



BAY AREA  
AIR QUALITY  
MANAGEMENT  
DISTRICT

## BOARD OF DIRECTORS' REGULAR MEETING

June 16, 2004

A meeting of the Bay Area Air Quality Management District Board of Directors will be held at 9:45 a.m. in the 7<sup>th</sup> floor Board room at the Air District headquarters, 939 Ellis Street, San Francisco, California.

### Questions About an Agenda Item

The name, telephone number and e-mail of the appropriate staff person to contact for additional information or to resolve concerns is listed for each agenda item.

### Meeting Procedures

The public meeting of the Air District Board of Directors begins at 9:45 a.m. The Board of Directors generally will consider items in the order listed on the agenda. However, any item may be considered in any order.

After action on any agenda item not requiring a public hearing, the Board may reconsider or amend the item at any time during the meeting.

# BOARD OF DIRECTORS' REGULAR MEETING A G E N D A

WEDNESDAY  
JUNE 16, 2004  
9:45 A.M.

BOARD ROOM  
7TH FLOOR

## CALL TO ORDER

Opening Comments  
Roll Call  
Pledge of Allegiance  
Commendation/Proclamations  
Swearing in of New Board Member

Scott Haggerty, Chairperson  
Clerk of the Boards

## PUBLIC COMMENT PERIOD

**Public Comment on Non-Agenda Items, Pursuant to Government Code Section 54954.3**  
*Members of the public are afforded the opportunity to speak on any agenda item. All agendas for regular meetings are posted at District headquarters, 939 Ellis Street, San Francisco, CA, at least 72 hours in advance of a regular meeting. At the beginning of the regular meeting agenda, an opportunity is also provided for the public to speak on any subject within the Board's subject matter jurisdiction. Speakers will be limited to three (3) minutes each.*

## CONSENT CALENDAR (ITEMS 1 – 6 )

Staff/Phone (415) 749-

1. Minutes of June 2, 2004  
M. Romaidis/4965  
[mromaidis@baaqmd.gov](mailto:mromaidis@baaqmd.gov)
2. Communications  
J. Broadbent/5052  
[jbroadbent@baaqmd.gov](mailto:jbroadbent@baaqmd.gov)  
*Information only*
3. Report of the Advisory Council  
E. Blake/4962  
[eblake@igc.org](mailto:eblake@igc.org)
4. Monthly Activity Report  
P. Hess/4971  
[phess@baaqmd.gov](mailto:phess@baaqmd.gov)  
Report of Division Activities for the month of May, 2004
5. Consider Approving Side Letters of Agreement Between the District and the Employees Association  
W. Tanaka/5066  
[wtanaka@baaqmd.gov](mailto:wtanaka@baaqmd.gov)

*The Board will consider approval of two Side Letters of Agreement to correct and clarify language contained in the Memorandum of Understanding in Section 8.05(2) Regarding Probationary Periods and Section 5.06(2) Use of Administrative Leave During the Dismissal Process.*

6. Consider Approval of the Establishment of a New Classification of Human Resources Analyst I/II  
W. Tanaka/5066  
[wtanaka@baaqmd.gov](mailto:wtanaka@baaqmd.gov)

*The Board will consider approval of the establishment of a new classification of Human Resources Analyst I/II with a salary range of 129 at level I, and 133 at level II. This alternately staffed classification would replace the existing classification of Human Resources Analyst, effective July 1, 2004.*

### **COMMITTEE REPORTS AND RECOMMENDATIONS**

7. Report of the **Public Outreach Committee** Meeting of June 14, 2004

CHAIR: M. ROSS

J. Broadbent/5052  
[jbroadbent@baaqmd.gov](mailto:jbroadbent@baaqmd.gov)

### **PUBLIC HEARINGS**

8. Final Public Hearing to Consider Adoption of Proposed District Budget for FY 2004/2005

J. Broadbent/5052  
[jbroadbent@baaqmd.gov](mailto:jbroadbent@baaqmd.gov)

*Pursuant to Health and Safety Code Section 40131, Jack P. Broadbent, Executive Officer/APCO and Wayne Tanaka, Director of Administrative Services, will continue final public hearing discussions with the Board of Directors on Fiscal Year 2004/2005 Proposed Budget.*

### **OTHER BUSINESS**

9. Report of the Executive Officer/APCO  
10. Chairperson's Report

### **OPEN SESSION**

11. Board Members' Comments  
*Any member of the Board, or its staff, on his or her own initiative or in response to questions posed by the public, may: ask a question for clarification, make a brief announcement or report on his or her own activities, provide a reference to staff regarding factual information, request staff to report back at a subsequent meeting concerning any matter or take action to direct staff to place a matter of business on a future agenda. (Gov't Code § 54954.2)*
12. Place of Next Meeting - 9:45 a.m., Wednesday, July 7, 2004 -939 Ellis Street, San Francisco, CA 94109
13. Adjournment

**CONTACT CLERK OF THE BOARD - 939 ELLIS STREET SF, CA 94109**

**(415) 749-4965**

**FAX: (415) 928-8560**

**BAAQMD homepage:**

**[www.baaqmd.gov](http://www.baaqmd.gov)**

- To submit written comments on an agenda item in advance of the meeting.
- To request, in advance of the meeting, to be placed on the list to testify on an agenda item.
- To request special accommodations for those persons with disabilities notification to the Clerk's Office should be given at least 3 working days prior to the date of the meeting, so that arrangements can be made accordingly.

BAY AREA AIR QUALITY MANAGEMENT DISTRICT

Memorandum

To: Chairperson Haggerty and Members  
of the Board of Directors

From: Jack P. Broadbent  
Executive Officer/APCO

Date: June 9, 2004

Re: Board of Directors' Draft Meeting Minutes

RECOMMENDED ACTION:

Approve attached draft minutes of the Board of Directors meeting of June 2, 2004.

DISCUSSION

Attached for your review and approval are the draft minutes of the June 2, 2004, Board of Directors' meeting.

Respectfully submitted,

Jack P. Broadbent  
Executive Officer/APCO

**BAY AREA AIR QUALITY MANAGEMENT DISTRICT**  
939 ELLIS STREET – SAN FRANCISCO, CA 94109

Draft Minutes: Board of Directors Regular Meeting – June 2, 2004

**Call To Order**

Opening Comments: Chairperson Scott Haggerty called the meeting to order at 9:53 a.m.

Roll Call: Present: Scott Haggerty, Chair, Harold Brown, Roberta Cooper, Mark DeSaulnier, Erin Garner, Jerry Hill, Nate Miley, Julia Miller, Mark Ross, John Silva, Pam Torliatt (9:55 a.m.), Marland Townsend (10:01 a.m.), Gayle Uilkema.

Absent: Chris Daly, Liz Kniss, Patrick Kwok, Jake McGoldrick, Tim Smith, Brad Wagenknecht, Shelia Young.

Pledge of Allegiance: Director DeSaulnier led the Board in the Pledge of Allegiance.

Commendations/Proclamations: There were none.

**Public Comment Period:** There were none.

**Consent Calendar (Items 1 – 4)**

1. Minutes of May 19, 2004
2. Communications. Correspondence addressed to the Board of Directors
3. Report of the Advisory Council – There was no report.
4. Set Public Hearing for July 7, 2004, to Consider Approval of Proposed Amendments to District Regulation 8, Rule 8: Wastewater (Oil-Water) Separators, and Proposed Amendment to Section 101 of Regulation 8, Rule 18: Equipment Leaks

*The proposed amendments to Regulation 8, Rule 8: Wastewater (Oil-Water) Separators are the result of Further Study Measure FS-9 in the 2001 Ozone Attainment Plan. The amendments will reduce volatile organic compound (VOC) emissions from wastewater collection systems at refineries by requiring controls on process drains, manholes, junction boxes, sumps and lift stations that leak in excess of 500 ppm concentrations. The amendments would also require an inspection and maintenance program to maintain controls. An amendment to Section 101 of Regulation 8, Rule 18: Equipment Leaks would make this rule consistent with the new requirements in Regulation 8, Rule 8.*

**Board Action:** Director Brown moved approval of Consent Calendar Items 1 through 4; seconded by Director Miller; carried unanimously without objection.

## **Committee Reports and Recommendations**

### 5. Report of the Mobile Source Committee Meeting of May 20, 2004

*Actions: The Committee recommended Board approval of the following:*

- A) Ad Mail as the contractor for the FY 2003/2004 Vehicle Buy Back Program direct mail service provider and authorize the Executive Officer/APCO to execute a contract for up to \$90,000 with Ad Mail to provide direct mail services for the program with the option to renew the contract for an additional year at the Air District's discretion and;*
- B) Staff comments regarding proposed modifications to the Air Resources Board's fleet rule for transit agencies, with the inclusion of additional comments provided by Committee members on the need for consideration by the Air Resources Board of: the potential health effect of NO<sub>2</sub> emissions, and the certification of bio-diesel engines.*

Director Hill presented the report and stated that the Committee met on Thursday, May 20, 2004. Staff presented a report on the direct mail service contractor selection for the Vehicle Buy-Back Program and reviewed the bid proposal process and the criteria used to select the direct mail service provider. The Committee recommends the Board approve the following:

1. Selection of Ad Mail as the contractor for the fiscal year 2003/2004 direct mail service, and
2. Authorize the Executive Officer to execute a contract for up to \$90,000 with Ad Mail, with the option to renew the contract for one additional year at the Air District's discretion.

Staff presented a report on the proposed modifications to the California Air Resources Board's (CARB) Public Transit Bus Fleet Regulation. Modifications to the rule include the following: 1) add model year 2004-2006 diesel hybrid electric bus (HEB) standards for NO<sub>x</sub> and PM<sub>10</sub>; 2) CARB would approve each diesel HEB purchase; 3) for the purchase of diesel HEBs, require emission reduction to offset the difference between diesel HEBs NO<sub>x</sub> emission certification and the NO<sub>x</sub> standard of 0.5 g/bhp-hr; 4) reduce the zero emission bus (ZEB) demonstration program to three buses per project; and 5) revise the start of the ZEB demonstration project to February 28, 2006. Staff supports the proposed changes to the current regulation, including offering a range of compliance options for those transit agencies on the diesel compliance path. There was discussion on the use of bio-diesel engines as an alternative for agencies on the diesel compliance path; and on the formation of NO<sub>2</sub> emissions when after treatment devices are used and the resulting health affects. There were four speakers on this agenda item.

The Committee recommends Board approval of the staff comments on CARB's proposed modifications to the Public Transit Bus Fleet Regulation, including the additional comments on the need for consideration by CARB of the potential health effects of NO<sub>2</sub> emissions and the certification of bio-diesel engines.

The June 10<sup>th</sup> meeting has been cancelled. The next regularly scheduled meeting of the Committee is Thursday, July 8, 2004.

**Board Action:** Director Hill moved the Board approve the recommendations of the Mobile Source Committee; seconded by Director Cooper; carried unanimously without objection.

6. Report of the Regional Agency Coordinating Committee Meeting of May 21, 2004

Director DeSaulnier presented the report and stated that the Committee met on Friday, May 21, 2004 at MetroCenter in Oakland.

Dr. Timothy Lipman of the Energy and Resources Group and the Institute of Transportation Studies at UC-Berkeley gave a presentation on hydrogen and fuel cell technologies, as well as recent government initiatives for hydrogen and fuel cells.

Air District staff presented a summary of the U. S. EPA's recent designations, classifications, and implementation rule for the national 8-hour ozone standard, and the implications for the Bay Area.

MTC and ABAG staff presented updates regarding MTC's draft transportation and land use platform for the Transportation 2030 Plan and the regional agencies' smart growth implementation program. The next meeting will be at the call of the Chair.

**Board Action:** None. This report provided for information only.

7. Report of the Stationary Source Committee Meeting of May 24, 2004

Director DeSaulnier presented the report and stated that the Committee met on Monday, May 24, 2004. Staff provided a report on the proposed amendments to Regulation 8, Rule 8: Wastewater (Oil-Water) Separators. The report included a description of the refinery wastewater system, the rule development process, the proposed amendments and future steps. The amendments would reduce volatile organic compound (VOC) emissions by 2.1 tons per day and the cost effectiveness is \$1,900 to \$4,300 per ton. There were two speakers on this agenda item. The Committee members offered recommendations to staff to explore proposed amendments to the rule.

Staff provided a summary of the Supplemental Environmental Projects (SEP) distribution and reviewed the steps necessary for a project to qualify for SEP funding. The SEP categories are: public health, pollution prevention, pollution reduction, environmental restoration and protection, environmental compliance audits, comprehensive environmental training, and emergency planning and preparedness. Staff reviewed the SEP projects in Martinez (\$270,000); Rodeo (\$50,000); East Palo Alto (\$50,000); and Livermore (\$25,000). All of the projects were selected in accordance with the policy. The current policy is very restrictive and direction was given to staff to look at the current policy to see if a certain amount flexibility can be used in the establishment of the criteria for the allocation of funds that could go to regional projects.

The next meeting of the Committee is scheduled for Monday, July 26, 2004.

**Board Action:** Director DeSaulnier moved the Board approve the report of the Stationary Source Committee; seconded by Director Torliatt; carried unanimously without objection.



**Public Hearings**

8. Continued Public Hearing and Consideration of Proposed Amendments to District Regulation 3: Fees

*The Board continued the public hearing from its April 21, 2004, meeting and considered adoption of proposed amendments to District Regulation 3: Fees, and authorization of filing of a CEQA Notice of Exemption.*

The Public Hearing was continued at 10:04 a.m. Brian Bateman, Director of Engineering, presented the report and reviewed the fee proposal. Overall there will be an 8.5% increase in fee revenue. Mr. Bateman reviewed the projected revenue and estimated costs for fiscal year 2004/2005. Based on Board input and public comments, the revised Title V fee proposal was issued on May 12, 2004. The revisions include the establishment of Title V public hearing fees to recover the cost of distributing public hearing notice and the cost of holding public hearings (with a maximum of \$5,000 per hearing). The actual cost of holding the public hearings is between \$10,000 and \$20,000, which does not include the cost of the distribution of the public hearing notices.

Staff recommends that the Board adopt the proposed amendments to District Regulation 3: Fees and authorize the filing of a California Environmental Quality Act (CEQA) Notice of Exemption.

There was considerable discussion on the cost of the public meetings, which are required by the Environmental Protection Agency (EPA). The Board requested staff provide a written breakdown of the costs for these meetings and bring it back to the Budget and Finance Committee for review. The discussion included the importance of the meetings, the cost recovery study, and that there should be a partnership with the jurisdictions where the meetings are held.

There were not speakers on this item.

Director DeSaulnier moved to close the public hearing at 10:33 a.m.; seconded by Director Townsend; carried unanimously without objection.

**Board Action:** Director DeSaulnier moved to approve the proposed amendments to District Regulation 3: Fees and authorize the filing of a CEQA Notice of Exemption; seconded by Director Townsend; carried unanimously with the following Board members voting:

AYES: Brown, Cooper, DeSaulnier, Garner, Hill, Miley, Miller, Ross, Silva, Torliatt, Townsend, Uilkema, Haggerty

NOES: None.

ABSENT: Daly, Kniss, Kwok, McGoldrick, Smith, Wagenknecht, Young.

**Adopted Resolution No. 2004-10: A Resolution of the Board of Directors of the Bay Area Air Quality Management District Approving the CEQA Notice of Exemption for Amendments to Regulation 3 – Fees**

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

9. First of Two Public Hearings to Consider Proposed District Budget for FY 2004/2005

*Pursuant to Health and Safety Code Section 40131, Jack P. Broadbent, Executive Officer/APCO and Wayne Tanaka, Director of Administrative Services, presented the Fiscal Year 2004/2005 Proposed Budget to the Board of Directors for the first of two required public hearings. Final action will be taken at the conclusion of the second public hearing on this matter scheduled for June 16, 2004.*

The Public Hearing was opened at 10:34 a.m. Mr. Broadbent presented his report and reviewed the Air District's direction, which includes establishing key initiatives, maintaining fiscal integrity, and building public support.

Mr. Broadbent highlighted the key initiatives as follows:

- Update and enhance the Ozone Plan.
- Conduct Bay Area risk Characterization and Reduction Program (CARE).
- Enhance the efficiency of the District

Wayne Tanaka, Director of Administrative Services, presented the proposed budget for fiscal year 2004/2005 and reviewed the projected revenue and expenditures. Mr. Tanaka stated that staff will go back to the Budget and Finance Committee for any changes that may occur when the state budget is passed.

Mr. Tanaka reviewed the consolidated sources of revenue and available financing to fund the current expenditures. The Transportation Fund for Clean Air (TFCA) expenditures were also reviewed. Director Townsend requested clarification on the almost 200% increase in expenditures under Printing & Reproduction listed in the TFCA Fund Expenditures. Staff will provide the information on the increase at a later date.

In response to a question from Chairperson Haggerty, Mr. Tanaka stated senior staff met and came up with some proposed cuts that would be across the board. Mr. Tanaka stated he did not want to prepare a definitive answer to the amount of money that will be cut until the state budget is passed. Mr. Broadbent added that the budget before the Board has been cut and that the next step is the proposed additional cuts. Mr. Broadbent noted that staff has identified a series of cost and salary savings. Discussions with the Employees' Association have been initiated in accordance with instructions received from the Budget and Finance Committee.

There were no speakers on this agenda item.

**Board Action:** Director Ross moved the public hearing be continued to June 16, 2004; seconded by Director Torliatt; carried unanimously without objection.

**Other Business**

10. Report of the Executive Officer/APCO – Mr. Broadbent reported on the following:

1. The Spare the Air campaign has started as of June 1<sup>st</sup> and there will be a press conference on June 16<sup>th</sup> to announce enhancements to the Spare the Air program.
2. A sample of the wrap for the BART trains was shown to the Board members.
3. The Spare the Air website is [www.sparetheair.org](http://www.sparetheair.org).

11. Chairperson's Report - Chairperson Haggerty stated he had nothing to report.

**Closed Session** (The Board adjourned to Closed Session at 11:00 a.m.)

12. Conference with Legal Counsel

A. Existing Litigation:

*Pursuant to Government Code Section 54956.9(a), a need existed to meet in Closed Session with legal counsel to consider the following cases:*

1. **New United Motors Manufacturing, Inc. v. Bay Area AQMD, et al.**, Alameda County Superior Court, Case No. RGO 04-140445
2. **City of Morgan Hill, Santa Teresa Citizen Action Group, Inc., Demand Clean Air, Inc. and Californians for Renewable Energy, Inc. v. Hearing Board of the Bay Area AQMD, et al.**, California Court of Appeals, First Appellate District, Division 4, Case No. A102518 (on Appeal from Judgment following Demurrer in San Francisco County Superior Court, Case No. CPF-02-501624
3. **Alvin J. Greenberg, Ph.D. v. Bay Area AQMD, et al.**, United States District Court, N.D. Cal., Case No. C 02 1501 VRW

**Open Session** (The Board reconvened to Open Session at 11:14 a.m.)

Brian Bunger, Counsel, reported that the Board met in Closed Session on Item 12A, one through three on the agenda. On items one and two, the Board heard reports from Counsel and provided general direction. On item three, the Board approved a settlement, the terms of which will become available once the plaintiff in that case signs the agreement.

13. Board Members' Comments – There were none.
14. Time and Place of Next Meeting - 9:45 a.m., Wednesday, June 16, 2004, 939 Ellis Street, San Francisco, California.
15. Adjournment: The meeting was adjourned at 11:15 a.m.

Mary Romaidis  
Clerk of the Boards

## Memorandum

To: Chairperson Haggerty and Members  
of the Board of Directors

From: Jack P. Broadbent  
Executive Officer/APCO

Date: June 16, 2004

Re: Report of Division Activities for the month of May 2004

RECOMMENDED ACTION:

Receive and file.

Reviewed by: Peter Hess

**ADMINISTRATIVE SERVICES DIVISION – W. TANAKA, DIRECTOR**

On May 17, 2004 staff met with the Budget & Finance Committee to present information on the Governor's May Revise on the proposed State budget for Fiscal Year 2004/2005. As reported to the Committee, the Governor has reached an agreement with Cities, Counties, and Special Districts on the amount of property tax shifts. The agreement is tentative and only a proposal at this time. The final budget must be approved by the Legislature. Staff also presented the committee with requested information on the proposed District Budget for Fiscal Year 2004/2005. Comments made and directions given at the April 28, 2004 meeting were incorporated into the proposed budget. The committee voted to send the budget to the full Board for the first of two public hearings to be held on June 2, 2004.

Affected staff underwent continued training in anticipation of the cutover to the ERP system. Financial reports were reviewed for acceptance. Twice weekly status meetings were held to ensure that the "go live" date for conversion was reasonable and attainable.

**COMPLIANCE & ENFORCEMENT DIVISION – K. WEE, DIRECTOR**

Staff met with representatives from the Chevron Richmond Refinery Environmental group at the Richmond Refinery on May 10, 2004. The purpose of the visit was to review and audit Chevron's Title V tracking system for federal deviation reporting. Pacific Steel Casting has received a sufficient number of complaints to be subject to the District's odor regulation, Reg. 7. Gasoline vapor recovery staff attended the CAPCOA vapor recovery committee meeting in Sacramento and gave a presentation to the Alameda County environmental crimes task for on May 12<sup>th</sup>. The District continues to receive approximately 1 to 3 complaints per week on sources in the Milpitas area.

Automotive Refinishing outreach was conducted on May 8<sup>th</sup> and 25<sup>th</sup> in Pleasant Hill and Santa Rosa. Combined attendance was approximately 130. Compliance staff met with other

agencies on Pollution Prevention and Green Business program coordination. The Dry Cleaner Workgroup (District and Industry) met May 19th, covering the following topics: Proposed Reg. 2-5 (Toxics NSR), revisions for Reg. 8-17 (Petroleum Dry cleaning), CARB Air Toxics Control Measure proposed revisions; Air Toxics Hotspots (AB2588) notification requirements, alternative solvents for cleaning, and outreach for District Notice to Comply revisions. Planning began on Industry Compliance Schools for Reg. 8-16, Repair and Maintenance Parts Washers, and Reg. 8-5: Storage Tanks. Staff has met with Technical Division meteorology representatives to discuss proposed Stubble Burn acreage allocation and forecasting methodologies. Notice to Comply program evaluation outreach to stakeholders was expanded to independent gasoline marketers and automotive refinishing.

CARB training for Boilers and Gas Turbines/Power Plants was conducted on May 25 and 26 at the District office. Languages translated through use of Over the Phone Interpretation services during the previous month included Cantonese, Spanish and Punjabi (language spoken in India).

(See Attachment for Activities by County)

#### **ENGINEERING DIVISION – B. BATEMAN, DIRECTOR**

Work continued on proposed amendments to the District's fee regulation. A revised proposal that would shift more of the Title V fee burden from annual fees to application fees was issued. The proposed rule amendments are scheduled for adoption in early June, and would be effective on July 1, 2004.

Public Hearings for the renewal of Title V permits for the PG&E Hunters Point and Mirant Potrero facilities were held in May. Work began in responding to the many comments received on these draft permits.

Work continued in completing additional outreach to facilities with unpermitted diesel engine backup generators. These engines are subject to information reporting requirements of a new State Air Toxic Control Measure that has been adopted by the California Air Resources Board.

Health risk screening assessments were conducted for 22 permit applications in May, primarily diesel emergency generators. Rule development activities continued on Regulation 2, Rule 5, New Source Review of Toxic Air Contaminants, which is not expected to be presented for adoption to the District's Board of Directors until the late 2004 or early 2005. A pollution prevention grant application was submitted to EPA. The grant would fund a demonstration program in the Bay Area for alternative dry cleaning technologies.

#### **INFORMATION SYSTEMS DIVISION – J. McKAY, DIRECTOR**

##### **Enterprise Resource Planning (ERP) Project for Air District Financial Systems**

The Air District has completed testing and is now converting the old Mitchell Humphreys system over into JD Edwards for Financial Systems. Human Resources is also ready to go-live on JD Edwards.

The Air District has not only replaced the old Mitchell Humphrey's financial system, but has also absorbed a small portion of the function currently in the IRIS/Databank system. Determination of appropriate tool sets and functional design for the Districts' future

Engineering/Production Systems (used by Permits, Enforcement and Legal) continues as a separate, but linked, process.

### **Toolsets for Permits/Enforcement/Legal**

The design methodology for replacement of IRIS and Databank will begin with identification of the large scale functional components of the Air District Production Processes. This will enable a tool selection process focused on high level tool sets. While this may not allow the District to accomplish all of its objectives with a single vendor offering, it will allow the opportunity to substitute purchased modules for custom code. This process will receive full staffing as the ERP implementation completes. Peter Hess directed inquiries to Air Districts around the United States and received substantial input on their current systems and future plans.

### **Web Site Development**

The roadmap for the next phase of the new site is under development. Development for web based Complaint query capability is near completion.

## **LEGAL DIVISION – B. BUNGER, DISTRICT COUNSEL**

The District Counsel's Office received 27 Violations reflected in Notices of Violation ("NOVs") for processing.

Mutual Settlement Program staff initiated settlement discussions regarding civil penalties for 56 Violations reflected in NOVs. In addition, Mutual Settlement Program staff sent 9 Final 30 Day Letters regarding civil penalties for 24 Violations reflected in NOVs. Finally, settlement negotiations by Mutual Settlement Program staff resulted in collection of \$41,950 in civil penalties for 68 Violations reflected in NOVs.

Counsel in the District Counsel's Office initiated settlement discussions regarding civil penalties for 53 Violations reflected in NOVs. Settlement negotiations by counsel in the District Counsel's Office resulted in collection of \$163,500 in civil penalties for 37 Violations.

## **PLANNING DIVISION – J. ROGGENKAMP, DIRECTOR**

A public workshop was held on May 18, 2004 in Richmond to discuss proposed amendments to Regulation 8, Rule 8 to control VOC emissions from wastewater collection systems at petroleum refineries. A technical workgroup meeting was held on May 27, 2004 at the Regional Water Quality Control Board offices in Oakland. Staff made a presentation to the Stationary Source Committee on May 24, 2004 in anticipation of a July public hearing. Staff also presented a summary of the recent distribution of funds for supplemental environmental projects to the Stationary Source Committee.

The Ozone Working Group reviewed and discussed draft control measure descriptions for the 2004 Ozone Strategy, including 14 stationary source measures, 3 mobile source measures and 19 transportation control measures, as well as 12 further study measures. Work is proceeding on development of 8 additional further study measures.

The Regional Agencies Coordinating Committee meeting on May 21, 2004 included an Air District staff presentation on the designations, classifications, and implementation requirements of the national 8-hour ozone standard, and a presentation by Dr. Timothy Lipman of UC-Berkeley regarding hydrogen and fuel cell technologies and policy initiatives.

Staff attended an ARB workshop regarding ARB's development of a list of particulate matter regulations and programs being implemented by districts in California. In accordance with the requirements of SB 656, air districts must consider the list prepared by ARB and adopt an implementation schedule for particulate matter measures by July 2005.

The Mobile Source Committee considered staff recommended comments on the proposed modifications to the California Air Resources Board public transit bus fleet regulation, and selection of the direct mail contractor for the Vehicle Buy Back Program. The Vehicle Buy Back Program scrapping contractors purchased and scrapped 205 vehicles in May 2004. Staff hosted a public workshop on May 18, 2004 to discuss the policies, criteria, and procedures of the Transportation Fund for Clean Air Regional Fund.

Staff wrote four comment letters regarding air quality impacts of development projects and plans in the Bay Area: the BART to San Jose Extension, the Caltrain Electrification Program, the Livermore 2004 Municipal Airport Master Plan Update, and the Burbank Avenue Annexation (Santa Rosa).

#### **PUBLIC INFORMATION & OUTREACH – T. GALVIN LEE, DIRECTOR**

In May, staff completed preparations for Spare the Air 2004, with an official kick-off date set for June 1st. For the first time, free BART will be offered during the morning commute hours on the first five Spare the Air days only. Also for the first time, several BART trains will be wrapped with a Spare the Air message. The emphasis in this years advertising program will be to help residents think about air quality and plan ahead for the next Spare the Air day. Campaign advertising will begin with a radio ad on June 7 featuring the District's Executive Director explaining why air quality is important, and asking the question "what will you do on the next Spare the Air day?" Other spots will show people in real life situations that illustrate how changing your behavior on spare the air days can be accomplished in an easy lighthearted manner. Seven to eight TV and radio commercials will alternate, and over 100 billboards will be installed. Employer recruitment is well under way. Many school districts have also signed up to receive notification on Spare the Air days.

The District's mower exchange program concluded on May 22. This annual series of events promotes the reduction of air pollution with an incentive. Bay Area residents traded-in their old gasoline mowers for recycling to receive a \$100 instant rebate on a Black & Decker corded electric mower. In all, 1588 mowers were exchanged. Media coverage included two TV news pieces. The first was a feature story on KGO with Sandra Patel, the other a live broadcast on the KTVU morning show with Mark Pitta. The mascots from the Giants and the A's faced off in a lawn mower pushing footrace in Golden Gate Park to promote the exchange events.

**TECHNICAL DIVISION – G. KENDALL, DIRECTOR****Air Monitoring**

All thirty-three of the continuous air monitoring network stations were in full operation during the month of May 2004. An additional toxic monitoring site was set-up in Mountain View at the request of the EPA and the local community and began collecting samples on May 21<sup>st</sup>. Monitoring equipment for BayCAMP, a yearlong air quality study in the Bayview/Hunters Point community of San Francisco operating under the Children's Environmental Health Protection Program (SB25) model, was installed and will begin operation in June.

**Meteorology and Data Analysis**

District February 2004 air quality data were quality assured and entered into the EPA Air Quality System (AQS) database. Staff developed software to automate the transmittal of daily air quality forecasts to EPA's AIRNow website. The summer ozone forecast model was updated under a contract with Sonoma Technology, Inc. A staff member attended the annual EPA meeting on the Air Quality System database in Florida for five days. A staff member attended the Standing Air Monitoring Working Group meeting (STAPPA/ALAPCO) in Alabama for 2-1/2 days.

**Quality Assurance**

System audits were performed at six District air-monitoring sites (North Richmond, Hayward, Rodeo, Point Richmond, San Pablo, and Oakland Filbert St.). Staff performed shutdown audits of older monitors to be replaced at the three Ground Level Monitoring (GLM) sites at the Chevron Texaco Refinery, and also performed start-up audits of new monitors at the three GLM sites at the ConocoPhillips Refinery. Staff re-audited monitors at two Shell Refinery GLM sites to verify that the repairs requested after a previous audit were completed.

**Air Quality**

There were no days during May when the air quality reached the Unhealthful for Sensitive Groups category (AQI > 100). Air quality was in the Moderate category (51-100 AQI) for the first three days of the month due to warmer than normal temperatures. On May 2<sup>nd</sup>, Livermore recorded an excess of the State ozone standard at 101 ppb when temperatures reached the middle 90's and winds remained light. Temperatures stayed in the middle 90's on May 3<sup>rd</sup>, but a surge in westerly winds in the afternoon prevented an excess of the State ozone standard. Air quality remained in the Good category (AQI < 51) for the rest of the month due to a prolonged period of westerly onshore flow with below normal temperatures.

**Laboratory**

In addition to the ongoing, routine analyses performed by the lab, the true vapor pressure of a diesel fuel oil sample from a spill incident at Kinder-Morgan in Concord was determined. Three coating samples from Cleveland Containers in Oakland were speciated for organic compounds. The benzene concentration of a hydrobate (output of naphtha hydrotreater) sample from Chevron in Richmond was determined.

**Source Test**

Ongoing Source Test activities included Continuous Emissions Monitoring (CEM) Field Accuracy Tests, source tests, gasoline cargo tank testing, and evaluations of tests conducted by outside contractors. The ConocoPhillips Refinery's open path monitor monthly report for



the month of April was reviewed. The Source Test Section provided ongoing participation in the District's Further Studies Measures for refineries.

**These facilities have received one or more Notices of Violations**

**Report period: May 1, 2004 – May 31, 2004**

**Alameda County**

Status Date	Site #	Site Name	City	Regulation Title
5/18/2004	A8673	College of Alameda	Alameda	Motor Vehicle & Mobile Equip Coating Operations
5/18/2004	A5641	Allied Body & Frame Shop	Berkeley	Motor Vehicle & Mobile Equip Coating Operations
5/5/2004	C9878	Foodmaker, Inc /Shell	Fremont	Gasoline Dispensing Facilities
5/12/2004	A1190	Evergreen Oil, Inc	Newark	Public Nuisance
5/25/2004	D1140	98th Ave Gas & Food	Oakland	Gasoline Dispensing Facilities
5/24/2004	A0030	Owens-Brockway Glass Container Inc	Oakland	Particulate Matter & Visible Emissions
5/24/2004	A0532	The Earthgrains Company	Oakland	Failure to Meet Permit Conditions
5/11/2004	G2586	Jordan Environmental Inc	San Leandro	Asbestos Demolition, Renovation & Mfg.

**Contra Costa County**

Received Date	Site #	Site Name	City	Regulation Title
5/25/2004	P9949	Steve Brennan	Antioch	Open Burning
5/18/2004	P7507	Lawrence DeBorba	Byron	Asbestos Demolition, Renov.&Mfg. Open burning
5/17/2004	A7662	Monument Cleaners	Concord	Perc & Synthetic Solv. Dry Cleaning Operations
5/19/2004	A0011	Shell Martinez Refinery	Martinez	Equipment Leaks
5/18/2004	B2758	Tesoro Refining and Marketing Company	Martinez	Public Nuisance; Particulate Matter & Visible Emissions; Storage of organic liquids; NOx & CO from stationary internal combustion engines
5/25/2004	A1194	Pinole-Hercules-Wastewater Treatment Plant	Pinole	Public Nuisance
5/18/2004	P9791	Sara McLeod	Pinole	Open Burning
5/11/2004	B2095	Delta Energy Center	Pittsburg	CEM & Recordkeeping Procedures; Failure to meet permit conditions
5/11/2004	A2371	USS-POSCO Industries	Pittsburg	Failure to Meet Permit Conditions
5/11/2004	A0010	Chevron Products Company	Richmond	CEM & Recordkeeping Procedures; Storage of organic liquids
5/3/2004	A0023	General Chemical Corporation	Richmond	Failure to Meet Permit Conditions
5/25/2004	A0016	ConocoPhillips-San Francisco Refinery	Rodeo	Storage of Organic Liquids
5/17/2004	C8906	Top Food and Gas	San Pablo	Failure to Meet Permit Conditions
5/11/2004	B1266	BP GEMM c/o Alisto Engineering	Walnut Creek	Failure to Meet Permit Conditions

**Napa County**

Received Date	Site #	Site Name	City	Regulation Title
5/11/2004	P9609	Dan Bazzoli	Calistoga	Open Burning
5/11/2004	P9598	John Olivieri	Napa	Open Burning
5/11/2004	P9607	Franciscan Vineyards	Oakville	Open Burning

5/11/2004	P9604	Carlo Di Fede	Saint Helena	Open Burning
-----------	-------	---------------	--------------	--------------

**San Francisco County**

<b>Received Date</b>	<b>Site #</b>	<b>Site Name</b>	<b>City</b>	<b>Regulation Title</b>
5/25/2004	C2297	Arco Facility #82084	San Francisco	Gasoline Dispensing Facilities
5/18/2004	A3460	Cameo Cleaners	San Francisco	Perc & Synthetic Solvent Dry Cleaning Operations
5/10/2004	P9552	Doris & Billy Wong/Jennifer Peetak Wong	San Francisco	Asbestos Demolition, Renovation & Mfg.
5/26/2004	B0230	Emerald City Auto Body	San Francisco	Mot.Vehicle&Mobile Equip Coat.Operat
5/26/2004	N0259	International Color Service	San Francisco	Mot.Vehicle&Mobile Equip Coat..Opera

**San Mateo County**

<b>Received Date</b>	<b>Site #</b>	<b>Site Name</b>	<b>City</b>	<b>Regulation Title</b>
5/18/2004	B6113	Bay Pacific A/B	Belmont	Permit to Operate
5/19/2004	B6099	Valentis Inc	Burlingame	Authority to Construct; Permit to operate
5/19/2004	A4860	Pet's Rest Cemetery	Colma	Particulate Matter & Visible Emissions
5/27/2004	A3201	Serramonte Auto Plaza Body Shop	Colma	Mot. Vehicle & Mobile Equip Coating Operations
5/18/2004	B2617	International Auto Body Service	San Bruno	Mot. Vehicle & Mobile Equip Coating Operations
5/11/2004	P9582	Louis Levy dba Levin Realty	San Bruno	Asbestos Demolition, Renovation & Mfg.
5/26/2004	A9753	Matt's Auto Body Inc	San Francisco	Mot. Vehicle & Mobile Equip Coating Operations
5/19/2004	B2766	Blue Line Transfer Inc	SSan Francisco	Authority to Construct; Permit to operate
5/18/2004	A8379	Daytona Auto Body Shop	SSan Francisco	Permit to Operate
5/4/2004	P8985	Pacific Auto Body & Repair	SSan Francisco	Permit to Operate; Mot. Vehicle& Mobile Equip Coating Operations

**Santa Clara County**

<b>Received Date</b>	<b>Site #</b>	<b>Site Name</b>	<b>City</b>	<b>Regulation Title</b>
5/7/2004	A2343	Cupertino Village Cleaners	Cupertino	Perc & Synth. Solvent Dry Cleaning Operations
5/5/2004	C0873	Gilroy Valero	Gilroy	Gasoline Dispensing Facilities
5/5/2004	C9453	ABE Gasoline	San Jose	Gasoline Dispensing Facilities
5/6/2004	C7970	Berryessa Shell/Shell Oil Product	San Jose	Gasoline Dispensing Facilities
5/19/2004	B1925	Clean Harbors San Jose, LLC	San Jose	Storage of Organic Liquids
5/11/2004	B6056	Donald Racacho Cabinet Finishing & Refinishing	San Jose	Authority to Construct; Permit to operate
5/19/2004	C5214	Hansra Gas & Mart	San Jose	Gasoline Dispensing Facilities
5/6/2004	P9476	Lucatero's Auto Body	San Jose	Permit to Operate
5/27/2004	Q0024	Thanh's Auto Body	San Jose	Authority to Construct; Permit to operate

**Solano County**

Received Date	Site #	Site Name	City	
5/18/2004	B2626	Valero Refining Company - California	Benicia	CEM & Recordkeeping Procedures

**Sonoma County**

Received Date	Site #	Site Name	City	
5/18/2004	A5934	Liberty Valley Doors, Inc	Cotati	Authority to Construct; Permit to operate
		Dutra Materials/San Rafael Rock	Rock	Failure to Meet Permit Conditions
5/19/2004	A3992	Quarry Inc	Petaluma	
5/26/2004	A8463	Koller's Town & Country Cleaners	Petaluma	Perc & Synth. Solvent Dry Cleaning Operation
5/11/2004	P9610	Alvan Tesconi	Santa Rosa	Open Burning
5/4/2004	D0029	B & G Gas & Food Mart/Fast Lane Gas & Food	Santa Rosa	Gasoline Dispensing Facilities
5/28/2004	C5021	Chevron	Santa Rosa	Gasoline Dispensing Facilities
5/18/2004	B6119	Cream's Dismantling and Scrap Inc	Santa Rosa	Authority to Construct; Permit to operate
5/19/2004	D1044	Golden Gate Petroleum	Santa Rosa	Permit to Operate
5/6/2004	P8858	John Scudero	Santa Rosa	Asbestos Demol., Renovation & Mfg.
5/24/2004	B6148	Sonic Net Inc	Santa Rosa	Authority to Construct
5/27/2004	Q0025	Stocklin Iron Inc.	Santa Rosa	Auth. to Construct; Permit to operate; Surface Coat. Misc Metal Parts & Products
5/11/2004	P9615	Tony DeLima	Santa Rosa	Open Burning
5/11/2004	P9612	Curtis Clemmer	Sebastopol	Open Burning
5/11/2004	P9611	Mehrdad Baghai	Sebastopol	Open Burning
5/11/2004	P9613	Jeffrey House	Windsor	Open Burning

**May 2004 Closed NOVs with Penalties by County****Alameda**

Site Name	Site Occurrence	City	Penalty	# of Violations Closed
Auto Passion	B2650	Oakland	\$500	1
Boston Scientific/Target	A7533	Fremont	\$1,500	2
Capri Auto Body	A5756	Oakland	\$500	1
MAACO Auto Painting	B2041	Newark	\$500	1
MAACO Auto Painting & Bodyworks	B1340	San Leandro	\$750	1
MDN Enterprises, Inc	C9906	Oakland	\$300	1
Retzlaff Vineyard	P8305	Livermore	\$300	1
RMC Pacific Materials Inc	A8833	Berkeley	\$4,000	1

Sure Fit Roofing	N4415	San Leandro	\$4,000	3
University of California, Berkeley	B2293	Berkeley	\$500	1
W H Strehle Company, Inc	A2620	Oakland	\$1,500	3

**Total Violations Closed: 16**

#### Contra Costa

Site Name	Site Occurrence	City	Penalty	# of Violations Closed
C & V Auto Care	B1293	San Pablo	\$1,500	4
Central Contra Costa Sanitary Di	D1074	Walnut Creek	\$300	1
Chevron Products Company	A0016	Richmond	\$131,500	24
GWF Power Systems,LP (Site 1)	A3243	Pittsburg	\$3,000	1
GWF Power Systems,LP (Site 2)	A3244	Pittsburg	\$6,000	5
GWF Power Systems,LP (Site 4)	A3981	Antioch	\$5,000	1
GWF Power Systems,LP (Site 5)	A3246	Pittsburg	\$14,000	3
Lamothe Cleaners	A0917	Antioch	\$500	1

**Total Violations Closed: 40**

#### Marin

Site Name	Site Occurrence	City	Penalty	# of Violations Closed
A & A Gas	C8435	Novato	\$750	2
John's Auto Body	A9914	San Rafael	\$262	1

**Total Violations Closed: 3**

#### Napa

Site Name	Site Occurrence	City	Penalty	# of Violations Closed
Blankiet Estate Vineyard	P7968	Napa	\$500	1
John De Bow	N6714	Napa	\$500	1
William Hill Winery	P7972	Napa	\$750	1

**Total Violations Closed: 3**

### Santa Clara

Site Name	Site Occurrence	City	Penalty	# of Violations Closed
Auto Tech Body Shop	B1804	Sunnyvale	\$1,500	1
Colors on Parade	P7893	San Jose	\$500	1
Cupertino Electric Inc	A2783	San Jose	\$2,750	1
Dryclean USA	A3511	Milpitas	\$150	1
Gilbert Spray Coat	A8611	Santa Clara	\$1,000	2
Paramount's Great America	B0647	Santa Clara	\$1,000	1
Shiro's Auto Body	A9654	Campbell	\$700	1

**Total Violations Closed: 8**

### San Francisco

Site Name	Site Occurrence	City	Penalty	# of Violations Closed
Earl Scheib Auto Paint Shop	A2929	San Francisco	\$1,000	1
Leewood Press Inc	M9798	San Francisco	\$1,500	2
Monnachie Tamraz	P6921	San Francisco	\$750	1

**Total Violations Closed: 4**

**San Mateo**

Site Name	Site Occurrence	City	Penalty	# of Violations Closed
Artistic Cleaners	A5101	Redwood City	\$238	1
Benz Collision Center	A8037	Redwood City	\$750	2
CSL CABO Shipping	N1413	Redwood City	\$1,500	1
Genencor International	B0656	Palo Alto	\$2,250	2
Gilead Sciences	B2455	Foster City	\$500	1
Golden Auto Body Shop	B2392	Redwood City	\$500	2
Silver Star Auto Body	B1280	Belmont	\$750	2

**Total Violations Closed: 11**

**Solano**

Site Name	Site Occurrence	City	Penalty	# of Violations Closed
G M Gas	C8749	Vallejo	\$750	1
Gas City	C9489	Benicia	\$500	2

**Total Violations Closed: 3**

**Sonoma**

Site Name	Site Occurrence	City	Penalty	# of Violations Closed
A.E. Patrick	P8547	Santa Rosa	\$500	1
Bruce Parr	P8650	Sebastopol	\$250	1
City of Santa Rosa Wastewater Treatment	A1403	Santa Rosa	\$1,000	2
Edward Dillon	P8680	Petaluma	\$350	1

Glenn Murphy	P8677	Graton	\$500	1
Interior Finishing	B1689	Rohnert Park	\$1,000	2
John Rittler	P8341	Sebastopol	\$350	1
Real Signs & Lighting, Inc	B5639	Santa Rosa	\$750	4
Richard Schuman	P2380	Sebastopol	\$500	1
Salvador Chavez	P7965	Sonoma	\$250	1
Sam's Market	C9484	Glen Ellen	\$1,000	1

**Total Violations Closed: 16**

**District Wide**

Site Name	Site Occurrence	City	Penalty	# of Violations Closed
American Demolition/Concrete Cutting	N0469	Santa Ana	\$1,500	1

**Total Violations Closed: 1**

**ACRONYMS AND TERMINOLOGY**

- ABAG Association of Bay Area Governments
- AC Authority to Construct issued to build a facility (permit)
- AMBIENT AIR The surrounding local air
- AQI Air Quality Index
- ARB [California] Air Resources Board
- ATCM Airborne Toxic Control Measure
- BAAQMD Bay Area Air Quality Management District
- BACT Best Available Control Technology
- BANKING Applications to deposit or withdraw emission reduction credits
- BAR [California] Bureau of Automotive Repair
- BARCT Best Available Retrofit Control Technology
- BIODIESEL A fuel or additive for diesel engines that is made from soybean oil or recycled vegetable oils and tallow. B100=100% biodiesel; B20=20% biodiesel blended with 80% conventional diesel
- BTU British Thermal Units (measure of heat output)
- CAA [Federal] Clean Air Act

---

---

CAL EPA	California Air Resources Board
CCAA	California Clean Air Act [of 1988]
CCCTA	Contra Costa County Transportation Authority
CEQA	California Environmental Quality Act
CFCs	Chlorofluorocarbons
CMA	Congestion Management Agency
CMAQ	Congestion Management Air Quality [Improvement Program]
CMP	Congestion Management Program
CNG	Compressed Natural Gas
CO	Carbon monoxide
EBTR	Employer-based trip reduction
EJ	Environmental Justice
EIR	Environmental Impact Report
EPA	[United States] Environmental Protection Agency
EV	Electric Vehicle
HC	Hydrocarbons
HOV	High-occupancy vehicle lanes (carpool lanes)
hp	Horsepower
I&M	[Motor Vehicle] Inspection & Maintenance ("Smog Check" program)
ILEV	Inherently Low Emission Vehicle
JPB	[Peninsula Corridor] Joint Powers Board
LAVTA	Livermore-Amador Valley Transit Authority ("Wheels")
LEV	Low Emission Vehicle
LNG	Liquefied Natural Gas
MPG	Miles per gallon
MTC	Metropolitan Transportation Commission
NAAQS	National Ambient Air Quality Standards (federal standards)
NO <sub>x</sub>	Nitrogen oxides, or oxides of nitrogen
NPOC	Non-Precursor Organic Compounds
NSR	New Source Review
O <sub>3</sub>	Ozone
PM <sub>2.5</sub>	Particulate matter less than 2.5 microns
PM <sub>10</sub>	Particulate matter (dust) less than 10 microns
PM <sub>&gt;10</sub>	Particulate matter (dust) over 10 microns
POC	Precursor Organic Compounds
pphm	Parts per hundred million
ppm	Parts per million
PUC	Public Utilities Commission
RFG	Reformulated gasoline
ROG	Reactive organic gases (photochemically reactive organic compounds)
RIDES	RIDES for Bay Area Commuters
RTP	Regional Transportation Plan
RVP	Reid vapor pressure (measure of gasoline volatility)



SCAQMD	South Coast [Los Angeles area] Air Quality Management District
SIP	State Implementation Plan (prepared for <i>national</i> air quality standards)
SO <sub>2</sub>	Sulfur Dioxide
TAC	Toxic Air Contaminant
TCM	Transportation Control Measure
TFCA	Transportation Fund for Clean Air [BAAQMD]
TIP	Transportation Improvement Program
TMA	Transportation Management Association
TOS	Traffic Operations System
tpd	tons per day
Ug/m <sup>3</sup>	micrograms per cubic meter
ULEV	Ultra low emission vehicle
ULSD	Ultra low sulfur diesel
USC	United States Code
UV	Ultraviolet
VMT	Vehicle miles traveled (usually per <i>day</i> , in a defined area)
VTA	Santa Clara Valley Transportation Authority
ZEV	Zero Emission Vehicle

**BAY AREA AIR QUALITY MANGEMENT DISTRICT**

Memorandum

To: Chairperson Haggerty and Members  
of the Board of Directors

From: Jack P. Broadbent  
Executive Officer/APCO

Date: June 7, 2004

Re: Consider Approving Side Letters of Agreement Between the District  
and the Employees Association to Correct and Clarify Language  
Contained in the Memorandum of Understanding

RECOMMENDATION

Approve two Side Letters of Agreement between the District and the Employees Association that modify the current Memorandum of Understanding between the District and the Employees' Association to correct and clarify Sections 8.05 (2) Regarding Probationary Periods and Section 5.06 (2) use of Administrative Leave during the dismissal process.

BACKGROUND

The District and Employees Association met and mutually agreed to modify language contained in the Memorandum of Understanding to correct and clarify language regarding probationary periods and use of administrative leave during the dismissal process. There was an obvious typographical omission of language in the probationary period section. The Side Letter corrects this error and re-inserts the appropriate, agreed-upon language. In addition, the modifications clarify a provision on use of administrative leave during the dismissal process. The current provision does not clearly provide for administrative leave to continue for an employee who has already been placed on administrative leave during a dismissal process after the District has decided that the employee is to be dismissed from employment. The Side Letter allows administrative leave to continue through the effective date of the employee's dismissal.

The parties further agreed that the Side Letters of Agreement reached should be incorporated into the MOU as though fully set forth therein, subject to approval of the Board of Directors.

BUDGET CONSIDERATION/FINANCIAL IMPACT

There is no fiscal impact from approving the attached resolution.

Respectfully Submitted,

Jack P. Broadbent  
Executive Officer/APCO

SIDE LETTER OF AGREEMENT  
BETWEEN  
BAY AREA AIR QUALITY MANAGEMENT DISTRICT  
AND  
BAY AREA AIR QUALITY MANAGEMENT DISTRICT  
EMPLOYEES' ASSOCIATION

WHEREAS, the Bay Area Air Quality Management District (District) at times may have a need to place employees, represented by the Bay Area Air District Management District Employees' Association, (Employees' Association) on administrative leave, and;

WHEREAS language in Section 5.06.2 of the MOU stating an employee may be placed on leave of absence with pay until the date of the scheduled meeting with the EO is not practical, and;

WHEREAS, the Employees' Association and the District have met pursuant to Section 17.04 INTERIM BARGAINING of the MOU,

NOW, THEREFORE, THE PARTIES DO HEREBY AGREE AS FOLLOWS:

A. SECTION 5.06 (2) DISMISSAL of the MOU shall be modified to read:

- (2) An employee who is to be dismissed from employment with the District will be given an opportunity to address the charges supporting the disciplinary action with the EO prior to the dismissal becoming effective. In such event, the employee's Division Director will inform the employee of Director's recommendation that the employee be dismissed from employment. This meeting should take place as soon as possible, and in no event more than ten (10) working days after the recommendation for dismissal. The employee may bring a representative of the Association and/or a private personal representative to the meeting with the EO. Within five (5) working days after the meeting with the employee and the Division Director recommending the dismissal, the EO shall prepare a written decision regarding the recommended dismissal. If, after considering the Division Director's recommendation and the information presented by the employee at the meeting, the EO determines to dismiss the employee from employment with the District, the dismissal shall be effective on the day on which the written decision is mailed to the employee. An employee may be placed on administrative leave with pay when they are informed of the Director's recommendation that they be dismissed from employment. In that event they shall remain on administrative leave with pay until such time as they are either directed to return to work or until the date the EO's written decision is mailed to the employee.

May 18, 2004

Page Two

=====

B. This side letter is incorporated by reference into the MOU and is made a part thereof as if fully set forth therein.

ON BEHALF OF THE DISTRICT

ON BEHALF OF THE EMPLOYEES'  
ASSOCIATION

By: Michael P. Rish

By: James J. Gaege

Date 5-18-04

Date 5-18-04

SIDE LETTER OF AGREEMENT  
BETWEEN THE  
BAY AREA AIR QUALITY MANAGEMENT DISTRICT EMPLOYEES' ASSOCIATION AND  
THE  
BAY AREA AIR QUALITY MANAGEMENT DISTRICT REGARDING MEET & CONFER  
PURSUANT TO MOU SECTION 17.04 REGARDING MOU SECTION 8.05.2

Pursuant to Section 17.04 Interim Bargaining of the 2000-2006 Memorandum of Understanding, the Bay Area Air Quality Management District and the Bay Area Air Quality Management District Employees' Association have agreed to correct the omission of language in Section 8.05.2 Probationary Period by re-inserting the language originally contained in the Tentative Agreement reached between the two above-referenced parties on May 15, 2002, as follows:

SECTION 8.05 PROBATIONARY PERIOD

1. Upon initial hire, each employee shall be subject to a probationary period equivalent to one (1) year of full-time actual and cumulative service. During an employee's initial hire probationary period the employee may be terminated without cause or right of appeal.
2. Employees promoted within the same class series shall be subject to a probationary period equivalent to six (6) months of full-time actual and cumulative service. Employees promoted to a position in a different class series shall be subject to a probationary period equivalent to nine (9) months of full-time actual and cumulative service. If an employee does not successfully complete his/her promotional probationary period, he/she shall be placed back in a position with the employee's former classification at the salary step held prior to the promotion without cause or right of appeal.
3. During any probationary period, no employee shall be demoted or terminated in violation of the District's Equal Employment Opportunity policy.)

This side letter is incorporated by reference into the MOU and is made a part thereof as if fully set forth therein.

ON BEHALF OF THE DISTRICT:

By: Michael R. Rich

Date: 5-18-04

ON BEHALF OF THE EMPLOYEES'  
ASSOCIATION:

By: James J. Gonzalez

Date: 5-18-04

**BAY AREA AIR QUALITY MANGEMENT DISTRICT**  
Memorandum

To: Chairperson Haggerty and Members  
of the Board of Directors

From: Jack P. Broadbent  
Executive Officer/APCO

Date: June 7, 2004

Re: Consider Approval of the Establishment of a New Classification of  
Human Resources Analyst I/II with a salary range of 129 for level I  
and Range 133 for the II

RECOMMENDATION

Approve establishing a new classification of Human Resources Analyst I/II with a salary range of 129 at level I, and 133 at level II. This alternately staffed classification would replace the existing classification of Human Resources Analyst, effective July 1, 2004.

BACKGROUND

Currently, the Human Resources Analyst classification is a single-level classification. Staff recommends establishing a two-level (or alternately staffed) classification. The two-level classification is proposed to increase flexibility in hiring and staffing the human resource function. The current one-level structure requires the District to hire at the journey level as opposed to the entry level and thereby does not provide any career ladder and limits opportunities for both staff and external candidates. The one-level structure is inconsistent with all of the other professional job classifications in the District, which have at least two levels, and with the practice at the vast majority of local and regional public agencies in the State. A two-level structure will create an opportunity to hire entry-level candidates as vacancies occur, which would provide a potential opportunity to a broader range of applicants; Air Quality Inspector is currently the only non-clerical entry-level job classification in the District that does not require experience in addition to a college degree. Incumbent staff who are determined to be qualified at the Human Resource Analyst II level will be expected to perform a broader range of duties at a higher level of complexity while exercising significant independent judgment. This will foster staff development and excellence in the District's Human Resource function, while diversifying the staff involved in dealing with the District's most complex HR issues, including organizational development and labor relations. The Human Resource Analyst in its current format focuses primarily on recruiting and testing employees.

The current salary range for the Human Resources Analyst is 131. It is recommended that the Human Resources Analyst I (entry level) be set at salary range 129, 10% below the current starting salary and that the Human Resources Analyst II (journey level) be set at salary range 133, which is 10% above the current top salary for Human Resource Analyst.

## BUDGET CONSIDERATION/FINANCIAL IMPACT

There is no direct financial impact to establish the classification of Human Resources Analyst I/II. Incumbents in the currently Human Resources Analyst classification will have to be evaluated to determine whether they should advance to the higher level classification and will not advance to the higher level automatically. In the event that all three of the current incumbents were advanced to the higher level, the total dollar impact, including salary-driven benefit costs, would be approximately \$27,000 per year. In the event incumbents are advanced to the II level, funding would come from salaries already included in the FY '04-'05 budget. Going forward, the increased cost would be offset in the event of a vacancy backfilled at the lower level, which has a lower starting salary.

Respectfully Submitted,

Jack P. Broadbent  
Executive Officer/APCO

Prepared by: Michael Rich  
Reviewed by: Wayne Tanaka

BAY AREA AIR QUALITY MANAGEMENT DISTRICT

JULY 2004

## HUMAN RESOURCES ANALYST I/II

DEFINITION

Under direction, performs a variety of professional and analytical human resources work related to management and employee consultation, employee relations, classification and compensation, recruitment and selection, employee benefits, employee training and organizational development, workers' compensation and safety, and equal employment opportunities; performs related work as assigned.

DISTINGUISHING CHARACTERISTICS

Human Resources Analyst I is the entry-to-journey level class of this series. Initially under direct supervision, incumbents perform a wide range of routine to difficult professional human resources duties within limited program areas. As experience and proficiency are gained, duties become progressively more diversified and difficult, until they are performed under general supervision at the journey level. This class may be alternately staffed at the Human Resources Analyst II level and incumbents may progress to the higher level after gaining experience and demonstrating proficiency sufficient to meet the qualifications for the higher level.

Human Resources Analyst II is the journey-to-senior level class in this series, fully competent to perform a full range of difficult assignments in a majority of the human resources program areas requiring a higher degree of working knowledge, ability, and initiative. As incumbents master a broader scope of responsibilities they are expected to take assignments and projects that have a higher consequence of error from beginning to end with minimal day-to-day supervision while exercising significant initiative, independent judgment and decision-making.

EXAMPLES OF DUTIES (Illustrative Only)

Assists in the administration, interpretation and development of personnel and administrative programs, policies and procedures; analyzes impact of new programs, policies (including legislation) and procedures on the organization and makes findings and recommendations.

Coordinates and performs special projects and analysis (e.g., surveys) and composes correspondence and reports related to specialized areas of personnel management, including employee relations, position classification, compensation, employee training and organizational development, employee benefits, safety, recruitment and selection, and other areas as assigned.

Provides accurate information to employees and effective consultation to management staff on employee relations and other personnel-related matters, including interpretation and application of various District policies and procedures such as the MOU and Administrative Code.

Serves in a lead capacity in grievance meetings and discrimination complaint investigations as assigned; develops and evaluates facts and recommends District positions and/or actions,



## **HUMAN RESOURCES ANALYST I/II**

**JULY 2004**

**PAGE 4 OF 6**

composes reports and correspondence related to grievances and investigations; assists in the development and preparation of supporting materials and documentation for hearings, mediations, and arbitrations. Works with employees and supervisors/managers to assist in resolving personnel-related issues; identifies additional resources and processes needed for effective resolution as needed.

Participates in the meet and confer process and takes notes; assists in the development of language for management proposals; analyzes labor proposals and assists in preparing management response; conveys District's positions in meet and confer meetings as assigned; compiles, compares, analyzes, and summarizes salary and benefits data for contract negotiations.

Drafts human resources related Board/Committee agenda items; develops and prepares supporting documentation; assists in the preparation of presentation materials; serves as subject matter resource at Board/Committee and presents agenda item to the Board/Committee as assigned.

Develops and recommends outreach, recruitment, and selection strategies and procedures that comport with merit-based principles and public personnel practices; conducts recruitment and selection activities including, but not limited to, consulting with hiring managers to determine recruitment needs and advising them on the recruitment process, developing and preparing recruitment plans, vacancy announcements and examination materials, evaluating candidates, validating test methods, monitoring processes for compliance with all applicable laws, rules, and procedures, evaluating and recommending responses to appeals or protests, and developing recommendations to address any necessary corrective action.

Assists in maintaining District's classification and compensation plan; conducts compensation studies; desk audits; prepares and revises class specifications; prepares necessary paperwork for the Board to adopt revised class specifications.

Assists in developing strategies to reduce benefit costs and/or improve processes while maintaining or improving benefit or service levels; analyzes and reviews benefit contracts for renewal, legal compliance, and daily administration; trouble shoots benefit problems relating to contract or policy disputes or compliance issues with employees, vendors, and/or broker.

Assists in the development of the District's training curriculum to enhance organizational and employee development; assists in the evaluation of individual training needs and recommends appropriate courses or action; coordinates training activities; presents training. Represents the Human Resources Office and the District in meetings, conferences, workshops, trainings and other forums; confers with representatives of other governmental jurisdictions.

Develops strategies to address Equal Employment Opportunity concerns/issues; advises management on policy; prepares, updates and monitors Affirmative Action Plan.

Administers District's self-insured workers' compensation program; assists in developing strategies to reduce work-related injuries and associated costs; analyzes program effectiveness;

## **HUMAN RESOURCES ANALYST I/II**

**JULY 2004**

**PAGE 5 OF 6**

prepares required reports to maintain State compliance; performs work station evaluations; reports and monitors work related injuries; provides consultation to managers on options to return employees to works.

Assists in maintaining the District's Human Resources Information System and database and uses System as needed to perform assigned work; develops non-standard reports by determining needed data fields and format; enters select data types.

Assists the Human Resources Officer in the formulation of policy, goals and objectives, and the annual budget for the Human Resources Office.

May provide day-to-day lead direction to lower level analysts, paraprofessional and clerical staff and review their work on special projects as assigned.

### **QUALIFICATIONS**

#### **Knowledge of:**

Principles and practices of public personnel administration relating to employee relations, position classification, wage and salary administration, job analysis, test development and administration, personnel selection, training and organizational development, employee group benefit plans, equal employment opportunity and affirmative action and workers' compensation and safety.

Applicable Federal, State and local laws, codes, regulations and guidelines.

Organizational and administrative research analysis and methodology, including statistical research and presentation methods and techniques.

Techniques and practices for composing reports and correspondence.

Practices and procedures of office management, basic business data processing principles, and the use of word processing and other business software and personal computer equipment.

#### **Skill in:**

Applying the principles and practices of public personnel administration.

Analyzing, interpreting, evaluating, summarizing, and explaining policies, procedures, laws, rules, regulations, statistical data, and other written materials.

Analyzing situations, evaluating alternatives, and recommending effective courses of action.

Developing and implementing assigned projects and programs, assembling and analyzing data and preparing reports without detailed instructions.

## **HUMAN RESOURCES ANALYST I/II**

**JULY 2004**

**PAGE 6 OF 6**

Effective oral and written communication with people at all levels of the organization.

Maintaining required confidentiality in carrying out assignments, studies, and projects.

Maintaining effective performance under stressful conditions such as meeting deadlines while handling multiple projects.

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

Exercising sound independent judgment.

### **Education and Experience:**

A typical way to obtain the knowledge and skill is:

**Human Resources Analyst I:** Equivalent to graduation from a four year college or university with major coursework in human resources, public or business administration, or a closely related field.

**Human Resources Analyst II:** In addition to the above, two years of experience performing professional and analytical human resources work in employee relations and at least two (2) of the following human resources programs: classification and compensation, recruitment and selection, employee benefits, employee training and organizational development, workers' compensation and safety, and equal employment opportunities. Experience performing these functions in a public agency setting is desirable.

Directly related experience may substitute for education on a year for year basis.

Reclassified Human Resources Analyst – July 1997

BAY AREA AIR QUALITY MANAGEMENT DISTRICT  
Memorandum

To: Chairperson Haggerty and  
Members of the Board of Directors

From: Jack P. Broadbent,  
Executive Officer/APCO

Date: June 4, 2004

Re: Final Public Hearing and Adoption of the Proposed District Budget for  
Fiscal Year 2004/2005

---

RECOMMENDED ACTION:

Adopt proposed District Budget for Fiscal Year 2004/2005.

BACKGROUND

The District Budget for FY 2004/2005 represents input from staff over the past several months, Board members, and the public. The Budget and Finance Committee reviewed this item on April 28, 2004 and May 17, 2004. The Committee, at the May 17, 2004 meeting, unanimously recommended approval of the budget upon completion of the required public hearings. The first public hearing was held at the Board of Directors' meeting of June 2, 2004.

DISCUSSION

At the June 2, 2004 Board of Directors' meeting, staff was directed to correct errors that were noted in the budget document. The proposed amount for Printing and Reproduction in the TFCA budget was also questioned. Upon review, an input error was discovered. The amount has been entered into the correct account – Professional Services and Contract. Those corrections have been incorporated, with no change in the overall budget amount, in the document submitted for approval.

This submittal transmits the required appropriations and reserves necessary to adopt the proposed budget pursuant to Health and Safety Code Section 40131.

Respectfully submitted,

Jack P. Broadbent  
Executive Officer/APCO

Prepared by: Wayne Tanaka

**BAY AREA AIR QUALITY MANAGEMENT DISTRICT**

**Resolution No. 2004-\_\_\_**

**A Resolution to Approve the Budget for the Fiscal Year Ending June 30, 2005  
(FY 2004-2005) and Various Budget Related Actions**

WHEREAS, the Board of Directors has the statutory authority and direction to set the District's financial budget pursuant to Health & Safety Code Sections 40130-40131 and 40270-40276;

WHEREAS, by Resolution No. 2003-03, the Board of Directors adopted the District budget for Fiscal Year (FY) 2003-2004 on June 18, 2003, pursuant to the above-mentioned statutory authority;

WHEREAS, the Board of Directors, in connection with that action, approved the following budget related actions:

- A. Transfer Funds from Unencumbered Balance of Appropriations to the General Reserve
- B. Transfer Funds from Permanent Salaries to a Reserve for Adjustments for Prior Years
- C. Transfer Funds to Provide for District Expenses
- D. Fund Contingency Reserve
- E. Fund General Reserve from Year to Year
- F. Authorize Disposal of Surplus Government Property
- G. Salary Ranges for District Employees
- H. Approve Proposed District Budget;

WHEREAS, District staff has determined through its annual budget review and analysis that similar actions are necessary in connection with the adoption of a budget for FY 2004-2005 and that all of these actions be incorporated into a single resolution;

WHEREAS, the Budget & Finance Committee of the Board of Directors reviewed the proposed FY 2004-2005 District Budget at public meetings held on April 28, 2004, and May 17, 2004, and following that review, in accordance with the District's Administrative Code, recommended that the Board of Directors approve the proposed FY 2004-2005 District Budget upon completion of all required public hearings;

WHEREAS, an initial public hearing was duly noticed and held on June 2, 2004, at the Regular Meeting of the Board of Directors pursuant to Health & Safety Code Section 40131, for the exclusive purpose of reviewing the District's proposed FY 2004-2005 Budget and of providing the public with an opportunity to comment upon the proposed District budget;

WHEREAS, at the June 2, 2004, Regular Meeting of the Board of Directors the Proposed FY 2004-2005 District Budget was set for further hearing and proposed adoption of the FY 2004-2005 District Budget at the Regular Meeting of the Board of Directors to be held on June 16, 2004;

WHEREAS, in connection with the public hearing and consideration of the Proposed FY 2004-2005 District Budget on June 16, 2004, the Board of Directors decided to take the following actions related to the FY 2004-2005 District Budget:

**A. TRANSFER FUNDS FROM UNENCUMBERED BALANCE OF APPROPRIATIONS TO THE GENERAL RESERVE**

WHEREAS, the Proposed District Budget provides sufficient funds for the operation of the District for FY 2004-2005;

WHEREAS, the Proposed District Budget is balanced without reliance on Fund Balances as was done in previous fiscal year budgets; and

WHEREAS, there is no need to transfer unencumbered funds from appropriation accounts to the Account for Fund Balance Available.

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors hereby directs District staff, that in the event there is an unencumbered balance of appropriations from FY 2003-2004, to transfer such excess balance to the General Reserve.

**B. TRANSFER FUNDS FROM PERMANENT SALARIES TO A RESERVE FOR ADJUSTMENTS FOR PRIOR YEARS**

WHEREAS, adopted District Budgets have, in the past, provided funds for the operations of the District for prior years; and

WHEREAS, there is a need to establish a Reserve for Adjustments for Prior Years to cover expenditures that either have not been provided for in the past, have been insufficiently provided for in the past, or were unforeseen in the past.

NOW, THEREFORE, BE IT FURTHER RESOLVED that Fifteen Thousand dollars (\$15,000.00) be transferred from Permanent Salaries, Account No. 01-51000-888-88888, to Reserve for Adjustments for Prior Years, Account No. 01-32150-888-88888.

**C. TRANSFER FUNDS TO PROVIDE FOR DISTRICT EXPENSES**

WHEREAS, District staff has determined that there is a need to correct the District FY 2003-2004 Budget with regard to Personnel and Services and Supplies Account expenditures;

WHEREAS, District staff recommends that the Board of Directors correct the FY 2003-2004 Budget so as to pay for certain District expenses which were inadequately funded under the FY 2003-2004 Budget by transferring a total amount of One Hundred Forty-Three Thousand Dollars (\$143,000.00) from the Permanent Salaries Account (No. 01-51100-888-88888) to the Workers Compensation Account (No. 01-51770-888-88888) in the amount of One Hundred Three Thousand Dollars (\$103,000.00) and to the Communications Account (No. 01-52800-888-88888) in the amount of Forty Thousand Dollars (\$40,000.00);

WHEREAS, the Board of Directors concurs with these District staff recommendations regarding the transfer of funds to pay for District expenses;

NOW, THEREFORE, BE IT FURTHER RESOLVED that a total of One Hundred Forty-Three Thousand Dollars (\$143,000.00) be transferred from the Permanent Salaries Account (No. 01-51100-888-88888) to the Workers Compensation Account (No. 01-51770-888-88888) in the amount of One Hundred Three Thousand Dollars (\$103,000.00) and to the Communications Account (No. 01-52800-888-88888) in the amount of Forty Thousand Dollars (\$40,000.00).

#### **D. FUND CONTINGENCY RESERVE**

WHEREAS, the Board of Directors by Resolution No. 161, adopted on August 7, 1985, created a Reserve for Contingencies by transferring to this Reserve from the General Reserve in order to pay for unforeseen District expenditures;

WHEREAS, the Board of Directors continued to include the Reserve for Contingencies in subsequent fiscal year budgets, and by Resolution No. 2218, adopted on June 14, 1994, established a Reserve for Contingency level of Four Hundred Thousand Dollars (\$400,000.00) for that FY 1994-95;

WHEREAS, District staff has determined that there is still a need to continue funding this reserve for contingencies;

WHEREAS, District staff recommends that this Reserve for Contingencies remain in the 2004-2005 fiscal year budget and that it be funded to a level of Four Hundred Thousand Dollars (\$400,000.00) by a transfer from the General Reserve;

WHEREAS, the Board of Directors concurs with these District staff recommendations regarding the transfer of funds to fund the Reserve for Contingencies;

NOW, THEREFORE, BE IT FURTHER RESOLVED that the Reserve for Contingencies be continued for FY 2004-2005 and be funded in the amount of Four Hundred Thousand Dollars (\$400,000.00).

**E. FUND THE GENERAL RESERVE FROM YEAR TO YEAR**

WHEREAS, the Board of Directors on June 12, 1958, created a General Reserve in the District's budget and transferred certain funds into it;

WHEREAS, the District has operated for much of its existence with a General Reserve in its fiscal year budget;

WHEREAS, the General Reserve has been depleted through its use to balance the District's fiscal year budgets from at least 1990 to 1998;

WHEREAS, the District retained the consulting firm of KPMG LLP in 1998-99 to conduct a permit fee cost recovery study of the District;

WHEREAS, KPMG determined through their study of District finances that the General Reserve was inadequately funded and therefore recommended that the General Reserve be funded to a level consistent with generally accepted governmental practices;

WHEREAS, District staff concurred with this finding and recommendation from KPMG LLP;

WHEREAS, District staff has included a provision in its fiscal year budget, beginning in FY 1999-2000, to replenish the General Reserve to recommended levels;

WHEREAS, the Board of Directors' Budget & Finance Committee at a meeting in 1999 unanimously endorsed District staff's plan and recommendation to increase funding for the General Reserve;

WHEREAS, the Board of Directors concurs with the recommendation of KKPMG LLP, District staff and its Budget & Finance Committee that maintaining a healthy and properly funded General Reserve in the District's budget is a prudent and financially sound decision;

WHEREAS, by Resolution 2002-08, the Board of Directors on June 19, 2002, created and funded four Reserves in the total amount of Four Million, Seven Hundred Thousand Dollars (\$4,700,000.00), and by Resolution 2003-03, the Board of Directors on June 18, 2003, established other reserves in the total amount of One Million Nine Hundred Sixty-Eight Thousand Dollars (\$1,968,000.00);

WHEREAS, staff has determined that two of these Reserves should be increased for the District's future needs;

WHEREAS, staff recommends that to meet the District's future funding needs, the following reserves should be increased: (1) Reserve for PERS Super funding by Two



Million Dollars (\$2,000,000.00); and (2) Reserve for Best of Breed by Five Hundred Thousand Dollars (\$500,000.00);

NOW, THEREFORE, BE IT FURTHER RESOLVED that the Reserve for PERS Super funding be increased by the amount of Two Million Dollars (\$2,000,000.00), and that the Reserve for Best of Breed be increased by the amount of Five Hundred Thousand Dollars (\$500,000.00).

BE IT FURTHER RESOLVED that the sum of \$2,000,000.00 be and hereby is transferred from the General Reserve and appropriated to the Reserve for PERS Super Funding; and that the sum of \$500,000.00 be and hereby is transferred from the General Reserve and appropriated to the Reserve for Best of Breed Computer Software.

BE IT FURTHER RESOLVED that the General Reserve be continued for FY 2004-2005, and thereafter until discontinued by resolution of the Board of Directors.

**F. AUTHORIZE DISPOSAL OF SURPLUS GOVERNMENT PROPERTY**

WHEREAS, the District Budget for FY 2004-2005 provides for the replacement of certain equipment and other property that has either become obsolete and surplus or will become obsolete and surplus;

WHEREAS, District staff has determined that certain equipment or other property will no longer be economically feasible to maintain or repair, and that some equipment will become obsolete and not useful for District purposes;

WHEREAS, from time to time during the course of the coming fiscal year it may be advantageous to the District to sell or dispose of such equipment or other property;

WHEREAS, the Board of Directors desires to authorize the Executive Officer/APCO, or his or her designee, to sell or dispose of such surplus or obsolete equipment or other property pursuant the requirements and guidelines of Government Code Sections 25363 and 25504.

NOW, THEREFORE, BE IT FURTHER RESOLVED, that the Board of Directors hereby authorizes the Executive Officer/APCO, or his or her designee, to sell or dispose of surplus or obsolete equipment or other property during FY 2004-2005.

**G. SALARY RANGES FOR DISTRICT EMPLOYEES**

WHEREAS, the Board of Directors of the Bay Area Air Quality Management District established Salary Ranges and Classifications on June 10, 1962, pursuant to Resolution No. 270 and has from time to time amended those Salary Ranges and Classifications;

WHEREAS, management employees and confidential employees are not represented by a recognized employee organization;

WHEREAS, the approved District Budget for FY 2004-2005 includes funds for Board of Director discretionary use in adjusting salaries and fringe benefits for District employees;

WHEREAS, on May 15, 2002, by Resolution No. 2002-05, the Board of Directors approved a Memorandum of Understanding (the "MOU") with the employees represented by the recognized employee organization Bay Area Air Quality Management District Employees Association ("EA") which MOU had been previously ratified by the EA;

WHEREAS, the MOU provides, among other things, for certain adjustments to the salary and fringe benefits for EA members for FY 2004-2005 including a cost of living adjustment ("COLA");

WHEREAS, on October 16, 2002, by Resolution No. 2002-17, the Board of Directors approved certain adjustments to salary and fringe benefits for non-Board of Director appointed management and confidential employees who are not represented by a recognized employee organization;

WHEREAS, the Board of Directors has retained Industrial Employers and Distributors Association ("IEDA") to, among other things, advise the Board of Directors and to make recommendations regarding appropriate adjustments to salary and fringe benefits for non-Board of Director appointed management and confidential employees who are not represented by a recognized employee organization;

WHEREAS, by Resolution No. 2003-04, on June 18, 2003, the Board of Directors approved adjustments to the salaries for non-Board of Director appointed management and confidential employees to reflect the same COLA as provided for in the MOU; and

WHEREAS, salaries adjusted in accordance with the provisions of the MOU for Represented Classes and salaries for non-Board of Director appointed Management and Confidential employees in accordance with Resolution No. 2003-04 are reflected in the salary schedules attached hereto.

NOW, THEREFORE, BE IT FURTHER RESOLVED, that the Board of Directors approves the revised salary schedules attached hereto which, consistent with the MOU and Resolution NO. 2003-04, provide salary increases effective July 1, 2004.

#### **H. APPROVE PROPOSED DISTRICT BUDGET FOR FY 2004-2005**

WHEREAS, on June 2, 2004, and June 16, 2004, public proceedings have been held in a manner and form required by Health & Safety Code Section 40131 for the adoption of the FY 2004-2005 Budget of the Bay Area Air Quality Management District;

WHEREAS, the Board of Directors has considered the Proposed Budget for the fiscal year ending June 30, 2005, as well as the report on this proposed budget from the Budget & Finance Committee of the Board of Directors which considered the Proposed FY 2004-2005 District Budget at their meetings of April 28, 2004, and May 17, 2004;

WHEREAS, at the June 2, 2004, and June 16, 2004, Regular Meeting of the Board of Directors, in its report to the Board of Directors, the Budget & Finance Committee of the Board of Directors recommended that the Board of Directors approve the Proposed FY 2004-2005 District Budget; and

WHEREAS, the Board of Directors concurs with the recommendation of its Budget & Finance Committee.

NOW, THEREFORE, BE IT FURTHER RESOLVED that the Proposed District Budget for FY 2004-2005 in the total consolidated amount of Fifty-Two Million, Six Hundred Fifty-Four Thousand Seven Hundred Twenty-Two Dollars, (\$52,654,722.00), specifying by appropriation classification – personnel, services and supplies, and capital outlay – be and hereby is adopted by the Board of Directors of the Bay Area Air Quality Management District to become effective as of July 1, 2004.

The foregoing resolution was duly and regularly introduced, passed and adopted at a regular meeting of the Board of Directors of the Bay Area Air Quality Management District on the Motion of Director \_\_\_\_\_, seconded by Director \_\_\_\_\_, on the \_\_\_\_\_ day of \_\_\_\_\_ 2004 by the following vote of the Board:

AYES:

NOES:

ABSENT:

\_\_\_\_\_  
SCOTT HAGGERTY  
Chairperson of the Board of Directors

ATTEST:

\_\_\_\_\_  
GAYLE B. UILKEMA  
Secretary of the Board of Directors

**BAY AREA AIR QUALITY MANAGEMENT DISTRICT**  
**SALARY SCHEDULE FOR MANAGEMENT AND CONFIDENTIAL CLASSES**  
Monthly/Bi-weekly/Hourly effective 7/1/2004 (Proposed)

ID	MANAGEMENT	Per Employment Agreement
16	Executive Officer/Air Pollution Control Officer	15285.01 7054.62 88.18
86	Counsel	12232.85 5645.93 70.57

ID	MANAGEMENT	Range	Step A	Step B	Step C	Step D	Step E
15	Air Monitoring Manager	143	6854.53 3163.63 39.55	7197.26 3321.81 41.52	7557.12 3487.90 43.60	7934.98 3662.30 45.78	8331.73 3845.41 48.07
21	Air Quality Engineering Manager	148	7743.75 3574.04 44.68	8130.93 3752.74 46.91	8537.48 3940.37 49.25	8964.35 4137.39 51.72	9412.57 4344.26 54.30
176	Air Quality Planning Manager	146	7375.00 3403.84 42.55	7743.75 3574.04 44.68	8130.93 3752.74 46.91	8537.48 3940.37 49.25	8964.35 4137.39 51.72
178	Air Quality Program Manager	146	7375.00 3403.84 42.55	7743.75 3574.04 44.68	8130.93 3752.74 46.91	8537.48 3940.37 49.25	8964.35 4137.39 51.72
29	Assistant Counsel I	149	7934.98 3662.30 45.78	8331.73 3845.41 48.07	8748.31 4037.68 50.47	9185.73 4239.57 52.99	9645.01 4451.55 55.64
30	Assistant Counsel II	153	8748.31 4037.68 50.47	9185.73 4239.57 52.99	9645.01 4451.55 55.64	10127.27 4674.12 58.43	10633.63 4907.83 61.35
32	Business Manager	139	6217.26 2869.51 35.87	6528.13 3012.98 37.66	6854.53 3163.63 39.55	7197.26 3321.81 41.52	7557.12 3487.90 43.60
36	Deputy Air Pollution Control Officer	158	9883.20 4561.48 57.02	10377.36 4789.55 59.87	10896.23 5029.03 62.86	11441.04 5280.48 66.01	12013.09 5544.50 69.31
37	Director of Administrative Services	154	8964.35 4137.39 51.72	9412.57 4344.26 54.30	9883.20 4561.48 57.02	10377.36 4789.55 59.87	10896.23 5029.03 62.86

ID	MANAGEMENT(CONTINUED)	Range	Step A	Step B	Step C	Step D	Step E
189	Director of Information Services	154	8964.35 4137.39 51.72	9412.57 4344.26 54.30	9883.20 4561.48 57.02	10377.36 4789.55 59.87	10896.23 5029.03 62.86
39	Director of Engineering	154	8964.35 4137.39 51.72	9412.57 4344.26 54.30	9883.20 4561.48 57.02	10377.36 4789.55 59.87	10896.23 5029.03 62.86
125	Director of Planning and Research	154	8964.35 4137.39 51.72	9412.57 4344.26 54.30	9883.20 4561.48 57.02	10377.36 4789.55 59.87	10896.23 5029.03 62.86
41	Director of Public Information	154	8964.35 4137.39 51.72	9412.57 4344.26 54.30	9883.20 4561.48 57.02	10377.36 4789.55 59.87	10896.23 5029.03 62.86
42	Director of Technical Services	154	8964.35 4137.39 51.72	9412.57 4344.26 54.30	9883.20 4561.48 57.02	10377.36 4789.55 59.87	10896.23 5029.03 62.86
187	Fleet and Facilities Manager	131	5114.96 2360.75 29.51	5370.71 2478.79 30.98	5639.24 2602.73 32.53	5921.20 2732.86 34.16	6217.26 2869.51 35.87
49	Finance Manager	139	6217.26 2869.51 35.87	6528.13 3012.98 37.66	6854.53 3163.63 39.55	7197.26 3321.81 41.52	7557.12 3487.90 43.60
175	Human Resources Officer	148	7743.75 3574.04 44.68	8130.93 3752.74 46.91	8537.48 3940.37 49.25	8964.35 4137.39 51.72	9412.57 4344.26 54.30
193	Information Systems Manager	146	7375.00 3403.84 42.55	7743.75 3574.04 44.68	8130.93 3752.74 46.91	8537.48 3940.37 49.25	8964.35 4137.39 51.72
52	Laboratory Services Manager	143	6854.53 3163.63 39.55	7197.26 3321.81 41.52	7557.12 3487.90 43.60	7934.98 3662.30 45.78	8331.73 3845.41 48.07
57	Meteorology and Data Analysis Manager	147	7557.12 3487.90 43.60	7934.98 3662.30 45.78	8331.73 3845.41 48.07	8748.31 4037.68 50.47	9185.73 4239.57 52.99
143	Research and Modeling Manager	148	7743.75 3574.04 44.68	8130.93 3752.74 46.91	8537.48 3940.37 49.25	8964.35 4137.39 51.72	9412.57 4344.26 54.30
102	Senior Assistant Counsel	157	9645.01 4451.55	10127.27 4674.12	10633.63 4907.83	11165.31 5153.22	11723.58 5410.88

ID	CONFIDENTIAL	Range	Step A	Step B	Step C	Step D	Step E
89	Clerk of the Boards	132	5241.27 2419.05 30.24	5503.34 2540.00 31.75	5778.50 2667.00 33.34	6067.43 2800.35 35.00	6370.80 2940.37 36.75
116	Executive Secretary	125	4418.49 2039.30 25.49	4639.42 2141.27 26.77	4871.39 2248.33 28.10	5114.96 2360.75 29.51	5370.71 2478.79 30.98
181	Human Resources Analyst	131	5114.96 2360.75 29.51	5370.71 2478.79 30.98	5639.24 2602.73 32.53	5921.20 2732.86 34.16	6217.26 2869.51 35.87
182	Human Resources Technician I	116	3547.50 1637.31 20.47	3724.87 1719.17 21.49	3911.12 1805.13 22.56	4106.67 1895.39 23.69	4312.01 1990.16 24.88
183	Human Resources Technician II	120	3911.12 1805.13 22.56	4106.67 1895.39 23.69	4312.01 1990.16 24.88	4527.61 2089.66 26.12	4753.99 2194.15 27.43
170	Legal Office Services Specialist	124	4312.01 1990.16 24.88	4527.61 2089.66 26.12	4753.99 2194.15 27.43	4991.69 2303.86 28.80	5241.27 2419.05 30.24
54	Legal Secretary I	116	3547.50 1637.31 20.47	3724.87 1719.17 21.49	3911.12 1805.13 22.56	4106.67 1895.39 23.69	4312.01 1990.16 24.88
55	Legal Secretary II	120	3911.12 1805.13 22.56	4106.67 1895.39 23.69	4312.01 1990.16 24.88	4527.61 2089.66 26.12	4753.99 2194.15 27.43
199	Office Assistant I (HR)	104	2647.20 1221.78 15.27	2779.56 1282.87 16.04	2918.54 1347.02 16.84	3064.46 1414.37 17.68	3217.69 1485.09 18.56
200	Office Assistant II (HR)	108	2918.54 1347.02 16.84	3064.46 1414.37 17.68	3217.69 1485.09 18.56	3378.57 1559.34 19.49	3547.50 1637.31 20.47
195	Paralegal	124	4312.01 1990.16 24.88	4527.61 2089.66 26.12	4753.99 2194.15 27.43	4991.69 2303.86 28.80	5241.27 2419.05 30.24
59	Payroll Technician	122	4106.67 1895.39 23.69	4312.01 1990.16 24.88	4527.61 2089.66 26.12	4753.99 2194.15 27.43	4991.69 2303.86 28.80

**BAY AREA AIR QUALITY MANAGEMENT DISTRICT  
SALARY SCHEDULE FOR TECHNICAL/GENERAL AND PROFESSIONAL EMPLOYEES**

Effective July 1, 2004 per Memorandum of Understanding dated May 15, 2002

<b>ID</b>	<b>PROFESSIONAL</b>	<b>Range</b>	<b>Step A</b>	<b>Step B</b>	<b>Step C</b>	<b>Step D</b>	<b>Step E</b>
97	Accountant	123	4208.09 1942.19 24.28	4418.49 2039.30 25.49	4639.42 2141.27 26.77	4871.39 2248.33 28.10	5114.96 2360.75 29.51
72	Advanced Projects Advisor	144	7023.81 3241.76 40.52	7375.00 3403.84 42.55	7743.75 3574.04 44.68	8130.93 3752.74 46.91	8537.48 3940.37 49.25
17	Air Quality Chemist I	127	4639.42 2141.27 26.77	4871.39 2248.33 28.10	5114.96 2360.75 29.51	5370.71 2478.79 30.98	5639.24 2602.73 32.53
18	Air Quality Chemist II	131	5114.96 2360.75 29.51	5370.71 2478.79 30.98	5639.24 2602.73 32.53	5921.20 2732.86 34.16	6217.26 2869.51 35.87
19	Air Quality Engineer I	132	5241.27 2419.05 30.24	5503.34 2540.00 31.75	5778.50 2667.00 33.34	6067.43 2800.35 35.00	6370.80 2940.37 36.75
20	Air Quality Engineer II	136	5778.50 2667.00 33.34	6067.43 2800.35 35.00	6370.80 2940.37 36.75	6689.34 3087.39 38.59	7023.81 3241.76 40.52
25	Air Quality Meteorologist I	131	5114.96 2360.75 29.51	5370.71 2478.79 30.98	5639.24 2602.73 32.53	5921.20 2732.86 34.16	6217.26 2869.51 35.87
26	Air Quality Meteorologist II	135	5639.24 2602.73 32.53	5921.20 2732.86 34.16	6217.26 2869.51 35.87	6528.13 3012.98 37.66	6854.53 3163.63 39.55
135	Atmospheric Modeler	140	6370.80 2940.37 36.75	6689.34 3087.39 38.59	7023.81 3241.76 40.52	7375.00 3403.84 42.55	7743.75 3574.04 44.68
138	Environmental Planner I	130	4991.69 2303.86 28.80	5241.27 2419.05 30.24	5503.34 2540.00 31.75	5778.50 2667.00 33.34	6067.43 2800.35 35.00
139	Environmental Planner II	134	5503.34 2540.00 31.75	5778.50 2667.00 33.34	6067.43 2800.35 35.00	6370.80 2940.37 36.75	6689.34 3087.39 38.59

ID	PROFESSIONAL(continued)	Range	Step A	Step B	Step C	Step D	Step E
56	Library Specialist	120	3911.12 1805.13 22.56	4106.67 1895.39 23.69	4312.01 1990.16 24.88	4527.61 2089.66 26.12	4753.99 2194.15 27.43
186	Principal Accountant	131	5114.96 2360.75 29.51	5370.71 2478.79 30.98	5639.24 2602.73 32.53	5921.20 2732.86 34.16	6217.26 2869.51 35.87
192	Principal Air and Meteorological Monitoring Specialist	143	6854.53 3163.63 39.55	7197.26 3321.81 41.52	7557.12 3487.90 43.60	7934.98 3662.30 45.78	8331.73 3845.41 48.07
168	Principal Air Quality Engineer	144	7023.81 3241.76 40.52	7375.00 3403.84 42.55	7743.75 3574.04 44.68	8130.93 3752.74 46.91	8537.48 3940.37 49.25
169	Principal Environmental Planner	142	6689.34 3087.39 38.59	7023.81 3241.76 40.52	7375.00 3403.84 42.55	7743.75 3574.04 44.68	8130.93 3752.74 46.91
105	Research Analyst	130	4991.69 2303.86 28.80	5241.27 2419.05 30.24	5503.34 2540.00 31.75	5778.50 2667.00 33.34	6067.43 2800.35 35.00
154	Senior Advanced Projects Advisor	148	7743.75 3574.04 44.68	8130.93 3752.74 46.91	8537.48 3940.37 49.25	8964.35 4137.39 51.72	9412.57 4344.26 54.30
68	Senior Air Quality Chemist	135	5639.24 2602.73 32.53	5921.20 2732.86 34.16	6217.26 2869.51 35.87	6528.13 3012.98 37.66	6854.53 3163.63 39.55
122	Senior Air Quality Engineer	140	6370.80 2940.37 36.75	6689.34 3087.39 38.59	7023.81 3241.76 40.52	7375.00 3403.84 42.55	7743.75 3574.04 44.68
70	Senior Air Quality Meteorologist	139	6217.26 2869.51 35.87	6528.13 3012.98 37.66	6854.53 3163.63 39.55	7197.26 3321.81 41.52	7557.12 3487.90 43.60
157	Senior Atmospheric Modeler	144	7023.81 3241.76 40.52	7375.00 3403.84 42.55	7743.75 3574.04 44.68	8130.93 3752.74 46.91	8537.48 3940.37 49.25
146	Senior Environmental Planner	138	6067.43 2800.35 35.00	6370.80 2940.37 36.75	6689.34 3087.39 38.59	7023.81 3241.76 40.52	7375.00 3403.84 42.55
79	Statistician	137	5921.20	6217.26	6528.13	6854.53	7197.26



ID	PROFESSIONAL(continued)	Range	Step A	Step B	Step C	Step D	Step E
145	Supervising Air Quality Meteorologist	143	6854.53 3163.63 39.55	7197.26 3321.81 41.52	7557.12 3487.90 43.60	7934.98 3662.30 45.78	8331.73 3845.41 48.07
161	Supervising Environmental Planner	142	6689.34 3087.39 38.59	7023.81 3241.76 40.52	7375.00 3403.84 42.55	7743.75 3574.04 44.68	8130.93 3752.74 46.91
91	Toxicologist	144	7023.81 3241.76 40.52	7375.00 3403.84 42.55	7743.75 3574.04 44.68	8130.93 3752.74 46.91	8537.48 3940.37 49.25

ID	TECHNICAL/GENERAL	Range	Step A	Step B	Step C	Step D	Step E
112	Accounting Assistant I	106	2779.56 1282.87 16.04	2918.54 1347.02 16.84	3064.46 1414.37 17.68	3217.69 1485.09 18.56	3378.57 1559.34 19.49
113	Accounting Assistant II	110	3064.46 1414.37 17.68	3217.69 1485.09 18.56	3378.57 1559.34 19.49	3547.50 1637.31 20.47	3724.87 1719.17 21.49
109	Administrative Analyst	131	5114.96 2360.75 29.51	5370.71 2478.79 30.98	5639.24 2602.73 32.53	5921.20 2732.86 34.16	6217.26 2869.51 35.87
147	Administrative Secretary	118	3724.87 1719.17 21.49	3911.12 1805.13 22.56	4106.67 1895.39 23.69	4312.01 1990.16 24.88	4527.61 2089.66 26.12
201	Air Quality Case Settlement Specialist I	126	4527.61 2089.66 26.12	4753.99 2194.15 27.43	4991.69 2303.86 28.80	5241.27 2419.05 30.24	5503.34 2540.00 31.75
202	Air Quality Case Settlement Specialist II	130	4991.69 2303.86 28.80	5241.27 2419.05 30.24	5503.34 2540.00 31.75	5778.50 2667.00 33.34	6067.43 2800.35 35.00
23	Air Quality Inspector I	124	4312.01 1990.16 24.88	4527.61 2089.66 26.12	4753.99 2194.15 27.43	4991.69 2303.86 28.80	5241.27 2419.05 30.24
24	Air Quality Inspector II	128	4753.99 2194.15 27.43	4991.69 2303.86 28.80	5241.27 2419.05 30.24	5503.34 2540.00 31.75	5778.50 2667.00 33.34
120	Air Quality Instrument Specialist I	122	4106.67 1895.39	4312.01 1990.16	4527.61 2089.66	4753.99 2194.15	4991.69 2303.86

23.69 24.88 26.12 27.43 28.80

ID	TECHNICAL/GENERAL(cont'd)	Range	Step A	Step B	Step C	Step D	Step E
165	Air Quality Laboratory Technician II	126	4527.61 2089.66 26.12	4753.99 2194.15 27.43	4991.69 2303.86 28.80	5241.27 2419.05 30.24	5503.34 2540.00 31.75
166	Air Quality Permit Technician I	122	4106.67 1895.39 23.69	4312.01 1990.16 24.88	4527.61 2089.66 26.12	4753.99 2194.15 27.43	4991.69 2303.86 28.80
167	Air Quality Permit Technician II	126	4527.61 2089.66 26.12	4753.99 2194.15 27.43	4991.69 2303.86 28.80	5241.27 2419.05 30.24	5503.34 2540.00 31.75
179	Air Quality Specialist I	130	4991.69 2303.86 28.80	5241.27 2419.05 30.24	5503.34 2540.00 31.75	5778.50 2667.00 33.34	6067.43 2800.35 35.00
180	Air Quality Specialist II	134	5503.34 2540.00 31.75	5778.50 2667.00 33.34	6067.43 2800.35 35.00	6370.80 2940.37 36.75	6689.34 3087.39 38.59
177	Air Quality Technical Assistant	118	3724.87 1719.17 21.49	3911.12 1805.13 22.56	4106.67 1895.39 23.69	4312.01 1990.16 24.88	4527.61 2089.66 26.12
117	Air Quality Technician I	122	4106.67 1895.39 23.69	4312.01 1990.16 24.88	4527.61 2089.66 26.12	4753.99 2194.15 27.43	4991.69 2303.86 28.80
118	Air Quality Technician II	126	4527.61 2089.66 26.12	4753.99 2194.15 27.43	4991.69 2303.86 28.80	5241.27 2419.05 30.24	5503.34 2540.00 31.75
123	Building Maintenance Mechanic	114	3378.57 1559.34 19.49	3547.50 1637.31 20.47	3724.87 1719.17 21.49	3911.12 1805.13 22.56	4106.67 1895.39 23.69
34	Data Entry Operator	111	3140.14 1449.30 18.12	3297.15 1521.76 19.02	3462.00 1597.85 19.97	3635.10 1677.74 20.97	3816.86 1761.63 22.02
185	Database Specialist	135	5639.24 2602.73 32.53	5921.20 2732.86 34.16	6217.26 2869.51 35.87	6528.13 3012.98 37.66	6854.53 3163.63 39.55
124	Deputy Clerk of the Boards	123	4208.09 1942.19	4418.49 2039.30	4639.42 2141.27	4871.39 2248.33	5114.96 2360.75

25.49 26.77 28.10 29.51 30.98

ID	TECHNICAL/GENERAL (cont'd)	Range	Step A	Step B	Step C	Step D	Step E
114	Office Assistant I	104	2647.20 1221.78 15.27	2779.56 1282.87 16.04	2918.54 1347.02 16.84	3064.46 1414.37 17.68	3217.69 1485.09 18.56
115	Office Assistant II	108	2918.54 1347.02 16.84	3064.46 1414.37 17.68	3217.69 1485.09 18.56	3378.57 1559.34 19.49	3547.50 1637.31 20.47
151	Office Services Supervisor	116	3547.50 1637.31 20.47	3724.87 1719.17 21.49	3911.12 1805.13 22.56	4106.67 1895.39 23.69	4312.01 1990.16 24.88
106	Permit Coordinator	134	5503.34 2540.00 31.75	5778.50 2667.00 33.34	6067.43 2800.35 35.00	6370.80 2940.37 36.75	6689.34 3087.39 38.59
173	Principal Air Quality Specialist	142	6689.34 3087.39 38.59	7023.81 3241.76 40.52	7375.00 3403.84 42.55	7743.75 3574.04 44.68	8130.93 3752.74 46.91
140	Programmer Analyst I	127	4639.42 2141.27 26.77	4871.39 2248.33 28.10	5114.96 2360.75 29.51	5370.71 2478.79 30.98	5639.24 2602.73 32.53
141	Programmer Analyst II	131	5114.96 2360.75 29.51	5370.71 2478.79 30.98	5639.24 2602.73 32.53	5921.20 2732.86 34.16	6217.26 2869.51 35.87
131	Public Information Officer I	127	4639.42 2141.27 26.77	4871.39 2248.33 28.10	5114.96 2360.75 29.51	5370.71 2478.79 30.98	5639.24 2602.73 32.53
132	Public Information Officer II	131	5114.96 2360.75 29.51	5370.71 2478.79 30.98	5639.24 2602.73 32.53	5921.20 2732.86 34.16	6217.26 2869.51 35.87
126	Radio/Telephone Operator	113	3297.15 1521.76 19.02	3462.00 1597.85 19.97	3635.10 1677.74 20.97	3816.86 1761.63 22.02	4007.70 1849.71 23.12
172	Radio/Telephone Operator Supervisor	119	3816.86 1761.63 22.02	4007.70 1849.71 23.12	4208.09 1942.19 24.28	4418.49 2039.30 25.49	4639.42 2141.27 26.77
152	Receptionist	104	2647.20 1221.78	2779.56 1282.87	2918.54 1347.02	3064.46 1414.37	3217.69 1485.09

19.49    20.47    21.49    22.56    23.69

ID	TECHNICAL/GENERAL (cont'd)	Range	Step A	Step B	Step C	Step D	Step E
155	Senior Air Quality Inspector	132	5241.27 2419.05 30.24	5503.34 2540.00 31.75	5778.50 2667.00 33.34	6067.43 2800.35 35.00	6370.80 2940.37 36.75
156	Senior Air Quality Instrument Specialist	130	4991.69 2303.86 28.80	5241.27 2419.05 30.24	5503.34 2540.00 31.75	5778.50 2667.00 33.34	6067.43 2800.35 35.00
184	Senior Air Quality Specialist	138	6067.43 2800.35 35.00	6370.80 2940.37 36.75	6689.34 3087.39 38.59	7023.81 3241.76 40.52	7375.00 3403.84 42.55
160	Senior Public Information Officer	135	5639.24 2602.73 32.53	5921.20 2732.86 34.16	6217.26 2869.51 35.87	6528.13 3012.98 37.66	6854.53 3163.63 39.55
80	Supervising Air Quality Inspector	136	5778.50 2667.00 33.34	6067.43 2800.35 35.00	6370.80 2940.37 36.75	6689.34 3087.39 38.59	7023.81 3241.76 40.52
150	Supervising Air Quality Instrument Specialist	134	5503.34 2540.00 31.75	5778.50 2667.00 33.34	6067.43 2800.35 35.00	6370.80 2940.37 36.75	6689.34 3087.39 38.59
188	Supervising Air Quality Specialist	142	6689.34 3087.39 38.59	7023.81 3241.76 40.52	7375.00 3403.84 42.55	7743.75 3574.04 44.68	8130.93 3752.74 46.91
196	Supervising Public Information Officer	139	6217.26 2869.51 35.87	6528.13 3012.98 37.66	6854.53 3163.63 39.55	7197.26 3321.81 41.52	7557.12 3487.90 43.60
162	Supervising Systems Analyst	139	6217.26 2869.51 35.87	6528.13 3012.98 37.66	6854.53 3163.63 39.55	7197.26 3321.81 41.52	7557.12 3487.90 43.60
83	Systems Analyst	135	5639.24 2602.73 32.53	5921.20 2732.86 34.16	6217.26 2869.51 35.87	6528.13 3012.98 37.66	6854.53 3163.63 39.55
198	Systems Quality Assurance Specialist	135	5639.24 2602.73 32.53	5921.20 2732.86 34.16	6217.26 2869.51 35.87	6528.13 3012.98 37.66	6854.53 3163.63 39.55
197	Web Master	135	5639.24 2602.73	5921.20 2732.86	6217.26 2869.51	6528.13 3012.98	6854.53 3163.63