

Adopted
Budget
Fiscal Year 2016-17

July 1, 2016



“Clean Air is Everybody’s Business”

Mojave Desert Air Quality Management District
14306 Park Avenue, Victorville, CA 92392-2310
760.245.1661 • fax 760.245.2699
<http://www.mdaqmd.ca.gov>

This page left intentionally blank.



Mojave Desert Air Quality Management District

14306 Park Avenue, Victorville, CA 92392-2310

760.245.1661 • fax 760.245.2699

Visit our web site: <http://www.mdaqmd.ca.gov>

Eldon Heaston, Executive Director

July 1, 2016

This is the budget of the Mojave Desert Air Quality Management District for Fiscal Year 2016-17. Adopted by the Governing Board on June 27, 2016, this document recommends uses of resources for the required, necessary and desired services as established by this 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 (accounting for all funds) includes projected revenues and proposed expenses for all MDAQMD activity, including the grant programs. Specifically, the General Fund revenue is projected to be \$6,945,908, less than one percent (.66%) increase from the prior fiscal year. This budget includes a recommended increase to Regulation III, Fees, proposing a 3% fee increase effective January 1, 2017. If executed as presented this budget is expected to perform with positive results in the amount of \$22,500.

The General Fund expenses projected for operations and capital expenditures are \$6,975,416. This amount reflects an overall decrease of 3.6% from the budget for the prior fiscal year imposing cuts to operational expenditures. The budgeted expenditures include continuing projects to help streamline government and regulatory functions.

The MDAQMD is a service agency in which personnel expenses will comprise about 87% of the operations budget. The Table of Organization for FY 17 includes the total of 40 positions of full time employees. The budget for Personnel Expenses includes no change for retirement contributions made for District employees during next fiscal year. The Governing Board kindly acknowledged the retirement of Mr. Eldon Heaston, Executive Director/APCO on June 30, 2016.

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

This budget represents a financial plan to meet this year's obligations and challenges and is effective July 1, 2016.

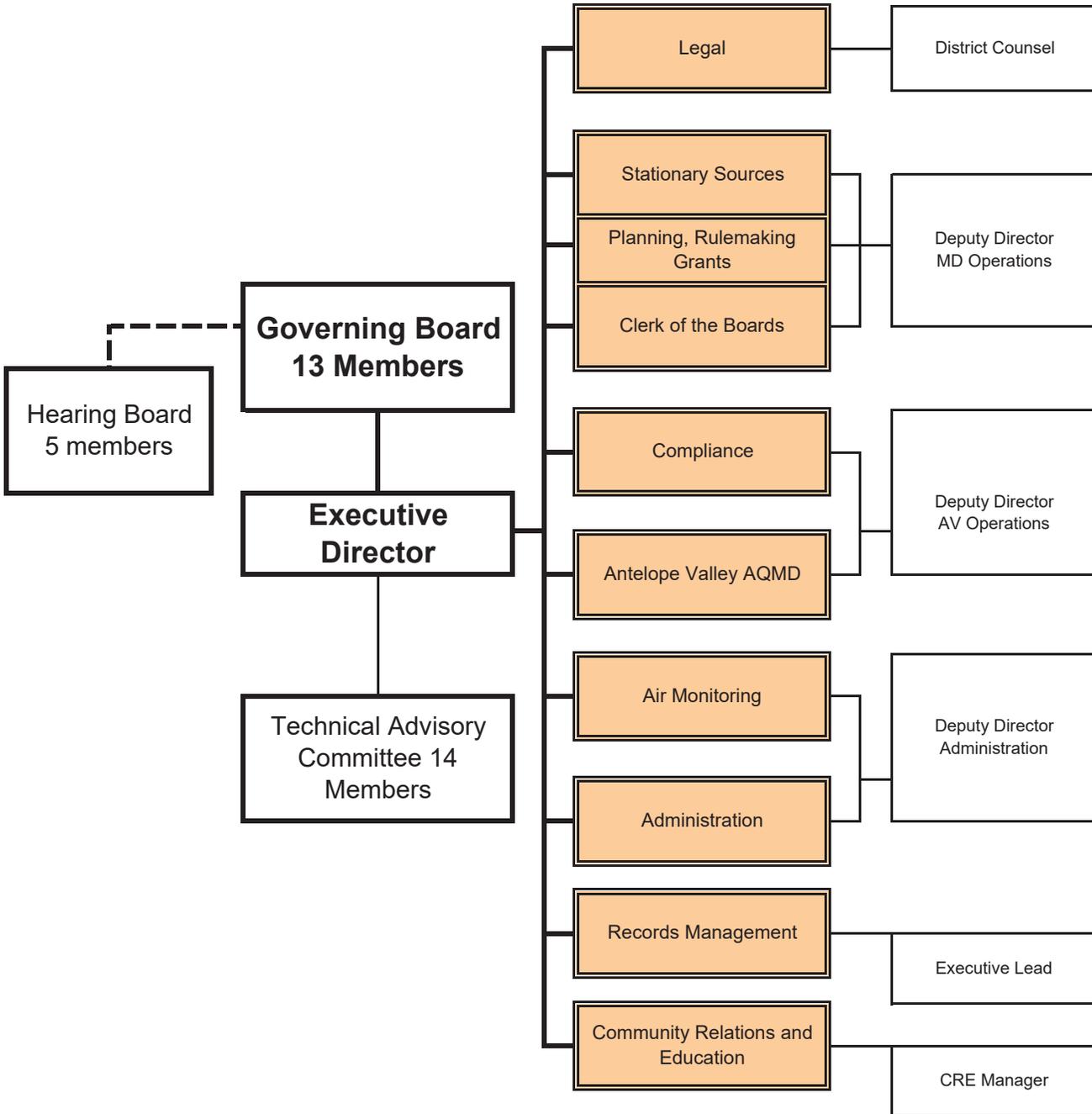
This page left intentionally blank.

TABLE OF CONTENTS

Message from the Executive Director	<i>i</i>
Table of Contents.....	<i>iii</i>
District Organizational Chart.....	1
Governing Board Members	2
MDAQMD Jurisdiction Area (Map)	3
Consolidated Budget (All Funds)	4
Budgeted Sources of Revenue (Chart).....	5
General Fund Revenue Budget Detail	6
Introduction and District Programs and Projects.....	7-8
Air Quality Programs	
Surveillance Program	9-12
Planning, Rule Making, Grants, & Compliance Programs.....	13-16
Stationary Sources Program	17-20
Community Relations & Education	21-24
Support Programs	
Executive Office	25-28
Administrative Services	29-32
District Wide	33-36
Expenditure Detail.....	37-38
Budgeted Expense Analysis (Chart).....	39
General Fund Consolidated Summary Expense Budget.....	40-42
Special Funds Consolidated Budget Detail.....	43
Summary of Board Policy and Standard Practice	44
Organizational Chart.....	46
Table of Organization	47
Salary Schedule	48
Designation of Fund Balances (General Fund).....	49
Fund Balance Descriptions	50
Financial History & Summary FY 08-14.....	51
Consolidated (All Funds) Budget Year to Year Comparison	52
Budget Category Descriptions.....	53-55
Acronyms	56
Governing Board Action	58-59
Resolution 16-02 Approving and Adopting the Budget for FY 2016-17	60-63

Mojave Desert Air Quality Management District

District Organization





Governing Board 2016

Robert Lovingood, *Chair
Supervisor*
County of San Bernardino

Jim Cox, *Vice Chair*
City of Victorville

Ed Camargo,
City of Adelanto

Barb Stanton
Town of Apple Valley

Carmen Hernandez
City of Barstow

Joseph "Joey" DeConinck
City of Blythe

Jeff Williams
City of Needles

John Cole
City of Twentynine Palms

Robert Leone
Town of Yucca Valley

Paul Russ
City of Hesperia

John Benoit, *Supervisor*
County of Riverside

James Ramos, *Supervisor*
County of San Bernardino

Barbara Cram Riordan
Public Member

Executive Staff

Eldon Heaston
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

Michele Baird
Clerk of the Boards

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



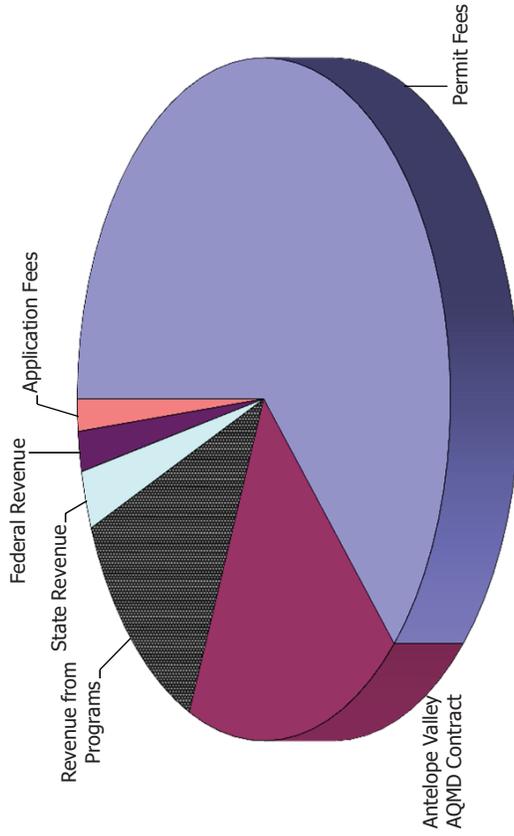
Mojave Desert AQMD

Consolidated Budget (All Funds)

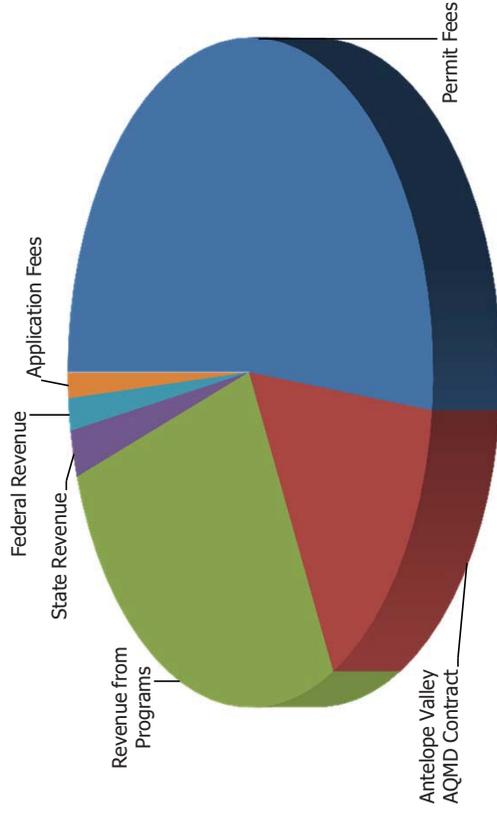
	Adopted Budget FY 2016	End-of-Year Estimates FY 2016	Adopted Budget FY 2017
Revenues			
Permit Fees	4,240,000	4,201,196	4,320,000
Application Fees	89,850	100,524	104,768
Federal Revenue	131,615	130,490	130,950
Fines & Penalties	60,000	41,295	45,000
Interest Income	55,150	24,802	104,900
Other Revenue	1,314,715	1,293,493	1,300,000
Revenue from Programs	2,267,533	2,268,587	2,294,578
State Revenue	180,000	189,298	189,490
Total Revenues	8,338,863	8,249,685	8,489,686
Expenses			
Personnel Expenses			
Salaries & Wages	3,595,300	3,399,799	3,630,211
Payroll Taxes	113,883	79,570	86,428
Benefits	659,935	551,695	593,631
Retirement	1,565,855	1,575,036	1,608,354
OPEB	23,000	18,000	18,000
Total Personnel Expenses	5,957,973	5,624,100	5,936,624
Operating Expenses			
Communications	55,300	55,966	58,460
Dues & Subscriptions	27,275	36,947	48,100
Non-Depreciable Inventory	34,325	15,623	24,500
Legal	115,700	116,262	45,000
Maintenance & Repairs	53,775	67,012	75,925
Training & Travel	80,650	60,978	82,600
Vehicles	79,800	65,181	85,400
Office Expenses	206,700	177,832	206,025
Program Expenses	1,529,183	1,551,111	1,555,620
Professional Services	320,100	163,780	139,400
Miscellaneous Expenses	5,000	6,615	6,540
Total Operating Expenses	2,507,808	2,317,307	2,327,570
Capital Expenses			
Buildings	40,000	26,021	15,000
Equipment	65,000	71,469	60,000
Vehicles	0	0	25,000
Computers	50,000	56,609	40,000
Software	125,000	128,901	63,000
Total Capital Expenses	280,000	283,000	203,000
Total Expenses	8,745,781	8,224,407	8,467,194
Due To (From) Reserves	(406,918)	25,278	22,492

MOJAVE DESERT AIR QUALITY MANAGEMENT DISTRICT
Budgeted Sources of Revenue

General Fund



Consolidated (All) Funds



General Fund Revenue

FY 2017

REVENUE TYPES	AMOUNT	% of Total
Permit Fees	4,320,000	62.19%
Antelope Valley AQMD Contract	1,300,000	18.72%
Revenue from Programs	847,000	12.19%
State Revenue	189,490	2.73%
Federal Revenue	130,950	1.89%
Application Fees	104,768	1.51%
Fines & Penalties	45,000	0.65%
Interest Revenue	8,700	0.13%
TOTAL	6,945,908	100.00%

Consolidated (All Funds) Revenue

FY 2017

REVENUE TYPES	AMOUNT	% of Total
Permit Fees	4,320,000	50.89%
Antelope Valley AQMD Contract	1,300,000	15.31%
Revenue from Programs	2,294,578	27.03%
State Revenue	189,490	2.23%
Federal Revenue	130,950	1.54%
Application Fees	104,768	1.23%
Fines & Penalties	45,000	0.53%
Interest Revenue	104,900	1.24%
TOTAL	8,489,686	100.00%

Mojave Desert AQMD

General Fund Budget Revenue Detail

	Adopted Budget FY 2016	End-of-Year Estimates FY 2016	Adopted Budget FY 2017
Revenues			
Permit Fees			
Permit Fees Rev	3,900,000	3,900,423	4,010,000
Asbestos Demo/Reno Rev	55,000	24,946	25,000
Title V Rev	285,000	275,827	285,000
	<u>4,240,000</u>	<u>4,201,196</u>	<u>4,320,000</u>
Application Fees			
ERC Application Fees	600	200	575
New Source Review Fees	6,500	6,500	6,500
Permit Application Fees	80,000	93,294	96,093
Variance Filing Fees	750	0	0
AG Application Fees	2,000	530	1,600
	<u>89,850</u>	<u>100,524</u>	<u>104,768</u>
Federal Revenue			
ARB PM 2.5 Section 103	21,200	20,643	21,200
Section 105 (PSD)	85,415	84,847	84,850
Federal Contracts & Agreements	25,000	25,000	24,900
	<u>131,615</u>	<u>130,490</u>	<u>130,950</u>
Fines & Penalties			
Notice of Violations Fee	60,000	41,295	45,000
	<u>60,000</u>	<u>41,295</u>	<u>45,000</u>
Interest Income			
Interest Revenue	7,500	8,700	8,700
	<u>7,500</u>	<u>8,700</u>	<u>8,700</u>
Other Revenue			
Contracts	1,314,715	1,293,493	1,300,000
	<u>1,314,715</u>	<u>1,293,493</u>	<u>1,300,000</u>
Revenue from Programs			
AB2766 Program	730,000	761,860	762,000
Carl Moyer Program	66,000	0	0
California Clean Air Act	65,000	69,577	70,000
Hot Spots	16,000	14,757	15,000
	<u>877,000</u>	<u>846,194</u>	<u>847,000</u>
State Revenue			
PERP	40,000	51,690	51,690
State Subvention	140,000	137,608	137,800
	<u>180,000</u>	<u>189,298</u>	<u>189,490</u>
Total General Fund Revenues	<u>6,900,680</u>	<u>6,811,190</u>	<u>6,945,908</u>

INTRODUCTION

The District's approach to air quality regulations is to be responsible and approachable with attention to customer service. While the revenue sources are sufficient for maintaining this kind of agency, growth and new programs demand that the District continue to strive to streamline government, become more efficient, and conserve resources without limiting or decreasing the service provided to the regulated community and the public at large.

DISTRICT PROGRAMS AND PROJECTS

▪ **Community Outreach**

Through community events, school education programs, publications, 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 up-to-the-minute information on ozone levels within the MDAQMD's jurisdictional boundaries, in a user-friendly format.

▪ **The District Website**

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/>.

▪ **Small Business Assistance Program**

Through the Breathe Easy Program, small businesses can obtain individualized help regarding compliance with District rules. This program also provides no-fault compliance audits, permitting assistance, training, produces informative brochures, and advocates small business concerns for proposed regulations. The Business Assistance Hotline is available for personalized assistance related to compliance without fear of reprisals.

▪ **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 more than three million dollars has been awarded to various public agencies and private entities for 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 more than four million dollars to local agencies and private entities' eligible projects.

- **Technology Improvements** bring together an overall plan that strives to streamline government and efficiently deliver services. The **CAPS** (Compliance and Permit System) Database is the application that holds all of the information related to every source responsible to the District's Rules and Regulations. The **Records Management** program manages the content management system which images, indexes and stores District records. Another component electronically develops the Governing Board agenda. **AccuFund** serves our accounting needs through use of cost accounting methodology and appropriate reporting on the use of restricted funds. Our **Video Tele-conferencing** delivers high performance multi-point video conferencing for small and large groups.
- **Training and Development**
Emphasis is on educating staff and the Governing Board about the work and mission of the District. District staff will participate in on site educational opportunities and off-site educational tours and are encouraged to continue their technical and professional development.
- **Antelope Valley AQMD**
The Antelope Valley Air Quality Management District is an independent special district based in Lancaster with a jurisdiction covering north Los Angeles County. The AVAQMD contracts most of its services from the MDAQMD. Six full time staff on site support the office in Lancaster, and staff at the Victorville office contribute additional support.

AIR QUALITY PROGRAMS

SURVEILLANCE

The Surveillance section supports District efforts by operating an ambient air monitoring and meteorological network which tracks air quality trends. Air monitoring stations are located in Barstow, Hesperia, Lucerne Valley, Phelan, Trona, Twentynine Palms, 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 from each of the stations. These data are reported to the California Air Resources Board (CARB), Federal Environmental Protection Agency (EPA), regulated industry and the general public. This information is also used to provide pollution episode forecasts and notification to school systems and the general population of harmful levels of pollution.

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

Ozone Mapping Program. 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.

PM₁₀ and PM_{2.5} Monitoring. The District's laboratory provides a controlled environment for testing and measuring filters under the standards of the PM₁₀ and PM_{2.5} programs.

ASSIGNED POSITIONS

Supervisor Air Quality Engineer (.5 FTE)
Lead Air Quality Instrument Technician
Air Quality Instrument Technician

Mojave Desert AQMD
General Fund Surveillance Expense Budget Detail

	<u>Adopted Budget FY 2016</u>	<u>End-of-Year Estimates FY 2016</u>	<u>Adopted Budget FY 2017</u>
Expenses			
Personnel Expenses			
Salaries	155,000	123,022	130,198
Vacation	0	9,855	11,739
Sick	0	353	3,345
Holiday	0	7,732	8,285
Salaries & Wages	<u>155,000</u>	<u>140,962</u>	<u>153,567</u>
Payroll Taxes			
Medicare Tax	<u>2,248</u>	<u>1,487</u>	<u>2,464</u>
	2,248	1,487	2,464
Benefits			
Section 125	27,000	23,144	27,300
Employee Assistance Plan	500	366	400
Vision Insurance	0	4	0
Life Insurance	450	233	240
Disability Insurance	1,060	80	225
Workers Compensation	<u>3,500</u>	<u>2,410</u>	<u>2,340</u>
	32,510	26,237	30,505
Retirement			
Employer Pick-up	10,000	8,586	11,896
Employer Contribution SBCERA	53,500	49,413	56,167
Survivor Match	100	84	90
401(a) Matching Contribution	<u>0</u>	<u>0</u>	<u>20</u>
	<u>63,600</u>	<u>58,083</u>	<u>68,173</u>
Total Personnel Expenses	253,358	226,769	254,709

Mojave Desert AQMD
General Fund Surveillance Expense Budget Detail

	<u>Adopted Budget FY 2016</u>	<u>End-of-Year Estimates FY 2016</u>	<u>Adopted Budget FY 2017</u>
Operating Expenses			
Communications			
Telephones	2,500	2,500	2,500
Long Distance Charges	750	250	275
Cellular Phones	500	125	150
Video/Teleconference	350	25	50
Internet	6,000	5,640	6,000
Web Hosting	500	5,000	150
Tech Support	1,000	1,500	1,800
Cable	25	50	60
	<u>11,625</u>	<u>15,090</u>	<u>10,985</u>
Dues & Subscriptions			
Memberships & Sponsorships	250	480	500
Publications & Subscriptions	250	37	100
	<u>500</u>	<u>517</u>	<u>600</u>
Non-Depreciable Inventory			
Machinery & Equipment Exp	7,000	5,666	6,500
Safety Equipment Exp	300	200	300
	<u>7,300</u>	<u>5,866</u>	<u>6,800</u>
Legal			
Professional Services			
Payroll Contract	0	150	100
Consulting Fees	25,000	25,000	5,000
	<u>25,000</u>	<u>25,150</u>	<u>5,100</u>
Maintenance & Repairs			
General Bldg. Maintenance	5,500	8,750	9,000
Custodial Services	4,500	4,500	6,250
Landscaping	700	700	850
Equipment Repair	8,000	12,300	15,000
	<u>18,700</u>	<u>26,250</u>	<u>31,100</u>

Mojave Desert AQMD
General Fund Surveillance Expense Budget Detail

	<u>Adopted Budget FY 2016</u>	<u>End-of-Year Estimates FY 2016</u>	<u>Adopted Budget FY 2017</u>
Training & Travel			
Training	5,000	2,685	10,000
Travel	3,000	644	1,000
	<u>8,000</u>	<u>3,329</u>	<u>11,000</u>
Vehicles			
Vehicle Lease	9,000	8,000	9,000
Vehicle Gas & Oil	4,000	3,357	3,750
Vehicle Maintenance	500	1,750	1,500
Vehicle Insurance	1,500	1,850	2,000
	<u>15,000</u>	<u>14,957</u>	<u>16,250</u>
Office Expenses			
Software	6,000	375	6,500
Utilities	8,000	8,400	9,500
Supplies	6,500	4,500	6,500
Facility Leases	5,500	2,600	3,500
Equipment Lease	1,800	2,000	1,800
Postage	100	20	50
Courier	200	860	1,000
Printing/Shredding Services	75	135	150
Security	25	400	600
Liability Insurance	2,000	6,500	6,750
Meeting Expenses	100	20	100
	<u>30,300</u>	<u>25,810</u>	<u>36,450</u>
Program Expenses			
Miscellaneous Expenses			
Total Operating Expenses	<u>116,425</u>	<u>116,969</u>	<u>118,285</u>
Capital Expenses			
Buildings	0	4,469	0
Equipment	60,000	71,469	50,000
Total Capital Expenses	<u>60,000</u>	<u>75,938</u>	<u>50,000</u>
Total Expenses	<u>429,783</u>	<u>419,676</u>	<u>422,994</u>

AIR QUALITY PROGRAMS

PLANNING, RULEMAKING & GRANTS

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. Related functions include rule adoptions and revisions, and State and Federal grant programs with direct and pass through funding.

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, the Clean Air Act Amendments and subsequent Federal legislation. This program currently focuses on the National one-hour and eight-hour ozone standards, the National 24-hour, annual PM₁₀ standards, and National 24-hour, annual PM_{2.5} 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
- Carl Moyer and AB 2766 Grant Programs

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 – Mojave Desert Operations
Lead Air Quality Specialist
Air Quality Specialist (5)

Mojave Desert AQMD
General Fund Planning / Rule Making / Grants / Compliance Expense Budget Detail

	<u>Adopted Budget FY 2016</u>	<u>End-of-Year Estimates FY 2016</u>	<u>Adopted Budget FY 2017</u>
Expenses			
Personnel Expenses			
Salaries	725,000	620,672	647,516
Vacation	0	50,927	61,460
Sick	0	2,193	36,800
Holiday	0	37,803	41,626
Admin	0	4,894	11,615
	<u>725,000</u>	<u>716,489</u>	<u>799,017</u>
Salaries & Wages			
	725,000	716,489	799,017
Payroll Taxes			
Medicare Tax	10,513	8,261	12,653
	<u>10,513</u>	<u>8,261</u>	<u>12,653</u>
Benefits			
Section 125	135,000	106,821	122,700
Employee Assistance Plan	1,700	1,262	1,400
Vision Insurance	240	270	450
Life Insurance	1,650	1,337	1,080
Disability Insurance	5,900	1,762	1,600
Tuition Reimbursement	0	3,413	0
Workers Compensation	13,700	10,604	9,478
	<u>158,190</u>	<u>125,469</u>	<u>136,708</u>
Retirement			
Employer Pick-up	44,500	43,855	61,084
Employer Contribution SBCERA	246,000	247,206	288,406
Survivor Match	465	389	405
401(a) Matching Contribution	0	0	2,000
Retirement Cash	4,560	4,501	4,560
	<u>295,525</u>	<u>295,951</u>	<u>356,455</u>
Total Personnel Expenses	1,189,228	1,146,170	1,304,833

Mojave Desert AQMD
General Fund Planning / Rule Making / Grants / Compliance Expense Budget Detail

	<u>Adopted Budget FY 2016</u>	<u>End-of-Year Estimates FY 2016</u>	<u>Adopted Budget FY 2017</u>
Operating Expenses			
Communications			
Telephones	3,500	3,885	3,500
Long Distance Charges	200	115	150
Cellular Phones	500	98	150
Video/Teleconference	1,000	90	100
Internet	4,000	6,734	9,000
Web Hosting	250	277	400
Tech Support	1,000	710	1,000
Cable	200	159	250
	<u>10,650</u>	<u>12,068</u>	<u>14,550</u>
Dues & Subscriptions			
Memberships & Sponsorships	0	1,740	1,750
Publications & Subscriptions	300	132	100
Professional Dues	300	0	0
	<u>600</u>	<u>1,872</u>	<u>1,850</u>
Non-Depreciable Inventory			
Furniture & Fixtures Exp	2,000	506	500
Machinery & Equipment Exp	8,500	493	500
Safety Equipment Exp	1,200	456	500
	<u>11,700</u>	<u>1,455</u>	<u>1,500</u>
Legal			
Legal Notices	1,500	1,009	1,500
Legal Services	0	99	0
	<u>1,500</u>	<u>1,108</u>	<u>1,500</u>
Professional Services			
Payroll Contract	0	355	375
Consulting Fees	2,500	0	0
	<u>2,500</u>	<u>355</u>	<u>375</u>
Maintenance & Repairs			
General Bldg. Maintenance	4,000	4,685	4,750
Custodial Services	3,000	3,064	3,800
Landscaping	450	415	500
Equipment Repair	400	0	0
	<u>7,850</u>	<u>8,164</u>	<u>9,050</u>

Mojave Desert AQMD
General Fund Planning / Rule Making / Grants / Compliance Expense Budget Detail

	<u>Adopted Budget FY 2016</u>	<u>End-of-Year Estimates FY 2016</u>	<u>Adopted Budget FY 2017</u>
Training & Travel			
Training	6,000	2,800	4,000
Travel	10,000	10,219	12,000
Mileage	250	2,755	0
	<u>16,250</u>	<u>15,774</u>	<u>16,000</u>
Vehicles			
Vehicle Lease	20,000	14,908	34,000
Vehicle Gas & Oil	7,500	6,950	7,500
Vehicle Maintenance	2,000	2,296	1,500
Vehicle Repairs	2,000	190	500
Vehicle Insurance	5,200	6,799	7,500
	<u>36,700</u>	<u>31,143</u>	<u>51,000</u>
Office Expenses			
Software	2,500	1,290	2,900
Utilities	5,500	5,533	6,750
Supplies	3,500	4,213	4,500
Facility Leases	1,000	1,867	2,250
Equipment Lease	6,500	5,931	7,000
Postage	1,000	1,002	1,000
Courier	450	255	500
Printing/Shredding Services	2,500	835	1,750
Security	25	243	400
Liability Insurance	6,000	4,889	3,500
Meeting Expenses	500	932	350
Community Relations	5,000	0	0
	<u>34,475</u>	<u>26,990</u>	<u>30,900</u>
Program Expenses			
Program Expenditures	37,000	21,945	56,600
	<u>37,000</u>	<u>21,945</u>	<u>56,600</u>
Miscellaneous Expenses			
Total Operating Expenses	<u>159,225</u>	<u>120,874</u>	<u>183,325</u>
Capital Expenses			
Buildings	0	2,682	0
Computers	0	74	0
Software	100,000	56,448	50,000
Total Capital Expenses	<u>100,000</u>	<u>59,204</u>	<u>50,000</u>
Total Expenses	<u><u>1,448,453</u></u>	<u><u>1,326,248</u></u>	<u><u>1,538,158</u></u>

AIR QUALITY PROGRAMS

STATIONARY SOURCES

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:

- **Title III & V Programs.** The Title III program is the federal toxic program for Title V facilities. Title V is a Federal Operating Permits Program required by the 1990 Clean Air Act. This program requires 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. This program occasionally sponsors a part time intern to assist with the program documentation.
- **AB 3205.** This program is required by the State, and its purpose is to implement a program to notify parents of school children when a new or modified source will be located within one mile of elementary, middle, or high schools.

ASSIGNED POSITIONS

Supervisor Air Quality Engineer (.5 FTE)
Lead Air Quality Engineer
Air Quality Engineer (4)

Mojave Desert AQMD
General Fund Stationary Sources Expense Budget Detail

	<u>Adopted Budget FY 2016</u>	<u>End-of-Year Estimates FY 2016</u>	<u>Adopted Budget FY 2017</u>
Expenses			
Personnel Expenses			
Salaries	560,000	481,088	492,690
Vacation	0	41,899	49,296
Sick	0	1,023	22,990
Holiday	0	30,578	33,513
Admin	0	1,047	4,862
	<u>560,000</u>	<u>555,635</u>	<u>603,351</u>
Salaries & Wages	560,000	555,635	603,351
Payroll Taxes			
Medicare Tax	8,120	6,284	9,461
	<u>8,120</u>	<u>6,284</u>	<u>9,461</u>
Benefits			
Section 125	80,000	67,407	82,000
Employee Assistance Plan	1,200	887	1,000
Vision Insurance	240	216	300
Life Insurance	1,100	777	720
Disability Insurance	3,500	1,481	561
Tuition Reimbursement	0	6,490	0
Workers Compensation	7,500	4,960	4,963
	<u>93,540</u>	<u>82,218</u>	<u>89,544</u>
Retirement			
Employer Pick-up	44,500	40,109	45,678
Employer Contribution SBCERA	188,000	185,648	215,668
Survivor Match	280	245	270
401(a) Matching Contribution	0	0	1,800
Retirement Cash	2,160	1,939	2,160
	<u>234,940</u>	<u>227,941</u>	<u>265,576</u>
Total Personnel Expenses	896,600	872,078	967,932

Mojave Desert AQMD
General Fund Stationary Sources Expense Budget Detail

	<u>Adopted Budget FY 2016</u>	<u>End-of-Year Estimates FY 2016</u>	<u>Adopted Budget FY 2017</u>
Operating Expenses			
Communications			
Telephones	2,000	2,230	1,750
Long Distance Charges	100	75	100
Cellular Phones	300	64	100
Video/Teleconference	600	59	100
Internet	2,500	4,423	4,500
Web Hosting	200	182	250
Tech Support	1,000	505	700
Cable	150	104	150
	<u>6,850</u>	<u>7,642</u>	<u>7,650</u>
Dues & Subscriptions			
Memberships & Sponsorships	0	1,140	1,200
Publications & Subscriptions	250	87	250
Professional Dues	800	1,290	1,200
	<u>1,050</u>	<u>2,517</u>	<u>2,650</u>
Non-Depreciable Inventory			
Furniture & Fixtures Exp	0	2,453	3,000
Machinery & Equipment Exp	3,000	397	1,000
Safety Equipment Exp	200	346	500
	<u>3,200</u>	<u>3,196</u>	<u>4,500</u>
Legal			
Professional Services			
Payroll Contract	0	251	250
	<u>0</u>	<u>251</u>	<u>250</u>
Maintenance & Repairs			
General Bldg. Maintenance	2,800	3,343	3,000
Custodial Services	2,500	2,159	2,500
Landscaping	350	297	350
Equipment Repair	150	2,064	750
	<u>5,800</u>	<u>7,863</u>	<u>6,600</u>

Mojave Desert AQMD
General Fund Stationary Sources Expense Budget Detail

	<u>Adopted Budget FY 2016</u>	<u>End-of-Year Estimates FY 2016</u>	<u>Adopted Budget FY 2017</u>
Training & Travel			
Training	8,000	3,631	3,000
Travel	10,000	9,200	7,000
	<u>18,000</u>	<u>12,831</u>	<u>10,000</u>
Vehicles			
Vehicle Lease	0	927	1,200
Vehicle Gas & Oil	1,500	2,096	1,700
Vehicle Maintenance	1,500	1,749	1,600
Vehicle Insurance	1,000	1,286	1,300
	<u>4,000</u>	<u>6,058</u>	<u>5,800</u>
Office Expenses			
Software	2,500	883	2,000
Utilities	4,000	3,918	4,000
Supplies	2,000	2,535	2,500
Facility Leases	725	1,230	1,250
Equipment Lease	4,000	3,898	4,200
Postage	2,000	1,538	1,500
Courier	100	0	100
Printing/Shredding Services	150	321	150
Security	25	173	150
Liability Insurance	4,000	3,345	2,800
Meeting Expenses	200	31	50
	<u>19,700</u>	<u>17,872</u>	<u>18,700</u>
Program Expenses			
Miscellaneous Expenses			
Total Operating Expenses	<u>58,600</u>	<u>58,230</u>	<u>56,150</u>
Capital Expenses			
Buildings	0	1,916	0
Computers	0	52	0
Total Capital Expenses	<u>0</u>	<u>1,968</u>	<u>0</u>
Total Expenses	<u>955,200</u>	<u>932,276</u>	<u>1,024,082</u>

SUPPORT PROGRAMS

COMMUNITY RELATIONS AND EDUCATION PROGRAM

The Mojave Desert Air Quality Management District conducts public outreach and education programs in order to 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 programs inform the public about air pollution, its sources, health effects on humans, and damage to the environment. Education must be provided in order to raise public awareness on methods of control and to encourage 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 through pamphlets, brochures, the annual report, newsletters, public workshops and conferences, presentations, exhibits, and other multimedia promotions. The District participates in *MEEC, the Mojave Environmental Education Consortium*, a public-private non profit partnership providing environmental education support to local schools.

In addition, media relations through press releases, press conferences and air quality forecasts and health advisories are provided to the local media on an ongoing basis as a means of keeping the public informed. The District also participates with the local schools in a Pollution Prevention Week Poster Contest; with the regulated community for Exemplar Awards, High Desert Opportunity, and various environmental fairs, community awareness activities, and science fairs.

ASSIGNED POSITIONS

Community Relations & Education Manager
Community Relations & Education Specialist

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

	<u>Adopted Budget FY 2016</u>	<u>End-of-Year Estimates FY 2016</u>	<u>Adopted Budget FY 2017</u>
Expenses			
Personnel Expenses			
Salaries	165,300	124,767	130,780
Overtime	0	343	0
Vacation	0	12,296	15,384
Sick	0	941	7,165
Holiday	0	8,577	9,905
Admin	0	2,355	4,320
Compensatory	0	2,502	0
Salaries & Wages	<u>165,300</u>	<u>151,781</u>	<u>167,554</u>
Payroll Taxes			
Medicare Tax	<u>2,397</u>	<u>1,375</u>	<u>2,667</u>
	2,397	1,375	2,667
Benefits			
Section 125	23,000	20,816	27,400
Employee Assistance Plan	650	366	400
Vision Insurance	275	265	450
Life Insurance	450	190	240
Disability Insurance	2,500	557	700
Workers Compensation	<u>2,500</u>	<u>1,238</u>	<u>1,147</u>
	29,375	23,432	30,337
Retirement			
Employer Pick-up	14,000	10,740	12,879
Employer Contribution SBCERA	60,500	49,618	60,810
Survivor Match	100	76	90
401(a) Matching Contribution	0	0	625
Retirement Cash	<u>2,160</u>	<u>1,855</u>	<u>2,160</u>
	<u>76,760</u>	<u>62,289</u>	<u>76,564</u>
Total Personnel Expenses	273,832	238,877	277,122

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

	<u>Adopted Budget FY 2016</u>	<u>End-of-Year Estimates FY 2016</u>	<u>Adopted Budget FY 2017</u>
Operating Expenses			
Communications			
Telephones	1,000	939	1,000
Long Distance Charges	100	32	50
Cellular Phones	500	126	150
Video/Teleconference	375	37	50
Internet	1,500	2,506	3,200
Web Hosting	200	86	100
Tech Support	1,000	578	750
Cable	75	44	75
	<u>4,750</u>	<u>4,348</u>	<u>5,375</u>
Dues & Subscriptions			
Memberships & Sponsorships	500	480	500
Publications & Subscriptions	150	37	100
Professional Dues	550	225	500
	<u>1,200</u>	<u>742</u>	<u>1,100</u>
Non-Depreciable Inventory			
Furniture & Fixtures Exp	1,000	44	1,000
Machinery & Equipment Exp	3,000	139	2,500
Safety Equipment Exp	200	621	0
	<u>4,200</u>	<u>804</u>	<u>3,500</u>
Legal			
Professional Services			
Payroll Contract	0	122	125
	<u>0</u>	<u>122</u>	<u>125</u>
Maintenance & Repairs			
General Bldg. Maintenance	3,000	3,923	4,000
Custodial Services	2,500	2,300	3,200
Landscaping	350	351	450
Equipment Repair	250	0	250
	<u>6,100</u>	<u>6,574</u>	<u>7,900</u>

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

	Adopted Budget FY 2016	End-of-Year Estimates FY 2016	Adopted Budget FY 2017
Training & Travel			
Training	1,500	639	1,000
Travel	4,500	2,753	4,500
Mileage	0	40	0
	<u>6,000</u>	<u>3,432</u>	<u>5,500</u>
Vehicles			
Vehicle Lease	3,000	390	700
Vehicle Gas & Oil	1,000	859	1,000
Vehicle Maintenance	1,000	1,521	1,500
Vehicle Repairs	500	0	500
Vehicle Insurance	1,250	1,286	1,350
	<u>6,750</u>	<u>4,056</u>	<u>5,050</u>
Office Expenses			
Software	1,000	367	500
Utilities	4,500	4,333	5,000
Supplies	1,200	1,174	1,200
Facility Leases	400	582	700
Equipment Lease	1,800	1,753	1,800
Postage	250	377	500
Courier	100	10	100
Printing/Shredding Services	3,000	1,485	4,600
Security	25	205	325
Liability Insurance	2,500	3,013	3,000
Meeting Expenses	1,200	270	850
Community Relations	15,000	17,583	17,500
	<u>30,975</u>	<u>31,152</u>	<u>36,075</u>
Program Expenses			
Program Expenditures	0	618	0
Contributions to Other Agencies	90,000	0	90,000
	<u>90,000</u>	<u>618</u>	<u>90,000</u>
Miscellaneous Expenses			
Total Operating Expenses	<u>149,975</u>	<u>51,848</u>	<u>154,625</u>
Capital Expenses			
Buildings	0	2,267	0
Computers	0	22	0
Total Capital Expenses	<u>0</u>	<u>2,289</u>	<u>0</u>
Total Expenses	<u>423,807</u>	<u>293,014</u>	<u>431,747</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 staff technical training, violation settlement negotiations, public information, inter and intra agency coordination, committee representation, program planning and streamlining, as well as being responsible for fostering a positive working relationship with the regulated community. The responsibility of this office include those programs mandated by the Federal Environmental Protection Agency and the California Air Resources Board and 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. This office is coordinating the digitalization of District records into an electronic storage and retrieval system. Programs for staff development include off-site educational tours of local permitted agencies; planning meetings for management staff; technical training for field staff, and professional development training for management staff.

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 such as the Federal Clean Air Act, California air pollution control laws and district adopted air quality rules and regulations. The District Counsel reviews District rules and regulations for legal sufficiency ensuring proper notice and other procedures are followed. The District Counsel exercises authority to bring civil actions in the name of people of State of California for violations of various air quality laws and regulations as well as providing legal support for District presentations in Hearing Board proceedings, supports permitting activities, and conducts compliance actions. The District Counsel analyzes legislative bills proposed in the California Legislature that impact the District and provides information to the District Governing Board regarding such legislation.

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

CLERK OF THE BOARDS

The Clerk of the Boards records official minutes of all meetings of the District Boards, including the Governing Board, the Hearing Board and the Technical Advisory Committee. 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.

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 14 members, meets as needed and members may receive \$35 stipend per meeting.

ASSIGNED POSITIONS

Executive Director/APCO
District Counsel
Clerk of the Boards

Executive Lead
Records Management Specialist
Records Management Clerk

Office Assistant

Mojave Desert AQMD
General Fund Executive Offices Expense Budget Detail

	<u>Adopted Budget FY 2016</u>	<u>End-of-Year Estimates FY 2016</u>	<u>Adopted Budget FY 2017</u>
Expenses			
Personnel Expenses			
Salaries	740,000	544,430	570,574
Vacation	0	57,354	71,081
Sick	0	2,159	2,327
Holiday	0	38,630	42,073
Admin	0	15,051	31,823
	<hr/>	<hr/>	<hr/>
Salaries & Wages	740,000	657,624	717,878
Payroll Taxes			
Medicare Tax	10,730	7,542	11,243
	<hr/>	<hr/>	<hr/>
	10,730	7,542	11,243
Benefits			
Section 125	92,000	78,262	95,900
Employee Assistance Plan	1,050	737	815
Vision Insurance	1,500	1,064	1,700
Life Insurance	12,000	3,872	5,715
Disability Insurance	7,800	3,132	3,150
Tuition Reimbursement	6,600	0	0
Other Benefits	0	5,700	11,500
Workers Compensation	11,550	4,302	4,300
	<hr/>	<hr/>	<hr/>
	132,500	97,069	123,080
Retirement			
Employer Pick-up	54,500	44,500	54,279
Employer Contribution SBCERA	243,000	214,996	256,275
Survivor Match	330	258	315
401(a) Matching Contribution	11,500	11,459	13,700
Retirement Cash	15,600	12,976	15,600
	<hr/>	<hr/>	<hr/>
	324,930	284,189	340,169
Total Personnel Expenses	1,208,160	1,046,424	1,192,370

Mojave Desert AQMD
General Fund Executive Offices Expense Budget Detail

	<u>Adopted Budget FY 2016</u>	<u>End-of-Year Estimates FY 2016</u>	<u>Adopted Budget FY 2017</u>
Operating Expenses			
Communications			
Telephones	1,000	2,245	2,100
Long Distance Charges	100	67	100
Cellular Phones	50	57	60
Video/Teleconference	600	53	50
Internet	3,000	4,570	6,000
Web Hosting	250	169	250
Tech Support	0	960	1,000
Cable	125	93	140
	<u>5,125</u>	<u>8,214</u>	<u>9,700</u>
Dues & Subscriptions			
Memberships & Sponsorships	10,000	8,146	8,000
Publications & Subscriptions	10,000	17,784	18,500
Professional Dues	0	2,593	0
	<u>20,000</u>	<u>28,523</u>	<u>26,500</u>
Non-Depreciable Inventory			
Furniture & Fixtures Exp	1,500	464	1,000
Machinery & Equipment Exp	2,000	439	1,000
Safety Equipment Exp	175	0	100
	<u>3,675</u>	<u>903</u>	<u>2,100</u>
Legal			
Legal Notices	4,000	8,044	8,500
Legal Services	100,000	23,213	25,000
	<u>104,000</u>	<u>31,257</u>	<u>33,500</u>
Professional Services			
Payroll Contract	0	3,231	25,000
Research Studies	35,000	22,633	0
Consulting Fees	105,000	45,229	40,000
Stipends	10,000	10,900	12,000
	<u>150,000</u>	<u>81,993</u>	<u>77,000</u>
Maintenance & Repairs			
General Bldg. Maintenance	4,000	4,768	5,000
Custodial Services	3,000	2,914	3,900
Landscaping	500	425	525
Equipment Repair	500	388	500
	<u>8,000</u>	<u>8,495</u>	<u>9,925</u>

Mojave Desert AQMD
General Fund Executive Offices Expense Budget Detail

	<u>Adopted Budget FY 2016</u>	<u>End-of-Year Estimates FY 2016</u>	<u>Adopted Budget FY 2017</u>
Training & Travel			
Training	3,000	409	7,000
Travel	10,000	11,731	13,000
Mileage	2,500	4,313	4,000
	<u>15,500</u>	<u>16,453</u>	<u>24,000</u>
Vehicles			
Vehicle Lease	8,500	3,618	1,500
Vehicle Gas & Oil	2,800	1,281	400
Vehicle Maintenance	750	657	500
Vehicle Insurance	1,300	1,286	1,500
	<u>13,350</u>	<u>6,842</u>	<u>3,900</u>
Office Expenses			
Software	24,500	21,362	21,700
Utilities	5,500	5,401	6,000
Supplies	4,000	3,929	4,100
Facility Leases	1,500	1,146	1,500
Equipment Lease	3,800	3,567	4,000
Postage	250	606	300
Courier	125	82	125
Printing/Shredding Services	250	293	175
Security	25	249	400
Liability Insurance	5,000	4,126	4,500
Meeting Expenses	1,000	1,042	1,000
Community Relations	3,500	0	0
	<u>49,450</u>	<u>41,803</u>	<u>43,800</u>
Program Expenses			
Administrative Expenditures	0	53	0
	<u>0</u>	<u>53</u>	<u>0</u>
Miscellaneous Expenses			
Miscellaneous Expense	0	1,217	1,500
	<u>0</u>	<u>1,217</u>	<u>1,500</u>
Total Operating Expenses	369,100	225,753	231,925
Capital Expenses			
Buildings	0	2,746	0
Computers	0	43	0
Total Capital Expenses	0	2,789	0
Total Expenses	<u>1,577,260</u>	<u>1,274,966</u>	<u>1,424,295</u>

SUPPORT PROGRAMS

ADMINISTRATIVE SERVICES

Administrative Services provides financial, administrative and personnel management services to the operating divisions of the District. Accounts payable and warrants are issued by staff using local banking services. Funds to these accounts are replenished by the San Bernardino County Auditor-Controller's Office at the request of the District; payroll is provided under contract by a third party administrator. 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.

The office also manages the District's computer information systems, manages risk management, fleet, facility, fixed assets management, and web site administration.

ASSIGNED POSITIONS

Deputy Director – Administration
Fiscal Manager
Human Resources Specialist
Information Systems Specialist (2)
Fiscal Specialist
Fiscal Technician

Mojave Desert AQMD
General Fund Administrative Services Expense Budget Detail

	<u>Adopted Budget FY 2016</u>	<u>End-of-Year Estimates FY 2016</u>	<u>Adopted Budget FY 2017</u>
Expenses			
Personnel Expenses			
Salaries	520,000	459,897	486,870
Overtime	0	369	0
Vacation	0	32,387	40,183
Sick	0	5,987	32,273
Holiday	0	30,369	33,620
Admin	0	18,015	19,230
	<u>520,000</u>	<u>547,024</u>	<u>612,176</u>
Salaries & Wages			612,176
Payroll Taxes			
Medicare Tax	7,540	6,086	9,709
	<u>7,540</u>	<u>6,086</u>	<u>9,709</u>
Benefits			
Section 125	93,000	77,526	95,700
Employee Assistance Plan	1,300	887	1,000
Vision Insurance	800	565	850
Life Insurance	1,200	963	840
Disability Insurance	5,500	2,033	2,000
Workers Compensation	6,400	3,792	3,463
	<u>108,200</u>	<u>85,766</u>	<u>103,853</u>
Retirement			
Employer Pick-up	32,500	31,339	46,871
Employer Contribution SBCERA	177,500	182,731	221,301
Survivor Match	325	280	315
401(a) Matching Contribution	0	0	500
Retirement Cash	8,800	7,621	8,880
	<u>219,125</u>	<u>221,971</u>	<u>277,867</u>
Total Personnel Expenses	854,865	860,847	1,003,605

Mojave Desert AQMD
General Fund Administrative Services Expense Budget Detail

	<u>Adopted Budget FY 2016</u>	<u>End-of-Year Estimates FY 2016</u>	<u>Adopted Budget FY 2017</u>
Operating Expenses			
Communications			
Telephones	2,000	2,230	2,000
Long Distance Charges	150	75	100
Cellular Phones	250	314	100
Video/Teleconference	750	59	100
Internet	2,500	4,480	6,000
Web Hosting	250	187	250
Tech Support	10,000	1,155	1,500
Cable	150	104	150
	<u>16,050</u>	<u>8,604</u>	<u>10,200</u>
Dues & Subscriptions			
Memberships & Sponsorships	1,200	1,140	1,200
Publications & Subscriptions	1,200	596	1,200
Professional Dues	1,300	1,040	13,000
	<u>3,700</u>	<u>2,776</u>	<u>15,400</u>
Non-Depreciable Inventory			
Furniture & Fixtures Exp	0	1,517	0
Machinery & Equipment Exp	4,000	1,127	1,000
Safety Equipment Exp	250	705	100
	<u>4,250</u>	<u>3,349</u>	<u>1,100</u>
Legal			
Legal Notices	200	0	0
Legal Services	10,000	73,523	10,000
	<u>10,200</u>	<u>73,523</u>	<u>10,000</u>
Professional Services			
County Services	1,500	952	1,000
Payroll Contract	0	262	250
Financial Services	23,600	24,758	20,000
Consulting Fees	10,000	0	0
	<u>35,100</u>	<u>25,972</u>	<u>21,250</u>
Maintenance & Repairs			
General Bldg. Maintenance	3,600	6,327	7,000
Custodial Services	3,000	2,919	3,800
Landscaping	475	420	550
Equipment Repair	250	0	0
	<u>7,325</u>	<u>9,666</u>	<u>11,350</u>

Mojave Desert AQMD
General Fund Administrative Services Expense Budget Detail

	<u>Adopted Budget FY 2016</u>	<u>End-of-Year Estimates FY 2016</u>	<u>Adopted Budget FY 2017</u>
Training & Travel			
Training	3,000	1,564	3,000
Travel	10,000	6,903	10,000
Mileage	200	0	100
Recruitment	700	0	0
	<u>13,900</u>	<u>8,467</u>	<u>13,100</u>
Vehicles			
Vehicle Lease	0	927	1,600
Vehicle Gas & Oil	375	399	400
Vehicle Maintenance	250	432	500
Vehicle Insurance	375	367	400
	<u>1,000</u>	<u>2,125</u>	<u>2,900</u>
Office Expenses			
Software	15,000	7,977	10,000
Utilities	5,000	5,384	6,300
Supplies	6,500	5,972	6,500
Facility Leases	700	1,265	1,400
Equipment Lease	4,200	3,959	4,000
Postage	1,200	1,012	1,200
Courier	150	78	100
Printing/Shredding Services	300	355	300
Security	0	246	0
Liability Insurance	3,800	4,221	4,000
Meeting Expenses	250	44	100
	<u>37,100</u>	<u>30,513</u>	<u>33,900</u>
Program Expenses			
Miscellaneous Expenses			
Total Operating Expenses	<u>128,625</u>	<u>164,995</u>	<u>119,200</u>
Capital Expenses			
Buildings	0	2,714	0
Computers	0	52	0
Software	10,000	3,250	0
Total Capital Expenses	<u>10,000</u>	<u>6,016</u>	<u>0</u>
Total Expenses	<u>993,490</u>	<u>1,031,858</u>	<u>1,122,805</u>

SUPPORT PROGRAMS

DISTRICT WIDE

Expenses classified here are those included in the contract with Antelope Valley Air Quality Management District. In addition, certain expenses are not be not categorized to any one group until the expenditure has been assigned and completed.

ANTELOPE VALLEY AIR QUALITY MANAGEMENT DISTRICT

The AVAQMD contracts all of its services from the MDAQMD. The contract provides employees for the Lancaster office in addition to specific expertise to support work to the Antelope Valley office and allow for a complete, full service agency. Staff services are charged at a set hourly rate that includes the position's hourly rate, all associated benefits, and an administrative charge. 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 where standardized functions such as accounting, legal, and computer support are more cost-effective from a centralized location.

ASSIGNED POSITIONS

Deputy Director – Antelope Valley Operations
Air Quality Engineer
Air Quality Specialist (3)
Administrative Secretary/Deputy Clerk of the Board

Mojave Desert AQMD
General Fund District Wide Expense Budget Detail

	<u>Adopted Budget FY 2016</u>	<u>End-of-Year Estimates FY 2016</u>	<u>Adopted Budget FY 2017</u>
Expenses			
Personnel Expenses			
Salaries	730,000	351,751	428,475
Longevity Pay	0	20,818	0
Vacation	0	95,862	32,650
Sick	0	97,542	21,770
Holiday	0	32,419	28,860
Admin	0	31,776	10,155
Compensatory	0	116	0
Salaries & Wages	<u>730,000</u>	<u>630,284</u>	<u>521,910</u>
Payroll Taxes			
Medicare Tax	<u>10,585</u>	<u>12,988</u>	<u>7,920</u>
	10,585	12,988	7,920
Benefits			
Section 125	120,000	132,337	81,800
Employee Assistance Plan	2,000	655	815
Vision Insurance	1,200	486	0
Life Insurance	7,570	2,004	720
Disability Insurance	6,000	3,328	1,260
Tuition Reimbursement	14,000	0	20,700
Workers Compensation	<u>16,600</u>	<u>8,241</u>	<u>4,620</u>
	167,370	147,051	109,915
Retirement			
Employer Pick-up	67,500	67,720	38,220
Employer Contribution SBCERA	268,000	339,745	180,500
Survivor Match	475	477	270
401(a) Matching Contribution	7,000	8,164	0
Retirement Cash	<u>8,000</u>	<u>8,506</u>	<u>4,560</u>
	<u>350,975</u>	<u>424,612</u>	<u>223,550</u>
Total Personnel Expenses	1,258,930	1,214,935	863,295

Mojave Desert AQMD
General Fund District Wide Expense Budget Detail

	<u>Adopted Budget FY 2016</u>	<u>End-of-Year Estimates FY 2016</u>	<u>Adopted Budget FY 2017</u>
Operating Expenses			
Communications			
Web Hosting	50	0	0
Tech Support	200	0	0
	<u>250</u>	<u>0</u>	<u>0</u>
Dues & Subscriptions			
Professional Dues	225	0	0
	<u>225</u>	<u>0</u>	<u>0</u>
Non-Depreciable Inventory			
Machinery & Equipment Exp	0	50	0
Safety Equipment Exp	0	0	5,000
	<u>0</u>	<u>50</u>	<u>5,000</u>
Legal			
Legal Services	0	10,374	0
	<u>0</u>	<u>10,374</u>	<u>0</u>
Professional Services			
Payroll Contract	25,000	187	300
Financial Services	12,000	0	0
Research Studies	25,000	25,000	25,000
Consulting Fees	32,500	0	0
Stipends	0	250	0
	<u>94,500</u>	<u>25,437</u>	<u>25,300</u>
Maintenance & Repairs			

Mojave Desert AQMD
General Fund District Wide Expense Budget Detail

	<u>Adopted Budget FY 2016</u>	<u>End-of-Year Estimates FY 2016</u>	<u>Adopted Budget FY 2017</u>
Training & Travel			
Training	1,000	0	1,000
Travel	1,000	564	1,000
Mileage	1,000	128	1,000
	<u>3,000</u>	<u>692</u>	<u>3,000</u>
Vehicles			
Vehicle Gas & Oil	1,000	0	500
Vehicle Maintenance	500	0	0
Vehicle Repairs	1,000	0	0
Vehicle Insurance	500	0	0
	<u>3,000</u>	<u>0</u>	<u>500</u>
Office Expenses			
Software	3,500	2,777	5,000
Supplies	100	29	100
Postage	1,100	796	1,000
Courier	0	70	0
Meeting Expenses	0	20	100
	<u>4,700</u>	<u>3,692</u>	<u>6,200</u>
Program Expenses			
Contributions to Other Agencies	0	90,000	0
	<u>0</u>	<u>90,000</u>	<u>0</u>
Miscellaneous Expenses			
Bank Fees	5,000	4,364	5,040
Miscellaneous Expense	0	1,034	0
	<u>5,000</u>	<u>5,398</u>	<u>5,040</u>
Total Operating Expenses	<u>110,675</u>	<u>135,643</u>	<u>45,040</u>
Capital Expenses			
Buildings	40,000	9,227	15,000
Equipment	5,000	0	10,000
Vehicles	0	0	25,000
Computers	50,000	56,366	40,000
Software	15,000	69,203	13,000
Total Capital Expenses	<u>110,000</u>	<u>134,796</u>	<u>103,000</u>
Total Expenses	<u><u>1,479,605</u></u>	<u><u>1,485,374</u></u>	<u><u>1,011,335</u></u>

Communications - Services for telephone, internet, video teleconferencing, web hosting, cloud backup and disaster recovery solution; and related tech support.

Dues & Subscriptions, Memberships - Cal/EPA Newsletters, local newspapers, West Group (legal research), technical and educational materials. Memberships – California Air Pollution Control Officers Association (CAPCOA) California Special Districts Association (CSDA); Air & Waste Management Association (A&WMA); California Climate Action Registry; Rotary Club; American Bar Association; California State Bar Association, Victor Valley College Foundation; professional dues for various organizations.

Non-Depreciable Inventory - Small office equipment, desktop PCs and tablets, office furniture, safety equipment, all under \$5,000.

Legal - Specialized Legal Services – Costs associated with outsourced legal services for Governing Board and Hearing Board support, administrative issues such as personnel and labor relations; publication of public notices, as required.

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

Training & Travel - CARB Fundamentals of Enforcement Series, New Source Review, Air Resources Training; Air Toxics Workshop. Staff professional development and training through Special Districts Risk Management Authority and California Special District Association (attendance provides discounts to agency wide premiums), management, team building, and professional development. Board Member Training events, as available. American Records Management Association Annual Conference, Questys and AccuFund users groups. Staff development in graphics design, news writing, public outreach campaigns. Staff training in accounting, personnel, web site development, network and computer systems, safety and training meetings.

Vehicles - Vehicle Replacement Program (most vehicle replacements will be leased through the Enterprise Fleet Maintenance Agreement). This budget includes replacing one vehicle in the District-owned fleet.

Office Expenses - Includes: 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, Questys, and Air Vision; software upgrade purchases. Printing Services – Includes costs for promotional information, District data sheets, agenda reproduction; 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 (Hesperia and Phelan); Vehicles – Rental during travel; fleet replacement contracted with Enterprise Fleet Management. Community Relations - Community and public service recognition awards such Exemplar (MDAQMD), Outstanding Science Project Awards. Promotional items for community outreach events; poster contest expenses. Special event registration fees such as High Desert Opportunity. Management-Supervisory Planning Meetings, Employee Appreciation; public employee service recognition awards.

Program Expenses - Program Expenses that are directly attributable to a funding source supporting the corresponding program (AB 2766, Carl Moyer, reimbursing contracts, Title V, PERP program, etc.) Contributions - Mojave Environmental Education Consortium (MEEC) and Interstate Clean Transportation Corridor (ICTC) are eligible expenditures of AB 2766 funds. Program Expenditures - Funds designated from the General Fund for specific local area grants (Annual Lawn Mower Exchange Program and Cash for Grass)

Professional Services – Various third party and/or consulting services including San Bernardino County, annual fiscal audit, actuarial studies, specialized legal support, proposed labor consulting services, extra or temporary help, building maintenance services, annual executive physical services, outsourced computer and application support, language translator for public materials and air monitoring data analysis support. Research Studies - Funds reserved for greenhouse gas studies, or targeted environmental study projects. Stipends - Board member stipend based on estimated number of meetings (Governing Board, Hearing Board, and Technical Advisory Committee).

Capital Expenses - Buildings – Building improvements and capital projects including energy savings coating for roof (\$15,000); safety related improvements (\$5,000). Equipment Purchases - replace and upgrade equipment located at air monitoring stations (\$50,000), Video teleconferencing (\$5,000). Computers – computer network replacements (\$40,000). Software (\$63,000) – CAPS (\$63,000), test and implement programming for permit tracking system; costs shared with AVAQMD (\$13,000); design and deploy new website. Vehicles - replace one vehicle (\$25,000).

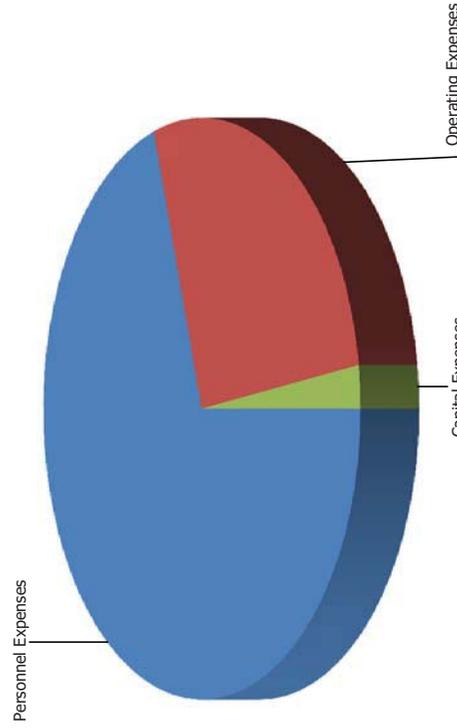
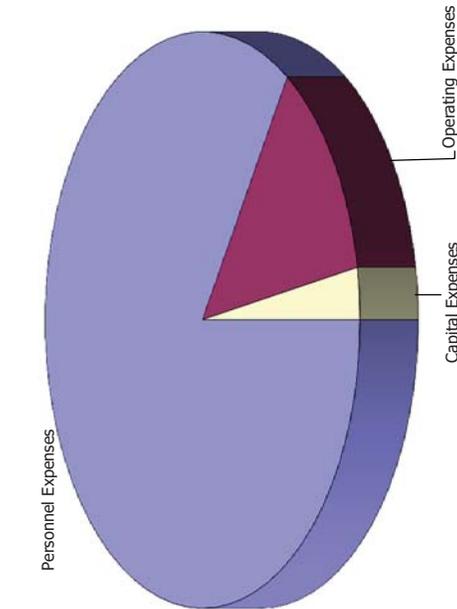
MOJAVE DESERT AIR QUALITY MANAGEMENT DISTRICT

Budgeted Expense Analysis

Fiscal Year 2016-17

General Fund

Consolidated (All Funds)



General Fund

<u>EXPENSE CATEGORY</u>	<u>AMOUNT</u>	<u>% of Total</u>	
Personnel Expenses	5,863,866	86.58%	% of Operating Costs only (sum total of Personnel and Operating Expenses)
Operating Expenses	908,550	13.42%	
Capital Expenses	<u>203,000</u>	2.91%	% of total
TOTAL	6,975,416		

EXPENSE CATEGORY

<u>EXPENSE CATEGORY</u>	<u>AMOUNT</u>	<u>% of Total</u>	
Personnel Expenses	5,936,624	71.84%	% of Operating Costs only (sum total of Personnel and Operating Expenses)
Operating Expenses	2,327,570	28.16%	
Capital Expenses	<u>203,000</u>	2.91%	% of total
TOTAL	8,467,194		

Mojave Desert AQMD
General Fund Consolidated Expense Budget Detail

	<u>Adopted Budget FY 2016</u>	<u>End-of-Year Estimates FY 2016</u>	<u>Adopted Budget FY 2017</u>
Expenses			
Personnel Expenses			
Salaries	3,595,300	2,705,627	2,887,103
Overtime	0	712	0
Longevity Pay	0	20,818	0
Vacation	0	300,580	281,793
Sick	0	110,198	126,670
Holiday	0	186,108	197,882
Admin	0	73,138	82,005
Compensatory	0	2,618	0
	<u>3,595,300</u>	<u>3,399,799</u>	<u>3,575,453</u>
Salaries & Wages			
	3,595,300	3,399,799	3,575,453
Payroll Taxes			
Medicare Tax	52,133	44,023	56,117
	<u>52,133</u>	<u>44,023</u>	<u>56,117</u>
Benefits			
Section 125	570,000	506,313	532,800
Employee Assistance Plan	8,400	5,160	5,830
Vision Insurance	4,255	2,870	3,750
Life Insurance	24,420	9,376	9,555
Disability Insurance	32,260	12,373	9,496
Tuition Reimbursement	20,600	9,903	20,700
Other Benefits	0	5,700	11,500
Workers Compensation	61,750	35,547	30,311
	<u>721,685</u>	<u>587,242</u>	<u>623,942</u>
Retirement			
Employer Pick-up	267,500	246,849	270,907
Employer Contribution SBCERA	1,236,500	1,269,357	1,279,127
Survivor Match	2,075	1,809	1,755
401(a) Matching Contribution	18,500	19,623	18,645
Retirement Cash	41,280	37,398	37,920
	<u>1,565,855</u>	<u>1,575,036</u>	<u>1,608,354</u>
Total Personnel Expenses	5,934,973	5,606,100	5,863,866

Mojave Desert AQMD
General Fund Consolidated Expense Budget Detail

	<u>Adopted Budget FY 2016</u>	<u>End-of-Year Estimates FY 2016</u>	<u>Adopted Budget FY 2017</u>
Operating Expenses			
Communications			
Telephones	12,000	14,029	12,850
Long Distance Charges	1,400	614	775
Cellular Phones	2,100	784	710
Video/Teleconference	3,675	323	450
Internet	19,500	28,353	34,700
Web Hosting	1,700	5,901	1,400
Tech Support	14,200	5,408	6,750
Cable	725	554	825
	<u>55,300</u>	<u>55,966</u>	<u>58,460</u>
Dues & Subscriptions			
Memberships & Sponsorships	11,950	13,126	13,150
Publications & Subscriptions	12,150	18,673	20,250
Professional Dues	3,175	5,148	14,700
	<u>27,275</u>	<u>36,947</u>	<u>48,100</u>
Non-Depreciable Inventory			
Furniture & Fixtures Exp	4,500	4,984	5,500
Machinery & Equipment Exp	27,500	8,311	12,500
Safety Equipment Exp	2,325	2,328	6,500
	<u>34,325</u>	<u>15,623</u>	<u>24,500</u>
Legal			
Legal Notices	5,700	9,053	10,000
Legal Services	110,000	107,209	35,000
	<u>115,700</u>	<u>116,262</u>	<u>45,000</u>
Professional Services			
County Services	1,500	952	1,000
Payroll Contract	25,000	4,558	26,400
Financial Services	35,600	24,758	20,000
Research Studies	60,000	47,633	25,000
Consulting Fees	175,000	70,229	45,000
Stipends	10,000	11,150	12,000
	<u>307,100</u>	<u>159,280</u>	<u>129,400</u>
Maintenance & Repairs			
General Bldg. Maintenance	22,900	31,796	32,750
Custodial Services	18,500	17,856	23,450
Landscaping	2,825	2,608	3,225
Equipment Repair	9,550	14,752	16,500
	<u>53,775</u>	<u>67,012</u>	<u>75,925</u>

Mojave Desert AQMD
General Fund Consolidated Expense Budget Detail

	<u>Adopted Budget FY 2016</u>	<u>End-of-Year Estimates FY 2016</u>	<u>Adopted Budget FY 2017</u>
Training & Travel			
Training	27,500	11,728	29,000
Travel	48,500	42,014	48,500
Mileage	3,950	7,236	5,100
Recruitment	700	0	0
	<u>80,650</u>	<u>60,978</u>	<u>82,600</u>
Vehicles			
Vehicle Lease	40,500	28,770	48,000
Vehicle Gas & Oil	18,175	14,942	15,250
Vehicle Maintenance	6,500	8,405	7,100
Vehicle Repairs	3,500	190	1,000
Vehicle Insurance	11,125	12,874	14,050
	<u>79,800</u>	<u>65,181</u>	<u>85,400</u>
Office Expenses			
Software	55,000	35,031	48,600
Utilities	32,500	32,969	37,550
Supplies	23,800	22,352	25,400
Facility Leases	9,825	8,690	10,600
Equipment Lease	22,100	21,108	22,800
Postage	5,900	5,351	5,550
Courier	1,125	1,355	1,925
Printing/Shredding Services	6,275	3,424	7,125
Security	125	1,516	1,875
Liability Insurance	23,300	26,094	24,550
Meeting Expenses	3,250	2,359	2,550
Community Relations	23,500	17,583	17,500
	<u>206,700</u>	<u>177,832</u>	<u>206,025</u>
Program Expenses			
Program Expenditures	37,000	22,563	56,600
Contributions to Other Agencies	90,000	90,000	90,000
Administrative Expenditures	0	53	0
	<u>127,000</u>	<u>112,616</u>	<u>146,600</u>
Miscellaneous Expenses			
Bank Fees	5,000	4,364	5,040
Miscellaneous Expense	0	2,251	1,500
	<u>5,000</u>	<u>6,615</u>	<u>6,540</u>
Total Operating Expenses	<u>1,092,625</u>	<u>874,312</u>	<u>908,550</u>
Capital Expenses			
Buildings	40,000	26,021	15,000
Equipment	65,000	71,469	60,000
Vehicles	0	0	25,000
Computers	50,000	56,609	40,000
Software	125,000	128,901	63,000
Total Capital Expenses	<u>280,000</u>	<u>283,000</u>	<u>203,000</u>
Total Expenses	<u><u>7,307,598</u></u>	<u><u>6,763,412</u></u>	<u><u>6,975,416</u></u>

Mojave Desert AQMD

Special Funds Consolidated Fund Budget Detail

	<u>Adopted Budget FY 2016</u>	<u>End-of-Year Estimates FY 2016</u>	<u>Adopted Budget FY 2017</u>
Revenues			
Administrative Funding	66,053	66,053	68,758
AB2766 Program	730,000	761,860	760,000
Carl Moyer Program	594,480	594,480	618,820
Interest Revenue	<u>47,650</u>	<u>16,102</u>	<u>96,200</u>
Total Consolidated Program Revenue	1,438,183	1,438,495	1,543,778
Expenses			
Program Expenditures	1,336,130	1,372,442	1,395,020
Administrative Expenditures	66,053	66,053	14,000
OPEB	23,000	18,000	18,000
Financial Services	<u>13,000</u>	<u>4,500</u>	<u>10,000</u>
Total Consolidated Program Expenses	1,438,183	1,460,995	1,437,020

Mojave Desert Air Quality Management District

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.

Management and Budget

(Board Policy 94-1; H & S 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 up to \$50,000 for budgeted and \$5,000 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

(Standard Practice I-25)

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

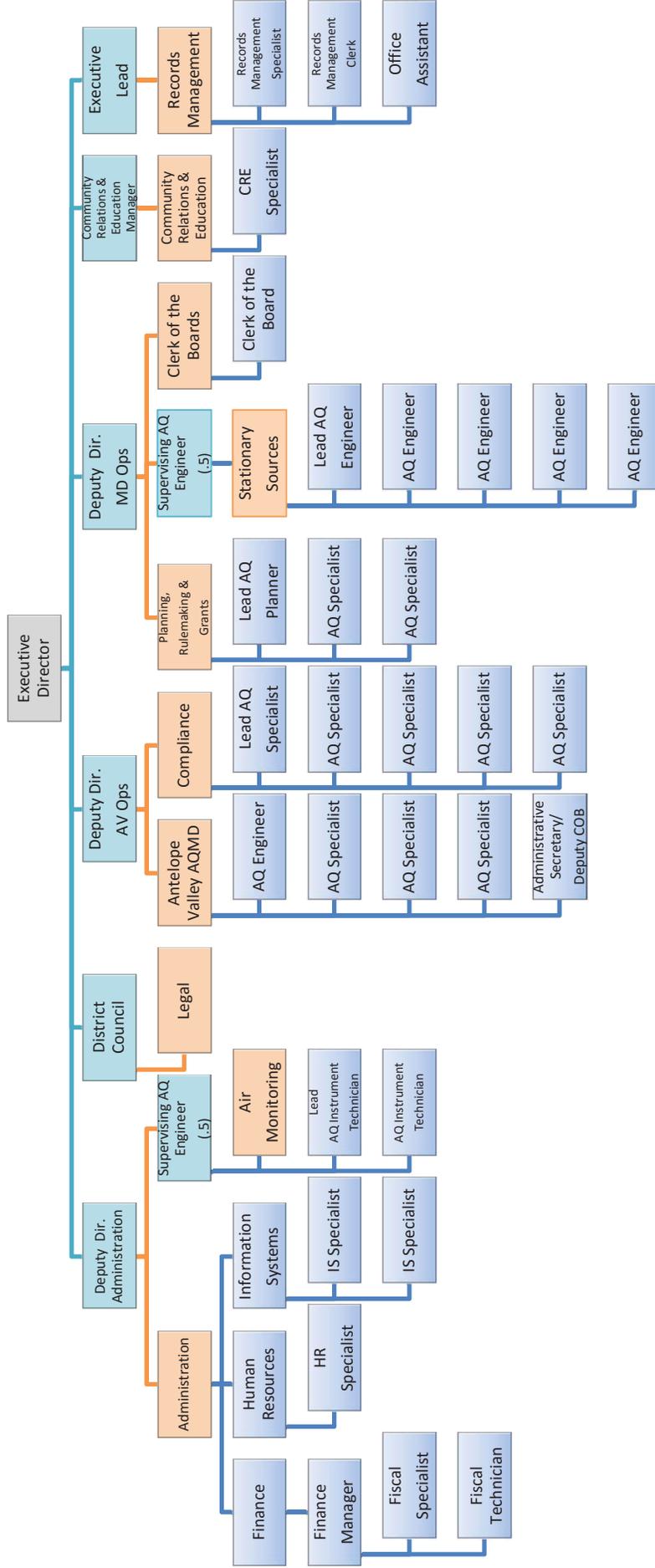
(Gov. Code §§ 27000.1 et seq.)

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 exist which govern the investment practices for the Deferred Compensation Plan ((457(b))) and the Public Agencies Post-Retirement Health Care Plan (an irrevocable trust).

This page left intentionally blank.

Mojave Desert Air Quality Management District
 Organizational Chart
 FY 2016-2017



Full Time Employees:	39
Positions to be Hired:	0
Total:	39

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

Approved FY 16	Approved FY 17	Title of Position	Range	Monthly Salary
1	1	Office Assistant	610	3009-3666
0	0	Fiscal Assistant	615	3404-4148
1	1	Records Management Clerk	615	3404-4148
0	0	Administrative Secretary	615	3404-4148
1	1	Fiscal Technician	621	3948-4810
0	0	Accounting Technician	621	3948-4810
0	0	Associate Air Quality Specialist	621	3948-4810
1	1	Deputy COB/Administrative Secretary	624	4251-5180
1	1	CRE Specialist	626	4467-5442
1	1	Records Management Specialist	626	4467-5442
1	1	Fiscal Specialist	629	4810-5861
2	2	Information Systems Specialist	629	4810-5861
1	1	Air Quality Instrument Technician	629	4810-5861
9	9	Air Quality Specialist	629	4810-5861
0	0	Transportation Program Coordinator	629	4810-5861
1	1	Human Resources Specialist	629	4810-5861
1	1	Lead Air Quality Instrument Technician	636	5718-6967
1	1	Lead Air Quality Planner	636	5718-6967
1	1	Lead Air Quality Specialist	636	5718-6967
1	1	Clerk Of The Boards	636	5718-6967
1	1	Executive Lead	636	5718-6967
0	0	Fiscal Manager	638	6007-7319
5	5	Air Quality Engineer	640	6311-7690
1	1	Lead Air Quality Engineer	644	6967-8488
0	0	Administrative Services Manager	644	6967-8488
1	1	Community Relations & Education Manager	644	6967-8488
1	1	Finance Manager	650	8079-9844
0	0	Supervising Air Quality Specialist	650	8079-9844
1	1	Supervising Air Quality Engineer	650	8079-9844
0	0	Operations Manager	654	8918-10865
0	0	Director Administrative Services	658	9844-11993
1	1	Deputy Director MD Operations	663	11137-13569
1	1	Deputy Director AV Operations	663	11137-13569
1	1	Deputy Director Administration	663	11137-13569
0	0	Deputy Air Pollution Control Officer	663	11137-13569
1	1	District Counsel	665	11701-14256
1	1	Executive Director/APCO	NA	15,915
39.0	39.0			

Mojave Desert Air Quality Management District
SALARY SCHEDULE FY 2016-17
Effective July 1, 2015
As Amended October 24, 2011

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	13.56	13.90	14.25	14.60	14.97	15.34	15.73	16.12	16.52	16.94	17.36	17.79	18.24	18.69	19.16	2,351	2,864
601	13.90	14.25	14.60	14.97	15.34	15.73	16.12	16.52	16.94	17.36	17.79	18.24	18.69	19.16	19.64	2,409	2,935
602	14.25	14.60	14.97	15.34	15.73	16.12	16.52	16.94	17.36	17.79	18.24	18.69	19.16	19.64	20.13	2,470	3,009
603	14.60	14.97	15.34	15.73	16.12	16.52	16.94	17.36	17.79	18.24	18.69	19.16	19.64	20.13	20.63	2,531	3,084
604	14.97	15.34	15.73	16.12	16.52	16.94	17.36	17.79	18.24	18.69	19.16	19.64	20.13	20.63	21.15	2,595	3,161
605	15.34	15.73	16.12	16.52	16.94	17.36	17.79	18.24	18.69	19.16	19.64	20.13	20.63	21.15	21.68	2,659	3,240
606	15.73	16.12	16.52	16.94	17.36	17.79	18.24	18.69	19.16	19.64	20.13	20.63	21.15	21.68	22.22	2,726	3,321
607	16.12	16.52	16.94	17.36	17.79	18.24	18.69	19.16	19.64	20.13	20.63	21.15	21.68	22.22	22.78	2,794	3,404
608	16.52	16.94	17.36	17.79	18.24	18.69	19.16	19.64	20.13	20.63	21.15	21.68	22.22	22.78	23.35	2,864	3,489
609	16.94	17.36	17.79	18.24	18.69	19.16	19.64	20.13	20.63	21.15	21.68	22.22	22.78	23.35	23.93	2,935	3,577
610	17.36	17.79	18.24	18.69	19.16	19.64	20.13	20.63	21.15	21.68	22.22	22.78	23.35	23.93	24.53	3,009	3,666
611	17.79	18.24	18.69	19.16	19.64	20.13	20.63	21.15	21.68	22.22	22.78	23.35	23.93	24.53	25.14	3,084	3,758
612	18.24	18.69	19.16	19.64	20.13	20.63	21.15	21.68	22.22	22.78	23.35	23.93	24.53	25.14	25.77	3,161	3,852
613	18.69	19.16	19.64	20.13	20.63	21.15	21.68	22.22	22.78	23.35	23.93	24.53	25.14	25.77	26.41	3,240	3,948
614	19.16	19.64	20.13	20.63	21.15	21.68	22.22	22.78	23.35	23.93	24.53	25.14	25.77	26.41	27.07	3,321	4,047
615	19.64	20.13	20.63	21.15	21.68	22.22	22.78	23.35	23.93	24.53	25.14	25.77	26.41	27.07	27.75	3,404	4,148
616	20.13	20.63	21.15	21.68	22.22	22.78	23.35	23.93	24.53	25.14	25.77	26.41	27.07	27.75	28.44	3,489	4,251
617	20.63	21.15	21.68	22.22	22.78	23.35	23.93	24.53	25.14	25.77	26.41	27.07	27.75	28.44	29.16	3,577	4,358
618	21.15	21.68	22.22	22.78	23.35	23.93	24.53	25.14	25.77	26.41	27.07	27.75	28.44	29.16	29.88	3,666	4,467
619	21.68	22.22	22.78	23.35	23.93	24.53	25.14	25.77	26.41	27.07	27.75	28.44	29.16	29.88	30.63	3,758	4,578
620	22.22	22.78	23.35	23.93	24.53	25.14	25.77	26.41	27.07	27.75	28.44	29.16	29.88	30.63	31.40	3,852	4,693
621	22.78	23.35	23.93	24.53	25.14	25.77	26.41	27.07	27.75	28.44	29.16	29.88	30.63	31.40	32.18	3,948	4,810
622	23.35	23.93	24.53	25.14	25.77	26.41	27.07	27.75	28.44	29.16	29.88	30.63	31.40	32.18	32.99	4,047	4,930
623	23.93	24.53	25.14	25.77	26.41	27.07	27.75	28.44	29.16	29.88	30.63	31.40	32.18	32.99	33.81	4,148	5,054
624	24.53	25.14	25.77	26.41	27.07	27.75	28.44	29.16	29.88	30.63	31.40	32.18	32.99	33.81	34.66	4,251	5,180
625	25.14	25.77	26.41	27.07	27.75	28.44	29.16	29.88	30.63	31.40	32.18	32.99	33.81	34.66	35.52	4,358	5,309
626	25.77	26.41	27.07	27.75	28.44	29.16	29.88	30.63	31.40	32.18	32.99	33.81	34.66	35.52	36.41	4,467	5,442
627	26.41	27.07	27.75	28.44	29.16	29.88	30.63	31.40	32.18	32.99	33.81	34.66	35.52	36.41	37.32	4,578	5,578
628	27.07	27.75	28.44	29.16	29.88	30.63	31.40	32.18	32.99	33.81	34.66	35.52	36.41	37.32	38.25	4,693	5,718
629	27.75	28.44	29.16	29.88	30.63	31.40	32.18	32.99	33.81	34.66	35.52	36.41	37.32	38.25	39.21	4,810	5,861
630	28.44	29.16	29.88	30.63	31.40	32.18	32.99	33.81	34.66	35.52	36.41	37.32	38.25	39.21	40.19	4,930	6,007
631	29.16	29.88	30.63	31.40	32.18	32.99	33.81	34.66	35.52	36.41	37.32	38.25	39.21	40.19	41.20	5,054	6,157
632	29.88	30.63	31.40	32.18	32.99	33.81	34.66	35.52	36.41	37.32	38.25	39.21	40.19	41.20	42.23	5,180	6,311
633	30.63	31.40	32.18	32.99	33.81	34.66	35.52	36.41	37.32	38.25	39.21	40.19	41.20	42.23	43.28	5,309	6,469
634	31.40	32.18	32.99	33.81	34.66	35.52	36.41	37.32	38.25	39.21	40.19	41.20	42.23	43.28	44.36	5,442	6,631
635	32.18	32.99	33.81	34.66	35.52	36.41	37.32	38.25	39.21	40.19	41.20	42.23	43.28	44.36	45.47	5,578	6,797
636	32.99	33.81	34.66	35.52	36.41	37.32	38.25	39.21	40.19	41.20	42.23	43.28	44.36	45.47	46.61	5,718	6,967
637	33.81	34.66	35.52	36.41	37.32	38.25	39.21	40.19	41.20	42.23	43.28	44.36	45.47	46.61	47.78	5,861	7,141
638	34.66	35.52	36.41	37.32	38.25	39.21	40.19	41.20	42.23	43.28	44.36	45.47	46.61	47.78	48.97	6,007	7,319
639	35.52	36.41	37.32	38.25	39.21	40.19	41.20	42.23	43.28	44.36	45.47	46.61	47.78	48.97	50.19	6,157	7,502
640	36.41	37.32	38.25	39.21	40.19	41.20	42.23	43.28	44.36	45.47	46.61	47.78	48.97	50.19	51.45	6,311	7,690
641	37.32	38.25	39.21	40.19	41.20	42.23	43.28	44.36	45.47	46.61	47.78	48.97	50.19	51.45	52.73	6,469	7,882
642	38.25	39.21	40.19	41.20	42.23	43.28	44.36	45.47	46.61	47.78	48.97	50.19	51.45	52.73	54.05	6,631	8,079
643	39.21	40.19	41.20	42.23	43.28	44.36	45.47	46.61	47.78	48.97	50.19	51.45	52.73	54.05	55.40	6,797	8,281
644	40.19	41.20	42.23	43.28	44.36	45.47	46.61	47.78	48.97	50.19	51.45	52.73	54.05	55.40	56.79	6,967	8,488
645	41.20	42.23	43.28	44.36	45.47	46.61	47.78	48.97	50.19	51.45	52.73	54.05	55.40	56.79	58.21	7,141	8,700
646	42.23	43.28	44.36	45.47	46.61	47.78	48.97	50.19	51.45	52.73	54.05	55.40	56.79	58.21	59.66	7,319	8,918
647	43.28	44.36	45.47	46.61	47.78	48.97	50.19	51.45	52.73	54.05	55.40	56.79	58.21	59.66	61.16	7,502	9,141
648	44.36	45.47	46.61	47.78	48.97	50.19	51.45	52.73	54.05	55.40	56.79	58.21	59.66	61.16	62.68	7,690	9,369
649	45.47	46.61	47.78	48.97	50.19	51.45	52.73	54.05	55.40	56.79	58.21	59.66	61.16	62.68	64.25	7,882	9,603
650	46.61	47.78	48.97	50.19	51.45	52.73	54.05	55.40	56.79	58.21	59.66	61.16	62.68	64.25	65.86	8,079	9,844
651	47.78	48.97	50.19	51.45	52.73	54.05	55.40	56.79	58.21	59.66	61.16	62.68	64.25	65.86	67.50	8,281	10,090
652	48.97	50.19	51.45	52.73	54.05	55.40	56.79	58.21	59.66	61.16	62.68	64.25	65.86	67.50	69.19	8,488	10,342
653	50.19	51.45	52.73	54.05	55.40	56.79	58.21	59.66	61.16	62.68	64.25	65.86	67.50	69.19	70.92	8,700	10,600
654	51.45	52.73	54.05	55.40	56.79	58.21	59.66	61.16	62.68	64.25	65.86	67.50	69.19	70.92	72.70	8,918	10,865
655	52.73	54.05	55.40	56.79	58.21	59.66	61.16	62.68	64.25	65.86	67.50	69.19	70.92	72.70	74.51	9,141	11,137
656	54.05	55.40	56.79	58.21	59.66	61.16	62.68	64.25	65.86	67.50	69.19	70.92	72.70	74.51	76.38	9,369	11,415
657	55.40	56.79	58.21	59.66	61.16	62.68	64.25	65.86	67.50	69.19	70.92	72.70	74.51	76.38	78.28	9,603	11,701
658	56.79	58.21	59.66	61.16	62.68	64.25	65.86	67.50	69.19	70.92	72.70	74.51	76.38	78.28	80.24	9,844	11,993
659	58.21	59.66	61.16	62.68	64.25	65.86	67.50	69.19	70.92	72.70	74.51	76.38	78.28	80.24	82.25	10,090	12,293
660	59.66	61.16	62.68	64.25	65.86	67.50	69.19	70.92	72.70	74.51	76.38	78.28	80.24	82.25	84.30	10,342	12,601
661	61.16	62.68	64.25	65.86	67.50	69.19	70.92	72.70	74.51	76.38	78.28	80.24	82.25	84.30	86.41	10,600	12,916
662	62.68	64.25	65.86	67.50	69.19	70.92	72.70	74.51	76.38	78.28	80.24	82.25	84.30	86.41	88.57	10,865	13,238
663	64.25	65.86	67.50	69.19	70.92	72.70	74.51	76.38	78.28	80.24	82.25	84.30	86.41	88.57	90.79	11,137	13,569
664	65.86	67.50	69.19	70.92	72.70	74.51	76.38	78.28	80.24	82.25	84.30	86.41	88.57	90.79	93.06	11,415	13,909
665	67.50	69.19	70.92	72.70	74.51	76.38	78.28	80.24	82.25	84.30	86.41	88.57	90.7				

**Mojave Desert AQMD
Deignations of Fund Balance**

	General Fund		
	Actual 6/30/2015	Actual 2/28/2016	Estimated Change 6/30/2017
Fund Balance Designations			
Operating Cash Reserves	690,000	690,000	690,000
Building Improvement Reserves	200,000	200,000	200,000
Committed: Legal & Litigation Reserves	300,000	300,000	300,000
Budget Stabilization	250,000	250,000	250,000
Retirement Reserves	1,000,000	1,000,000	1,000,000
Unassigned Fund Balance	366,261	509,029	<i>350,000</i>
Compensated Absences	150,000	150,000	150,000
Prepaid Expenses	16,573	48,542	-
Long Term Receivables	820,801	820,801	960,801
Change in Net Position	174,737	(294,549)	-
Projected TOTAL: Reserved and Unassigned Fund Balances	3,968,372	3,673,823	3,900,801

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

MOJAVE DESERT AQMD FUND BALANCE DESCRIPTIONS

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

COMMITTED

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

Building Improvement Reserves - Reserves are established to provide replacement funds for capital improvements not budgeted and associated with the Park Avenue facility.

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

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

ASSIGNED

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

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

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

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

RESTRICTED

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

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

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

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

MOJAVE DESERT AIR QUALITY MANAGEMENT DISTRICT

FINANCIAL HISTORY & SUMMARY

	2008-09	2009-10	2010-11	2011-12	2012-13	2013-14	2014-15
CATEGORY	ACTUAL	ACTUAL	ACTUAL	ACTUAL	ACTUAL	ACTUAL	ACTUAL
<u>REVENUE</u>						General Fund Only	General Fund Only
Permit Fees	3,993,971	3,791,543	4,060,084	4,140,803	4,383,004	4,356,630	4,177,340
Application Fees	101,119	166,862	126,570	158,395	102,061	92,648	112,936
Federal Revenue	43,712	20,288	29,545	144,014	131,534	138,524	106,615
Fines and Penalties	191,416	27,250	95,720	85,800	81,900	24,327	40,895
Interest Income	54,405	30,585	18,495	11,517	10,039	6,851	8,261
Contracts and Other Revenue (incl AVAQMD) ¹	1,106,826	1,158,915	1,106,790	1,059,834	1,101,044	1,181,071	1,245,079
Program Revenue (AB 2766 & Moyer)	1,566,541	1,533,847	1,490,159	1,580,747	1,515,949	862,445	900,770
State Revenue	296,112	182,638	242,171	187,785	250,183	184,406	167,955
TOTAL REVENUE	7,354,103	6,911,927	7,169,534	7,368,895	7,575,714	6,846,903	6,759,851
<u>EXPENSES</u>							
Personnel Expenses	4,485,390	4,618,975	4,530,391	4,628,806	5,217,395	5,136,443	5,476,108
Operating Expenses	895,498	1,002,647	1,015,656	630,483	599,169	707,107	833,802
Operating Transfers Out (debt funds) ²	773,684	569,363	560,594	583,663	804,842	-	-
Capital Expenses	184,322	456,769	232,417	290,467	408,178	348,413	275,204
Contributions to Other Agencies	513,663	446,964	510,219	488,721	512,899	-	-
TOTAL EXPENSES	6,852,556	7,094,718	6,849,277	6,622,139	7,542,483	6,191,963	6,585,114
Due To (From) Reserves	501,548	(182,791)	320,257	746,756	33,231	654,940	174,737
¹ Beginning FY 14 portions of restricted program revenue are deposited directly to its designated fund ² Includes amounts paid in full in FY 13 for City National Bank (District facility) and Bank of New York (California Energy Commission, Solar)							

**Consolidated Budget (All Funds)
Year to Year Comparison**

	Approved Budget FY 2016	Estimated Actuals FY 15-16	Budget to Actual Change	Proposed Budget FY 16-17	FY17 Budget FY16 Budget Change
<u>Revenues</u>					
Permit Fees	4,240,000	4,201,196	(38,804)	4,320,000	80,000
Application Fees	89,850	100,524	10,674	104,768	14,918
Federal Revenue	131,615	130,490	(1,125)	130,950	(665)
Fines & Penalties	60,000	41,295	(18,705)	45,000	(15,000)
Interest Income	55,150	24,802	(30,348)	104,900	49,750
Other Revenue	1,314,715	1,293,493	(21,222)	1,300,000	(14,715)
Revenue from Programs	2,267,533	2,268,587	1,054	2,294,578	27,045
State Revenue	180,000	189,298	9,298	189,490	9,490
Total General Fund Revenues	8,338,863	8,249,685	(89,178)	8,489,686	150,823
<u>Expenses</u>					
Personnel Expenses					
Salaries & Wages	3,595,300	3,399,799	(195,501)	3,630,211	34,911
Payroll Taxes	113,883	79,570	(34,313)	86,428	(27,455)
Benefits	659,935	551,695	(108,240)	593,631	(66,304)
Retirement	1,565,855	1,575,036	9,181	1,608,354	42,499
OPEB	23,000	18,000	(5,000)	18,000	(5,000)
Total Personnel Expenses	5,957,973	5,624,100	(333,873)	5,936,624	(21,349)
Operating Expenses					
Communications	55,300	55,966	666	58,460	3,160
Dues & Subscriptions	27,275	36,947	9,672	48,100	20,825
Non-Depreciable Inventory	34,325	15,623	(18,702)	24,500	(9,825)
Legal	115,700	116,262	562	45,000	(70,700)
Maintenance & Repairs	53,775	67,012	13,237	75,925	22,150
Training & Travel	80,650	60,978	(19,672)	82,600	1,950
Vehicles	79,800	65,181	(14,619)	85,400	5,600
Office Expenses	206,700	177,832	(28,868)	206,025	(675)
Program Expenses	1,529,183	1,551,111	21,928	1,555,620	26,437
Professional Services	320,100	163,780	(81,320)	139,400	(180,700)
Miscellaneous Expenses	5,000	6,615	1,615	6,540	1,540
Total Operating Expenses	2,507,808	2,317,307	(115,501)	2,327,570	(180,238)
Capital Expenses					
Buildings	40,000	26,021	(13,979)	15,000	(25,000)
Equipment	65,000	71,469	6,469	60,000	(5,000)
Vehicles	-	-	-	25,000	25,000
Computers	50,000	56,609	6,609	40,000	(10,000)
Software	125,000	128,901	3,901	63,000	(62,000)
Total Capital Expenses	280,000	283,000	3,000	203,000	(77,000)
Total Expenses	8,745,781	8,224,407	(446,374)	8,467,194	(278,587)

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	

Federal Revenue

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

Fine & Penalties

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

Interest Income

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

Other Revenue

Contracts	Reimbursement for contracted services: Antelope Valley AQMD, Ft. Irwin, Twentynine Palms Marine Base
-----------	--

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
----------	------------------------------------

Payroll Taxes

Payroll Taxes	Mandated employer portion of Medicare contribution
---------------	--

Workers Compensation	Employer cost for workers compensation insurance
----------------------	--

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	Expenses budgeted in the event of an employee payout for accrued benefits on separation
----------------	---

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
-----------------	---

401(a) Matching Contribution	District match to employee contributions made to Deferred Comp Plan
------------------------------	---

Retirement Cash	District paid additional retirement for Exempt and 30 year employees
-----------------	--

BUDGET CATEGORY DESCRIPTIONS

OPERATING EXPENSES

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

CAPITAL EXPENSES

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

ACRONYMS

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

This page left intentionally blank.

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

AGENDA ITEM 8

DATE: June 27, 2016

RECOMMENDATION: Conduct a Continued Public Hearing to receive comments and staff presentation for the proposed MDAQMD Budget for FY 2016-17: a. Open public hearing; b. Receive staff report; c. Receive public testimony; d. Close public hearing; e. Adopt a resolution approving and adopting the budget for FY 2016-17.

SUMMARY: The budget for Fiscal Year 2016-17 is presented to the Governing Board for adoption effective July 1, 2016.

CONFLICT OF INTEREST: None

BACKGROUND: The proposed MDAQMD Budget for Fiscal Year 2016-17 is a spending plan to perform the District's services, activities, and projects and identifies the revenues estimated to be available to the District for those purposes. A proposed budget summary and supporting documentation was prepared and made available in accordance with the 30 day Public Notice Requirement of Health and Safety Code §40131(a)(1). All permit holders within the Mojave Desert AQMD area who were subject to fees during the prior fiscal year were properly notified of the availability of the information (pursuant to H&S §40131(a)(2)). A separate Public Hearing for the exclusive purpose of reviewing the budget and taking public comment, as required by H&S § 40131(a)(3), was held May 23, 2016.

FY 17 Budget Summary:

- The Proposed Budget for all funds is nearly \$8.5 million dollars (\$8,467,194) with \$22,492 undesignated
- The Proposed Budget for Operating Expense (All Funds) is reduced from FY 16 budget by \$278,587 through a variety of expense cuts
- The Proposed Budget for Revenue (All Funds) is projected to increase \$150,823 due in part to a proposed 3% increase on fees
- The Proposed General Fund Budget is nearly \$7 million dollars (\$6,975,416) and is expected to draw upon District's reserves up to \$29,508 to achieve the objectives, if such action is required. A Budget Stabilization fund is part of District's fund balance allocations
- The Proposed Budget for General Fund Operating Expenses are reduced \$257,182 from FY 16 budget through a variety of expense cuts

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

CLERK OF THE BOARD
MOJAVE DESERT AIR QUALITY MANAGEMENT DISTRICT

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

AGENDA ITEM 8

PAGE 2

REASON FOR RECOMMENDATION: Health and Safety Code §40130 et seq. requires that Districts adopt an annual budget which enables the District to administer the services, activities and projects according to plans set forth in the budget for the fiscal year.

REVIEW BY OTHERS: This item was reviewed by Karen Nowak, District Counsel as to legal form and by Alan De Salvio, Deputy Director – Mojave Desert Operations on or about June 13, 2016.

FINANCIAL DATA: The FY 2016-17 Budget for expenses (all funds) totals \$8,467,194 with anticipated revenues of \$8,489,686. The General Fund Balance has been designated for Operating Cash Reserves \$690,000; for Building Improvement Reserves \$200,000; Legal and Litigation Reserves \$300,000; and Retirement Reserves \$1,000,000. Additional designations have been made for Long Term Receivables \$960,801; Budget Stabilization \$250,000; and Compensated Absences \$150,000.

PRESENTER: Jean Bracy, Deputy Director/Administration

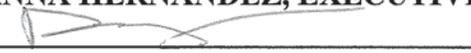
ACTION OF THE GOVERNING BOARD

APPROVED & ADOPTED

Upon Motion by **BARBARA RIORDAN**, Seconded by **CARMEN HERNANDEZ**, as approved by the following roll call vote:

Ayes:	8	DECONINCK, LOVINGOOD, HERNANDEZ, STANTON, LEONE, RIORDAN, WILLIAMS, BENOIT
Noes:	2	RUSS, COX
Absent:	3	CAMARGO, RAMOS, COLE
Abstain:		
Vacant:		

DEANNA HERNANDEZ, EXECUTIVE LEAD

BY 

Dated: JUNE 27, 2016

RESOLUTION 16-02

A RESOLUTION OF THE GOVERNING BOARD OF THE MOJAVE DESERT AIR QUALITY MANAGEMENT DISTRICT APPROVING AND ADOPTING THE PROPOSED OPERATING BUDGET FOR FISCAL YEAR 2016-17.

On June 27, 2016, on motion by Member BARBARA RIORDAN, seconded by Member CARMEN HERNANDEZ, and carried, the following resolution is adopted:

WHEREAS, the Air Pollution Control Officer has submitted to the Governing Board an annual budget for the Mojave Desert Air Quality Management District (MDAQMD) for the fiscal year 2016-17; and

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

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

WHEREAS, a separate Public Hearing for the exclusive purpose of reviewing the budget and taking public comment, as required by Health and Safety Code §40131(a)(3), was held on May 23, 2016 and continued to June 27, 2016; and

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

WHEREAS, the expenses for all funds for fiscal year 2016-17 are \$8,467,194.00 (Eight Million, Four Hundred Sixty Seven Thousand, One Hundred Ninety Four Dollars);

WHEREAS, the revenue projected from all funds for fiscal year 2016-17 is \$8,489,686.00 (Eight Million Four Hundred Eighty Nine Thousand, Six Hundred Eighty Six Dollars); and

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

\\

RESOLUTION 16-02

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

3 The annual budget for the MDAQMD for the fiscal year 2016-17 is hereby approved
4 and adopted, and the amounts of proposed expenditure and revenue, as specified, are
5 appropriate for the account classifications as herein specified.

6 A. The 2016-17 Budget (all funds) for expenses is hereby adopted, establishing the
7 following:

<u>ACCOUNT CLASSIFICATION</u>	<u>2016-17 ADOPTED BUDGET</u>
9 Personnel Expenses	\$5,936,624
10 Operating Expenses	2,327,570
11 Capital Expenses	<u>203,000</u>
12 TOTAL EXPENSE BUDGET	\$8,467,194

13 B. The 2016-17 Budget for revenue is hereby adopted, establishing a revenue base for the
14 expenditures noted above:

<u>ACCOUNT CLASSIFICATION</u>	<u>2016-17 ADOPTED BUDGET</u>
16 Permit Fees	\$4,320,000
17 Application Fees	104,768
18 Federal Revenue	130,950
19 Fine & Penalties	45,000
20 Interest Income	104,900
21 Other Revenue	1,300,000
22 Revenue from Programs	2,294,578
23 State Revenue	<u>189,490</u>
24 TOTAL REVENUE BUDGET	\$8,489,686

25 \\
26 \\
27 \\
28 \\

RESOLUTION 16-02

1
2
3
4
5
6
7
8
9
10
11
12
13
14
15
16
17
18
19
20
21
22
23
24
25
26
27
28

FUND BALANCE DESIGNATIONS

COMMITTED FUND BALANCE

Operating Cash Reserve	690,000
Building Improvement Reserves	200,000
Legal and Litigation Reserves	300,000
Retirement Reserves	1,000,000

ASSIGNED FUND BALANCE

Long Term Receivables	960,801
Budget Stabilization	250,000
Compensated Absences	150,000

Pursuant to Section 53901 of the California Government Code, the Clerk of the Board shall file a copy of this resolution with the Auditor of the County of San Bernardino, as required.

The Air Pollution Control Officer, or designee, is authorized and hereby directed to execute the initial and final applications for potential State subvention funds for Fiscal Year 2016-17.

\\
\\
\\
\\
\\
\\
\\
\\
\\
\\
\\
\\
\\
\\
\\

