



# ADOPTED BUDGET

## FISCAL YEAR 2019-20

July 1, 2019

**Mojave Desert Air Quality Management District**  
14306 Park Avenue, Victorville, CA 92392-2310  
760.245.1661 • [www.mdaqmd.ca.gov](http://www.mdaqmd.ca.gov)

**Brad Poiriez, Executive Director**

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May 10, 2019



This proposed budget for Fiscal Year 2019-20 recommends use 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.

The Consolidated Budget includes projected revenues and proposed expenses for all MDAQMD activity, including the grant programs. This budget includes a recommended increase to Regulation III, Fees, by proposing a 5.0% fee increase effective January 1, 2020.

The MDAQMD is a service agency in which personnel expenses will comprise about 86% of the operations budget. The Table of Organization for FY 20 includes the total of 42.5 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, anticipated legal, 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.

A Public Hearing will be held June 10, 2019, and will be continued to June 24, 2019 to receive public comments concerning this proposed budget.

This budget represents a financial plan to meet this year's obligations and challenges and is proposed to be effective July 1, 2019. On behalf of the management and staff of the District, this budget is presented for consideration for the Fiscal Year 2019-20.

Sincerely,

  
Brad Poiriez  
Executive Director/APCO

**MOJAVE DESERT AIR QUALITY MANAGEMENT DISTRICT**

**BRAD POIRIEZ, EXECUTIVE DIRECTOR**

14306 Park Avenue, Victorville, CA 92392-2310 • 760.245.1661 • Fax 760.245.2022 • [www.MDAQMD.ca.gov](http://www.MDAQMD.ca.gov) • @MDAQMD

City of ADELANTO    Town of APPLE VALLEY    City of BARSTOW    City of BLYTHE    City of HESPERIA    City of NEEDLES    County of RIVERSIDE    County of SAN BERNARDINO    City of TWENTYNINE PALMS    City of VICTORVILLE    Town of YUCCA VALLEY

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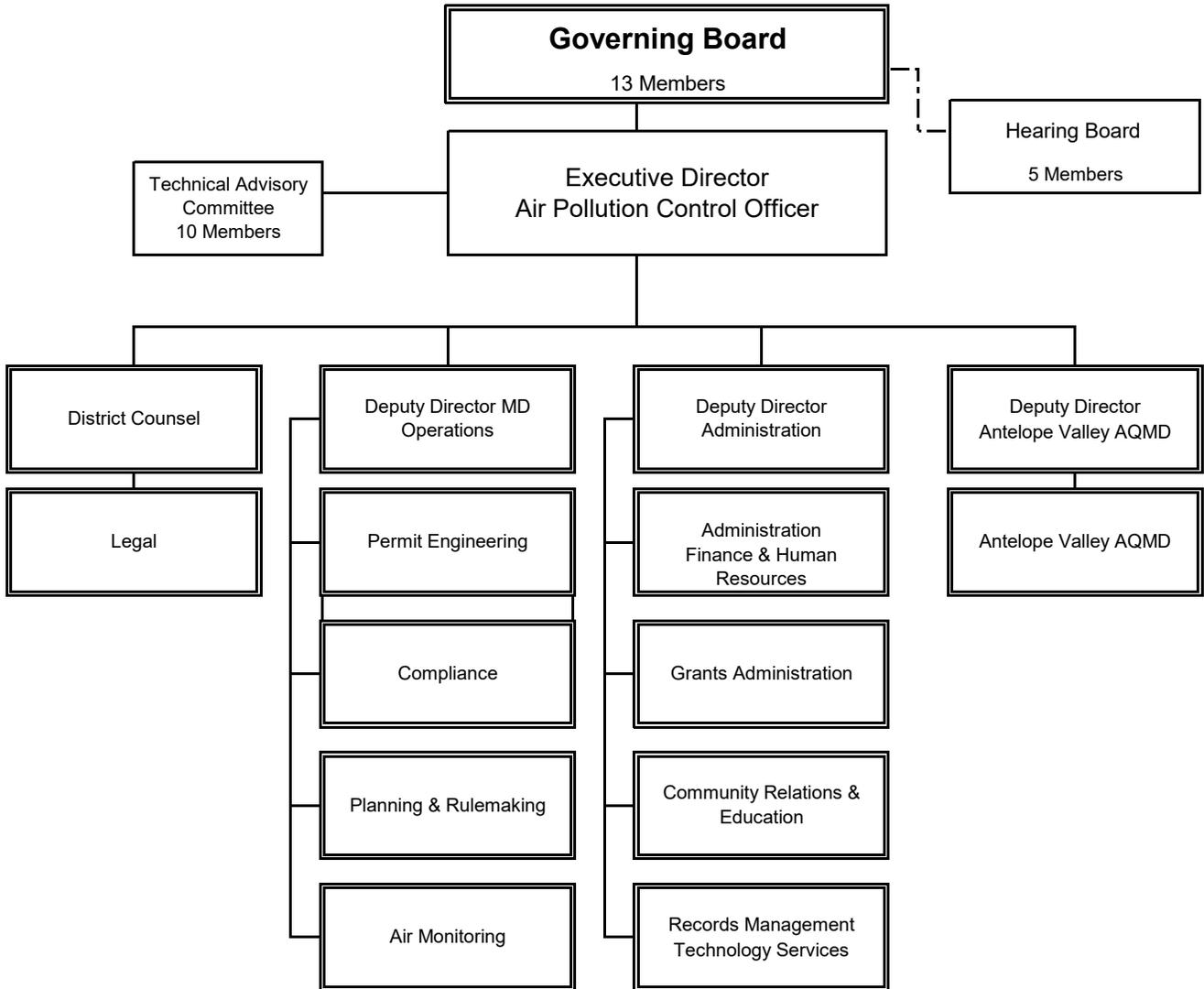
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# Mojave Desert Air Quality Management District

District Organization

FY 19-20



# Governing Board 2019



Jeff Williams, Chair  
City of Needles

Carmen Hernandez, Vice Chair  
City of Barstow

Ed Camargo,  
City of Adelanto

Kari Leon  
Town of Apple Valley

James L. Cox,  
City of Victorville

Joseph "Joey" DeConinck  
City of Blythe

Daniel Mintz, Sr.  
City of Twentynine Palms

Merl Abel  
Town of Yucca Valley

Rebekah Swanson  
City of Hesperia

Barbara Cram Riordan  
Public Member

Manuel Perez, Supervisor  
County of Riverside

Dawn Rowe, Supervisor  
County of San Bernardino

Robert Lovingood, Supervisor  
County of San Bernardino

## **Executive Staff**

Brad Poiriez  
Executive Director

Karen K. Nowak  
District Counsel

Jean Bracy, Deputy Director  
Administration

Alan De Salvio, Deputy Director  
Mojave Desert Operations

Bret Banks, Deputy Director  
Antelope Valley Operations

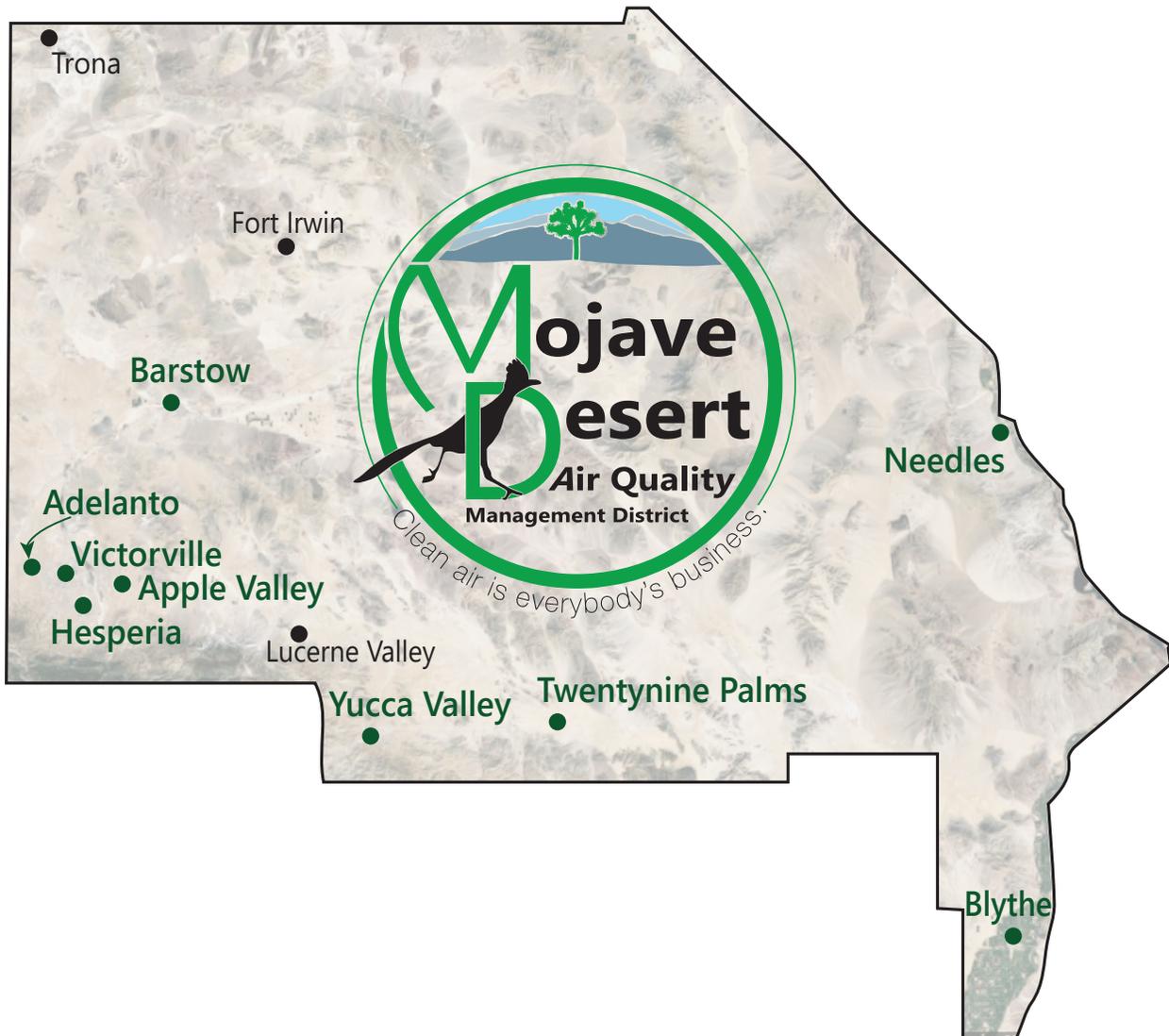
Deanna Hernandez  
Senior Executive Analyst-Confidential

## MOJAVE DESERT AIR QUALITY MANAGEMENT DISTRICT

## 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

	<u>Budget FY19</u>	<u>Estimates FYE19</u>	<u>Budget FY20</u>
<b>Revenues</b>			
Permit Fees	4,555,000	4,558,938	4,743,000
Application Fees	116,000	131,731	121,000
Federal Revenue	148,900	126,117	148,900
Fines & Penalties	213,000	179,028	188,500
Interest Income	16,000	9,565	15,000
Other Revenue	1,300,250	1,409,746	1,538,000
Revenue from Programs	1,141,000	1,235,405	1,340,000
State Revenue	329,172	387,464	417,427
<b>Total Revenues</b>	<b>7,819,322</b>	<b>8,037,994</b>	<b>8,511,827</b>
<b>Expenses</b>			
<b>Personnel Expenses</b>			
Salaries & Wages	4,426,130	4,417,411	4,856,439
Payroll Taxes	101,720	106,957	124,805
Benefits	661,227	661,546	677,090
Retirement	1,558,592	1,557,149	1,671,668
<b>Total Personnel Expenses</b>	<b>6,747,669</b>	<b>6,743,063</b>	<b>7,330,002</b>
<b>Operating Expenses</b>			
Communications	76,577	62,760	87,300
Dues & Subscriptions	50,860	45,660	50,550
Non-Depreciable Inventory	36,600	25,325	37,950
Legal	37,000	38,350	46,500
Maintenance & Repairs	68,890	81,540	79,100
Training & Travel	82,950	80,040	105,150
Vehicles	65,085	70,350	65,650
Office Expenses	248,335	206,085	256,225
Program Expenses	93,702	311,380	92,300
Professional Services	137,848	73,800	132,100
Miscellaneous Expenses	11,500	0	14,000
<b>Total Operating Expenses</b>	<b>909,347</b>	<b>995,290</b>	<b>966,825</b>
<b>Capital Expenses</b>			
Improvements	15,000	100,000	50,000
Equipment	60,000	60,000	60,000
Vehicles	55,000	28,273	55,000
Software	0	0	50,000
<b>Total Capital Expenses</b>	<b>130,000</b>	<b>188,273</b>	<b>215,000</b>
<b>Total Expenses</b>	<b>7,787,016</b>	<b>7,926,626</b>	<b>8,511,827</b>
<b>Due To (From) Reserves</b>	<b>32,306</b>	<b>111,368</b>	<b>0</b>

**MOJAVE DESERT AIR QUALITY MANAGEMENT DISTRICT**  
**Budgeted Sources of Revenue**



<u>General Fund Revenue</u>		FY 2020	
REVENUE TYPES	AMOUNT	% of Total	
Permit Fees	4,743,000		55.72%
Antelope Valley AQMD Contract	1,538,000		18.07%
Revenue from Programs	1,340,000		15.74%
State Revenue	417,427		4.90%
Federal Revenue	148,900		1.75%
Application Fees	121,000		1.42%
Fines & Penalties	188,500		2.21%
Interest Revenue	15,000		0.18%
<b>TOTAL</b>	<b>8,511,827</b>		<b>100.00%</b>

<u>Consolidated (All Funds) Revenue</u>		FY 2020	
REVENUE TYPES	AMOUNT	% of Total	
Permit Fees	4,743,000		45.75%
Antelope Valley AQMD Contract	1,538,000		14.83%
Revenue from Programs	3,038,492		29.31%
State Revenue	417,427		4.03%
Federal Revenue	148,900		1.44%
Application Fees	121,000		1.17%
Fines & Penalties	188,500		1.82%
Interest Revenue	172,562		1.66%
<b>TOTAL</b>	<b>10,367,881</b>		<b>100.00%</b>

# Mojave Desert AQMD

## General Fund Revenue Detail

	<u>Budget FY19</u>	<u>Estimates FYE19</u>	<u>Budget FY20</u>
<b><u>Revenues</u></b>			
<u>Permit Fees</u>			
Permit Fees Rev	4,250,000	4,203,615	4,370,000
Asbestos Demo/Reno Rev	25,000	68,691	73,000
Title V Rev	280,000	286,632	300,000
	<u>4,555,000</u>	<u>4,558,938</u>	<u>4,743,000</u>
<u>Application Fees</u>			
ERC Application Fees	0	83	0
New Source Review Fees	0	14,047	0
Permit Application Fees	116,000	117,601	121,000
	<u>116,000</u>	<u>131,731</u>	<u>121,000</u>
<u>Federal Revenue</u>			
ARB PM 2.5 Section 103	39,000	41,100	39,000
Section 105 (PSD)	85,000	85,017	85,000
Federal Contracts & Agreements	24,900	0	24,900
	<u>148,900</u>	<u>126,117</u>	<u>148,900</u>
<u>Fines &amp; Penalties</u>			
Notice of Violations Fee	213,000	179,028	188,500
	<u>213,000</u>	<u>179,028</u>	<u>188,500</u>
<u>Interest Income</u>			
Interest Revenue	16,000	9,565	15,000
	<u>16,000</u>	<u>9,565</u>	<u>15,000</u>
<u>Other Revenue</u>			
Contracts	1,100,000	1,199,999	1,338,000
Contracts Administrative	200,250	202,306	200,000
Other Revenue	0	7,441	0
	<u>1,300,250</u>	<u>1,409,746</u>	<u>1,538,000</u>
<u>Revenue from Programs</u>			
Administrative Funding	0	137,000	110,000
AB2766 Program	1,050,000	1,006,824	1,140,000
California Clean Air Act	67,000	63,304	63,000
Hot Spots	24,000	28,277	27,000
	<u>1,141,000</u>	<u>1,235,405</u>	<u>1,340,000</u>
<u>State Revenue</u>			
PERP	33,000	47,381	47,000
State Grants	158,172	205,388	236,427
State Subvention	138,000	134,695	134,000
	<u>329,172</u>	<u>387,464</u>	<u>417,427</u>
<b>Total General Fund Revenues</b>	<b><u>7,819,322</u></b>	<b><u>8,037,994</u></b>	<b><u>8,511,827</u></b>

Adopted

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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, PM<sub>10</sub> and PM<sub>2.5</sub> 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 PM<sub>10</sub> and PM<sub>2.5</sub> 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 I (3)

**Mojave Desert AQMD**  
**General Fund Air Monitoring Expenses by Department**

	<u>Budget FY19</u>	<u>Estimates FY19</u>	<u>Budget FY20</u>
<b><u>Expenses</u></b>			
<b>Personnel Expenses</b>			
Salaries	336,080	289,330	305,713
Overtime	0	500	0
Longevity Pay	3,310	3,135	3,300
Vacation	53,550	37,340	51,040
Sick	11,120	(1,466)	14,375
Holiday	18,680	28,216	29,755
Admin	5,100	4,872	5,100
Compensatory	0	225	0
Salaries & Wages	<u>427,840</u>	<u>362,152</u>	<u>409,283</u>
<b>Payroll Taxes</b>			
Medicare Tax	<u>5,405</u>	<u>5,297</u>	<u>7,420</u>
	5,405	5,297	7,420
<b>Benefits</b>			
Section 125	66,105	61,416	66,550
Employee Assistance Plan	315	114	315
Vision Insurance	280	253	280
Life Insurance	540	468	540
Disability Insurance	1,295	1,125	1,295
Other Benefits	1,460	910	1,460
Workers Compensation	<u>6,810</u>	<u>6,082</u>	<u>7,800</u>
	76,805	70,368	78,240
<b>Retirement</b>			
Employer Pick-up	4,920	1,566	3,995
Employer Contribution SBCERA	143,415	147,778	167,451
Survivor Match	185	143	185
401(a) Matching Contribution	1,700	975	1,700
Retirement Cash	<u>12,100</u>	<u>12,119</u>	<u>13,000</u>
	162,320	162,581	186,331
<b>Total Personnel Expenses</b>	<b>672,370</b>	<b>600,398</b>	<b>681,274</b>

**Mojave Desert AQMD**  
**General Fund Air Monitoring Expenses by Department**

	<u>Budget FY19</u>	<u>Estimates FY19</u>	<u>Budget FY20</u>
<b>Operating Expenses</b>			
<b>Communications</b>			
Telephones	2,000	1,000	1,000
Long Distance Charges	350	200	200
Cellular Phones	100	125	150
Video/Teleconference	25	50	100
Internet	5,500	5,500	6,500
Web Hosting	5,000	1,500	1,500
Tech Support	100	125	100
Cable	40	75	50
Computers	0	2,500	0
	<u>13,115</u>	<u>11,075</u>	<u>9,600</u>
<b>Dues &amp; Subscriptions</b>			
Memberships & Sponsorships	25	600	0
Publications & Subscriptions	25	0	50
Professional Dues	100	100	800
	<u>150</u>	<u>700</u>	<u>850</u>
<b>Non-Depreciable Inventory</b>			
Furniture & Fixtures Exp	500	100	500
Machinery & Equipment Exp	25,000	18,000	25,000
Safety Equipment Exp	500	0	650
	<u>26,000</u>	<u>18,100</u>	<u>26,150</u>
<b>Legal</b>			
<b>Professional Services</b>			
Payroll Contract	150	250	200
Financial Services	250	0	0
	<u>400</u>	<u>250</u>	<u>200</u>
<b>Maintenance &amp; Repairs</b>			
General Bldg. Maintenance	5,000	10,000	7,500
Custodial Services	6,250	7,500	7,500
Landscaping	500	500	500
Equipment Repair	15,000	18,000	15,000
	<u>26,750</u>	<u>36,000</u>	<u>30,500</u>

**Mojave Desert AQMD**  
**General Fund Air Monitoring Expenses by Department**

	<u>Budget FY19</u>	<u>Estimates FY19</u>	<u>Budget FY20</u>
<b>Training &amp; Travel</b>			
Training	10,000	10,000	10,000
Travel	1,500	1,500	3,000
	<u>11,500</u>	<u>11,500</u>	<u>13,000</u>
<b>Vehicles</b>			
Vehicle Lease	8,000	8,250	5,000
Vehicle Gas & Oil	4,500	6,000	6,500
Vehicle Maintenance	1,000	1,250	1,500
Vehicle Repairs	100	0	500
Vehicle Insurance	1,500	1,500	1,800
	<u>15,100</u>	<u>17,000</u>	<u>15,300</u>
<b>Office Expenses</b>			
Software	6,800	5,000	7,000
Utilities	9,000	8,500	9,500
Supplies	3,000	5,000	6,500
Facility Leases	6,000	5,600	6,000
Equipment Lease	1,800	1,350	1,500
Postage	50	50	50
Courier	1,300	1,400	0
Printing/Shredding Services	400	400	250
Security	500	500	500
Liability Insurance	6,500	2,600	7,500
Meeting Expenses	100	275	500
	<u>35,450</u>	<u>30,675</u>	<u>39,300</u>
<b>Program Expenses</b>			
<b>Miscellaneous Expenses</b>			
Miscellaneous Expense	7,500	0	7,500
	<u>7,500</u>	<u>0</u>	<u>7,500</u>
<b>Total Operating Expenses</b>	<b>135,965</b>	<b>125,300</b>	<b>142,400</b>
<b>Capital Expenses</b>			
Equipment	0	60,000	60,000
<b>Total Capital Expenses</b>	<b>0</b>	<b>60,000</b>	<b>60,000</b>
<b>Total Expenses</b>	<b>808,335</b>	<b>785,698</b>	<b>883,674</b>

## **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 Planner II  
Air Quality Planner I (2)

### **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 II (2)  
Air Quality Specialist I (4)

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

	<u>Budget FY19</u>	<u>Estimates FY19</u>	<u>Budget FY20</u>
<b><u>Expenses</u></b>			
<b>Personnel Expenses</b>			
Salaries	625,170	599,990	655,215
Longevity Pay	4,305	4,084	4,285
Vacation	34,900	39,672	42,420
Sick	23,280	28,628	30,080
Holiday	51,175	61,858	64,830
Admin	1,200	1,554	1,225
Jury Duty	0	725	0
Salaries & Wages	<u>740,030</u>	<u>736,511</u>	<u>798,055</u>
<b>Payroll Taxes</b>			
Medicare Tax	<u>12,810</u>	<u>11,857</u>	<u>15,925</u>
	12,810	11,857	15,925
<b>Benefits</b>			
Section 125	165,165	153,276	168,782
Employee Assistance Plan	1,080	245	1,080
Vision Insurance	450	406	450
Life Insurance	1,365	1,169	1,365
Disability Insurance	1,985	1,766	1,985
Tuition Reimbursement	0	550	0
Other Benefits	3,650	2,671	3,640
Workers Compensation	<u>18,970</u>	<u>16,661</u>	<u>21,710</u>
	192,665	176,744	199,012
<b>Retirement</b>			
Employer Pick-up	12,360	9,630	11,065
Employer Contribution SBCERA	289,000	286,035	296,360
Survivor Match	400	355	400
401(a) Matching Contribution	0	2,977	4,000
Retirement Cash	<u>7,150</u>	<u>5,603</u>	<u>6,000</u>
	<u>308,910</u>	<u>304,600</u>	<u>317,825</u>
<b>Total Personnel Expenses</b>	<b><u>1,254,415</u></b>	<b><u>1,229,712</u></b>	<b><u>1,330,817</u></b>

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

	<u>Budget FY19</u>	<u>Estimates FY19</u>	<u>Budget FY20</u>
<b>Operating Expenses</b>			
<b>Communications</b>			
Telephones	2,700	3,200	3,400
Long Distance Charges	100	50	50
Cellular Phones	200	375	500
Video/Teleconference	300	200	250
Internet	8,000	7,150	8,500
Web Hosting	3,000	3,000	2,500
Tech Support	0	400	350
Cable	200	200	200
Computers	0	1,800	0
	<u>14,500</u>	<u>16,375</u>	<u>15,750</u>
<b>Dues &amp; Subscriptions</b>			
Memberships & Sponsorships	100	2,200	0
Publications & Subscriptions	100	0	100
Professional Dues	200	525	2,400
	<u>400</u>	<u>2,725</u>	<u>2,500</u>
<b>Non-Depreciable Inventory</b>			
Furniture & Fixtures Exp	1,500	0	1,500
Machinery & Equipment Exp	1,000	50	500
Safety Equipment Exp	1,000	1,650	2,000
	<u>3,500</u>	<u>1,700</u>	<u>4,000</u>
<b>Legal</b>			
Legal Services	0	8,500	5,000
	<u>0</u>	<u>8,500</u>	<u>5,000</u>
<b>Professional Services</b>			
Payroll Contract	250	350	350
Financial Services	750	750	0
Consulting Fees	1,275	0	0
	<u>2,275</u>	<u>1,100</u>	<u>350</u>
<b>Maintenance &amp; Repairs</b>			
General Bldg. Maintenance	5,000	4,000	5,000
Custodial Services	4,000	4,500	5,000
Landscaping	300	300	350
Equipment Repair	25	100	100
	<u>9,325</u>	<u>8,900</u>	<u>10,450</u>

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

	<b>Budget FY19</b>	<b>Estimates FY19</b>	<b>Budget FY20</b>
<b>Training &amp; Travel</b>			
Training	6,500	7,500	12,500
Travel	10,000	10,000	15,000
Mileage	500	500	0
	<u>17,000</u>	<u>18,000</u>	<u>27,500</u>
<b>Vehicles</b>			
Vehicle Lease	24,000	27,000	24,000
Vehicle Gas & Oil	7,000	11,000	10,000
Vehicle Maintenance	1,500	1,700	1,500
Vehicle Repairs	500	0	500
Vehicle Insurance	5,000	5,000	5,500
	<u>38,000</u>	<u>44,700</u>	<u>41,500</u>
<b>Office Expenses</b>			
Software	500	6,900	0
Utilities	7,000	5,500	6,500
Supplies	6,000	5,000	6,500
Facility Leases	1,500	600	1,000
Equipment Lease	6,000	5,000	6,000
Postage	1,500	1,500	1,500
Courier	50	0	50
Printing/Shredding Services	1,250	1,900	2,000
Security	400	400	400
Liability Insurance	4,000	3,300	4,000
Meeting Expenses	1,500	150	1,500
	<u>29,700</u>	<u>30,250</u>	<u>29,450</u>
<b>Program Expenses</b>			
<b>Miscellaneous Expenses</b>			
<b>Total Operating Expenses</b>	<u><b>114,700</b></u>	<u><b>132,250</b></u>	<u><b>136,500</b></u>
<b>Capital Expenses</b>			
Software	0	0	50,000
<b>Total Capital Expenses</b>	<u><b>0</b></u>	<u><b>0</b></u>	<u><b>50,000</b></u>
<b>Total Expenses</b>	<u><u><b>1,369,115</b></u></u>	<u><u><b>1,361,962</b></u></u>	<u><u><b>1,517,317</b></u></u>

## **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 II (4)  
Air Quality Engineer I

**Mojave Desert AQMD**  
**General Fund Permit Engineering Expenses by Department**

	<u>Budget FY19</u>	<u>Estimates FY19</u>	<u>Budget FY20</u>
<b><u>Expenses</u></b>			
<b>Personnel Expenses</b>			
Salaries	629,835	555,515	682,326
Longevity Pay	8,015	7,600	8,000
Vacation	64,210	60,607	69,406
Sick	34,465	32,775	38,610
Holiday	47,840	59,890	69,060
Admin	10,625	10,446	14,000
Jury Duty	0	1,930	0
Salaries & Wages	<u>794,990</u>	<u>728,763</u>	<u>881,402</u>
<b>Payroll Taxes</b>			
Medicare Tax	<u>10,810</u>	<u>10,079</u>	<u>15,820</u>
	10,810	10,079	15,820
<b>Benefits</b>			
Section 125	99,190	91,268	116,835
Employee Assistance Plan	750	189	750
Vision Insurance	630	565	725
Life Insurance	820	696	900
Disability Insurance	2,480	2,149	2,440
Other Benefits	2,200	1,402	2,200
Workers Compensation	<u>6,590</u>	<u>5,810</u>	<u>8,425</u>
	112,660	102,079	132,275
<b>Retirement</b>			
Employer Pick-up	47,875	39,645	43,260
Employer Contribution SBCERA	289,275	283,364	345,620
Survivor Match	215	211	265
401(a) Matching Contribution	4,000	3,899	5,500
Retirement Cash	<u>4,560</u>	<u>4,563</u>	<u>4,560</u>
	<u>345,925</u>	<u>331,682</u>	<u>399,205</u>
<b>Total Personnel Expenses</b>	<b><u>1,264,385</u></b>	<b><u>1,172,603</u></b>	<b><u>1,428,702</u></b>

**Mojave Desert AQMD**  
**General Fund Permit Engineering Expenses by Department**

	<u>Budget FY19</u>	<u>Estimates FY19</u>	<u>Budget FY20</u>
<b>Operating Expenses</b>			
<b>Communications</b>			
Telephones	1,500	1,600	1,750
Long Distance Charges	50	20	50
Cellular Phones	100	250	250
Video/Teleconference	100	100	150
Internet	4,500	4,750	6,000
Web Hosting	1,800	180	2,000
Tech Support	0	250	200
Cable	100	150	200
Computers	0	1,300	0
	<u>8,150</u>	<u>8,600</u>	<u>10,600</u>
<b>Dues &amp; Subscriptions</b>			
Memberships & Sponsorships	100	1,450	0
Publications & Subscriptions	250	425	500
Professional Dues	400	500	1,000
	<u>750</u>	<u>2,375</u>	<u>1,500</u>
<b>Non-Depreciable Inventory</b>			
Furniture & Fixtures Exp	1,500	0	1,500
Machinery & Equipment Exp	500	350	500
Safety Equipment Exp	300	650	750
	<u>2,300</u>	<u>1,000</u>	<u>2,750</u>
<b>Legal</b>			
Legal Notices	1,500	1,850	2,500
	<u>1,500</u>	<u>1,850</u>	<u>2,500</u>
<b>Professional Services</b>			
Payroll Contract	200	250	250
Financial Services	600	0	0
	<u>800</u>	<u>250</u>	<u>250</u>
<b>Maintenance &amp; Repairs</b>			
General Bldg. Maintenance	3,250	3,400	3,500
Custodial Services	3,000	3,350	3,250
Landscaping	200	150	350
Equipment Repair	50	50	100
	<u>6,500</u>	<u>6,950</u>	<u>7,200</u>

**Mojave Desert AQMD**  
**General Fund Permit Engineering Expenses by Department**

	<u>Budget FY19</u>	<u>Estimates FY19</u>	<u>Budget FY20</u>
<b>Training &amp; Travel</b>			
Training	6,000	2,500	6,000
Travel	2,000	1,250	2,500
	<u>8,000</u>	<u>3,750</u>	<u>8,500</u>
<b>Vehicles</b>			
Vehicle Lease	2,500	0	0
Vehicle Gas & Oil	150	400	500
Vehicle Maintenance	500	400	500
Vehicle Repairs	250	0	0
Vehicle Insurance	1,000	0	1,200
	<u>4,400</u>	<u>800</u>	<u>2,200</u>
<b>Office Expenses</b>			
Software	0	5,000	0
Utilities	4,500	4,500	4,500
Supplies	4,000	3,000	3,500
Facility Leases	850	600	600
Equipment Lease	4,200	3,000	3,500
Postage	1,350	2,000	2,000
Courier	25	0	25
Printing/Shredding Services	300	250	300
Security	250	0	250
Liability Insurance	2,700	2,500	3,000
Meeting Expenses	1,000	1,000	1,200
	<u>19,175</u>	<u>21,850</u>	<u>18,875</u>
<b>Program Expenses</b>			
<b>Miscellaneous Expenses</b>			
<b>Total Operating Expenses</b>	<u>51,575</u>	<u>47,425</u>	<u>54,375</u>
<b>Capital Expenses</b>			
<b>Total Expenses</b>	<u><u>1,315,960</u></u>	<u><u>1,220,028</u></u>	<u><u>1,483,077</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 Expenses by Department**

	<u>Budget FY19</u>	<u>Estimates FY19</u>	<u>Budget FY20</u>
<b><u>Expenses</u></b>			
<b>Personnel Expenses</b>			
Salaries	130,435	133,875	138,369
Vacation	5,050	6,098	6,400
Sick	5,000	3,430	4,650
Holiday	10,635	3,720	13,460
Admin	1,170	1,137	1,200
Compensatory	0	450	0
Salaries & Wages	<u>152,290</u>	<u>148,710</u>	<u>164,079</u>
<b>Payroll Taxes</b>			
Medicare Tax	0	2,598	3,500
	0	2,598	3,500
<b>Benefits</b>			
Section 125	33,085	30,651	32,522
Employee Assistance Plan	315	66	315
Vision Insurance	300	253	265
Life Insurance	275	234	260
Disability Insurance	750	707	750
Other Benefits	730	334	730
Workers Compensation	1,800	1,580	2,020
	<u>37,255</u>	<u>33,825</u>	<u>36,862</u>
<b>Retirement</b>			
Employer Contribution SBCERA	48,635	51,674	55,295
Survivor Match	80	72	80
401(a) Matching Contribution	500	2,171	3,500
	<u>49,215</u>	<u>53,917</u>	<u>58,875</u>
<b>Total Personnel Expenses</b>	<b>238,760</b>	<b>239,050</b>	<b>263,316</b>

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

	<u>Budget FY19</u>	<u>Estimates FY19</u>	<u>Budget FY20</u>
<b><u>Operating Expenses</u></b>			
<b>Communications</b>			
Telephones	600	750	1,000
Long Distance Charges	25	10	25
Cellular Phones	100	125	150
Video/Teleconference	100	55	100
Internet	2,100	1,300	3,000
Web Hosting	750	100	500
Tech Support	0	115	125
Cable	50	70	75
Computers	0	30	0
	<u>3,725</u>	<u>2,555</u>	<u>4,975</u>
<b>Dues &amp; Subscriptions</b>			
Memberships & Sponsorships	9,000	8,510	7,000
Publications & Subscriptions	500	50	500
Professional Dues	1,000	0	600
	<u>10,500</u>	<u>8,560</u>	<u>8,100</u>
<b>Non-Depreciable Inventory</b>			
Furniture & Fixtures Exp	1,000	100	1,000
Machinery & Equipment Exp	100	10	100
Safety Equipment Exp	300	300	450
	<u>1,400</u>	<u>410</u>	<u>1,550</u>
<b>Legal</b>			
<b>Professional Services</b>			
Payroll Contract	75	100	150
Financial Services	250	250	0
	<u>325</u>	<u>350</u>	<u>150</u>
<b>Maintenance &amp; Repairs</b>			
General Bldg. Maintenance	2,500	4,500	2,750
Custodial Services	3,000	4,000	4,500
Landscaping	250	200	350
Equipment Repair	250	40	250
	<u>6,000</u>	<u>8,740</u>	<u>7,850</u>

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

	<u>Budget FY19</u>	<u>Estimates FY19</u>	<u>Budget FY20</u>
<b>Training &amp; Travel</b>			
Training	1,000	0	1,000
Travel	3,000	2,050	4,500
Mileage	150	150	150
	<u>4,150</u>	<u>2,200</u>	<u>5,650</u>
<b>Vehicles</b>			
Vehicle Lease	400	0	0
Vehicle Gas & Oil	700	1,000	1,000
Vehicle Maintenance	500	450	500
Vehicle Repairs	500	0	500
Vehicle Insurance	1,000	1,000	500
	<u>3,100</u>	<u>2,450</u>	<u>2,500</u>
<b>Office Expenses</b>			
Software	500	1,900	1,500
Utilities	4,200	4,200	5,000
Supplies	1,750	1,250	1,500
Facility Leases	500	170	350
Equipment Lease	1,500	1,250	1,700
Postage	25	50	100
Courier	50	0	50
Printing/Shredding Services	750	4,360	7,500
Security	200	200	200
Liability Insurance	3,500	3,500	2,000
Meeting Expenses	1,000	3,605	3,500
Community Relations	17,500	15,000	17,500
	<u>31,475</u>	<u>35,485</u>	<u>40,900</u>
<b>Program Expenses</b>			
Program Expenditures	950	1,000	2,050
Contributions to Other Agencies	90,000	90,000	90,000
Administrative Expenditures	0	150	250
	<u>90,950</u>	<u>91,150</u>	<u>92,300</u>
<b>Miscellaneous Expenses</b>			
<b>Total Operating Expenses</b>	<u>151,625</u>	<u>151,900</u>	<u>163,975</u>
<b>Capital Expenses</b>			
<b>Total Expenses</b>	<u>390,385</u>	<u>390,950</u>	<u>427,291</u>

## **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 Expenses by Department**

	<u>Budget FY19</u>	<u>Estimates FY19</u>	<u>Budget FY20</u>
<b><u>Expenses</u></b>			
<b>Personnel Expenses</b>			
Salaries	465,945	424,941	456,219
Longevity Pay	10,105	9,773	9,890
Vacation	40,070	52,017	49,745
Sick	9,250	14,609	12,505
Holiday	35,390	42,962	43,982
Admin	27,390	35,541	28,570
Salaries & Wages	<u>588,150</u>	<u>579,843</u>	<u>600,911</u>
<b>Payroll Taxes</b>			
Medicare Tax	8,255	15,422	8,795
	<u>8,255</u>	<u>15,422</u>	<u>8,795</u>
<b>Benefits</b>			
Section 125	60,060	53,245	56,850
Employee Assistance Plan	400	166	200
Vision Insurance	1,345	1,190	1,245
Life Insurance	400	346	395
Disability Insurance	2,562	2,165	2,258
Other Benefits	15,495	15,402	15,325
Workers Compensation	4,875	4,566	6,275
	<u>85,137</u>	<u>77,080</u>	<u>82,548</u>
<b>Retirement</b>			
Employer Pick-up	24,605	19,649	23,275
Employer Contribution SBCERA	216,485	225,260	220,485
Survivor Match	112	106	107
401(a) Matching Contribution	13,800	3,695	4,000
Retirement Cash	11,270	13,854	24,435
	<u>266,272</u>	<u>262,564</u>	<u>272,302</u>
<b>Total Personnel Expenses</b>	<b>947,814</b>	<b>934,909</b>	<b>964,556</b>

**Mojave Desert AQMD**  
**General Fund Executive Offices Expenses by Department**

	<u>Budget FY19</u>	<u>Estimates FY19</u>	<u>Budget FY20</u>
<b>Operating Expenses</b>			
<b>Communications</b>			
Telephones	1,300	1,500	1,700
Long Distance Charges	50	20	50
Cellular Phones	500	0	650
Video/Teleconference	50	150	200
Internet	4,500	4,200	5,000
Web Hosting	1,300	200	1,500
Tech Support	0	200	250
Cable	100	125	125
Computers	1,457	2,500	5,000
	<u>9,257</u>	<u>8,895</u>	<u>14,475</u>
<b>Dues &amp; Subscriptions</b>			
Memberships & Sponsorships	10,000	8,500	10,000
Publications & Subscriptions	18,500	15,000	15,000
Professional Dues	2,500	3,000	2,500
	<u>31,000</u>	<u>26,500</u>	<u>27,500</u>
<b>Non-Depreciable Inventory</b>			
Furniture & Fixtures Exp	1,000	500	1,000
Machinery & Equipment Exp	400	15	150
Safety Equipment Exp	300	450	500
	<u>1,700</u>	<u>965</u>	<u>1,650</u>
<b>Legal</b>			
Legal Notices	10,000	8,000	9,000
Legal Services	5,500	10,000	10,000
	<u>15,500</u>	<u>18,000</u>	<u>19,000</u>
<b>Professional Services</b>			
Payroll Contract	17,670	1,650	17,500
Financial Services	13,000	0	500
Research Studies	(72)	0	0
Consulting Fees	45,000	23,600	45,000
Stipends	9,000	10,000	11,500
	<u>84,598</u>	<u>35,250</u>	<u>74,500</u>
<b>Maintenance &amp; Repairs</b>			
General Bldg. Maintenance	4,500	5,500	5,000
Custodial Services	4,000	4,750	5,000
Landscaping	300	300	600
Equipment Repair	15	50	50
	<u>8,815</u>	<u>10,600</u>	<u>10,650</u>

**Mojave Desert AQMD**  
**General Fund Executive Offices Expenses by Department**

	<u>Budget FY19</u>	<u>Estimates FY19</u>	<u>Budget FY20</u>
<b>Training &amp; Travel</b>			
Training	3,000	250	3,000
Travel	25,000	25,000	27,500
Mileage	4,300	3,650	4,500
	<u>32,300</u>	<u>28,900</u>	<u>35,000</u>
<b>Vehicles</b>			
Vehicle Lease	600	0	0
Vehicle Gas & Oil	800	400	400
Vehicle Maintenance	300	300	350
Vehicle Insurance	1,000	1,000	500
	<u>2,700</u>	<u>1,700</u>	<u>1,250</u>
<b>Office Expenses</b>			
Software	29,200	26,200	27,500
Utilities	5,500	5,500	5,750
Supplies	5,500	3,500	5,500
Facility Leases	850	300	500
Equipment Lease	3,200	2,850	3,250
Postage	500	500	600
Courier	100	0	0
Printing/Shredding Services	500	150	500
Security	250	0	250
Liability Insurance	4,000	3,000	3,000
Meeting Expenses	1,500	1,400	1,500
	<u>51,100</u>	<u>43,400</u>	<u>48,350</u>
<b>Program Expenses</b>			
Administrative Expenditures	252	500	0
	<u>252</u>	<u>500</u>	<u>0</u>
<b>Miscellaneous Expenses</b>			
<b>Total Operating Expenses</b>	<u><b>237,222</b></u>	<u><b>174,710</b></u>	<u><b>232,375</b></u>
<b>Capital Expenses</b>			
<b>Total Expenses</b>	<u><u><b>1,185,036</b></u></u>	<u><u><b>1,109,619</b></u></u>	<u><u><b>1,196,931</b></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 teleconferencing 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 Expenses by Department**

	<u>Budget FY19</u>	<u>Estimates FY19</u>	<u>Budget FY20</u>
<b><u>Expenses</u></b>			
<b>Personnel Expenses</b>			
Salaries	703,700	675,367	690,194
Overtime	281	0	0
Longevity Pay	6,525	1,167	5,625
Vacation	56,870	64,040	76,475
Sick	30,450	30,130	34,010
Holiday	56,820	69,072	72,780
Admin	18,045	20,924	23,165
Compensatory	139	503	460
	<u>872,830</u>	<u>861,203</u>	<u>902,709</u>
<b>Salaries &amp; Wages</b>			
	872,830	861,203	902,709
<b>Payroll Taxes</b>			
Medicare Tax	16,940	12,657	17,235
	<u>16,940</u>	<u>12,657</u>	<u>17,235</u>
<b>Benefits</b>			
Section 125	165,295	144,649	164,075
Employee Assistance Plan	500	213	500
Vision Insurance	910	785	855
Life Insurance	1,295	1,104	1,298
Disability Insurance	3,050	2,656	2,955
Tuition Reimbursement	350	350	350
Other Benefits	3,650	3,081	3,650
Workers Compensation	8,455	7,212	9,880
	<u>183,505</u>	<u>160,050</u>	<u>183,563</u>
<b>Retirement</b>			
Employer Pick-up	44,575	35,741	40,985
Employer Contribution SBCERA	371,135	351,750	384,405
Survivor Match	360	334	360
401(a) Matching Contribution	1,000	2,205	2,500
Retirement Cash	8,880	10,358	8,880
	<u>425,950</u>	<u>400,388</u>	<u>437,130</u>
<b>Total Personnel Expenses</b>	<b>1,499,225</b>	<b>1,434,298</b>	<b>1,540,637</b>

**Mojave Desert AQMD**  
**General Fund Administrative Services Expenses by Department**

	<u>Budget FY19</u>	<u>Estimates FY19</u>	<u>Budget FY20</u>
<b>Operating Expenses</b>			
<b>Communications</b>			
Telephones	1,500	1,700	2,000
Long Distance Charges	50	20	50
Cellular Phones	150	250	300
Video/Teleconference	30	100	150
Internet	5,000	4,500	6,000
Web Hosting	3,000	200	3,000
Tech Support	0	250	250
Cable	100	140	150
Computers	18,000	7,500	20,000
	<u>27,830</u>	<u>14,660</u>	<u>31,900</u>
<b>Dues &amp; Subscriptions</b>			
Memberships & Sponsorships	7,000	1,900	7,000
Publications & Subscriptions	260	2,000	1,500
Professional Dues	800	900	1,600
	<u>8,060</u>	<u>4,800</u>	<u>10,100</u>
<b>Non-Depreciable Inventory</b>			
Furniture & Fixtures Exp	1,000	0	1,000
Machinery & Equipment Exp	200	0	200
Safety Equipment Exp	500	650	650
	<u>1,700</u>	<u>650</u>	<u>1,850</u>
<b>Legal</b>			
Legal Services	20,000	10,000	20,000
	<u>20,000</u>	<u>10,000</u>	<u>20,000</u>
<b>Professional Services</b>			
County Services	1,000	800	1,000
Payroll Contract	200	300	300
Financial Services	13,000	15,000	20,000
Consulting Fees	15,000	0	15,000
	<u>29,200</u>	<u>16,100</u>	<u>36,300</u>
<b>Maintenance &amp; Repairs</b>			
General Bldg. Maintenance	7,000	5,500	7,000
Custodial Services	4,200	4,500	5,000
Landscaping	300	300	350
Equipment Repair	0	50	100
	<u>11,500</u>	<u>10,350</u>	<u>12,450</u>

**Mojave Desert AQMD**  
**General Fund Administrative Services Expenses by Department**

	<u>Budget FY19</u>	<u>Estimates FY19</u>	<u>Budget FY20</u>
<b>Training &amp; Travel</b>			
Training	5,000	3,500	7,500
Travel	4,000	6,500	7,500
Recruitment	0	190	500
	<u>9,000</u>	<u>10,190</u>	<u>15,500</u>
<b>Vehicles</b>			
Vehicle Lease	700	0	0
Vehicle Gas & Oil	150	400	500
Vehicle Maintenance	150	300	500
Vehicle Insurance	285	350	350
	<u>1,285</u>	<u>1,050</u>	<u>1,350</u>
<b>Office Expenses</b>			
Software	42,735	15,575	43,700
Utilities	6,000	5,500	6,000
Supplies	12,000	5,400	7,500
Facility Leases	2,000	2,000	2,000
Equipment Lease	3,500	3,000	3,500
Postage	500	1,750	1,500
Courier	500	350	750
Printing/Shredding Services	600	200	250
Security	500	500	500
Liability Insurance	4,000	4,000	3,500
Meeting Expenses	600	550	1,000
	<u>72,935</u>	<u>38,825</u>	<u>70,200</u>
<b>Program Expenses</b>			
<b>Miscellaneous Expenses</b>			
Miscellaneous Expense	0	0	1,500
	<u>0</u>	<u>0</u>	<u>1,500</u>
<b>Total Operating Expenses</b>	<b><u>181,510</u></b>	<b><u>106,625</u></b>	<b><u>201,150</u></b>
<b>Capital Expenses</b>			
<b>Total Expenses</b>	<b><u>1,680,735</u></b>	<b><u>1,540,923</u></b>	<b><u>1,741,787</u></b>

## **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  
Operations Manager (.5) *TBH*  
Air Quality Engineer  
Grants Analyst  
Air Quality Planner I  
Air Quality Specialist II  
Air Quality Specialist I *TBH*

**Mojave Desert AQMD**  
**General Fund District Wide Expenses by Department**

	<u>Budget FY19</u>	<u>Estimates FY19</u>	<u>Budget FY20</u>
<b><u>Expenses</u></b>			
<b>Personnel Expenses</b>			
Salaries	850,000	890,241	1,100,000
Longevity Pay	0	13	0
Vacation	0	38,360	0
Sick	0	17,500	0
Holiday	0	40,423	0
Admin	0	12,482	0
Bereavement AV Contract	0	1,210	0
	<u>850,000</u>	<u>1,000,229</u>	<u>1,100,000</u>
Salaries & Wages	850,000	1,000,229	1,100,000
<b>Payroll Taxes</b>			
Medicare Tax	0	7,136	0
	<u>0</u>	<u>7,136</u>	<u>0</u>
<b>Benefits</b>			
Section 125	0	78,953	0
Employee Assistance Plan	0	853	0
Vision Insurance	0	1	0
Life Insurance	0	580	0
Disability Insurance	0	1,319	0
Tuition Reimbursement	20,700	0	20,700
Other Benefits	0	1,605	0
	<u>20,700</u>	<u>83,311</u>	<u>20,700</u>
<b>Retirement</b>			
Employer Pick-up	0	27,754	0
Survivor Match	0	176	0
Retirement for Exempt (>30Y)	0	7	0
401(a) Matching Contribution	0	8,920	0
Retirement Cash	0	4,560	0
	<u>0</u>	<u>41,417</u>	<u>0</u>
<b>Total Personnel Expenses</b>	<b>870,700</b>	<b>1,132,093</b>	<b>1,120,700</b>

**Mojave Desert AQMD**  
**General Fund District Wide Expenses by Department**

	<u>Budget FY19</u>	<u>Estimates FY19</u>	<u>Budget FY20</u>
<b>Operating Expenses</b>			
<b>Communications</b>			
Web Hosting	0	600	0
	<u>0</u>	<u>600</u>	<u>0</u>
<b>Dues &amp; Subscriptions</b>			
<b>Non-Depreciable Inventory</b>			
Furniture & Fixtures Exp	0	2,500	0
	<u>0</u>	<u>2,500</u>	<u>0</u>
<b>Legal</b>			
<b>Professional Services</b>			
Payroll Contract	250	500	350
Financial Services	20,000	20,000	20,000
	<u>20,250</u>	<u>20,500</u>	<u>20,350</u>
<b>Maintenance &amp; Repairs</b>			

**Mojave Desert AQMD**  
**General Fund District Wide Expenses by Department**

	<u>Budget FY19</u>	<u>Estimates FY19</u>	<u>Budget FY20</u>
<b>Training &amp; Travel</b>			
Training	500	2,000	0
Travel	500	3,500	0
	<u>1,000</u>	<u>5,500</u>	<u>0</u>
<b>Vehicles</b>			
Vehicle Gas & Oil	500	1,500	1,500
Vehicle Maintenance	0	1,150	50
	<u>500</u>	<u>2,650</u>	<u>1,550</u>
<b>Office Expenses</b>			
Software	7,500	2,500	7,500
Supplies	500	2,500	500
Postage	500	0	1,000
Meeting Expenses	0	600	150
	<u>8,500</u>	<u>5,600</u>	<u>9,150</u>
<b>Program Expenses</b>			
Program Expenditures	2,500	219,630	0
Administrative Expenditures	0	100	0
	<u>2,500</u>	<u>219,730</u>	<u>0</u>
<b>Miscellaneous Expenses</b>			
Bank Fees	4,000	0	2,500
Miscellaneous Expense	0	0	2,500
	<u>4,000</u>	<u>0</u>	<u>5,000</u>
<b>Total Operating Expenses</b>	<b><u>36,750</u></b>	<b><u>257,080</u></b>	<b><u>36,050</u></b>
<b>Capital Expenses</b>			
Improvements	15,000	100,000	50,000
Equipment	60,000	0	0
Vehicles	55,000	28,273	55,000
<b>Total Capital Expenses</b>	<b><u>130,000</u></b>	<b><u>128,273</u></b>	<b><u>105,000</u></b>
<b>Total Expenses</b>	<b><u>1,037,450</u></b>	<b><u>1,517,446</u></b>	<b><u>1,261,750</u></b>

## ***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***

The FY 20 Budget anticipates the initiation of a five year capital improvement plan and includes resources to address asset improvements.

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

Equipment Purchases - Replace and upgrade equipment located at air monitoring stations.

Software – CAPS (programming for permit tracking system).

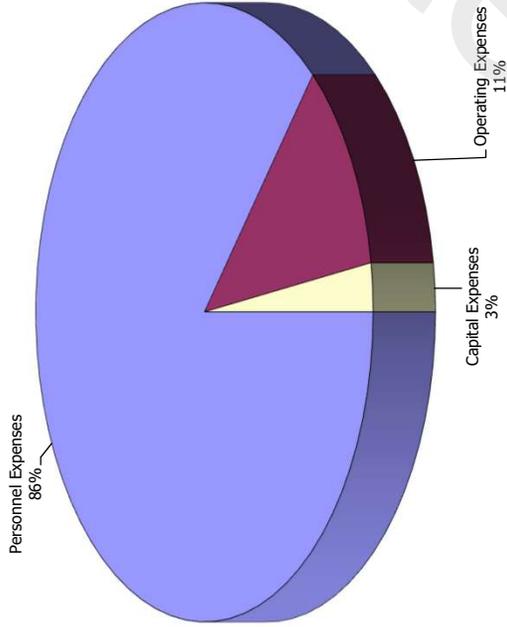
Vehicles - Vehicle Replacement Program (vehicle replacements have been leased through the Enterprise Fleet Maintenance Agreement; beginning FY 18 the District will purchase vehicle replacements). This budget includes replacing two vehicles in the District-owned fleet (\$55,000).

**MOJAVE DESERT AIR QUALITY MANAGEMENT DISTRICT**

**Budgeted Expense Analysis**

Fiscal Year 2019-20

**General Fund**

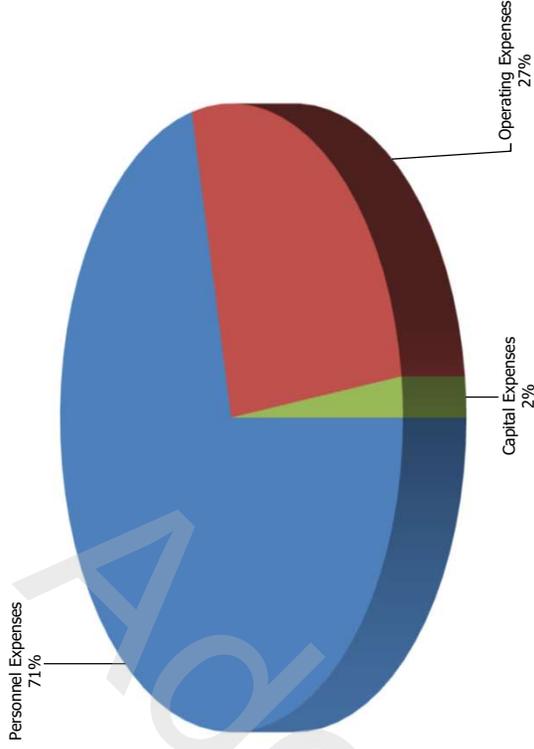


**General Fund**

EXPENSE CATEGORY	AMOUNT	% of Total
Personnel Expenses	7,330,002	88.35%
Operating Expenses	966,825	11.65%
Capital Expenses	215,000	2.53%
<b>TOTAL</b>	<b>8,511,827</b>	

EXPENSE CATEGORY	AMOUNT	% of Total
Personnel Expenses	7,330,002	72.81%
Operating Expenses incl Grants	2,736,879	27.19%
Capital Expenses	215,000	2.53%
<b>TOTAL</b>	<b>10,281,881</b>	

**Consolidated (All Funds)**



EXPENSE CATEGORY	AMOUNT	% of Total
Personnel Expenses	7,330,002	72.81%
Operating Expenses incl Grants	2,736,879	27.19%
Capital Expenses	215,000	2.53%
<b>TOTAL</b>	<b>10,281,881</b>	

**Mojave Desert AQMD**  
**General Fund Consolidated Expenses by Department**

	<u>Budget FY19</u>	<u>Estimates FY19</u>	<u>Budget FY20</u>
<b><u>Expenses</u></b>			
<b>Personnel Expenses</b>			
Salaries	3,741,165	3,569,259	4,028,036
Overtime	281	500	0
Longevity Pay	32,260	25,772	31,100
Vacation	254,650	298,134	295,486
Sick	113,565	125,606	134,230
Holiday	220,540	306,141	293,867
Admin	63,530	86,956	73,260
Jury Duty	0	2,655	0
Compensatory	139	1,178	460
Bereavement AV Contract	0	1,210	0
	<hr/>	<hr/>	<hr/>
Salaries & Wages	4,426,130	4,417,411	4,856,439
<b>Payroll Taxes</b>			
Medicare Tax	54,220	65,046	68,695
	<hr/>	<hr/>	<hr/>
	54,220	65,046	68,695
<b>Benefits</b>			
Section 125	588,900	613,458	605,614
Employee Assistance Plan	3,360	1,846	3,160
Vision Insurance	3,915	3,453	3,820
Life Insurance	4,695	4,597	4,758
Disability Insurance	12,122	11,887	11,683
Tuition Reimbursement	21,050	900	21,050
Other Benefits	27,185	25,405	27,005
Workers Compensation	47,500	41,911	56,110
	<hr/>	<hr/>	<hr/>
	708,727	703,457	733,200
<b>Retirement</b>			
Employer Pick-up	134,335	133,985	122,580
Employer Contribution SBCERA	1,357,945	1,345,861	1,469,616
Survivor Match	1,352	1,397	1,397
Retirement for Exempt (>30Y)	0	7	0
401(a) Matching Contribution	21,000	24,842	21,200
Retirement Cash	43,960	51,057	56,875
	<hr/>	<hr/>	<hr/>
	1,558,592	1,557,149	1,671,668
<b>Total Personnel Expenses</b>	<hr/> <b>6,747,669</b>	<hr/> <b>6,743,063</b>	<hr/> <b>7,330,002</b>

**Mojave Desert AQMD**  
**General Fund Consolidated Expenses by Department**

	<u>Budget FY19</u>	<u>Estimates FY19</u>	<u>Budget FY20</u>
<b>Operating Expenses</b>			
<b>Communications</b>			
Telephones	9,600	9,750	10,850
Long Distance Charges	625	320	425
Cellular Phones	1,150	1,125	2,000
Video/Teleconference	605	655	950
Internet	29,600	27,400	35,000
Web Hosting	14,850	5,780	11,000
Tech Support	100	1,340	1,275
Cable	590	760	800
Computers	19,457	15,630	25,000
	<u>76,577</u>	<u>62,760</u>	<u>87,300</u>
<b>Dues &amp; Subscriptions</b>			
Memberships & Sponsorships	26,225	23,160	24,000
Publications & Subscriptions	19,635	17,475	17,650
Professional Dues	5,000	5,025	8,900
	<u>50,860</u>	<u>45,660</u>	<u>50,550</u>
<b>Non-Depreciable Inventory</b>			
Furniture & Fixtures Exp	6,500	3,200	6,500
Machinery & Equipment Exp	27,200	18,425	26,450
Safety Equipment Exp	2,900	3,700	5,000
	<u>36,600</u>	<u>25,325</u>	<u>37,950</u>
<b>Legal</b>			
Legal Notices	11,500	9,850	11,500
Legal Services	25,500	28,500	35,000
	<u>37,000</u>	<u>38,350</u>	<u>46,500</u>
<b>Professional Services</b>			
County Services	1,000	800	1,000
Payroll Contract	18,795	3,400	19,100
Financial Services	47,850	36,000	40,500
Research Studies	(72)	0	0
Consulting Fees	61,275	23,600	60,000
Stipends	9,000	10,000	11,500
	<u>137,848</u>	<u>73,800</u>	<u>132,100</u>
<b>Maintenance &amp; Repairs</b>			
General Bldg. Maintenance	27,250	32,900	30,750
Custodial Services	24,450	28,600	30,250
Landscaping	1,850	1,750	2,500
Equipment Repair	15,340	18,290	15,600
	<u>68,890</u>	<u>81,540</u>	<u>79,100</u>

**Mojave Desert AQMD**  
**General Fund Consolidated Expenses by Department**

	<u>Budget FY19</u>	<u>Estimates FY19</u>	<u>Budget FY20</u>
<b>Training &amp; Travel</b>			
Training	32,000	25,750	40,000
Travel	46,000	49,800	60,000
Mileage	4,950	4,300	4,650
Recruitment	0	190	500
	<u>82,950</u>	<u>80,040</u>	<u>105,150</u>
<b>Vehicles</b>			
Vehicle Lease	36,200	35,250	29,000
Vehicle Gas & Oil	13,800	20,700	20,400
Vehicle Maintenance	3,950	5,550	4,900
Vehicle Repairs	1,350	0	1,500
Vehicle Insurance	9,785	8,850	9,850
	<u>65,085</u>	<u>70,350</u>	<u>65,650</u>
<b>Office Expenses</b>			
Software	87,235	63,075	87,200
Utilities	36,200	33,700	37,250
Supplies	32,750	25,650	31,500
Facility Leases	11,700	9,270	10,450
Equipment Lease	20,200	16,450	19,450
Postage	4,425	5,850	6,750
Courier	2,025	1,750	875
Printing/Shredding Services	3,800	7,260	10,800
Security	2,100	1,600	2,100
Liability Insurance	24,700	18,900	23,000
Meeting Expenses	5,700	7,580	9,350
Community Relations	17,500	15,000	17,500
	<u>248,335</u>	<u>206,085</u>	<u>256,225</u>
<b>Program Expenses</b>			
Program Expenditures	3,450	220,630	2,050
Contributions to Other Agencies	90,000	90,000	90,000
Administrative Expenditures	252	750	250
	<u>93,702</u>	<u>311,380</u>	<u>92,300</u>
<b>Miscellaneous Expenses</b>			
Bank Fees	4,000	0	2,500
Miscellaneous Expense	7,500	0	11,500
	<u>11,500</u>	<u>0</u>	<u>14,000</u>
<b>Total Operating Expenses</b>	<b><u>909,347</u></b>	<b><u>995,290</u></b>	<b><u>966,825</u></b>
<b>Capital Expenses</b>			
Improvements	15,000	100,000	50,000
Equipment	60,000	60,000	60,000
Vehicles	55,000	28,273	55,000
Software	0	0	50,000
<b>Total Capital Expenses</b>	<b><u>130,000</u></b>	<b><u>188,273</u></b>	<b><u>215,000</u></b>
<b>Total Expenses</b>	<b><u>7,787,016</u></b>	<b><u>7,926,626</u></b>	<b><u>8,511,827</u></b>

**Mojave Desert AQMD**  
**Special Funds Consolidated Program Budget Detail**

	<u>Budget FY 2019</u>	<u>Estimates FY 2019</u>	<u>Budget FY 2020</u>
<b><u>Revenues</u></b>			
Administrative Funding	99,088	0	121,687
AB2766 Program	711,966	743,771	725,000
Carl Moyer Program	693,616	1,032,240	851,805
Interest Revenue	138,900	60,258	157,562
<b>Total Consolidated Program Revenue</b>	<b>1,643,570</b>	<b>1,836,269</b>	<b>1,856,054</b>
<b><u>Expenses</u></b>			
Program Expenditures	693,616	1,892,035	1,648,367
Administrative Expenditures	0	0	121,687
OPEB	30,000	0	0
<b>Total Consolidated Program Expenses</b>	<b>723,616</b>	<b>1,892,035</b>	<b>1,770,054</b>

## ***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.)*

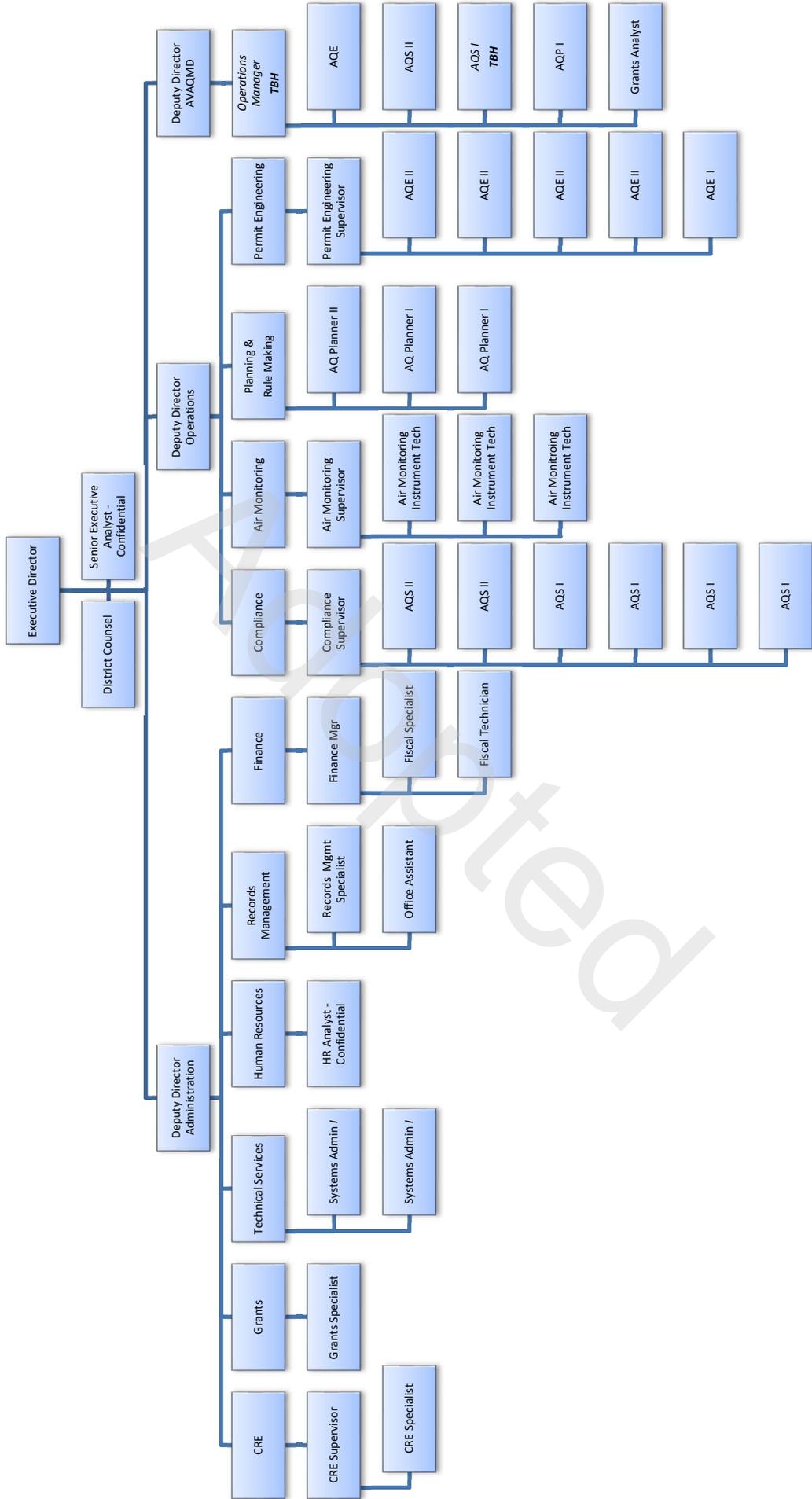
District general funds are deposited with the San Bernardino County Treasurer and are systematically invested as part of the County's investment pool. Interest and other revenues earned on funds are periodically credited to the District's account.

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).

Adopted

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# Mojave Desert AQMD Organizational Chart



**MOJAVE DESERT AIR QUALITY MANAGEMENT DISTRICT**

**TABLE OF ORGANIZATION**

Approved FY 19	Approved FY 20	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
0	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
2.75	0	Air Quality Instrument Technician	629	5,104 - 6,219
9.75	0	Air Quality Specialist	629	5,104 - 6,219
0	0	Human Resources Specialist	629	5,104 - 6,219
0	5	AQ Specialist I	629	5,104 - 6,219
0.25	3	AQ Instrument Tech I	629	5,104 - 6,219
0.5	3	AQ Specialist II	633	5634 - 6865
0	0	AQ Instrument Tech II	633	5634 - 6865
2	2	Systems Administrator I	633	5634 - 6865
0.5	3	AQ Planner I	633	5634 - 6865
0	0	Clerk Of The Boards	636	6,068 - 7,394
0	0	AQ Specialist III	637	6,219 - 7,577
0	0	AQ Instrument Tech III	637	6,219 - 7,577
0.1	1	AQ Engineer I	637	6,219 - 7,577
1	1	Human Resources Analyst - Confidential	637	6,219 - 7,577
1	1	Grants Analyst	637	6,219 - 7,577
0	0	Systems Administrator II	637	6219 - 7577
0.25	1	AQ Planner II	637	6219 - 7577
1	1	Senior Executive Analyst - Confidential	638	6,375 - 7,768
5	0	Air Quality Engineer	640	6,697 - 8,160
0	5	AQ Engineer II	640	6,697 - 8,160
0	0	AQ Engineer III	642	7,036 - 8,572
0	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	Administrative Services Manager	644	7,393 - 9,007
0	0	Community Relations & Education Manager	644	7,393 - 9,007
1	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
0	0.5	Operations Manager	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
40.1	42.5			

SALARY SCHEDULE  
Effective 7-1-2019

RANGE										Not attainable as of January 1, 2000						MONTHLY
	1	2	3	4	5	6	7	8	9	5	F	6	G	7	H	
600	14.68	15.04	15.42	15.81	16.20	16.61	17.02	17.45	17.88	18.33	18.79	19.26	19.74	20.23	20.74	2,544 - 3,100
601	15.05	15.42	15.81	16.20	16.61	17.02	17.45	17.88	18.33	18.79	19.26	19.74	20.23	20.74	21.26	2,608 - 3,178
602	15.42	15.81	16.21	16.61	17.03	17.45	17.89	18.34	18.79	19.26	19.74	20.24	20.74	21.26	21.79	2,674 - 3,258
603	15.80	16.20	16.60	17.02	17.44	17.88	18.33	18.79	19.26	19.74	20.23	20.74	21.25	21.79	22.33	2,739 - 3,338
604	16.20	16.61	17.02	17.45	17.89	18.33	18.79	19.26	19.74	20.24	20.74	21.26	21.79	22.34	22.90	2,809 - 3,422
605	16.60	17.02	17.45	17.88	18.33	18.79	19.26	19.74	20.23	20.74	21.26	21.79	22.33	22.89	23.46	2,878 - 3,507
606	17.03	17.45	17.89	18.34	18.79	19.26	19.75	20.24	20.75	21.26	21.80	22.34	22.90	23.47	24.06	2,951 - 3,596
607	17.45	17.89	18.33	18.79	19.26	19.74	20.24	20.74	21.26	21.79	22.34	22.89	23.47	24.05	24.65	3,024 - 3,685
608	17.88	18.33	18.79	19.26	19.74	20.23	20.74	21.26	21.79	22.33	22.89	23.46	24.05	24.65	25.27	3,100 - 3,776
609	18.34	18.79	19.26	19.75	20.24	20.75	21.26	21.80	22.34	22.90	23.47	24.06	24.66	25.28	25.91	3,178 - 3,872
610	18.79	19.26	19.74	20.24	20.74	21.26	21.79	22.34	22.90	23.47	24.05	24.66	25.27	25.90	26.55	3,257 - 3,968
611	19.26	19.74	20.23	20.74	21.26	21.79	22.33	22.89	23.46	24.05	24.65	25.27	25.90	26.55	27.21	3,338 - 4,067
612	19.74	20.24	20.74	21.26	21.79	22.34	22.90	23.47	24.06	24.66	25.27	25.91	26.55	27.22	27.90	3,422 - 4,170
613	20.23	20.74	21.25	21.79	22.33	22.89	23.46	24.05	24.65	25.27	25.90	26.54	27.21	27.89	28.59	3,507 - 4,273
614	20.74	21.26	21.79	22.33	22.89	23.46	24.05	24.65	25.27	25.90	26.55	27.21	27.89	28.59	29.30	3,595 - 4,380
615	21.26	21.79	22.34	22.89	23.47	24.05	24.65	25.27	25.90	26.55	27.21	27.89	28.59	29.31	30.04	3,685 - 4,490
616	21.79	22.33	22.89	23.46	24.05	24.65	25.27	25.90	26.55	27.21	27.89	28.59	29.30	30.04	30.79	3,777 - 4,602
617	22.33	22.89	23.46	24.05	24.65	25.26	25.90	26.54	27.21	27.89	28.59	29.30	30.03	30.78	31.55	3,871 - 4,716
618	22.89	23.47	24.05	24.65	25.27	25.90	26.55	27.21	27.89	28.59	29.31	30.04	30.79	31.56	32.35	3,968 - 4,835
619	23.47	24.05	24.66	25.27	25.90	26.55	27.21	27.90	28.59	29.31	30.04	30.79	31.56	32.35	33.16	4,068 - 4,956
620	24.05	24.65	25.27	25.90	26.55	27.21	27.89	28.59	29.30	30.04	30.79	31.56	32.35	33.16	33.98	4,169 - 5,079
621	24.66	25.27	25.91	26.55	27.22	27.90	28.60	29.31	30.04	30.79	31.56	32.35	33.16	33.99	34.84	4,274 - 5,207
622	25.27	25.91	26.55	27.22	27.90	28.60	29.31	30.04	30.79	31.56	32.35	33.16	33.99	34.84	35.71	4,381 - 5,338
623	25.90	26.55	27.21	27.89	28.59	29.31	30.04	30.79	31.56	32.35	33.16	33.99	34.84	35.71	36.60	4,490 - 5,470
624	26.55	27.22	27.90	28.59	29.31	30.04	30.79	31.56	32.35	33.16	33.98	34.83	35.71	36.60	37.52	4,602 - 5,608
625	27.21	27.89	28.59	29.30	30.04	30.79	31.56	32.35	33.16	33.98	34.83	35.70	36.60	37.51	38.45	4,717 - 5,747
626	27.89	28.59	29.31	30.04	30.79	31.56	32.35	33.16	33.99	34.84	35.71	36.60	37.51	38.45	39.41	4,835 - 5,891
627	28.59	29.30	30.03	30.79	31.55	32.34	33.15	33.98	34.83	35.70	36.59	37.51	38.45	39.41	40.39	4,955 - 6,037
628	29.30	30.03	30.78	31.55	32.34	33.15	33.98	34.83	35.70	36.59	37.51	38.45	39.41	40.39	41.40	5,079 - 6,188
629	30.04	30.79	31.56	32.35	33.16	33.98	34.83	35.71	36.60	37.51	38.45	39.41	40.40	41.41	42.44	5,206 - 6,344
630	30.78	31.55	32.34	33.15	33.98	34.83	35.70	36.59	37.51	38.45	39.41	40.39	41.40	42.44	43.50	5,336 - 6,501
631	31.56	32.35	33.16	33.99	34.84	35.71	36.60	37.52	38.46	39.42	40.40	41.41	42.45	43.51	44.60	5,471 - 6,666
632	32.34	33.15	33.98	34.83	35.70	36.59	37.51	38.45	39.41	40.39	41.40	42.44	43.50	44.59	45.70	5,606 - 6,831
633	33.15	33.98	34.83	35.70	36.60	37.51	38.45	39.41	40.40	41.41	42.44	43.50	44.59	45.70	46.85	5,747 - 7,002
634	33.99	34.84	35.71	36.60	37.52	38.45	39.42	40.40	41.41	42.45	43.51	44.60	45.71	46.85	48.02	5,891 - 7,178
635	34.83	35.70	36.60	37.51	38.45	39.41	40.40	41.41	42.44	43.50	44.59	45.70	46.85	48.02	49.22	6,038 - 7,356
636	35.71	36.60	37.52	38.46	39.42	40.40	41.41	42.45	43.51	44.60	45.71	46.85	48.03	49.23	50.46	6,190 - 7,541
637	36.60	37.51	38.45	39.41	40.40	41.41	42.44	43.50	44.59	45.70	46.85	48.02	49.22	50.45	51.71	6,343 - 7,729
638	37.52	38.46	39.42	40.40	41.41	42.45	43.51	44.60	45.71	46.85	48.03	49.23	50.46	51.72	53.01	6,503 - 7,923
639	38.45	39.41	40.39	41.40	42.44	43.50	44.59	45.70	46.85	48.02	49.22	50.45	51.71	53.00	54.33	6,664 - 8,120
640	39.41	40.40	41.41	42.44	43.50	44.59	45.71	46.85	48.02	49.22	50.45	51.71	53.00	54.33	55.69	6,831 - 8,323
641	40.40	41.41	42.44	43.50	44.59	45.70	46.85	48.02	49.22	50.45	51.71	53.00	54.33	55.69	57.08	7,002 - 8,531
642	41.40	42.44	43.50	44.59	45.70	46.84	48.01	49.22	50.45	51.71	53.00	54.32	55.68	57.07	58.50	7,177 - 8,744
643	42.44	43.50	44.59	45.71	46.85	48.02	49.22	50.45	51.71	53.00	54.33	55.69	57.08	58.51	59.97	7,357 - 8,963
644	43.50	44.59	45.71	46.85	48.02	49.22	50.45	51.71	53.00	54.33	55.69	57.08	58.51	59.97	61.47	7,541 - 9,187
645	44.60	45.71	46.85	48.03	49.23	50.46	51.72	53.01	54.34	55.69	57.09	58.51	59.98	61.48	63.01	7,730 - 9,418
646	45.71	46.85	48.03	49.23	50.46	51.72	53.01	54.34	55.69	57.09	58.51	59.98	61.48	63.01	64.59	7,923 - 9,654
647	46.85	48.02	49.22	50.45	51.71	53.00	54.33	55.69	57.08	58.51	59.97	61.47	63.00	64.58	66.19	8,120 - 9,894
648	48.02	49.22	50.45	51.71	53.00	54.33	55.68	57.08	58.50	59.97	61.47	63.00	64.58	66.19	67.85	8,323 - 10,141
649	49.22	50.45	51.71	53.00	54.33	55.69	57.08	58.50	59.97	61.47	63.00	64.58	66.19	67.85	69.54	8,531 - 10,394
650	50.45	51.71	53.01	54.33	55.69	57.08	58.51	59.97	61.47	63.01	64.58	66.20	67.85	69.55	71.29	8,745 - 10,655
651	51.72	53.01	54.34	55.70	57.09	58.51	59.98	61.48	63.01	64.58	66.20	67.86	69.56	71.29	73.08	8,965 - 10,922
652	53.01	54.33	55.69	57.08	58.51	59.97	61.47	63.01	64.58	66.20	67.85	69.55	71.29	73.07	74.90	9,188 - 11,194
653	54.33	55.69	57.08	58.50	59.97	61.47	63.00	64.58	66.19	67.85	69.54	71.28	73.06	74.89	76.76	9,417 - 11,473
654	55.69	57.08	58.51	59.97	61.47	63.01	64.58	66.20	67.85	69.55	71.29	73.07	74.90	76.77	78.69	9,653 - 11,761
655	57.08	58.50	59.97	61.47	63.00	64.58	66.19	67.85	69.54	71.28	73.06	74.89	76.76	78.68	80.65	9,893 - 12,054
656	58.51	59.97	61.47	63.00	64.58	66.19	67.85	69.54	71.28	73.06	74.89	76.76	78.68	80.65	82.67	10,141 - 12,356
657	59.97	61.47	63.00	64.58	66.19	67.85	69.54	71.28	73.06	74.89	76.76	78.68	80.65	82.66	84.73	10,394 - 12,664
658	61.47	63.01	64.58	66.20	67.85	69.55	71.29	73.07	74.90	76.77	78.69	80.66	82.67	84.74	86.86	10,655 - 12,982
659	63.01	64.58	66.20	67.85	69.55	71.29	73.07	74.90	76.77	78.69	80.66	82.67	84.74	86.86	89.03	10,921 - 13,307
660	64.58	66.19	67.85	69.54	71.28	73.06	74.89	76.76	78.68	80.65	82.67	84.73	86.85	89.02	91.25	11,194 - 13,638
661	66.20	67.86	69.55	71.29	73.07	74.90	76.77	78.69	80.66	82.68	84.74	86.86	89.03	91.26	93.54	11,475 - 13,981
662	67.85	69.54	71.28	73.06	74.89	76.76	78.68	80.65	82.66	84.73	86.85	89.02	91.25	93.53	95.87	11,760 - 14,329
663	69.55	71.28	73.07	74.89	76.77	78.69	80.65	82.67	84.74	86.85	89.03	91.25	93.53	95.87	98.27	12,055 - 14,687
664	71.29	73.07	74.90	76.77	78.69	80.66	82.67	84.74	86.86	89.03	91.26	93.54	95.88	98.27	100.73	12,357 - 15,056
665	73.06	74.89	76.76	78.68	80.65	82.67	84.73	86.85	89.02	91.25	93.53	95.87	98.26	100.72	103.24	12,664 - 15,430
666	74.89	76.77	78.68	80.65	82.67	84.74	86.85	89.02	91.25	93.53	95.87	98.27	100.72	103.24	105.82	12,982 - 15,817
667	76															

Adopted

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**GOVERNING BOARD POLICY**  
*Mojave Desert Air Quality Management District*

Policy No: 02-01  
Amended April 22, 2019

  
\_\_\_\_\_  
Carmen Hernandez  
Governing Board Vice Chair

  
\_\_\_\_\_  
Brad Poiriez  
Executive Director/APCO

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**SUBJECT: FINANCIAL RESERVES**

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**POLICY:**

It is the policy of the Governing Board of the Mojave Desert Air Quality Management District (District) to direct the Air Pollution Control Officer (APCO) to define and designate financial resources by establishing and maintaining certain reserve funds to ensure the sound fiscal management of District resources. This policy conforms to Government Accounting Standards Board Statement No. 54 (GASB 54).

**AMPLIFICATION OF POLICY:**

A. General

Sound financial management principles require that sufficient resources be retained by the District to provide stability for day to day operations. An unrestricted fund balance provides cash flow for the District and provides financial reserves to minimize adverse budgetary impacts from unanticipated expenditures and revenue shortfalls. All funds designated Committed, and Assigned, and the unassigned fund balance, as defined herein, in the General Fund are considered unrestricted.

B. Classification of Funds

The following classifications conform to GASB 54. Examples are provided to illustrate how the classification might be used in practice.

1. **Nonspendable Fund Balance** includes amounts that are not in spendable form (tangible assets such as property, inventory), or are required to remain intact, and will never convert to cash. The District is likely to report these as Capital or Fixed Assets.

2. **Restricted Fund Balance** includes amounts that can be spent only for the specific purposes stipulated by the external source, government code, enabling legislation, or other legal restriction. The District is likely to establish separate trust funds for these funding types; for example: Mobile Source Emission Reduction Revenue (AB 2766), and Carl Moyer Grant Program Funds are held in separate trust accounts and are reported separate from the District's General Fund. This category could be further distinguished as follows:

a. **Special Revenue Funds.** Special revenue funds are created to account for the proceeds of specific revenue sources that are legally restricted to expenditure for specified purposes.

b. **Debt Service Funds.** Debt service funds contain specific debt reserve amounts that are subject to the requirements set forth by the ordinances or resolutions that authorize the issuance of debt. It is the District's policy that debt reserve requirements for any outstanding debt issue will be consistent with the resolution authorizing the issuance of debt.

3. **Committed Fund Balance** are designated and described by specific policy and includes amounts that can be used only for the specific purposes determined by a formal action of the Governing Board. Commitments may be changed only by action of the Governing Board. The District's Operating Cash Reserves, as established by C.1. below, is an example of this classification.

4. **Assigned Fund Balance** is used to describe the portion of the fund balance that reflects the intended use of resources; the intent being established by the Governing Board, or the Board's designee. From time to time the Governing Board may establish other designations of the fund balance.

5. **Unassigned Fund Balance** is the net resources not allocated to the categories as described above.

C. Designating Specific Reserves from the Unassigned Fund Balance:

1. It is the policy of the Governing Board that the District designate a **Cash Reserves** of the unassigned fund balance **not less than 20%** of the combined Personnel and Expenses from the annual adopted budget. The Cash Reserves is further designated as follows:

a. **Operating Cash Reserves** – An amount **no less than 10%** of the combined Personnel and Expenses from the Annual Adopted Budget, shall serve as the Operating Cash Reserves, and is held to offset unanticipated costs or extraordinary revenue shortfall.

b. **Other Reserves** – The **remaining amount** of the designated Cash Reserves may be allocated for specific purposes and to accomplish strategic goals. The

Governing Board has discretion in designating these reserves which can be modified, transferred, or altered by Board action. The following descriptions may be revised or additional designations established, as required, by resolution adopting the budget or minute action.

- i. Capital Improvement Reserves – A portion of the Cash Reserves may provide replacement funds for capital improvements associated with the Park Avenue facility or off site air monitoring stations such as carpet, roof repair/replace, parking lot, or structural repair.
  - ii. Legal and Litigation Reserves – A portion of the Cash Reserves may be allocated in anticipation of costs associated with ongoing CEQA challenges to rule adoption activities.
  - iii. Compensated Absences Reserves – A portion of the Cash Reserves may offset a portion of liability resulting from employees’ accrued leave.
  - iv. Budget Stabilization Reserves – A portion of the Cash Reserves may provide resources for budget shortfalls.
2. The Governing Board may authorize use of the Cash Reserves or by resolution adopting the annual budget, or by minute action.
3. The Governing Board may authorize any portion of the Cash Reserves to be deposited in a high yield interest bearing account.

Revision History:

Adopted: April 22, 2002  
Amended: January 24, 2011  
Amended: June 11, 2012  
Amended: April 22, 2019

**Mojave Desert AQMD**  
**Consolidated Budget (All Funds)**

	<b>Budget FY 2019</b>	<b>End-of-Year Estimates FY 2019</b>	<b>Budget FY 2020</b>
<b>Revenues</b>			
Permit Fees	4,555,000	4,558,938	4,743,000
Application Fees	116,000	131,731	121,000
Federal Revenue	148,900	126,117	148,900
Fines & Penalties	213,000	179,028	188,500
Interest Income	154,900	69,823	172,562
Other Revenue	1,300,250	1,409,746	1,538,000
Revenue from Programs	2,645,670	3,011,416	3,038,492
State Revenue	329,172	387,464	417,427
<b>Total Revenues</b>	<b>9,462,892</b>	<b>9,874,263</b>	<b>10,367,881</b>
<b>Expenses</b>			
<b>Personnel Expenses</b>			
Salaries & Wages	4,426,130	4,417,411	4,856,439
Payroll Taxes	101,720	106,957	124,805
Benefits	661,227	661,546	677,090
Retirement	1,558,592	1,557,149	1,671,668
OPEB	30,000	0	0
<b>Total Personnel Expenses</b>	<b>6,777,669</b>	<b>6,743,063</b>	<b>7,330,002</b>
<b>Operating Expenses</b>			
Communications	76,577	62,760	87,300
Dues & Subscriptions	50,860	45,660	50,550
Non-Depreciable Inventory	36,600	25,325	37,950
Legal	37,000	38,350	46,500
Maintenance & Repairs	68,890	81,540	79,100
Training & Travel	82,950	80,040	105,150
Vehicles	65,085	70,350	65,650
Office Expenses	248,335	206,085	256,225
Program Expenses	787,318	2,203,415	1,862,354
Professional Services	137,848	73,800	132,100
Miscellaneous Expenses	11,500	0	14,000
<b>Total Operating Expenses</b>	<b>1,602,963</b>	<b>2,887,325</b>	<b>2,736,879</b>
<b>Capital Expenses</b>			
Improvements	15,000	100,000	50,000
Equipment	60,000	60,000	60,000
Vehicles	55,000	28,273	55,000
Software	0	0	50,000
<b>Total Capital Expenses</b>	<b>130,000</b>	<b>188,273</b>	<b>215,000</b>
<b>Total Expenses</b>	<b>8,510,632</b>	<b>9,818,661</b>	<b>10,281,881</b>
<b>Due To (From) Reserves</b>	<b>952,260</b>	<b>55,602</b>	<b>86,000</b>

## Mojave Desert AQMD General Fund Yr to Yr

	Budget FY 2016	Budget FY 2017	Budget FY 2018	Budget FY 2019	Budget FY 2020
<b>Revenues</b>					
Permit Fees	4,240,000	4,320,000	4,400,000	4,555,000	4,743,000
Application Fees	89,850	104,768	81,000	116,000	121,000
Federal Revenue	131,615	130,950	132,900	148,900	148,900
Fines & Penalties	60,000	45,000	82,000	213,000	188,500
Interest Income	7,500	8,700	12,000	16,000	15,000
Other Revenue	1,314,715	1,300,000	1,313,050	1,300,250	1,538,000
Revenue from Programs	877,000	847,000	954,000	1,141,000	1,340,000
State Revenue	180,000	189,490	178,000	329,172	417,427
<b>Total General Fund Revenues</b>	<b>6,900,680</b>	<b>6,945,908</b>	<b>7,152,950</b>	<b>7,819,322</b>	<b>8,511,827</b>
<b>Expenses</b>					
<b>Personnel Expenses</b>					
Salaries & Wages	3,595,300	3,575,453	3,582,516	4,426,130	4,856,439
Payroll Taxes	113,883	86,428	122,766	101,720	124,805
Benefits	659,935	593,631	645,723	661,227	677,090
Retirement	1,565,855	1,608,354	1,742,674	1,558,592	1,671,668
<b>Total Personnel Expenses</b>	<b>5,934,973</b>	<b>5,863,866</b>	<b>6,093,679</b>	<b>6,747,669</b>	<b>7,330,002</b>
<b>Operating Expenses</b>					
Communications	55,300	58,460	95,375	76,577	87,300
Dues & Subscriptions	27,275	48,100	42,350	50,860	50,550
Non-Depreciable Inventory	34,325	24,500	20,700	36,600	37,950
Legal	115,700	45,000	61,096	37,000	46,500
Maintenance & Repairs	53,775	75,925	87,350	68,890	79,100
Training & Travel	80,650	82,600	75,750	82,950	105,150
Vehicles	79,800	85,400	67,250	65,085	65,650
Office Expenses	206,700	206,025	222,900	248,335	256,225
Program Expenses	127,000	146,600	90,500	93,702	92,300
Professional Services	232,100	129,400	99,500	137,848	132,100
Miscellaneous Expenses	5,000	6,540	4,000	11,500	14,000
<b>Total Operating Expenses</b>	<b>1,017,625</b>	<b>908,550</b>	<b>866,771</b>	<b>909,347</b>	<b>966,825</b>
<b>Capital Expenses</b>					
Buildings	40,000	15,000	30,000	0	0
Improvements	0	0	0	15,000	50,000
Equipment	65,000	60,000	60,000	60,000	60,000
Vehicles	0	25,000	50,000	55,000	55,000
Computers	50,000	40,000	0	0	0
Software	125,000	63,000	52,500	0	50,000
<b>Total Capital Expenses</b>	<b>280,000</b>	<b>203,000</b>	<b>192,500</b>	<b>130,000</b>	<b>215,000</b>
<b>Total Expenses</b>	<b>7,232,598</b>	<b>6,975,416</b>	<b>7,152,950</b>	<b>7,787,016</b>	<b>8,511,827</b>
<b>Due To (From) Reserves</b>	<b>(331,918)</b>	<b>(29,508)</b>	<b>0</b>	<b>32,306</b>	<b>0</b>

## 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 <sub>2.5</sub> Program)	Federal 103 grant pass through (via CAPCOA) funding to support PM <sub>2.5</sub> monitoring
Section 105 (PSD) Federal Grants and Agreements	Federal EPA 105 Pilot Grant (established FY 12) to develop PSD Program 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
Employee Assistance Plan	Employee Assistance Program
Vision Insurance	Employee benefit for Vision Care
Life Insurance	Employee benefit for life insurance
Disability Insurance	Employee benefit for short term and long term disability

Tuition Reimbursement	Negotiated per Memorandum of Understanding, allowances for employee's choice education program and professional associations
Other Benefits	Deminimis benefits to employees
Workers Compensation	Employer cost for workers compensation insurance

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
Employer Contribution SBCERA	Employer required retirement contribution
Survivors Match	Premium for employers share, benefits to survivors in the event of employee's death
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.
401(a) Matching Contribution	District match to employee contributions made to Deferred Comp Plan
Retirement Cash	District paid additional retirement for employees in exempt groups

## 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

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