

1993-2018

MOJAVE
air quality management district

DESERT
25
years



Clean air is
everybody's
business.

ADOPTED BUDGET

FISCAL YEAR 2018-19

July 1, 2018

Mojave Desert Air Quality Management District
14306 Park Avenue, Victorville, CA 92392-2310
760.245.1661 • www.mdaqmd.ca.gov

Brad Poiriez, Executive Director

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Mojave Desert Air Quality Management District
14306 Park Avenue
Victorville, CA 92392-2310
(760) 245-1661

August 27, 2018

This year the MDAQMD acknowledges 25 years as the local air district tasked with attaining and maintaining healthful air quality while supporting strong, sustainable economic growth in the communities of our jurisdiction.

This is the budget for Fiscal Year 2018-19. Adopted by the Governing Board on August 27, 2018, this document recommends uses of resources for the required, necessary and desired services as established by the MDAQMD Governing Board and various Federal, State, and local regulations. A budget is designed to provide the Board and staff the tool from which sound fiscal management decisions may be made.

A Public Hearing was held August 27, 2018, and continued to September 24, 2018 to receive public comments concerning this proposed budget; no comments were received.

The Consolidated Budget (accounting for all funds) includes projected revenues and proposed expenses for all MDAQMD activity, including the grant programs. Specifically, the General Fund revenue is projected to be \$7,689,322, a 7.5% increase from the prior fiscal year. This budget includes a recommended increase to Regulation III, Fees, proposing a 5.0% fee increase effective January 1, 2019. As presented this budget expects to use up to \$97,694 of reserves if executed as presented.

The General Fund expenses projected for personnel, operations and capital expenditures are \$7,787,016. This amount reflects an overall increase of nearly 9% from the budget for the prior fiscal year imposing cuts to operational expenditures. The budgeted expenditures include continuing projects to help streamline government and regulatory functions.

The MDAQMD is a service agency in which personnel expenses will comprise about 87% of the operations budget. The Table of Organization for FY 19 includes the total of 40 full time positions. The budget for Personnel Expenses includes various adjustments for negotiated terms and employer required retirement contributions.

Governing Board Policy 02-01 requires adequate reserves for operating expenses. This budget funds the Operating Reserves to the policy limit. This budget assigns a portion of the fund balance for building improvements, for anticipated legal and litigation costs associated with ongoing CEQA challenges, and budget stabilization. It also assigns a portion to be used to address the District's future retirement obligations.

This budget represents a financial plan to meet this year's obligations and challenges and is effective retroactive to July 1, 2018.

Sincerely,

A handwritten signature in blue ink, appearing to read "Brad Poiriez".

Brad Poiriez
Executive Director/APCO

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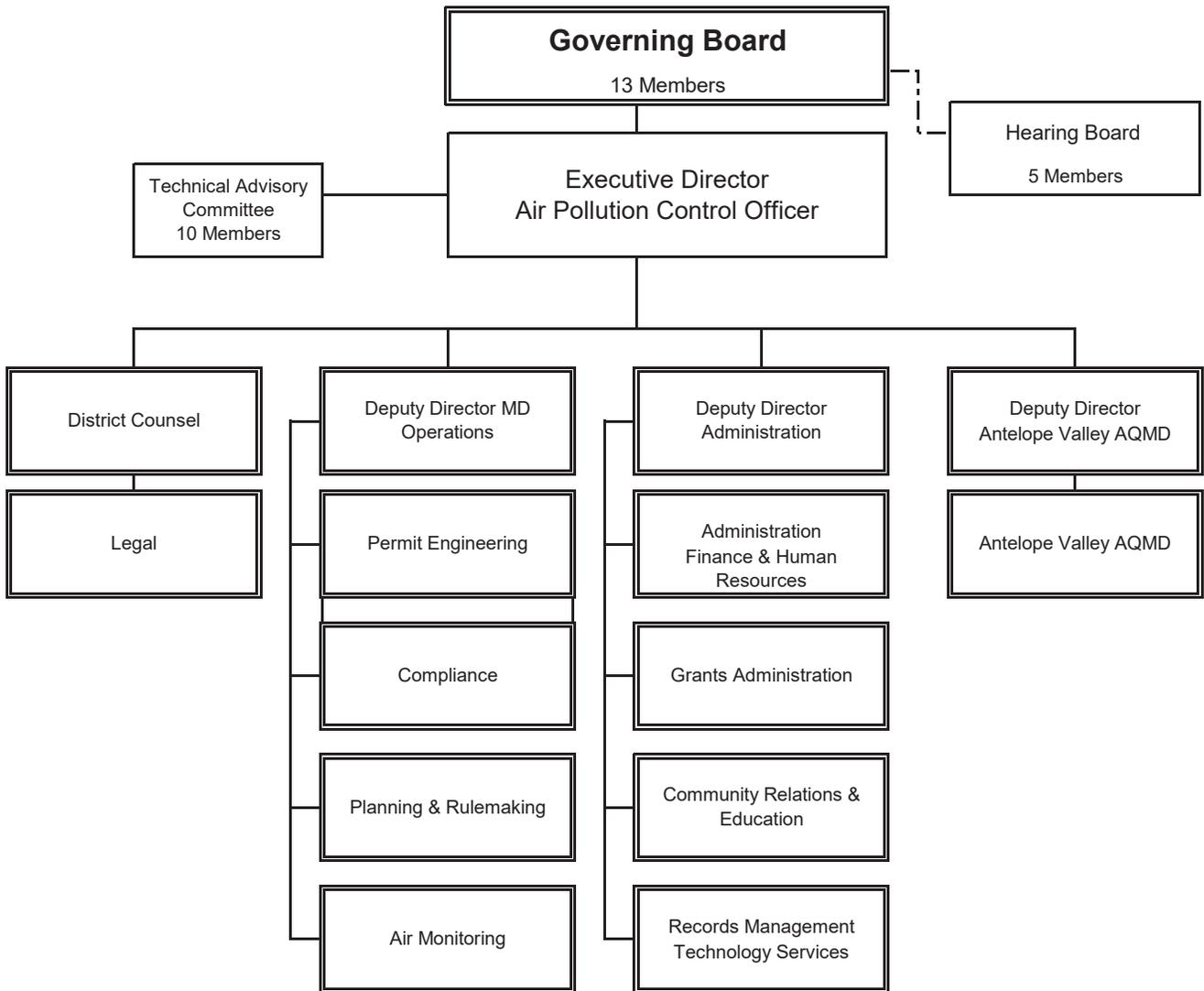
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Mojave Desert Air Quality Management District

District Organization

FY 2018-19





Governing Board 2019

James L. Cox, *Chair*
City of Victorville

Manuel Perez, *Supervisor*
County of Riverside

Jeff Williams, *Vice Chair*
City of Needles

James Ramos, *Supervisor*
County of San Bernardino

Ed Camargo,
City of Adelanto

Robert Lovingood, *Supervisor*
County of San Bernardino

Barb Stanton
Town of Apple Valley

Carmen Hernandez
City of Barstow

Executive Staff

Brad Poiriez
Executive Director

Joseph "Joey" DeConinck
City of Blythe

Karen K. Nowak
District Counsel

John Cole
City of Twentynine Palms

Jean Bracy, Deputy Director
Administration

Robert Leone
Town of Yucca Valley

Alan De Salvio, Deputy Director
Mojave Desert Operations

Paul Russ
City of Hesperia

Bret Banks, Deputy Director
Antelope Valley Operations

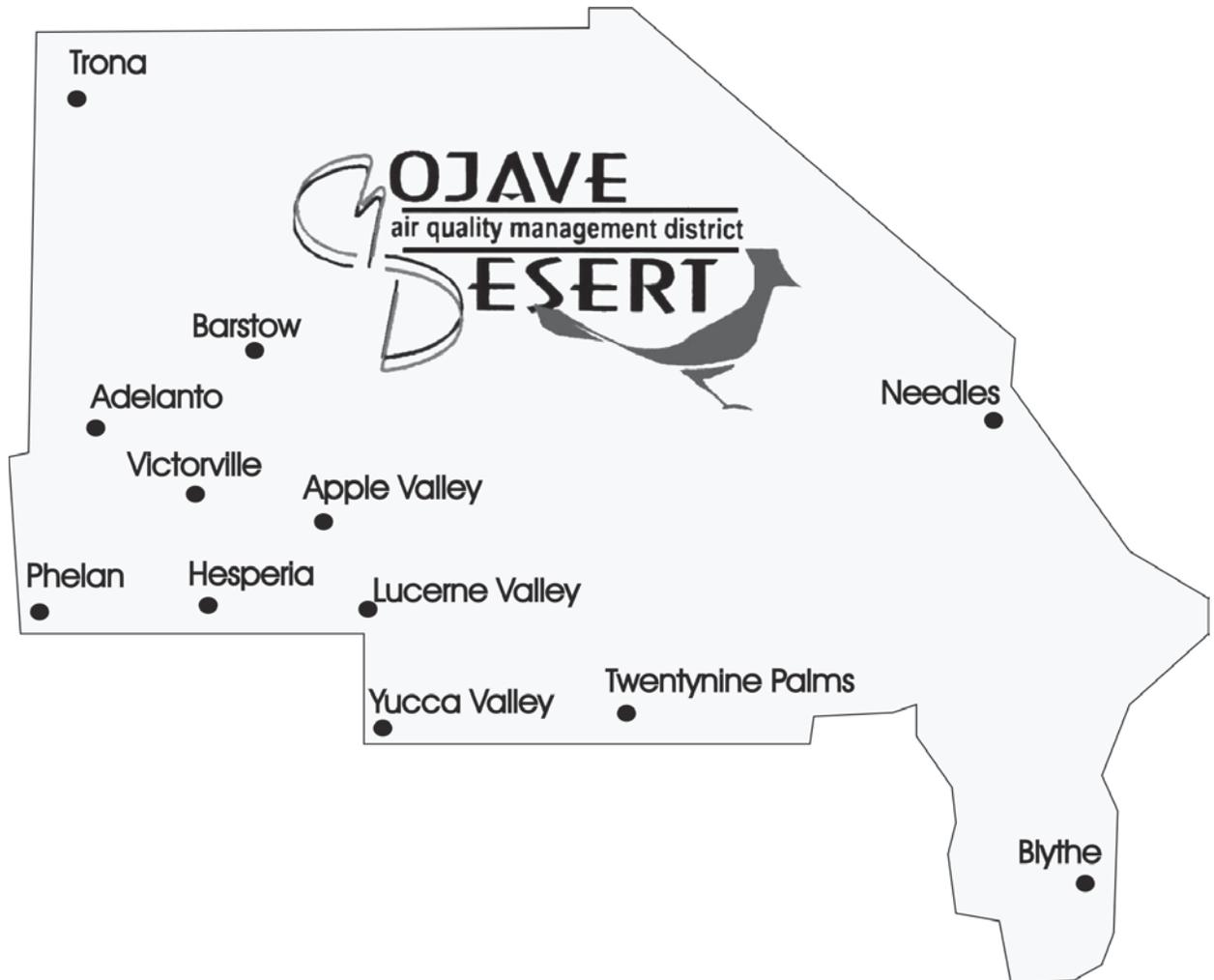
Barbara Cram Riordan
Public Member

Deanna Hernandez
Senior Executive Analyst-Confidential

Mojave Desert Air Quality Management District Jurisdiction

Our district encompasses the desert portion of northern San Bernardino County, as well as the Palo Verde Valley in Riverside County. Our boundaries cover the area from the summit of Cajon Pass to Inyo County, east to the Colorado River and the Arizona and Nevada state lines, and westward to Los Angeles and Kern County Lines. In all, our district covers approximately 21,000 square miles.

Map not to scale

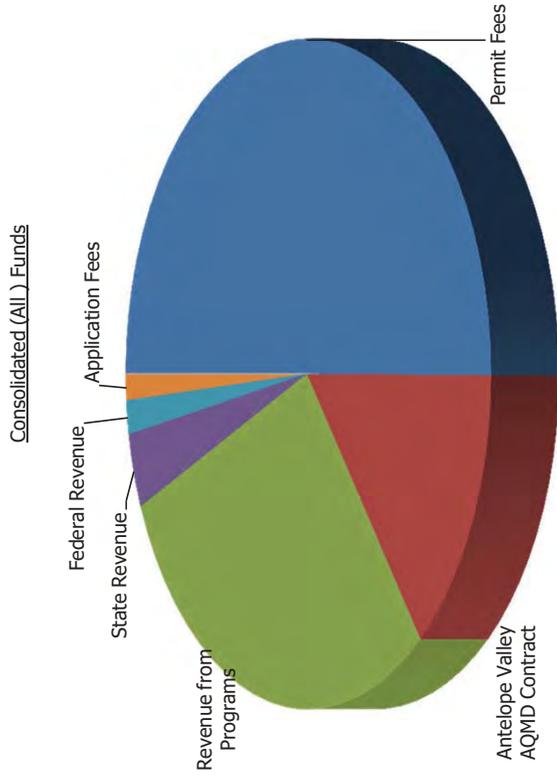
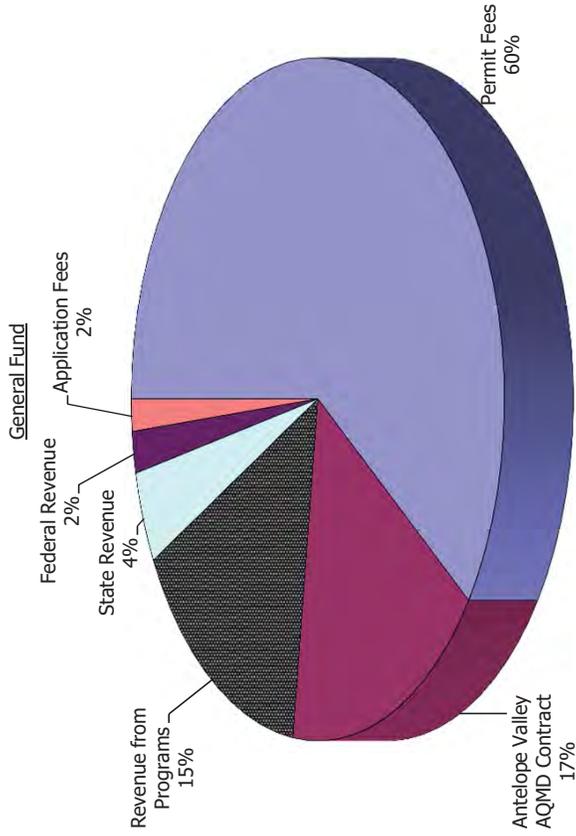


Mojave Desert AQMD

General Fund Budget

	Adopted Budget FY 2018	End-of-Year Estimates FY 2018	Adopted Budget FY 2019
Revenues			
Permit Fees	4,400,000	4,370,455	4,555,000
Application Fees	81,000	136,371	116,000
Federal Revenue	132,900	141,174	148,900
Fines & Penalties	82,000	191,591	83,000
Interest Income	12,000	17,551	16,000
Other Revenue	1,313,050	1,246,290	1,300,250
Revenue from Programs	954,000	1,069,289	1,141,000
State Revenue	178,000	329,174	329,172
Total Revenues	7,152,950	7,501,895	7,689,322
Expenses			
Personnel Expenses			
Salaries & Wages	3,582,516	4,352,474	4,426,130
Payroll Taxes	122,766	118,375	101,720
Benefits	645,723	548,979	661,227
Retirement	1,742,674	1,444,593	1,558,592
Total Personnel Expenses	6,093,679	6,464,421	6,747,669
Operating Expenses			
Communications	95,375	73,212	76,577
Dues & Subscriptions	42,350	50,298	50,860
Non-Depreciable Inventory	20,700	36,127	36,600
Legal	61,096	85,218	37,000
Maintenance & Repairs	87,350	77,886	68,890
Training & Travel	75,750	75,181	82,950
Vehicles	67,250	65,929	65,085
Office Expenses	222,900	272,339	248,335
Program Expenses	90,500	178,568	93,702
Professional Services	99,500	93,023	137,848
Miscellaneous Expenses	4,000	14,343	11,500
Total Operating Expenses	866,771	1,022,124	909,347
Capital Expenses			
Buildings	30,000	15,327	0
Improvements	0	0	15,000
Equipment	60,000	60,035	60,000
Vehicles	50,000	56,178	55,000
Software	52,500	5,369	0
Total Capital Expenses	192,500	136,909	130,000
Total Expenses	7,152,950	7,623,454	7,787,016
Due To (From) Reserves	0	(121,559)	(97,694)

MOJAVE DESERT AIR QUALITY MANAGEMENT DISTRICT
Budgeted Sources of Revenue



General Fund Revenue		FY 2019	
REVENUE TYPES	AMOUNT	% of Total	
Permit Fees	4,555,000	59.24%	
Antelope Valley AQMD Contract	1,300,250	16.91%	
Revenue from Programs	1,141,000	14.84%	
State Revenue	329,172	4.28%	
Federal Revenue	148,900	1.94%	
Application Fees	116,000	1.51%	
Fines & Penalties	83,000	1.08%	
Interest Revenue	16,000	0.21%	
TOTAL	7,689,322	100.00%	

Consolidated (All Funds) Revenue		FY 2019	
REVENUE TYPES	AMOUNT	% of Total	
Permit Fees	4,555,000	48.81%	
Antelope Valley AQMD Contract	1,300,250	13.93%	
Revenue from Programs	2,645,670	28.35%	
State Revenue	329,172	3.53%	
Federal Revenue	148,900	1.60%	
Application Fees	116,000	1.24%	
Fines & Penalties	83,000	0.89%	
Interest Revenue	154,900	1.66%	
TOTAL	9,332,892	100.00%	

Mojave Desert AQMD

General Fund Revenue Detail

	Adopted Budget FY 2018	End-of-Year Estimates FY 2018	Adopted Budget FY 2019
Revenues			
Permit Fees			
Permit Fees Rev	4,100,000	4,064,841	4,250,000
Asbestos Demo/Reno Rev	27,000	24,675	25,000
Title V Rev	273,000	280,939	280,000
	<u>4,400,000</u>	<u>4,370,455</u>	<u>4,555,000</u>
Application Fees			
ERC Application Fees	500	842	0
New Source Review Fees	6,500	0	0
Permit Application Fees	74,000	135,065	116,000
Variance Filing Fees	0	464	0
	<u>81,000</u>	<u>136,371</u>	<u>116,000</u>
Federal Revenue			
ARB PM 2.5 Section 103	23,000	43,707	39,000
Section 105 (PSD)	85,000	85,017	85,000
Federal Contracts & Agreements	24,900	12,450	24,900
	<u>132,900</u>	<u>141,174</u>	<u>148,900</u>
Fines & Penalties			
Notice of Violations Fee	82,000	191,591	83,000
	<u>82,000</u>	<u>191,591</u>	<u>83,000</u>
Interest Income			
Interest Revenue	12,000	17,551	16,000
	<u>12,000</u>	<u>17,551</u>	<u>16,000</u>
Other Revenue			
Contracts	1,100,000	1,093,371	1,100,000
Contracts Administrative	213,050	152,343	200,250
Other Revenue	0	576	0
	<u>1,313,050</u>	<u>1,246,290</u>	<u>1,300,250</u>
Revenue from Programs			
Administrative Funding	68,000	13,803	0
AB2766 Program	796,000	975,862	1,050,000
California Clean Air Act	66,000	67,452	67,000
Hot Spots	24,000	12,172	24,000
	<u>954,000</u>	<u>1,069,289</u>	<u>1,141,000</u>
State Revenue			
PERP	40,000	33,106	33,000
State Grants	0	158,172	158,172
State Subvention	138,000	137,896	138,000
	<u>178,000</u>	<u>329,174</u>	<u>329,172</u>
Total General Fund Revenues	<u>7,152,950</u>	<u>7,501,895</u>	<u>7,689,322</u>

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INTRODUCTION

The District's approach to air quality regulations is to be responsible and reliable but always be as approachable as possible with an emphasis on excellent customer service. Continued business and residential growth along with aggressive expansion of very new industries into the District dictate a need to continue to streamline processes, strive for more efficiency and conserve resources while maintaining a high standard of service to the regulated community, economic drivers and public at large. The District executes part of its mission through these programs:

Community Outreach

Through community events, school education programs, publications, social media and business opportunity forums, the District promotes the motto: "*Clean Air is Everybody's Business.*" Raising public awareness is a primary District responsibility in order to foster community behaviors that protect local air quality. The District will continue to provide direct support and in-kind services to **MEEC – Mojave Environmental Education Consortium**, a public-private non-profit partnership providing environmental education support to local schools.

Daily Air Quality Status & Forecasts:

The District's website, <http://www.mdaqmd.ca.gov/>, continues to provide the public with daily information on ozone, PM₁₀ and PM_{2.5} levels within the MDAQMD's jurisdictional boundaries, in a user-friendly format.

Providing information to the general public may be the most important investment the District can make to impact the future of air quality for the region. Using the internet allows the District to provide the public with the latest version of the District rule book, forms, and air quality information. The District's website is <http://www.mdaqmd.ca.gov/>. In addition the MDAQMD has a large presence across several different social media platforms where community engagement increases on a daily basis.

Mobile Emissions Reduction Program

This grant program encourages projects sponsored by private or public agencies that will reduce the impact of pollution generated by mobile emissions in the Mojave Desert Air Basin. Funded by fees assessed on motor vehicle registration in the District various public agencies and private entities perform projects that will reduce mobile emissions such as through the use of alternate fuels, equipment and other related projects.

Carl Moyer Memorial Air Quality Standards Attainment Program (known as the Carl Moyer Program) funds the incremental cost of cleaner-than-required engines, equipment, and other sources of air pollution. Implementing the State-funded Carl Moyer Program, the District has received and awarded grant funds to local agencies and private entities' eligible projects.

AIR QUALITY PROGRAMS

AIR MONITORING

The Air Monitoring section administers programs for maintaining, repairing, and calibrating the ambient air monitoring analyzers and system equipment, data acquisition, and meteorological system components. The section also operates and maintains an extensive database from which collected data is analyzed providing information on air quality trends to the District and the public.

Air monitoring stations are located in Barstow, Hesperia, Lucerne Valley, Phelan, Trona, and Victorville. The stations are part of the State and Local Air Monitoring System (SLAMS) network. A data acquisition system collects daily and real time levels of pollutants, meteorological data and station status data from each of the stations. These data are reported to the California Air Resources Board (CARB), Federal Environmental Protection Agency (EPA), and the general public. This information is used to show compliance with ambient air quality standards and to determine attainment status for criteria pollutants. This data is also used to provide pollution episode forecasts and notifications to school systems and the general population of harmful levels of pollution. Air quality conditions are tracked to monitor exceedances to standards that may be caused by exceptional events, such as wild fires or sustained high winds.

Monitoring Particulate. The PM₁₀ and PM_{2.5} programs sample ambient air 24 hours/day, seven days/week through Beta Attenuation Mass Monitors (BAMMs) for fine and extremely fine particulate, as required by Federal and State monitoring requirements. This data is available for viewing on the website usually within two hours.

Community Monitors. The Air Monitoring section supports the installation of community air monitoring sensors in accordance with AB 617.

Ozone Mapping. The Ozone Mapping project polls the ambient air monitoring network on an hourly basis and electronically transfers these data to the ARB for viewing from a web site. This data is also presented on the District's web site.

Monitor Support. The Air Monitoring section supports a regional monitor in Twentynine Palms at the Marine Corps Air Ground Combat Center through a contractual arrangement.

ASSIGNED POSITIONS

Deputy Director – Operations
Air Monitoring Supervisor
Air Quality Instrument Technician (3)

Mojave Desert AQMD
General Fund Air Monitoring Personnel Expense Budget

	<u>Approved Budget FY 2018</u>	<u>Estimated Actuals FY 2018</u>	<u>Adopted Budget FY 2019</u>
Personnel Expenses			
Salaries	315,150	373,535	427,840
Payroll Taxes			
Medicare Tax	5,080	7,052	5,405
Workers Compensation	6,215	6,232	6,810
	<u>11,295</u>	<u>13,284</u>	<u>12,215</u>
Benefits			
Section 125	58,942	61,604	66,105
Employee Assistance Plan	315	275	315
Vision Insurance	260	260	280
Life Insurance	480	487	540
Disability Insurance	1,050	1,143	1,295
Other Benefits	0	0	1,460
	<u>61,047</u>	<u>63,769</u>	<u>69,995</u>
Retirement			
Employer Pick-up	22,445	11,277	4,920
Employer Contribution SBCERA	129,173	137,187	143,415
Survivor Match	180	186	185
401(a) Matching Contribution	1,700	1,692	1,700
Retirement Cash	2,160	7,458	12,100
	<u>155,658</u>	<u>157,800</u>	<u>162,320</u>
Total Personnel Expenses	<u><u>543,150</u></u>	<u><u>608,388</u></u>	<u><u>672,370</u></u>

Mojave Desert AQMD
General Fund Air Monitoring Expenses by Department

	<u>Adopted Budget FY 2018</u>	<u>End-of-Year Estimates FY 2018</u>	<u>Adopted Budget FY 2019</u>
Operating Expenses			
Communications			
Telephones	1,500	1,975	2,000
Long Distance Charges	150	353	350
Cellular Phones	500	61	100
Video/Teleconference	100	16	25
Internet	7,000	5,536	5,500
Web Hosting	6,700	4,790	5,000
Tech Support	500	1,017	100
Cable	100	37	40
	<u>16,550</u>	<u>13,785</u>	<u>13,115</u>
Dues & Subscriptions			
Memberships & Sponsorships	750	0	25
Publications & Subscriptions	250	0	25
Professional Dues	500	131	100
	<u>1,500</u>	<u>131</u>	<u>150</u>
Non-Depreciable Inventory			
Furniture & Fixtures Exp	500	424	500
Machinery & Equipment Exp	10,000	26,536	25,000
Safety Equipment Exp	500	246	500
	<u>11,000</u>	<u>27,206</u>	<u>26,000</u>
Legal			
Professional Services			
Payroll Contract	150	107	150
Financial Services	0	282	250
	<u>150</u>	<u>389</u>	<u>400</u>
Maintenance & Repairs			
General Bldg. Maintenance	12,500	5,743	5,000
Custodial Services	6,250	6,220	6,250
Landscaping	850	461	500
Equipment Repair	15,000	20,207	15,000
	<u>34,600</u>	<u>32,631</u>	<u>26,750</u>

Mojave Desert AQMD
General Fund Air Monitoring Expenses by Department

	Adopted Budget FY 2018	End-of-Year Estimates FY 2018	Adopted Budget FY 2019
Training & Travel			
Training	10,000	12,308	10,000
Travel	2,500	1,459	1,500
	12,500	13,767	11,500
Vehicles			
Vehicle Lease	9,500	8,091	8,000
Vehicle Gas & Oil	4,500	4,256	4,500
Vehicle Maintenance	500	992	1,000
Vehicle Repairs	500	(464)	100
Vehicle Insurance	2,500	1,463	1,500
	17,500	14,338	15,100
Office Expenses			
Software	7,500	8,755	6,800
Utilities	9,500	9,011	9,000
Supplies	3,500	3,334	3,000
Facility Leases	6,000	2,533	6,000
Equipment Lease	1,800	1,645	1,800
Postage	50	22	50
Courier	1,000	1,279	1,300
Printing/Shredding Services	300	430	400
Security	500	4,105	500
Liability Insurance	11,000	6,253	6,500
Meeting Expenses	100	28	100
	41,250	37,395	35,450
Program Expenses			
Program Expenditures	0	504	0
	0	504	0
Miscellaneous Expenses			
Miscellaneous Expense	0	8,318	7,500
	0	8,318	7,500
Total Operating Expenses	135,050	148,464	135,965
Capital Expenses			
Buildings	0	4,667	0
Equipment	60,000	56,630	0
Vehicles	25,000	32,102	0
Total Capital Expenses	85,000	93,399	0
Total Expenses	763,200	850,251	808,335

AIR QUALITY PROGRAMS

PLANNING & RULEMAKING

One of the District's primary responsibilities is to promulgate rules and plans in accordance with State and Federal attainment and maintenance planning requirements, to achieve and maintain regional compliance with the various ambient air quality standards. Planning staff serve as the District liaison with regional, State and Federal governments, ensuring District compliance with applicable requirements and significant developments. Planning staff also perform California Environmental Quality Act (CEQA) review and comment functions in the District's role as the expert agency for air quality. Staff in Planning and Rulemaking implement and maintain the following programs.

- California ambient air quality standards attainment planning, as codified in the California Clean Air Act and subsequent state legislation. This program currently focuses on the California ozone standard.
- National ambient air quality standards attainment planning, as codified in the Federal Clean Air Act and subsequent Federal legislation. This program currently focuses on the Federal ozone and PM10 standards.
- Federal General and Transportation Conformity, involving regional project review and comment
- California Environmental Quality Act, requiring local and regional project review
- National Environmental Protection Act, requiring local and regional project review

ASSIGNED POSITIONS

Deputy Director – Mojave Desert Operations
Air Quality Specialist (3)

COMPLIANCE

The District's responsibility is to protect the health and welfare of the public by assisting the regulated community in complying with Federal, State and Local regulatory requirements. This responsibility is carried out through various programs and activities including comprehensive annual inspections performed to verify compliance with air quality regulations; investigation of citizen complaints pertaining to air related matters; legal case development when necessary to address non-complying situations; Federal Asbestos Demolition and Renovation Program; State-mandated Variance Program; Continuous Emissions Monitoring Programs; reporting to the Environmental Protection Agency's AIRS and Significant Violator programs; and source testing. Legal assistance is provided by District Counsel regarding enforcement related activities, such as civil actions, case development, penalty negotiations, and variance hearing board support.

ASSIGNED POSITIONS

Deputy Director – Operations
Compliance Supervisor
Air Quality Specialist (5)

Mojave Desert AQMD

General Fund Planning / Rule Making / Compliance Personnel Expense Budget

	Approved Budget FY 2018	Estimated Actuals FY 2018	Adopted Budget FY 2019
Personnel Expenses			
Salaries	653,821	620,476	740,030
Payroll Taxes			
Medicare Tax	11,302	17,177	12,810
Workers Compensation	13,745	13,251	18,970
Unemployment Insurance	4,500	0	0
	<u>29,547</u>	<u>30,428</u>	<u>31,780</u>
Benefits			
Section 125	117,825	125,073	165,165
Employee Assistance Plan	1,080	562	1,080
Vision Insurance	415	411	450
Life Insurance	840	998	1,365
Disability Insurance	777	1,680	1,985
Tuition Reimbursement	0	260	0
Other Benefits	0	0	3,650
	<u>120,937</u>	<u>128,984</u>	<u>173,695</u>
Retirement			
Employer Pick-up	59,598	21,335	12,360
Employer Contribution SBCERA	252,440	238,216	289,000
Survivor Match	315	371	400
Retirement for Exempt (>30Y)	6,710	0	0
401(a) Matching Contribution	6,055	3,770	0
Retirement Cash	2,160	6,355	7,150
	<u>327,278</u>	<u>270,047</u>	<u>308,910</u>
Total Personnel Expenses	<u><u>1,131,583</u></u>	<u><u>1,049,935</u></u>	<u><u>1,254,415</u></u>

Mojave Desert AQMD
General Fund Planning / Rule Making / Compliance Expenses by Department

	<u>Adopted Budget FY 2018</u>	<u>End-of-Year Estimates FY 2018</u>	<u>Adopted Budget FY 2019</u>
Operating Expenses			
Communications			
Telephones	4,250	2,977	2,700
Long Distance Charges	100	82	100
Cellular Phones	1,000	475	200
Video/Teleconference	300	235	300
Internet	11,000	7,952	8,000
Web Hosting	8,000	2,119	3,000
Tech Support	0	2,764	0
Cable	250	169	200
Computers	0	308	0
	<u>24,900</u>	<u>17,081</u>	<u>14,500</u>
Dues & Subscriptions			
Memberships & Sponsorships	3,000	32	100
Publications & Subscriptions	500	0	100
Professional Dues	400	446	200
	<u>3,900</u>	<u>478</u>	<u>400</u>
Non-Depreciable Inventory			
Furniture & Fixtures Exp	1,000	849	1,500
Machinery & Equipment Exp	1,000	1,086	1,000
Safety Equipment Exp	1,000	912	1,000
	<u>3,000</u>	<u>2,847</u>	<u>3,500</u>
Legal			
Legal Services	15,000	0	0
	<u>15,000</u>	<u>0</u>	<u>0</u>
Professional Services			
Payroll Contract	450	391	250
Financial Services	0	724	750
Consulting Fees	0	1,253	1,275
	<u>450</u>	<u>2,368</u>	<u>2,275</u>
Maintenance & Repairs			
General Bldg. Maintenance	6,500	4,237	5,000
Custodial Services	4,500	4,044	4,000
Landscaping	600	291	300
Equipment Repair	100	25	25
	<u>11,700</u>	<u>8,597</u>	<u>9,325</u>

Mojave Desert AQMD
General Fund Planning / Rule Making / Compliance Expenses by Department

	<u>Adopted Budget FY 2018</u>	<u>End-of-Year Estimates FY 2018</u>	<u>Adopted Budget FY 2019</u>
Training & Travel			
Training	6,500	6,093	6,500
Travel	5,000	8,956	10,000
Mileage	2,000	2,588	500
Recruitment	0	2,623	0
	<u>13,500</u>	<u>20,260</u>	<u>17,000</u>
Vehicles			
Vehicle Lease	20,000	24,541	24,000
Vehicle Gas & Oil	6,000	7,675	7,000
Vehicle Maintenance	1,500	2,636	1,500
Vehicle Repairs	2,500	0	500
Vehicle Insurance	6,000	5,379	5,000
	<u>36,000</u>	<u>40,231</u>	<u>38,000</u>
Office Expenses			
Software	3,500	322	500
Utilities	6,750	6,159	7,000
Supplies	5,000	6,949	6,000
Facility Leases	1,500	1,576	1,500
Equipment Lease	6,000	5,446	6,000
Postage	1,000	2,503	1,500
Courier	500	154	50
Printing/Shredding Services	1,500	1,734	1,250
Security	400	7,031	400
Liability Insurance	6,000	4,021	4,000
Meeting Expenses	1,000	1,143	1,500
	<u>33,150</u>	<u>37,038</u>	<u>29,700</u>
Program Expenses			
Program Expenditures	0	53,707	0
	<u>0</u>	<u>53,707</u>	<u>0</u>
Miscellaneous Expenses			
Miscellaneous Expense	0	366	0
	<u>0</u>	<u>366</u>	<u>0</u>
Total Operating Expenses	141,600	182,973	114,700
Capital Expenses			
Vehicles	0	24,076	0
Software	50,000	4,163	0
Total Capital Expenses	50,000	28,239	0
Total Expenses	1,323,183	1,261,147	1,369,115

AIR QUALITY PROGRAMS

PERMIT ENGINEERING

One of the District's primary responsibilities is to process applications for permits in accordance with all applicable local, State and Federal regulations. These applications are required for projects which propose industrial and/or commercial processes that have a potential to emit an air contaminant into the atmosphere. The requirements differ widely depending on the type and size of the proposed equipment.

District air quality engineers provide technical reviews of official documents, such as test reports, risk assessments, environmental impact statements and environmental impact report, as well as technical assistance to permit applicants, other agencies, and manufacturers. The District implements and maintains various State and Federal mandated programs:

- **State and Federal New Source Review, and Federal Prevention of Significant Deterioration Programs.** These programs are required by state and federal law and ensure that new sources do not cause or contribute to degradation of the ambient air through the application of best available control technology and a no-net-increase permitting program.
- **Federal Title I & V Permitting Program.** Title I and Title V of the 1990 Federal Clean Air Act require permits for major sources of air contaminants and certain sources of hazardous air pollutants. These programs require the District to

maintain a Federal Permitting Program approved by the Environmental Protection Agency (EPA).

- **Emissions Inventory.** The purpose of this program is to inventory sources of criteria air pollutants within the District which is used as a yardstick to determine progress towards attainment and maintaining compliance with National and State Ambient Air Quality Standards. This program is required by State and Federal Law.
- **Toxic Emissions Inventory.** (Air Toxic "Hot Spot" Information and Assessment Act of 1987) The purpose of this program is to assess the amounts, types and health impacts of air toxics from stationary sources, to require public notification of risks in certain cases, and to reduce impacts from those air toxics.
- **State Public Notification, Landfill Gas, Oil & Gas Programs.** These programs are required by the State: to implement a program to notify parents of school children when a new or modified source will be located within 1000 feet of a school, to regulate landfill emissions and implement the California Oil & Gas regulation.

ASSIGNED POSITIONS

Deputy Director – Operations
Permit Engineering Supervisor
Air Quality Engineer (4)

Mojave Desert AQMD
General Fund Permit Engineering Personnel Expense Budget

	<u>Approved Budget FY 2018</u>	<u>Estimated Actuals FY 2018</u>	<u>Adopted Budget FY 2019</u>
Personnel Expenses			
Salaries	618,535	695,725	794,990
Payroll Taxes			
Medicare Tax	10,465	15,772	10,810
Workers Compensation	6,180	6,064	6,590
	<u>16,645</u>	<u>21,836</u>	<u>17,400</u>
Benefits			
Section 125	88,443	90,807	99,190
Employee Assistance Plan	765	452	750
Vision Insurance	580	578	630
Life Insurance	720	718	820
Disability Insurance	1,450	2,165	2,480
Other Benefits	0	320	2,200
	<u>91,958</u>	<u>95,040</u>	<u>106,070</u>
Retirement			
Employer Pick-up	45,418	45,577	47,875
Employer Contribution SBCERA	261,385	262,298	289,275
Survivor Match	270	274	215
401(a) Matching Contribution	6,500	3,422	4,000
Retirement Cash	6,720	6,314	4,560
	<u>320,293</u>	<u>317,885</u>	<u>345,925</u>
Total Personnel Expenses	<u><u>1,047,431</u></u>	<u><u>1,130,486</u></u>	<u><u>1,264,385</u></u>

Mojave Desert AQMD
General Fund Permit Engineering Expenses by Department

	<u>Adopted Budget FY 2018</u>	<u>End-of-Year Estimates FY 2018</u>	<u>Adopted Budget FY 2019</u>
Operating Expenses			
Communications			
Telephones	2,500	1,403	1,500
Long Distance Charges	100	45	50
Cellular Phones	750	137	100
Video/Teleconference	250	103	100
Internet	7,500	4,846	4,500
Web Hosting	5,000	1,775	1,800
Tech Support	0	2,415	0
Cable	150	91	100
	<u>16,250</u>	<u>10,815</u>	<u>8,150</u>
Dues & Subscriptions			
Memberships & Sponsorships	1,500	0	100
Publications & Subscriptions	250	235	250
Professional Dues	1,200	315	400
	<u>2,950</u>	<u>550</u>	<u>750</u>
Non-Depreciable Inventory			
Furniture & Fixtures Exp	1,000	1,106	1,500
Machinery & Equipment Exp	500	614	500
Safety Equipment Exp	500	298	300
	<u>2,000</u>	<u>2,018</u>	<u>2,300</u>
Legal			
Legal Notices	1,000	1,505	1,500
	<u>1,000</u>	<u>1,505</u>	<u>1,500</u>
Professional Services			
Payroll Contract	350	175	200
Financial Services	0	684	600
	<u>350</u>	<u>859</u>	<u>800</u>
Maintenance & Repairs			
General Bldg. Maintenance	5,000	3,000	3,250
Custodial Services	3,000	2,667	3,000
Landscaping	400	198	200
Equipment Repair	400	0	50
	<u>8,800</u>	<u>5,865</u>	<u>6,500</u>

Mojave Desert AQMD
General Fund Permit Engineering Expenses by Department

	<u>Adopted Budget FY 2018</u>	<u>End-of-Year Estimates FY 2018</u>	<u>Adopted Budget FY 2019</u>
Training & Travel			
Training	6,500	3,454	6,000
Travel	9,000	1,981	2,000
	<u>15,500</u>	<u>5,435</u>	<u>8,000</u>
Vehicles			
Vehicle Lease	0	2,474	2,500
Vehicle Gas & Oil	1,700	158	150
Vehicle Maintenance	2,000	442	500
Vehicle Repairs	500	0	250
Vehicle Insurance	1,750	933	1,000
	<u>5,950</u>	<u>4,007</u>	<u>4,400</u>
Office Expenses			
Software	2,500	0	0
Utilities	4,000	4,944	4,500
Supplies	4,500	4,390	4,000
Facility Leases	1,250	898	850
Equipment Lease	4,200	3,906	4,200
Postage	2,500	1,355	1,350
Courier	100	0	25
Printing/Shredding Services	500	315	300
Security	250	6,173	250
Liability Insurance	4,500	2,681	2,700
Meeting Expenses	250	65	1,000
	<u>24,550</u>	<u>24,727</u>	<u>19,175</u>
Program Expenses			
Miscellaneous Expenses			
Total Operating Expenses	<u>77,350</u>	<u>55,781</u>	<u>51,575</u>
Capital Expenses			
Total Expenses	<u><u>1,124,781</u></u>	<u><u>1,186,267</u></u>	<u><u>1,315,960</u></u>

AIR QUALITY PROGRAMS

COMMUNITY RELATIONS AND EDUCATION (CRE) PROGRAM

The Mojave Desert Air Quality Management District carries out public outreach and education initiatives to protect public health and ensure that the District's residents have the knowledge to act in their best interest during poor air quality events, and reduce emissions where possible. The initiatives fulfill the requirement of the California Clean Air Act of 1988, Health and Safety Code Section 40918(a): "Each district. . . shall . . . include the following measures in its attainment plan . . . (6) Provisions for public education programs to promote actions to reduce emissions from transportation and area-wide sources."

District-sponsored public outreach and education programs are designed to inform the community about air pollution, its sources, health effects on humans, and damage to the environment. Education is essential in raising public awareness on methods of control and encouraging individual means of reducing air pollution. These programs target many audiences including academia, the general adult population, educators and students from pre-school to college level, as well as businesses and industries via pamphlets, brochures, newsletters, public workshops, conferences, presentations, exhibits, and other multimedia promotions. The District's award-winning Community Relations and Education Office also releases information and provides education on a myriad of social media platforms. CRE is also responsible for coordinating the annual *California Desert Air Working Group Conference (CDAWG)*, a regional effort which brings together regulators, environmental and permitted source representatives, and state legislative

representatives for training/development opportunities on emerging air quality regulations and topics affecting California's desert regions and beyond.

Media relations through press releases, press conferences, air quality forecasts and health advisories are provided to the local media on an ongoing basis by CRE as a means of keeping the public informed. CRE also participates with High Desert schools on the MDAQMD's flag program and annual Clean Air Month Poster Contest; with the regulated community on the annual Exemplar Awards and the Mojave Green Business Program; High Desert Opportunity, and various environmental fairs, and community awareness activities

ASSIGNED POSITIONS

Deputy Director - Administration
Community Relations & Education Supervisor
Community Relations & Education Specialist

Mojave Desert AQMD
General Fund Community Relations & Education Personnel Expense Budget

	<u>Approved Budget FY 2018</u>	<u>Estimated Actuals FY 2018</u>	<u>Adopted Budget FY 2019</u>
Personnel Expenses			
Salaries	172,425	149,110	152,290
Payroll Taxes			
Medicare Tax	2,756	4,588	0
Workers Compensation	1,935	1,952	1,800
	<u>4,691</u>	<u>6,540</u>	<u>1,800</u>
Benefits			
Section 125	29,502	21,498	33,085
Employee Assistance Plan	315	155	315
Vision Insurance	413	298	300
Life Insurance	240	173	275
Disability Insurance	657	601	750
Other Benefits	0	0	730
	<u>31,127</u>	<u>22,725</u>	<u>35,455</u>
Retirement			
Employer Pick-up	12,115	11,370	0
Employer Contribution SBCERA	67,833	64,595	48,635
Survivor Match	90	67	80
Retirement for Exempt (>30Y)	5,090	0	0
401(a) Matching Contribution	2,575	1,464	500
Retirement Cash	2,160	1,661	0
	<u>89,863</u>	<u>79,157</u>	<u>49,215</u>
Total Personnel Expenses	<u><u>298,106</u></u>	<u><u>257,532</u></u>	<u><u>238,760</u></u>

Mojave Desert AQMD
General Fund Community Relations & Education Expenses by Department

	<u>Adopted Budget FY 2018</u>	<u>End-of-Year Estimates FY 2018</u>	<u>Adopted Budget FY 2019</u>
Operating Expenses			
Communications			
Telephones	800	627	600
Long Distance Charges	50	19	25
Cellular Phones	600	81	100
Video/Teleconference	100	82	100
Internet	3,500	2,139	2,100
Web Hosting	2,000	747	750
Tech Support	0	1,017	0
Cable	75	37	50
Computers	0	1,186	0
	<u>7,125</u>	<u>5,935</u>	<u>3,725</u>
Dues & Subscriptions			
Memberships & Sponsorships	1,000	131	9,000
Publications & Subscriptions	500	0	500
Professional Dues	500	1,031	1,000
	<u>2,000</u>	<u>1,162</u>	<u>10,500</u>
Non-Depreciable Inventory			
Furniture & Fixtures Exp	300	880	1,000
Machinery & Equipment Exp	100	53	100
Safety Equipment Exp	300	287	300
	<u>700</u>	<u>1,220</u>	<u>1,400</u>
Legal			
Professional Services			
Payroll Contract	150	60	75
Financial Services	0	282	250
	<u>150</u>	<u>342</u>	<u>325</u>
Maintenance & Repairs			
General Bldg. Maintenance	5,250	3,013	2,500
Custodial Services	3,250	3,156	3,000
Landscaping	450	234	250
Equipment Repair	250	0	250
	<u>9,200</u>	<u>6,403</u>	<u>6,000</u>

Mojave Desert AQMD
General Fund Community Relations & Education Expenses by Department

	Adopted Budget FY 2018	End-of-Year Estimates FY 2018	Adopted Budget FY 2019
Training & Travel			
Training	1,000	0	1,000
Travel	3,000	1,828	3,000
Mileage	150	0	150
	4,150	1,828	4,150
Vehicles			
Vehicle Lease	0	364	400
Vehicle Gas & Oil	700	546	700
Vehicle Maintenance	1,000	436	500
Vehicle Repairs	500	0	500
Vehicle Insurance	2,500	933	1,000
	4,700	2,279	3,100
Office Expenses			
Software	1,000	0	500
Utilities	4,200	4,845	4,200
Supplies	1,500	2,164	1,750
Facility Leases	700	472	500
Equipment Lease	1,500	1,645	1,500
Postage	100	3	25
Courier	100	0	50
Printing/Shredding Services	1,000	755	750
Security	200	3,198	200
Liability Insurance	5,200	3,172	3,500
Meeting Expenses	100	927	1,000
Community Relations	17,500	10,464	17,500
	33,100	27,645	31,475
Program Expenses			
Program Expenditures	0	1,210	950
Contributions to Other Agencies	90,000	120,000	90,000
	90,000	121,210	90,950
Miscellaneous Expenses			
Total Operating Expenses	151,125	168,024	151,625
Capital Expenses			
Total Expenses	449,231	425,556	390,385

SUPPORT PROGRAMS

EXECUTIVE OFFICES

The Executive Office is responsible to the Governing Board for the general administration and coordination of all District operations and programs, including but not limited to: program planning and streamlining, compliance, permitting, air monitoring, and grant programs oversight, public information, inter and intra agency coordination, committee representation, as well as being responsible for fostering a positive working relationship within our communities and with regulated industry. The Air Pollution Control Officer has statutorily assigned enforcement authority as well as personnel appointment powers as designated in Health and Safety Code §§40750 et seq. The responsibilities of this office include those programs mandated by the Federal Environmental Protection Agency (EPA) and the California Air Resources Board (CARB) and include developing, implementing, and enforcing State and Federally mandated programs designed to attain and maintain ambient air quality standards as they pertain to industrial and commercial stationary (non-mobile) sources. This office monitors state and federal legislation affecting the District and advises the Governing Board on actions required to protect the interests of the District. It also oversees programs for staff and Board professional development.

This office has oversight of the production of agendas and official minutes of all meetings of the District Boards, including the Governing Board, the Hearing Board, Technical Advisory Committee, and any other committees created by Governing Board or the Board Chair. This office maintains the official records for all actions of the boards and distributes copies of orders and directives to appropriate agencies and members of the public as required and/or directed by the respective Board or Committee.

The District Counsel analyzes legislative bills proposed in the California Legislature that may impact the District and provides information to

the District Governing Board regarding such legislation.

The Governing Board, with 13 members, meets monthly and members may receive \$100 stipend per meeting. The Hearing Board, with 5 members, meets as needed and members may receive \$100 stipend per meeting. The Technical Advisory Committee, with 10 members, meets as needed and members may receive \$35 stipend per meeting.

DISTRICT COUNSEL

The position of District Counsel serves as general legal counsel to the District providing legal advice and opinions on general laws applicable to the District as well as to air district specific mandates including but not limited to; the Federal Clean Air Act, California Clean Air Act, other applicable State and Federal laws, and the regulations promulgated thereunder. This position also provides official legal interpretations of District adopted rules and regulations for the APCO and staff use. The District Counsel reviews District rules and regulations for compliance with applicable State and Federal laws and regulations, and ensures proper notice and procedures are followed. The District Counsel has the authority to bring civil actions in the name of people of State of California for violations of various air quality laws and regulations. It also provides legal support for the District at Hearing Board proceedings, and supports the permitting and other activities of the District.

The Governing Board may engage "Special Counsel" to provide specialized legal services in particular instances and areas. The scope of the specialized legal services will be forth in the individual contracts for such services.

ASSIGNED POSITIONS

Executive Director/APCO

District Counsel

Senior Executive Analyst - Confidential

Mojave Desert AQMD
General Fund Executive Offices Personnel Expense Budget

	<u>Approved Budget FY 2018</u>	<u>Estimated Actuals FY 2018</u>	<u>Adopted Budget FY 2019</u>
Personnel Expenses			
Salaries	598,419	663,799	588,150
Payroll Taxes			
Medicare Tax	9,405	16,160	8,255
Workers Compensation	5,710	5,359	4,875
Unemployment Insurance	9,000	0	0
	<u>24,115</u>	<u>21,519</u>	<u>13,130</u>
Benefits			
Section 125	83,630	85,998	60,060
Employee Assistance Plan	630	372	400
Vision Insurance	1,240	1,269	1,345
Life Insurance	1,900	613	400
Disability Insurance	2,225	2,477	2,562
Other Benefits	12,000	13,823	15,495
	<u>101,625</u>	<u>104,552</u>	<u>80,262</u>
Retirement			
Employer Pick-up	40,923	31,348	24,605
Employer Contribution SBCERA	235,512	251,004	216,485
Survivor Match	225	228	112
401(a) Matching Contribution	17,175	5,390	13,800
Retirement Cash	11,280	11,268	11,270
	<u>305,115</u>	<u>299,238</u>	<u>266,272</u>
Total Personnel Expenses	<u><u>1,029,274</u></u>	<u><u>1,089,108</u></u>	<u><u>947,814</u></u>

Mojave Desert AQMD
General Fund Executive Offices Expenses by Department

	<u>Adopted Budget FY 2018</u>	<u>End-of-Year Estimates FY 2018</u>	<u>Adopted Budget FY 2019</u>
Operating Expenses			
Communications			
Telephones	1,700	1,450	1,300
Long Distance Charges	50	48	50
Cellular Phones	2,000	489	500
Video/Teleconference	100	27	50
Internet	6,250	4,721	4,500
Web Hosting	4,400	1,242	1,300
Tech Support	0	1,620	0
Cable	200	99	100
Computers	0	1,457	1,457
	<u>14,700</u>	<u>11,153</u>	<u>9,257</u>
Dues & Subscriptions			
Memberships & Sponsorships	7,000	19,370	10,000
Publications & Subscriptions	18,500	17,077	18,500
Professional Dues	1,500	2,376	2,500
	<u>27,000</u>	<u>38,823</u>	<u>31,000</u>
Non-Depreciable Inventory			
Furniture & Fixtures Exp	1,000	513	1,000
Machinery & Equipment Exp	200	451	400
Safety Equipment Exp	300	329	300
	<u>1,500</u>	<u>1,293</u>	<u>1,700</u>
Legal			
Legal Notices	8,500	10,154	10,000
Legal Services	5,000	7,749	5,500
	<u>13,500</u>	<u>17,903</u>	<u>15,500</u>
Professional Services			
Payroll Contract	30,000	18,762	17,670
Financial Services	0	16,934	13,000
Research Studies	0	0	(72)
Consulting Fees	35,000	31,000	45,000
Stipends	12,000	9,715	9,000
	<u>77,000</u>	<u>76,411</u>	<u>84,598</u>
Maintenance & Repairs			
General Bldg. Maintenance	7,000	3,943	4,500
Custodial Services	4,000	4,141	4,000
Landscaping	500	298	300
Equipment Repair	0	15	15
	<u>11,500</u>	<u>8,397</u>	<u>8,815</u>

Mojave Desert AQMD
General Fund Executive Offices Expenses by Department

	<u>Adopted Budget FY 2018</u>	<u>End-of-Year Estimates FY 2018</u>	<u>Adopted Budget FY 2019</u>
Training & Travel			
Training	3,000	449	3,000
Travel	13,000	22,548	25,000
Mileage	3,000	3,977	4,300
	<u>19,000</u>	<u>26,974</u>	<u>32,300</u>
Vehicles			
Vehicle Lease	0	563	600
Vehicle Gas & Oil	200	636	800
Vehicle Maintenance	500	499	300
Vehicle Insurance	1,200	1,000	1,000
	<u>1,900</u>	<u>2,698</u>	<u>2,700</u>
Office Expenses			
Software	24,000	38,837	29,200
Utilities	5,500	5,645	5,500
Supplies	5,500	4,592	5,500
Facility Leases	1,500	1,032	850
Equipment Lease	3,000	3,192	3,200
Postage	500	818	500
Courier	200	77	100
Printing/Shredding Services	500	701	500
Security	250	4,499	250
Liability Insurance	5,000	4,117	4,000
Meeting Expenses	1,000	1,439	1,500
	<u>46,950</u>	<u>64,949</u>	<u>51,100</u>
Program Expenses			
Administrative Expenditures	0	252	252
	<u>0</u>	<u>252</u>	<u>252</u>
Miscellaneous Expenses			
Total Operating Expenses	<u>213,050</u>	<u>248,853</u>	<u>237,222</u>
Capital Expenses			
Software	0	1,206	0
Total Capital Expenses	<u>0</u>	<u>1,206</u>	<u>0</u>
Total Expenses	<u><u>1,242,324</u></u>	<u><u>1,339,167</u></u>	<u><u>1,185,036</u></u>

SUPPORT PROGRAMS

ADMINISTRATIVE SERVICES

Administrative Services manages the financial and administrative matters of the District including accounts payable, accounts receivable and payroll functions which are performed in-house. The District uses the banking services of the San Bernardino County Auditor-Controller for funds on deposit and transfers funds as needed to local commercial banking institutions to perform day-to-day financial transactions. The office prepares the annual budget and controls expenditures by providing information regarding expenditures and the availability of budgeted funds; purchases equipment and supplies; invoices for required fees are issued, collected, deposited and accounted for through the CAPS – Compliance and Permit System.

Managing the District's front office, the fleet, facilities, and risk management are all functions of Administrative Services.

Human Resources is personnel administration, recruitment, employee compensation and management of benefits and is part of Administrative Services.

Technical Services manages the District's technology platforms, related information systems, a video conferencing system, and web site administration.

Records Management coordinates the District's paperless system by digitizing records into an electronic storage and

retrieval system. It also performs the functions associated with responding to requests made pursuant to the Public Records Act.

The Grants Specialist administers the District's the Mobile Emissions Reduction Program using State and Federal grant programs with direct and pass through funding. Grant resources are obtained from the District's General Fund, the California Carl Moyer Program, and the fees collected under Health & Safety Code §44220 (also known as "AB 2766"), and various other programs.

Community Relations and Education is also a part of Administrative Services as described herein (page 21).

ASSIGNED POSITIONS

Deputy Director – Administration
Finance Manager
Human Resources Analyst - Confidential Information Systems Specialist (2)
Grants Specialist
Fiscal Specialist
Records Management Specialist
Fiscal Technician
Office Assistant

Also:
Community Relations & Education Supervisor
Community Relations & Education Specialist

Mojave Desert AQMD
General Fund Administrative Services Personnel Expense Budget

	<u>Approved Budget FY 2018</u>	<u>Estimated Actuals FY 2018</u>	<u>Adopted Budget FY 2019</u>
Personnel Expenses			
Salaries	714,451	683,141	872,830
Payroll Taxes			
Medicare Tax	11,513	16,044	16,940
Workers Compensation	7,910	5,816	8,455
	<u>19,423</u>	<u>21,860</u>	<u>25,395</u>
Benefits			
Section 125	122,670	111,410	165,295
Employee Assistance Plan	765	476	500
Vision Insurance	840	859	910
Life Insurance	960	892	1,295
Disability Insurance	2,100	2,582	3,050
Tuition Reimbursement	0	350	350
Other Benefits	0	0	3,650
	<u>127,335</u>	<u>116,569</u>	<u>175,050</u>
Retirement			
Employer Pick-up	50,827	37,134	44,575
Employer Contribution SBCERA	250,700	258,882	371,135
Survivor Match	360	329	360
401(a) Matching Contribution	5,200	852	1,000
Retirement Cash	8,880	9,267	8,880
	<u>315,967</u>	<u>306,464</u>	<u>425,950</u>
Total Personnel Expenses	<u><u>1,177,176</u></u>	<u><u>1,128,034</u></u>	<u><u>1,499,225</u></u>

Mojave Desert AQMD
General Fund Administrative Services Expenses by Department

	<u>Adopted Budget FY 2018</u>	<u>End-of-Year Estimates FY 2018</u>	<u>Adopted Budget FY 2019</u>
Operating Expenses			
Communications			
Telephones	2,000	1,626	1,500
Long Distance Charges	100	51	50
Cellular Phones	1,000	399	150
Video/Teleconference	100	30	30
Internet	7,500	5,259	5,000
Web Hosting	5,000	2,830	3,000
Tech Support	0	1,811	0
Cable	150	111	100
Computers	0	974	18,000
	<u>15,850</u>	<u>13,091</u>	<u>27,830</u>
Dues & Subscriptions			
Memberships & Sponsorships	2,000	7,452	7,000
Publications & Subscriptions	1,000	260	260
Professional Dues	2,000	779	800
	<u>5,000</u>	<u>8,491</u>	<u>8,060</u>
Non-Depreciable Inventory			
Furniture & Fixtures Exp	0	720	1,000
Machinery & Equipment Exp	2,000	162	200
Safety Equipment Exp	500	500	500
	<u>2,500</u>	<u>1,382</u>	<u>1,700</u>
Legal			
Legal Services	<u>31,596</u>	<u>32,554</u>	<u>20,000</u>
	31,596	32,554	20,000
Professional Services			
County Services	1,000	0	1,000
Payroll Contract	250	301	200
Financial Services	20,000	12,273	13,000
Consulting Fees	0	0	15,000
	<u>21,250</u>	<u>12,574</u>	<u>29,200</u>
Maintenance & Repairs			
General Bldg. Maintenance	7,000	6,369	7,000
Custodial Services	4,000	4,092	4,200
Landscaping	550	294	300
Equipment Repair	0	16	0
	<u>11,550</u>	<u>10,771</u>	<u>11,500</u>

Mojave Desert AQMD
General Fund Administrative Services Expenses by Department

	Adopted Budget FY 2018	End-of-Year Estimates FY 2018	Adopted Budget FY 2019
Training & Travel			
Training	5,000	(75)	5,000
Travel	5,000	4,779	4,000
Mileage	100	0	0
Recruitment	0	355	0
	10,100	5,059	9,000
Vehicles			
Vehicle Lease	0	629	700
Vehicle Gas & Oil	250	168	150
Vehicle Maintenance	400	463	150
Vehicle Insurance	550	285	285
	1,200	1,545	1,285
Office Expenses			
Software	12,500	30,140	42,735
Utilities	5,000	5,693	6,000
Supplies	7,500	14,355	12,000
Facility Leases	1,200	1,848	2,000
Equipment Lease	4,000	3,568	3,500
Postage	1,300	914	500
Courier	100	466	500
Printing/Shredding Services	500	665	600
Security	500	4,914	500
Liability Insurance	6,100	4,119	4,000
Meeting Expenses	500	707	600
	39,200	67,389	72,935
Program Expenses			
Administrative Expenditures	0	95	0
	0	95	0
Miscellaneous Expenses			
Total Operating Expenses	138,246	152,951	181,510
Capital Expenses			
Total Expenses	1,315,422	1,280,985	1,680,735

SUPPORT PROGRAMS

DISTRICT WIDE

Shared expenses that are categorized across all cost centers are identified as "District wide," including expenses related to the contract with Antelope Valley Air Quality Management District.

ANTELOPE VALLEY AIR QUALITY MANAGEMENT DISTRICT

The AVAQMD contracts all of its services from the MDAQMD. The contract provides employees to staff a Lancaster office serving the constituents of the Lancaster-Palmdale area. The MDAQMD provides specific expertise allowing for a complete, full service agency. If needed, services and supplies purchased for the AVAQMD are charged at cost. MDAQMD provides all accounting services and financial reporting. Certain administrative functions and support of the AVAQMD is performed in Victorville such as accounting, legal, risk management, and technology support.

ASSIGNED POSITIONS

Deputy Director – Antelope Valley
Operations
Air Quality Engineer
Grants Analyst
Air Quality Specialist (2)

Mojave Desert AQMD

General Fund District Wide Personnel Expense Budget

	Approved Budget FY 2018	Estimated Actuals FY 2018	Adopted Budget FY 2019
Personnel Expenses			
Salaries	509,715	1,166,688	850,000
Payroll Taxes			
Medicare Tax	8,800	263	0
Workers Compensation	8,250	318	0
Unemployment Insurance	0	2,327	0
	<u>17,050</u>	<u>2,908</u>	<u>0</u>
Benefits			
Section 125	88,380	4,827	0
Employee Assistance Plan	630	1,080	0
Vision Insurance	0	20	0
Life Insurance	720	36	0
Disability Insurance	1,264	89	0
Tuition Reimbursement	20,700	0	20,700
Other Benefits	0	11,288	0
	<u>111,694</u>	<u>17,340</u>	<u>20,700</u>
Retirement			
Employer Pick-up	38,525	977	0
Employer Contribution SBCERA	180,000	7,519	0
Survivor Match	270	13	0
401(a) Matching Contribution	5,145	4,938	0
Retirement Cash	4,560	555	0
	<u>228,500</u>	<u>14,002</u>	<u>0</u>
Total Personnel Expenses	<u><u>866,959</u></u>	<u><u>1,200,938</u></u>	<u><u>870,700</u></u>

Mojave Desert AQMD
General Fund District Wide Expenses by Department

	<u>Adopted Budget FY 2018</u>	<u>End-of-Year Estimates FY 2018</u>	<u>Adopted Budget FY 2019</u>
Operating Expenses			
Communications			
Video/Teleconference	0	228	0
Web Hosting	0	449	0
Computers	0	675	0
	<u>0</u>	<u>1,352</u>	<u>0</u>
Dues & Subscriptions			
Publications & Subscriptions	0	663	0
	<u>0</u>	<u>663</u>	<u>0</u>
Non-Depreciable Inventory			
Machinery & Equipment Exp	0	161	0
	<u>0</u>	<u>161</u>	<u>0</u>
Legal			
Legal Notices	0	3,274	0
Legal Services	0	29,982	0
	<u>0</u>	<u>33,256</u>	<u>0</u>
Professional Services			
Payroll Contract	150	80	250
Financial Services	0	0	20,000
	<u>150</u>	<u>80</u>	<u>20,250</u>
Maintenance & Repairs			
General Bldg. Maintenance	0	3,817	0
Equipment Repair	0	1,405	0
	<u>0</u>	<u>5,222</u>	<u>0</u>

Mojave Desert AQMD
General Fund District Wide Expenses by Department

	<u>Adopted Budget FY 2018</u>	<u>End-of-Year Estimates FY 2018</u>	<u>Adopted Budget FY 2019</u>
Training & Travel			
Training	500	180	500
Travel	500	1,678	500
	<u>1,000</u>	<u>1,858</u>	<u>1,000</u>
Vehicles			
Vehicle Gas & Oil	0	477	500
Vehicle Maintenance	0	354	0
	<u>0</u>	<u>831</u>	<u>500</u>
Office Expenses			
Software	3,450	5,678	7,500
Supplies	150	4,348	500
Facility Leases	0	2,211	0
Postage	1,000	348	500
Printing/Shredding Services	100	22	0
Meeting Expenses	0	19	0
Community Relations	0	570	0
	<u>4,700</u>	<u>13,196</u>	<u>8,500</u>
Program Expenses			
Program Expenditures	500	2,800	2,500
	<u>500</u>	<u>2,800</u>	<u>2,500</u>
Miscellaneous Expenses			
Bank Fees	4,000	4,543	4,000
Miscellaneous Expense	0	1,116	0
	<u>4,000</u>	<u>5,659</u>	<u>4,000</u>
Total Operating Expenses	10,350	65,078	36,750
Capital Expenses			
Buildings	30,000	10,660	0
Improvements	0	0	15,000
Equipment	0	3,405	60,000
Vehicles	25,000	0	55,000
Software	2,500	0	0
Total Capital Expenses	57,500	14,065	130,000
Total Expenses	934,809	1,280,081	1,037,450

OPERATING EXPENSES

Communications - Services for telephone, internet, video teleconferencing, internet, web hosting, computers, and related tech support.

Dues & Subscriptions, Memberships – Subscriptions the Cal/EPA Newsletters, local newspapers, West Group (legal research), technical, and educational materials. The District participates with other organizations to achieve shared missions. Memberships – California Air Pollution Control Officers Association (CAPCOA) California Special Districts Association (CSDA); Air & Waste Management Association (A&WMA); California Climate Action Registry; National Association Clean Air Agencies (NACAA); Western Regional Air Partnership (WRAP); Rotary Club; American Bar Association; California State Bar Association, and Chambers of Commerce. An allowance per employee is available to pay the dues for up to two professional organizations.

Non-Depreciable Inventory - Small office equipment, desktop PCs and tablets, office furniture, replace clerical and Board chambers seating; safety equipment, all under \$5,000.

Legal - Specialized Legal Services – Costs associated with outsourced legal services for Governing Board and Hearing Board support, personnel and labor relations, support for certain enforcement actions,

and publication of public notices, as required.

Professional Services – Various third party and/or consulting services including San Bernardino County, annual fiscal audit, actuarial studies, extra or temporary help, outsourced technology and application support. Research Studies – Funds are reserved for special projects and targeted environmental study projects. Stipends - Board member stipend based on estimated number of meetings: Governing Board (\$100 per meeting), Hearing Board (\$100 per meeting), and Technical Advisory Committee (\$35 per meeting).

Maintenance & Repairs – Building and maintenance expenses: custodial, landscaping, HVAC service; pest control, fire extinguisher maintenance, parking lot sweeping, building maintenance services, and general building repair and maintenance. Equipment repair: Air Monitoring station and equipment maintenance and minor repairs (seven stations), office equipment.

Training & Travel - Staff and Board professional development and technical training as needed.

Vehicles - costs for fuel, maintenance, and insurance.

Office Expenses - Supplies, Postage and Courier expenses, Printing and Shredding services, Security, Liability Insurance, Meeting Expenses, and Facility Leases (including equipment leases), Utilities, Community Relations.

Software – Licenses and maintenance for software, network, and equipment; such as operating systems, office suites, anti-virus, program specific software such as Questys, Taleo (performance evaluation software), and Air Vision; software upgrade purchases.

Printing Services – Includes costs for promotional information, District data sheets, annual report, newsletters, poster contest calendars, etc.

Liability Insurance - The District is a member of the Special District Risk Management Authority (SDRMA), a risk management pool for liability insurance and related coverage.

Rents & Leases - Equipment – Digital Copier/Scanner Systems, metered postage machine; Structures – Air Monitoring Stations rent; Vehicles – Rentals used during the course of travel.

Community Relations - Promotional items for community outreach events. Community and public service recognition awards such Exemplar (MDAQMD); special event registration fees.

Program Expenses - Funds designated from the General Fund for specific local area grants. Program Expenses directly

attributable to a funding source supporting the corresponding program (AB 2766, Carl Moyer, reimbursing contracts, Title V, PERP program, etc.) are allocated to those specific funding sources.

Contributions to other Agencies - Mojave Environmental Education Consortium (MEEC).

CAPITAL EXPENSES

Buildings – Building improvements and capital projects; safety related improvements.

Equipment Purchases - Replace and upgrade equipment located at air monitoring stations. Replace and upgrade the Board Chambers' sound system.

Software – CAPS (programming for permit tracking system).

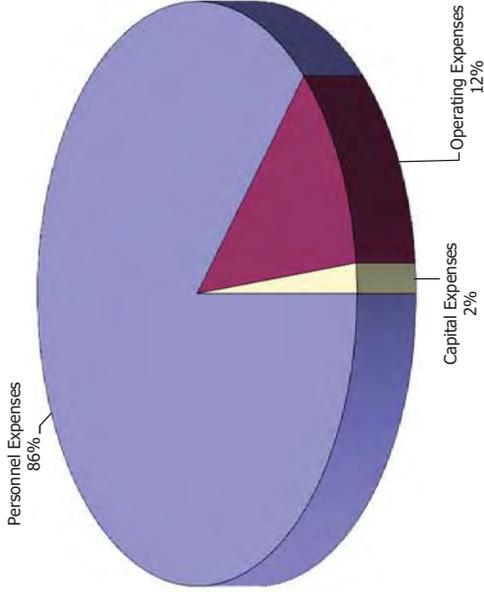
Vehicles - Vehicle Replacement Program (vehicle replacements have been leased through the Enterprise Fleet Maintenance Agreement; beginning FY 18 the District will purchase vehicle replacements). This budget includes replacing two vehicles in the District-owned fleet (\$50,000).

MOJAVE DESERT AIR QUALITY MANAGEMENT DISTRICT

Budgeted Expense Analysis

Fiscal Year 2018-19

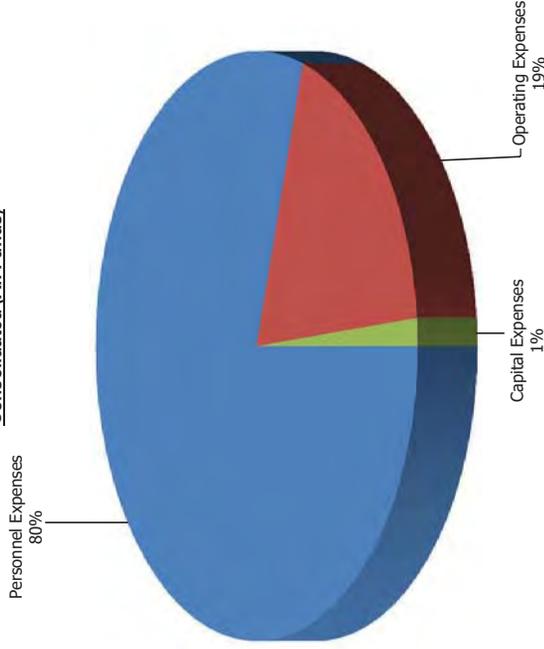
General Fund



General Fund

<u>EXPENSE CATEGORY</u>	<u>AMOUNT</u>	<u>% of Total</u>	
Personnel Expenses	6,747,669	88.12%	% of Operating Costs only (sum total of Personnel and Operating Expenses)
Operating Expenses	909,347	11.88%	
Capital Expenses	<u>130,000</u>	1.67%	% of total
TOTAL	7,787,016		

Consolidated (All Funds)



Consolidated (All Funds)

<u>EXPENSE CATEGORY</u>	<u>AMOUNT</u>	<u>% of Total</u>	
Personnel Expenses	6,777,669	80.87%	% of Operating Costs only (sum total of Personnel and Operating Expenses)
Operating Expenses incl Grants	1,602,963	19.13%	
Capital Expenses	<u>130,000</u>	1.67%	% of total
TOTAL	8,510,632		

Mojave Desert AQMD

General Fund Consolidated Personnel Expense Budget

	Approved Budget FY 2018	Estimated Actuals FY 2018	Adopted Budget FY 2019
Personnel Expenses			
Salaries	3,582,516	4,352,474	4,426,130
Payroll Taxes			
Medicare Tax	59,321	77,056	54,220
Workers Compensation	49,945	38,992	47,500
Unemployment Insurance	13,500	2,327	0
	<u>122,766</u>	<u>118,375</u>	<u>101,720</u>
Benefits			
Section 125	589,392	501,217	588,900
Employee Assistance Plan	4,500	3,372	3,360
Vision Insurance	3,748	3,695	3,915
Life Insurance	5,860	3,917	4,695
Disability Insurance	9,523	10,737	12,122
Tuition Reimbursement	20,700	610	21,050
Other Benefits	12,000	25,431	27,185
	<u>645,723</u>	<u>548,979</u>	<u>661,227</u>
Retirement			
Employer Pick-up	269,851	159,018	134,335
Employer Contribution SBCERA	1,377,043	1,219,701	1,357,945
Survivor Match	1,710	1,468	1,352
Retirement for Exempt (>30Y)	11,800	0	0
401(a) Matching Contribution	44,350	21,528	21,000
Retirement Cash	37,920	42,878	43,960
	<u>1,742,674</u>	<u>1,444,593</u>	<u>1,558,592</u>
Total Personnel Expenses	<u><u>6,093,679</u></u>	<u><u>6,464,421</u></u>	<u><u>6,747,669</u></u>

Mojave Desert AQMD
General Fund Consolidated Expenses by Department

	<u>Adopted Budget FY 2018</u>	<u>End-of-Year Estimates FY 2018</u>	<u>Adopted Budget FY 2019</u>
Operating Expenses			
Communications			
Telephones	12,750	10,058	9,600
Long Distance Charges	550	598	625
Cellular Phones	5,850	1,642	1,150
Video/Teleconference	950	721	605
Internet	42,750	30,453	29,600
Web Hosting	31,100	13,952	14,850
Tech Support	500	10,644	100
Cable	925	544	590
Computers	0	4,600	19,457
	<u>95,375</u>	<u>73,212</u>	<u>76,577</u>
Dues & Subscriptions			
Memberships & Sponsorships	15,250	26,985	26,225
Publications & Subscriptions	21,000	18,235	19,635
Professional Dues	6,100	5,078	5,000
	<u>42,350</u>	<u>50,298</u>	<u>50,860</u>
Non-Depreciable Inventory			
Furniture & Fixtures Exp	3,800	4,492	6,500
Machinery & Equipment Exp	13,800	29,063	27,200
Safety Equipment Exp	3,100	2,572	2,900
	<u>20,700</u>	<u>36,127</u>	<u>36,600</u>
Legal			
Legal Notices	9,500	14,933	11,500
Legal Services	51,596	70,285	25,500
	<u>61,096</u>	<u>85,218</u>	<u>37,000</u>
Professional Services			
County Services	1,000	0	1,000
Payroll Contract	31,500	19,876	18,795
Financial Services	20,000	31,179	47,850
Research Studies	0	0	(72)
Consulting Fees	35,000	32,253	61,275
Stipends	12,000	9,715	9,000
	<u>99,500</u>	<u>93,023</u>	<u>137,848</u>
Maintenance & Repairs			
General Bldg. Maintenance	43,250	30,122	27,250
Custodial Services	25,000	24,320	24,450
Landscaping	3,350	1,776	1,850
Equipment Repair	15,750	21,668	15,340
	<u>87,350</u>	<u>77,886</u>	<u>68,890</u>

Mojave Desert AQMD
General Fund Consolidated Expenses by Department

	Adopted Budget FY 2018	End-of-Year Estimates FY 2018	Adopted Budget FY 2019
Training & Travel			
Training	32,500	22,409	32,000
Travel	38,000	43,229	46,000
Mileage	5,250	6,565	4,950
Recruitment	0	2,978	0
	75,750	75,181	82,950
Vehicles			
Vehicle Lease	29,500	36,662	36,200
Vehicle Gas & Oil	13,350	13,916	13,800
Vehicle Maintenance	5,900	5,822	3,950
Vehicle Repairs	4,000	(464)	1,350
Vehicle Insurance	14,500	9,993	9,785
	67,250	65,929	65,085
Office Expenses			
Software	54,450	83,732	87,235
Utilities	34,950	36,297	36,200
Supplies	27,650	40,132	32,750
Facility Leases	12,150	10,570	11,700
Equipment Lease	20,500	19,402	20,200
Postage	6,450	5,963	4,425
Courier	2,000	1,976	2,025
Printing/Shredding Services	4,400	4,622	3,800
Security	2,100	29,920	2,100
Liability Insurance	37,800	24,363	24,700
Meeting Expenses	2,950	4,328	5,700
Community Relations	17,500	11,034	17,500
	222,900	272,339	248,335
Program Expenses			
Program Expenditures	500	58,221	3,450
Contributions to Other Agencies	90,000	120,000	90,000
Administrative Expenditures	0	347	252
	90,500	178,568	93,702
Miscellaneous Expenses			
Bank Fees	4,000	4,543	4,000
Miscellaneous Expense	0	9,800	7,500
	4,000	14,343	11,500
Total Operating Expenses	866,771	1,022,124	909,347
Capital Expenses			
Buildings	30,000	15,327	0
Improvements	0	0	15,000
Equipment	60,000	60,035	60,000
Vehicles	50,000	56,178	55,000
Software	52,500	5,369	0
Total Capital Expenses	192,500	136,909	130,000
Total Expenses	7,152,950	7,623,454	7,787,016

Mojave Desert AQMD

Special Funds Consolidated Program Budget Detail

	Adopted Budget FY 2018	End-of-Year Estimates FY 2018	Adopted Budget FY 2019
Revenues			
Administrative Funding	94,120	94,120	99,088
AB2766 Program	760,000	483,935	711,966
Carl Moyer Program	615,888	615,888	693,616
Interest Revenue	70,900	138,240	138,900
Total Consolidated Program Revenue	1,540,908	1,332,183	1,643,570
Expenses			
Program Expenditures	1,396,888	1,132,823	693,616
Administrative Expenditures	94,120	94,120	0
OPEB	30,000	30,000	30,000
Financial Services	4,800	4,800	0
Total Consolidated Program Expenses	1,525,808	1,261,743	723,616

Summary of Board Policy and Standard Practice

Treasurer and Controller

(Health & Safety Code § 41245 and § 41246)

California statutes require the Mojave Desert Air Quality Management District Governing Board to appoint a treasurer as the custodian and a controller as the accounting officer of district funds. The law specifically authorizes the appointment of the county treasurer and the county auditor to serve as the district treasurer and district controller. On July 1, 1993, the Governing Board appointed San Bernardino County elected treasurer and elected auditor respectively to serve as district treasurer and district controller. The Governing Board intention in making these two appointments was to maintain the integrity and control over District funds that is achieved by elected officers being custodian and controller of government treasury.

Revolving Accounts

(Revenue and Taxation Code §19551)

California statutes authorize an independent special district to establish revolving funds for the purpose of paying routine expenditures more efficiently and expeditiously. The Governing Board has authorized the District to establish commercial bank accounts to process in house accounts payable for the General fund and the District's grants funds.

Management and Budget

(Governing Board Policy 94-1; Health & Safety Code §§ 40750 et seq.; and § 41260)

The Governing Board has delegated various management and financial authorities to the Executive Director/Air Pollution Control Officer. Additionally, statutory law grants certain administrative, permitting and

enforcement authorities to the air pollution control officers of air districts in California. The board delegated authorities includes the discretion to transfer funds within major budget categories, authority to enter into contracts for up to \$50,000 for budgeted and \$10,000 for unbudgeted items that are of non-emergency nature; and the authority to expend district funds for capital replacement and improvement projects up to the limits established for each project in the budget.

Purchasing Procedures

(MDAQMD Standard Practice 5-4)

The Executive Director/Air Pollution Control Officer has established a Purchasing Procedures Standard Practice delineating the responsibilities of staff authorized to make any purchases.

Investment Practices

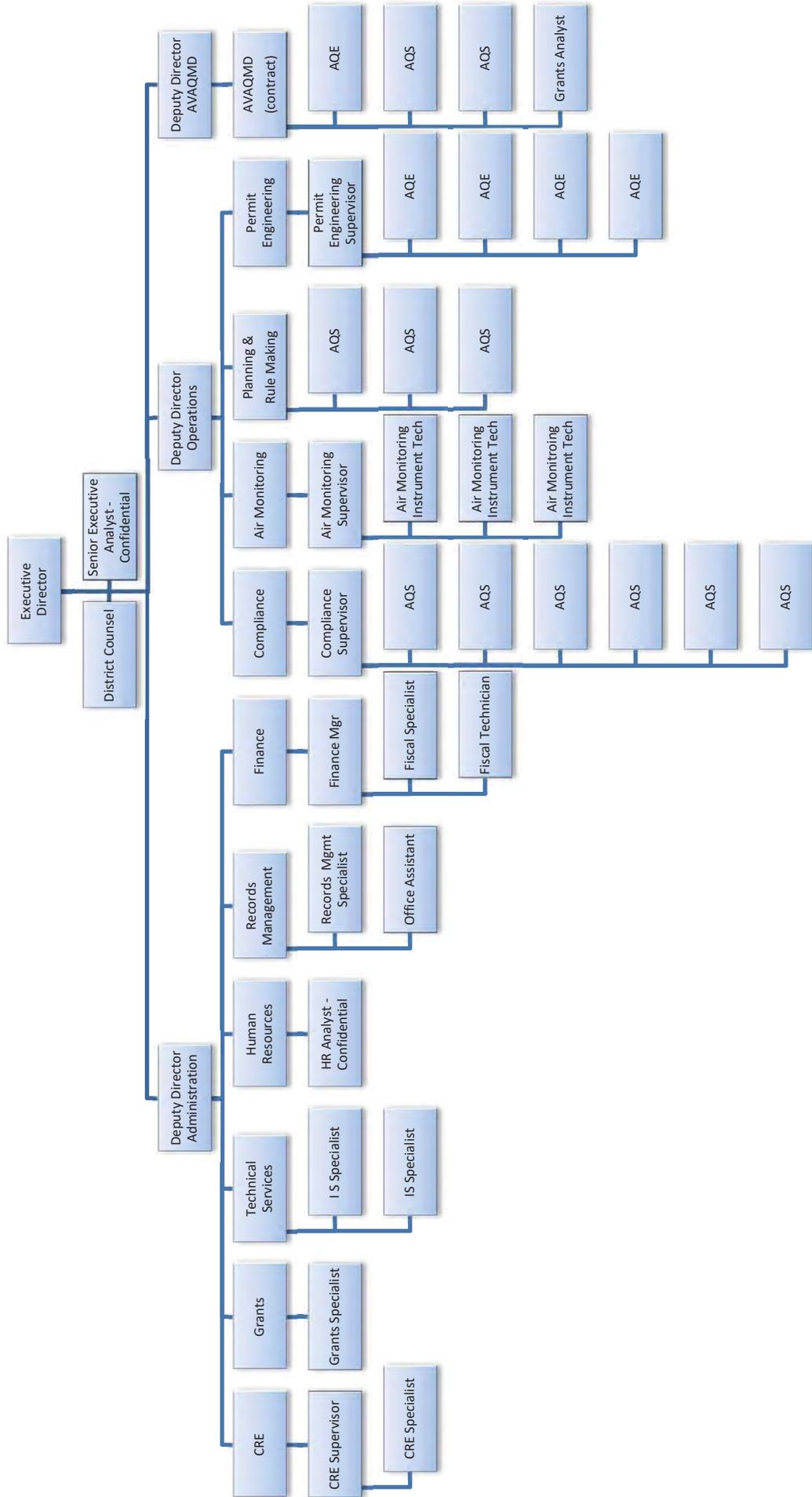
(Gov. Code §§ 27000.1 et seq.)

District general funds are deposited with the San Bernardino County Treasurer and are systematically invested as part of the County's investment pool. Interest and other revenues earned on funds are periodically credited to the District's account.

Separate policy documents govern the investment practices for the Deferred Compensation Plan ((457(b)), and the Post Employment Benefit Trust (including "OPEB" and Pension Rate stabilization).

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Mojave Desert AQMD Organizational Chart



**MOJAVE DESERT AIR QUALITY MANAGEMENT DISTRICT
TABLE OF ORGANIZATION**

Approved FY 18	Approved FY 19	Title of Position	Range	Monthly Salary
1	1	Office Assistant	610	3,193 - 3,891
0	0	Records Management Clerk	615	3,613 - 4,402
1	1	Fiscal Technician	621	4,190 - 5,105
1	0	Administrative Secretary	624	4,512 - 5,498
0	0	Deputy COB/Administrative Secretary	624	4,512 - 5,498
1	1	CRE Specialist	626	4,740 - 5,775
1	1	Records Management Specialist	626	4,740 - 5,775
1	1	Fiscal Specialist	629	5,104 - 6,219
1	1	Grants Specialist	629	5,104 - 6,219
2	2	Information Systems Specialist	629	5,104 - 6,219
3	3	Air Quality Instrument Technician	629	5,104 - 6,219
10	11	Air Quality Specialist	629	5,104 - 6,219
1	0	Human Resources Specialist	629	5,104 - 6,219
0	0	Lead Air Quality Instrument Technician	636	6,068 - 7,394
0	0	Lead Air Quality Planner	636	6,068 - 7,394
0	0	Lead Air Quality Specialist	636	6,068 - 7,394
0	0	Clerk Of The Boards	636	6,068 - 7,394
0	0	Executive Lead	636	6,068 - 7,394
0	1	Human Resources Analyst - Confidential	637	6,219 - 7,577
0	1	Grants Analyst	637	6,219 - 7,577
0	1	Senior Executive Analyst - Confidential	638	6,375 - 7,768
5	5	Air Quality Engineer	640	6,697 - 8,160
1	0	Executive Office Manager	644	7,393 - 9,007
1	1	Air Monitoring Supervisor	644	7,393 - 9,007
1	1	Permit Engineering Supervisor	644	7,393 - 9,007
1	1	Compliance Supervisor	644	7,393 - 9,007
0	0	Lead Air Quality Engineer	644	7,393 - 9,007
0	0	Administrative Services Manager	644	7,393 - 9,007
1	0	Community Relations & Education Manager	644	7,393 - 9,007
0	1	Community Relations & Education Supervisor	644	7,393 - 9,007
1	1	Finance Manager	650	8,574 - 10,446
0	0	Supervising Air Quality Engineer	650	8,574 - 10,446
1	1	Deputy Director MD Operations	657	10,190 - 12,416
1	1	Deputy Director AV Operations	657	10,190 - 12,416
1	1	Deputy Director Administration	657	10,190 - 12,416
1	1	District Counsel	659	10,707 - 13,046
1	1	Executive Director/APCO	N/A	N/A
39.0	40.0			

SALARY SCHEDULE
Effective July 1, 2018

RANGE	1	2	3	4	5	6	7	8	9	5	F	6	G	7	H	MONTHLY
600	14.39	14.75	15.12	15.50	15.88	16.28	16.69	17.11	17.53	17.97	18.42	18.88	19.35	19.84	20.33	2,494 - 3,039
601	14.75	15.12	15.50	15.88	16.28	16.69	17.11	17.53	17.97	18.42	18.88	19.35	19.84	20.33	20.84	2,557 - 3,115
602	15.12	15.50	15.89	16.28	16.69	17.11	17.54	17.98	18.42	18.89	19.36	19.84	20.34	20.85	21.37	2,621 - 3,194
603	15.49	15.88	16.28	16.68	17.10	17.53	17.97	18.42	18.88	19.35	19.83	20.33	20.84	21.36	21.89	2,686 - 3,272
604	15.89	16.28	16.69	17.11	17.54	17.97	18.42	18.88	19.36	19.84	20.34	20.84	21.37	21.90	22.45	2,754 - 3,355
605	16.28	16.69	17.10	17.53	17.97	18.42	18.88	19.35	19.83	20.33	20.84	21.36	21.89	22.44	23.00	2,822 - 3,438
606	16.69	17.11	17.54	17.98	18.43	18.89	19.36	19.84	20.34	20.85	21.37	21.90	22.45	23.01	23.59	2,893 - 3,525
607	17.11	17.53	17.97	18.42	18.88	19.35	19.84	20.33	20.84	21.36	21.90	22.45	23.01	23.58	24.17	2,965 - 3,613
608	17.53	17.97	18.42	18.88	19.35	19.83	20.33	20.84	21.36	21.89	22.44	23.00	23.58	24.17	24.77	3,039 - 3,702
609	17.98	18.43	18.89	19.36	19.84	20.34	20.85	21.37	21.90	22.45	23.01	23.59	24.18	24.78	25.40	3,116 - 3,797
610	18.42	18.88	19.36	19.84	20.34	20.84	21.36	21.90	22.45	23.01	23.58	24.17	24.78	25.40	26.03	3,193 - 3,891
611	18.88	19.35	19.83	20.33	20.84	21.36	21.89	22.44	23.00	23.58	24.17	24.77	25.39	26.02	26.68	3,272 - 3,987
612	19.36	19.84	20.34	20.84	21.37	21.90	22.45	23.01	23.58	24.17	24.78	25.40	26.03	26.68	27.35	3,355 - 4,088
613	19.83	20.33	20.84	21.36	21.89	22.44	23.00	23.58	24.17	24.77	25.39	26.02	26.67	27.34	28.02	3,438 - 4,189
614	20.33	20.84	21.36	21.90	22.44	23.00	23.58	24.17	24.77	25.39	26.03	26.68	27.35	28.03	28.73	3,524 - 4,294
615	20.84	21.36	21.90	22.44	23.01	23.58	24.17	24.77	25.39	26.03	26.68	27.35	28.03	28.73	29.45	3,613 - 4,402
616	21.36	21.90	22.44	23.00	23.58	24.17	24.77	25.39	26.03	26.68	27.35	28.03	28.73	29.45	30.18	3,703 - 4,511
617	21.89	22.44	23.00	23.58	24.17	24.77	25.39	26.02	26.67	27.34	28.02	28.73	29.44	30.18	30.93	3,795 - 4,624
618	22.44	23.01	23.58	24.17	24.77	25.39	26.03	26.68	27.35	28.03	28.73	29.45	30.19	30.94	31.71	3,890 - 4,740
619	23.01	23.58	24.17	24.78	25.40	26.03	26.68	27.35	28.03	28.73	29.45	30.19	30.94	31.72	32.51	3,988 - 4,859
620	23.58	24.17	24.77	25.39	26.03	26.68	27.35	28.03	28.73	29.45	30.18	30.94	31.71	32.51	33.32	4,087 - 4,980
621	24.17	24.78	25.40	26.03	26.68	27.35	28.03	28.74	29.45	30.19	30.95	31.72	32.51	33.32	34.16	4,190 - 5,105
622	24.78	25.40	26.03	26.68	27.35	28.04	28.74	29.45	30.19	30.95	31.72	32.51	33.33	34.16	35.01	4,295 - 5,233
623	25.39	26.03	26.68	27.35	28.03	28.73	29.45	30.19	30.94	31.71	32.51	33.32	34.15	35.01	35.88	4,402 - 5,363
624	26.03	26.68	27.35	28.03	28.73	29.45	30.19	30.94	31.72	32.51	33.32	34.16	35.01	35.88	36.78	4,512 - 5,498
625	26.68	27.35	28.03	28.73	29.45	30.18	30.94	31.71	32.51	33.32	34.15	35.00	35.88	36.78	37.70	4,624 - 5,634
626	27.35	28.03	28.73	29.45	30.19	30.94	31.71	32.51	33.32	34.15	35.01	35.88	36.78	37.70	38.64	4,740 - 5,775
627	28.03	28.73	29.45	30.18	30.94	31.71	32.50	33.31	34.15	35.00	35.88	36.77	37.69	38.63	39.60	4,858 - 5,919
628	28.73	29.45	30.18	30.94	31.71	32.50	33.31	34.15	35.00	35.88	36.77	37.69	38.63	39.60	40.59	4,979 - 6,067
629	29.45	30.18	30.94	31.71	32.51	33.32	34.15	35.01	35.88	36.78	37.70	38.64	39.60	40.60	41.61	5,104 - 6,219
630	30.18	30.94	31.71	32.50	33.31	34.15	35.00	35.88	36.77	37.69	38.63	39.60	40.59	41.60	42.64	5,231 - 6,374
631	30.94	31.72	32.51	33.32	34.16	35.01	35.89	36.78	37.70	38.65	39.61	40.60	41.62	42.66	43.72	5,364 - 6,535
632	31.71	32.50	33.31	34.15	35.00	35.88	36.77	37.69	38.63	39.60	40.59	41.60	42.64	43.71	44.80	5,496 - 6,697
633	32.50	33.32	34.15	35.00	35.88	36.78	37.70	38.64	39.60	40.59	41.61	42.65	43.72	44.81	45.93	5,634 - 6,865
634	33.32	34.15	35.01	35.88	36.78	37.70	38.64	39.61	40.60	41.61	42.65	43.72	44.81	45.93	47.08	5,776 - 7,037
635	34.15	35.00	35.88	36.78	37.69	38.64	39.60	40.59	41.61	42.65	43.71	44.81	45.93	47.08	48.25	5,919 - 7,212
636	35.01	35.88	36.78	37.70	38.64	39.61	40.60	41.61	42.66	43.72	44.81	45.94	47.08	48.26	49.47	6,068 - 7,394
637	35.88	36.78	37.70	38.64	39.60	40.59	41.61	42.65	43.72	44.81	45.93	47.08	48.25	49.46	50.70	6,219 - 7,577
638	36.78	37.70	38.64	39.61	40.60	41.61	42.66	43.72	44.81	45.94	47.08	48.26	49.47	50.70	51.97	6,375 - 7,768
639	37.69	38.64	39.60	40.59	41.61	42.65	43.71	44.81	45.93	47.07	48.25	49.46	50.69	51.96	53.26	6,534 - 7,961
640	38.64	39.60	40.59	41.61	42.65	43.72	44.81	45.93	47.08	48.25	49.46	50.70	51.96	53.26	54.60	6,697 - 8,160
641	39.60	40.59	41.61	42.65	43.72	44.81	45.93	47.08	48.25	49.46	50.70	51.96	53.26	54.59	55.96	6,865 - 8,364
642	40.59	41.61	42.65	43.71	44.81	45.93	47.07	48.25	49.46	50.69	51.96	53.26	54.59	55.96	57.35	7,036 - 8,572
643	41.61	42.65	43.72	44.81	45.93	47.08	48.25	49.46	50.70	51.97	53.26	54.60	55.96	57.36	58.79	7,212 - 8,788
644	42.65	43.72	44.81	45.93	47.08	48.25	49.46	50.70	51.96	53.26	54.60	55.96	57.36	58.79	60.26	7,393 - 9,007
645	43.72	44.81	45.94	47.08	48.26	49.47	50.70	51.97	53.27	54.60	55.97	57.37	58.80	60.27	61.78	7,578 - 9,234
646	44.81	45.94	47.08	48.26	49.47	50.70	51.97	53.27	54.60	55.97	57.37	58.80	60.27	61.78	63.32	7,768 - 9,464
647	45.93	47.08	48.25	49.46	50.70	51.96	53.26	54.60	55.96	57.36	58.79	60.26	61.77	63.31	64.90	7,961 - 9,700
648	47.08	48.25	49.46	50.69	51.96	53.26	54.59	55.96	57.36	58.79	60.26	61.77	63.31	64.89	66.52	8,160 - 9,942
649	48.25	49.46	50.70	51.96	53.26	54.59	55.96	57.36	58.79	60.26	61.77	63.31	64.90	66.52	68.18	8,364 - 10,191
650	49.46	50.70	51.97	53.27	54.60	55.96	57.36	58.80	60.27	61.77	63.32	64.90	66.52	68.19	69.89	8,574 - 10,446
651	50.70	51.97	53.27	54.60	55.97	57.37	58.80	60.27	61.78	63.32	64.91	66.53	68.19	69.90	71.64	8,789 - 10,708
652	51.97	53.27	54.60	55.96	57.36	58.80	60.27	61.77	63.32	64.90	66.52	68.19	69.89	71.64	73.43	9,008 - 10,975
653	53.26	54.59	55.96	57.36	58.79	60.26	61.77	63.31	64.89	66.52	68.18	69.88	71.63	73.42	75.26	9,232 - 11,248
654	54.60	55.96	57.36	58.80	60.27	61.77	63.32	64.90	66.52	68.19	69.89	71.64	73.43	75.27	77.15	9,464 - 11,531
655	55.96	57.36	58.79	60.26	61.77	63.31	64.89	66.52	68.18	69.88	71.63	73.42	75.26	77.14	79.07	9,699 - 11,818
656	57.36	58.79	60.26	61.77	63.31	64.90	66.52	68.18	69.89	71.63	73.42	75.26	77.14	79.07	81.05	9,942 - 12,113
657	58.79	60.26	61.77	63.31	64.89	66.52	68.18	69.88	71.63	73.42	75.26	77.14	79.07	81.04	83.07	10,190 - 12,416
658	60.27	61.77	63.32	64.90	66.52	68.19	69.89	71.64	73.43	75.26	77.15	79.07	81.05	83.08	85.15	10,446 - 12,728
659	61.77	63.32	64.90	66.52	68.19	69.89	71.64	73.43	75.26	77.15	79.07	81.05	83.08	85.15	87.28	10,707 - 13,046
660	63.31	64.89	66.52	68.18	69.88	71.63	73.42	75.26	77.14	79.07	81.04	83.07	85.15	87.28	89.46	10,974 - 13,371
661	64.90	66.53	68.19	69.89	71.64	73.43	75.27	77.15	79.08	81.06	83.08	85.16	87.29	89.47	91.71	11,250 - 13,707
662	66.52	68.18	69.88	71.63	73.42	75.26	77.14	79.07	81.04	83.07	85.15	87.28	89.46	91.69	93.99	11,530 - 14,048
663	68.18	69.89	71.63	73.43	75.26	77.14	79.07	81.05	83.07	85.15	87.28	89.46	91.70	93.99	96.34	11,818 - 14,399
664	69.89	71.64	73.43	75.27	77.15	79.08	81.05	83.08	85.16	87.28	89.47	91.70	94.00	96.35	98.75	12,114 - 14,760
665	71.63	73.42	75.26	77.14	79.07	81.04	83.07	85.15	87.28	89.46	91.69	93.99	96.34	98.74	101.21	12,416 - 15,128
666	73.42	75.26	77.14	79.07	81.05	83.07	85.15	87.28	89.46	91.70	93.99	96.34	98.75	101.22	103.75	12,727 - 15,507
667	75.26	77.14	79.07	81.05	83.07	85										

**Mojave Desert AQMD
Deignations of Fund Balance**

	General Fund		
	Actual 6/30/2017	Actual 4/30/2018	Estimated Change 6/30/2019
Fund Balance Designations			
Operating Cash Reserves	690,000	690,000	765,700
Building Improvement Reserves	200,000	200,000	200,000
Legal & Litigation Reserves	300,000	300,000	300,000
Budget Stabilization	250,000	250,000	250,000
Retirement Liability Reserves	1,000,000	500,000	200,000
Unassigned Fund Balance	293,705	215,423	350,000
Compensated Absences	150,000	150,000	150,000
Prepaid Expenses	91,013	58,263	-
Change in Net Position	(111,031)	(342,815)	-
Projected TOTAL: Reserved and Unassigned Fund Balances	2,863,686	2,020,871	2,215,700

This schedule identifies the designations of the District's fund balance to various reserves for the purposes stated in Governing Board Policy 01-01.

FUND BALANCE DESCRIPTIONS

The Mojave Desert AQMD Fund Balances are designated according to Governing Board Policy 07-01, summarized in the following:

COMMITTED

Operating Cash Reserves - Reserves must represent 10% of operating costs (Operating and Personnel Expenses). The amount designated meets the policy requirements. The fund may be increased to provide protection against uncertain economic times.

Building Improvement Reserves - Reserves are established to provide replacement funds for capital improvements associated with the Park Avenue facility such as carpet, roof repair/replace, parking lot, or structural repair.

Legal and Litigation Reserves - Reserves are established in anticipation of costs associated with ongoing CEQA challenges to rule adoption activities.

Retirement Liability Reserves - Reserves are established to accumulate funds to prepay SBCERA the annual contribution anticipating an annual savings. In future years, contributions will be made periodically yet in advance free from finance charges imposed by SBCERA.

ASSIGNED

Prepaid Expenses – Recognizes liability for expenses paid one time annually and recognized incrementally through the fiscal year.

Long Term Receivables Reserves – Reserves are established to recognize the liability of unpaid permit fees related a large complex source awaiting construction.

Budget Stabilization Reserves -Reserves are established to provide resources for moderate budget shortfall.

Compensated Absences Reserves – Reserves are established to offset a portion of liability resulting from employees' accrued leave.

RESTRICTED

Mobile Emissions Reduction Grant (AB 2766) Fund - These funds are collected on motor vehicle registrations (\$4 each) in the Mojave Desert jurisdiction. Funds are "allocated on a competitive basis to local government entities and other organizations capable of effectively using funds to reduce mobile emissions." A Work Plan adopted by the Governing Board provides the grant program guidelines.

Carl Moyer Grant Program Funds - These funds may be distributed by the California Air Resources Board for projects obligated by the District under this state regulated program. Projects are awarded on a competitive basis.

OPEB(Other Post-Employment Benefits)/Pension Rate Stabilization Trust - The Governing Board authorized establishing this irrevocable Trust with the Public Agency Retirement System (PARS) on November 23, 2009 to ensure the sustainability of the District's health benefits for retirees. Periodic actuarial reports determine liability and the annual budget establishes the deposit amount. The District draws from the investment earnings to offset the cost of retiree health benefits. An adopted investment policy guides the investment strategy to target a rate of return of approximately 7%. The Pension Rate Stabilization Trust holds funds to offset the District's Net Pension Liability and was established on January 23, 2017.

Unassigned Fund Balance - The Unassigned Fund Balance is the representation of the net resources not allocated to the categories described above. This category appears only on the agency Balance Sheet

Mojave Desert AQMD Consolidated Budget (All Funds)

	Adopted Budget FY 2018	End-of-Year Estimates FY 2018	Adopted Budget FY 2019
Revenues			
Permit Fees	4,400,000	4,370,455	4,555,000
Application Fees	81,000	136,371	116,000
Federal Revenue	132,900	141,174	148,900
Fines & Penalties	82,000	191,591	83,000
Interest Income	82,900	155,791	154,900
Other Revenue	1,313,050	1,246,290	1,300,250
Revenue from Programs	2,424,008	2,263,232	2,645,670
State Revenue	178,000	329,174	329,172
Total Revenues	8,693,858	8,834,078	9,332,892
Expenses			
Personnel Expenses			
Salaries & Wages	3,582,516	4,352,474	4,426,130
Payroll Taxes	122,766	118,375	101,720
Benefits	645,723	548,979	661,227
Retirement	1,742,674	1,444,593	1,558,592
OPEB	30,000	30,000	30,000
Total Personnel Expenses	6,123,679	6,494,421	6,777,669
Operating Expenses			
Communications	95,375	73,212	76,577
Dues & Subscriptions	42,350	50,298	50,860
Non-Depreciable Inventory	20,700	36,127	36,600
Legal	61,096	85,218	37,000
Maintenance & Repairs	87,350	77,886	68,890
Training & Travel	75,750	75,181	82,950
Vehicles	67,250	65,929	65,085
Office Expenses	222,900	272,339	248,335
Program Expenses	1,581,508	1,405,511	787,318
Professional Services	104,300	97,823	137,848
Miscellaneous Expenses	4,000	14,343	11,500
Total Operating Expenses	2,362,579	2,253,867	1,602,963
Capital Expenses			
Buildings	30,000	15,327	0
Improvements	0	0	15,000
Equipment	60,000	60,035	60,000
Vehicles	50,000	56,178	55,000
Software	52,500	5,369	0
Total Capital Expenses	192,500	136,909	130,000
Total Expenses	8,678,758	8,885,197	8,510,632
Due To (From) Reserves	15,100	(51,119)	822,260

Mojave Desert AQMD Year to Year Comparison

	Approved Budget FY 2015	Approved Budget FY 2016	Approved Budget FY 2017	Approved Budget FY 2018	Adopted Budget FY 2019
Revenues					
Permit Fees	4,544,450	4,240,000	4,320,000	4,400,000	4,555,000
Application Fees	92,250	89,850	104,768	81,000	116,000
Federal Revenue	146,500	131,615	130,950	132,900	148,900
Fines & Penalties	60,000	60,000	45,000	82,000	83,000
Interest Income	46,650	55,150	104,900	82,900	154,900
Other Revenue	1,221,000	1,314,715	1,300,000	1,313,050	1,300,250
Revenue from Programs	2,231,618	2,267,533	2,294,578	2,424,008	2,645,670
State Revenue	185,000	180,000	189,490	178,000	329,172
Total General Fund Revenues	8,527,468	8,338,863	8,489,686	8,693,858	9,332,892
Expenses					
Personnel Expenses					
Salaries & Wages	3,379,000	3,595,300	3,630,211	3,582,516	4,426,130
Payroll Taxes	96,950	113,883	86,428	122,766	101,720
Benefits	656,705	659,935	593,631	645,723	661,227
Retirement	1,477,554	1,565,855	1,608,354	1,742,674	1,558,592
OPEB	23,000	23,000	18,000	30,000	30,000
Total Personnel Expenses	5,633,209	5,957,973	5,936,624	6,123,679	6,777,669
Operating Expenses					
Communications	58,650	55,300	58,460	95,375	76,577
Dues & Subscriptions	27,250	27,275	48,100	42,350	50,860
Non-Depreciable Inventory	35,400	34,325	24,500	20,700	36,600
Legal	114,200	115,700	45,000	61,096	37,000
Maintenance & Repairs	75,375	53,775	75,925	87,350	68,890
Training & Travel	111,300	80,650	82,600	75,750	82,950
Vehicles	95,100	79,800	85,400	67,250	65,085
Office Expenses	261,860	206,700	206,025	222,900	248,335
Program Expenses	1,532,768	1,529,183	1,555,620	1,581,508	787,318
Professional Services	294,910	245,100	139,400	104,300	137,848
Miscellaneous Expenses	5,025	5,000	6,540	4,000	11,500
Total Operating Expenses	2,611,838	2,432,808	2,327,570	2,362,579	1,602,963
Capital Expenses					
Buildings	160,000	40,000	15,000	30,000	0
Improvements	0	0	0	0	15,000
Equipment	180,000	65,000	60,000	60,000	60,000
Vehicles	0	0	25,000	50,000	55,000
Computers	5,000	50,000	40,000	0	0
Software	150,000	125,000	63,000	52,500	0
Total Capital Expenses	495,000	280,000	203,000	192,500	130,000
Total Expenses	8,740,047	8,670,781	8,467,194	8,678,758	8,510,632
Due To (From) Reserves	(212,579)	(331,918)	22,492	15,100	822,260

BUDGET CATEGORY DESCRIPTIONS

REVENUE

Permit Fees

Permit Fees Rev	Initial Operating and Annual Renewal Permit Fees
Asbestos Demo/Reno Rev	Fees for Permits related to Asbestos Removal - Rule 306
Title V Permit Rev	Permit fees for Federal Permit Program

Application Fees

ERC Application Fees	Emission Reduction Credit-Rule 313
New Source Review	Project Evaluation for Complex Source-Rule 301
Permit Application Fees	Filing of new permits and permit changes
Variance Filing Fees	Filing fee for each petition to District Hearing Board -Rule 303
AG Application Fees	Filing fee for agricultural/farming specific applications

Federal Revenue

ARB (PM _{2.5} Program)	Federal 103 grant pass through (via CAPCOA) funding to support PM _{2.5} monitoring
Section 105 (PSD)	Federal EPA 105 Pilot Grant (established FY 12) to develop PSD Program
Federal Grants and Agreements	Grant awards and fee for services with federal agencies.

Fine & Penalties

Excess Emissions Fees	Fee charged when a variance is granted by Hearing Board - Rule 303
Notice of Violations Fees	Fee Charged for unpermitted source, or violation of permit condition

Interest Income

Interest Revenue	Interest on funds held on deposit or in trust, all funds
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Other Revenue

Contracts	Reimbursement for contracted services: Antelope Valley AQMD, Ft. Irwin, Twentynine Palms Marine Base
Contracts - Administrative	Revenue received for administrative support of the AVAQMD contract

Revenue from Programs

Administrative Funding	A portion of the Carl Moyer Program pass thru funds are allowed to cover administration costs to administer the program
AB2766 Mobile Emissions Program	Revenue received through DMV vehicle registration
Carl Moyer Admin Funding	A portion of the Carl Moyer Program pass thru funds are allowed to cover administration costs to administer the program
California Clean Air Act Fees	State mandated fee collected on behalf of California Air Resources Board.
Hot Spots	Act of 1987

State Revenue

PERP State Funds	Portable Engine Registration Program. The State of California collects fees from owners of portable engines and the MDAQMD provides periodic compliance inspections
State Subvention	Funds received from state budget to supplement Air Monitoring/District activities

BUDGET CATEGORY DESCRIPTIONS

PERSONNEL EXPENSES

Salaries & Wages

Salaries	Salary costs for regular employees
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Payroll Taxes

Medicare Tax	Mandated employer portion of Medicare contribution
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Benefits

Section 125	Section 125 Cafeteria health benefit contribution
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Employee Assistance Plan	Employee Assistance Program
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Vision Insurance	Employee benefit for Vision Care
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Life Insurance	Employee benefit for life insurance
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Disability Insurance	Employee benefit for short term and long term disability
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Tuition Reimbursement	Negotiated per Memorandum of Understanding, allowances for employee's choice education program and professional associations
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Other Benefits	Deminimis benefits to employees
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Workers Compensation	Employer cost for workers compensation insurance
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Unemployment Insurance	District's required costs to reimburse the State for costs associated with actual payments made under unemployment insurance.
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Retirement

Employer Pick Up	Employer 7% pickup retirement contribution for employees hired before June 30, 2009; variable pickup for employees hired after July 1, 2009
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Employer Contribution SBCERA	Employer required retirement contribution
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Survivors Match	Premium for employers share, benefits to survivors in the event of employee's death
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Retirement for Exempt (>30Y)	Employee required contributions are not required for employees with 30 years of public service and are paid to the eligible employee as taxable cash.
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401(a) Matching Contribution	District match to employee contributions made to Deferred Comp Plan
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Retirement Cash	District paid additional retirement for employees in exempt groups
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BUDGET CATEGORY DESCRIPTIONS

OPERATING EXPENSES

Communications	Telephones, cellular phones, video teleconferencing, internet, cable service, web hosting, and related tech support
Dues & Subscriptions	District memberships and sponsorships, publications and subscriptions, allowances for professional dues (negotiated two per employee)
Non-Depreciable Inventory	Items purchased for furniture, equipment, machinery, and safety equipment costing less than \$5,000
Legal	Outsourced legal services for Governing Board, Hearing Board, personnel and labor relations; publication costs for required notices
Maintenance & Repairs	General building maintenance, custodial services, landscaping, on site equipment repair
Training & Travel	Employee training; professional development and related travel expenses; general travel expenses
Vehicles	Lease costs, gas and oil, maintenance and repair, insurance for District's fleet
Office Expenses	Software, utilities, Supplies, facility leases, equipment leases, postage, courier, printing and shredding services, security, liability insurance, meeting expenses and community relations
Program Expenses	Expenses attributable to the use of special funds: AB 2766 eligible expenses, Carl Moyer grant program expenses, OPEB (retiree health benefits program) related
Professional Services	Support contract expenses: San Bernardino County, third party payroll services, financial services including annual fiscal audit, research studies consulting fees, Board stipends

CAPITAL EXPENSES

Buildings	Threshold: \$5,000
Improvements	Threshold: \$5,000
Furniture & Fixtures	Threshold: \$5,000
Equipment	Threshold: \$5,000
Vehicles	Vehicles not otherwise leased
Computers	Threshold: \$5,000
Software	Capitalized costs associated with major application software (CAPS, Questys, AccuFund)

ACRONYMS

AB2766	Enabling legislation of 1990 for collection of fees for mobile source reduction projects (Assembly Bill 2766 was codified in the Health & Safety Code §44220ff)
AIRS	Aerometric Information Retrieval System - Compliance data reporting to EPA
APCD	Air Pollution Control District
APCO	Air Pollution Control Officer
AQMD	Air Quality Management District
ARB	Air Resources Board
AVAQMD	Antelope Valley Air Quality Management District
BACT	Best Available Control Technology
CAA	Clean Air Act
CAPCOA	California Air Pollution Control Officers Association
CAPP	Clean Air Patrol Program
CAPS	Compliance and Permit System (permit tracking database)
CARB	California Air Resources Board
CNGVC	California Natural Gas Vehicle Coalition
CRE	Community Relations and Education
CREEC	California Regional Environmental Education Community
CSDA	California Special Districts Association
DAPCO	Deputy Air Pollution Control Officer
EPA	Environmental Protection Agency
ERC	Emission Reduction Credit
FY	Fiscal Year
ICTC	Interstate Clean Transportation Corridor - a geographic area targeted for providing alternate fuel to goods movement vehicles.
MACT	Maximum Achievable Control for Toxics
MEEC	Mojave Environmental Education Consortium
MDAQMD	Mojave Desert Air Quality Management District
MOU	Memorandum of Understanding between the District and non exempt employees represented by the San Bernardino Public Employees Association
NAAQS	National Ambient Air Quality Standards
NACAA	National Association of Clean Air Agencies
NESHAP	National Emissions Standard for Hazardous Pollutants
NSPS	New Source Performance Standards
OPEB	Other Post Employment Benefits
PARS	Public Agency Retirement Services
PERP	Portable Equipment Registration Program
PSD	Prevention of Significant Deterioration
PTBS	Permit Tracking and Billing System
SDRMA	Special Districts Risk Management Authority
SLAMS	State and Local Air Monitoring Stations
TAC	Technical Advisory Committee
VPN	Virtual Private Network - a secure method of transmitting data via the internet
WRAP	Western Regional Air Partnership

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**MINUTES OF THE GOVERNING BOARD
OF THE MOJAVE DESERT AIR QUALITY MANAGEMENT DISTRICT
VICTORVILLE, CALIFORNIA**

AGENDA ITEM #6

DATE: September 24, 2018

RECOMMENDATION: Adopt a resolution approving and adopting the MDAQMD Budget for FY 2018-19.

SUMMARY: The MDAQMD Budget for Fiscal Year 2018-19 is presented to the Governing Board for adoption effective July 1, 2018.

CONFLICT OF INTEREST: None

BACKGROUND: The proposed MDAQMD Budget for Fiscal Year 2018-19 is a spending plan to perform the District's services, activities, and projects and identifies the revenues estimated to be available to the District for those purposes. A proposed budget summary and supporting documentation was prepared and made available in accordance with the 30 day Public Notice Requirement of Health and Safety Code §40131(a)(1) on May 11 and again on July 23, 2018. All persons within the Mojave Desert AQMD jurisdiction who were subject to fees during the prior fiscal year were properly notified of the availability of the information (pursuant to H&S §40131(a)(2)) on May 11 and again on or about July 9, 2018. A separate Public Hearing for the exclusive purpose of reviewing the budget and taking public comment, as required by H&S § 40131(a)(3), was held June 11 and again August 27, 2018. Due to a procedural error, notice of the Public Hearing was not published in a newspaper of general circulation. The Public Hearing and Budget Adoption actions are presented to the Governing Board following appropriate publication of notifications.

FY 19 Budget Summaries:

- The MDAQMD FY 19 Proposed Budget for the General Fund Expenses is \$7,787,016; the projected General Fund Revenue is \$7,689,322. If executed as presented, the District will draw \$97,694 from reserves.
- General Fund Operating Expenses (General Fund) are increased from FY 18 budget by \$42,576.
- General Fund Revenue (General Fund) is projected to increase \$536,372 due in part to an approved 5% increase on fees and new revenue sources from the State of California.

I, Deanna Hernandez
**CUSTODIAN OF RECORDS OF MOJAVE DESERT AIR
QUALITY MANAGEMENT DISTRICT, HEREBY CERTIFY
THE FOREGOING TO BE A FULL, TRUE AND CORRECT
COPY OF THE RECORD OF THE ACTION AS THE SAME
APPEARS IN THE OFFICIAL MINUTES OF SAID
GOVERNING BOARD MEETING**

MOJAVE DESERT AIR QUALITY MANAGEMENT DISTRICT.

RESOLUTION NO. 18-17

A RESOLUTION OF THE GOVERNING BOARD OF THE MOJAVE DESERT AIR QUALITY MANAGEMENT DISTRICT APPROVING AND ADOPTING THE PROPOSED OPERATING BUDGET FOR FISCAL YEAR 2018-19.

On September 24, 2018, on motion by Member PAUL RUSS, seconded by Member ROBERT LOVINGOOD, and carried, the following resolution is adopted:

WHEREAS, the Air Pollution Control Officer has submitted to the Governing Board an annual budget for the Mojave Desert Air Quality Management District (MDAQMD) for the fiscal year 2018-19; and

WHEREAS, a proposed budget summary and supporting documentation were prepared and made available in accordance with the 30-day Public Notice requirement (Health and Safety Code §40131 (a)(1)); and

WHEREAS, all persons within the District area who were subject to fees during the prior fiscal year were properly notified of the availability of the information (Health and Safety Code §40131 (a)(2)); and

WHEREAS, a separate Public Hearing for the exclusive purpose of reviewing the budget and taking public comment, as required by Health and Safety Code §40131(a)(3), was held on June 11 and August 27, 2018; and

WHEREAS, the annual budget contains estimates of the services, activities and programs comprising the budget, and contains expenditure requirements and their resources available to the MDAQMD; and

WHEREAS, the projected expenses for all funds for fiscal year 2018-19 are \$8,510,632.00 (Eight Million, Five Hundred Ten Thousand, Six Hundred Thirty-Two Dollars);

WHEREAS, the revenue projected from all funds for fiscal year 2018-19 is \$9,311,392.00 (Nine Million, Three Hundred Eleven Thousand, Three Hundred Ninety-Two Dollars); and

WHEREAS, the annual budget will enable the MDAQMD Governing Board to make adequate financial plans and will ensure that the MDAQMD officers can administer their respective functions in accordance with such plans,

RESOLUTION NO. 18-17

1 **NOW, THEREFORE, BE IT RESOLVED**, by the Governing Board of the Mojave
2 Desert Air Quality Management District, the following:

3 The annual budget for the MDAQMD for the fiscal year 2018-19 is hereby approved
4 and adopted, and the amounts of proposed expenditure and revenue, as specified below, are
5 appropriate for the account classifications as herein specified.

6 A. The 2018-19 Budget (all funds) for expenses is hereby adopted, establishing the
7 following:

<u>ACCOUNT CLASSIFICATION</u>	<u>2018-19 ADOPTED BUDGET</u>
Personnel Expenses	\$6,777,669
Operating Expenses	1,602,963
Capital Expenses	<u>130,000</u>
TOTAL EXPENSE BUDGET	\$8,510,632

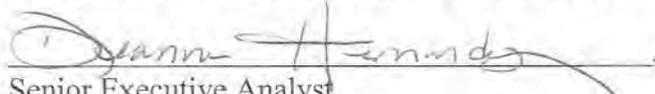
13 B. The 2018-19 Budget for revenue is hereby adopted, establishing a revenue base for the
14 expenditures noted above:

<u>ACCOUNT CLASSIFICATION</u>	<u>2018-19 ADOPTED BUDGET</u>
Permit Fees	\$4,555,000
Application Fees	116,000
Federal Revenue	148,900
Fine & Penalties	83,000
Interest Income	154,900
Other Revenue	1,300,250
Revenue from Programs	2,645,670
State Revenue	<u>307,672</u>
TOTAL REVENUE BUDGET	\$9,311,392

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RESOLUTION NO. 18-17

1 I, DEANNA HERNANDEZ, Senior Executive Analyst of the Mojave Desert Air
2 Quality Management District, hereby certify the foregoing to be a full, true and correct copy
3 of the record of the action as the same appears in the Official Minutes of said Governing
4 Board at its meeting of September 24, 2018, 2018.

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6 Senior Executive Analyst
7 Mojave Desert Air Quality Management District.
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