board documents and maintain relevant sections of the Air District website. • Handle Board correspondence, and ensure compliance with financial processes. • Facilitate new member orientation and training, including ethics and bias training. • Oversee Board transitions, including Committee assignments. 	
Strategic Plan Projects	Strategic Plan Alignment
Coordinate Board and Committee Mtgs., incl. Board of Directors Annual Retreat	4.10 - Ensure Success
Coordinate Board and Committees Mtgs., incl. Board of Directors Annual Retreat	4.11 - Align Resources
Coordinate transition to new Chair of the Board of Dir. and update of Board Cme. assignments	4.11 - Align Resources
Coordinate transition to new Chair of the Board of Dir. and update of Board Cme. assignments.	4.10 - Ensure Success
Facilitate new Board Member orientation and training, incl. Ethics and Bias training.	3.06 - Support Employee Success 4.10 - Ensure Success

	Program Actual	Approved Program Budget	Amended Program Budget	Proposed Program Budget	FTE/Dollar Change	Percent Change
	2024	2025	2025	2026	\$	%
Number of Positions (FTE)	1.39	1.20	1.20	1.18	(0.02)	(1.67)%
Personnel Expenditures						
Permanent Salaries	162,397	146,119	146,119	148,366	2,247	1.54%
Overtime Salaries	2,601					
Temporary Salaries	4,141					
Payroll Taxes	2,591	2,068	2,068	2,115	47	2.27%
Pension Benefits	43,051	29,032	29,032	28,007	(1,025)	(3.53)%
FICA Replacement Benefits	3,977	4,163	4,163	4,167	4	0.10%
Group Insurance Benefits	21,754	21,756	21,756	22,795	1,039	4.78%
Transportation Subsidy	698	1,175	1,175	1,517	342	29.11%
Workers' Compensation	501	558	558	498	(60)	(10.75)%
Discretionary Contribution	12,763	9,235	9,235	8,510	(725)	(7.85)%
Board Stipends	60,632					
Total Personnel Expenditures	315,106	214,106	214,106	215,975	1,869	0.87%
Services & Supplies Expenditures						
Travel	19,409	124,000	103,743	124,000	20,257	19.53%
Training & Education	23,027	23,000	23,000	23,000		
Professional Services	32,067	22,000	42,257	37,000	(5,257)	(12.44)%
Stationery & Office Supplies	3,923					
Books & Journals	833	2,200	2,200	2,500	300	13.64%
Total Services & Supplies Expenditures	79,259	171,200	171,200	186,500	15,300	8.94%
Capital Expenditures						
Total Expenditures	394,365	385,306	385,306	402,475	17,169	4.46%

Managing Division:		Executive Office
Contact Person:		Vanessa Johnson
Program Purpose:		Records, documents, and maintains records of actions of the quasi-judicial Hearing Board.
Essential Functions		
<ul style="list-style-type: none"> • Arrange logistics and maintain the calendar for Hearing Board activities. • Attend hearings and draft orders for review • Archive records of actions, process fees, and handle follow-up actions. • Provide administrative support, including member reimbursement. • Update website content related to Hearing Board operations. 		
Strategic Plan Projects		Strategic Plan Alignment
Coordinate Hearing Board activities		4.05 - Improve Compliance Investigations
Coordinate Hearing Board activities.		1.05 - Enhance Violation Investigations

	Program Actual	Approved Program Budget	Amended Program Budget	Proposed Program Budget	FTE/Dollar Change	Percent Change
	2024	2025	2025	2026	\$	%
Number of Positions (FTE)	0.32	0.34	0.34	0.29	(0.05)	(14.71)%
Personnel Expenditures						
Permanent Salaries	39,886	45,730	45,730	38,072	(7,658)	(16.75)%
Overtime Salaries	2,310					
Temporary Salaries	167					
Payroll Taxes	615	646	646	543	(103)	(15.94)%
Pension Benefits	6,585	8,680	8,680	7,030	(1,650)	(19.01)%
FICA Replacement Benefits	863	1,183	1,183	1,015	(168)	(14.20)%
Group Insurance Benefits	5,160	5,243	5,243	4,498	(745)	(14.21)%
Transportation Subsidy	189	334	334	370	36	10.78%
Workers' Compensation	123	159	159	121	(38)	(23.90)%
Discretionary Contribution	3,250	2,898	2,898	2,187	(711)	(24.53)%
Board Stipends	20,250	20,000	20,000		(20,000)	(100.00)%
Total Personnel Expenditures	79,398	84,873	84,873	53,836	(31,037)	(36.57)%
Services & Supplies Expenditures						
Travel	1,827	43,100	43,100	43,000	(100)	(0.23)%
Training & Education	1,578	2,000	2,000	2,500	500	25.00%
Postage	81	100	100	150	50	50.00%
Printing & Reproduction		500	500	700	200	40.00%
Professional Services	484	1,000	1,000	800	(200)	(20.00)%
Total Services & Supplies Expenditures	3,970	46,700	46,700	47,150	450	0.96%
Capital Expenditures						
Total Expenditures	83,368	131,573	131,573	100,986	(30,587)	(23.25)%

Managing Division:	
Executive Office	
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.	
Essential Functions	
<ul style="list-style-type: none"> • Organize logistics and distribute materials for all Advisory meetings. • Archive meeting materials and maintain the Air District's website. • Coordinate member recruitment and process reimbursements. • Support community-focused activities, including equity policies and engagement guidelines,. • Assist the Advisory Council with research and policy recommendations. 	
Strategic Plan Projects	Strategic Plan Alignment
Assess current science of cumulative health impacts; make policy recommendations to the Air District	2.11 - Cumulative Health Impacts
Partner with communities to understand their exp. w/air pollution and the sources that concern them.	2.01 - Community Partnership
Recommend policy changes to permit programs to reflect current science on cumulative health impacts.	4.03 - Consistent Permits

	Program Actual	Approved Program Budget	Amended Program Budget	Proposed Program Budget	FTE/Dollar Change	Percent Change
	2024	2025	2025	2026	\$	%
Number of Positions (FTE)	0.12	0.07	0.07	0.17	0.10	142.86%
Personnel Expenditures						
Permanent Salaries	13,113	7,719	7,719	20,633	12,914	167.30%
Overtime Salaries	23					
Payroll Taxes	207	108	108	294	186	172.22%
Pension Benefits	2,607	1,591	1,591	3,915	2,324	146.07%
FICA Replacement Benefits	285	254	254	592	338	133.07%
Group Insurance Benefits	1,665	1,124	1,124	2,706	1,582	140.75%
Transportation Subsidy	52	72	72	215	143	198.61%
Workers' Compensation	40	34	34	71	37	108.82%
Discretionary Contribution	1,183	486	486	1,183	697	143.42%
Board Stipends	92,622	147,240	147,240		(147,240)	(100.00)%
Total Personnel Expenditures	111,797	158,628	158,628	29,609	(129,019)	(81.33)%
Services & Supplies Expenditures						
Travel	12,031	45,000	45,000	47,705	2,705	6.01%
Training & Education	521	3,000	3,000	4,000	1,000	33.33%
Professional Services		31,500	31,500	24,500	(7,000)	(22.22)%
Total Services & Supplies Expenditures	12,552	79,500	79,500	76,205	(3,295)	(4.14)%
Capital Expenditures						
Total Expenditures	124,349	238,128	238,128	105,814	(132,314)	(55.56)%

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Finance Division

The Finance Division holds the responsibility for managing the organization's financial resources, ensuring accurate recording, reporting, and auditing of financial transactions in accordance with the standards set by the Governmental Accounting Standards Board (GASB) and Generally Accepted Accounting Principles (GAAP). Its primary objective is to oversee the financial well-being of the agency, ensuring financial stability within established budgetary limits.

Key functions:

- Budget Development & Financial Planning – Prepares and administers the annual budget, forecasts revenue and expenditures, and ensures financial sustainability.
- Accounting & Financial Reporting – Maintains accurate financial records, processes transactions, and prepares financial statements in compliance with regulatory standards.
- Procurement & Contract Management – Oversees purchasing, vendor contracts, and ensures compliance with procurement policies and regulations.
- Grants & Revenue Management – Administers grant funding, monitors financial performance, and ensures proper use of funds for air quality programs.
- Payroll & Accounts Payable/Receivable – Manages payroll processing, vendor payments, and revenue collections to support financial operations.
- Internal Controls & Audit Compliance – Implements financial controls, conducts audits, and ensures adherence to financial policies and procedures.

Managing Division:		Finance Division
Contact Person:		Jun Pan
Program Purpose:		The Payroll Program is dedicated to ensuring accurate and timely compensation for all District employees. This program is responsible for administering every aspect of the payroll process, including calculating and processing employee salaries, managing leave accruals, and overseeing deductions for taxes, retirement contributions, and other withholdings. The Payroll Program also provides support for resolving payroll-related inquiries, maintains accurate payroll records, and collaborates with the Human Resources Office to ensure alignment with the District's policies and financial objectives.
Essential Functions		<ul style="list-style-type: none"> • Ensure accurate and timely processing of employee wages, including tax withholdings, deductions, and direct deposits, in compliance with all applicable laws and regulations. • Generate payroll reports and analyses to support management decisions, budget planning, audits, and compliance reviews. • Maintain accurate payroll records, ensure compliance with labor laws and payroll regulations, and prepare documentation for audits and reporting requirements. • Manage benefit deductions such as health insurance, retirement plans, and flexible spending accounts. • Prepare and file payroll tax reports (e.g., W-2s, 1099s, quarterly tax filings). • Provide training on payroll processes, ensure staff awareness of compliance requirements, and stay updated on changes to laws, regulations, and payroll systems. • Track employee leave accruals, usage, and balances (e.g., sick leave, vacation, PTO).
Strategic Plan Projects		Strategic Plan Alignment
Enhance Position Control: Transition DayForce payroll to position-based system		4.07 - Customer Service
Ensure Payroll Compliance: Conduct independent review of payroll procedures		4.07 - Customer Service
Improve Employee Experience: Deploy additional DayForce functionality		4.07 - Customer Service

	Program Actual	Approved Program Budget	Amended Program Budget	Proposed Program Budget	FTE/Dollar Change	Percent Change
	2024	2025	2025	2026	\$	%
Number of Positions (FTE)	2.31	2.32	2.32	4.54	2.22	95.69%
Personnel Expenditures						
Permanent Salaries	342,781	366,022	366,022	733,469	367,447	100.39%
Overtime Salaries	3,757			5,000	5,000	
Temporary Salaries	80,572					
Payroll Taxes	6,210	5,207	5,207	10,589	5,382	103.36%
Pension Benefits	90,293	74,323	74,323	140,390	66,067	88.89%
FICA Replacement Benefits	8,755	7,990	7,990	16,015	8,025	100.44%
Group Insurance Benefits	53,331	68,658	68,658	132,847	64,189	93.49%
Transportation Subsidy	1,460	2,255	2,255	5,829	3,574	158.49%
Workers' Compensation	1,058	1,071	1,071	1,912	841	78.52%
Discretionary Contribution	29,529	23,294	23,294	42,314	19,020	81.65%
Total Personnel Expenditures	617,746	548,820	548,820	1,088,365	539,545	98.31%
Services & Supplies Expenditures						
Travel	3,169	3,100	5,100	5,750	650	12.75%
Training & Education	2,450	4,065	5,065	9,450	4,385	86.57%
Professional Services	162,310	377,250	392,700	477,200	84,500	21.52%
Total Services & Supplies Expenditures	167,929	384,415	402,865	492,400	89,535	22.22%
Capital Expenditures						
Transfer In/Out	(53,379)					
Total Expenditures	732,296	933,235	951,685	1,580,765	629,080	66.10%

Managing Division:	
Finance Division	
Contact Person:	
Jun Pan	
Program Purpose:	
The Finance/Accounting Program oversees the Air District's fiscal stewardship and ensures financial accountability. Its responsibilities include managing accounting operations, processing vendor payments, handling permit fee receipts, overseeing asset management, and overseeing financial audits and reporting. Additionally, this Program prepares the annual budget, prepares annual financial statements, performs cost recovery analyses, and manages financial reporting for all federal and state grants.	
Essential Functions	
<ul style="list-style-type: none"> • Compiles and prepares the annual Air District's budget • Conduct and compile the annual cost recovery analysis. • Prepare quarterly comparison statements for the Finance and Administration Committee presentation. • Prepare for the annual audit of the District's financial records. • Prepared financial reports and analysis for stakeholders • Receives and process permit, property tax, and grant revenues • Process vendor invoices and issue payments 	
Strategic Plan Projects	Strategic Plan Alignment
Enhance Financial Performance Metrics to ensure alignment with Strategic Plan Goals	4.12 - Report Progress
Enhance Financial Transactions: Implement ACH payment option for customers and employees	4.07 - Customer Service
Optimize Fund Distribution: Payment and reporting of community-directed penalty funds	2.08 - Community-Directed Funds
Resource Optimization Support: Assist in evaluating cost containment and recovery strategies	4.11 - Align Resources
Streamline Financial Records Management: Digitize and index financial records	4.10 - Ensure Success

	Program Actual	Approved Program Budget	Amended Program Budget	Proposed Program Budget	FTE/Dollar Change	Percent Change
	2024	2025	2025	2026	\$	%
Number of Positions (FTE)	15.04	15.66	15.66	14.69	(0.97)	(6.19)%
Personnel Expenditures						
Permanent Salaries	2,118,329	2,333,032	2,333,046	2,246,340	(86,706)	(3.72)%
Overtime Salaries	5,261	6,000	6,000	5,000	(1,000)	(16.67)%
Temporary Salaries	14,794	80,000	80,000		(80,000)	(100.00)%
Payroll Taxes	32,874	33,354	33,354	32,461	(893)	(2.68)%
Pension Benefits	441,817	462,028	462,028	429,507	(32,521)	(7.04)%
FICA Replacement Benefits	47,801	53,922	53,922	51,827	(2,095)	(3.89)%
Group Insurance Benefits	274,316	394,736	394,736	386,623	(8,113)	(2.06)%
Transportation Subsidy	8,498	15,219	15,219	18,862	3,643	23.94%
Workers' Compensation	6,537	7,248	7,248	6,188	(1,060)	(14.62)%
Discretionary Contribution	168,985	148,453	148,453	129,445	(19,008)	(12.80)%
Total Personnel Expenditures	3,119,212	3,533,992	3,534,006	3,306,253	(227,753)	(6.44)%
Services & Supplies Expenditures						
Travel	4,467	11,625	14,625	10,300	(4,325)	(29.57)%
Training & Education	9,771	36,500	30,500	26,750	(3,750)	(12.30)%
Printing & Reproduction	6,176	6,650	6,650	8,300	1,650	24.81%
Professional Services	623,007	680,323	456,168	455,719	(449)	(0.10)%
Computer Hardware & Software	199	3,000	3,000	2,500	(500)	(16.67)%
Stationery & Office Supplies	647	1,000	1,000	1,800	800	80.00%
Minor Office Equipment		800	800		(800)	(100.00)%
Total Services & Supplies Expenditures	644,267	739,898	512,743	505,369	(7,374)	(1.44)%
Capital Expenditures						
Transfer In/Out	(241,029)					
Total Expenditures	3,522,450	4,273,890	4,046,749	3,811,622	(235,127)	(5.81)%

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Human Resources Division

The Human Resources Division is responsible for developing, implementing, and managing personnel policies and programs that support the organization's workforce. HR ensures compliance with labor laws and regulations while fostering a work environment that promotes employee engagement, equity, and professional growth.

Key Responsibilities:

- Talent Acquisition & Workforce Planning – Recruitment, selection, and onboarding processes to attract and retain a skilled and diverse workforce.
- Compensation & Benefits Administration – Managing competitive salary structures, benefits programs, and compliance with applicable labor agreements.
- Employee Relations & Labor Negotiations – Facilitating positive employee relations, managing grievances, and negotiating collective bargaining agreements.
- Training & Development – Providing professional development opportunities, leadership training, and employee performance management.
- HR Compliance & Risk Management – Ensuring adherence to federal, state, and local employment laws, workplace safety regulations, and equal employment opportunity (EEO) guidelines.
- Diversity, Equity & Inclusion (DEI) Initiatives – Promoting diversity and fostering an inclusive organizational culture.

Managing Division:	
Human Resources Division	
Contact Person:	
Judy Yu	
Program Purpose:	
Administer benefits, workers' compensation, and safety programs for District employees.	
Essential Functions	
<ul style="list-style-type: none"> • 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 leave program. • Administer worker's compensation, safety, and ergonomics program. • Conduct a variety of benefits, safety, and special trainings and events. • Administer requirements for fitness medical examinations. 	
Strategic Plan Projects	Strategic Plan Alignment
Re-vamp onboarding program and conduct quarterly orientations	3.06 - Support Employee Success

	Program Actual	Approved Program Budget	Amended Program Budget	Proposed Program Budget	FTE/Dollar Change	Percent Change
	2024	2025	2025	2026	\$	%
Number of Positions (FTE)	1.58	1.70	1.70	2.23	0.53	31.18%
Personnel Expenditures						
Permanent Salaries	223,402	263,321	263,321	338,706	75,385	28.63%
Overtime Salaries	12,206	8,000	8,000		(8,000)	(100.00)%
Temporary Salaries	68,180	100,000	100,000		(100,000)	(100.00)%
Payroll Taxes	409,428	3,733	3,733	4,849	1,116	29.90%
Pension Benefits	65,317	50,796	50,796	62,575	11,779	23.19%
FICA Replacement Benefits	6,183	5,854	5,854	7,880	2,026	34.61%
Group Insurance Benefits	3,386,228	3,623,278	3,623,278	3,767,323	144,045	3.98%
Transportation Subsidy	1,019	1,652	1,652	2,868	1,216	73.61%
Workers' Compensation	(165,960)	785	785	941	156	19.87%
Discretionary Contribution	22,560	16,751	16,751	19,514	2,763	16.49%
Total Personnel Expenditures	4,028,563	4,074,170	4,074,170	4,204,656	130,486	3.20%
Services & Supplies Expenditures						
Travel	8,007	8,500	8,500	10,000	1,500	17.65%
Training & Education	8,153	55,000	55,000	35,000	(20,000)	(36.36)%
Professional Services	96,275	145,000	171,787	150,000	(21,787)	(12.68)%
Shop & Field Supplies	17,703	35,000	36,838	35,000	(1,838)	(4.99)%
Total Services & Supplies Expenditures	130,138	243,500	272,125	230,000	(42,125)	(15.48)%
Capital Expenditures						
Transfer In/Out	(348,246)					
Total Expenditures	3,810,455	4,317,670	4,346,295	4,434,656	88,361	2.03%

Managing Division:	
Human Resources Division	
Contact Person:	
Judy Yu	
Program Purpose:	
Provide appropriate workplace learning and organization development to increase organizational effectiveness and results through training and development activities. Administer wellness events and activities to increase the well-being of the employees.	
Essential Functions	
<ul style="list-style-type: none"> • 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 compliance 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 viewpoint survey. • Monitor and comply with federal, state, and local regulations related to training. • Administer Form 700. 	
Strategic Plan Projects	Strategic Plan Alignment
Create a Catalog of existing Air District's Training	3.06 - Support Employee Success
Increase Air District employee, Board, and Advisory Committee knowledge of environmental justice	3.04 - Environmental Justice Expertise
Increase mentorship participation rates	3.06 - Support Employee Success
Launch an Employee Development Program	3.06 - Support Employee Success
Learning and development plan/ organizational development	4.07 - Customer Service
Roll out individual development plans	4.07 - Customer Service
Supervisor Learning Academy	3.06 - Support Employee Success

	Program Actual	Approved Program Budget	Amended Program Budget	Proposed Program Budget	FTE/Dollar Change	Percent Change
	2024	2025	2025	2026	\$	%
Number of Positions (FTE)	2.10	2.84	2.84	2.34	(0.50)	(17.61)%
Personnel Expenditures						
Permanent Salaries	308,630	393,968	393,968	378,139	(15,829)	(4.02)%
Overtime Salaries	10,998	5,000	5,000		(5,000)	(100.00)%
Payroll Taxes	4,833	5,574	5,574	5,514	(60)	(1.08)%
Pension Benefits	65,761	76,193	76,193	68,946	(7,247)	(9.51)%
FICA Replacement Benefits	6,591	9,792	9,792	8,252	(1,540)	(15.73)%
Group Insurance Benefits	40,004	64,850	64,850	53,264	(11,586)	(17.87)%
Transportation Subsidy	1,172	2,764	2,764	3,003	239	8.65%
Workers' Compensation	952	1,313	1,313	985	(328)	(24.98)%
Discretionary Contribution	22,174	24,994	24,994	21,815	(3,179)	(12.72)%
Total Personnel Expenditures	461,115	584,448	584,448	539,918	(44,530)	(7.62)%
Services & Supplies Expenditures						
Travel	1,206	4,300	4,300	5,000	700	16.28%
Training & Education	181,761	385,000	686,250	285,000	(401,250)	(58.47)%
Professional Services	87,388	350,000	369,500	200,000	(169,500)	(45.87)%
Total Services & Supplies Expenditures	270,355	739,300	1,060,050	490,000	(570,050)	(53.78)%
Capital Expenditures						
Transfer In/Out	(38,450)					
Total Expenditures	693,020	1,323,748	1,644,498	1,029,918	(614,580)	(37.37)%

Managing Division:	
Human Resources Division	
Contact Person:	
Judy Yu	
Program Purpose:	
Provide management and staff support in the area of employment relations.	
Essential Functions	
<ul style="list-style-type: none"> • Administer, interpret, and implement the Memorandum of Understanding (MOU) and Personnel Policies and Procedures of the Administrative Code. • Provide management and staff consultation. • Meet and negotiate 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. 	
Strategic Plan Projects	Strategic Plan Alignment

	Program Actual 2024	Approved Program Budget 2025	Amended Program Budget 2025	Proposed Program Budget 2026	FTE/Dollar Change \$	Percent Change %
Number of Positions (FTE)	2.01	2.97	2.97	1.83	(1.14)	(38.38)%
Number of Positions (LTCE)				1.00	1.00	
Personnel Expenditures						
Permanent Salaries	332,925	603,726	603,726	503,933	(99,793)	(16.53)%
Overtime Salaries	1,628	5,000	5,000		(5,000)	(100.00)%
Temporary Salaries		100,000	100,000		(100,000)	(100.00)%
Payroll Taxes	5,251	8,794	8,794	7,365	(1,429)	(16.25)%
Pension Benefits	109,103	119,448	119,448	93,916	(25,532)	(21.37)%
FICA Replacement Benefits	7,213	10,266	10,266	9,981	(285)	(2.78)%
Group Insurance Benefits	44,055	71,401	71,401	55,215	(16,186)	(22.67)%
Transportation Subsidy	1,189	2,897	2,897	3,633	736	25.41%
Workers' Compensation	1,027	1,377	1,377	1,192	(185)	(13.44)%
Discretionary Contribution	27,592	38,612	38,612	29,126	(9,486)	(24.57)%
Total Personnel Expenditures	529,983	961,521	961,521	704,361	(257,160)	(26.75)%
Services & Supplies Expenditures						
Travel		9,000	9,000	12,000	3,000	33.33%
Training & Education	4,866	11,000	13,750	11,000	(2,750)	(20.00)%
Professional Services	312,169	522,000	724,363	532,000	(192,363)	(26.56)%
Total Services & Supplies Expenditures	317,035	542,000	747,113	555,000	(192,113)	(25.71)%
Capital Expenditures						
Transfer In/Out	(45,814)					
Total Expenditures	801,204	1,503,521	1,708,634	1,259,361	(449,273)	(26.29)%

Managing Division:	
Human Resources Division	
Contact Person:	
Judy Yu	
Program Purpose:	
Administer a merit based recruitment and selection process for external and internal candidates to fill vacant positions.	
Essential Functions	
<ul style="list-style-type: none"> • Conduct merit-based testing and incorporate diversity, equity, and inclusion as part of the process. • Advertise and outreach vacant positions in various mediums to diversify applicant pool. • 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 • Conduct District-wide classification and compensation study. • Utilize various recruitment tools to streamline and conform with best hiring practices 	
Strategic Plan Projects	Strategic Plan Alignment
Develop a Pathway to Permanency Program	3.01 - A Diverse Workforce
Environmental Justice Law Fellowship	3.04 - Environmental Justice Expertise
Establish an Environmental Justice Scholarship program	3.01 - A Diverse Workforce
Integrate Diversity Awareness into Hiring Process	3.01 - A Diverse Workforce
Refine current Internship Program with DEI lens	3.01 - A Diverse Workforce

	Program Actual	Approved Program Budget	Amended Program Budget	Proposed Program Budget	FTE/Dollar Change	Percent Change
	2024	2025	2025	2026	\$	%
Number of Positions (FTE)	3.20	4.12	4.12	4.78	0.66	16.02%
Personnel Expenditures						
Permanent Salaries	489,149	637,576	637,576	756,329	118,753	18.63%
Overtime Salaries	10,278	10,000	10,000		(10,000)	(100.00)%
Temporary Salaries	145,056	100,000	100,000	100,000		
Payroll Taxes	8,911	9,037	9,037	10,797	1,760	19.48%
Pension Benefits	113,493	128,701	128,701	145,666	16,965	13.18%
FICA Replacement Benefits	13,079	14,198	14,198	16,863	2,665	18.77%
Group Insurance Benefits	76,246	71,698	71,698	99,636	27,938	38.97%
Transportation Subsidy	1,970	4,007	4,007	6,137	2,130	53.16%
Workers' Compensation	1,509	1,904	1,904	2,013	109	5.72%
Discretionary Contribution	47,266	40,557	40,557	43,614	3,057	7.54%
Total Personnel Expenditures	906,957	1,017,678	1,017,678	1,181,055	163,377	16.05%
Services & Supplies Expenditures						
Travel	6,780	8,500	8,500	10,000	1,500	17.65%
Training & Education	4,681	12,000	12,000	12,000		
Communications	63,590	50,000	50,550	60,000	9,450	18.69%
Professional Services	176,629	85,000	468,613	100,000	(368,613)	(78.66)%
Total Services & Supplies Expenditures	251,680	155,500	539,663	182,000	(357,663)	(66.28)%
Capital Expenditures						
Transfer In/Out	(78,307)					
Total Expenditures	1,080,330	1,173,178	1,557,341	1,363,055	(194,286)	(12.48)%

SERVICE AREA - GENERAL COUNSEL

Legal Division

The Legal Division, headed by the General Counsel, manages all of the Air District's legal affairs, providing legal advice, counseling and representation to the Board of Directors and its Committees, the Executive Officer/APCO, Air District staff, and the Advisory Council and Community Advisory Council in the execution of their respective statutory mandates and responsibilities.

The Legal Division's most prominent publicly visible role is in prosecuting enforcement cases to hold regulated entities accountable when they violate air quality regulations. The Air District's attorneys pursue financial penalties for violations referred by the Compliance and Enforcement Division, and in cases with ongoing violations, obtain orders from the Air District's independent Hearing Board and/or the California courts requiring the violator to come into compliance or shut down. The Legal Division regularly partners with other enforcement agencies such as the California Attorney General and local District Attorneys to bring appropriate litigation resources to bear, and it also has outside litigation firms on call if needed for bigger cases. The Legal Division also has a team of three small-claims case specialists who address more minor violations by smaller companies, which are prosecuted in small claims court if the violator refuses to pay their fine voluntarily.

The Legal Division also manages all litigation involving the Air District. In some cases this work is handled in-house by the Legal Division's attorneys, and in some cases the Legal Division manages representation by outside counsel where specialized expertise or additional litigation resources are required. The Legal Division also joins in coalitions with the California Attorney General, the California Air Resources Board, and others in challenging illegal rollbacks of air quality and climate protections, such as the denial of California's Clean Air Act "waiver" authorizing more stringent tailpipe standards for motor vehicles than the federal baseline.

In addition to litigation, the Legal Division plays an equally important role in advising the Board of Directors, the Executive Officer/APCO, and Air District staff on compliance with the myriad legal requirements that govern the agency's various program areas, including rulemaking, permitting, planning, grants and incentives, and AB 617 implementation, among others. Close engagement on legal compliance and risk management strategies is the best way to avoid litigation, and to put the Air District in the best position to prevail in the event litigation does arise.

The Legal Division also supports all of the Air District's business functions, including advising on personnel and human resources issues, drafting and reviewing contracts, handling insurance, tax, and real estate issues, and counseling on labor negotiations – either directly or through managing specialized outside counsel on specific issues. The Legal Division similarly provides counsel on important public agency legal requirements such as the Ralph M. Brown open meetings act, government ethics laws, and the California Public Records Act. The Air District's Public Records Coordinator resides within the Legal Division.

This fiscal year, the Legal Division's main focus will be on implementation of the Air District's Strategic Plan. Highlights include a new Enforcement Policy that incorporates environmental justice principles, and reflects community voices, experiences and perspectives, to ensure that we hold violators accountable to the maximum extent authorized by law; enhanced permitting approaches to ensure that the Air District is compliant with civil rights laws when it issues air permits; and the launch of an Environmental Justice Law Fellowship Program to provide new attorneys with experience in the Air District's equity and Environmental Justice work. The Air District's attorneys will also provide legal support to agency staff in all other areas of Strategic Plan implementation, as highlighted throughout this budget document.

Managing Division:	
Legal Division	
Contact Person:	
Carrie Schilling	
Program Purpose:	
To advise, counsel and assist the Board of Directors, the Advisory Council and Community Advisory Council, and the Executive Officer/APCO and Air District staff on all legal matters related to the Air District's clean air mission and operations.	
Essential Functions	
<ul style="list-style-type: none"> • Staff all meetings of the Board of Directors, Board Committee, Advisory Council, and Community Advisory Council 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, the Community Advisory Council, and the Executive Officer/APCO. • Review and comment on all legislative proposals affecting the Air 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, and enforcement. • Provide legal advice, direction and contract drafting to support administration of grants and incentive programs. • Advise and assist the Executive Officer/APCO and Air District staff in legal matters involving contracts, the Public Records Act, conflicts of interest, leases and copyrights. • Advise Air District staff and the Board of Directors on all issues related to the Federal Clean Air Act, California Health & Safety Code authorities, and associated State and Federal regulations. • Provide all staff support functions associated with the above activities. 	
Strategic Plan Projects	Strategic Plan Alignment
Develop program to hold regular community meetings to discuss compliance and enforcement activities	2.06 - Talk With Communities
Launch Environmental Justice Law Fellowship Program	3.01 - A Diverse Workforce 3.02 - Be Welcoming and Inclusive 3.04 - Environmental Justice Expertise
Support the Engineering Division and Civil Rights Office to ensure compliance with civil rights law	2.10 - Civil Rights Laws

	Program Actual 2024	Approved Program Budget 2025	Amended Program Budget 2025	Proposed Program Budget 2026	FTE/Dollar Change \$	Percent Change %
Number of Positions (FTE)	6.47	8.45	8.45	7.43	(1.02)	(12.07)%
Personnel Expenditures						
Permanent Salaries	1,385,172	1,799,943	1,799,943	1,614,854	(185,089)	(10.28)%
Overtime Salaries	830	1,000	1,000		(1,000)	(100.00)%
Temporary Salaries	32,640	195,000	195,000	195,000		
Payroll Taxes	21,762	26,757	26,757	25,157	(1,600)	(5.98)%
Pension Benefits	339,917	357,486	357,486	305,615	(51,871)	(14.51)%
FICA Replacement Benefits	31,002	29,088	29,088	26,212	(2,876)	(9.89)%
Group Insurance Benefits	183,236	178,539	178,539	156,680	(21,859)	(12.24)%
Transportation Subsidy	4,942	8,209	8,209	9,540	1,331	16.21%
Workers' Compensation	4,274	3,901	3,901	3,130	(771)	(19.76)%
Discretionary Contribution	113,716	115,218	115,218	93,639	(21,579)	(18.73)%
Total Personnel Expenditures	2,117,491	2,715,141	2,715,141	2,429,827	(285,314)	(10.51)%
Services & Supplies Expenditures						
Travel	3,531	4,500	7,675	5,750	(1,925)	(25.08)%
Training & Education	2,606	6,500	3,512	20,300	16,788	478.02%
Communications	1,124	1,500	1,500	900	(600)	(40.00)%
Postage	57			100	100	
Professional Services	265,608	312,000	722,134	222,000	(500,134)	(69.26)%
Stationery & Office Supplies	124	1,400	3,400	1,600	(1,800)	(52.94)%
Books & Journals	70,263	130,000	136,750	145,000	8,250	6.03%
Total Services & Supplies Expenditures	343,313	455,900	874,971	395,650	(479,321)	(54.78)%
Capital Expenditures						
Transfer In/Out	(149,218)					
Total Expenditures	2,311,586	3,171,041	3,590,112	2,825,477	(764,635)	(21.30)%

Managing Division:	
Legal Division	
Contact Person:	
Alexandra Kamel	
Program Purpose:	
To represent the APCO in all proceedings involving variances, orders of abatement, and permit appeals before the Air District's Hearing Board.	
Essential Functions	
<ul style="list-style-type: none"> • 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. 	
Strategic Plan Projects	Strategic Plan Alignment
Develop Enforcement Policy to seek Hearing Board abatement orders against recalcitrant violators	1.06 - New Enforcement Policy

	Program Actual	Approved Program Budget	Amended Program Budget	Proposed Program Budget	FTE/Dollar Change	Percent Change
	2024	2025	2025	2026	\$	%
Number of Positions (FTE)	0.32	0.15	0.15	0.14	(0.01)	(6.67)%
Personnel Expenditures						
Permanent Salaries	71,382	39,246	39,246	33,902	(5,344)	(13.62)%
Overtime Salaries	142					
Payroll Taxes	1,098	623	623	517	(106)	(17.01)%
Pension Benefits	9,515	7,500	7,500	6,969	(531)	(7.08)%
FICA Replacement Benefits	1,661	533	533	509	(24)	(4.50)%
Group Insurance Benefits	9,175	2,243	2,243	2,171	(72)	(3.21)%
Transportation Subsidy	191	150	150	185	35	23.33%
Workers' Compensation	220	71	71	61	(10)	(14.08)%
Discretionary Contribution	6,417	2,519	2,519	1,968	(551)	(21.87)%
Total Personnel Expenditures	99,801	52,885	52,885	46,282	(6,603)	(12.49)%
Services & Supplies Expenditures						
Capital Expenditures						
Total Expenditures	99,801	52,885	52,885	46,282	(6,603)	(12.49)%

Managing Division:	
Legal Division	
Contact Person:	
Alexandra Kamel	
Program Purpose:	
To hold those who violate Air District regulations accountable by assessing monetary penalties as provided for in the California Health and Safety Code, by pursuing injunctive relief to address any ongoing noncompliance, by removing any economic benefit gained from the noncompliance, and by providing an effective deterrence against future violations.	
Essential Functions	
<ul style="list-style-type: none"> • 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). 	
Strategic Plan Projects	Strategic Plan Alignment
Develop Enforcement Policy with environmental justice principles and community input for enforcement	1.06 - New Enforcement Policy
Develop enhanced investigation report, guidelines, and training materials to improve enforcement	1.05 - Enhance Violation Investigations

Legal Enforcement & Penalty Assessment

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	Program Actual	Approved Program Budget	Amended Program Budget	Proposed Program Budget	FTE/Dollar Change	Percent Change
	2024	2025	2025	2026	\$	%
Number of Positions (FTE)	7.26	6.96	6.96	9.76	2.80	40.23%
Personnel Expenditures						
Permanent Salaries	1,409,555	1,453,984	1,453,984	2,045,038	591,054	40.65%
Temporary Salaries	33,838	58,286	58,286		(58,286)	(100.00)%
Payroll Taxes	21,780	21,504	21,504	31,022	9,518	44.26%
Pension Benefits	239,696	293,519	293,519	387,272	93,753	31.94%
FICA Replacement Benefits	32,042	23,937	23,937	34,416	10,479	43.78%
Group Insurance Benefits	182,104	119,899	119,899	197,208	77,309	64.48%
Transportation Subsidy	4,957	6,756	6,756	12,526	5,770	85.41%
Workers' Compensation	4,350	3,210	3,210	4,109	899	28.01%
Discretionary Contribution	107,621	93,043	93,043	118,519	25,476	27.38%
Total Personnel Expenditures	2,035,943	2,074,138	2,074,138	2,830,110	755,972	36.45%
Services & Supplies Expenditures						
Travel		2,300	2,300		(2,300)	(100.00)%
Professional Services		75,000	75,000	225,000	150,000	200.00%
Total Services & Supplies Expenditures		77,300	77,300	225,000	147,700	191.07%
Capital Expenditures						
Total Expenditures	2,035,943	2,151,438	2,151,438	3,055,110	903,672	42.00%

Managing Division:		Legal Division
Contact Person:		Carrie Schilling
Program Purpose:		To represent and oversee Air District representation in litigation in State and Federal courts.
Essential Functions		<ul style="list-style-type: none"> • 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.
Strategic Plan Projects		Strategic Plan Alignment
Maintain a bench of qualified outside counsel to assist with litigation for major violations		1.06 - New Enforcement Policy
Work with CARB/AG/DAs and others to ensure appropriate enforcement resources for major violations		1.06 - New Enforcement Policy

	Program Actual	Approved Program Budget	Amended Program Budget	Proposed Program Budget	FTE/Dollar Change	Percent Change
	2024	2025	2025	2026	\$	%
Number of Positions (FTE)	0.61	1.09	1.09	0.84	(0.25)	(22.94)%
Personnel Expenditures						
Permanent Salaries	144,645	183,732	183,732	171,950	(11,782)	(6.41)%
Temporary Salaries	1,837					
Payroll Taxes	2,256	2,691	2,691	2,677	(14)	(0.52)%
Pension Benefits	20,241	37,849	37,849	33,771	(4,078)	(10.77)%
FICA Replacement Benefits	3,143	3,786	3,786	2,953	(833)	(22.00)%
Group Insurance Benefits	18,020	16,417	16,417	17,827	1,410	8.59%
Transportation Subsidy	420	1,068	1,068	1,075	7	0.66%
Workers' Compensation	446	508	508	353	(155)	(30.51)%
Discretionary Contribution	12,249	11,707	11,707	9,962	(1,745)	(14.91)%
Total Personnel Expenditures	203,257	257,758	257,758	240,568	(17,190)	(6.67)%
Services & Supplies Expenditures						
Travel	300	100	100	100		
Postage	26	100	100	100		
Professional Services	271,770	205,000	1,216,940	157,000	(1,059,940)	(87.10)%
Books & Journals		7,000	7,000	7,000		
Minor Office Equipment		1,000	1,000	1,000		
Total Services & Supplies Expenditures	272,096	213,200	1,225,140	165,200	(1,059,940)	(86.52)%
Capital Expenditures						
Total Expenditures	475,353	470,958	1,482,898	405,768	(1,077,130)	(72.64)%

SERVICE AREA – INFORMATION MANAGEMENT

Enterprise Technology Solutions Division

The Systems Development team supports five major objectives for the Air District. The first objective is to modernize permitting, compliance, and enforcement systems through business process improvement to enhance efficiency and effectiveness. The second objective is to maintain a secure, reliable, and accessible public web presence, including proactive digital notifications, equity through access to information, 508 compliance, and language translation services to meet diverse community needs. The third objective focuses on creating and supporting a seamless digital payment experience for customers, driving online adoption, enhancing business continuity, and expanding capabilities to incorporate outbound digital payments. The fourth objective involves providing support and governance for low-code and no-code platforms, empowering business users with agile development tools while ensuring security, compliance, and alignment with the District's IT standards. Lastly, the team is responsible for managing records and supporting Public Records Act (PRA) compliance through IT systems. This includes ensuring the retention, accessibility, and secure management of records to meet legal and regulatory obligations while supporting transparency and responsiveness to public records requests.

Managing Division:	
Enterprise Technology Solutions Division	
Contact Person:	
Joy Chen	
Program Purpose:	
This program provides software design, development, implementation, cloud infrastructure support and professional services coordination for the Online Permitting & Compliance System.	
Essential Functions	
<ul style="list-style-type: none"> • Software Development • Business Analysis • Software Testing and QA 	
Strategic Plan Projects	Strategic Plan Alignment
Community Benefit Program IT Improvements	2.08 - Community-Directed Funds 4.10 - Ensure Success
Electronic Tool for Community Air Monitoring	1.01 - Change Approach to Air Quality 2.01 - Community Partnership
Enhanced Facility Data Tools	2.03 - Make Data Accessible 4.01 - Timely Permits
Financial System and JDE Upgrades	4.10 - Ensure Success
New Grants Management System	2.01 - Community Partnership 4.10 - Ensure Success
Permitting Reporting and Tracking Enhancements	4.01 - Timely Permits 4.03 - Consistent Permits

Software Development and Maintenance

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	Program Actual 2024	Approved Program Budget 2025	Amended Program Budget 2025	Proposed Program Budget 2026	FTE/Dollar Change \$	Percent Change %
Number of Positions (FTE)	7.61	6.40	6.40	11.39	4.99	77.97%
Number of Positions (LTCE)				1.00	1.00	
Personnel Expenditures						
Permanent Salaries	1,373,021	1,185,106	1,185,106	2,241,178	1,056,072	89.11%
Overtime Salaries	4,553					
Temporary Salaries	170,680					
Payroll Taxes	21,190	17,083	17,083	32,492	15,409	90.20%
Pension Benefits	274,481	238,119	238,119	434,796	196,677	82.60%
FICA Replacement Benefits	31,386	22,042	22,042	43,694	21,652	98.23%
Group Insurance Benefits	181,828	131,058	131,058	256,454	125,396	95.68%
Transportation Subsidy	4,909	6,221	6,221	15,902	9,681	155.62%
Workers' Compensation	4,237	2,956	2,956	5,217	2,261	76.49%
Discretionary Contribution	103,595	75,671	75,671	129,571	53,900	71.23%
Total Personnel Expenditures	2,169,880	1,678,256	1,678,256	3,159,304	1,481,048	88.25%
Services & Supplies Expenditures						
Travel	515	13,000	13,000	13,000		
Training & Education		16,000	16,000	16,000		
Communications	3,309	2,777	2,777	2,777		
Professional Services		166,000	329,000	166,000	(163,000)	(49.54)%
Computer Hardware & Software	677	104,000	231,500	104,000	(127,500)	(55.08)%
Total Services & Supplies Expenditures	4,501	301,777	592,277	301,777	(290,500)	(49.05)%
Capital Expenditures						
Computer & Network	3,729,997	3,600,000	5,313,375	3,600,000	(1,713,375)	(32.25)%
Total Capital Expenditures	3,729,997	3,600,000	5,313,375	3,600,000	(1,713,375)	(32.25)%
Total Expenditures	5,904,378	5,580,033	7,583,908	7,061,081	(522,827)	(6.89)%

Managing Division:	
Enterprise Technology Solutions Division	
Contact Person:	
Anja Page	
Program Purpose:	
This program supports and maintains the agency's online presence providing the public with 24/7 access to information about air quality.	
Essential Functions	
<ul style="list-style-type: none"> • 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 	
Strategic Plan Projects	Strategic Plan Alignment
Annual Report on Website	2.06 - Talk With Communities
Comprehensive change to BAAQMD.gov Website	2.03 - Make Data Accessible
Data Portal for Website	2.03 - Make Data Accessible
Maps Replacement on Website	2.03 - Make Data Accessible

Website Development & Maintenance

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	Program Actual	Approved Program Budget	Amended Program Budget	Proposed Program Budget	FTE/Dollar Change	Percent Change
	2024	2025	2025	2026	\$	%
Number of Positions (FTE)	2.03	2.02	2.02	3.10	1.08	53.47%
Personnel Expenditures						
Permanent Salaries	349,823	338,541	338,541	482,243	143,702	42.45%
Overtime Salaries	397	1,395	1,395		(1,395)	(100.00)%
Payroll Taxes	5,453	4,807	4,807	6,905	2,098	43.64%
Pension Benefits	77,165	69,181	69,181	93,131	23,950	34.62%
FICA Replacement Benefits	7,973	6,948	6,948	10,926	3,978	57.25%
Group Insurance Benefits	46,014	48,412	48,412	80,499	32,087	66.28%
Transportation Subsidy	1,203	1,961	1,961	3,977	2,016	102.80%
Workers' Compensation	1,079	932	932	1,305	373	40.02%
Discretionary Contribution	28,087	21,574	21,574	27,800	6,226	28.86%
Total Personnel Expenditures	517,194	493,751	493,751	706,786	213,035	43.15%
Services & Supplies Expenditures						
Training & Education		5,400	5,400	5,400		
Communications	1,709	1,828	1,828	1,828		
Printing & Reproduction	2,684	200,000	200,000	200,000		
Professional Services	1,009,940	324,000	1,076,239	324,000	(752,239)	(69.90)%
Computer Hardware & Software	5,541	137,389	247,389	137,389	(110,000)	(44.46)%
Total Services & Supplies Expenditures	1,019,874	668,617	1,530,856	668,617	(862,239)	(56.32)%
Capital Expenditures						
Transfer In/Out	(43,600)					
Total Expenditures	1,493,468	1,162,368	2,024,607	1,375,403	(649,204)	(32.07)%

Managing Division:	
Enterprise Technology Solutions Division	
Contact Person:	
Magen Holloway	
Program Purpose:	
To provide archival and retrieval services for the District's records produced by various Divisions.	
Essential Functions	
<ul style="list-style-type: none"> • 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. 	
Strategic Plan Projects	Strategic Plan Alignment
Digitizing Remaining Physical Records	4.10 - Ensure Success
Ensure all Air District Divisions have access to OnBase	4.10 - Ensure Success
Finalize Records Retention for Human Resources into OnBase	4.10 - Ensure Success
Integrate Documents from the Permitting and Compliance System (formerly NPS) with OnBase	4.10 - Ensure Success
Integrate OnBase to the Air District Website for Public Records Request Portal	2.03 - Make Data Accessible

	Program Actual	Approved Program Budget	Amended Program Budget	Proposed Program Budget	FTE/Dollar Change	Percent Change
	2024	2025	2025	2026	\$	%
Number of Positions (FTE)	1.01	3.00	3.00	1.03	(1.97)	(65.67)%
Personnel Expenditures						
Permanent Salaries	197,338	428,202	428,202	211,982	(216,220)	(50.49)%
Temporary Salaries	83,682	95,000	95,000		(95,000)	(100.00)%
Payroll Taxes	4,373	5,993	5,993	3,045	(2,948)	(49.19)%
Pension Benefits	60,239	83,764	83,764	43,970	(39,794)	(47.51)%
FICA Replacement Benefits	6,013	10,332	10,332	3,642	(6,690)	(64.75)%
Group Insurance Benefits	36,702	77,899	77,899	28,600	(49,299)	(63.29)%
Transportation Subsidy	983	2,916	2,916	1,326	(1,590)	(54.53)%
Workers' Compensation	609	1,386	1,386	435	(951)	(68.61)%
Discretionary Contribution	21,459	26,284	26,284	12,281	(14,003)	(53.28)%
Total Personnel Expenditures	411,398	731,776	731,776	305,281	(426,495)	(58.28)%
Services & Supplies Expenditures						
Travel	430					
Training & Education				10,000	10,000	
Communications	7,498					
Utilities	569					
Printing & Reproduction	8,110	100,000	186,890	100,000	(86,890)	(46.49)%
Rents & Leases	21,307					
Professional Services	80,788	200,000	317,161	200,000	(117,161)	(36.94)%
Shop & Field Supplies	1,114	10,000	10,028	10,000	(28)	(0.28)%
Computer Hardware & Software		75,000	75,388	75,000	(388)	(0.51)%
Stationery & Office Supplies		6,000	6,000	6,000		
Non-Capital Assets	35,386					
Total Services & Supplies Expenditures	155,202	391,000	595,467	401,000	(194,467)	(32.66)%
Capital Expenditures						
Office Equipment		110,000	110,000	110,000		
Total Capital Expenditures		110,000	110,000	110,000		
Total Expenditures	566,600	1,232,776	1,437,243	816,281	(620,962)	(43.21)%

Managing Division:	
Enterprise Technology Solutions Division	
Contact Person:	
Patricia Roman	
Program Purpose:	
This program provides funding for engineering subject matter expert to provide software design, user acceptance testing, and implementation for the Online Permit Billing System (OPBS) for Air District permitting activities.	
Essential Functions	
<ul style="list-style-type: none">• Data Quality Assurance• Data Services Management• Development and Maintenance of Reporting Systems• Development Operations Infrastructure and Workflow Management	
Strategic Plan Projects	Strategic Plan Alignment
Consolidate Azure Environments	4.10 - Ensure Success
Documentation and Security Services	4.10 - Ensure Success

	Program Actual	Approved Program Budget	Amended Program Budget	Proposed Program Budget	FTE/Dollar Change	Percent Change
	2024	2025	2025	2026	\$	%
Number of Positions (FTE)	3.76	7.16	7.16	3.04	(4.12)	(57.54)%
Personnel Expenditures						
Permanent Salaries	570,108	1,158,261	1,158,261	506,290	(651,971)	(56.29)%
Overtime Salaries	49,478	33,207	33,207		(33,207)	(100.00)%
Payroll Taxes	9,171	16,451	16,451	7,268	(9,183)	(55.82)%
Pension Benefits	161,171	236,812	236,812	96,680	(140,132)	(59.17)%
FICA Replacement Benefits	12,587	24,659	24,659	10,707	(13,952)	(56.58)%
Group Insurance Benefits	73,611	156,786	156,786	50,395	(106,391)	(67.86)%
Transportation Subsidy	2,034	6,960	6,960	3,897	(3,063)	(44.01)%
Workers' Compensation	1,759	3,307	3,307	1,278	(2,029)	(61.35)%
Discretionary Contribution	48,619	73,752	73,752	29,226	(44,526)	(60.37)%
Total Personnel Expenditures	928,538	1,710,195	1,710,195	705,741	(1,004,454)	(58.73)%
Services & Supplies Expenditures						
Training & Education		16,342	16,342	16,342		
Communications		189	189	189		
Professional Services	101,662	575,000	575,000	575,000		
Computer Hardware & Software		27,781	27,781	27,781		
Total Services & Supplies Expenditures	101,662	619,312	619,312	619,312		
Capital Expenditures						
Total Expenditures	1,030,200	2,329,507	2,329,507	1,325,053	(1,004,454)	(43.12)%

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Information Services Division

The Information Services Division is responsible for managing the Air District's technology infrastructure, cybersecurity, and user support, enabling secure, efficient, and reliable operations. This includes the design, implementation, and maintenance of critical IT systems such as servers, email, telecommunications, networks, file storage, and disaster recovery solutions. By prioritizing security and operational resilience, the division enables consistent and reliable functionality across the Air District's technological landscape.

The division provides comprehensive technical assistance to staff, supporting their effective use of technology and ensuring timely resolution of technical challenges. Through proactive cybersecurity measures—such as vulnerability assessments, continuous monitoring, incident response, and employee training—the division safeguards the Air District's digital assets and systems from evolving threats. By integrating robust IT management, advanced cybersecurity practices, and responsive user support, the Information Services Division plays a vital role in enabling the Air District to achieve its mission and strategic goals.

Managing Division:	
Information Services Division	
Contact Person:	
Patricia Roman	
Program Purpose:	
The Engineering and Operations Program is responsible for designing, implementing, securing, and maintaining the Air District's core IT infrastructure. This includes managing all computer servers, email systems, telecommunications, networks, file storage, and business continuity/disaster recovery solutions, as well as enabling secure remote connectivity. The program prioritizes robust security and operational efficiency to ensure uninterrupted services.	
Essential Functions	
<ul style="list-style-type: none"> • Administration of telecommunications equipment • Administration of Virtual servers. • Configuration and administration of network routers, switches, firewalls and internet access. • Support and administer DNS servers. • Administration of desktop operating system and applications software. • Administration of Windows Active Directory and servers. • Administration and maintenance of Information Storage • 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 	
Strategic Plan Projects	Strategic Plan Alignment
Technology Infrastructure Modernization	4.10 - Ensure Success 4.11 - Align Resources

	Program Actual 2024	Approved Program Budget 2025	Amended Program Budget 2025	Proposed Program Budget 2026	FTE/Dollar Change \$	Percent Change %
Number of Positions (FTE)	3.48	7.00	7.00	8.16	1.16	16.57%
Number of Positions (LTCE)				1.00	1.00	
Personnel Expenditures						
Permanent Salaries	580,683	1,157,188	1,157,188	1,504,197	347,009	29.99%
Overtime Salaries	1,566					
Payroll Taxes	9,062	16,427	16,427	21,748	5,321	32.39%
Pension Benefits	227,872	231,935	231,935	281,103	49,168	21.20%
FICA Replacement Benefits	12,724	24,108	24,108	32,322	8,214	34.07%
Group Insurance Benefits	78,110	195,611	195,611	258,372	62,761	32.08%
Transportation Subsidy	2,294	6,804	6,804	11,764	4,960	72.90%
Workers' Compensation	1,792	3,233	3,233	3,859	626	19.36%
Discretionary Contribution	44,335	73,719	73,719	86,805	13,086	17.75%
Total Personnel Expenditures	958,438	1,709,025	1,709,025	2,200,170	491,145	28.74%
Services & Supplies Expenditures						
Travel		22,600	22,600	22,600		
Training & Education	31,923	60,000	120,000	60,000	(60,000)	(50.00)%
Repair & Maintenance	986,817	1,555,800	2,223,549	640,800	(1,582,749)	(71.18)%
Communications	10,191	22,000	22,000	22,000		
Printing & Reproduction	413					
Professional Services	431,402	590,000	822,376	470,000	(352,376)	(42.85)%
Computer Hardware & Software	170,593	362,850	375,774	1,278,850	903,076	240.32%
Stationery & Office Supplies	1,434					
Total Services & Supplies Expenditures	1,632,773	2,613,250	3,586,299	2,494,250	(1,092,049)	(30.45)%
Capital Expenditures						
Computer & Network			1,674,080		(1,674,080)	(100.00)%
Communications Equipment	48,265		129,136		(129,136)	(100.00)%
Total Capital Expenditures	48,265		1,803,216		(1,803,216)	(100.00)%
Transfer In/Out	(79,463)					
Total Expenditures	2,560,013	4,322,275	7,098,540	4,694,420	(2,404,120)	(33.87)%

Managing Division:	
Information Services Division	
Contact Person:	
Duane Vazquez	
Program Purpose:	
The User Support Program provides comprehensive technical assistance to District staff and other stakeholders. This program enables timely resolution of technical issues, offering training and guidance for the effective use of the Air District's technology platforms. The program also enables secure workflows, authorizations and compliance for all Information Services tasks through a specialized ticketing system.	
Essential Functions	
<ul style="list-style-type: none"> • Administration of desktop operating system and applications software. • Administration of 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. • Agency wide ticketing and tracking of user support incidents • Agency wide tracking of technology equipment performance, maintenance and failure rate • Management of approvals and authroization for IT change management 	
Strategic Plan Projects	Strategic Plan Alignment
Service Management Process Improvements	4.10 - Ensure Success 4.11 - Align Resources
Standardized Technology Configuration Management	4.07 - Customer Service

	Program Actual	Approved Program Budget	Amended Program Budget	Proposed Program Budget	FTE/Dollar Change	Percent Change
	2024	2025	2025	2026	\$	%
Number of Positions (FTE)	4.31	5.00	5.00	5.16	0.16	3.20%
Personnel Expenditures						
Permanent Salaries	607,159	709,169	709,169	784,827	75,658	10.67%
Overtime Salaries	5,699					
Temporary Salaries	5,588					
Payroll Taxes	9,350	10,031	10,031	11,260	1,229	12.25%
Pension Benefits	54,653	139,275	139,275	148,388	9,113	6.54%
FICA Replacement Benefits	13,554	17,220	17,220	18,210	990	5.75%
Group Insurance Benefits	77,881	109,152	109,152	104,089	(5,063)	(4.64)%
Transportation Subsidy	1,986	4,860	4,860	6,628	1,768	36.38%
Workers' Compensation	1,874	2,309	2,309	2,174	(135)	(5.85)%
Discretionary Contribution	47,541	45,017	45,017	45,220	203	0.45%
Total Personnel Expenditures	825,285	1,037,033	1,037,033	1,120,796	83,763	8.08%
Services & Supplies Expenditures						
Travel		2,000	2,000	2,000		
Training & Education		35,000	70,000		(70,000)	(100.00)%
Repair & Maintenance	7,488	18,000	18,564	18,000	(564)	(3.04)%
Communications	6,239	20,000	21,131	20,000	(1,131)	(5.35)%
Professional Services		100,000	449,338	100,000	(349,338)	(77.75)%
Computer Hardware & Software	120,974	444,000	556,083	630,000	73,917	13.29%
Total Services & Supplies Expenditures	134,701	619,000	1,117,116	770,000	(347,116)	(31.07)%
Capital Expenditures						
Transfer In/Out	(71,341)					
Total Expenditures	888,645	1,656,033	2,154,149	1,890,796	(263,353)	(12.23)%

Managing Division:		Information Services Division
Contact Person:		Patricia Roman
Program Purpose:		The Cyber Security Program focuses on protecting the Air District's information systems by detecting and responding to threats, managing vulnerabilities, and ensuring compliance with security policies. Key responsibilities include monitoring for suspicious activity, managing access controls, and coordinating incident response to mitigate risks. By leveraging tools like Security Information Event Managers for analytics and collaborating with IT Operations and DevOps teams, SecOps integrates security into daily operations. The program institutes continuous improvement through training, threat analysis, and adopting emerging technologies helps maintain a strong security posture and safeguard organizational assets.
Essential Functions		<ul style="list-style-type: none"> Access Control and Identity Management: Implement and manage role-based access controls and authentication mechanisms to safeguard sensitive data. Compliance and Policy Enforcement: Ensure adherence to regulatory standards and enforce security policies across the organization. Incident Management: Develop and execute response plans, including root cause analysis and recovery, to handle security breaches effectively. Threat Detection and Response: Monitor systems for suspicious activity, investigate incidents, and rapidly mitigate threats to minimize impact. Vulnerability Management: Conduct assessments, manage patches, and address security gaps to reduce risk.
Strategic Plan Projects		Strategic Plan Alignment
Enhance Stakeholder Systems		3.03 - One Air District Community
Ensure Transparency and Accountability with tools to track and ensure compliance with standards		4.10 - Ensure Success
Improve Infrastructure Efficiency		4.10 - Ensure Success
Strengthen Organizational Resilience		4.10 - Ensure Success
Support Remote Operational Continuity		4.10 - Ensure Success

	Program Actual	Approved Program Budget	Amended Program Budget	Proposed Program Budget	FTE/Dollar Change	Percent Change
	2024	2025	2025	2026	\$	%
Number of Positions (FTE)				2.07	2.07	
Personnel Expenditures						
Permanent Salaries				364,669	364,669	
Payroll Taxes				5,230	5,230	
Pension Benefits				70,714	70,714	
FICA Replacement Benefits				7,285	7,285	
Group Insurance Benefits				55,105	55,105	
Transportation Subsidy				2,651	2,651	
Workers' Compensation				870	870	
Discretionary Contribution				21,074	21,074	
Total Personnel Expenditures				527,598	527,598	
Services & Supplies Expenditures						
Travel				2,000	2,000	
Training & Education				5,000	5,000	
Professional Services				120,000	120,000	
Total Services & Supplies Expenditures				127,000	127,000	
Capital Expenditures						
Total Expenditures				654,598	654,598	

SERVICE AREA - PUBLIC AFFAIRS

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:		Miranda Iglesias
Program Purpose:		Provide proactive outreach to media to inform the public about air quality issues, agency programs and initiatives and maintain positive media relations. 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 Spare the Air program and other Air District programs, initiatives, and regulations. Promote public behavior change to reduce air pollution and the impacts of climate change. Provide consistent internal communications messaging to agency staff. Support incident response by notifying the media and public about air quality incidents.
Essential Functions		
		<ul style="list-style-type: none"> • Maintain up-to-date and relevant air quality information on the Air District website. • Conduct Spare the Air public opinion surveys to evaluate program and measure behavior change. • 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 an internal communications program and create templates and brand guides to standardize agency-wide materials.
Strategic Plan Projects		Strategic Plan Alignment
Air District Rebrand Implementation		3.03 - One Air District Community
Conduct media training for PIOs and other Air District staff		3.06 - Support Employee Success
Conduct public speaking training for Air District staff		3.06 - Support Employee Success
Conduct Spare the Air public opinion surveys		4.06 - Inspire Action
Create Appliance Rule outreach and media campaign		4.06 - Inspire Action
Create internal communications strategy		3.03 - One Air District Community 3.06 - Support Employee Success
Create social media campaigns to highlight Air District projects		4.06 - Inspire Action
Create visually appealing content to support and highlight Air District programs		4.06 - Inspire Action
Highlight Air District projects and programs to the media		4.06 - Inspire Action
Implement Incident Response Communications Protocols		4.08 - Air Quality Incidents
Produce Air District Annual Report		4.12 - Report Progress

	Program Actual	Approved Program Budget	Amended Program Budget	Proposed Program Budget	FTE/Dollar Change	Percent Change
	2024	2025	2025	2026	\$	%
Number of Positions (FTE)	6.66	6.50	6.50	6.79	0.29	4.46%
Personnel Expenditures						
Permanent Salaries	1,050,097	1,238,422	1,238,422	1,214,475	(23,947)	(1.93)%
Overtime Salaries	3,157	7,000	7,000	7,000		
Temporary Salaries	8,096					
Payroll Taxes	16,427	17,821	17,821	18,140	319	1.79%
Pension Benefits	231,075	254,979	254,979	237,611	(17,368)	(6.81)%
FICA Replacement Benefits	24,571	25,511	25,511	23,958	(1,553)	(6.09)%
Group Insurance Benefits	140,330	151,744	151,744	158,240	6,496	4.28%
Transportation Subsidy	3,712	7,200	7,200	8,720	1,520	21.11%
Workers' Compensation	3,240	3,421	3,421	2,861	(560)	(16.37)%
Discretionary Contribution	85,654	78,913	78,913	70,198	(8,715)	(11.04)%
Total Personnel Expenditures	1,566,359	1,785,011	1,785,011	1,741,203	(43,808)	(2.45)%
Services & Supplies Expenditures						
Travel	220	14,000	14,000	14,000		
Training & Education	5,924	21,500	33,220	11,500	(21,720)	(65.38)%
Communications	15,451	47,000	47,000	52,000	5,000	10.64%
Postage		4,000	4,000	4,000		
Printing & Reproduction	8,824	42,500	42,500	42,500		
Professional Services	613,251	540,410	993,049	1,125,000	131,951	13.29%
Shop & Field Supplies	175	500	500	500		
Stationery & Office Supplies		4,000	4,000	4,000		
Minor Office Equipment		1,000	1,000	1,000		
Total Services & Supplies Expenditures	643,845	674,910	1,139,269	1,254,500	115,231	10.11%
Capital Expenditures						
Transfer In/Out	(89,803)					
Total Expenditures	2,120,401	2,459,921	2,924,280	2,995,703	71,423	2.44%

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.
Essential Functions		<ul style="list-style-type: none"> • 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 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 the 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.
Strategic Plan Projects		Strategic Plan Alignment
Conduct door-to-door outreach in selected neighborhoods on wood smoke rule		4.06 - Inspire Action
Conduct STA winter public opinion surveys		2.02 - Collect Community Data
Disseminate STA notifications for PM		4.06 - Inspire Action
Implementation of STA winter advertising & outreach campaign		4.06 - Inspire Action
Inform the public about the health impacts of wood smoke		2.04 - Community Health Data
Sponsor and attend community events		2.06 - Talk With Communities 2.07 - Understand Local Air Pollution

	Program Actual	Approved Program Budget	Amended Program Budget	Proposed Program Budget	FTE/Dollar Change	Percent Change
	2024	2025	2025	2026	\$	%
Number of Positions (FTE)	0.63	1.17	1.17	1.86	0.69	58.97%
Personnel Expenditures						
Permanent Salaries	109,809	171,496	171,496	320,145	148,649	86.68%
Overtime Salaries	8,375	2,000	2,000	5,000	3,000	150.00%
Payroll Taxes	1,710	2,444	2,444	4,730	2,286	93.54%
Pension Benefits	32,990	36,064	36,064	61,749	25,685	71.22%
FICA Replacement Benefits	2,853	4,043	4,043	6,570	2,527	62.50%
Group Insurance Benefits	14,477	25,558	25,558	46,871	21,313	83.39%
Transportation Subsidy	264	1,141	1,141	2,391	1,250	109.55%
Workers' Compensation	339	542	542	784	242	44.65%
Discretionary Contribution	10,792	10,894	10,894	18,491	7,597	69.74%
Total Personnel Expenditures	181,609	254,182	254,182	466,731	212,549	83.62%
Services & Supplies Expenditures						
Travel	38					
Professional Services	891,568	1,125,000	1,295,672	1,125,000	(170,672)	(13.17)%
Total Services & Supplies Expenditures	891,606	1,125,000	1,295,672	1,125,000	(170,672)	(13.17)%
Capital Expenditures						
Total Expenditures	1,073,215	1,379,182	1,549,854	1,591,731	41,877	2.70%

Managing Division:	
Communications Office	
Contact Person:	
Kristina Chu	
Program Purpose:	
Due to the loss of CMAQ funds, program 305 will no longer be active. Moving forward, the Spare the Air program will be funded through general funds from program 301 and TFCA funds from program 306.	
Essential Functions	
Strategic Plan Projects	Strategic Plan Alignment

Spare The Air (CMAQ)

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	Program Actual 2024	Approved Program Budget 2025	Amended Program Budget 2025	Proposed Program Budget 2026	FTE/Dollar Change \$	Percent Change %
Personnel Expenditures						
Services & Supplies Expenditures						
Professional Services	834,307		134,199		(134,199)	(100.00)%
Total Services & Supplies Expenditures	834,307		134,199		(134,199)	(100.00)%
Capital Expenditures						
Total Expenditures	834,307		134,199		(134,199)	(100.00)%

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External Affairs Office

The External Affairs Office coordinates the administration of the Commuter Benefits Program in partnership with the Metropolitan Transportation Commission and directs the Flex Your Commute messaging campaign. The Office directs the Air District external sponsorship program to ensure transparency, goals and benefits are met in accordance with Air District requirements. The Office is developing a district-wide partnership program to expand messaging reach and information sharing with local, county and state agencies, and NGO's. The Office represents the Air District at conferences and events as directed and develops regional conferences and seminars to expand messaging for targeted initiatives and building regional partnerships. External Affairs will be cataloguing key messages into system that will help facilitate talking point development for District staff.

Managing Division:	
External Affairs Office	
Contact Person:	
Lisa Fasano	
Program Purpose:	
Track Air District report on sponsorships.	
Essential Functions	
<ul style="list-style-type: none"> Review and track sponsorship funding requests, gather additional information as necessary, fund projects when approved. Track sponsorship requests and funded events. Confirm deliverables are fulfilled and met. Per the Air District Sponsorship Policy, develop and, annual sponsorship summary report for the Board of Directors and to support budget request for next year's budget. Include events/programs funded, summary of deliverables met, overall event impact and number of attendees. 	
Strategic Plan Projects	Strategic Plan Alignment
Goal 2: Advance Environmental Justice	2.01 - Community Partnership 2.06 - Talk With Communities
Goal 4: Be Effective, Accountable, and Customer Oriented	4.01 - Timely Permits 4.06 - Inspire Action 4.10 - Ensure Success 4.12 - Report Progress

Sponsorship

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	Program Actual	Approved Program Budget	Amended Program Budget	Proposed Program Budget	FTE/Dollar Change	Percent Change
	2024	2025	2025	2026	\$	%
Number of Positions (FTE)				0.54	0.54	
Personnel Expenditures						
Permanent Salaries				99,839	99,839	
Payroll Taxes				1,547	1,547	
Pension Benefits				19,406	19,406	
FICA Replacement Benefits				1,918	1,918	
Group Insurance Benefits				19,319	19,319	
Transportation Subsidy				698	698	
Workers' Compensation				229	229	
Discretionary Contribution				5,774	5,774	
Total Personnel Expenditures				148,730	148,730	
Services & Supplies Expenditures						
Professional Services		450,000	484,615	450,000	(34,615)	(7.14)%
Total Services & Supplies Expenditures		450,000	484,615	450,000	(34,615)	(7.14)%
Capital Expenditures						
Total Expenditures		450,000	484,615	598,730	114,115	23.55%

Managing Division:	
External Affairs Office	
Contact Person:	
Lisa Fasano	
Program Purpose:	
The External Affairs Office manages the Commuter Benefits Program, Flex Your Commute messaging campaign, directs the Air District external partners program advancing local, state and regional partnerships, develops speaking points and external presentations for the Executive Team, management and staff, develops messaging to further solutions to reduce air pollution from commuting and single occupancy driving, and oversees the Air District's sponsorship program. The program works at building partnerships between employers, municipalities, and transit agencies.	
Essential Functions	
<ul style="list-style-type: none"> • Air District Liaison for local, regional and national meetings and conferences. Attend, develop/maintain partnerships, gather information and report outcomes to Executive Office. • Develop and produce events to support Air District programs and mission. • Manage and track Air District sponsorships of events, conferences and meetings. Maximize the Air District's visibility and messaging through events. • Promote and advance compliance with the Bay Area Commuter Benefits Program encouraging active commute engagement with employees. • Using advertising, media relations and employer events to encourage employers to expand and promote commuter benefits within their organizations. • Working with Bay Area employer programs to promote commuting options to reduce single-occupancy driving. 	
Strategic Plan Projects	Strategic Plan Alignment
Goal 1: Achieve Impact	1.01 - Change Approach to Air Quality 1.05 - Enhance Violation Investigations 1.07 - New Climate Solutions
Goal 2: Advance Environmental Justice	2.01 - Community Partnership 2.06 - Talk With Communities 2.07 - Understand Local Air Pollution
Goal 3: Foster Cohesion and Inclusion	3.02 - Be Welcoming and Inclusive 3.03 - One Air District Community
Goal 4: Be Effective, Accountable, and Customer-Oriented	4.06 - Inspire Action 4.10 - Ensure Success 4.12 - Report Progress

	Program Actual	Approved Program Budget	Amended Program Budget	Proposed Program Budget	FTE/Dollar Change	Percent Change
	2024	2025	2025	2026	\$	%
Number of Positions (FTE)	1.42	3.45	3.45	2.09	(1.36)	(39.42)%
Number of Positions (LTCE)				1.00	1.00	
Personnel Expenditures						
Permanent Salaries	282,038	587,697	587,697	540,338	(47,359)	(8.06)%
Temporary Salaries	12,096					
Payroll Taxes	4,575	8,681	8,681	8,008	(673)	(7.75)%
Pension Benefits	78,618	117,907	117,907	101,196	(16,711)	(14.17)%
FICA Replacement Benefits	6,396	11,699	11,699	10,891	(808)	(6.91)%
Group Insurance Benefits	38,610	98,233	98,233	65,402	(32,831)	(33.42)%
Transportation Subsidy	1,053	3,302	3,302	3,964	662	20.05%
Workers' Compensation	870	1,569	1,569	1,301	(268)	(17.08)%
Discretionary Contribution	23,524	37,475	37,475	31,220	(6,255)	(16.69)%
Total Personnel Expenditures	447,780	866,563	866,563	762,320	(104,243)	(12.03)%
Services & Supplies Expenditures						
Professional Services	174,311	417,500	439,801	401,000	(38,801)	(8.82)%
Total Services & Supplies Expenditures	174,311	417,500	439,801	401,000	(38,801)	(8.82)%
Capital Expenditures						
Total Expenditures	622,091	1,284,063	1,306,364	1,163,320	(143,044)	(10.95)%

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Legislative and Government Affairs 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.

Managing Division:	
Legislative and Government Affairs Office	
Contact Person:	
Alan Abbs	
Program Purpose:	
State and Federal legislative advocacy.	
Essential Functions	
<ul style="list-style-type: none"> • Legislative Advocacy • Information sharing with Air District staff • Outreach to Legislature on Air District activities 	
Strategic Plan Projects	Strategic Plan Alignment
Attend legislative hearings.	2.09 - Address Legal Barriers
Meet with legislators and legislative staff about policy proposals.	2.09 - Address Legal Barriers
Represent Air District at meetings with stakeholder groups.	2.09 - Address Legal Barriers
Staff Air District Policy, Grants, and Technology Committee meetings.	2.09 - Address Legal Barriers
Staff other Air District Board and Committee meetings, as necessary.	2.09 - Address Legal Barriers
Track and develop positions on state and federal budget proposals.	2.09 - Address Legal Barriers
Track and develop positions on state and federal legislation.	2.09 - Address Legal Barriers
Update legislators and staff on Air District activities.	2.09 - Address Legal Barriers

	Program Actual	Approved Program Budget	Amended Program Budget	Proposed Program Budget	FTE/Dollar Change	Percent Change
	2024	2025	2025	2026	\$	%
Number of Positions (FTE)	2.00	2.00	2.00	2.18	0.18	9.00%
Personnel Expenditures						
Permanent Salaries	369,298	388,012	388,012	448,930	60,918	15.70%
Payroll Taxes	5,738	5,856	5,856	6,988	1,132	19.33%
Pension Benefits	80,219	73,830	73,830	81,634	7,804	10.57%
FICA Replacement Benefits	8,460	6,888	6,888	7,672	784	11.38%
Group Insurance Benefits	48,208	58,842	58,842	69,785	10,943	18.60%
Transportation Subsidy	1,275	1,944	1,944	2,792	848	43.62%
Workers' Compensation	1,140	924	924	916	(8)	(0.87)%
Discretionary Contribution	29,003	24,797	24,797	26,011	1,214	4.90%
Total Personnel Expenditures	543,341	561,093	561,093	644,728	83,635	14.91%
Services & Supplies Expenditures						
Travel	5,651	11,950	11,950	11,950		
Training & Education	1,269	4,000	4,000	4,000		
Communications	666	1,000	1,000	1,000		
Professional Services	137,909	136,500	168,327	249,830	81,503	48.42%
Stationery & Office Supplies	161	250	250	250		
Books & Journals	269	600	600	600		
Total Services & Supplies Expenditures	145,925	154,300	186,127	267,630	81,503	43.79%
Capital Expenditures						
Transfer In/Out	(46,969)					
Total Expenditures	642,297	715,393	747,220	912,358	165,138	22.10%

SERVICE AREA - SCIENCE & POLICY

Assessment, Inventory & Modeling Division

The Assessment, Inventory, and Modeling (AIM) Division prepares comprehensive source emission inventories for the Bay Area and conducts air quality modeling and analysis at both regional and community scales. AIM also performs technical assessments that evaluate equity in air pollution exposures and health impacts in support of the Air District's 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 particulate matter, toxic air contaminants, ozone and its 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 and implemented. AIM provides analysis guidance and review comments on environmental health risk assessments within environmental review documents prepared pursuant to California Environmental Quality Act (CEQA). AIM also provides support to the Air District's Advisory Council in developing and implementing cumulative impact assessment methodologies.

In FYE 2026, AIM will continue to lead and maintain multiple programs, including Emissions Inventory and Reporting, Air Quality Modeling, Analysis and Support, and Exposure Assessment, to support the implementation of the Air District's 2024-2029 Strategic Plan.

- AIM will improve the regional emissions inventory and analyses to support the implementation of Air District's strategies of changing approach to air quality planning and making data accessible. Many District programs are supported by updating and reporting inventories of emissions for criteria pollutants, toxic air contaminants, and greenhouse gases. AIM will collaborate with other Divisions to review emissions inventory products, develop quality assurance approaches, and update emissions estimation methods and databases to meet reporting and rule development requirements of the Air District.
- AIM will continue to conduct regional modeling, improve modeling performance, and apply statistical analyses to support the Air District's air quality planning activities, rules development, grant programs, permitting, and climate protection. AIM will further improve modeling emissions and concentrations estimates and conduct data analysis to better understand the health impacts of air pollutants in the Bay Area. AIM will investigate transport of pollutants between the Bay Area and neighboring regions and intercontinental transport of pollutants.
- AIM will continue work to produce community-scale emission inventories and conduct exposure assessment to meet the requirements of AB 617 and support the development of community emissions reduction plans (CERP), 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 CERP strategies. AIM will conduct source apportionment analyses and hybrid photochemical and dispersion modeling, characterize emissions and air quality, and assess health impacts to support AB 617 and other District's programs. AIM will also support the review of health risk assessments within CEQA documents to provide comments where assessments are inconsistent with Air District guidance.

Managing Division:	
Assessment, Inventory & Modeling Division	
Contact Person:	
Virginia Lau	
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; assessing emissions estimates to support programs to reduce health impacts from air pollution and to reduce levels of climate-forcing pollutants.	
Essential Functions	
<ul style="list-style-type: none"> Develop and update area source emissions inventories and improve the Air District's ability to assess emissions estimates. Prepare and improve facility emissions estimates reported to CARB; coordinate with Engineering Division to ensure consistent reporting compliant with regulations.. Develop detailed emissions inventories to support various Air District initiatives including local community assessments and air quality plans. Refine emissions estimates especially of fine PM, TAC, and methane by incorporating new measurements or methodology to support Air District programs. 	
Strategic Plan Projects	Strategic Plan Alignment
Develop regional toxics emissions inventory	1.01 - Change Approach to Air Quality
Prepare annual permitted source emissions inventory to CARB	2.03 - Make Data Accessible
Refine and update regional CAP emissions inventory	1.01 - Change Approach to Air Quality
Refine and update regional greenhouse gas emissions inventory	1.07 - New Climate Solutions
Refine PM inventory to support the potential SIP development	1.02 - Stronger Regulations
Refine source specific emissions inventory to support rules development and amendment	1.02 - Stronger Regulations
Update toxics mapping tools for public access	2.03 - Make Data Accessible

Emissions Inventory and Reporting

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	Program Actual	Approved Program Budget	Amended Program Budget	Proposed Program Budget	FTE/Dollar Change	Percent Change
	2024	2025	2025	2026	\$	%
Number of Positions (FTE)	6.69	5.66	5.66	7.04	1.38	24.38%
Personnel Expenditures						
Permanent Salaries	1,083,577	970,226	970,226	1,211,548	241,322	24.87%
Overtime Salaries				5,000	5,000	
Payroll Taxes	16,881	13,916	13,916	17,364	3,448	24.78%
Pension Benefits	238,139	194,054	194,054	229,081	35,027	18.05%
FICA Replacement Benefits	25,071	19,480	19,480	24,819	5,339	27.41%
Group Insurance Benefits	139,947	161,535	161,535	196,569	35,034	21.69%
Transportation Subsidy	4,665	5,498	5,498	9,033	3,535	64.30%
Workers' Compensation	3,344	2,612	2,612	2,963	351	13.44%
Discretionary Contribution	81,401	61,856	61,856	69,981	8,125	13.14%
Total Personnel Expenditures	1,593,025	1,429,177	1,429,177	1,766,358	337,181	23.59%
Services & Supplies Expenditures						
Travel	54	5,200	5,200	5,200		
Training & Education	486	23,000	23,000	23,000		
Professional Services	136,036	101,000	101,000	101,000		
Computer Hardware & Software	10,696	22,000	22,398	22,000	(398)	(1.78)%
Stationery & Office Supplies		200	200	200		
Books & Journals		600	600	600		
Minor Office Equipment		1,000	1,000	1,000		
Total Services & Supplies Expenditures	147,272	153,000	153,398	153,000	(398)	(0.26)%
Capital Expenditures						
Total Expenditures	1,740,297	1,582,177	1,582,575	1,919,358	336,783	21.28%

Managing Division:	
Assessment, Inventory & Modeling Division	
Contact Person:	
Saffet Tanrikulu	
Program Purpose:	
Provide technical support to the District's initiatives and collaborative activities through modeling and air quality analyses.	
Essential Functions	
<ul style="list-style-type: none"> • Support Assembly Bill 617: perform modeling; assess air quality and health impacts. • Support the District's rulemaking activities: conduct data analysis and modeling. • Support District's Air Quality Planning Program: conduct data analysis and modeling. • Support permitting activities: Prepare meteorological inputs for permit modeling. • Manage the District's data analysis and modeling-related contracts. 	
Strategic Plan Projects	Strategic Plan Alignment
Perform air quality modeling for selected communities.	2.07 - Understand Local Air Pollution
Perform modeling and analysis to support rule development.	1.02 - Stronger Regulations
Quantify the contribution of various emission sources to air quality.	1.01 - Change Approach to Air Quality
Update health impact and risk analyses of pollutants.	2.04 - Community Health Data

	Program Actual 2024	Approved Program Budget 2025	Amended Program Budget 2025	Proposed Program Budget 2026	FTE/Dollar Change \$	Percent Change %
Number of Positions (FTE)	3.15	2.47	2.47	2.72	0.25	10.12%
Personnel Expenditures						
Permanent Salaries	486,730	385,490	385,490	465,596	80,106	20.78%
Payroll Taxes	7,575	5,465	5,465	6,699	1,234	22.58%
Pension Benefits	122,214	79,700	79,700	91,074	11,374	14.27%
FICA Replacement Benefits	11,342	8,503	8,503	9,600	1,097	12.90%
Group Insurance Benefits	66,746	55,481	55,481	67,449	11,968	21.57%
Transportation Subsidy	1,928	2,400	2,400	3,494	1,094	45.58%
Workers' Compensation	1,502	1,140	1,140	1,146	6	0.53%
Discretionary Contribution	38,956	24,527	24,527	26,890	2,363	9.63%
Total Personnel Expenditures	736,993	562,706	562,706	671,948	109,242	19.41%
Services & Supplies Expenditures						
Travel		5,000	5,000	5,000		
Training & Education		8,000	8,000	8,000		
Repair & Maintenance		6,000	6,000	6,000		
Professional Services	150,153	320,000	565,233	80,000	(485,233)	(85.85)%
Stationery & Office Supplies		500	500	500		
Total Services & Supplies Expenditures	150,153	339,500	584,733	99,500	(485,233)	(82.98)%
Capital Expenditures						
Total Expenditures	887,146	902,206	1,147,439	771,448	(375,991)	(32.77)%

Managing Division:	
Assessment, Inventory & Modeling 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.	
Essential Functions	
<ul style="list-style-type: none"> • Model the Bay Area's ozone and fine particulate matter formation in order to provide a platform to assess strategies for reducing exposure to those pollutants. • Maintain and apply air pollution health impacts and monetary valuation models. • Conduct ambient data analyses and modeling for multi-pollutants. • Evaluate and improve model performance for the Bay Area for multi-pollutant applications. • Conduct source apportionment studies and trend analyses. 	
Strategic Plan Projects	Strategic Plan Alignment
Assess health impacts of pollutants.	2.04 - Community Health Data
Conduct air quality modeling to support the development of PM SIP.	1.02 - Stronger Regulations
Improve model performance.	1.01 - Change Approach to Air Quality
Improve modeling emissions estimates.	1.01 - Change Approach to Air Quality

	Program Actual	Approved Program Budget	Amended Program Budget	Proposed Program Budget	FTE/Dollar Change	Percent Change
	2024	2025	2025	2026	\$	%
Number of Positions (FTE)	2.58	2.35	2.35	3.18	0.83	35.32%
Personnel Expenditures						
Permanent Salaries	416,245	386,993	386,993	548,348	161,355	41.69%
Payroll Taxes	6,378	5,493	5,493	7,867	2,374	43.22%
Pension Benefits	76,994	79,373	79,373	107,205	27,832	35.06%
FICA Replacement Benefits	9,417	8,093	8,093	11,201	3,108	38.40%
Group Insurance Benefits	53,883	57,968	57,968	83,648	25,680	44.30%
Transportation Subsidy	1,382	2,284	2,284	4,076	1,792	78.46%
Workers' Compensation	1,284	1,085	1,085	1,337	252	23.23%
Discretionary Contribution	33,049	24,651	24,651	31,675	7,024	28.49%
Total Personnel Expenditures	598,632	565,940	565,940	795,357	229,417	40.54%
Services & Supplies Expenditures						
Travel	1,863	4,200	4,200	4,200		
Training & Education	1,516	2,000	2,000	3,000	1,000	50.00%
Repair & Maintenance		12,000	20,876	12,000	(8,876)	(42.52)%
Printing & Reproduction		8,000	8,000	2,000	(6,000)	(75.00)%
Professional Services		10,000	10,000	15,000	5,000	50.00%
Computer Hardware & Software	310	12,000	12,000	12,000		
Total Services & Supplies Expenditures	3,689	48,200	57,076	48,200	(8,876)	(15.55)%
Capital Expenditures						
Total Expenditures	602,321	614,140	623,016	843,557	220,541	35.40%

Managing Division:	
Assessment, Inventory & Modeling Division	
Contact Person:	
Virginia Lau	
Program Purpose:	
Evaluate community health impacts from exposure to toxic air contaminants (TACs), fine particulate matter (PM) and other pollutants. Develop tools and guidance for assessing areas with disproportionate impacts and support evaluation of mitigation measures of local sources.	
Essential Functions	
<ul style="list-style-type: none"> • Conduct local-scale modeling and analyses to support community assessments and emission reduction plans. • Develop and update screening tools, guidance documentation, and visualization/analysis packages to support local planning and community partnerships. • Analyze areas of high air pollution and assess and evaluate mitigation measures for reducing exposures. • Participate in outreach and support other Air District programs by modeling and evaluating risks and hazards. 	
Strategic Plan Projects	Strategic Plan Alignment
Assess exposures and equity impact of selected sources causing high level of air pollution	1.01 - Change Approach to Air Quality
Conduct local modeling and exposure assessment for community emissions reduction plans	2.07 - Understand Local Air Pollution
Support Advisory Council discussions and policy implementation of cumulative impact assessment	2.11 - Cumulative Health Impacts
Support California Environmental Quality Act screening tool and guidance update	1.02 - Stronger Regulations
Work with MTC to identify and share regional and local demographic and health data	2.03 - Make Data Accessible

	Program Actual	Approved Program Budget	Amended Program Budget	Proposed Program Budget	FTE/Dollar Change	Percent Change
	2024	2025	2025	2026	\$	%
Number of Positions (FTE)	1.07	1.40	1.40	1.71	0.31	22.14%
Personnel Expenditures						
Permanent Salaries	272,389	278,095	278,095	325,569	47,474	17.07%
Overtime Salaries				3,000	3,000	
Payroll Taxes	4,244	4,061	4,061	4,699	638	15.71%
Pension Benefits	73,956	53,861	53,861	61,621	7,760	14.41%
FICA Replacement Benefits	5,697	4,822	4,822	6,045	1,223	25.36%
Group Insurance Benefits	37,872	38,448	38,448	47,833	9,385	24.41%
Transportation Subsidy	1,207	1,361	1,361	2,200	839	61.65%
Workers' Compensation	841	647	647	722	75	11.59%
Discretionary Contribution	22,639	17,780	17,780	18,838	1,058	5.95%
Total Personnel Expenditures	418,845	399,075	399,075	470,527	71,452	17.90%
Services & Supplies Expenditures						
Travel	2,343	5,200	5,200	5,200		
Training & Education	699	8,500	10,597	8,500	(2,097)	(19.79)%
Repair & Maintenance		5,000	5,000	5,000		
Communications	2,447	3,000	3,000	3,000		
Printing & Reproduction	3,805	2,000	2,000	2,000		
Professional Services		200,500	200,500	200,500		
Computer Hardware & Software	2,357	19,000	19,000	19,000		
Stationery & Office Supplies		200	200	200		
Books & Journals	50	500	500	500		
Minor Office Equipment		100	100	100		
Total Services & Supplies Expenditures	11,701	244,000	246,097	244,000	(2,097)	(0.85)%
Capital Expenditures						
Total Expenditures	430,546	643,075	645,172	714,527	69,355	10.75%

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Meteorology & Measurement Division

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

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

Managing Division:	
Meteorology & Measurement Division	
Contact Person:	
Ila Perkins	
Program Purpose:	
Provide long-term stationary ambient air monitoring data including data to determine and measure progress towards the Bay Area's attainment of National and State ambient air quality standards.	
Essential Functions	
<ul style="list-style-type: none"> • 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 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 quality development and evaluation of existing technologies for air quality measurements. • Support ongoing operations and maintenance of data acquisition systems for regulatory air monitoring sites. 	
Strategic Plan Projects	Strategic Plan Alignment
Begin implementing updates to regulatory air monitoring network based on implementation plan.	4.04 - Improve Monitoring
Coordinate with QA Office to improve and update QA/QC documentation and procedures	4.04 - Improve Monitoring
Provide operational support for community monitoring projects	2.02 - Collect Community Data

	Program Actual 2024	Approved Program Budget 2025	Amended Program Budget 2025	Proposed Program Budget 2026	FTE/Dollar Change \$	Percent Change %
Number of Positions (FTE)	18.70	20.23	20.23	21.59	1.36	6.72%
Personnel Expenditures						
Permanent Salaries	2,438,522	2,853,650	2,853,650	3,143,534	289,884	10.16%
Overtime Salaries	251					
Payroll Taxes	38,043	40,406	40,406	44,858	4,452	11.02%
Pension Benefits	540,538	558,665	558,665	588,349	29,684	5.31%
FICA Replacement Benefits	55,554	69,591	69,591	76,152	6,561	9.43%
Group Insurance Benefits	319,963	439,764	439,764	449,113	9,349	2.13%
Transportation Subsidy	8,472	19,641	19,641	27,715	8,074	41.11%
Workers' Compensation	7,524	9,332	9,332	9,093	(239)	(2.56)%
Discretionary Contribution	191,286	181,126	181,126	180,953	(173)	(0.10)%
Total Personnel Expenditures	3,600,153	4,172,175	4,172,175	4,519,767	347,592	8.33%
Services & Supplies Expenditures						
Travel	25,905	56,000	56,000	45,500	(10,500)	(18.75)%
Training & Education	209	45,000	45,000	65,000	20,000	44.44%
Repair & Maintenance	26,882	85,300	102,979	70,000	(32,979)	(32.02)%
Communications	34,945	45,000	45,000	43,500	(1,500)	(3.33)%
Building Maintenance	1,500	185,000	185,000		(185,000)	(100.00)%
Utilities	98,947	164,393	164,393	167,834	3,441	2.09%
Rents & Leases	625,254	640,000	640,000	656,520	16,520	2.58%
Professional Services	86,931	343,475	470,763	447,078	(23,685)	(5.03)%
Shop & Field Supplies	120,831	197,000	247,488	352,000	104,512	42.23%
Laboratory Supplies	35,709	125,000	134,770	98,500	(36,270)	(26.91)%
Total Services & Supplies Expenditures	1,057,113	1,886,168	2,091,393	1,945,932	(145,461)	(6.96)%
Capital Expenditures						
Lab & Monitoring Equipment	131,637	1,699,925	2,597,314	1,200,996	(1,396,318)	(53.76)%
Total Capital Expenditures	131,637	1,699,925	2,597,314	1,200,996	(1,396,318)	(53.76)%
Total Expenditures	4,788,903	7,758,268	8,860,882	7,666,695	(1,194,187)	(13.48)%

Managing Division:	
Meteorology & Measurement Division	
Contact Person:	
Mairi Beacon	
Program Purpose:	
Provide laboratory, analytical, and technical services and support to other Meteorology and Measurement Division Sections and other Air District Divisions.	
Essential Functions	
<ul style="list-style-type: none"> • Perform preparation, analysis, and Level I review for fixed site ambient air monitoring network samples. • Perform gravimetric analyses on various filter media for other Air Districts. • Provide analytical support, technical expertise, and advice to other Air District sections and divisions regarding internal and external laboratory methods and capabilities. • Maintain laboratory equipment, instrumentation, and supplies to support analyses. • Maintain laboratory quality assurance and quality control (QA/QC) program. • Maintain laboratory safety program. • Perform ongoing training and cross-training of laboratory staff. 	
Strategic Plan Projects	Strategic Plan Alignment
Develop and Implement Digital Solutions for More Efficient Laboratory Data Handling	4.04 - Improve Monitoring
Facilitate Analytical Cross-Training to Support Employee Development and Improve Coverage	3.06 - Support Employee Success 4.04 - Improve Monitoring
Improve Laboratory Introduction Materials for Air District Staff	3.03 - One Air District Community
Strengthen Laboratory QA/QC Program	4.04 - Improve Monitoring
Understand Enforcement Priorities and Analytical Needs to Incorporate into Long-Term Plans	3.03 - One Air District Community 4.07 - Customer Service

	Program Actual 2024	Approved Program Budget 2025	Amended Program Budget 2025	Proposed Program Budget 2026	FTE/Dollar Change \$	Percent Change %
Number of Positions (FTE)	7.72	8.28	8.28	8.53	0.25	3.02%
Number of Positions (LTCE)				1.00	1.00	
Personnel Expenditures						
Permanent Salaries	1,213,006	1,313,802	1,313,802	1,484,967	171,165	13.03%
Overtime Salaries	2,025	5,000	5,000	5,000		
Temporary Salaries	6,755					
Payroll Taxes	18,995	18,673	18,673	21,248	2,575	13.79%
Pension Benefits	264,413	262,722	262,722	282,581	19,859	7.56%
FICA Replacement Benefits	27,876	28,515	28,515	33,603	5,088	17.84%
Group Insurance Benefits	159,409	181,278	181,278	210,066	28,788	15.88%
Transportation Subsidy	4,351	8,048	8,048	12,230	4,182	51.96%
Workers' Compensation	3,743	3,824	3,824	4,012	188	4.92%
Discretionary Contribution	99,276	83,621	83,621	85,605	1,984	2.37%
Total Personnel Expenditures	1,799,849	1,905,483	1,905,483	2,139,312	233,829	12.27%
Services & Supplies Expenditures						
Travel	3,512	5,000	5,000	5,000		
Training & Education		8,750	8,750	8,750		
Repair & Maintenance	35,880	113,000	134,821	115,000	(19,821)	(14.70)%
Communications	679	1,000	1,000	1,000		
Professional Services	35,445	20,125	27,164	53,650	26,486	97.50%
Laboratory Supplies	72,693	102,000	137,267	115,000	(22,267)	(16.22)%
Computer Hardware & Software	18,572	1,000	1,000	2,500	1,500	150.00%
Total Services & Supplies Expenditures	166,781	250,875	315,002	300,900	(14,102)	(4.48)%
Capital Expenditures						
Lab & Monitoring Equipment	111,334	550,000	718,999	70,000	(648,999)	(90.26)%
Total Capital Expenditures	111,334	550,000	718,999	70,000	(648,999)	(90.26)%
Total Expenditures	2,077,964	2,706,358	2,939,484	2,510,212	(429,272)	(14.60)%

Managing Division:	
Meteorology & Measurement Division	
Contact Person:	
Charles Knoderer	
Program Purpose:	
The Meteorology section is charged with providing air quality and open burning forecasts, support for wildfire impacts, and collection and validation of data from the Air District's regulatory air monitoring network.	
Essential Functions	
<ul style="list-style-type: none"> • Provide reliable and timely Air Quality forecasts to the Air District and the public on weekdays, weekends and holidays. • Provide support for tracking and forecasting smoke plume impacts during wildfire events. • Review prescribed and marsh burn plans. Issue the daily open burn decision to Regional, State, and National Fire Agencies and the public. Allocate and distribute burn acreage for prescribed, marsh, and Sonoma County stubble burning. • Quality assure EPA mandated air quality data and provide to EPA within 90 days of the end of a quarter. • Update forecasting techniques as needed 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. 	
Strategic Plan Projects	Strategic Plan Alignment
Provide support to Communications staff for Air Quality forecasting	4.07 - Customer Service
Work with colleagues across divisions to support air quality forecasts and open burn information	3.03 - One Air District Community
Work with Quality Assurance Officer to revise Level II Data Validation process	4.04 - Improve Monitoring

	Program Actual	Approved Program Budget	Amended Program Budget	Proposed Program Budget	FTE/Dollar Change	Percent Change
	2024	2025	2025	2026	\$	%
Number of Positions (FTE)	3.86	3.94	3.94	3.87	(0.07)	(1.78)%
Personnel Expenditures						
Permanent Salaries	704,348	657,421	657,421	655,823	(1,598)	(0.24)%
Overtime Salaries	9,248	7,650	7,650	10,000	2,350	30.72%
Payroll Taxes	11,019	9,377	9,377	9,431	54	0.58%
Pension Benefits	152,390	128,652	128,652	122,857	(5,795)	(4.50)%
FICA Replacement Benefits	15,934	13,609	13,609	13,639	30	0.22%
Group Insurance Benefits	90,954	88,153	88,153	101,285	13,132	14.90%
Transportation Subsidy	2,313	3,841	3,841	4,964	1,123	29.24%
Workers' Compensation	2,174	1,825	1,825	1,629	(196)	(10.74)%
Discretionary Contribution	57,795	41,887	41,887	37,870	(4,017)	(9.59)%
Total Personnel Expenditures	1,046,175	952,415	952,415	957,498	5,083	0.53%
Services & Supplies Expenditures						
Travel	207	15,000	15,000	15,000		
Training & Education	975	2,000	2,000	2,000		
Communications	3,739	3,570	3,570	3,800	230	6.44%
Rents & Leases	2,002					
Professional Services	12,000	33,000	33,000	33,000		
Shop & Field Supplies	1,139	4,000	4,000	4,000		
Computer Hardware & Software	400	18,000	18,000	18,000		
Total Services & Supplies Expenditures	20,462	75,570	75,570	75,800	230	0.30%
Capital Expenditures						
Total Expenditures	1,066,637	1,027,985	1,027,985	1,033,298	5,313	0.52%

Managing Division:	
Meteorology & Measurement Division	
Contact Person:	
Charles Knoderer	
Program Purpose:	
Provide independent performance evaluation services for the Air Monitoring Operations Section and evaluate equipment and siting for air quality monitoring performed by industry and/or their consultants within the Air District's boundaries. Provide independent oversight of regulatory air monitoring activities, including quality assurance of air monitoring data and uploads of data to EPA.	
Essential Functions	
<ul style="list-style-type: none"> Leads Quality Assurance Activities for the Air District's regulatory Air Monitoring network Conduct performance evaluation audits on ambient air monitoring equipment as required by EPA and California Air Resources Board (CARB) regulations, and create QA records for reporting to EPA. Conduct performance evaluation audits on non-criteria pollutant monitors and prepare summary reports of the audits. Conduct performance evaluation audits on industry SO2 and H2S GLMs and prepare summary reports of the audits. Participate in interdivisional teams working on improving Air District regulations and the Manual of Procedures, special studies and customer service. 	
Strategic Plan Projects	Strategic Plan Alignment
Begin implementing data standards lab, starting with ozone instruments	4.04 - Improve Monitoring
Complete rewrite and review of Air Monitoring SOPs	4.04 - Improve Monitoring
Improve process for independent audits of the Air District's regulatory monitoring network	4.04 - Improve Monitoring
Rebuild QA System for regulatory air monitoring: develop training materials for data review levels	4.04 - Improve Monitoring
Rebuild QA System for regulatory air monitoring: identifying levels of data review	4.04 - Improve Monitoring
Update and Implement procedures for Annual Site Reviews	4.04 - Improve Monitoring

	Program Actual 2024	Approved Program Budget 2025	Amended Program Budget 2025	Proposed Program Budget 2026	FTE/Dollar Change \$	Percent Change %
Number of Positions (FTE)	3.16	3.31	3.31	5.49	2.18	65.86%
Number of Positions (LTCE)				1.00	1.00	
Personnel Expenditures						
Permanent Salaries	457,835	527,207	527,207	1,050,900	523,693	99.33%
Overtime Salaries	3,827	8,000	8,000	12,000	4,000	50.00%
Payroll Taxes	7,108	7,511	7,511	15,046	7,535	100.32%
Pension Benefits	102,416	108,298	108,298	198,763	90,465	83.53%
FICA Replacement Benefits	10,479	11,411	11,411	22,885	11,474	100.55%
Group Insurance Benefits	60,271	55,342	55,342	141,668	86,326	155.99%
Transportation Subsidy	1,620	3,220	3,220	8,329	5,109	158.66%
Workers' Compensation	1,412	1,530	1,530	2,732	1,202	78.56%
Discretionary Contribution	36,078	33,558	33,558	60,630	27,072	80.67%
Total Personnel Expenditures	681,046	756,077	756,077	1,512,953	756,876	100.11%
Services & Supplies Expenditures						
Travel	1,420	4,375	4,375	7,600	3,225	73.71%
Training & Education				3,000	3,000	
Repair & Maintenance	4,453	6,528	8,044	6,659	(1,385)	(17.22)%
Communications	2,822	2,600	2,600	4,500	1,900	73.08%
Building Maintenance	3,176	11,250	12,574	11,250	(1,324)	(10.53)%
Utilities	583					
Professional Services	11,550	5,600	5,600	42,250	36,650	654.46%
Shop & Field Supplies	3,849	16,865	18,751	23,000	4,249	22.66%
Books & Journals		160	160	160		
Total Services & Supplies Expenditures	27,853	47,378	52,104	98,419	46,315	88.89%
Capital Expenditures						
Lab & Monitoring Equipment		45,000	45,000	118,500	73,500	163.33%
Total Capital Expenditures		45,000	45,000	118,500	73,500	163.33%
Total Expenditures	708,899	848,455	853,181	1,729,872	876,691	102.76%

Managing Division:	
Meteorology & Measurement Division	
Contact Person:	
Daniel Meer	
Program Purpose:	
<p>The Air District has decided not to pursue the federal fiscal year FY25 Field Cooperative Agreement for Bay Area BioWatch Field Operations when the current agreement expires on 30 June 2025, to operate and maintain the BioWatch field network. In prior years, the Air District has accepted the Cooperative Agreement and subcontracted with a vendor to perform the field operations. For the Air District's FYE26 budget, there will be no funding for program code 809, as this funding came from the federal Department of Homeland Security's Countering Weapons of Mass Destruction (CWMD) Directorate. The Air District plans to close out this cooperative agreement in 2025.</p>	
Essential Functions	
<ul style="list-style-type: none"> • 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. 	
Strategic Plan Projects	Strategic Plan Alignment
Make sure we are coordinated with public health authorities	2.01 - Community Partnership

	Program Actual	Approved Program Budget	Amended Program Budget	Proposed Program Budget	FTE/Dollar Change	Percent Change
	2024	2025	2025	2026	\$	%
Number of Positions (FTE)	0.04	0.01	0.01		(0.01)	(100.00)%
Personnel Expenditures						
Permanent Salaries	8,061	2,043	2,043		(2,043)	(100.00)%
Payroll Taxes	115	29	29		(29)	(100.00)%
Pension Benefits	1,548	389	389		(389)	(100.00)%
FICA Replacement Benefits	171	34	34		(34)	(100.00)%
Group Insurance Benefits	1,039	259	259		(259)	(100.00)%
Transportation Subsidy	34	10	10		(10)	(100.00)%
Workers' Compensation	25	5	5		(5)	(100.00)%
Discretionary Contribution	340	131	131		(131)	(100.00)%
Total Personnel Expenditures	11,333	2,900	2,900		(2,900)	(100.00)%
Services & Supplies Expenditures						
Rents & Leases	25,765	50,000	50,000	40,000	(10,000)	(20.00)%
Professional Services	1,387,774	1,512,439	1,512,439	1,512,439		
Shop & Field Supplies		10,000	10,000	10,000		
Computer Hardware & Software		2,000	2,000	2,000		
Total Services & Supplies Expenditures	1,413,539	1,574,439	1,574,439	1,564,439	(10,000)	(0.64)%
Capital Expenditures						
Total Expenditures	1,424,872	1,577,339	1,577,339	1,564,439	(12,900)	(0.82)%

Managing Division:	
Meteorology & Measurement Division	
Contact Person:	
Jonathan P. Bower	
Program Purpose:	
Perform community and near source ambient air monitoring using mobile, portable, and short-term platforms.	
Essential Functions	
<ul style="list-style-type: none"> • Make high quality, supportable, and fit-for-purpose ambient air quality measurements in communities and near pollution sources using mobile or portable air monitoring platforms • Perform quality control, including performance checks, documentation, and data review, for section's air monitoring platforms • Develop and implement data quality and data management systems for novel, fit-for-purpose air monitoring approaches • Research, develop, and maintain systems for efficient, robust, and fit-for-purpose data collection, including monitoring approaches and methods, platforms, instrumentation, computer hardware and software for acquisition, transmission, and storage of monitoring data, and networked communications • Provide technical input, support, or project management for external air monitoring projects as needed • Monitoring platform upgrades and repairs • Maintenance of regulatory data management system (DMS), including support for streaming semi-real time air monitoring data to the District website and other public datastores (To be transitioned to new Monitoring Data Systems section) 	
Strategic Plan Projects	Strategic Plan Alignment
(Pending funding) Implement plan for community partnered monitoring project in BVHP	2.02 - Collect Community Data 2.03 - Make Data Accessible 2.06 - Talk With Communities 2.07 - Understand Local Air Pollution
Develop and implement community and source-oriented mobile and portable air monitoring program	2.02 - Collect Community Data 2.03 - Make Data Accessible 2.06 - Talk With Communities 2.07 - Understand Local Air Pollution
Implement plan for community partnered monitoring project in East Oakland	2.02 - Collect Community Data 2.03 - Make Data Accessible 2.06 - Talk With Communities 2.07 - Understand Local Air Pollution
Provide logistical and technical support for the design of community focused air monitoring projects	2.02 - Collect Community Data 2.03 - Make Data Accessible 2.06 - Talk With Communities 2.07 - Understand Local Air Pollution

	Program Actual	Approved Program Budget	Amended Program Budget	Proposed Program Budget	FTE/Dollar Change	Percent Change
	2024	2025	2025	2026	\$	%
Number of Positions (FTE)	3.97	5.44	5.44	3.25	(2.19)	(40.26)%
Personnel Expenditures						
Permanent Salaries	628,149	889,395	889,395	525,938	(363,457)	(40.87)%
Overtime Salaries	4,323			3,000	3,000	
Temporary Salaries	2,901					
Payroll Taxes	9,726	12,668	12,668	7,562	(5,106)	(40.31)%
Pension Benefits	151,031	169,339	169,339	95,226	(74,113)	(43.77)%
FICA Replacement Benefits	13,738	18,746	18,746	11,465	(7,281)	(38.84)%
Group Insurance Benefits	82,220	123,751	123,751	72,925	(50,826)	(41.07)%
Transportation Subsidy	2,217	5,291	5,291	4,173	(1,118)	(21.13)%
Workers' Compensation	1,938	2,514	2,514	1,369	(1,145)	(45.54)%
Discretionary Contribution	48,931	56,644	56,644	30,342	(26,302)	(46.43)%
Total Personnel Expenditures	945,174	1,278,348	1,278,348	752,000	(526,348)	(41.17)%
Services & Supplies Expenditures						
Travel	4,105	10,500	10,500	13,500	3,000	28.57%
Training & Education	2,639	9,500	9,500	9,500		
Communications	42,779	44,500	53,140	45,000	(8,140)	(15.32)%
Rents & Leases	139,100	140,000	140,000	150,000	10,000	7.14%
Professional Services	13,773	260,500	260,500	225,000	(35,500)	(13.63)%
Shop & Field Supplies	59,567	102,500	109,288	105,000	(4,288)	(3.92)%
Computer Hardware & Software		52,975	52,975	30,000	(22,975)	(43.37)%
Stationery & Office Supplies		500	500	500		
Total Services & Supplies Expenditures	261,963	620,975	636,403	578,500	(57,903)	(9.10)%
Capital Expenditures						
Building & Grounds		40,000	40,000		(40,000)	(100.00)%
Office Equipment	38,945					
Lab & Monitoring Equipment	162,413		126,138	135,920	9,782	7.75%
Total Capital Expenditures	201,358	40,000	166,138	135,920	(30,218)	(18.19)%
Total Expenditures	1,408,495	1,939,323	2,080,889	1,466,420	(614,469)	(29.53)%

Managing Division:	
Meteorology & Measurement Division	
Contact Person:	
Katherine Hoag	
Program Purpose:	
Summarize, analyze, interpret, and communicate air monitoring data, design air monitoring studies, and track and inform air monitoring policies, requirements, and strategies. Partner with communities on air monitoring and data analysis projects, and provide technical support to Air District programs, other agencies, and the public.	
Essential Functions	
<ul style="list-style-type: none"> Analyze air monitoring and meteorological data to assess long-term air quality trends and the air quality and exposure impacts of various issues. Determine compliance with state and federal ambient air quality standards, coordinate NAAQS and CAAQS designations and exceptional events work, and advise on federal and state rules and policies Prepare Annual Network Plan, Five-Year Network Assessment, and network modification requests for EPA. Support State Implementation Plan and air quality plan development with air monitoring data analyses. Support communications, rule development, permitting, and enforcement with air quality messaging and information. Advise communities, other agencies, or researchers conducting air monitoring or air quality data analysis projects Oversee Bay Air Center contract that supports community members conducting air monitoring or data analysis. 	
Strategic Plan Projects	Strategic Plan Alignment
Analyze and communicate air quality data to inform regional and local-scale issues	2.03 - Make Data Accessible 2.07 - Understand Local Air Pollution
Coordinate EPA-funded East Oakland Air Monitoring Project with CBE and UC Berkeley	2.02 - Collect Community Data 2.03 - Make Data Accessible 2.06 - Talk With Communities 2.07 - Understand Local Air Pollution
Develop and implement Air District community and source-oriented air monitoring program	2.02 - Collect Community Data 2.03 - Make Data Accessible 2.06 - Talk With Communities 2.07 - Understand Local Air Pollution
Develop and implement project to improve air monitoring data accessibility	2.02 - Collect Community Data 2.03 - Make Data Accessible 2.06 - Talk With Communities
Establish refinery corridor incident particulate monitoring program	4.08 - Air Quality Incidents
Increase the use of community air monitoring data in District programs	2.07 - Understand Local Air Pollution
Re-evaluate Air District air toxics ambient air monitoring program	2.02 - Collect Community Data 2.06 - Talk With Communities 2.07 - Understand Local Air Pollution
Support AB617 CERP development and implementation	1.01 - Change Approach to Air Quality
Support community air monitoring including SMMI; BVHP project pending funding, and Bay Air Center	1.04 - Reimagine Funding 2.02 - Collect Community Data 2.06 - Talk With Communities
Update regulatory air monitoring network design and implementation plan	4.04 - Improve Monitoring

Ambient Air Quality Analysis

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	Program Actual	Approved Program Budget	Amended Program Budget	Proposed Program Budget	FTE/Dollar Change	Percent Change
	2024	2025	2025	2026	\$	%
Number of Positions (FTE)	3.72	3.06	3.06	4.47	1.41	46.08%
Personnel Expenditures						
Permanent Salaries	602,661	518,886	518,886	765,096	246,210	47.45%
Overtime Salaries	268	1,000	1,000	1,000		
Payroll Taxes	9,480	7,416	7,416	10,976	3,560	48.00%
Pension Benefits	136,279	98,470	98,470	138,679	40,209	40.83%
FICA Replacement Benefits	13,674	10,553	10,553	15,770	5,217	49.44%
Group Insurance Benefits	79,453	67,638	67,638	107,465	39,827	58.88%
Transportation Subsidy	2,082	2,978	2,978	5,739	2,761	92.71%
Workers' Compensation	1,860	1,415	1,415	1,883	468	33.07%
Discretionary Contribution	50,328	33,073	33,073	44,188	11,115	33.61%
Total Personnel Expenditures	896,085	741,429	741,429	1,090,796	349,367	47.12%
Services & Supplies Expenditures						
Travel	12,660	39,000	39,000	36,000	(3,000)	(7.69)%
Training & Education	2,874	5,500	5,500	7,500	2,000	36.36%
Communications	3,980	3,000	3,000	7,000	4,000	133.33%
Printing & Reproduction		500	500	500		
Professional Services	216,912	1,721,200	1,966,593	1,722,000	(244,593)	(12.44)%
Shop & Field Supplies	120					
Computer Hardware & Software		10,000	5,000	10,000	5,000	100.00%
Books & Journals		2,000	2,000	2,000		
Minor Office Equipment		2,000	2,000	2,000		
Total Services & Supplies Expenditures	236,546	1,783,200	2,023,593	1,787,000	(236,593)	(11.69)%
Capital Expenditures						
Total Expenditures	1,132,631	2,524,629	2,765,022	2,877,796	112,774	4.08%

Managing Division:	
Meteorology & Measurement Division	
Contact Person:	
Jonathan P. Bower	
Program Purpose:	
Develop and implement refinery community air monitoring programs. These programs include establishing and operating stationary air monitoring stations in communities near refineries, oversight of required fenceline air monitoring at refineries and related facilities, and evaluating novel air monitoring approaches.	
Essential Functions	
<ul style="list-style-type: none"> • Operate, maintain, and review data from refinery community air monitoring station(s) • Perform quality control, including performance checks, documentation, and data review, for refinery community air monitoring stations • Develop and implement data quality and data management systems for novel air monitoring approaches • Research, develop, and maintain systems for collecting fit-for-purpose data in communities near refineries, including instrumentation, methods, computer hardware and software for acquisition, transmission, and storage, and networked communications • Review and approve or disapprove new and revised fenceline air monitoring plans and quality assurance project plans from refineries and related facilities • Track and review fenceline air monitoring data, concentration-triggered notifications, and root cause analysis reports submitted by refineries and related facilities • Routinely review and update as necessary the regulations, guidelines, and District oversight of the refinery community fenceline air monitoring program • Track state and federal fenceline air monitoring regulations and policies, participate in state and federal policymaking discussions 	
Strategic Plan Projects	Strategic Plan Alignment
Identify and build out sites for ambient air monitoring stations	2.02 - Collect Community Data 2.03 - Make Data Accessible 2.06 - Talk With Communities 2.07 - Understand Local Air Pollution
Improve oversight and transparency of refineries' community fenceline air monitoring work	2.02 - Collect Community Data 2.03 - Make Data Accessible 2.06 - Talk With Communities 2.07 - Understand Local Air Pollution
Purchase and evaluate ambient air monitoring instrumentation	2.02 - Collect Community Data 2.03 - Make Data Accessible 2.06 - Talk With Communities 2.07 - Understand Local Air Pollution
Revise regulations to strengthen refinery community fenceline and ambient air monitoring programs	1.02 - Stronger Regulations 2.02 - Collect Community Data 2.03 - Make Data Accessible 2.06 - Talk With Communities 2.07 - Understand Local Air Pollution

Refinery Community Air Monitoring

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	Program Actual	Approved Program Budget	Amended Program Budget	Proposed Program Budget	FTE/Dollar Change	Percent Change
	2024	2025	2025	2026	\$	%
Number of Positions (FTE)				3.02	3.02	
Personnel Expenditures						
Permanent Salaries				488,059	488,059	
Overtime Salaries				1,000	1,000	
Payroll Taxes				7,013	7,013	
Pension Benefits				88,363	88,363	
FICA Replacement Benefits				10,667	10,667	
Group Insurance Benefits				82,345	82,345	
Transportation Subsidy				3,882	3,882	
Workers' Compensation				1,274	1,274	
Discretionary Contribution				28,156	28,156	
Total Personnel Expenditures				710,759	710,759	
Services & Supplies Expenditures						
Travel				4,500	4,500	
Training & Education				5,500	5,500	
Communications				20,000	20,000	
Rents & Leases				100,000	100,000	
Professional Services				230,000	230,000	
Shop & Field Supplies				130,000	130,000	
Computer Hardware & Software				40,000	40,000	
Stationery & Office Supplies				500	500	
Total Services & Supplies Expenditures				530,500	530,500	
Capital Expenditures						
Lab & Monitoring Equipment				875,000	875,000	
Total Capital Expenditures				875,000	875,000	
Total Expenditures				2,116,259	2,116,259	

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Planning & Climate Protection Division

The Planning and Climate Protection Division prepares plans to meet State and Federal air quality standards, leads and implements climate protection activities, and develops and implements local community emissions reduction plans per Assembly Bill 617 (AB 617). Staff partner with other Divisions to understand and address local and regional toxic air contaminants, criteria pollutants including fine particulate matter, and greenhouse gas emissions. Staff advance local and regional environmental justice by providing support for General Plan Environmental Justice Element development and implementation (per SB 1000); centering equity in climate action planning; and developing and delivering plan and policy resources such as model ordinances, technical resources, and best practices to accelerate action. Staff will continue supporting local lead agencies, regional agencies, and others in applying the Air District CEQA Thresholds and using updated Guidelines to ensure plans and projects are protective of local health and reduce climate impacts.

Managing Division: Planning & Climate Protection Division	
Contact Person: Alison Kirk	
Program Purpose: This program was closed out in FYE25 and is no longer needed.	
Essential Functions	
Strategic Plan Projects	Strategic Plan Alignment

	Program Actual	Approved Program Budget	Amended Program Budget	Proposed Program Budget	FTE/Dollar Change	Percent Change
	2024	2025	2025	2026	\$	%
Personnel Expenditures						
Permanent Salaries	392,707					
Temporary Salaries	8,409					
Payroll Taxes	6,412					
Pension Benefits	110,819					
FICA Replacement Benefits	9,040					
Group Insurance Benefits	52,493					
Transportation Subsidy	1,374					
Workers' Compensation	1,212					
Discretionary Contribution	33,104					
Total Personnel Expenditures	615,570					
Services & Supplies Expenditures						
Travel	2,777					
Training & Education	1,941					
Communications	5,628					
Printing & Reproduction	479					
Professional Services	170,253		321,422		(321,422)	(100.00)%
Stationery & Office Supplies	267					
Total Services & Supplies Expenditures	181,345		321,422		(321,422)	(100.00)%
Capital Expenditures						
Total Expenditures	796,915		321,422		(321,422)	(100.00)%

Managing Division: Planning & Climate Protection Division	
Contact Person: Alison Kirk	
Program Purpose: This program will be closed in FYE26 as it is no longer needed. All budget functions for Planning and Climate Protection will be centralized into Program Acct 608 (formerly Climate Protection)	
Essential Functions	
Strategic Plan Projects	Strategic Plan Alignment

Implement Plans, Policies & Measures

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	Program Actual	Approved Program Budget	Amended Program Budget	Proposed Program Budget	FTE/Dollar Change	Percent Change
	2024	2025	2025	2026	\$	%
Number of Positions (FTE)	2.63	7.06	7.06		(7.06)	(100.00)%
Personnel Expenditures						
Permanent Salaries	413,395	1,211,401	1,211,401		(1,211,401)	(100.00)%
Overtime Salaries	173					
Temporary Salaries	3,356					
Payroll Taxes	6,523	17,391	17,391		(17,391)	(100.00)%
Pension Benefits	119,883	247,699	247,699		(247,699)	(100.00)%
FICA Replacement Benefits	9,313	24,325	24,325		(24,325)	(100.00)%
Group Insurance Benefits	55,622	150,835	150,835		(150,835)	(100.00)%
Transportation Subsidy	1,550	6,865	6,865		(6,865)	(100.00)%
Workers' Compensation	1,276	3,262	3,262		(3,262)	(100.00)%
Discretionary Contribution	33,508	77,232	77,232		(77,232)	(100.00)%
Total Personnel Expenditures	644,599	1,739,010	1,739,010		(1,739,010)	(100.00)%
Services & Supplies Expenditures						
Travel		7,900	7,900		(7,900)	(100.00)%
Training & Education	5,599	8,500	8,500		(8,500)	(100.00)%
Printing & Reproduction		1,500	1,500		(1,500)	(100.00)%
Professional Services	150,896	375,000	504,774		(504,774)	(100.00)%
Computer Hardware & Software	387	1,000	1,700		(1,700)	(100.00)%
Stationery & Office Supplies		1,000	300		(300)	(100.00)%
Total Services & Supplies Expenditures	156,882	394,900	524,674		(524,674)	(100.00)%
Capital Expenditures						
Total Expenditures	801,481	2,133,910	2,263,684		(2,263,684)	(100.00)%

Managing Division:	
Planning & Climate Protection Division	
Contact Person:	
Wendy Goodfriend	
Program Purpose:	
The Air Quality and Climate Planning program partners with local, regional and state agencies, community organizations, and other stakeholders to address disproportionate impacts in overburdened and frontline communities through plan, policy and project development and implementation.	
Essential Functions	
<ul style="list-style-type: none"> • Lead and coordinate efforts to prepare analyses, plans, and documentation to meet requirements of new or revised ambient air quality standards or air quality designation changes. • Lead development and implementation of air quality and climate plans in collaboration with regional and state agencies, local governments, and community partners. • Work with local governments and their community partners to develop and implement plans, policies and projects to improve air quality, reduce contributions to climate change, and address environmental justice and health equity. • Provide guidance, technical support and assistance to CEQA lead agencies, local governments and community partners. • Participate in Rule development and implementation, provide policy and technical support on agency priority initiatives. • Lead development and implementation of AB 617 Community Emissions Reductions Plans in partnership with community co-leads, community steering committee, community members, and state, local and regional agencies. 	
Strategic Plan Projects	Strategic Plan Alignment
BARCAP Initiative: develop and implement regional climate action plan	1.07 - New Climate Solutions
Lead AB617 East Oakland CERP development and Path to Clean Air CERP implementation.	1.01 - Change Approach to Air Quality 1.03 - Minimize Flaring 2.01 - Community Partnership 2.02 - Collect Community Data 2.03 - Make Data Accessible
Lead the Implementation Working Group (IWG) for the Zero NOx Building Appliance Rules	1.07 - New Climate Solutions
Local Government Support Program technical assistance, coordination, communications, and reporting	2.11 - Cumulative Health Impacts 4.06 - Inspire Action 4.09 - Land Use Impacts
Region-wide air quality plan and PM2.5 attainment plan development	1.01 - Change Approach to Air Quality 2.01 - Community Partnership 2.07 - Understand Local Air Pollution
Update the Planning Healthy Places Guidebook with new policies approaches, resources and examples	2.11 - Cumulative Health Impacts 4.06 - Inspire Action 4.09 - Land Use Impacts

	Program Actual 2024	Approved Program Budget 2025	Amended Program Budget 2025	Proposed Program Budget 2026	FTE/Dollar Change \$	Percent Change %
Number of Positions (FTE)	7.91	8.35	8.35	16.89	8.54	102.28%
Number of Positions (LTCE)				1.00	1.00	
Personnel Expenditures						
Permanent Salaries	1,321,364	1,441,392	1,441,392	3,052,700	1,611,308	111.79%
Overtime Salaries	6,115			5,000	5,000	
Temporary Salaries	4,037					
Payroll Taxes	20,445	20,545	20,545	43,951	23,406	113.93%
Pension Benefits	259,509	283,844	283,844	582,409	298,565	105.19%
FICA Replacement Benefits	30,059	28,749	28,749	63,129	34,380	119.59%
Group Insurance Benefits	172,343	182,374	182,374	384,107	201,733	110.61%
Transportation Subsidy	4,623	8,114	8,114	22,976	14,862	183.16%
Workers' Compensation	4,077	3,855	3,855	7,538	3,683	95.54%
Discretionary Contribution	104,375	91,908	91,908	176,297	84,389	91.82%
Total Personnel Expenditures	1,926,947	2,060,781	2,060,781	4,338,107	2,277,326	110.51%
Services & Supplies Expenditures						
Travel	2,031	10,410	10,410	18,000	7,590	72.91%
Training & Education	6,975	6,900	6,900	13,500	6,600	95.65%
Communications	1,831					
Printing & Reproduction	374	1,200	1,200	2,000	800	66.67%
Professional Services	568,965	445,000	672,069	340,000	(332,069)	(49.41)%
Computer Hardware & Software				1,000	1,000	
Stationery & Office Supplies		500	500	250	(250)	(50.00)%
Books & Journals		100	100		(100)	(100.00)%
Minor Office Equipment		200	200	200		
Total Services & Supplies Expenditures	580,176	464,310	691,379	374,950	(316,429)	(45.77)%
Capital Expenditures						
Total Expenditures	2,507,123	2,525,091	2,752,160	4,713,057	1,960,897	71.25%

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Rules Division

The Rules Division is responsible for the development of regulations to implement Air District plans to attain federal and State air quality standards, and to protect public health. In addition to development of rules derived from planning documents, staff assists with the preparation of air quality plans. Other measures are developed under the direction of the Board of Directors to further protect public health and safety and reduce emissions of greenhouse gases. In addition, staff reviews existing regulations and develops revisions to improve clarity, efficiency and effectiveness. For each control measure, staff assesses potential emission reductions, technological feasibility, socioeconomic impacts, cost-effectiveness, and environmental impacts under CEQA. Staff conducts public workshops and other public involvement processes, prepares staff reports, and makes presentations and recommendations to the Board of Directors at public hearings and committee meetings. Staff also manages and coordinates the rule development process for other Divisions.

Managing Division:	
Rules Division	
Contact Person:	
Victor Douglas	
Program Purpose:	
The primary purpose of this program is to develop and propose emissions reductions strategies to reduce air pollutant emissions in the Bay Area.	
Essential Functions	
<ul style="list-style-type: none"> • Research and evaluate sources for potential emissions control strategies • Develop and propose new rules and amendments to existing rules • Engage and educate interested stakeholders on rule development efforts and other related projects • Support identification and development of regulatory strategies for air quality plans and community plans • Support implementation of air quality rules and community plans 	
Strategic Plan Projects	Strategic Plan Alignment
Assist M&M with development of refinery fenceline monitoring procedures and initiate rulemaking	2.07 - Understand Local Air Pollution
Complete amendments to Rule 11-18 to streamline and expedite implementation	4.10 - Ensure Success
Complete regulatory amendments to address woodsmoke	1.02 - Stronger Regulations
Complete regulatory amendments to Rule 6-4: Metal Recycling and Shredding Operations	1.01 - Change Approach to Air Quality 1.02 - Stronger Regulations
Complete regulatory amendments to various rules to reduce fugitive dust emissions	1.02 - Stronger Regulations
Continue supporting AB 617 communities to develop and implement Community Emission Reduction Plans	1.01 - Change Approach to Air Quality 1.02 - Stronger Regulations 2.01 - Community Partnership
Continue to support the Building Appliance Rules Implementation Working Group for Rules 9-4 and 9-6	1.07 - New Climate Solutions 4.10 - Ensure Success
Coordinate with Engineering and AIM to improve Engineering operations (permitting rules, Rule 12-15)	4.01 - Timely Permits 4.02 - Transparent Permit Process 4.10 - Ensure Success
Initiate amendments to building appliances rules to provide additional compliance flexibility	1.02 - Stronger Regulations 4.10 - Ensure Success
Initiate research into approaches to address indirect sources	1.01 - Change Approach to Air Quality 1.02 - Stronger Regulations
Initiate rule development efforts to address refinery flaring	1.01 - Change Approach to Air Quality 1.02 - Stronger Regulations 1.03 - Minimize Flaring

	Program Actual	Approved Program Budget	Amended Program Budget	Proposed Program Budget	FTE/Dollar Change	Percent Change
	2024	2025	2025	2026	\$	%
Number of Positions (FTE)	9.21	11.12	11.12	14.21	3.09	27.79%
Number of Positions (LTCE)				1.60	1.60	
Personnel Expenditures						
Permanent Salaries	1,526,937	1,936,988	1,936,988	2,563,640	626,652	32.35%
Overtime Salaries	2,696	16,000	16,000		(16,000)	(100.00)%
Temporary Salaries	10,899					
Payroll Taxes	23,827	27,840	27,840	36,752	8,912	32.01%
Pension Benefits	342,886	380,722	380,722	473,194	92,472	24.29%
FICA Replacement Benefits	34,863	38,277	38,277	55,760	17,483	45.67%
Group Insurance Benefits	199,999	267,026	267,026	392,134	125,108	46.85%
Transportation Subsidy	5,659	10,803	10,803	20,293	9,490	87.85%
Workers' Compensation	4,712	5,133	5,133	6,658	1,525	29.71%
Discretionary Contribution	121,129	123,532	123,532	147,908	24,376	19.73%
Total Personnel Expenditures	2,273,607	2,806,321	2,806,321	3,696,339	890,018	31.71%
Services & Supplies Expenditures						
Travel	97	9,500	9,500	9,500		
Training & Education	238	12,000	12,000	12,000		
Printing & Reproduction	3,193	22,000	22,000	22,000		
Professional Services	115,254	540,000	1,035,769	690,000	(345,769)	(33.38)%
Shop & Field Supplies		500	500	500		
Computer Hardware & Software	743	4,000	4,000	4,000		
Stationery & Office Supplies		250	250	250		
Books & Journals		250	250	250		
Total Services & Supplies Expenditures	119,525	588,500	1,084,269	738,500	(345,769)	(31.89)%
Capital Expenditures						
Total Expenditures	2,393,132	3,394,821	3,890,590	4,434,839	544,249	13.99%

Program 10

Program 10: General Fund Program Distributions

The monitoring and tracking of expenditures related to General Fund Program Distributions is managed through a dedicated account called Program 10. This separation allows Divisions and Finance staff to effectively oversee spending on special projects apart from the normal operating program budgets. Furthermore, it enables the Finance Office to reconcile actual expenses with the allocated budget amounts. These allocations cater to various programs and initiatives, with some requiring multiple years for expenditure.

The Fiscal Year 2025-2026 Program 10 General Fund Program Distribution encompasses two programs within the Air District's Wildfire Air Quality Response Program:

The Home and School Air Filtration Program (HSAFP) was approved by the Board of Directors in July 2022 using \$1,000,000 in General Fund Reserves to support impacted communities that are vulnerable to wildfire smoke by distributing home air filtration units and filter replacements and providing air filtration upgrades to elementary schools in Richmond and San Pablo. Program partners include the Public Health Institute's – Regional Asthma Management and Prevention (RAMP), Bay Area organizations in the California Asthma Mitigation Project (AMP), federally qualified health centers, James Cary Smith Community Grantees, and other community-based organizations partners in AB 617 communities, impacted communities and those serving outdoor workers, IQAir and West Contra Costa Unified School District.

The Board of Directors in June 2021 approved \$250,000 for staff to work with air filter manufacturers to purchase home air filters for the Home Air Filtration Program and a \$100,000 MOU agreement for a pilot program with RAMP and AMP partners to distribute air filters with the AMP partners to clients with asthma or other lung condition.

The Board of Directors in September 2021 approved an additional \$100,000 to expand the program to reach all Bay Area Counties under the Executive Officer's expenditure authority and to seek additional partners in Solano, Marin, and Napa.

The Board of Directors in November 2023 approved staff to reallocate remaining Wildfire Mitigation Designation funds towards any of the partners and project categories and to expand eligibility to any clients of partners, eliminating the need for a lung condition, and any JCS Community Grantee.

The Wildfire Management Office Emergency Supplies (WMOES) was approved by the Board of Directors in July 2021 \$1,000,000 General Fund Reserves for Air District to provide heavy-duty portable air filtration units for regional emergency management authorities throughout the San Francisco Bay Area to help communities prepare for wildfire smoke that have the potential to impact air quality in entire regions for consecutive days.

The following is the projected spending plan for the programs:

Programs	Authorized Amount	YTD Spending as of 06/30/2024	FY25 Projected Spending	FY2026 Projected Spending	Division	Program
HSAFP	1,350,000	852,088	250,000	228,728	Environmental Justice	302
WMOES	1,000,000	711,218	196,782	92,000	Compliance & Enforcement	401

Program 11

Program 11: Clean HEET Grant Program/Woodsmoke Reduction

The monitoring and tracking of expenditures related to the Clean Heating Efficiently with Electric Technology (HEET) Grant Program are managed through a dedicated account called Program 11. This separation allows Divisions and Finance staff to effectively oversee spending on this program, distinct from the normal operating program budgets. It allows the Finance Office to reconcile actual expenses with the allocated budget amount for this program, which spans multiple fiscal years.

The Clean HEET program was developed and is supported with funding from a EPA Targeted Airshed Grant and revenue from the Air District's General Fund. In 2021, the Board of Directors authorized the Air District to accept, obligate, and expend up to \$2,120,345 in funding from the EPA and commit \$500,000 in General Fund monies from Designated Reserves as matching funding.

This program offers incentive funding to Bay Area homeowners to help reduce emissions and community exposure to wood smoke pollution. This is achieved by providing a grant to eligible applicants to lower the cost of replacing wood-burning devices, including freestanding wood-burning stoves, pellet stoves, and fireplace inserts, with electric heat pumps. The program originally launched in March 2024 and in early 2025, the EPA approved the Air District's request to expand the eligibility criteria and project options to include open hearth fireplaces. Additionally, a decommission-only option has been introduced, allowing older polluting devices to be permanently removed without having to be replaced with an electric heat pump.

The Air District is reviewing all completed applications until program funds have been exhausted and has conducted several solicitations that were either first-come, first-served or competitive. In all cases, projects sponsored by residents living in AB 617 communities, as well as those located in disadvantaged and low-income communities as defined by California climate initiatives, are prioritized. Additionally, the program offers "plus-up" funding for low-income residents. All work for this program must be completed by February 2026.

The following is the projected spending plan for FYE 2026

Programs	Authorized Amount	Estimate Spending as of 06/30/2025	FY2026 Projected Spending	Division	Program
Clean HEET	\$2,120,345	\$381,345	\$1,739,000	Strategic Incentives	311

Special Revenue Fund Program Narratives and Expenditure Details

SPECIAL REVENUE FUND

The Air District's Special Revenue works to support the Air District's mission of improving air quality, protecting public health, and protecting the global climate. The Special Fund revenue is principally derived from state and federal agency grants (e.g., from the California Air Resources Board and US Environmental Protection Agency), Department of Motor Vehicle Registration fees, settlement agreements, environmental mitigation fees, bond-sales, and the Bay Area Clean Air Foundation.

The Air District uses monies from these revenue sources to fund a variety of programs and projects that complement its regulatory and enforcement activities: grant and incentive programs for public agencies businesses, community groups, and residents, community outreach and engagement efforts, air quality monitoring and analysis, commuter benefits and Spare the Air programs, mobile source and anti-idling enforcement activities, and others. Air District staff administrative costs related to the implementation of Air District sponsored projects and programs are mainly provided for by the revenue source. A list of the main sources of revenue is listed below and a description of the programs funded by these sources is found in the section that follows:

- California Air Resources Board
- Transportation Fund for Clean Air (TFCA)
- Mobile Source Incentive Fund (MSIF)
- Carl Moyer Program (CMP)
- Community Air Protection Program (CAP)
- Volkswagen Environmental Mitigation Trust (VW Trust)
- Funding Agricultural Replacement Measures for Emission Reductions (FARMER)
- US Environmental Protection Agency
- California Goods Movement I-Bond (CGMB)
- Ocean-Going Vessel At-berth Remediation Fund (OGV Remediation Fund)
- Bay Area Clean Air Foundation
- Settlement funds

SERVICE AREA - ENGINEERING & COMPLIANCE

Special Revenue Fund

- Compliance and Enforcement

The Compliance & Enforcement Division ensures the Air District realizes the emission reductions achieved by the air quality regulations adopted by the Board of Directors, and permit conditions issued by the Executive Officer/APCO. Compliance with Air District, state, and federal regulations is achieved through a robust Compliance Assurance and Enforcement Program that includes comprehensive inspections and investigations and a complementary Compliance Assistance Program that supports compliance objectives of the Division by maintaining operations and assisting industry with air quality regulations and requirements. The Division works closely with local and state regulatory agencies, regulated industry and members of the community to provide the highest level of service to protect air quality and public health. The Division implements Air District strategies and enforces regulations that pertain to stationary sources and has some mobile source enforcement authority in collaboration with the California Air Resources Board. Division priorities include conducting Title V and Synthetic Minor facility inspections, locating unpermitted sources of operations, resolving violations at facilities with ongoing non-compliance and responding to and investigating air quality complaints. Staff work collaboratively across Divisions to achieve the Air District's mission and apply the appropriate level of enforcement proportional to the level of non-compliance. The Division vigorously pursues violators who show a disregard for the law and well-being of the public and ensures corrective actions and measures to resolve violations are taken.

The Compliance and Enforcement Division continues to focus on activities that support the Air District's commitment to achieve clean air to protect public health and the environment as follows:

The Compliance Assurance and Enforcement Programs focus on announced and unannounced inspections of air pollution sources to ensure compliance. Targeted strategies are used to guide inspections to identify non-compliance and reduce excess emissions. Sources include Title V and Synthetic Minor facilities, petroleum refineries, chemical plants, dry cleaners, gasoline dispensing facilities, autobody shops, asbestos renovations and demolitions, agricultural and prescribed burning, and other permitted sources. Other facets of the program requiring Division resources include investigations of Title V deviation reporting, Reportable Compliance Activities, and other inspections pertaining to the Portable Equipment Registration Program (PERP), Asbestos projects (renovations, demolitions and naturally occurring asbestos – NOA), compliance determinations for State Air Toxics Control Measures (ATCMs) and Federal Maximum Available Control Technology (MACTs) for air toxics. Air pollution complaints and incident response investigations are a high priority in the Division that aim to address and resolve air quality concerns of local communities.

The Compliance Assistance Program develops outreach materials, advisories, policies and procedures and guidance information and implements compliance strategies that complement a wide range of enforcement efforts. The program aims to enhance industry and public understanding of compliance and enforcement programs and regulatory requirements, address compliance concerns and assist in resolving air quality violations. Key programs and projects in Compliance Assistance and Operations include the Air District's Wood Smoke Reduction Program, Air Quality Complaint Program, AB617 Community Health Protection Program in West Oakland, Richmond/San Pablo, East Oakland and Bay View Hunters Point, Wildfire Air Quality Response Program, Commuter Benefits, Title V, Open Burning, Flare Monitoring, Naturally Occurring Asbestos, Inspector Training, Green Business Certifications, Variance and Hearing Board Activities, and many others involving state, federal and Air District regulations and requirements. The program also maintains online web information, the dispatch operating system and the compliance assistance and complaint phone lines which are all integral interfaces with the public.

Managing Division:	
Compliance & Enforcement Division	
Contact Person:	
Tracy Lee	
Program Purpose:	
<p>The enhanced mobile source inspection program aims to reduce particulate matter (PM) emissions throughout the Bay Area, specifically at and adjacent to the Port of Oakland. As part of the program, Air District inspectors patrol for smoking vehicles on the road, between performing inspections and answering complaints. Smoking vehicles are reported to Air District dispatchers and owner information is extracted from Department of Motor Vehicles (DMV) records. Letters and other compliance assistance materials are sent to owners to encourage that they repair or retire the respective vehicles.</p>	
Essential Functions	
<ul style="list-style-type: none"> • Identify smoking vehicles and send notification letters 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. • Conduct enhanced mobile source inspections at and adjacent to the Port of Oakland for compliance with the State drayage truck regulation and other related truck/mobile source regulations. • Issue Notice of Violations for trucks and other mobile sources found in non-compliance. • Develop compliance assistance materials for related mobile source regulatory requirements, including fact sheets, posters and other outreach and grants information. 	
Strategic Plan Projects	Strategic Plan Alignment

Enhanced Mobile Source Inspections (TFCA)

318

	Program Actual	Approved Program Budget	Amended Program Budget	Proposed Program Budget	FTE/Dollar Change	Percent Change
	2024	2025	2025	2026	\$	%
Personnel Expenditures						
Services & Supplies Expenditures						
Communications	243	3,000	3,000	3,000		
Postage		4,000	4,000	4,000		
Printing & Reproduction	8,340	8,500	9,355	8,500	(855)	(9.14)
Total Services & Supplies Expenditures	8,583	15,500	16,355	15,500	(855)	(5.23)
Capital Expenditures						
Total Expenditures	8,583	15,500	16,355	15,500	(855)	(5.23)

SERVICE AREA - EQUITY & COMMUNITY PROGRAMS

Special Revenue Fund

- Strategic Incentive Division

The Strategic Incentives Division works to achieve early emissions reductions and accelerate adoption of cleanest-available technology through the administration of voluntary incentive programs to help fleet owners to replace older highly polluting vehicles and equipment with cleaner and zero-emissions technology. This work involves the oversight and administration of Special Revenue funds from federal, state, and local sources to offer incentives that target the clean-up of mobile sources in the marine, goods movement, industrial, transportation, and agricultural sectors, implementation of trip reduction strategies such as the installation of new bikeways and secure bike parking, and the change-out residential wood-burning stoves. The programs are designed to fund projects that reduce emissions and exposure in areas where communities have been most affected by air pollution. In FYE 2025, the team will be working to award over \$100 million in new Special Revenue-funded programs and active projects that were previously awarded over the past 10 years.

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

Managing Division:	
Strategic Incentives Division	
Contact Person:	
Alona Davis	
Program Purpose:	
Implement incentive programs for eligible projects that reduce emissions and community exposure to diesel exhaust and other pollutants, primarily from mobile sources, through the administration of state grant funds from the Carl Moyer Program (CMP), Community Air Protection (CAP) Incentives Program, Ocean-Going Vessel At-berth Remediation Fund (OGV Fund), and Funding Agricultural Replacement Measures for Emission Reductions (FARMER) Program.	
Essential Functions	
<ul style="list-style-type: none"> • Develop program policies and procedures, guidance materials, and administrative operating procedures; and develop solicitation packages and conduct outreach. • Review and evaluate project applications to determine eligibility and prepare recommendations for award of eligible projects for approval by the Board of Directors. • Prepare contracts, amendments, and correspondence; monitor projects, inspect, and audit programs and projects to assure compliance with State and District guidelines, policies, and statutory and regulatory requirements; process reimbursement requests; and ensure project files are complete and up to date. • Prepare and submit reports to CARB; liaise with CARB on contract and guideline requirements. • Prepare technical, financial, and staff reports, attend meetings, and participate in external audits. • Coordinate with IT contractors to develop, enhance, and maintain data management systems. • Develop new and enhance existing programs in support of community emission reduction plan strategies. • Hire and train new staff to support expansion of programs 	
Strategic Plan Projects	Strategic Plan Alignment
At least 80% of funding to projects to reduce emissions and exposure in priority communities	1.04 - Reimagine Funding
Build a new grants management system to increase efficiency and improve transparency	4.10 - Ensure Success
Develop a new program for heavy duty truck replacements to zero emission for small fleets	1.04 - Reimagine Funding
Develop an outreach plan to solicit projects that address community strategies	1.04 - Reimagine Funding
Develop and implement a new air filtration program	1.04 - Reimagine Funding
Develop and implement a new commercial lawn and garden program	1.04 - Reimagine Funding

State-Funded Incentive Programs

307

	Program Actual	Approved Program Budget	Amended Program Budget	Proposed Program Budget	FTE/Dollar Change	Percent Change
	2024	2025	2025	2026	\$	%
Number of Positions (FTE)	16.74	12.58	12.58	19.60	7.02	55.80
Number of Positions (LTCE)				0.30	0.30	
Personnel Expenditures						
Permanent Salaries	2,179,691	1,778,916	1,778,916	2,730,553	951,637	53.50
Overtime Salaries	251					
Payroll Taxes	33,800	25,194	25,194	38,723	13,529	53.70
Pension Benefits	449,037	351,990	351,990	507,706	155,716	44.24
FICA Replacement Benefits	49,735	43,311	43,311	70,207	26,896	62.10
Group Insurance Benefits	287,491	271,198	271,198	464,761	193,563	71.37
Transportation Subsidy	7,831	12,224	12,224	25,552	13,328	109.03
Workers' Compensation	6,726	5,808	5,808	8,383	2,575	44.34
Discretionary Contribution	179,393	112,915	112,915	156,966	44,051	39.01
Total Personnel Expenditures	3,193,955	2,601,556	2,601,556	4,002,851	1,401,295	53.86
Services & Supplies Expenditures						
Travel	5,459	11,550	11,550	18,500	6,950	60.17
Training & Education	659	13,500	13,500	10,000	(3,500)	(25.93)
Communications	2,009	5,000	5,000	5,000		
Postage		1,000	1,000	1,000		
Printing & Reproduction		3,000	3,000	3,000		
Professional Services	51,046	150,500	313,761	100,500	(213,261)	(67.97)
Shop & Field Supplies	708	2,800	2,800	2,800		
Computer Hardware & Software		7,000	7,000	6,000	(1,000)	(14.29)
Stationery & Office Supplies		2,000	2,000	2,000		
Books & Journals		500	500	500		
Minor Office Equipment		2,500	2,500	2,500		
Total Services & Supplies Expenditures	59,881	199,350	362,611	151,800	(210,811)	(58.14)
Capital Expenditures						
Computer & Network				175,000	175,000	
Total Capital Expenditures				175,000	175,000	
Transfer In/Out	296,304			338,500	338,500	
Total Expenditures	3,550,140	2,800,906	2,964,167	4,668,151	1,703,984	57.49

Managing Division:	
Strategic Incentives Division	
Contact Person:	
Minda Berbeco	
Program Purpose:	
Implement incentive programs for eligible projects that reduce on-road vehicle emissions, through the administration of local funding from \$4 motor vehicle surcharge revenue, authorized by Assembly Bill 434.	
Essential Functions	
<ul style="list-style-type: none"> • Prepare contracts, amendments, and correspondence; review progress reports and monitor projects, inspect, and audit programs and projects to assure compliance with District policies and statutory requirements; process reimbursement requests; and ensure project files are complete and up to date. • Prepare recommendations for updates to program policies for consideration by the Board of Directors; update program guidance and administrative operating procedures, as needed; develop and implement solicitations and conduct outreach. • Prepare technical, financial, and staff reports, and attend meetings. • Review and evaluate project applications to determine their eligibility and prepare recommendations for award of eligible projects for approval by the Board of Directors, prioritizing the Bay Area's most impacted communities. 	
Strategic Plan Projects	Strategic Plan Alignment
At least 80% of funding to projects to reduce emissions and exposure in priority communities	1.04 - Reimagine Funding
Build a new grants management system that increases efficiency and improves transparency	4.10 - Ensure Success
Develop an outreach plan to solicit projects that address community strategies	1.04 - Reimagine Funding
Plan for development of new bikeways program for communities	1.04 - Reimagine Funding

Transportation Fund for Clean Air Administration (TFCA)

308

	Program Actual	Approved Program Budget	Amended Program Budget	Proposed Program Budget	FTE/Dollar Change	Percent Change
	2024	2025	2025	2026	\$	%
Number of Positions (FTE)	3.16	5.37	5.37	3.25	(2.12)	(39.48)
Number of Positions (LTCE)				0.20	0.20	
Personnel Expenditures						
Permanent Salaries	513,265	794,907	794,907	498,227	(296,680)	(37.32)
Overtime Salaries	182					
Payroll Taxes	7,915	11,328	11,328	7,111	(4,217)	(37.23)
Pension Benefits	120,646	159,014	159,014	95,549	(63,465)	(39.91)
FICA Replacement Benefits	11,348	18,494	18,494	12,171	(6,323)	(34.19)
Group Insurance Benefits	65,505	116,679	116,679	66,258	(50,421)	(43.21)
Transportation Subsidy	1,860	5,220	5,220	4,430	(790)	(15.13)
Workers' Compensation	1,584	2,480	2,480	1,453	(1,027)	(41.41)
Discretionary Contribution	39,451	50,513	50,513	28,674	(21,839)	(43.23)
Total Personnel Expenditures	761,756	1,158,635	1,158,635	713,873	(444,762)	(38.39)
Services & Supplies Expenditures						
Travel	830	11,500	11,500	14,000	2,500	21.74
Training & Education	4,671	11,500	11,500	11,500		
Communications	1,537	3,000	3,000	2,000	(1,000)	(33.33)
Postage		500	500	500		
Printing & Reproduction		1,000	1,000	7,000	6,000	600.00
Professional Services	87,548	254,000	356,299	274,000	(82,299)	(23.10)
Shop & Field Supplies	644	3,000	3,000	3,000		
Computer Hardware & Software	38	7,000	7,000	7,000		
Stationery & Office Supplies	15	1,000	1,000	1,000		
Books & Journals		440	440	200	(240)	(54.55)
Minor Office Equipment		5,000	5,000	5,000		
Total Services & Supplies Expenditures	95,283	297,940	400,239	325,200	(75,039)	(18.75)
Capital Expenditures						
Computer & Network				175,000	175,000	
Total Capital Expenditures				175,000	175,000	
Transfer In/Out	452,238	180,911	180,911	544,223	363,312	200.82
Total Expenditures	1,309,277	1,637,486	1,739,785	1,758,296	18,511	1.06

Managing Division:	
Strategic Incentives Division	
Contact Person:	
Alona Davis	
Program Purpose:	
Implement incentive programs for eligible projects that reduce emissions and community exposure to diesel exhaust and other pollutants, primarily from mobile sources, through the administration of local funding from \$2 motor vehicle surcharge revenues, authorized by Assembly Bill 923, for emission reduction projects.	
Essential Functions	
<ul style="list-style-type: none"> • Recommend funding allocations to the Board of Directors. • Update program policies and procedures, guidance materials, and administrative operating procedures; develop solicitation packages; conduct outreach. • Review and evaluate project applications to determine eligibility and prepare recommendations for award of eligible projects for approval by the Board of Directors. • Prepare contracts, amendments, and correspondence; monitor projects, inspect, and audit programs and projects to assure compliance with State and District guidelines, policies, and statutory and regulatory requirements; process reimbursement requests; and ensure project files are complete and up to date. • Prepare and submit reports to the California Air Resources Board (CARB) on the expenditure of MSIF funds. • Prepare technical, financial, and staff reports, attend meetings, and participate in external audits. • Coordinate with IT contractors to develop, enhance, and maintain data management systems. 	
Strategic Plan Projects	Strategic Plan Alignment
At least 80% of funding to projects to reduce emissions and exposure in priority communities	1.04 - Reimagine Funding
Build a new grants management system that increases efficiency and improves transparency	4.10 - Ensure Success

Mobile Source Incentive Fund (MSIF)

310

	Program Actual	Approved Program Budget	Amended Program Budget	Proposed Program Budget	FTE/Dollar Change	Percent Change
	2024	2025	2025	2026	\$	%
Number of Positions (FTE)	3.21	4.30	4.30	4.26	(0.04)	(0.93)
Number of Positions (LTCE)				0.20	0.20	
Personnel Expenditures						
Permanent Salaries	455,815	643,265	643,265	619,926	(23,339)	(3.63)
Overtime Salaries	27					
Payroll Taxes	7,333	9,193	9,193	8,832	(361)	(3.93)
Pension Benefits	122,253	127,245	127,245	116,887	(10,358)	(8.14)
FICA Replacement Benefits	10,329	14,810	14,810	15,735	925	6.25
Group Insurance Benefits	60,655	90,890	90,890	91,167	277	0.30
Transportation Subsidy	1,701	4,180	4,180	5,727	1,547	37.01
Workers' Compensation	1,407	1,986	1,986	1,879	(107)	(5.39)
Discretionary Contribution	35,764	40,885	40,885	35,647	(5,238)	(12.81)
Total Personnel Expenditures	695,284	932,454	932,454	895,800	(36,654)	(3.93)
Services & Supplies Expenditures						
Travel	335	8,000	8,000	15,000	7,000	87.50
Training & Education	191	11,500	11,500	15,000	3,500	30.43
Communications	2,897	2,000	2,000	2,000		
Postage		500	500	500		
Printing & Reproduction		3,000	3,000	3,000		
Professional Services	89,290	145,000	159,112	57,000	(102,112)	(64.18)
Shop & Field Supplies		1,000	2,000	2,000		
Computer Hardware & Software		7,000	7,000	7,000		
Stationery & Office Supplies	780	800	800	1,000	200	25.00
Books & Journals		200	200	200		
Minor Office Equipment	2,827	2,500	2,500	2,500		
Total Services & Supplies Expenditures	96,320	181,500	196,612	105,200	(91,412)	(46.49)
Capital Expenditures						
Computer & Network				50,000	50,000	
Total Capital Expenditures				50,000	50,000	
Transfer In/Out	104,322	37,970	37,970	135,152	97,182	255.94
Total Expenditures	895,926	1,151,924	1,167,036	1,186,152	19,116	1.64

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.	
Essential Functions	
<ul style="list-style-type: none"> • Oversee contractor's purchase and scrapping of vehicles. • Respond to inquiries regarding Vehicle Buy-Back Program. • 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. 	
Strategic Plan Projects	Strategic Plan Alignment
Ask community members what changes they want to see in funding programs.	1.04 - Reimagine Funding
Evaluate opportunities to make the Vehicle Buy-Back more flexible.	1.04 - Reimagine Funding
Review funding programs to reduce barriers to applying for funds	1.04 - Reimagine Funding
With community input, change funding programs to provide greater benefits to communities.	1.04 - Reimagine Funding

Vehicle Buy Back (MSIF)

312

	Program Actual	Approved Program Budget	Amended Program Budget	Proposed Program Budget	FTE/Dollar Change	Percent Change
	2024	2025	2025	2026	\$	%
Number of Positions (FTE)	0.41	1.10	1.10	0.81	(0.29)	(26.36)
Personnel Expenditures						
Permanent Salaries	56,268	159,815	159,815	120,921	(38,894)	(24.34)
Payroll Taxes	845	2,278	2,278	1,724	(554)	(24.32)
Pension Benefits	9,205	31,199	31,199	22,811	(8,388)	(26.89)
FICA Replacement Benefits	1,195	3,788	3,788	2,858	(930)	(24.55)
Group Insurance Benefits	6,922	22,991	22,991	16,764	(6,227)	(27.08)
Transportation Subsidy	201	1,069	1,069	1,040	(29)	(2.71)
Workers' Compensation	174	508	508	341	(167)	(32.87)
Discretionary Contribution	3,576	10,151	10,151	6,964	(3,187)	(31.40)
Total Personnel Expenditures	78,386	231,799	231,799	173,423	(58,376)	(25.18)
Services & Supplies Expenditures						
Travel		1,500	1,500	1,500		
Training & Education		1,000	1,000	1,000		
Postage		1,000	1,000	1,000		
Printing & Reproduction		1,000	1,000	1,000		
Professional Services	1,587,218	11,015,000	15,435,224	11,300,000	(4,135,224)	(26.79)
Total Services & Supplies Expenditures	1,587,218	11,019,500	15,439,724	11,304,500	(4,135,224)	(26.78)
Capital Expenditures						
Transfer In/Out	11,758	9,439	9,439	26,166	16,727	177.21
Total Expenditures	1,677,362	11,260,738	15,680,962	11,504,089	(4,176,873)	(26.64)

Managing Division:	
Strategic Incentives Division	
Contact Person:	
Chengfeng Wang	
Program Purpose:	
Implement incentive programs for projects that reduce emissions through the administration of miscellaneous sources of grant funding.	
Essential Functions	
<ul style="list-style-type: none"> Review and evaluate project applications to determine eligibility and prepare recommendations for award of eligible projects for approval by the Board of Directors. Prepare contracts, amendments, and correspondence; monitor projects, inspect, and audit programs and projects to assure compliance with grant agreements, Program guidelines, policies, and statutory and regulatory requirements; process reimbursement requests; and ensure project files are complete and up to date. Prepare and submit reports and funding disbursement requests to funding agencies; liaise with funding agencies on contract and guideline requirements. Prepare technical, financial, and staff reports, attend meetings, and participate in external audits. Develop, update program policies and procedures, guidance materials, and administrative operating procedures; and develop solicitation packages and conduct outreach. 	
Strategic Plan Projects	Strategic Plan Alignment
Partner with communities on implementation of grant funded projects.	1.04 - Reimagine Funding

Miscellaneous Incentive Program (Other Grant)

316

	Program Actual	Approved Program Budget	Amended Program Budget	Proposed Program Budget	FTE/Dollar Change	Percent Change
	2024	2025	2025	2026	\$	%
Number of Positions (FTE)	0.05	0.07	0.07	0.20	0.13	185.71
Personnel Expenditures						
Permanent Salaries	5,126	12,023	12,075	38,298	26,223	217.17
Payroll Taxes	89	177	177	549	372	210.17
Pension Benefits	1,374	2,409	2,409	7,402	4,993	207.26
FICA Replacement Benefits	107	241	241	705	464	192.53
Group Insurance Benefits	717	1,603	1,603	5,082	3,479	217.03
Transportation Subsidy	22	68	68	257	189	277.94
Workers' Compensation	16	32	32	84	52	162.50
Discretionary Contribution	505	766	766	2,216	1,450	189.30
Total Personnel Expenditures	7,956	17,319	17,371	54,593	37,222	214.28
Services & Supplies Expenditures						
Travel		6,300	6,300		(6,300)	(100.00)
Total Services & Supplies Expenditures		6,300	6,300		(6,300)	(100.00)
Capital Expenditures						
Transfer In/Out	(7,956)					
Total Expenditures		23,619	23,671	54,593	30,922	130.63

Managing Division:	
Strategic Incentives Division	
Contact Person:	
Minda Berbeco	
Program Purpose:	
Implement incentive programs for eligible projects that reduce emissions and community exposure to diesel exhaust and other pollutants associated with goods movement activities, primarily from mobile sources, through the administration of state grant funds from the Proposition 1B: Goods Movement Emission Reduction Program.	
Essential Functions	
<ul style="list-style-type: none"> • Develop/update policies and procedures in accordance with state requirements. • Conduct outreach to interested parties and provide application assistance. • Evaluate grant applications for eligibility with 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 Goods Movement Program grants. • Prepare and submit reports to the California Air Resources Board. • 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. 	
Strategic Plan Projects	Strategic Plan Alignment
Develop a new program for the transition of transportation refrigeration units to zero emission	1.04 - Reimagine Funding

	Program Actual	Approved Program Budget	Amended Program Budget	Proposed Program Budget	FTE/Dollar Change	Percent Change
	2024	2025	2025	2026	\$	%
Number of Positions (FTE)	0.64	0.88	0.88	0.55	(0.33)	(37.50)
Personnel Expenditures						
Permanent Salaries	92,718	127,298	127,298	94,465	(32,833)	(25.79)
Payroll Taxes	1,476	1,805	1,805	1,362	(443)	(24.54)
Pension Benefits	31,461	25,884	25,884	18,090	(7,794)	(30.11)
FICA Replacement Benefits	2,067	3,031	3,031	1,941	(1,090)	(35.96)
Group Insurance Benefits	12,251	21,721	21,721	16,169	(5,552)	(25.56)
Transportation Subsidy	331	855	855	706	(149)	(17.43)
Workers' Compensation	286	406	406	232	(174)	(42.86)
Discretionary Contribution	8,230	8,085	8,085	5,456	(2,629)	(32.52)
Total Personnel Expenditures	148,820	189,085	189,085	138,421	(50,664)	(26.79)
Services & Supplies Expenditures						
Travel				1,000	1,000	
Professional Services	11,694		9,337	5,000	(4,337)	(46.45)
Total Services & Supplies Expenditures	11,694		9,337	6,000	(3,337)	(35.74)
Capital Expenditures						
Transfer In/Out	67,200					
Total Expenditures	227,714	189,085	198,422	144,421	(54,001)	(27.22)

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.	
Essential Functions	
<ul style="list-style-type: none"> Review and evaluate project applications to determine eligibility and prepare recommendations for award of eligible projects for approval. Prepare contracts, amendments, and correspondence; monitor projects, inspect, and audit programs and projects to assure compliance with grant agreements, Program guidelines, policies, and statutory and regulatory requirements; process reimbursement requests; and ensure project files are complete and up to date. Prepare and submit reports and funding disbursement requests to funding agencies; liaise with funding agencies on contract and guideline requirements. Maintain program website and program hotline. Prepare technical, financial, and staff reports, attend meetings, and participate in external audits. Coordinate with IT contractors to develop, enhance, and maintain data management systems. Develop, update program Implementation Manual, guidance materials, and administrative operating procedures; and develop solicitation packages and conduct outreach. 	
Strategic Plan Projects	Strategic Plan Alignment
Maintain and update grants management system, program website to improve transparency	4.10 - Ensure Success
Prioritize funding for projects that benefit communities impacted by air pollution	1.04 - Reimagine Funding
Reduce barriers to applying for funds	1.04 - Reimagine Funding

Volkswagen Environmental Mitigation Trust (VW Trust)

324

	Program Actual	Approved Program Budget	Amended Program Budget	Proposed Program Budget	FTE/Dollar Change	Percent Change
	2024	2025	2025	2026	\$	%
Number of Positions (FTE)	3.16	3.13	3.13	4.26	1.13	36.10
Number of Positions (LTCE)				0.10	0.10	
Personnel Expenditures						
Permanent Salaries	444,380	463,426	463,426	679,277	215,851	46.58
Payroll Taxes	6,829	6,578	6,578	9,744	3,166	48.13
Pension Benefits	73,911	93,760	93,760	131,529	37,769	40.28
FICA Replacement Benefits	10,213	10,780	10,780	15,382	4,602	42.69
Group Insurance Benefits	56,906	81,816	81,816	126,859	45,043	55.05
Transportation Subsidy	1,458	3,042	3,042	5,598	2,556	84.02
Workers' Compensation	1,371	1,446	1,446	1,837	391	27.04
Discretionary Contribution	33,753	29,448	29,448	39,158	9,710	32.97
Total Personnel Expenditures	628,821	690,296	690,296	1,009,384	319,088	46.22
Services & Supplies Expenditures						
Travel	516	13,700	13,700	13,700		
Training & Education		3,500	3,500	3,500		
Postage		500	500	500		
Printing & Reproduction		3,000	3,000	3,000		
Professional Services	(26,848)	50,800	63,366	60,800	(2,566)	(4.05)
Shop & Field Supplies		400	400	400		
Computer Hardware & Software		5,000	5,000	5,000		
Stationery & Office Supplies		1,000	1,000	1,000		
Books & Journals		500	500	500		
Minor Office Equipment		1,000	1,000	1,000		
Total Services & Supplies Expenditures	(26,332)	79,400	91,966	89,400	(2,566)	(2.79)
Capital Expenditures						
Transfer In/Out	283,949	265,633	286,066	456,811	170,745	59.69
Total Expenditures	886,438	1,035,329	1,068,328	1,555,595	487,267	45.61

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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. Prior to FYE26 the Clean Cars for All program was included in account 317, but moved to account 330 for FYE26.	
Essential Functions	
<ul style="list-style-type: none"> 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 the Charge! program, CEC REACH grant, FHWA grant, and CMAQ grant. 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. 	
Strategic Plan Projects	Strategic Plan Alignment
EV and EV Charging programs	1.04 - Reimagine Funding 1.07 - New Climate Solutions 4.06 - Inspire Action 4.07 - Customer Service

Light Duty Electric Vehicle Program (Other Grant)

317

	Program Actual	Approved Program Budget	Amended Program Budget	Proposed Program Budget	FTE/Dollar Change	Percent Change
	2024	2025	2025	2026	\$	%
Number of Positions (FTE)	7.65	7.94	7.94	2.99	(4.95)	(62.34)
Number of Positions (LTCE)				0.30	0.30	
Personnel Expenditures						
Permanent Salaries	1,062,289	1,198,894	1,198,844	522,711	(676,133)	(56.40)
Overtime Salaries	4,898	60,000	60,000	20,000	(40,000)	(66.67)
Temporary Salaries		100,000	100,000		(100,000)	(100.00)
Payroll Taxes	16,635	17,303	17,303	7,590	(9,713)	(56.13)
Pension Benefits	236,959	233,050	233,050	97,180	(135,870)	(58.30)
FICA Replacement Benefits	23,996	27,342	27,342	11,604	(15,738)	(57.56)
Group Insurance Benefits	138,199	163,412	163,412	71,212	(92,200)	(56.42)
Transportation Subsidy	3,618	7,716	7,716	4,223	(3,493)	(45.27)
Workers' Compensation	3,278	3,667	3,667	1,385	(2,282)	(62.23)
Discretionary Contribution	84,305	76,217	76,217	30,145	(46,072)	(60.45)
Total Personnel Expenditures	1,574,177	1,887,601	1,887,551	766,050	(1,121,501)	(59.42)
Services & Supplies Expenditures						
Travel	2,293	36,000	36,000	12,000	(24,000)	(66.67)
Training & Education		9,500	9,500	3,000	(6,500)	(68.42)
Communications	2,434	7,000	7,000		(7,000)	(100.00)
Professional Services	684,985	1,627,000	2,225,190	787,000	(1,438,190)	(64.63)
Computer Hardware & Software		11,000	11,000	4,000	(7,000)	(63.64)
Total Services & Supplies Expenditures	689,712	1,690,500	2,288,690	806,000	(1,482,690)	(64.78)
Capital Expenditures						
Transfer In/Out	365,364	566,280	609,840	154,089	(455,751)	(74.73)
Total Expenditures	2,629,253	4,144,381	4,786,081	1,726,139	(3,059,942)	(63.93)

Managing Division:	
Technology Implementation Office	
Contact Person:	
Tin Le	
Program Purpose:	
Administer funding, outreach, and planning to accelerate the adoption of light-duty (passenger) electric vehicles in the Bay Area through the Clean Cars for All Program. Prior to FYE26 the Clean Cars for All program was included in account 317.	
Essential Functions	
<ul style="list-style-type: none"> • 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 the Clean Cars For All program. • 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. 	
Strategic Plan Projects	Strategic Plan Alignment
CCFA Program	1.04 - Reimagine Funding 1.07 - New Climate Solutions 4.06 - Inspire Action 4.07 - Customer Service

	Program Actual	Approved Program Budget	Amended Program Budget	Proposed Program Budget	FTE/Dollar Change	Percent Change
	2024	2025	2025	2026	\$	%
Number of Positions (FTE)				4.93	4.93	
Number of Positions (LTCE)				2.70	2.70	
Personnel Expenditures						
Permanent Salaries				1,035,458	1,035,458	
Overtime Salaries				40,000	40,000	
Temporary Salaries				100,000	100,000	
Payroll Taxes				14,898	14,898	
Pension Benefits				190,489	190,489	
FICA Replacement Benefits				26,919	26,919	
Group Insurance Benefits				190,422	190,422	
Transportation Subsidy				9,797	9,797	
Workers' Compensation				3,214	3,214	
Discretionary Contribution				59,508	59,508	
Total Personnel Expenditures				1,670,705	1,670,705	
Services & Supplies Expenditures						
Travel				24,000	24,000	
Training & Education				6,500	6,500	
Communications				7,000	7,000	
Professional Services				790,000	790,000	
Computer Hardware & Software				7,000	7,000	
Total Services & Supplies Expenditures				834,500	834,500	
Capital Expenditures						
Total Expenditures				2,505,205	2,505,205	

SERVICE AREA - PUBLIC AFFAIRS

Special Revenue Fund

- Communication Division

The Communications Office manages advertising and outreach for Spare the Air and the Employer Programs. The Office maintains the Spare the Air website, related social media 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, videos and collateral materials. The Office also provides and oversees graphic design services, social media content creation, translation services and videography.

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. The program also provides outreach to employers/employees through the Spare the Air Employer Program. Employers are targeted specifically due to their significant influence on the commute behaviors of their employees.
Essential Functions		<ul style="list-style-type: none"> • Prepare and issue media releases and respond to media inquiries related to the Spare the Air program. • Conduct Spare the Air campaign to educate the public about individual choices to reduce air pollution. • Manage Spare the Air public outreach campaigns for advertising, social media and media relations. • Provide Spare the Air program public outreach at community 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 STA employer outreach & advertising campaign. • Manage and update Spare the Air website landing pages and provide regular updates, measurements and responses for social media sites. • Notify the public of Spare the Air Alerts through AirAlerts, text alerts, the media, sparettheair.org, baaqmd.gov, the STA app and social media sites. • Coordinate STA sponsorship of community events and fairs throughout the Bay Area. • Provide overview of campaign to the Board of Directors.
Strategic Plan Projects		Strategic Plan Alignment
Attend employer events throughout the Bay Area	4.07 - Customer Service	
Disseminate STA notifications	4.06 - Inspire Action	
Implementation of STA advertising & outreach campaign	4.06 - Inspire Action	
Manage STA Employer Program to inform employees about commuter incentive programs and STA alerts	4.06 - Inspire Action	
Sponsor and attend community events	2.06 - Talk With Communities 4.06 - Inspire Action 4.07 - Customer Service	

Spare the Air Program (TFCA)

306

	Program Actual	Approved Program Budget	Amended Program Budget	Proposed Program Budget	FTE/Dollar Change	Percent Change
	2024	2025	2025	2026	\$	%
Number of Positions (FTE)	3.05	3.60	3.60	3.35	(0.25)	(6.94)
Personnel Expenditures						
Permanent Salaries	410,995	518,761	518,761	514,364	(4,397)	(0.85)
Overtime Salaries	106,570	30,000	30,000	100,000	70,000	233.33
Temporary Salaries	50					
Payroll Taxes	6,376	7,418	7,418	7,413	(5)	(0.07)
Pension Benefits	81,064	105,547	105,547	99,226	(6,321)	(5.99)
FICA Replacement Benefits	8,787	12,381	12,381	11,831	(550)	(4.44)
Group Insurance Benefits	53,948	75,859	75,859	74,489	(1,370)	(1.81)
Transportation Subsidy	1,588	3,494	3,494	4,306	812	23.24
Workers' Compensation	1,268	1,660	1,660	1,413	(247)	(14.88)
Discretionary Contribution	29,354	32,943	32,943	29,642	(3,301)	(10.02)
Total Personnel Expenditures	700,000	788,063	788,063	842,684	54,621	6.93
Services & Supplies Expenditures						
Travel	2,009					
Professional Services	936,641	1,538,000	2,067,801	1,538,000	(529,801)	(25.62)
Total Services & Supplies Expenditures	938,650	1,538,000	2,067,801	1,538,000	(529,801)	(25.62)
Capital Expenditures						
Transfer In/Out	316,091	354,622	354,622	381,165	26,543	7.48
Total Expenditures	1,954,741	2,680,685	3,210,486	2,761,849	(448,637)	(13.97)

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Special Revenue Fund

- External Affairs Office

In partnership with the Metropolitan Transportation Commission, External Affairs manages enforcement for Rule 14-1, Commuter Benefits program. Regular program updates are mailed to all registered employers, follow up is conducted with lapsed and unregistered employers to get them into compliance with the regional rule and maintain commuter benefits for their employees. Enforcement action is taken if employers fail to come into compliance after receiving warning from the Air District. Enforcement efforts are monitored and tracked and the team works with the Compliance and Enforcement Division and Legal Division if violations occur.

Managing Division:	
External Affairs Office	
Contact Person:	
Lisa Fasano	
Program Purpose:	
Implementation of the Commuter Benefits Program, per the requirements of Air District Regulation 14-1.	
Essential Functions	
<ul style="list-style-type: none"> • 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. • Maintain ongoing partnership with the Metropolitan Transportation Commission to administer and enforce this rule. • Work with MTC to create greater awareness of the benefits, resources and GHG reductions of the Commuter Benefits Program to encourage greater employer/employee commuting partnership. 	
Strategic Plan Projects	Strategic Plan Alignment
Goal 1: Achieve Impact	1.01 - Change Approach to Air Quality 1.05 - Enhance Violation Investigations 1.07 - New Climate Solutions
Goal 2 Advance Environmental Justice	2.01 - Community Partnership 2.07 - Understand Local Air Pollution 2.11 - Cumulative Health Impacts
Goal 3: Foster Cohesion and Inclusion	3.03 - One Air District Community
Goal 4: Be Effective, Accountable, and Customer Oriented	4.05 - Improve Compliance Investigations 4.06 - Inspire Action 4.07 - Customer Service 4.10 - Ensure Success 4.12 - Report Progress

Commuter Benefits Program (TFCA)

319

	Program Actual	Approved Program Budget	Amended Program Budget	Proposed Program Budget	FTE/Dollar Change	Percent Change
	2024	2025	2025	2026	\$	%
Number of Positions (FTE)				0.50	0.50	
Personnel Expenditures						
Permanent Salaries				98,860	98,860	
Payroll Taxes				1,532	1,532	
Pension Benefits				19,894	19,894	
FICA Replacement Benefits				1,764	1,764	
Group Insurance Benefits				17,777	17,777	
Transportation Subsidy				642	642	
Workers' Compensation				211	211	
Discretionary Contribution				5,724	5,724	
Total Personnel Expenditures				146,404	146,404	
Services & Supplies Expenditures						
Travel		6,000	6,000		(6,000)	(100.00)
Postage		5,000	5,000	20,000	15,000	300.00
Total Services & Supplies Expenditures		11,000	11,000	20,000	9,000	81.82
Capital Expenditures						
Transfer In/Out				66,263	66,263	
Total Expenditures		11,000	11,000	232,667	221,667	2,015.15

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Appendices

APPENDIX A

SELECTED LEGAL REQUIREMENTS

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

1. Federal law requires that the Air District collect fees from affected facilities to fund the implementation of Title V of the Federal Clean Air Act (42 U.S.C. Section 7401, et seq. and implementing regulations in 40 CFR Parts 60 and 70). Implementation of Title V includes all activities involved in the review, issuance, and enforcement of Title V Permits. "Affected facilities" include all major stationary sources as defined in the Federal Clean Air Act.
2. Revenue received by the Air District pursuant to *California Health and Safety Code* Section 44220, et seq. (Transportation Fund for Clean Air (TFCA)) may only be used to fund approved projects, and certain expenditures incurred for administration of the TFCA program, including audits. The expenditures for the administration of TFCA grants are contained in the Transportation Fund for Clean Air Administration.
3. Permit fee revenue may only be used to fund activities associated with the permitting, monitoring, and enforcement of regulations affecting permitted stationary sources. Past audits of District activities have shown that the Air District's programs meet this test.
4. Funding from several sources, including grants, is restricted, and thus may only be used to fund certain activities. Air District accounts are periodically audited to ensure that such funds are used appropriately.
5. *California Health and Safety Code* Section 40131(a)(3) requires that two public hearings be held regarding the adoption of the District budget. The first hearing is for the exclusive purpose of reviewing the budget and providing the public with the opportunity to comment upon the proposed budget. This hearing must be separate from the hearing at which the District adopts its budget. The adoption hearing may not be held any sooner than two weeks after the first hearing. Thirty (30) days public notice must be given before the first public hearing.
6. The Maintenance of Effort (MOE) level refers to a Federal EPA Section 105 grant condition. This condition states that, "No agency shall receive any grant under this section during any fiscal year when its expenditures of non-Federal funds for recurrent expenditures for air pollution control programs will be less than its expenditures were for such programs during the preceding fiscal year unless the Administrator, after notice and opportunity for public hearing, determines that a reduction in expenditures is attributable to a non-selective reduction in the expenditures in the programs of all Executive branch agencies of the applicable unit of Government." Depending on the expenditures reported on the Federal Status Report (FSR) at the conclusion of the federal FYE 2025, receipt of the Federal grant funds for FYE 2026 could be delayed or jeopardized because of this MOE requirement.

APPENDIX B

GENERAL FUND RESERVES AND LIABILITIES

	FY 2023-24 Audited	FY 2024-25 Projected	FY 2025-26 Projected
Beginning Reserve Balance	95,637,910	111,638,397	101,445,339
Operating Transfer in	13,884,653		
Designated Reserves Adjustments	2,115,834	(500,000)	(2,935,581)
Use of Reserves for Budget		(9,693,058)	(10,179,010)
Ending Reserve Balance	111,638,397	101,445,339	88,330,748
Committed (Reserve Designations)*			
<i>Economic Contingency Designations</i>			
AB617 Staffing Contingency	7,700,000	9,000,000	9,000,000
Federal Grant Contingency			7,650,000
Litigation Support Contingency	6,255,000	3,655,000	3,655,000
Pandemic Contingency	2,000,000		
Reserve Policy (X% of Budget)**	26,490,000	36,191,000	40,243,000
	42,445,000	48,846,000	60,548,000
<i>Long Term Commitment Designations</i>			
Community Benefits	3,000,000	3,000,000	3,000,000
Limited-Term Contract Employee (LTCE) Staffing	1,000,000	1,800,000	2,905,654
Schedule X - Operating	6,671,854	4,671,854	4,035,634
Schedule X - Capital		2,000,000	1,125,000
Technology Implementation Office	3,350,000	2,850,000	2,850,000
	14,021,854	14,321,854	13,916,288
<i>Other Designations</i>			
Appliance Rule Outreach			2,500,000
Building Improvements (HQE & Beale)	5,000,000	1,000,000	3,000,000
Incident Monitoring Program	1,000,000	1,000,000	1,000,000
One-time professional cost			2,075,000
Spare the Air Program	1,075,000		
Wildfire Mitigation	288,782	288,782	288,782
Woodsmoke (Enforcement)	497,912	497,912	497,912
Woodsmoke Program (SID)	473,850	473,850	473,850
	8,335,544	3,260,544	9,835,544
Total Committed (Reserve Designations)	64,802,398	66,428,398	84,299,832
Unassigned (Available Reserve Balance)	46,835,999	35,016,941	4,030,916
Community Benefit Fund Reserves -Admin	1,912,841	9,472,687	6,170,561
Community Benefit Fund Reserves -Project	19,340,944	95,779,297	95,779,297
* Reserve Designations are subject to change at Board's discretion.			
** Policy range of is 25-35% beginning FY2025. FY 2025 & 2026 reflects the 25% minimum amount.			
ESTIMATED OUTSTANDING LIABILITIES			
CalPERS Pension Retirement			104,936,237
Other Post Employment Benefit Plan			6,283,387
Certificate of Participation Notes			25,028,600
TOTAL			136,248,224

APPENDIX B

GENERAL FUND RESERVES AND LIABILITIES

APPENDIX B depicts the actual unrestricted reserves amount at the end of FYE 2024, as well as the projected amount for FYE 2025 and FYE 2026. For FYE 2025, a recommendation of \$9.7 million transfer from General Fund Reserves, of which \$2.9 million is a short-term investment in staffing to address operational needs in several divisions. The remaining \$6.8 million is to be used for capital projects/equipment and other one-time costs. For FYE 2026, a recommendation to transfer \$3.3 million from designated reserves to support the Refinery Community Air Monitoring Program and Limited Term Contract Employees (LTCE). Another \$10.2M transfer from reserves will support ongoing short-term staffing investments and one-time costs to address capital purchases and services. To remain fiscally prudent, the Air District established an economic contingency reserve policy (percentage of General Fund operating expense) to ensure the stability of services for a period of time and the ability to set aside funds for anticipated projects and future obligations. Over the years, staff recommended 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 are subject to change at the Board of Director's discretion.

- **AB617 Staffing Contingency** was established in FYE 2022 to allow staffing continuity for the AB617 program
- **Appliance Rule Outreach** was established in FYE 2026 to was established in FYE 2026 to support outreach, education, and communications for Rules 9-4 and 9-6
- **Building Improvements** (HQE & Beale) was established in FYE 2023 to continue office space improvements
- **Community Benefits** was established in FYE 2022 to provide community benefits
- **Federal Grant Contingency** was established in FYE 2025 to address continuity of certain federal funded administrative and program cost
- **Incident Monitoring Program** was established in FYE 2024 to increase capacity to characterize air quality impacts from large incidents at facilities
- **Limited Term Contract (LTCE) Staffing** was established in FYE 2024 to support temporary staffing for unanticipated project work
- **Litigation Support Contingency** was established in FYE 2023 to address potential litigations.
- **Pandemic Contingency** was established in FYE 2022 to address potential operating revenue shortfall due to the COVID-19 pandemic
- **Reserves Policy Contingency** was established in FYE 2008 at the request of the Board for unplanned expenditure and/or unanticipated loss in revenues. In FYE 2025, the board amended the policy to 25-35%.
- **Schedule X (Operating& Capital)** was implemented in FYE 2017 to establish and operate refinery-related community air monitoring systems
- **Technology Implementation Office** was established in FYE 2019 to fund projects using a revolving loan arrangement to leverage funding for technologies that reduce greenhouse gas emissions
- **One-time professional costs established in FYE 2026** to support funding various operational services
- **Spare the Air Program** was established in FYE 2024 to allow for continued operations in the event of an unanticipated single year shortfall in the Spare the Air Program
- **Wildfire Mitigation** was established in FYE 2022 to fund the wildfire air quality response program
- **Woodsmoke Program** was established in FYE 2018 to support funding changeout of residential heating woodburning devices
- **Unassigned Reserves** are any remaining reserves without designations. These funds can be designated at any time
- **Community Benefit Penalty Reserves- Admin** was established in FYE 2024 to support the Community Investment Office in administering the community benefit program
- **Community Benefit Penalty Reserves- Project** was established in FYE 2024 to create an opportunity to direct significant resources back into the communities where air quality violations occurred

Appendix B also includes a list of the Air District's Outstanding Liabilities:

- **Pension Retirement** – The Air District provides a retirement pension benefit plan through California Public Employee Retirement System (CalPERS). As of 2023 valuation of the plan, that Air District's unfunded liability for the plan was \$120 million; offset by \$16M investments in the prefund 115 prefund established in FYE 2024.
- **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 2023 valuation of the plan, that Air District's unfunded liability for the plan is \$ 6 million.
- **Certificate of Participation Notes (COP)** – The Air District issued COPs to finance its headquarters at 375 Beale. As of June 2023, the estimated principal and interest outstanding were \$25 million.

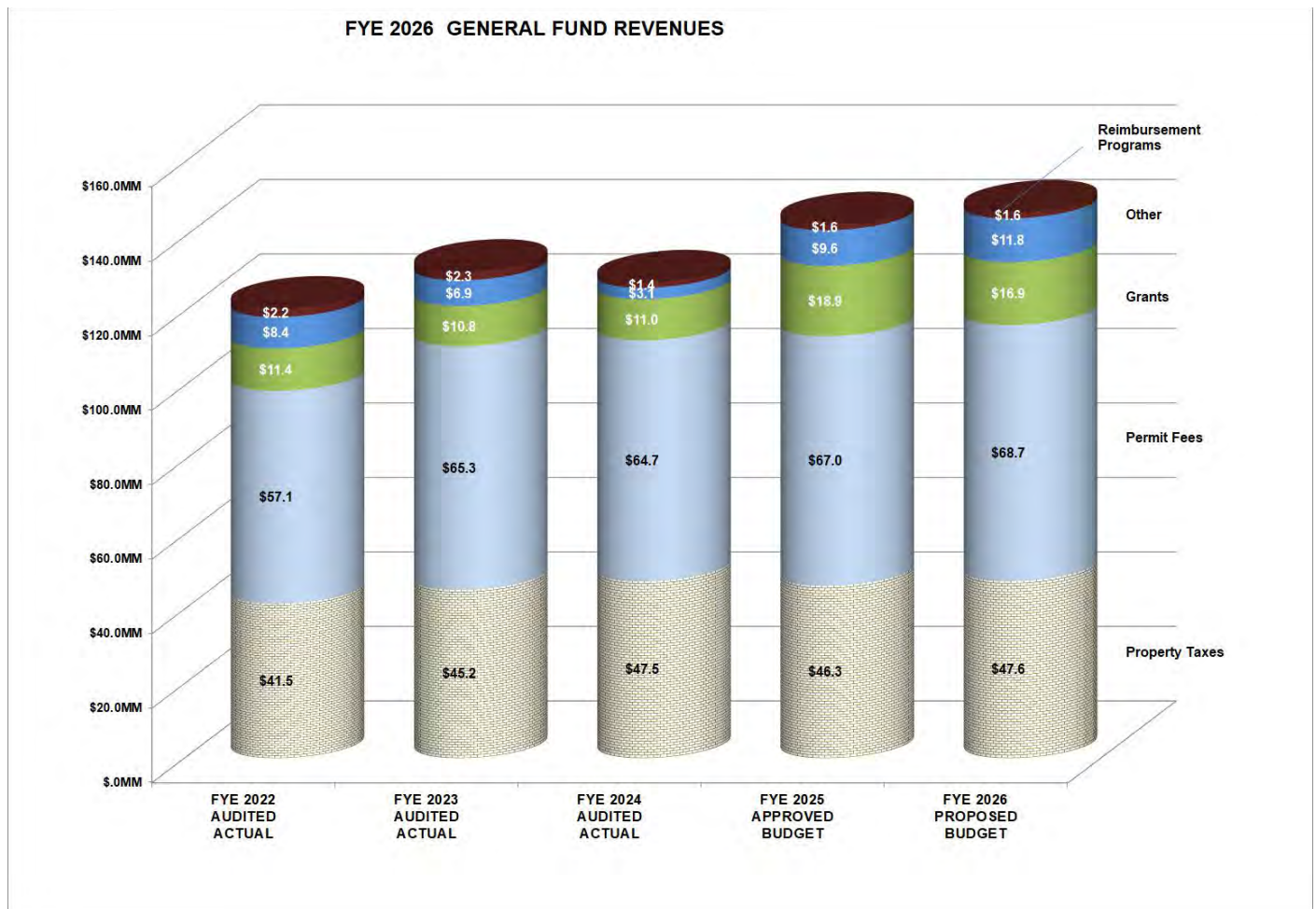
APPENDIX C

Figure 1

General Fund Revenue Trends

Below Figure 1 graphically displays the trends in the sources of actual revenues used to fund actual expenditures each year from FYE 2022 through FYE 2024 along with the approved and proposed budget for FYE 2025 and FYE 2026, respectively.

As seen here, permit fees are the Air District's largest source of revenue. Actual permit revenues fluctuate from FYE 2022 through FYE 2024 because of fee increases to each individual fee schedule based on the cost recovery policy and new fees implemented during the period. In FYE 2026 projected permit revenues are expected to have 3% increase. Actual property tax revenues maintained an increasing trend over the past three years attributed to multiple factors such as the annual statutory increases limited to 3%, changes in ownership and new construction in the Bay Area. This revenue source is expected to continue to increase in FYE 2026. Other General Fund sources of revenue have experienced small fluctuations over the years.



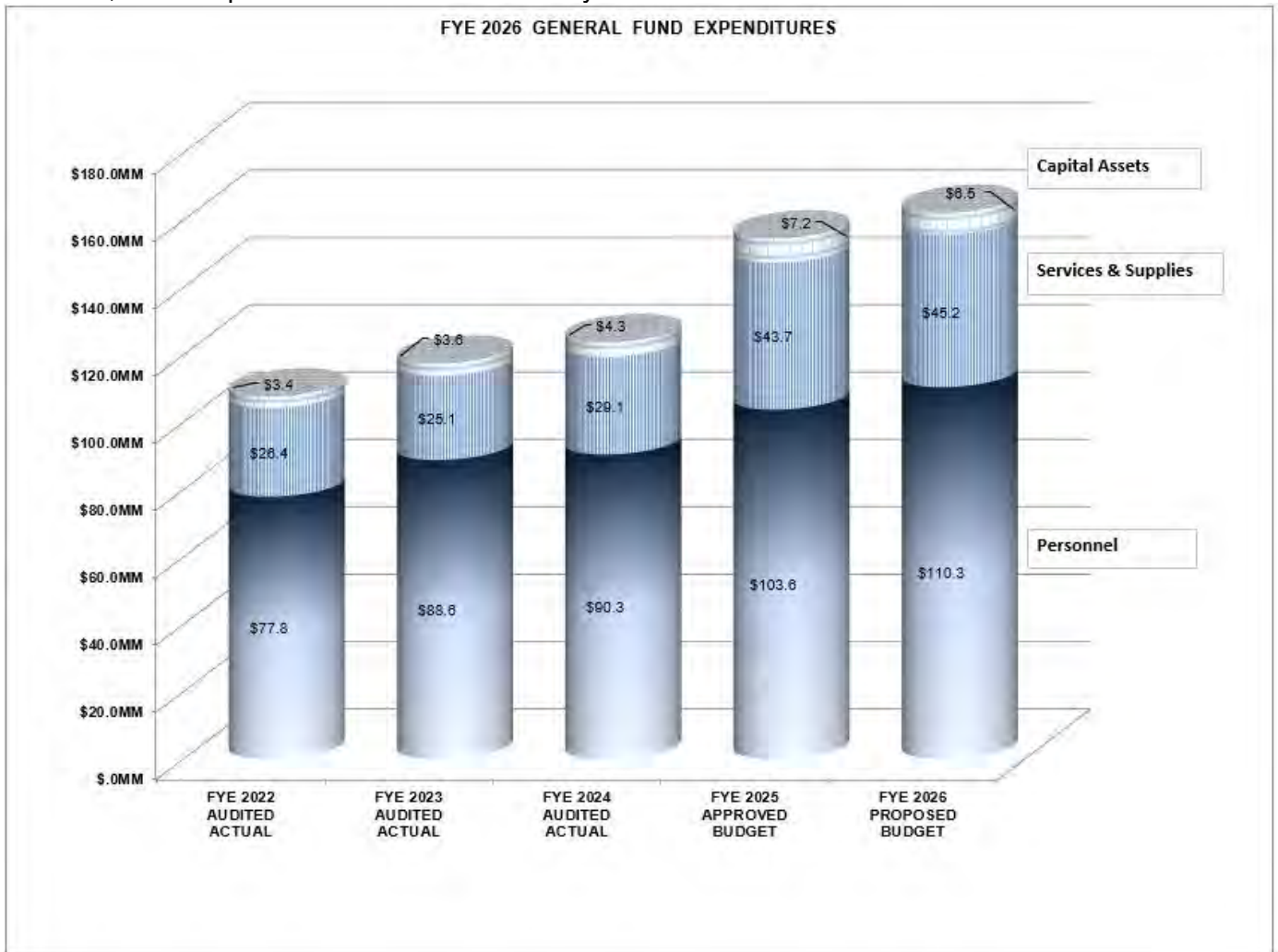
APPENDIX D

Figure 2

General Fund Expenditure Trends

Below Figure 2 shows the trends in actual expenditures from FYE 2022 through FYE 2024 along with the approved and proposed expenditure budgets for FYE 2025 and FYE 2026, respectively.

From FYE 2022 through FYE 2026, the General Fund total has risen at an average rate of 11% per year from \$108 million to \$162 million due to increased Personnel Costs, Services, and Capital Asset expenditures. The FYE 2026 General Fund Proposed Budget shows a projected \$7.6 million increase in expenditures over FYE 2025, due primarily to a 6% increase in Personnel costs and a 4% increase in Services, while Capital Asset costs decreased by 10%.



APPENDIX E

General Fund 5 Year Projection

Figure 3

Five Year Forecast General Fund	FYE 2026 Projected	FYE 2027 Projected	FYE 2028 Projected	FYE 2029 Projected	FYE 2030 Projected
REVENUE					
Property Tax	47,568,000	48,995,040	49,974,941	50,974,440	51,993,928
Permits/Fees	68,713,141	74,151,256	81,465,186	89,888,975	99,589,302
Grant Revenues	7,608,379	2,918,212	2,947,394	2,976,868	3,006,637
AB617 Funding	10,853,754	10,380,132	10,603,889	10,427,311	9,801,031
Other Revenue	11,750,787	11,250,787	10,750,787	9,719,028	9,203,075
Transfer in - Special Funds	2,102,369	2,144,416	2,187,305	2,231,051	2,275,672
TOTAL REVENUE	148,596,430	149,839,844	157,929,502	166,217,672	175,869,645
(Use of)/Transfer to Reserve	(13,114,901)	(5,442,838)	(1,138,757)	2,139,352	10,347,418
(Use of) Community Benefit Fund	(3,302,126)	(3,378,000)	(2,831,000)		
EXPENDITURE					
Personnel	110,298,076	113,693,668	116,163,504	117,956,450	118,496,520
Services & Supplies	48,237,965	39,622,259	40,396,105	41,185,427	41,990,535
Capital	6,477,416	5,344,755	5,339,650	4,936,443	5,035,172
TOTAL EXPENDITURE	165,013,457	158,660,683	161,899,259	164,078,320	165,522,227
GENERAL FUND RESERVES					
Beginning Balance	101,445,339	88,330,438	82,887,599	81,748,842	83,888,194
(Use of)/Transfer to Reserve	(13,114,901)	(5,442,838)	(1,138,757)	2,139,352	10,347,418
Ending Balance	88,330,438	82,887,599	81,748,842	83,888,194	94,235,612
(Use of) Community Benefit Fund	(3,302,126)	(3,378,000)	(2,831,000)		
25% Minimum Reserve Policy	40,467,000	38,879,000	39,688,000	40,233,000	40,594,000

APPENDIX E

Figure 3 and Budget Assumptions

Revenue Assumptions

- a. **Property Tax** has historically risen across the Bay Area much higher than the standard 2% annual increase, reflecting the region's robust real estate market. However, projections for the five years anticipate more modest growth, influenced by local economic conditions. The forecast period assumes a 3% increase in property tax revenues for 2027, followed by a 2% annual growth rate through 2030.
- b. **Permit Fee** revenues are projected to increase by approximately 8-10% during the forecast period to help recover a greater share of permit-related costs. These increases are intended to support proposed staffing expansions as the Air District continues to address workforce needs for core permit-related programs. The Air District's Cost Recovery Policy permits adjustments to the fee schedule to ensure cost recovery for permit-related activities. While the current cost recovery level stands above 85%, it is expected to decline during the forecast period due to additional staffing. However, by 2029 and 2030, cost recovery is projected to improve as permit revenues rise to sustain these new positions.
- c. **Grant Revenues** are expected to drop significantly in 2027 to reflect adjustment of one-time federal grant funding and remain stable through 2030.
- d. **Assembly Bill 617** provides annual funding of approximately \$9 million from the State. In addition to the annual allocations, there are accumulated grant funds from previous years that are planned to be utilized through the year 2030.
- e. **Other Revenues** mainly account for Penalties, State Subvention, and interest income. These revenues are expected to remain stable through the year 2030.

Expenditure Assumptions

- a. **Personnel** costs are projected to rise over the next five years, driven by anticipated wage adjustments and benefits costs. In 2026, an additional 23 positions are planned to address growing demands on core programs, increasing staffing levels from 500 to 523 positions. The projections assume a 8% vacancy rate until 2028, decreasing to 7% through 2030. These projections may change if staffing levels adjust during the forecast period.
- b. **Retirement Pension** costs are increasing due to changes in actuarial assumptions and higher staffing levels. The forecast includes the Air District's approved policy to allocate \$1 million in discretionary payments to the 115 Trust to reduce the unfunded actuarial liability (UAL).
- c. **Other Post-Employment Benefits (OPEB)** for retiree medical benefits are projected to remain above the 90% funding level for the forecast period. If this assumption holds, the \$4.0 million in discretionary funding will shift towards reducing the retirement pension UAL.
- d. **Services and Supplies** are projected to decline by approximately 19% in 2027 to adjust for one-time costs, including federal funded one-time projects. The overall costs are projected to increase in the year 2028, assuming only an inflationary increase of approximately 2-3% for the five-year forecast.
- e. **Capital Expenditures** assumes ongoing capital equipment and one-time funding in FYE 2026 to pay for equipment purchases and information technology improvements, etc. FYE 2027-2030 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 \$13.1 million in reserves, which includes \$3.9 million in ongoing investments from previous years' budget approval and approximately \$9.2 million in new investments from General Fund reserves, provide critical staffing resources, capital assets, and one-time services essential to fulfilling our mission. The forecast projects use of reserves in the year 2026 through 2028 to cover the temporary revenue shortfall. Based on current assumptions, reserves are expected to stay above the minimum policy level through the year 2030 due to a healthy reserve balance. Approximately \$84 million in reserves have been designated. Please see Appendix B for a detailed list of proposed designations.

APPENDIX F-FTE FY26

FYE 2026 Proposed Full-Time Equivalent (FTE) Positions

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) 2026. The FYE 26 PROPOSED column represents proposed changes to the designated classifications and/or division assignments (if any) which is reflected in the "DIFF" column. The total proposed staffing for FYE 2026 includes 23 additional FTEs bringing the total to 523 FTEs.

Service Area / Division	Position Classification	Salary Range ID	FYE 25 APPROVED	FYE 25-Mid Yr APPROVED	FYE 26 PROPOSED	DIFF
Engineering & Compliance Service Area						
FY26 Transfer	Deputy Executive Officer	169			1	1
Compliance & Enforcement						
FY26 (Add/Del)	Administrative Assistant I/II	114/118	2	2	2	
	Air Quality Engineer I/II	132/136	1	1	0	-1
	Air Quality Specialist I/II	130/134	5	5	5	
	Air Quality Specialist I/II	130/134	44	44	44	
FY26 (Add/Del)	Air Quality Technician I/II	122/126	6	6	6	
	Assistant Air Quality Specialist I/II	122/126	2	2	1	-1
	Director/Officer	156	1	1	1	
	Manager	148	5	5	5	
FY26 (Add/Del)	Principal Air Quality Engineer	144	2	3	3	
	Radio/Telephone Operator	113	4	4	4	
	Senior Advanced Projects Advisor	148	1	1	1	
	Senior Air Quality Engineer	140	3	2	2	
	Senior Air Quality Specialist	138	11	11	13	2
	Senior Air Quality Technician	130	2	2	2	
	Supervising Air Quality Specialist	142	10	10	10	
Compliance & Enforcement Total			99	99	99	
Engineering						
FY26 New	Administrative Assistant I/II	114/118	4	4	4	
	Air Quality Engineer I/II	132/136	21	21	22	1
	Air Quality Permit Technician I/II	122/126	2	2	2	
	Air Quality Specialist I/II	130/134	4	4	4	
	Air Quality Technician I/II	122/126	5	5	5	
	Assistant Manager	147	1	1	1	
	Director/Officer	156	1	1	1	
	Manager	148	5	5	5	
	Principal Air Quality Engineer	144	5	5	5	
	Principal Air Quality Engineer	144	1	1	1	
	Senior Advanced Projects Advisor	148	1	1	1	
	Senior Air Quality Engineer	140	4	4	4	
	Senior Air Quality Engineer	140	9	9	9	
	Senior Air Quality Technician	130	1	1	1	
	Supervising Air Quality Engineer	144	12	12	12	
	Supervising Air Quality Specialist	142	1	1	1	
	Supervising Systems Analyst	139	1	1	1	
	Toxicologist	144	1	1	1	
Engineering Total			79	79	80	1
Source Test						
FY26 Transfer	Air Quality Engineer I/II	132/136			3	3
FY26 Transfer	Air Quality Specialist I/II	130/134			4	4
FY26 Transfer	Assistant Staff Specialist I/II	122/126			1	1
FY26 Transfer	Manager	148			1	1
FY26 Transfer	Principal Air Quality Engineer	144			1	1
FY26 Transfer	Principal Air Quality Specialist	142			1	1
FY26 Transfer	Senior Air Quality Engineer	140			2	2
FY26 Transfer	Senior Air Quality Specialist	138			1	1
FY26 Transfer	Supervising Air Quality Engineer	144			1	1
FY26 Transfer	Supervising Air Quality Specialist	142			1	1
Source Test Total					16	16
Engineering & Compliance Service Area			178	178	196	18
Equity & Community Programs Service Area						
FY26 Transfer	Deputy Executive Officer	169			1	1
Civil Rights Office						
	Director/Officer	156		1	1	
	Staff Specialist I/II	130/134	0	1	1	
Civil Rights Office Total			0	2	2	

APPENDIX F-FTE FY26

Service Area / Division	Position Classification	Salary Range ID	FYE 25 APPROVED	FYE 25-Mid Yr APPROVED	FYE 26 PROPOSED	DIFF
Community Investment Office						
	Assistant Staff Specialist I/II	122/126		1	1	
	Director/Officer	156		1	1	
FY26 New	Manager	148			1	1
FY26 New	Staff Specialist I/II	130/134			1	1
	Supervising Staff Specialist	142		1	1	
Community Investment Office Total			0	3	5	2
Environmental Justice (formerly Community Engagement)						
	Administrative Assistant I/II	114/118	1	1	1	
	Assistant Manager	147	1	1	1	
	Assistant Staff Specialist I/II	122/126	1	1	1	
	Director/Officer	156	1	1	1	
FY26 Transfer (Add/Del)	Manager	148	2	2	3	1
	Public Information Officer I/II	130/134	1	1	1	
	Senior Air Quality Engineer	140	1	1	1	
FY26 New	Senior Staff Specialist	138	5	5	7	2
FY26 New	Staff Specialist I/II	130/134	4	4	6	2
FY26 Transfer	Senior Advanced Projects Advisor	148			1	1
FY26 Transfer	Senior Policy Advisor	148		0	1	1
Environmental Justice Total			17	17	24	7
Diversity, Equity & Inclusion						
	Director/Officer	156	1	1	1	
	Supervising Staff Specialist	142	1	1	1	
	Senior Staff Specialist	138	1	1	1	
	Staff Specialist I/II	130/134	1	1	1	
Diversity, Equity & Inclusion Total			4	4	4	
Strategic Incentives						
	Administrative Assistant I/II	114/118	1	1	1	
	Assistant Staff Specialist I/II	122/126	6	7	7	
	Director/Officer	156	1	1	1	
	Manager	148	4	4	4	
	Senior Staff Specialist	138	1	0	0	
	Senior Staff Specialist	138	5	6	6	
	Staff Specialist I/II	130/134	10	10	10	
	Principal Staff Specialist	142	1	1	1	
	Supervising Staff Specialist	142	4	5	5	
Strategic Incentives Total			33	35	35	
Technology Implementation Office						
	Assistant Staff Specialist I/II	122/126	2	2	2	
	Director/Officer	156	1	1	1	
	Manager	148	1	1	1	
	Senior Staff Specialist	138	2	2	2	
	Staff Specialist I/II	130/134	4	4	4	
	Supervising Staff Specialist	142	1	1	1	
Technology Implementation Office Total			11	11	11	
Equity & Community Programs Service Area			65	72	82	10
Finance & Administration Service Area						
FY26 Transfer	Deputy Executive Officer	169			1	1
Administrative Resources						
	Director/Officer	156	1	1	1	
	Facilities Maintenance Worker	108	1	1	1	
	Manager	148	2	1	1	
	Senior Advanced Projects Advisor	148	0	0	0	
	Senior Executive Assistant	134	1	1	1	
	Senior Staff Specialist	138	1	1	1	
FY26 New	Staff Specialist I/II	130/134	8	8	9	1
	Supervising Staff Specialist	142	1	2	2	
	Principal Staff Specialist	142	0	0	0	
Administrative Resources Total			15	15	16	1
Executive Office						
	Administrative Assistant I/II	114/118	1	1	1	
	Clerk of the Boards	132	1	1	1	
FY26 Transfer	Deputy Air Pollution Control Officer	160	2	2	1	-1
FY26 Transfer	Deputy Executive Officer	169	5	5	0	-5
FY26 Transfer	Director/Officer	156	1	1	0	-1

APPENDIX F-FTE FY26

Service Area / Division	Position Classification	Salary Range ID	FYE 25 APPROVED	FYE 25-Mid Yr APPROVED	FYE 26 PROPOSED	DIFF
	Executive Assistant I/II	128/132	3	3	3	
	Executive Officer/Air Pollution Control Manager	Contract 148	1 2	1 2	1 2	
FY26 Transfer	Principal Environmental Planner	142	1	1	0	-1
FY26 Transfer	Senior Advanced Projects Advisor	148	3	3	0	-3
	Senior Executive Assistant	134	3	3	3	
FY26 Transfer	Senior Policy Advisor	148		1	0	-1
Executive Office Total			23	24	12	-12
Finance Office						
FY26 (Add/Del)	Accountant I/II	130/134	5	5	4	-1
	Accounting Assistant I/II	122/126	4	4	4	
	Director/Officer	156	1	1	1	
	Fiscal Services Supervisor	142	1	1	1	
	Manager	148	3	3	3	
	Principal Human Resources Analyst	142	1	1	1	
FY26 (Add/Del)	Senior Accountant				1	1
	Senior Payroll Analyst	138	1	1	1	
	Senior Staff Specialist	138	1	1	1	
FY26 Transfer	Senior Advanced Projects Advisor	148			1	1
	Staff Specialist I/II	130/134	1	1	1	
Finance Office Total			18	18	19	1
Human Resources Office						
	Director/Officer	156	1	1	1	
	Human Resources Technician II	122/126	1	1	1	
FY26 New	Human Resources Analyst I/II	130/134	1	2	3	1
	Manager	148	2	2	2	
FY26 New	Principal Human Resources Analyst	142	1	1	2	1
	Senior Human Resources Analyst	138	4	3	3	
Human Resources Office Total			10	10	12	2
Finance & Administration Service Area			66	67	60	-7
General Counsel Service Area						
Legal						
	Assistant Counsel I/II	149/153	9	9	9	
FY26 Transfer	Counsel	Contract	1	1	1	
	Legal Office Services Specialist	124	1	1	1	
	Senior Assistant Counsel	157	2	2	2	
FY26 New	Staff Attorney	145			2	2
	Staff Specialist I/II	130/134	4	4	4	
Legal Total			17	17	19	2
General Counsel Service Area			17	17	19	2
Information Management Service Area						
FY26 (Add/Del/Transfer)	Deputy Executive Officer	169			1	1
FY26 Transfer	Deputy Air Pollution Control Officer	160			1	1
Enterprise Technology Solutions						
	Assistant Staff Specialist I/II	122/126		1	1	
	Assistant Manager	147	3	4	4	
	Manager	148	1	1	1	
	Director/Officer	156	1	1	1	
	Systems Analyst	135	1	1	1	
	Supervising Systems Analyst	139	1	1	1	
FY26 New	Systems Analyst	135	1	1	3	2
	Web Master	135	1	1	1	
Enterprise Technology Solutions Total			9	11	13	2
Information Services						
	Air Quality Specialist I/II	130/134	1	1	1	
	Assistant Air Quality Specialist I/II	122/126	1	1	1	
	Assistant Staff Specialist I/II	122/126	1	0	0	
	Assistant Manager	147	1			
FY26 (Add/Del)	Director/Officer	156	1	1	0	-1
	Manager	148	3	3	3	
	Programmer Analyst I/II	127/131	1	1	1	
	Staff Specialist I/II	130/134	0	0	0	
	Supervising Systems Analyst	139	2	2	2	
	Supervising Staff Specialist	142	1	1	1	

APPENDIX F-FTE FY26

Service Area / Division	Position Classification	Salary Range ID	FYE 25 APPROVED	FYE 25-Mid Yr APPROVED	FYE 26 PROPOSED	DIFF
FY26 New	Principal Cybersecurity Analyst	142	1	1	1	
	Principal System Analyst	142	0	0	0	
	Systems Analyst	135	3	3	4	1
Information Services Total			16	14	14	
Information Management Service Area			25	25	29	4
Public Affairs Service Area						
FY26 Transfer	Deputy Executive Officer	169			1	1
Communications Office						
FY26 New	Assistant Staff Specialist I/II	122/126	2	2	2	
	Director/Officer	156	1	1	1	
	Manager	148	2	2	2	
	Public Information Officer I/II	130/134	5	5	7	2
	Staff Specialist I/II	130/134	1	0	0	
	Senior Public Information Officer	138	1	1	1	
Communications Office Total			12	11	13	2
External Affairs Office						
FY26 Transfer	Assistant Staff Specialist I/II	122/126	1	1	2	1
	Director/Officer	156	1	1	1	
	Manager	148	1	1	1	
FY26 New	Staff Specialist I/II	130/134			2	2
External Affairs Office Total			3	3	6	3
Legislative & Government Affairs Office						
	Director/Officer	156	1	1	1	
	Staff Specialist I	130/134	1	1	1	
Legislative & Government Affairs Office Total			2	2	2	
Public Affairs Service Area Total			17	16	22	6
Science & Policy Service						
FY26 Transfer	Deputy Executive Officer	169			1	1
Assessment, Inventory & Modeling						
	Advanced Projects Advisor	144	2	1	1	
	Air Quality Engineer I/II	132/136	2	2	2	
	Air Quality Meteorologist I/II	131/135	1	1	1	
	Atmospheric Modeler	140	1	1	1	
	Director/Officer	156	1	1	1	
	Manager	148	2	2	2	
	Principal Air Quality Engineer	144	3	3	3	
	Research Analyst	130	1	1	1	
	Senior Advanced Projects Advisor	148	2	2	2	
	Senior Air Quality Engineer	140	1	2	2	
	Senior Atmospheric Modeler	144	1	1	1	
	Statistician	137	1	1	1	
Assessment, Inventory & Modeling Total			18	18	18	
Meteorology & Measurements						
FY26 Transfer	Advanced Projects Advisor	144	1	1	1	
	Air Quality Engineer I/II	132/136	3	3	0	-3
	Air Quality Laboratory Technician I/II	122/126	1	1	1	
	Air Quality Meteorologist I/II	131/135	2	2	2	
	Air Quality Chemist I/II	130/134	1	1	1	
FY26 Transfer	Air Quality Specialist I/II	130/134	14	15	11	-4
	Assistant Air Quality Specialist I/II	122/126	5	4	4	
	Assistant Manager	147	1	1	1	
FY26 Transfer	Assistant Staff Specialist I/II	122/126	3	3	2	-1
	Director/Officer	156	1	1	1	
FY26 Transfer	Manager	148	6	6	5	-1
	Principal Air & Meteorological Monitor	143	1	1	1	
	Principal Air Quality Chemist	142	3	3	3	
FY26 Transfer	Principal Air Quality Engineer	144	1	1	0	-1
	Principal Air Quality Meteorologist	143	1	1	1	
FY26 Transfer	Principal Air Quality Specialist	142	6	6	5	-1
	Senior Air Quality Chemist	138	1	1	1	
FY26 Transfer	Senior Air Quality Engineer	140	2	2	0	-2
	Senior Air Quality Specialist	138				
FY26 Transfer	Senior Air Quality Specialist	138	11	12	11	-1
	Staff Specialist I/II	130/134	1	1	1	

APPENDIX F-FTE FY26

Service Area / Division	Position Classification	Salary Range ID	FYE 25 APPROVED	FYE 25-Mid Yr APPROVED	FYE 26 PROPOSED	DIFF
FY26 Transfer	Supervising Air Quality Engineer	144	1	1	0	-1
FY26 Transfer	Supervising Air Quality Specialist	142	4	5	4	-1
	Principal Air Quality Specialist	142		1	1	
	Systems Analyst	135	2	2	2	
Meteorology & Measurements Total			72	75	59	-16
Planning & Climate Protection						
	Advanced Projects Advisor	144	1	1	1	
	Assistant Manager	147	2	1	1	
	Assistant Staff Specialist II	126	1	1	1	
	Director/Officer	156	1	1	1	
	Environmental Planner I/II	130/134	3	3	3	
	Manager	148	2	3	3	
FY26 Transfer	Principal Environmental Planner	142	3	3	4	1
	Senior Advanced Projects Advisor	148	1	1	1	
	Senior Air Quality Engineer	140	1	1	1	
	Senior Air Quality Specialist	138	1	1	1	
FY26 New	Senior Environmental Planner	138	4	4	5	1
	Senior Policy Advisor	148	1			
Planning & Climate Protection Total			21	20	22	2
Rules & Strategic Policy						
	Assistant Manager	147	1	1	1	
	Director/Officer	156	1	1	1	
	Manager	148	2	2	2	
	Senior Air Quality Engineer	140	4	3	3	
FY26 New	Staff Specialist I/II	130/134			1	1
FY26 New	Principal Air Quality Specialist	142	1	1	2	1
FY26 New	Senior Air Quality Specialist	138	3	4	5	1
Rules & Strategic Policy Total			12	12	15	3
Science & Policy Service Total			123	125	115	-10
Grand Total			491	500	523	23

APPENDIX F-LTCE FY26

FYE 2026 Proposed Limited Term Contract Employee (LTCE) Positions

Table 2: The positions listed in Table 2, below, constitute the entirety of limited term contract employee positions and division assignments at the designated classifications presented in the FYE 26 PROPOSED column. The FYE 26 column represents proposed changes to the designated classifications and/or division assignments (if any) which is reflected in the "DIFF" column. The total proposed LTCE positions for FYE 26 includes 6 additional positions as shown in FYE 26 Proposed column.

Service Area / Division	Position Classification	Salary Range ID	FYE 25 APPROVED	FYE 25 Mid-Yr APPROVED	FYE 26 PROPOSED	DIFF
Engineering & Compliance Service Area						
Engineering						
FY26 New	Manager	148			2	2
Engineering Total			-	-	2	2
Engineering & Compliance Service Area Total					2	2
Equity & Community Service Area						
Community Investment Office						
	Senior Staff Specialist	138		1	1	
	Senior Staff Specialist	138		1	1	
	Assistant Staff Specialist I/II	122/126		1	1	
Community Investment Office Total				3	3	
Environmental Justice						
FY26 New	Staff Specialist I/II	130/134	2	2	3	1
Environmental Justice Total			2	2	3	1
Technology Implementation Office						
FY26 (Add/Del)	Assistant Staff Specialist I/II	122/126	1	1	2	1
FY26 (Add/Del)	Staff Specialist I/II	130/134	2	2	1	-1
Technology Implementation Office Total			3	3	3	
Strategic Incentives						
	Principal Staff Specialist	142	1	1	1	
Strategic Incentives Total			1	1	1	
Equity & Community Service Area Total			6	9	10	1
Finance & Administrative Service Area						
Human Resources Office						
FY26 New	Senior Human Resources Analyst	138			1	1
Human Resources Office Total			-	-	1	1
Finance & Administrative Service Area Total					1	1
Information Management Service Area						
Information Services						
	Systems Analyst	135	1	1	1	
FY26 New	Manager	148			1	1
Information Services Total			1	1	2	1
Information Management Service Area			1	1	2	1
Public Affairs Service Area						
External Affairs						
FY26 New	Staff Specialist I/II	130/134			1	1
External Affairs Total			-	-	1	1

APPENDIX F-LTCE FY26

Service Area / Division	Position Classification	Salary Range ID	FYE 25 APPROVED	FYE 25 Mid-Yr APPROVED	FYE 26 PROPOSED	DIFF
Public Affairs Service Area						1 1
Science & Policy Service Area						
Meteorology & Measurements						
	Air Quality Specialist I/II	130/134	1	1	1	
	Senior Air Quality Specialist	138	1	1	1	
Meteorology & Measurements Total			2	2	2	
Planning & Climate Protection						
	Environmental Planner	134	1	1	1	
	Senior Environmental Planner	138	2	2	2	
Planning & Climate Protection Total			3	3	3	
Rules & Strategic Policy						
	Air Quality Specialist	130/134	2	2	2	
Rules & Strategic Policy Total			2	2	2	
Science & Policy Service Area Total			7	7	7	
Grand Total			14	17	23	6

APPENDIX G

Definitions

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).

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

LTCE (Limited Term Contract Employee) – full-time employee hired with a term limit of usually two to three years

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

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

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

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

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.

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

Vehicle Buy Back – The District's sponsored incentive program for the scrapping of 1998 and older models funded under TFCA. Beginning July 1, 2024, the amount offered per vehicle will increase from \$1,200 to \$1,500



Proposed Fiscal Year 2025- 2026 Budget and Fee Regulation Amendments

Finance & Administration Committee Meeting

March 19, 2025

Hyacinth Hinojosa

Deputy Executive Officer of Finance and Administration

Stephanie Osaze, Director of Finance

Fred Tanaka, Manager, Engineering Division

Presentation Outline

- Background
- Budget Highlights
- Overview of the Proposed Budget by Service Areas
- Staffing Recommendations
- Fee Regulation Amendments
- Budget & Fee Regulation Schedule
- Next Steps

Background

Under section 9.3 of the Air District Administrative Code, the Executive Officer is required to present to the Committee the Fiscal Year (FY) 2025-2026 Proposed Budget and Fee Regulation Amendment for direction.

In prior years, the proposed budget and proposed fee regulation amendments were presented separately. This year, both will be presented together to streamline and improve the budget process.

The Committee may take action on the recommendation or request for additional information/discussion at its April 16, 2025, meeting.

Budget Highlights

The Proposed Budget was developed with the following goals:

- To align the Air District's 2024-2029 Strategic Plan and advance the Board of Director's (Board) priorities for FY 2025-2026
- Cost savings and strategic investments to ensure resources are deployed effectively to improve air quality, enhance public health, and foster stronger community partnerships
- Enhancing accountability and transparency by linking program funding to the Strategic Plan goals
- Refining the Air District organizational structure, creating the Information Management Service Area

Financial Forecast

Five Year Forecast General Fund	FYE 2026 Projected	FYE 2027 Projected	FYE 2028 Projected	FYE 2029 Projected	FYE 2030 Projected
REVENUE					
Property Tax	47,568,000	48,995,040	49,974,941	50,974,440	51,993,928
Permits/Fees	68,713,141	74,151,256	81,465,186	89,888,975	99,589,302
Grant Revenues	7,608,379	2,918,212	2,947,394	2,976,868	3,006,637
AB617 Funding	10,853,754	10,380,132	10,603,889	10,427,311	9,801,031
Other Revenue	11,750,787	11,250,787	10,750,787	9,719,028	9,203,075
Transfer in - Special Funds	2,102,369	2,144,416	2,187,305	2,231,051	2,275,672
TOTAL REVENUE	148,596,430	149,839,844	157,929,502	166,217,672	175,869,645
(Use of)/Transfer to Reserve	(13,114,901)	(5,442,838)	(1,138,757)	2,139,352	10,347,418
(Use of) Community Benefit Fund	(3,302,126)	(3,378,000)	(2,831,000)		
EXPENDITURE					
Personnel	110,298,076	113,693,668	116,163,504	117,956,450	118,496,520
Services & Supplies	48,237,965	39,622,259	40,396,105	41,185,427	41,990,535
Capital	6,477,416	5,344,755	5,339,650	4,936,443	5,035,172
TOTAL EXPENDITURE	165,013,457	158,660,683	161,899,259	164,078,320	165,522,227
GENERAL FUND RESERVES					
Beginning Balance	101,445,339	88,330,438	82,887,599	81,748,842	83,888,194
(Use of)/Transfer to Reserve	(13,114,901)	(5,442,838)	(1,138,757)	2,139,352	10,347,418
Ending Balance	88,330,438	82,887,599	81,748,842	83,888,194	94,235,612
(Use of) Community Benefit Fund	(3,302,126)	(3,378,000)	(2,831,000)		
25% Minimum Reserve Policy	40,467,000	38,879,000	39,688,000	40,233,000	40,594,000

FYE = Fiscal Year End
AB = Assembly Bill

Financial Forecast (cont.)

Key Expenditure Assumptions

Personnel costs do not assume any new staffing beyond 523, which includes additional 23 Full-Time Equivalent (FTE), A 2% annual general wage adjustment is also projected for the forecast period.

- 8% vacancy rate in 2028, gradually decreasing to 7%, in 2029

Services and Supplies costs are projected to drop in 2026 to adjust for one-time costs and remain stable, with an inflationary increase of approximately 2-3% for 2027-30.

Capital Expenditures are expected to drop in 2027 to adjust for one-time capital needs and remain level in 2028-2030, with only an inflationary increase.

General Fund Reserves are expected to stay above the minimum policy level.

Key Revenue Assumptions

Property Tax revenues is expected to grow at approximately 2-3%

Permit Fee revenues will continue to follow the Air District's cost recovery policy to 100%. Revenue is expected to grow approximately 8 to 10% during the forecast period. The projected cost recovery at the end of the forecast period is above 85%.

Grant Revenues in the General Fund are expected to drop in 2027 to adjust for one-time federal grant funding and remain stable through the forecast period.

Assembly Bill (AB) 617 funding of \$9 million annually is expected to continue through the forecast period. Remaining prior year grant balance will continue to support the program and is anticipated to be fully liquidated during the appropriate grant period.

Other Revenues mainly account for penalties, state subvention, and interest income. These revenues are expected to remain stable. Revenues to support the facility funded limited term contract positions are projected through the FYE 2029.

Budget Summary-Ongoing Investments

\$312 million (M) Consolidated Budget, includes \$165M General Fund Budget

Ongoing investments from reserves (approved in FY 2024-2025) include:

- \$1.8M staffing investment to support 8 FTE, reduction of \$1.4M from the initial 14 FTE requested in FY 2024-2025 budget
- \$1.5M from designated Schedule X reserves to support the Refinery Community Air Monitoring Program
- \$600 thousand (K) transfer from Limited Term Contract Employee (LTCE) staffing reserve designation to support existing 3 LTCE positions

Budget Summary- New Investments

New investment from reserves includes:

- \$8.4M for one-time services and capital costs
- \$800K from LTCE staffing designation to support 4 new LTCE positions

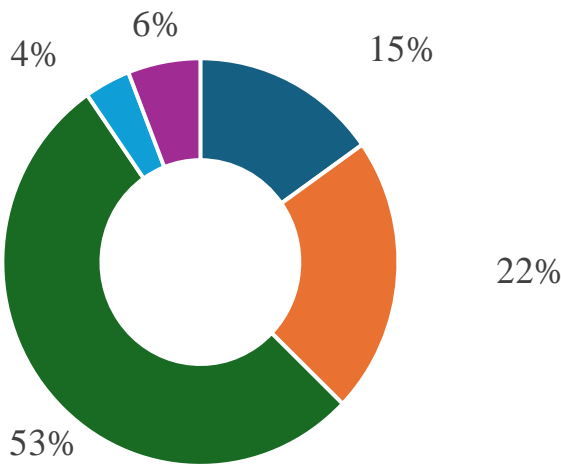
8% Vacancy Savings

2% estimated increase to support employee salaries and benefits

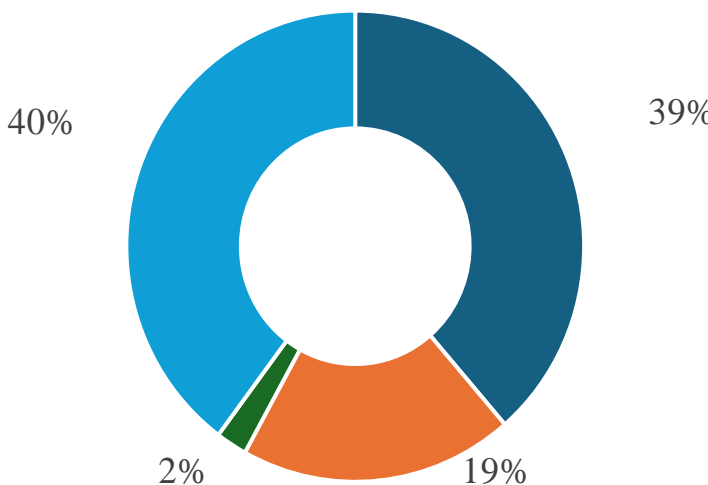
Continuation of \$5M discretionary contributions to prefund Pension Trust

FY 2025-2026 All Funds Budget by Revenue and Expense Type

Revenue		
Property Taxes	\$47.6	15%
Permits/Fees	\$68.7	22%
Grants	\$165.7	53%
Other Revenue	\$11.8	4%
Transfer From Reserves	\$18.5	6%
Total Revenue	\$312.3	

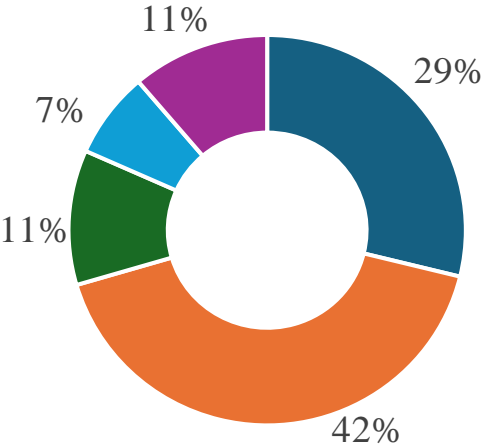


Expenditure		
Salaries & Benefits	\$120.7	39%
Services & Supplies	\$60.4	19%
Capital	\$6.9	2%
Distributions & Transfers	\$124.2	40%
Total Expenditure	\$312.3	

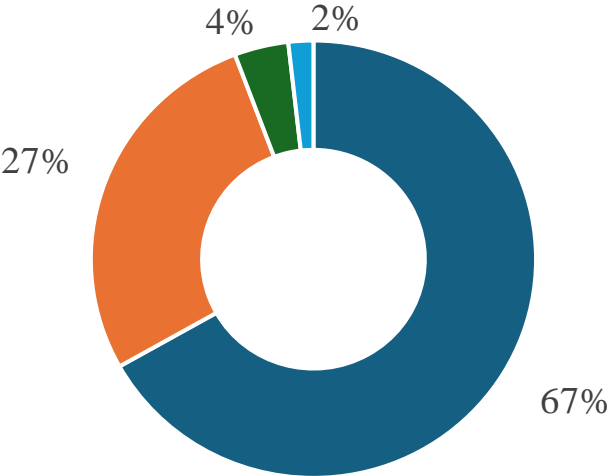


FY 2025-2026 General Fund Budget by Type

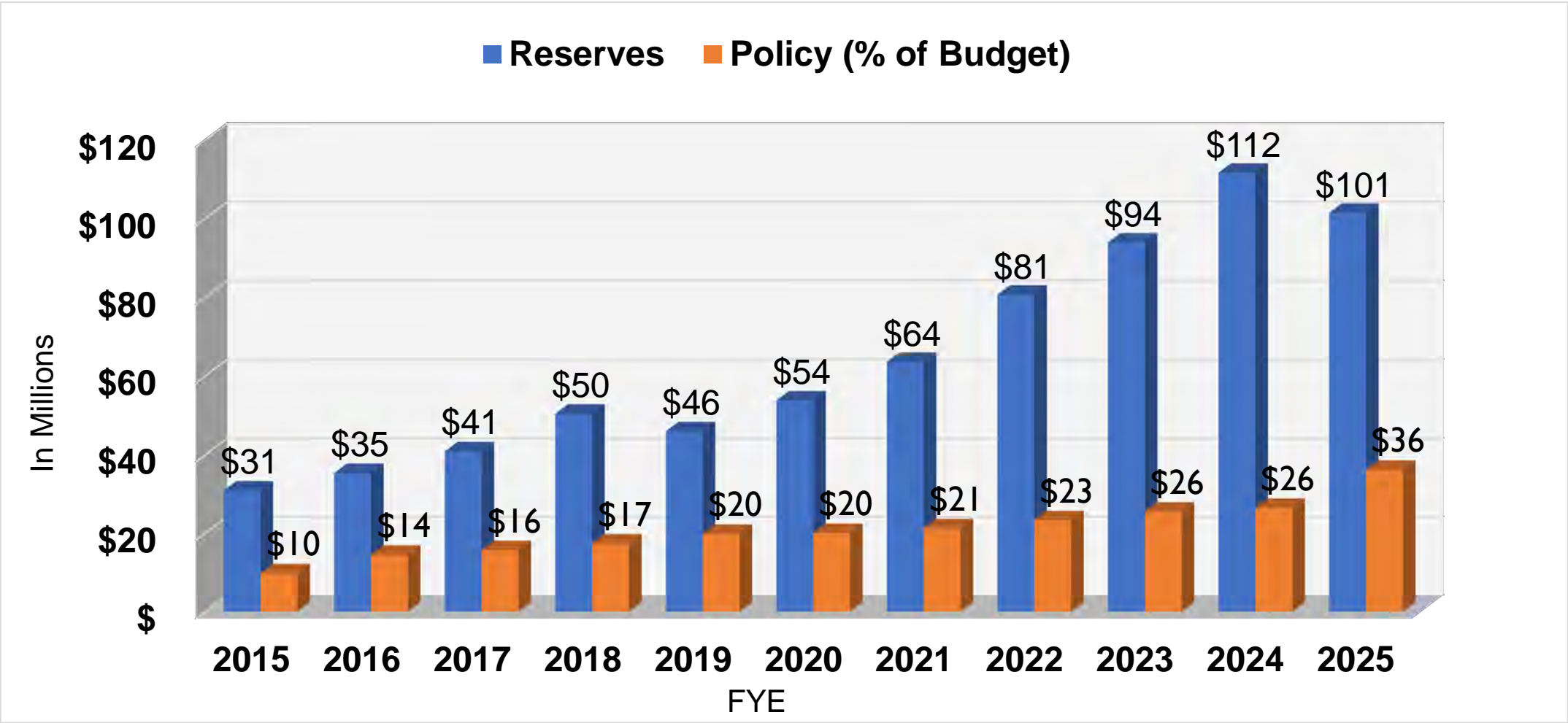
Revenue	(\$ Millions)	
Property Taxes	\$47.6	29%
Permits/Fees	\$68.7	42%
Grants	\$18.5	11%
Other Revenue	\$11.8	7%
Reserve & Transfer In	\$18.5	11%
Total Revenue	\$165.0	



Expenditure	(\$ Millions)	
Salaries & Benefits	\$110.3	67%
Services & Supplies	\$45.2	27%
Capital	\$6.5	4%
Distributions & Transfers	\$3.0	2%
Total Expenditure	\$165.0	



General Fund Reserves Trend



**Reserve
Policy as a %
of the General
Fund Budget:**

- 20% in 2017
- 25% in 2025

General Fund Reserve Policy Overview

- Last year, the Committee recommended, and the Board formally adopted a policy on May 1, 2024
- Policy established a range for reserves based on an analysis of the types of risks
- Reserve policy range is 25% - 35% of the General Fund operating Budget
- FY 2025-2026 proposed economic contingency reserve remains at the 25% minimum amount, similar to this year

FY 2025-2026 General Fund Reserve Designations

General Fund Reserves (In Millions)	
	FY 2025-2026
Projected Reserves Balance (June 30, 2025)	101.4
Contingency Designations*:	
Assembly Bill 617 Staffing Contingency	9
Economic Contingency (25% of Budget)	40.2
Federal Grant Contingency	7.7
Litigation Support Contingency	3.7
	<u>60.6</u>
Long -Term Commitment Designations*:	
Community Benefits	3
Limited Term Contract Employee (LTCE) Staffing	2.9
Schedule X - Capital	1.1
Schedule X - Operating	4
Technology Implementation Office	2.9
	<u>13.9</u>
Other Designations *	
Appliance Rule Outreach	2.5
Building Improvements (Headquarters East & West)	3
Incident Monitoring Program	1
One-Time Professional Services	2
Wildfire Mitigation	0.3
Woodsmoke (Enforcement)	0.5
Woodsmoke Program (Strategic Incentives)	0.5
	<u>9.8</u>

General Fund Reserves (In Millions)	
	FY 2025-2026
Use of Reserves to Balance the FY 2026 Budget:	
<i>Ongoing Investments:</i>	
Staffing Investment (8 FTE, down from 14)	1.8
3 LTCE Staffing	0.6
Schedule X Capital and Operating costs	1.5
	<u>3.9</u>
<i>New Investments:</i>	
4 Limited LTCE Staffing	0.8
One-time capital & service cost	8.4
	<u>9.2</u>
AVAILABLE GENERAL FUND RESERVES	4

COMMUNITY BENEFIT FUND - ADMIN PORTION	
	FY 2025-2026
Available funding (9%)	9.5
Staffing cost for 5 FTE and 3 LTCE	2.2
Service cost	1.1
	<u>3.3</u>
ENDING BALANCE	6.2

Medical Retiree Plan Funding Status/Policy

- **Medical Retirement –Other Post Employment Benefit (OPEB):**
 - Obligation: \$79 M
 - Funded: \$73 M
 - Unfunded: \$6 M
- **Funding Policy: 90% Funded Level**
 - Current Funding Level at 92%*
 - Redirect \$4 M Annual Discretionary Funding to CalPERS (California Public Employees' Retirement System) Pension after reaching target funding level

OPEB HISTORICAL FUNDED STATUS



Total contributions to the Trust from 2008 to date = \$44 M
Total net investment earnings to date = \$29 M

Pension Plan Funding Status/Policy

- **CalPERS (Pension):**

- Obligation: \$424 M
- Funded: \$303 M
- Unfunded: \$121 M
- Prefund Trust: \$21 M*

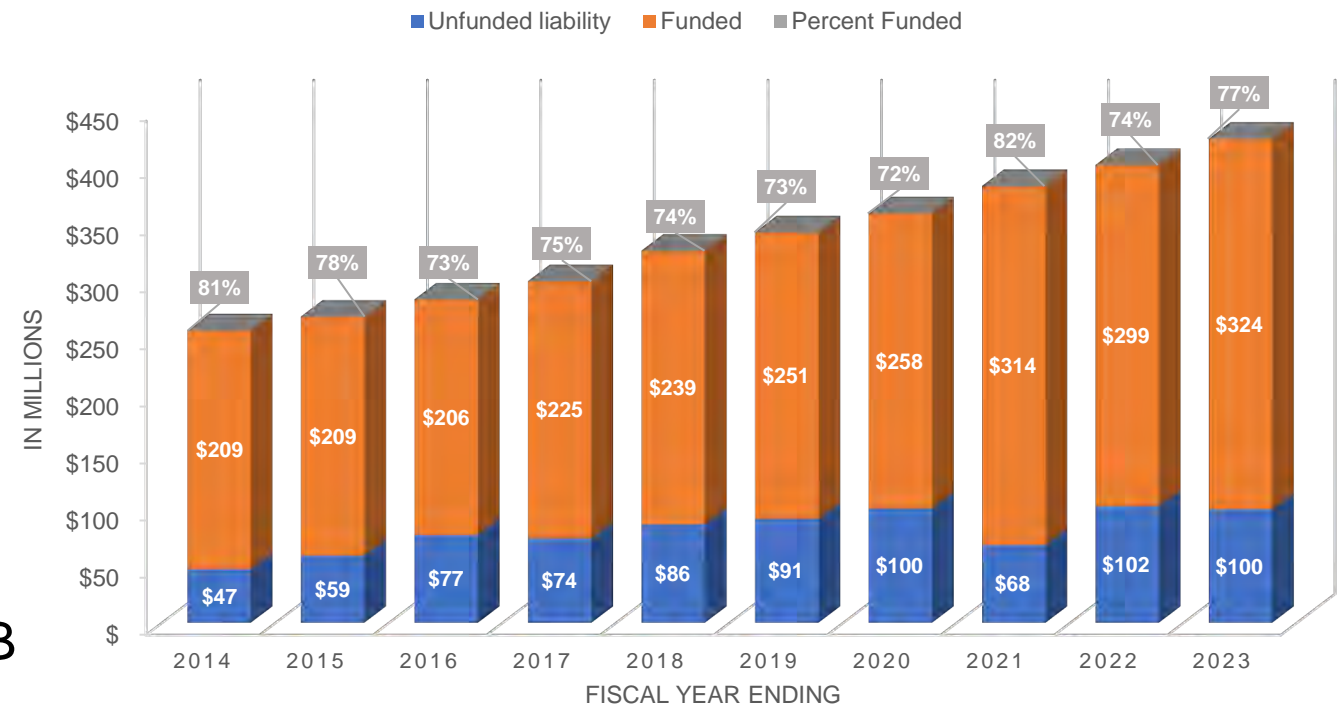
- **Funding Policy: 90% Funded Level**

- Current Funding Level at 77%**
- \$1 M Annual Discretionary Funding
- \$4 M Redirect Discretionary Funding from OPEB

- **Recommendation:** Allocate \$5 M to Prefund the California Employers' Pension Prefunding Trust (CEPPT)

** includes investment in California Employers' Pension Prefunding Trust

CALPERS FUNDED STATUS



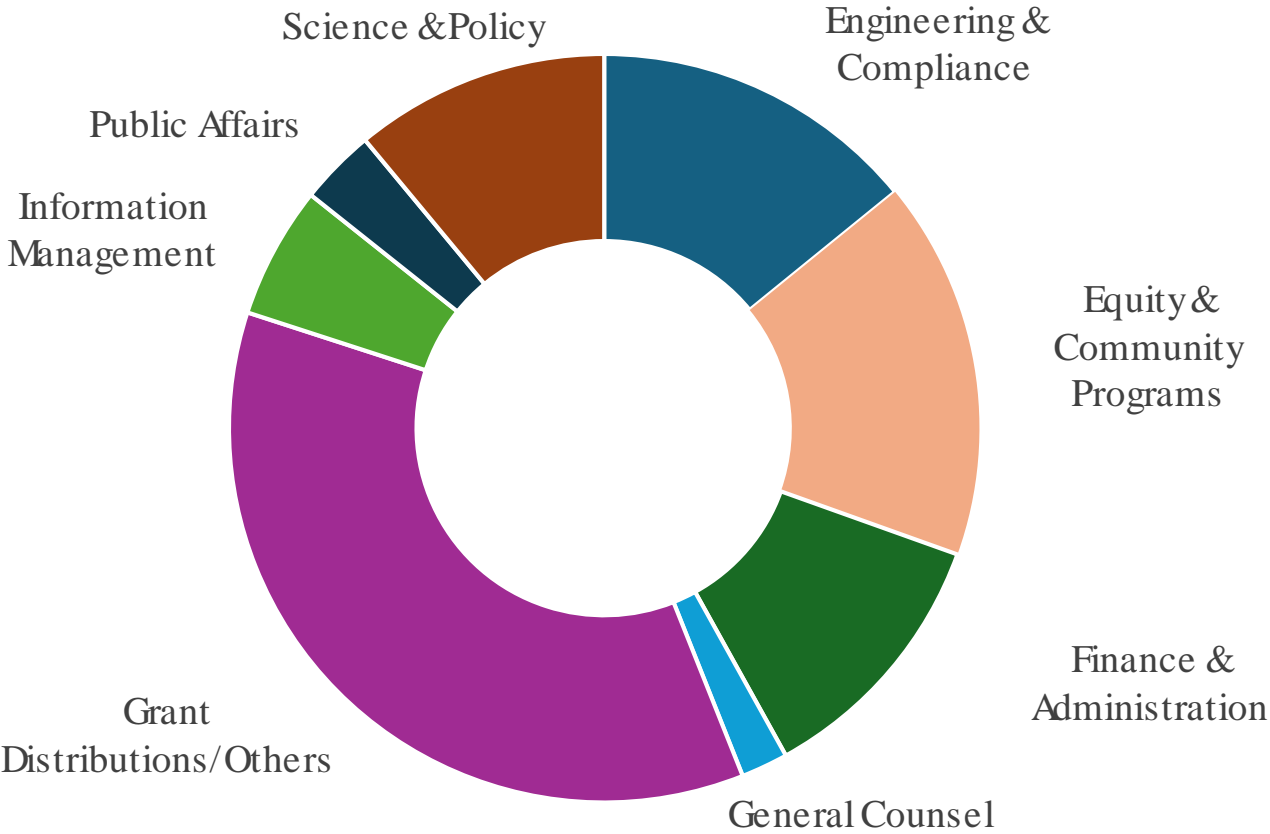
* CEPPT ACCOUNT SUMMARY

- Total contributions to the Trust from 2023 to date = \$20 M
- Total net investment earnings to date = \$1.4M

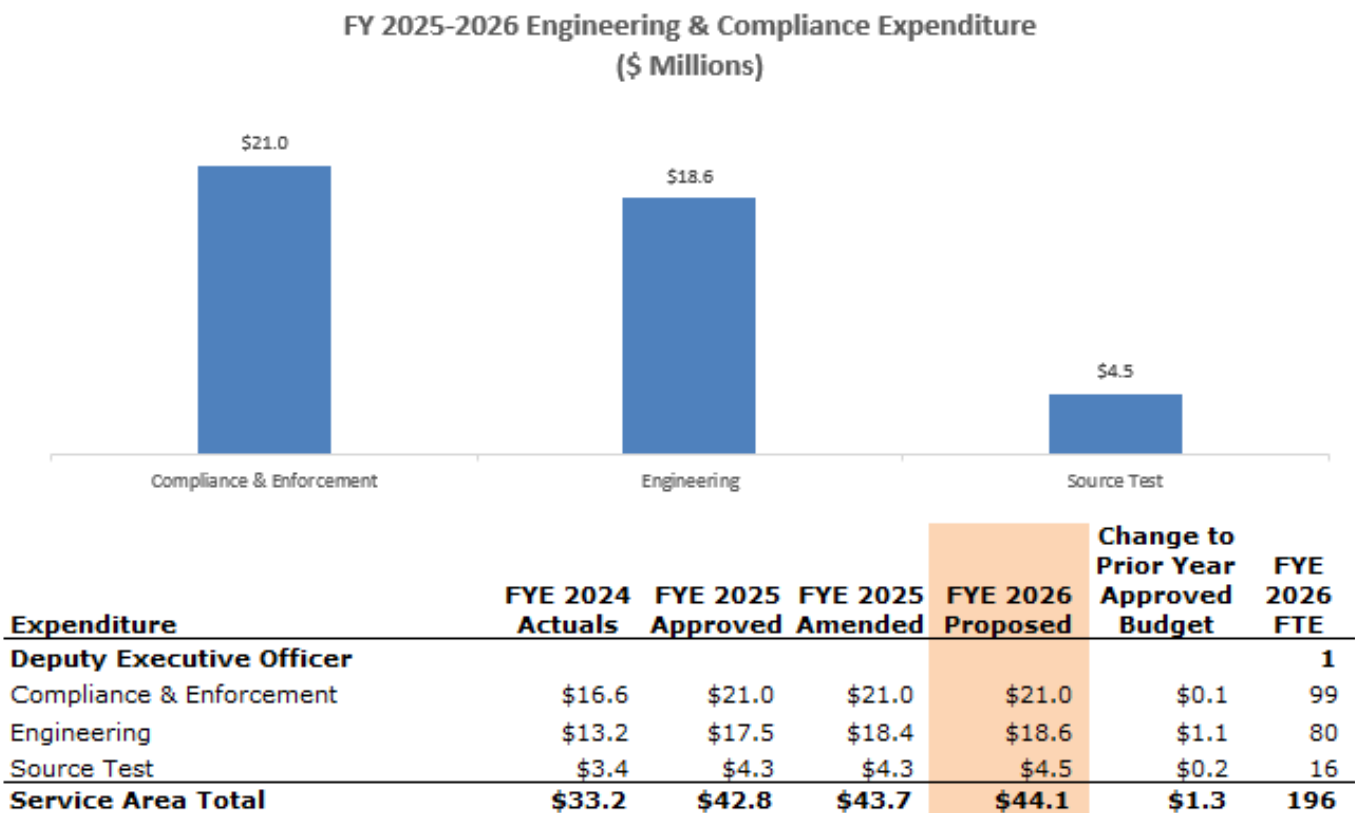
FY 2025-2026 Budget by Service Area

Expenditures

Engineering & Compliance	\$44.1	14%
Equity & Community Programs	\$51.1	16%
Finance & Administration	\$35.8	11%
General Counsel	\$6.3	2%
Grant Distributions/Others	\$112.5	36%
Information Management	\$17.8	6%
Public Affairs	\$10.3	3%
Science & Policy	\$34.4	11%
Total	\$312.3	



Service Area: Engineering & Compliance



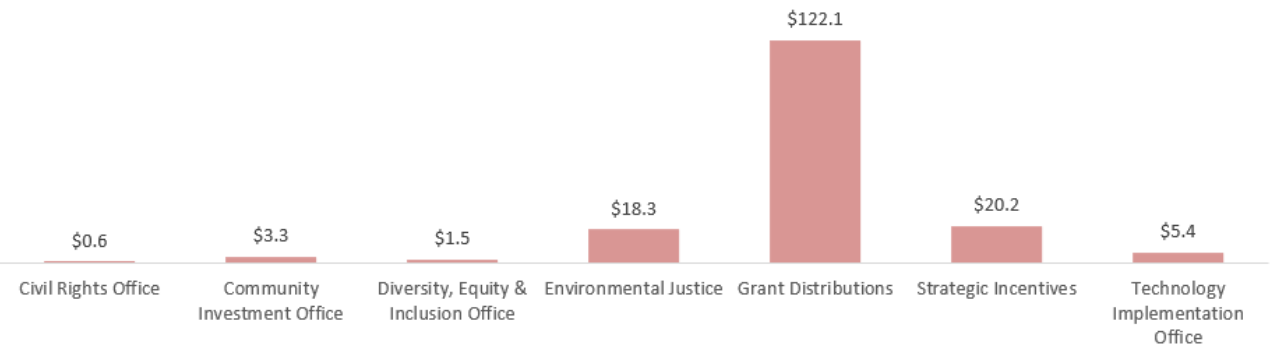
Enhance compliance and enforcement policies to prioritize high-impact inspections in communities overburdened by air pollution. (Strategy 1.5)

Reduce permitting delays and ensure equitable permit processing while addressing regulatory bottlenecks. (Strategies 4.1 & 4.2)

Advance environmental justice principles in permitting decisions by integrating community input and health impact considerations. (Strategy 2.7)

Service Area: Equity & Community Programs

FY 2025-2026 Equity & Community Programs Expenditure
(\$ Millions)



Expenditure	FYE 2024 Actuals	FYE 2025 Approved	FYE 2025 Amended	FYE 2026 Proposed	Change to Prior Year Approved Budget	FYE 2026 FTE
Deputy Executive Officer						1
Civil Rights Office	\$0.0	\$0.0	\$0.0	\$0.6	\$0.6	2
Community Investment Office	\$0.0	\$0.0	\$0.0	\$3.3	\$3.3	5
Diversity, Equity & Inclusion Office	\$0.5	\$1.4	\$1.4	\$1.5	\$0.2	4
Environmental Justice	\$11.6	\$18.7	\$22.5	\$18.3	(\$0.4)	24
Grant Distributions	\$62.9	\$113.7	\$16.3	\$122.1	\$8.5	0
Strategic Incentives	\$7.6	\$19.0	\$23.8	\$20.2	\$1.2	35
Technology Implementation Office	\$2.8	\$4.7	\$5.4	\$5.4	\$0.7	11
Service Area Total	\$85.4	\$157.5	\$69.5	\$171.6	\$14.1	82

Expand clean energy and zero-emission infrastructure investments to support climate resilience in frontline communities. (Strategy 1.7)

Launch community-centered grant programs to reduce barriers to clean technology adoption and prioritize environmental justice communities. (Strategy 2.8)

Modernize the grant application system to improve transparency and efficiency for funding clean air initiatives. (Strategy 4.12)

Service Area: Finance & Administration

FY 2025-2026 Finance & Administration Expenditure
(\$ Millions)



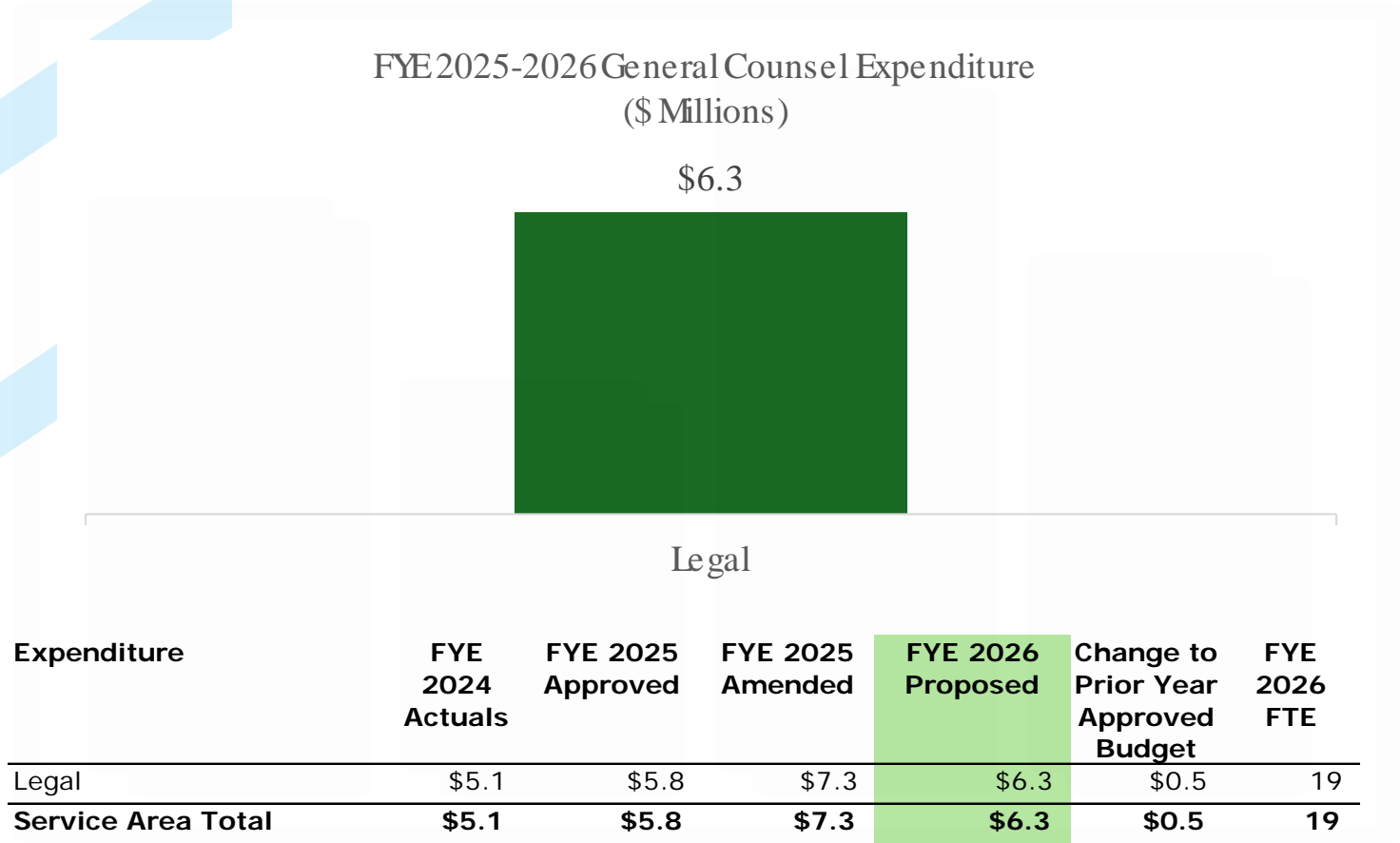
Expenditure	FYE 2024 Actuals	FYE 2025 Approved	FYE 2025 Amended	FYE 2026 Proposed	Change to Prior Year Approved Budget	FYE 2026 FTE
Deputy Executive Officer						1
Administrative Resources	\$8.6	\$13.0	\$14.1	\$15.3	\$2.3	16
Board of Directors	\$0.6	\$0.8	\$0.8	\$0.6	(\$0.1)	0
Executive Office	\$8.1	\$8.9	\$9.5	\$6.4	(\$2.4)	12
Finance	\$4.5	\$5.2	\$5.0	\$5.4	\$0.2	19
Human Resources	\$6.9	\$8.3	\$9.3	\$8.1	(\$0.2)	12
Service Area Total	\$28.7	\$36.2	\$38.6	\$35.8	(\$0.3)	60

Expand targeted recruitment programs to increase workforce diversity and ensure Air District staff reflect impacted communities. (Strategy 3.1)

Develop professional training programs to strengthen environmental justice, leadership, and compliance expertise. (Strategy 3.6)

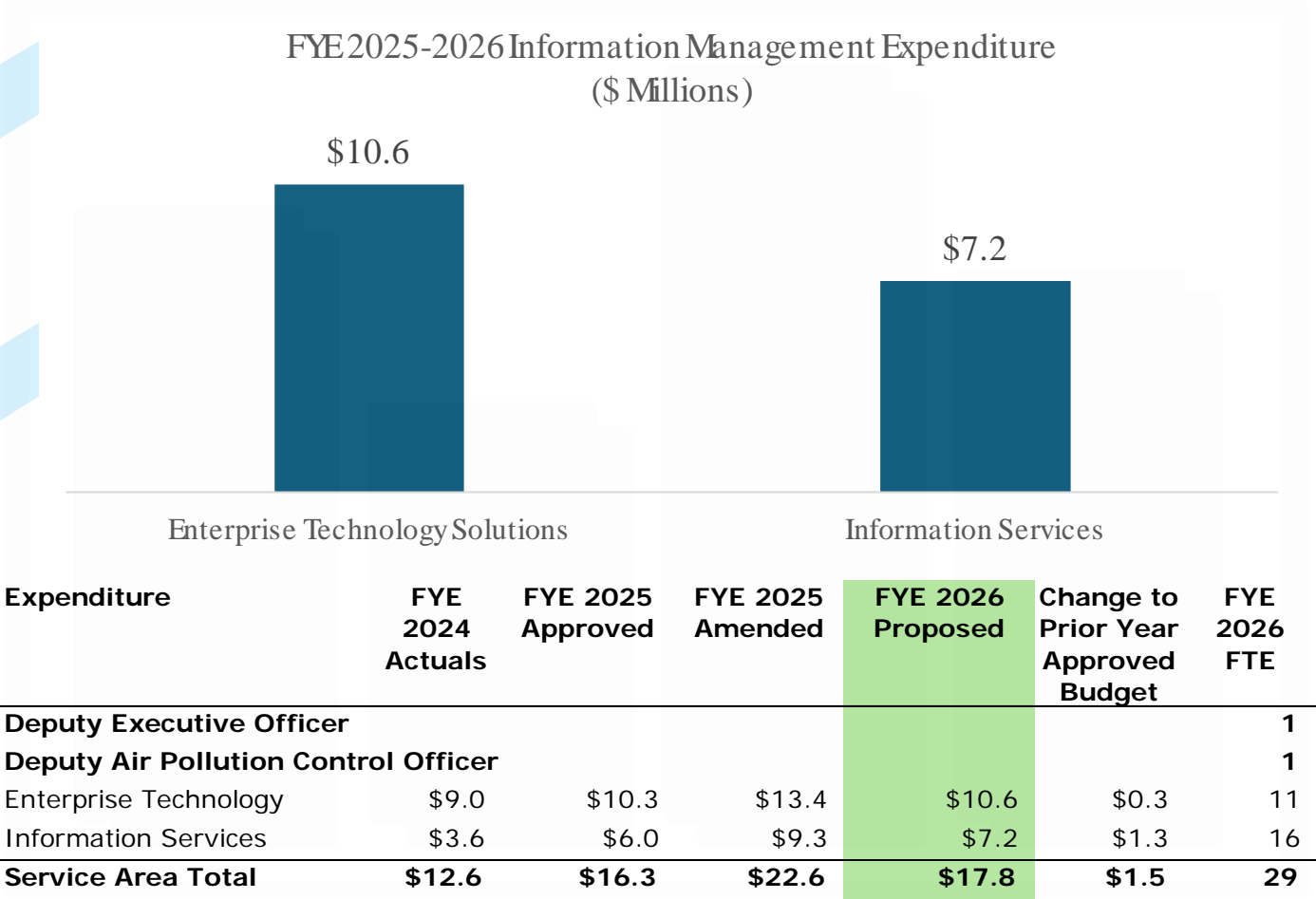
Implement digital modernization efforts to streamline administrative processes and enhance operational efficiency. (Strategy 4.12)

Service Area: General Counsel



- Strengthen enforcement policies to hold violators accountable and ensure violations result in meaningful consequences. (Strategy 1.6)
- Enhance legal strategies to address air quality violations in overburdened communities (OBC) by prioritizing stronger enforcement mechanisms. (Strategy 2.8)
- Support community-driven environmental justice initiatives by providing legal guidance for enforcement policies and emission reduction plans. (Strategy 2.1)

Service Area: Information Management

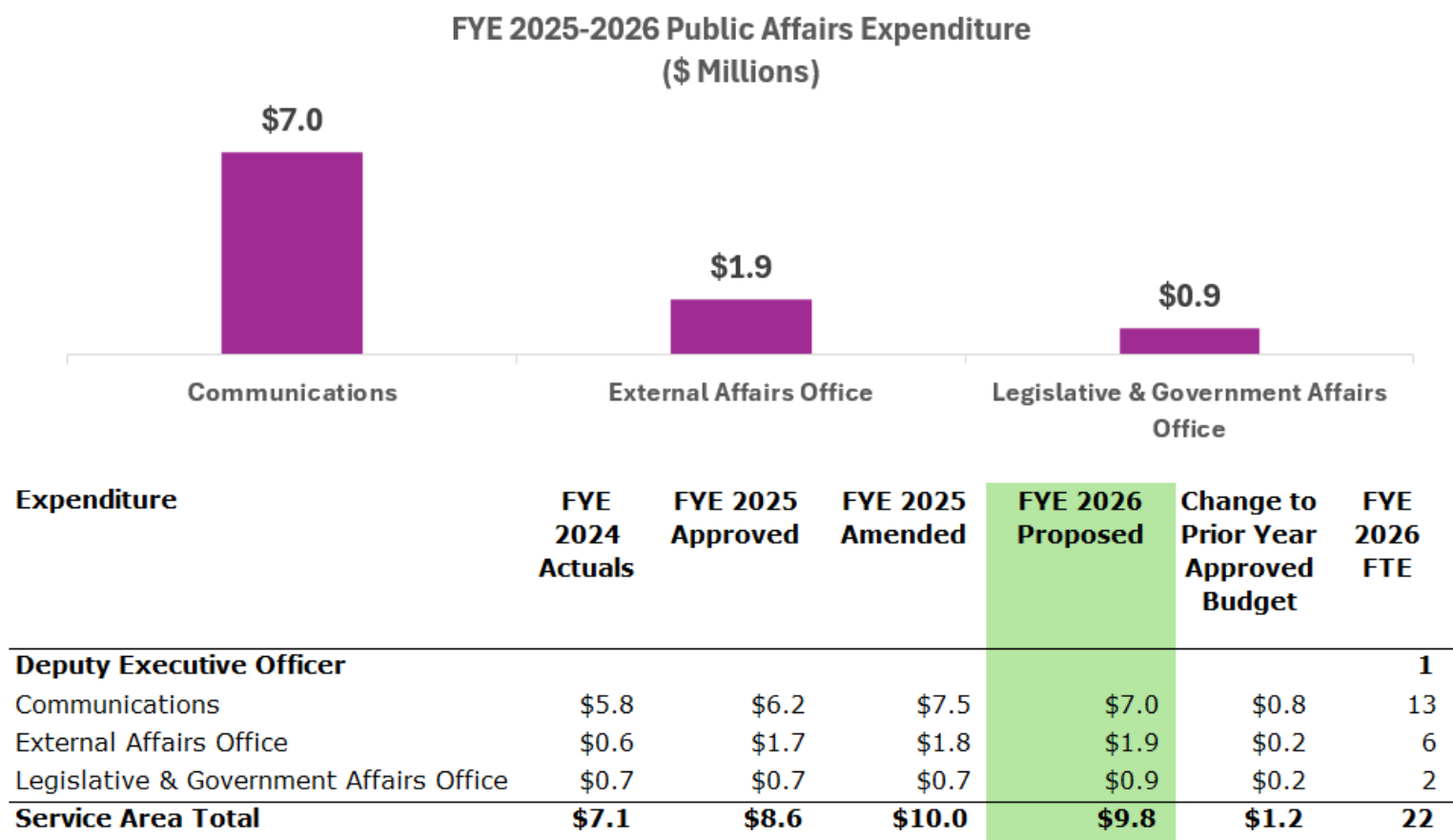


Modernize the Air District’s IT infrastructure to enhance cybersecurity and resilience. (Strategy 4.12)

Develop an improved Grants Management system to increase accessibility for frontline communities. (Strategy 2.8)

Expand digital tools to improve public access to air quality and compliance data. (Strategy 2.3)

Service Area: Public Affairs

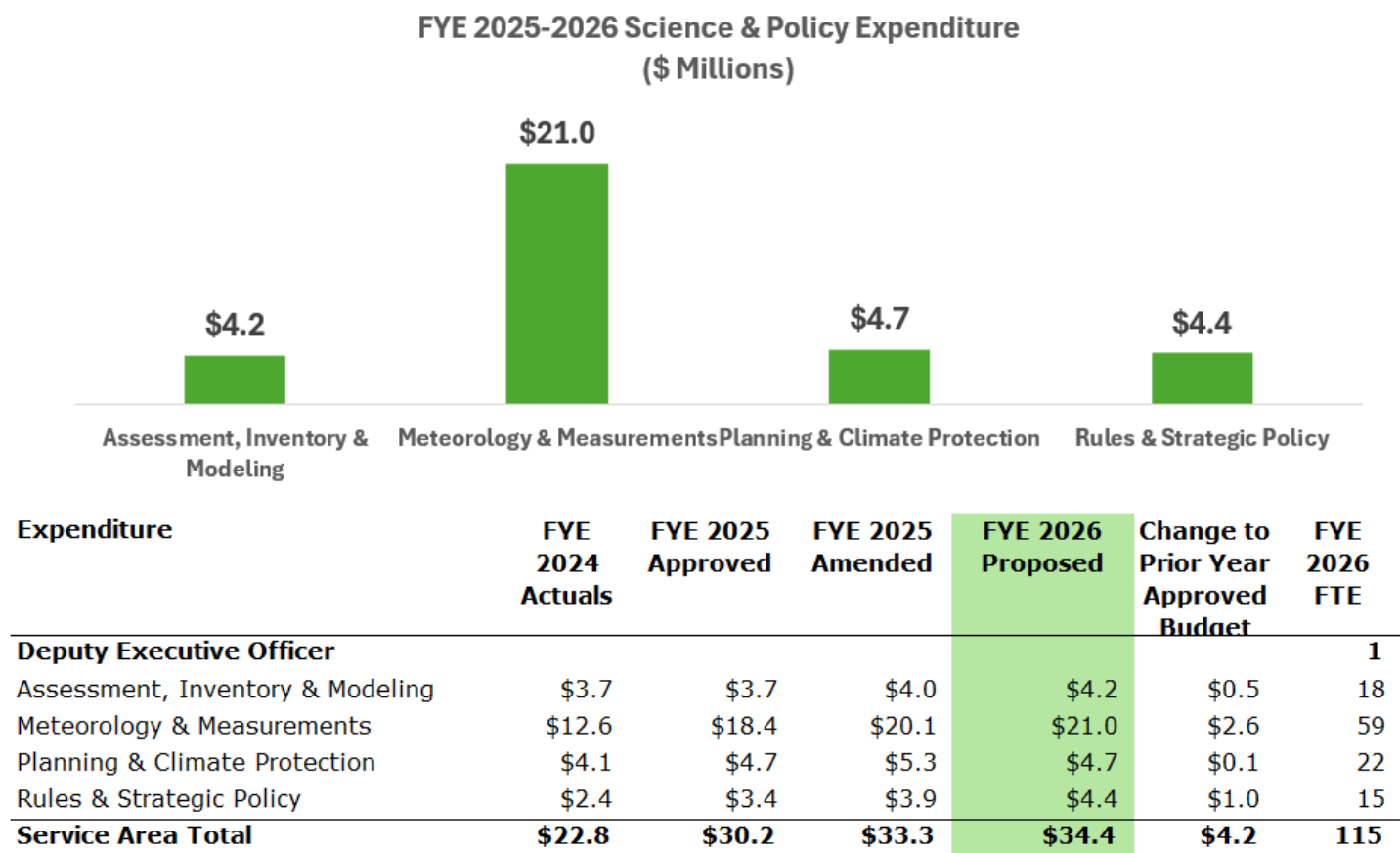


Enhance real-time public communication on air quality incidents to ensure accessibility and responsiveness. (Strategy 4.8)

Strengthen partnerships with local governments and community organizations to amplify messaging and engagement. (Strategy 2.1)

Expand public notification tools for improved incident response and transparency. (Strategy 4.6)

Service Area: Science & Policy



Strengthen air pollution regulations to reduce emissions from major industrial sources. (Strategy 1.2)

Enhance community-driven air quality data collection and public access to information. (Strategy 2.3)

Develop regional and community-specific emissions reduction strategies. (Strategy 2.7)

Staffing Overview Intro Slide

Continuation of funding from reserves for 8 FTEs down from 14 FTEs in FY 2024-2025 and 3 LTCEs previously approved in the FY 2024-2025 budget to bolster critical programs and service delivery

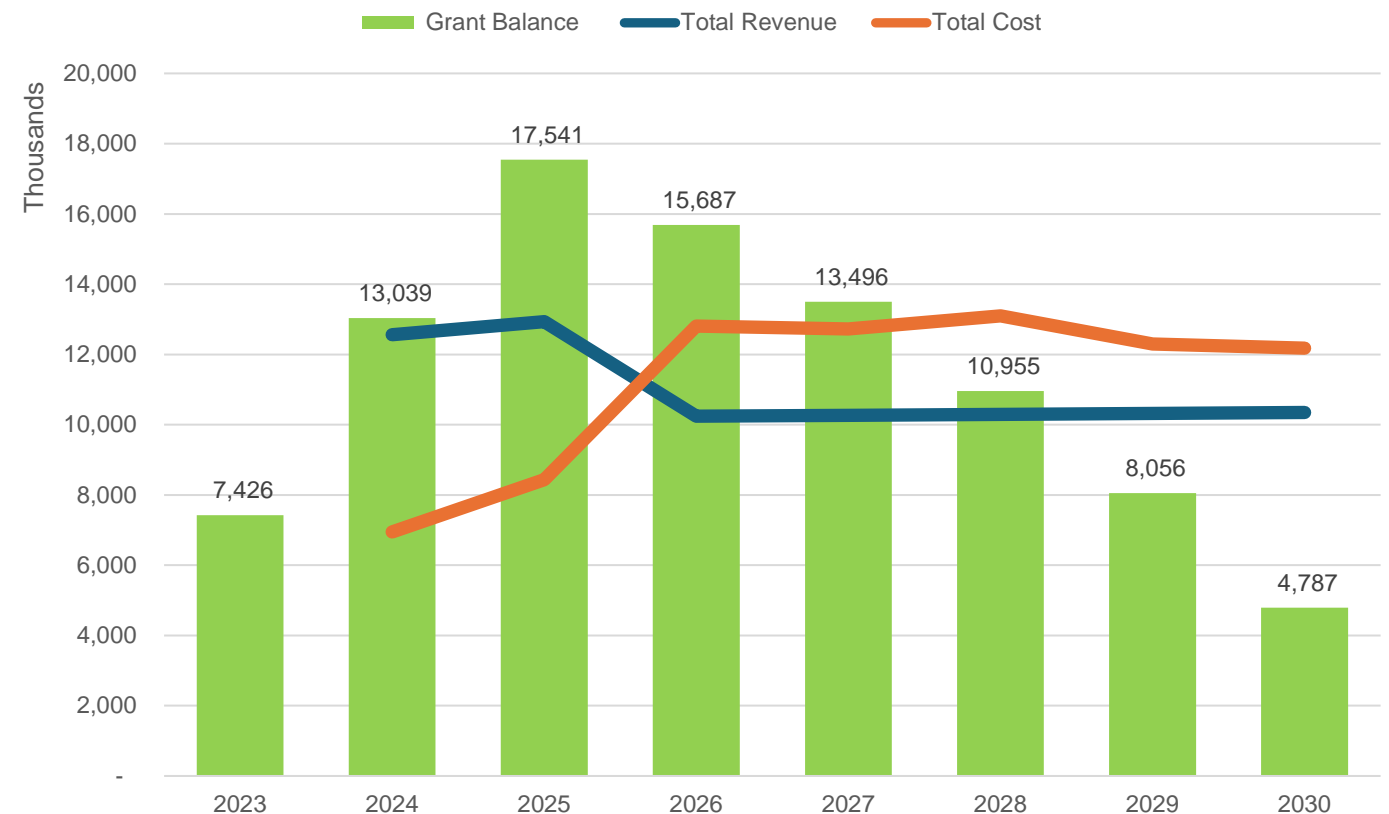
Funding for 23 new FTE and 6 LTCE positions to support Strategic Plan goals with a focus on environmental justice, community engagement, and outreach. **These positions are supported by:**

- Assembly Bill (AB) 617 Implementation Grant Funds - 5 FTEs
- Up to 9% administrative costs from the Community Benefit Funds allocation - 5 FTEs
- An increase in the Community Air Protection (CAP) Incentive Program administrative limit from 6.25% to 12.5% - 7 FTEs
- Shifting of professional services to support staffing & efficiency - 4 FTEs
- Additional cost savings to support 4 FTEs
- Facility funded pilot program to support 2 LTCEs
- Additional investment to the LTCE Designation Reserves to support 4 new LTCEs

Assembly Bill (AB) 617 Grant Funding

- Annual grant revenue was \$11M in both 2024 and 2025; increasing the grant balance projection to approximately \$17.5M in 2025
- Grant funding allows for adding 5 new positions covered by the projected grant balance and \$9M in annual grant revenue for the next 5 years
- Approval of new positions will increase annual cost beyond the annual revenue, but provides for the spend down of the grant balance to align with liquidation deadlines
- Long-term revenue and cost will be aligned long-term through LTCE attrition and contract savings

AB 617 Program - Grant Balance vs Revenue and Costs



AB 617 Staffing Requested

Division	New FTE	Annual Cost	Justification
Environmental Justice	3	\$605,015	Grant management, Support Bayview Hunters Point (BVHP) & Richmond-San Pablo
Planning	1	\$212,180	Support Bayview Hunters Point (BVHP)
Communications	1	\$180,655	Communications for Community Steering Committee

Total \$977,850

Community Benefit Fund

As of December 2024	In Millions		
Penalty Amount (Policy to Date)	Total		
General Fund	\$7.0		
		Admin Fund	Project Fund
Community Benefit Fund	\$105.2	\$9.5	\$95.7
Local Benefit	\$82.9	\$7.5	\$75.4
Regional Benefit	\$22.3	\$2.0	\$20.3

Includes large fines:

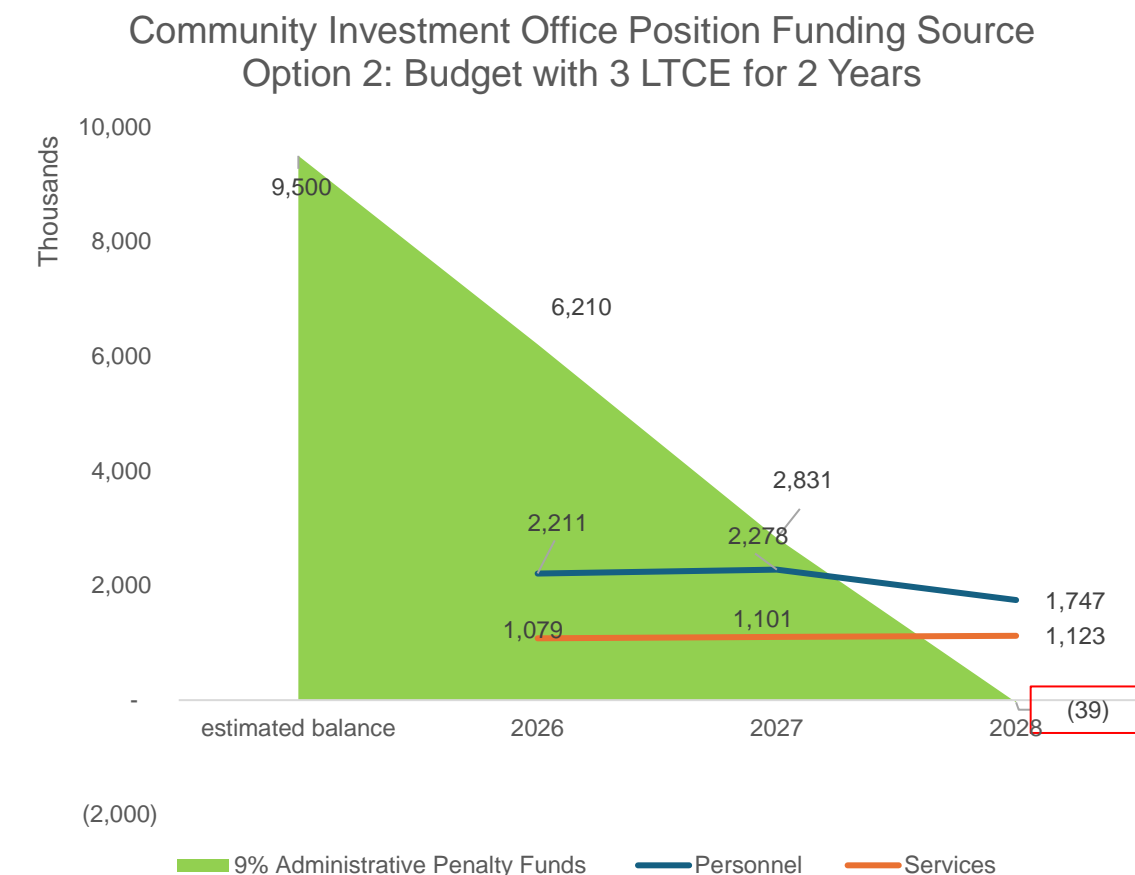
- \$20M Chevron
- \$82M Valero
- \$5M Tesoro

Community Benefit Administrative Funding

- Up to 9% allocated as administrative funds to support the program
- 3 new FTE will increase staffing to 5 FTE and 3 LTCE

Assumption:

- With no additional funding, \$9.5M in administrative funds can support the program for approximately 3 years
- Duration of the 3 LTCE positions are subject to available funding



Community Benefit Administrative - Staffing

Division	New FTE	Annual Cost	Justification
Community Investments	2	\$448,768	Implement Program, Grant management
Communications	1	\$180,655	Communications support

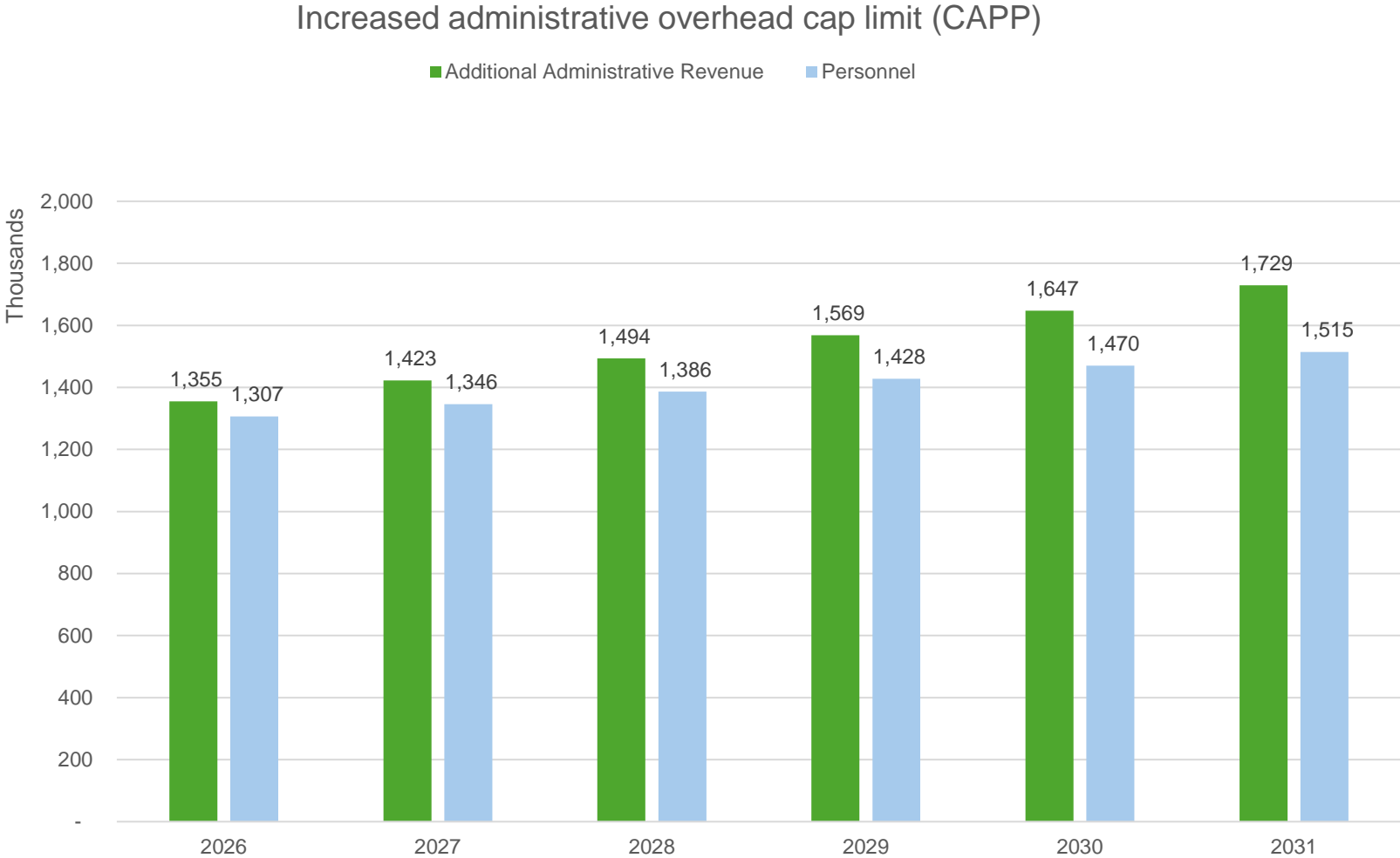
The Community Investments Office manages over \$120M in penalty funds, which per Board policy, must be invested in projects in impacted communities. These positions are critical to:

- Engage with local leaders, businesses, and community-based organizations to prioritize fund allocation
- Design programs that ensure that penalty funds are distributed effectively and align with community needs
- Manage the resulting programs and associated grants/contracts across multiple Bay Area communities

Total \$629,423

Community Air Protection (CAP) Administrative Funding

- California Air Resources Board funding CAP raised from 6.25% to 12.5%
- Generates approximately \$1.3M in additional overhead funding
- Able to support a total of 7 new direct and indirect positions



California Air Protection Admin Overhead - Staffing

Division	New FTE	Annual Cost	Justification
Administrative Services	1	\$181,642	Risk Management, Increase Procurement Capacity
Environmental Justice	1	\$181,642	Community Outreach
External Affairs	2	\$565,914	Regional Support, Community Engagement
Human Resources	1	\$180,655	Increase recruitment capacity
Enterprise Technology Solutions	2	\$399,264	In-house expertise

Total \$1,306,487

Shifting from Professional Services to Support Staffing and Efficiency

Division	New FTE	Annual Cost	Justification
Engineering	1	\$187,969	Permit backlog reduction
Human Resources	1	\$230,405	Learning and Development, Increase recruiting capacity
Information Services Operations	1	\$199,632	Increase internal staff capacity and Strategic Plan implementation
Legal	1	\$251,618	Grants and Contract support

Total \$869,624

Additional Staffing Request Based on Other Cost Savings

Division	New FTE	Annual Cost	Justification
Rules	3	\$633,042	Support indirect source rulemaking
Legal	1	\$251,618	Support indirect source rulemaking

Total \$884,660

Facility-Funded Pilot

Division	New FTE	Annual Cost	Justification
Engineering	2	\$536,226	Engineering Program Managers- Timely Permits

Total \$536,226

Accessing Designated Reserves for LTCE – Staffing

Division	New FTE	Annual Cost	Justification
Environmental Justice	1	\$180,655	Community Outreach
External Affairs	1	\$180,655	Regional Support/Community Engagement
Human Resources	1	\$212,180	Internal Civil Rights, Equal Employment Opportunity, Mediations
Information Services	1	\$268,113	Strategic Plan Implementation, Project Management

Total \$841,603

Organizational Efficiency Add/Delete Positions

Current Position	New Position	Division	Cost Impact
Director	Deputy Executive Officer	Information Management	\$126,210
Senior Advanced Project Advisor	Manager	Environmental Justice	\$7,963
Accountant	Senior Accountant	Finance	\$14,200
Staff Specialist (LTCE)	Assistant Staff Specialist (LTCE)	Technology Innovations Office	(\$33,445)
Air Quality Engineer	Senior Air Quality Specialist	Compliance & Enforcement	\$9,634
Assistant Air Quality Specialist	Senior Air Quality Specialist	Compliance & Enforcement	\$51,343

Additional organization efficiency of position transfers between divisions are noted in staff memo and Appendix F of the budget

Total \$175,905

Cost Recovery Background

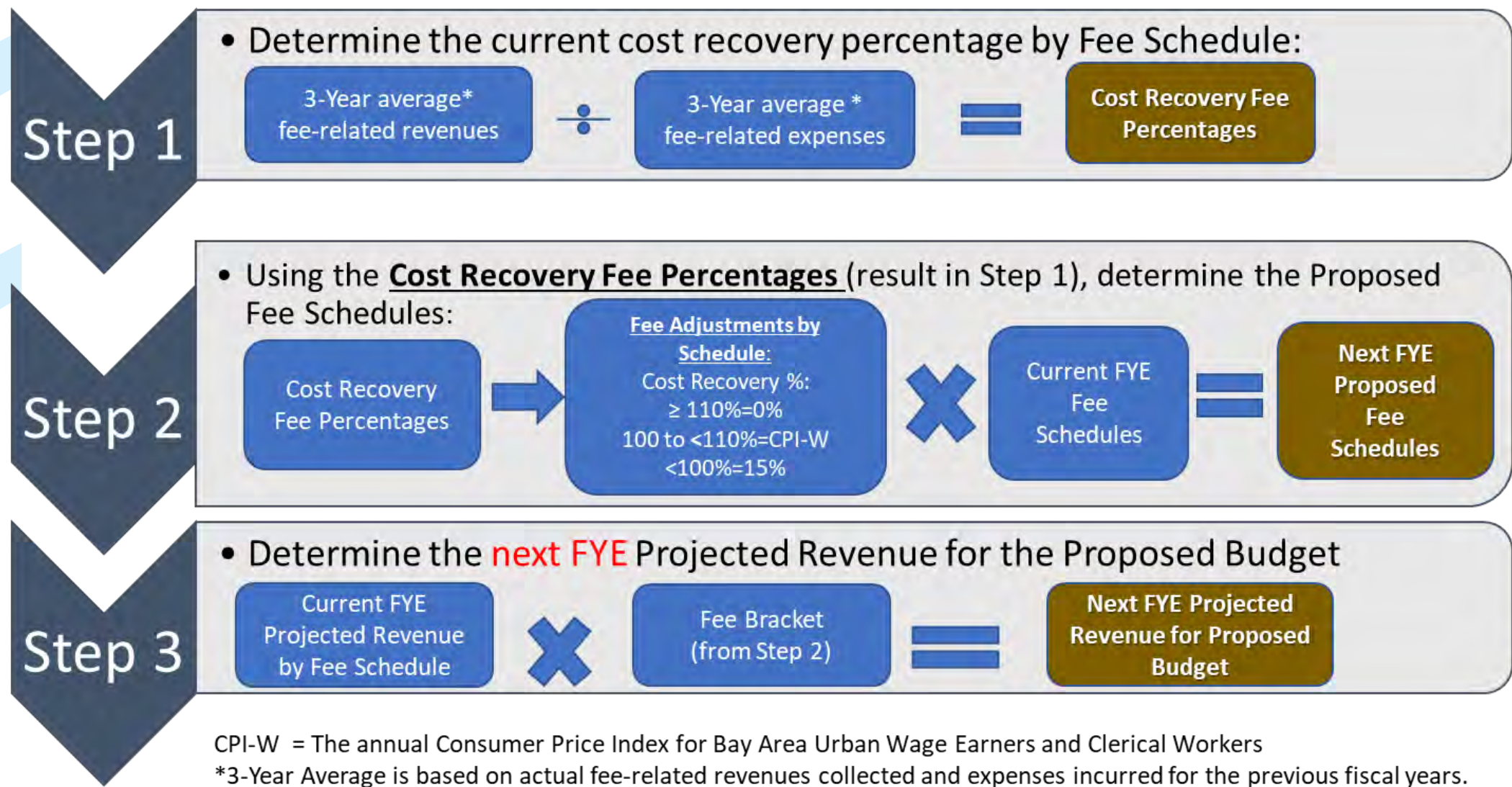
- Air District has authority to assess fees to recover the reasonable costs from fee-based programs.
- In December 2022, the Board set a goal of 100% cost recovery for fee-based activity.
- Factors for Cost recovery constantly change.
- By law, we are limited to increasing permit fees to their true cost rate.

Cost Recovery Background (cont.)

Covered by Regulation 3 Fees	Not Covered by Regulation 3 Fees
<ul style="list-style-type: none">• Permitting programs• Notification programs (asbestos, open burn)• Compliance assistance/enforcement of permitted and registered facilities• Source Testing at permitted facilities• Rule development for regulated industries• Emissions inventory from regulated industries• Other (e.g., Regulation 11-18 Health Risk Assessments)	<ul style="list-style-type: none">• Assembly Bill 617 Community Engagement & Outreach• Ambient Air Monitoring• Climate change work for non-permitted sources• Communications• Mobile sources• Planning• Rule development for non-permitted sources• Strategic Incentives – “Grants” (e.g., wood-burning device replacement, Carl Moyer Program, vehicle buy-back)

➤ This list is not exhaustive.

Cost Recovery Background (cont.)



Cost Recovery Limitations

- Facilities or programs that are below cost recovery are not paying their fair share.
- Reaching 100% cost recovery for some fee schedules may take several years.
- Cost recovery analyzes past revenue and cost data.
- Cost recovery does not account for work backlog or level of service.
- Cost recovery does not account for required/future resource needs.
- A fee schedule's cost recovery rate does not reflect whether adequate resources exist.
- The gap in cost recovery is closed with other revenue sources.

Cost Recovery Background: Trends

Overall Cost Recovery

	FYE 2010	FYE 2016	FYE 2017	FYE 2018	FYE 2019	FYE 2020	FYE 2021	FYE 2022	FYE 2023	FYE 2024
By Year	63.8%	81.4%	81.2%	83.0%	84.7%	83.2%	83.8%	85.9%	92.3%	87.7%
3-Year Average		81.4%	82.2%	81.9%	83.0%	83.6%	83.5%	84.3%	87.4%	88.7%

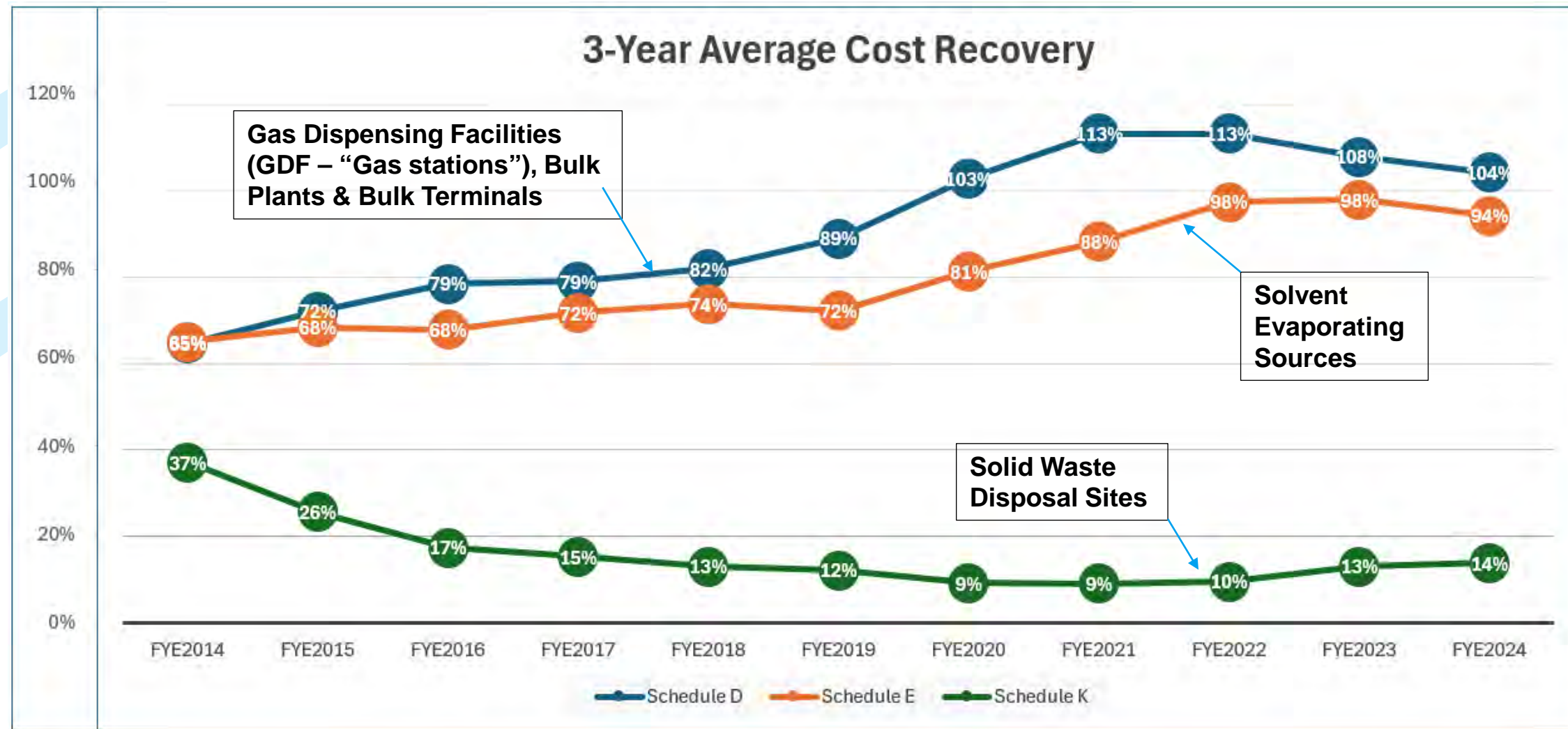
Cost Recovery Background: Trends (cont.)

2022 - 2024 Average Revenue	Number of Fee Schedules (Change from 2024)	Percent of Fee Schedule Revenue
110% or more of costs	5 (NC)	21.7
100 to <110% of costs	2 (+1)	32.4
95 to < 100% of costs	0 (-2)	7.0
75 to < 95% of costs	3 (+1)	15.1
50 to < 75% of costs	6 (+1)	21.7
25 to < 50% of costs	3 (NC)	1.3
Less than 25% of costs	2 (-1)	0.7

- Specific fee schedule cost recovery levels are published in the Cost Recovery reports.

NC = No change

Cost Recovery Background: Trends Example



FYE 2023 updated with actual data since last year's presentation

Cost Recovery Strategies

Staff presented options at the December 18 Finance and Administration Committee meeting. The committee direction was to stay the course on the cost recovery strategy.

Revenue from Fee Schedule (3-year average)	FYE 2025	FYE 2026 Option 1	FYE 2026 Option 2	FYE 2026 Option 3
110% or more of costs	-	-	-	-
100 to <110% of costs	CPI-W*	CPI-W*	CPI-W*	CPI-W*
95 to < 100% of costs	+15%	+15%	+10%	Higher of +5% or CPI-W
85 to < 95% of costs	+15%	+15%	+15%	+10%
75 to < 85% of costs	+15%	+15%	+15%	+15%
50 to < 75% of costs	+15%	+15%	+15%	+15%
Less than 50% of costs	+15%	+15%	+15%	+15%

Proposed Fee Regulation Amendments

Proposed Changes to Fee Schedules for Cost Recovery

Revenue from Fee Schedule	Change in Fees	Fee Schedules	% of Fee Schedule Revenue
110% or more of costs	0%	C, L, N, R, T, V (except Marsh Management), X	21.7%
100 to <110% of costs	CPI-W 2.8% increase	B, D	32.4%**
Less than 100% of costs	15% increase	A, E, F, G1, G2, G3, G4, G5, H, K, P, S, V (Marsh Management fees only), W	45.9%

*Increase of non-cost recovery administrative fees in Section 300, Schedule I and Schedule M by CPI-W.

**Includes Schedule M

Small Business Definition

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.

Current impact

- Have reduced fees at the Hearing Board.
 - Fee differences range from 50% to 92% compared to non-small businesses.
- May qualify for some reduced permit application fees.
- These are one-time fees.

Small Business Definition – Comparison

Agency	Effective	Maximum Number of Employees	Gross Receipts Limit	Applicability
Bay Area	June 2010	10	\$750,000	<ul style="list-style-type: none"> Discounts on some permit application fees Lower Hearing Board fees
South Coast	January 2020	10 or a not-for-profit training center	\$500,000	<ul style="list-style-type: none"> Discounts on some permit application fees Lower Hearing Board fees Lower rates of other fees. No surcharge for operating without a permit
San Joaquin	2017	10	\$750,000	<ul style="list-style-type: none"> No discount for permit applications Lower Hearing Board excess emission fees Potentially lower annual Air Toxic fees*

South Coast is the most comparable application in its use of the Small Business definition.

*Gross receipts increased to \$1 million for the facility AND \$5 million for California operations

Recommendation

Staff recommends updating the gross receipts limit to \$1,500,000

Other Changes

- Schedule C – Stationary Containers for the Storage of Organic Liquids
 - Align calculation for the Risk Assessment Fee (RAF) consistent with other schedules.
- Schedule D.A – Gasoline Transfer at GDFs
 - Increase the RAF by 15% in Schedule D.A.4.b consistent with existing GDFs for the same work.
- Update out-of-date reference in Schedule B, Part 5.
- General language clean up

Impact on Large Facilities

Petroleum Refineries

Annual Permit Fee Increase/Decrease (Fiscal Year Ending)							
	2024, % Fee Change			2025, % Fee Change			2026, Projected % Fee Change
	Predicted	Actual	2024 Renewal Fee	Predicted	Actual	2025 Renewal Fee	Proposed Budget
Chevron	8.1	1.6	\$4.5 million	8.5	9.3	\$5.0 million	9.7
Martinez Refining Co.	8.9	4.7	\$5.7 million	7.9	-0.2	\$5.7 million	4.4
Phillips 66	8.5	9.6	\$3.0 million	8.6	-6.2	\$2.8 million	3.8
Tesoro	-1.0	-21.6	\$1.5 million	9.1	16.5	\$1.9 million	-1.6
Valero	9.4	12.2	\$3.4 million	9.0	4.3	\$3.5 million	13.7


Impact on Small Facilities

Facility Type	Current Renewal Fee: Not OBC	Current Renewal Fee: OBC	Proposed Renewal Fee: Not OBC	Proposed Renewal Fee: OBC
Backup Engine* (Schedule B)	\$547	\$626	\$613 10.7%	\$701 10.7%
GDF “Gas Station”** (Schedule Da)	\$2,781	\$3,180	\$2,859 2.7%	\$3,270 2.7%
Auto Body Shop* (Schedule E)	\$1,212	\$1,386	\$1,378 12.1%	\$1,576 12.1%
Coffee Roaster (Schedule F)	\$950	\$1,087	\$1,076 11.7%	\$1,231 11.7%
Dry Cleaning Machine (Schedule R)	\$259	\$259	\$259 0%	\$259 0%

*Minimum fee – Permit fees are greater for larger engines

**Common configuration with 6 islands with 3-triple product nozzles

Budget & Fee Regulation Schedule

Description	Date
Finance and Administration Committee briefing – Cost Recovery Strategy	December 18, 2024
Public workshop for Fee Regulation amendments	February 14, 2025
Written workshop comments on Fee Regulation due	March 17, 2025
Finance and Administration Committee briefing 	March 19, 2025
Public Workshop on Budget and Fee Regulation	Early April
<i>Finance and Administration Committee briefing (if needed)</i>	<i>April 16, 2025</i>
First public hearing on budget & Fee Regulation to receive testimony	May 7, 2025
Written public hearing comments on proposed Fee Regulation due	May 16, 2025
Second public hearing on budget and Fee Regulation to consider adoption	June 4, 2025
Budget and fee amendments effective, if adopted	July 1, 2025

Recommended Action

Staff is requesting feedback and direction on the proposed budget and fee amendments.

If the Committee has no additional requests or direction, staff recommend that the Committee provide a recommendation to the Board to:

1. Conduct the public hearings on the FY 2025-2026 Proposed Budget; and
2. Adopt the FY 2025-2026 Proposed Budget and Fee Amendments with proposed staffing recommendations.

Questions

For more information:

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