

ADOPTED BUDGET

FISCAL YEAR 2020-21

July 1, 2020

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

Brad Poiriez, Executive Director

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May 8, 2020



This proposed budget for Fiscal Year 2020-21 recommends use of resources for the required, necessary and desired services as established by the MDAQMD Governing Board and various Federal, State, and local regulations. A budget is designed to provide the Board and staff the tool from which sound fiscal management decisions may be made.

The Consolidated Budget includes projected revenues and proposed expenses for all MDAQMD activity, including the grant programs. This budget includes a recommended increase to Regulation III, Fees, by proposing a 5.0% fee increase effective January 1, 2021.

The MDAQMD is a service agency in which personnel expenses will comprise about 84% of the operations budget. The Table of Organization for FY 21 includes the total of 42.5 full time positions. The budget for Personnel Expenses includes various adjustments for negotiated terms and employer required retirement contributions.

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

A Public Hearing will be held June 8, 2020, and will be continued to June 22, 2020 to receive public comments concerning this proposed budget.

This budget represents a financial plan to meet this year's obligations and challenges and is proposed to be effective July 1, 2020. On behalf of the management and staff of the District, this budget is presented for consideration for the Fiscal Year 2020-21

Sincerely,

A handwritten signature in blue ink, appearing to read 'Brad Poiriez', is written over a faint circular stamp.

Brad Poiriez
Executive Director/APCO

MOJAVE DESERT AIR QUALITY MANAGEMENT DISTRICT

BRAD POIRIEZ, EXECUTIVE DIRECTOR

14306 Park Avenue, Victorville, CA 92392-2310 • 760.245.1661 • Fax 760.245.2022 • www.MDAQMD.ca.gov • @MDAQMD

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TABLE OF CONTENTS

Message from the Executive Director 7

Table of Contents..... 7

District Organizational Chart..... 7

Governing Board Members 8

MDAQMD Jurisdiction Area (Map) 9

Consolidated Budget..... 10

General Fund Budget..... 11

Budgeted Sources of Revenue (Chart)..... 12

General Fund Revenue Detail 13

Introduction and District Programs and Projects..... 15

Air Quality Programs

 Air Monitoring Program..... 16-19

 Planning, Rulemaking, & Compliance Programs 20-23

 Permit Engineering Program 24-27

 Communications 28-31

Support Programs

 Executive Office 32-35

 Administrative Services..... 36-39

 District Wide..... 40-43

Expenditure Detail 44-45

Budgeted Expense Analysis (Chart)..... 46

General Fund Consolidated Summary Expense Budget..... 47-49

Summary of Board Policy and Standard Practice 50

Special Funds Consolidated Budget Detail..... 51

Organizational Chart..... 52

Table of Organization 53

Salary Schedule..... 54

Governing Board Policy 02-01 Financial Reserves 55-57

Year to Year Comparison 58

Year to Year Comparison General Fund 59

Budget Category Descriptions..... 60-62

Acronyms 63

Governing Board Action 64-66

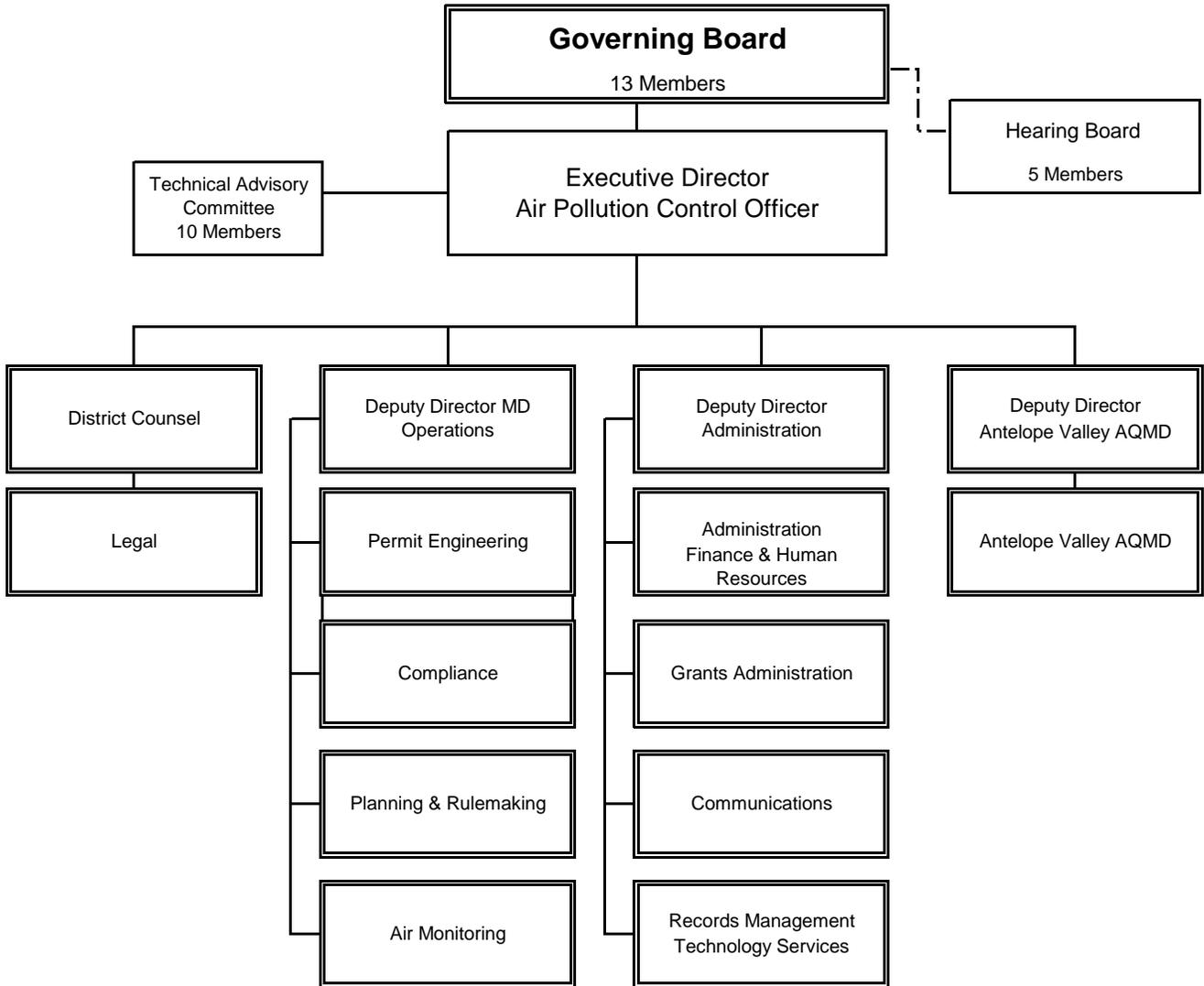
Resolution 20-10 Approving and Adopting the Budget for FY 2020-21..... 67-69

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Mojave Desert Air Quality Management District

District Organization

FY 20-2021



Governing Board 2020



Jeff Williams, Chair
City of Needles

Carmen Hernandez, Vice Chair
City of Barstow

Ed Camargo,
City of Adelanto

Kari Leon
Town of Apple Valley

James L. Cox,
City of Victorville

Joseph "Joey" DeConinck
City of Blythe

Daniel Mintz, Sr.
City of Twentynine Palms

Merl Abel
Town of Yucca Valley

William "Bill" Holland
City of Hesperia

Barbara Cram Riordan
Public Member

V. Manuel Perez, Supervisor
County of Riverside

Dawn Rowe, Supervisor
County of San Bernardino

Robert Lovingood, Supervisor
County of San Bernardino

Executive Staff

Brad Poiriez
Executive Director/APCO

Karen K. Nowak
District Counsel

Jean Bracy, Deputy Director
Administration

Alan De Salvio, Deputy Director
Mojave Desert Operations

Bret Banks, Deputy Director
Antelope Valley Operations

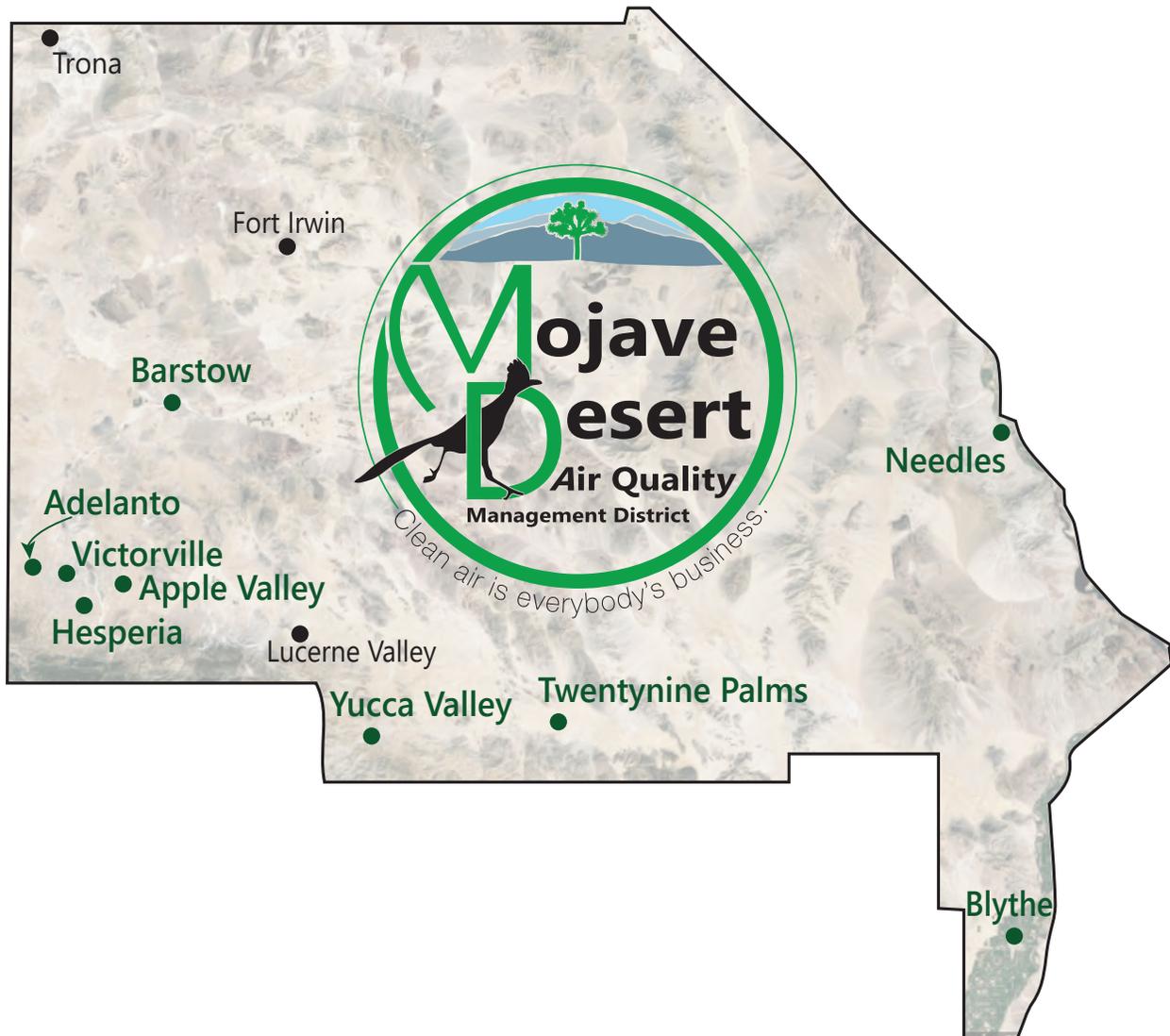
Deanna Hernandez
Senior Executive Analyst-Confidential

MOJAVE DESERT AIR QUALITY MANAGEMENT DISTRICT

Mojave Desert Air Quality Management District Jurisdiction

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

Map not to scale



Mojave Desert AQMD

Consolidated Budget (All Funds)

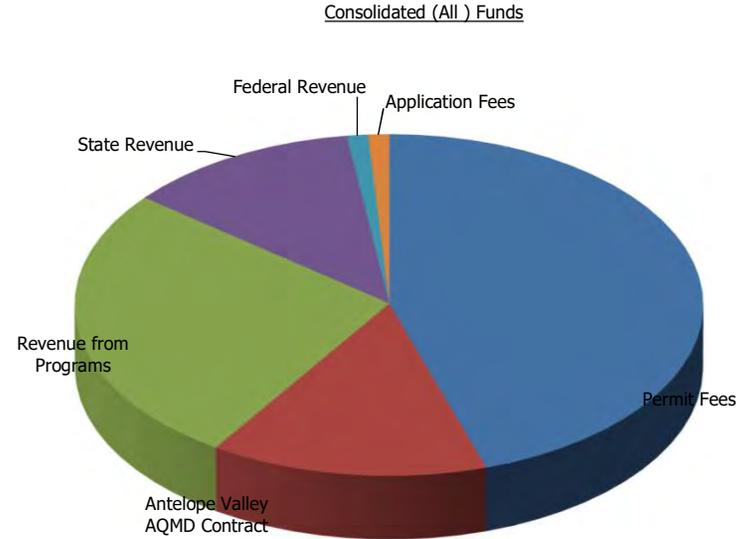
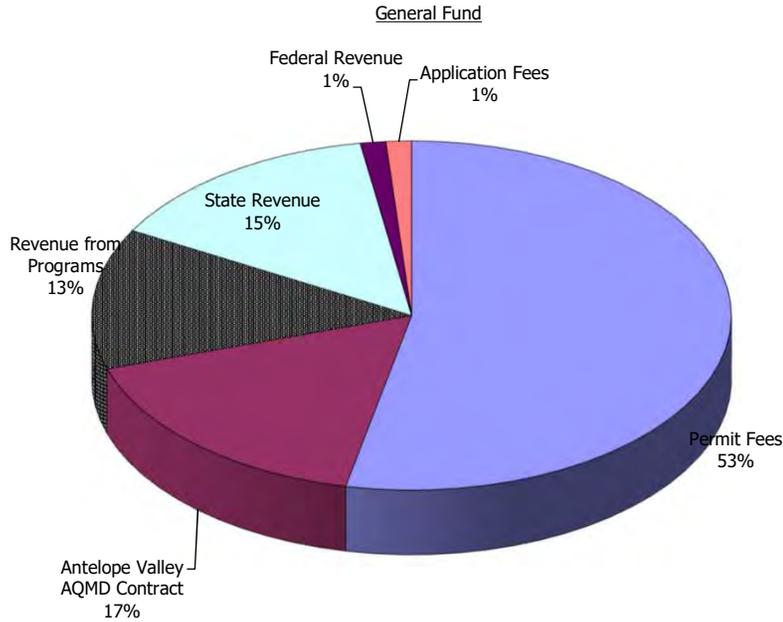
| | Budget FY 2020 | End-of-Year Estimates FY 2020 | Budget FY 2021 |
|---------------------------------|-------------------|-------------------------------------|-------------------|
| Revenues | | | |
| Permit Fees | 4,743,000 | 4,875,473 | 5,173,000 |
| Application Fees | 121,000 | 156,386 | 125,000 |
| Federal Revenue | 148,900 | 108,727 | 124,900 |
| Fines & Penalties | 188,500 | 214,307 | 188,500 |
| Interest Income | 172,562 | 154,696 | 171,766 |
| Other Revenue | 1,538,000 | 1,554,778 | 1,625,175 |
| Revenue from Programs | 3,038,492 | 3,783,309 | 3,040,920 |
| State Revenue | 417,427 | 1,365,704 | 1,391,385 |
| Total Revenues | 10,367,881 | 12,213,380 | 11,840,646 |
| Expenses | | | |
| Personnel Expenses | | | |
| Salaries & Wages | 4,856,439 | 4,496,145 | 4,866,681 |
| Payroll Taxes | 124,805 | 101,600 | 95,275 |
| Benefits | 677,090 | 647,288 | 646,013 |
| Retirement | 1,671,668 | 1,680,562 | 1,761,760 |
| Total Personnel Expenses | 7,330,002 | 6,925,595 | 7,369,729 |
| Operating Expenses | | | |
| Communications | 87,300 | 88,075 | 95,000 |
| Dues & Subscriptions | 50,550 | 55,700 | 60,000 |
| Non-Depreciable Inventory | 37,950 | 57,200 | 54,550 |
| Legal | 46,500 | 226,500 | 47,500 |
| Maintenance & Repairs | 79,100 | 69,925 | 89,575 |
| Training & Travel | 105,150 | 105,100 | 105,500 |
| Vehicles | 65,650 | 66,350 | 70,000 |
| Office Expenses | 256,225 | 281,400 | 339,105 |
| Program Expenses | 1,862,354 | 4,396,540 | 3,109,737 |
| Professional Services | 132,100 | 88,564 | 141,450 |
| Miscellaneous Expenses | 14,000 | 5,240 | 11,500 |
| Total Operating Expenses | 2,736,879 | 5,440,594 | 4,123,917 |
| Capital Expenses | | | |
| Buildings | 0 | 5,000 | 5,000 |
| Improvements | 50,000 | 85,000 | 100,000 |
| Equipment | 60,000 | 60,000 | 60,000 |
| Vehicles | 55,000 | 26,000 | 55,000 |
| Software | 50,000 | 45,000 | 50,000 |
| Total Capital Expenses | 215,000 | 221,000 | 270,000 |
| Total Expenses | 10,281,881 | 12,587,189 | 11,763,646 |
| Due To (From) Reserves | 86,000 | (373,809) | 77,000 |

Mojave Desert AQMD

General Fund Budget

| | Budget FY20 | Estimates FYE20 | Budget FY21 |
|---------------------------------|------------------------|----------------------------|------------------------|
| Revenues | | | |
| Permit Fees | 4,743,000 | 4,875,473 | 5,173,000 |
| Application Fees | 121,000 | 156,386 | 125,000 |
| Federal Revenue | 148,900 | 108,727 | 124,900 |
| Fines & Penalties | 188,500 | 214,307 | 188,500 |
| Interest Income | 15,000 | 40,925 | 45,263 |
| Other Revenue | 1,538,000 | 1,554,778 | 1,625,175 |
| Revenue from Programs | 1,340,000 | 1,423,286 | 1,265,436 |
| State Revenue | 417,427 | 1,365,704 | 1,391,385 |
| Total Revenues | 8,511,827 | 9,739,586 | 9,938,659 |
| Expenses | | | |
| Personnel Expenses | | | |
| Salaries & Wages | 4,856,439 | 4,496,145 | 4,866,681 |
| Payroll Taxes | 124,805 | 101,600 | 95,275 |
| Benefits | 677,090 | 647,288 | 646,013 |
| Retirement | 1,671,668 | 1,680,562 | 1,761,760 |
| Total Personnel Expenses | 7,330,002 | 6,925,595 | 7,369,729 |
| Operating Expenses | | | |
| Communications | 87,300 | 88,075 | 95,000 |
| Dues & Subscriptions | 50,550 | 55,700 | 60,000 |
| Non-Depreciable Inventory | 37,950 | 57,200 | 54,550 |
| Legal | 46,500 | 226,500 | 47,500 |
| Maintenance & Repairs | 79,100 | 69,925 | 89,575 |
| Training & Travel | 105,150 | 105,100 | 105,500 |
| Vehicles | 65,650 | 66,350 | 70,000 |
| Office Expenses | 256,225 | 281,400 | 339,105 |
| Program Expenses | 92,300 | 1,557,316 | 1,292,750 |
| Professional Services | 132,100 | 80,725 | 133,450 |
| Miscellaneous Expenses | 14,000 | 4,700 | 11,500 |
| Total Operating Expenses | 966,825 | 2,592,991 | 2,298,930 |
| Capital Expenses | | | |
| Buildings | 0 | 5,000 | 5,000 |
| Improvements | 50,000 | 85,000 | 100,000 |
| Equipment | 60,000 | 60,000 | 60,000 |
| Vehicles | 55,000 | 26,000 | 55,000 |
| Software | 50,000 | 45,000 | 50,000 |
| Total Capital Expenses | 215,000 | 221,000 | 270,000 |
| Total Expenses | 8,511,827 | 9,739,586 | 9,938,659 |

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



12

General Fund Revenue FY 2021

| REVENUE TYPES | AMOUNT | % of Total |
|-------------------------------|------------------|----------------|
| Permit Fees | 5,173,000 | 52.05% |
| Antelope Valley AQMD Contract | 1,625,175 | 16.35% |
| Revenue from Programs | 1,265,436 | 12.73% |
| State Revenue | 1,391,385 | 14.00% |
| Federal Revenue | 124,900 | 1.26% |
| Application Fees | 125,000 | 1.26% |
| Fines & Penalties | 188,500 | 1.90% |
| Interest Revenue | 45,263 | 0.46% |
| TOTAL | 9,938,659 | 100.00% |

Consolidated (All Funds) Revenue FY 2021

| REVENUE TYPES | AMOUNT | % of Total |
|-------------------------------|-------------------|----------------|
| Permit Fees | 5,173,000 | 43.69% |
| Antelope Valley AQMD Contract | 1,625,175 | 13.73% |
| Revenue from Programs | 3,040,920 | 25.68% |
| State Revenue | 1,391,385 | 11.75% |
| Federal Revenue | 124,900 | 1.05% |
| Application Fees | 125,000 | 1.06% |
| Fines & Penalties | 188,500 | 1.59% |
| Interest Revenue | 171,766 | 1.45% |
| TOTAL | 11,840,646 | 100.00% |

Mojave Desert AQMD General Fund Revenue Detail

| | <u>Budget FY20</u> | <u>Estimates FYE20</u> | <u>Budget FY21</u> |
|------------------------------------|-------------------------|----------------------------|-------------------------|
| <u>Revenues</u> | | | |
| <u>Permit Fees</u> | | | |
| Permit Fees Rev | 4,370,000 | 4,547,473 | 4,850,000 |
| Asbestos Demo/Reno Rev | 73,000 | 28,000 | 23,000 |
| Title V Rev | 300,000 | 300,000 | 300,000 |
| | <u>4,743,000</u> | <u>4,875,473</u> | <u>5,173,000</u> |
| <u>Application Fees</u> | | | |
| New Source Review Fees | 0 | 27,386 | 0 |
| Permit Application Fees | 121,000 | 129,000 | 125,000 |
| | <u>121,000</u> | <u>156,386</u> | <u>125,000</u> |
| <u>Federal Revenue</u> | | | |
| ARB PM 2.5 Section 103 | 39,000 | 0 | 17,000 |
| Section 105 (PSD) | 85,000 | 83,827 | 83,000 |
| Federal Contracts & Agreements | 24,900 | 24,900 | 24,900 |
| | <u>148,900</u> | <u>108,727</u> | <u>124,900</u> |
| <u>Fines & Penalties</u> | | | |
| Notice of Violations Fee | 188,500 | 183,155 | 188,500 |
| Late Fee | 0 | 31,152 | 0 |
| | <u>188,500</u> | <u>214,307</u> | <u>188,500</u> |
| <u>Interest Income</u> | | | |
| Interest Revenue | 15,000 | 40,925 | 45,263 |
| | <u>15,000</u> | <u>40,925</u> | <u>45,263</u> |
| <u>Other Revenue</u> | | | |
| Contracts | 1,338,000 | 1,338,000 | 1,425,175 |
| Contracts Administrative | 200,000 | 200,000 | 200,000 |
| Other Revenue | 0 | 16,778 | 0 |
| | <u>1,538,000</u> | <u>1,554,778</u> | <u>1,625,175</u> |
| <u>Revenue from Programs</u> | | | |
| Administrative Funding | 110,000 | 170,427 | 100,706 |
| AB2766 Program | 1,140,000 | 1,138,000 | 1,075,730 |
| California Clean Air Act | 63,000 | 68,111 | 68,000 |
| Hot Spots | 27,000 | 20,748 | 21,000 |
| Other Program Rev | 0 | 26,000 | 0 |
| | <u>1,340,000</u> | <u>1,423,286</u> | <u>1,265,436</u> |
| <u>State Revenue</u> | | | |
| PERP | 47,000 | 37,532 | 37,532 |
| State Grants | 236,427 | 1,192,989 | 1,218,853 |
| State Subvention | 134,000 | 135,183 | 135,000 |
| | <u>417,427</u> | <u>1,365,704</u> | <u>1,391,385</u> |
| Total General Fund Revenues | <u>8,511,827</u> | <u>9,739,586</u> | <u>9,938,659</u> |

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INTRODUCTION

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

Community Outreach

Through community events, school education programs, publications, social media and stakeholder engagement 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 offering environmental education support to local schools.

Daily Air Quality Status & Forecasts:

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

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

Mobile Emissions Reduction Program

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

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

AIR QUALITY PROGRAMS

AIR MONITORING

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

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

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

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

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

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

ASSIGNED POSITIONS

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

Mojave Desert AQMD
General Fund Air Monitoring Expenses by Section

| | <u>Budget FY20</u> | <u>Estimates FY20</u> | <u>Budget FY21</u> |
|---------------------------------|------------------------|---------------------------|------------------------|
| <u>Expenses</u> | | | |
| Personnel Expenses | | | |
| Salaries | 305,713 | 252,635 | 308,625 |
| Overtime | 0 | 570 | 0 |
| Longevity Pay | 3,300 | 0 | 0 |
| Vacation | 51,040 | 41,315 | 31,270 |
| Sick | 14,375 | 18,500 | 18,715 |
| Holiday | 29,755 | 30,283 | 31,275 |
| Admin | 5,100 | 5,464 | 6,785 |
| Jury Duty | 0 | 68 | 0 |
| Compensatory | 0 | 367 | 0 |
| Bereavement | 0 | 1,292 | 0 |
| Salaries & Wages | <u>409,283</u> | <u>350,494</u> | <u>396,670</u> |
| Payroll Taxes | | | |
| Medicare Tax | 7,420 | 5,797 | 5,750 |
| | <u>7,420</u> | <u>5,797</u> | <u>5,750</u> |
| Benefits | | | |
| Section 125 | 66,550 | 60,641 | 65,255 |
| Employee Assistance Plan | 315 | 400 | 400 |
| Vision Insurance | 280 | 258 | 275 |
| Life Insurance | 540 | 464 | 540 |
| Disability Insurance | 1,295 | 1,144 | 1,295 |
| Other Benefits | 1,460 | 893 | 1,000 |
| Workers Compensation | 7,800 | 6,201 | 2,775 |
| | <u>78,240</u> | <u>70,001</u> | <u>71,540</u> |
| Retirement | | | |
| Employer Pick-up | 3,995 | 4,227 | 4,705 |
| Employer Contribution SBCERA | 167,451 | 157,510 | 166,250 |
| Survivor Match | 185 | 140 | 180 |
| 401(a) Matching Contribution | 1,700 | 1,842 | 2,000 |
| Retirement Cash | 13,000 | 12,980 | 13,810 |
| | <u>186,331</u> | <u>176,699</u> | <u>186,945</u> |
| Total Personnel Expenses | <u>681,274</u> | <u>602,991</u> | <u>660,905</u> |

Mojave Desert AQMD
General Fund Air Monitoring Expenses by Section

| | <u>Budget FY20</u> | <u>Estimates FY20</u> | <u>Budget FY21</u> |
|----------------------------------|------------------------|---------------------------|------------------------|
| Operating Expenses | | | |
| Communications | | | |
| Telephones | 1,000 | 1,100 | 1,150 |
| Long Distance Charges | 200 | 0 | 200 |
| Cellular Phones | 150 | 150 | 200 |
| Video/Teleconference | 100 | 50 | 100 |
| Internet | 6,500 | 7,500 | 7,000 |
| Web Hosting | 1,500 | 1,250 | 1,500 |
| Tech Support | 100 | 0 | 100 |
| Cable | 50 | 0 | 50 |
| | <u>9,600</u> | <u>10,050</u> | <u>10,300</u> |
| Dues & Subscriptions | | | |
| Memberships & Sponsorships | 0 | 750 | 1,000 |
| Publications & Subscriptions | 50 | 0 | 50 |
| Professional Dues | 800 | 0 | 800 |
| | <u>850</u> | <u>750</u> | <u>1,850</u> |
| Non-Depreciable Inventory | | | |
| Furniture & Fixtures Exp | 500 | 250 | 500 |
| Machinery & Equipment Exp | 25,000 | 29,700 | 27,500 |
| Safety Equipment Exp | 650 | 500 | 800 |
| | <u>26,150</u> | <u>30,450</u> | <u>28,800</u> |
| Legal | | | |
| Professional Services | | | |
| Payroll Contract | 200 | 150 | 200 |
| | <u>200</u> | <u>150</u> | <u>200</u> |
| Maintenance & Repairs | | | |
| General Bldg. Maintenance | 7,500 | 8,750 | 9,500 |
| Custodial Services | 7,500 | 7,500 | 7,750 |
| Landscaping | 500 | 800 | 900 |
| Equipment Repair | 15,000 | 13,500 | 15,000 |
| | <u>30,500</u> | <u>30,550</u> | <u>33,150</u> |

Mojave Desert AQMD
General Fund Air Monitoring Expenses by Section

| | <u>Budget FY20</u> | <u>Estimates FY20</u> | <u>Budget FY21</u> |
|---------------------------------|------------------------------|------------------------------|------------------------------|
| Training & Travel | | | |
| Training | 10,000 | 2,000 | 3,000 |
| Travel | 3,000 | 2,500 | 3,000 |
| | <u>13,000</u> | <u>4,500</u> | <u>6,000</u> |
| Vehicles | | | |
| Vehicle Lease | 5,000 | 4,500 | 0 |
| Vehicle Gas & Oil | 6,500 | 4,500 | 6,000 |
| Vehicle Maintenance | 1,500 | 2,500 | 2,000 |
| Vehicle Repairs | 500 | 0 | 1,500 |
| Vehicle Insurance | 1,800 | 1,000 | 2,500 |
| | <u>15,300</u> | <u>12,500</u> | <u>12,000</u> |
| Office Expenses | | | |
| Software | 7,000 | 8,500 | 9,000 |
| Utilities | 9,500 | 8,500 | 10,000 |
| Supplies | 6,500 | 8,250 | 8,500 |
| Facility Leases | 6,000 | 6,500 | 8,500 |
| Equipment Lease | 1,500 | 1,750 | 2,000 |
| Postage | 50 | 75 | 150 |
| Courier | 0 | 2,000 | 2,500 |
| Printing/Shredding Services | 250 | 300 | 350 |
| Security | 500 | 400 | 350 |
| Liability Insurance | 7,500 | 2,800 | 6,000 |
| Meeting Expenses | 500 | 750 | 1,000 |
| | <u>39,300</u> | <u>39,825</u> | <u>48,350</u> |
| Program Expenses | | | |
| Miscellaneous Expenses | | | |
| Miscellaneous Expense | 7,500 | 500 | 7,500 |
| | <u>7,500</u> | <u>500</u> | <u>7,500</u> |
| Total Operating Expenses | <u>142,400</u> | <u>129,275</u> | <u>148,150</u> |
| Capital Expenses | | | |
| Buildings | 0 | 5,000 | 5,000 |
| Equipment | 60,000 | 60,000 | 60,000 |
| Total Capital Expenses | <u>60,000</u> | <u>65,000</u> | <u>65,000</u> |
| Total Expenses | <u><u>883,674</u></u> | <u><u>797,266</u></u> | <u><u>874,055</u></u> |

AIR QUALITY PROGRAMS

PLANNING & RULEMAKING

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

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

ASSIGNED POSITIONS

Deputy Director – Mojave Desert Operations
Air Quality Planner II
Air Quality Planner I (2)

COMPLIANCE

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

ASSIGNED POSITIONS

Deputy Director – Operations
Compliance Supervisor (I)
Air Quality Specialist II (2)
Air Quality Specialist I (4)

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

| | <u>Budget FY20</u> | <u>Estimates FY20</u> | <u>Budget FY21</u> |
|---------------------------------|-------------------------|---------------------------|-------------------------|
| <u>Expenses</u> | | | |
| Personnel Expenses | | | |
| Salaries | 655,215 | 611,165 | 766,730 |
| Longevity Pay | 4,285 | 0 | 0 |
| Vacation | 42,420 | 44,785 | 46,595 |
| Sick | 30,080 | 29,856 | 25,590 |
| Holiday | 64,830 | 64,047 | 66,165 |
| Admin | 1,225 | 2,061 | 2,665 |
| Compensatory | 0 | 4 | 0 |
| Salaries & Wages | <u>798,055</u> | <u>751,918</u> | <u>907,745</u> |
| Payroll Taxes | | | |
| Medicare Tax | <u>15,925</u> | <u>12,795</u> | <u>23,230</u> |
| | 15,925 | 12,795 | 23,230 |
| Benefits | | | |
| Section 125 | 168,782 | 163,600 | 163,950 |
| Employee Assistance Plan | 1,080 | 1,140 | 1,050 |
| Vision Insurance | 450 | 425 | 505 |
| Life Insurance | 1,365 | 1,206 | 1,470 |
| Disability Insurance | 1,985 | 1,910 | 1,920 |
| Tuition Reimbursement | 0 | 20,290 | 0 |
| Other Benefits | 3,640 | 2,858 | 2,660 |
| Workers Compensation | <u>21,710</u> | <u>15,969</u> | <u>7,500</u> |
| | 199,012 | 207,398 | 179,055 |
| Retirement | | | |
| Employer Pick-up | 11,065 | 9,535 | 10,670 |
| Employer Contribution SBCERA | 296,360 | 316,810 | 328,090 |
| Survivor Match | 400 | 355 | 405 |
| 401(a) Matching Contribution | 4,000 | 2,550 | 3,000 |
| Retirement Cash | <u>6,000</u> | <u>7,200</u> | <u>7,520</u> |
| | <u>317,825</u> | <u>336,450</u> | <u>349,685</u> |
| Total Personnel Expenses | <u>1,330,817</u> | <u>1,308,561</u> | <u>1,459,715</u> |

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

| | <u>Budget FY20</u> | <u>Estimates FY20</u> | <u>Budget FY21</u> |
|---|------------------------|---------------------------|------------------------|
| <u>Operating Expenses</u> | | | |
| <u>Communications</u> | | | |
| Telephones | 3,400 | 4,000 | 4,200 |
| Long Distance Charges | 50 | 0 | 50 |
| Cellular Phones | 500 | 850 | 950 |
| Video/Teleconference | 250 | 200 | 200 |
| Internet | 8,500 | 11,000 | 10,250 |
| Web Hosting | 2,500 | 2,400 | 2,500 |
| Tech Support | 350 | 0 | 350 |
| Cable | 200 | 0 | 200 |
| | <u>15,750</u> | <u>18,450</u> | <u>18,700</u> |
| <u>Dues & Subscriptions</u> | | | |
| Memberships & Sponsorships | 0 | 2,500 | 2,500 |
| Publications & Subscriptions | 100 | 100 | 150 |
| Professional Dues | 2,400 | 2,200 | 2,400 |
| | <u>2,500</u> | <u>4,800</u> | <u>5,050</u> |
| <u>Non-Depreciable Inventory</u> | | | |
| Furniture & Fixtures Exp | 1,500 | 600 | 1,500 |
| Machinery & Equipment Exp | 500 | 1,050 | 750 |
| Safety Equipment Exp | 2,000 | 1,500 | 2,500 |
| | <u>4,000</u> | <u>3,150</u> | <u>4,750</u> |
| <u>Legal</u> | | | |
| Legal Services | 5,000 | 1,000 | 5,000 |
| | <u>5,000</u> | <u>1,000</u> | <u>5,000</u> |
| <u>Professional Services</u> | | | |
| Payroll Contract | 350 | 275 | 350 |
| | <u>350</u> | <u>275</u> | <u>350</u> |
| <u>Maintenance & Repairs</u> | | | |
| General Bldg. Maintenance | 5,000 | 6,000 | 6,000 |
| Custodial Services | 5,000 | 5,000 | 5,500 |
| Landscaping | 350 | 600 | 600 |
| Equipment Repair | 100 | 0 | 350 |
| | <u>10,450</u> | <u>11,600</u> | <u>12,450</u> |

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

| | <u>Budget FY20</u> | <u>Estimates FY20</u> | <u>Budget FY21</u> |
|---------------------------------|--------------------------------|--------------------------------|--------------------------------|
| Training & Travel | | | |
| Training | 12,500 | 20,000 | 19,000 |
| Travel | 15,000 | 17,500 | 18,000 |
| | <u>27,500</u> | <u>37,500</u> | <u>37,000</u> |
| Vehicles | | | |
| Vehicle Lease | 24,000 | 20,000 | 14,000 |
| Vehicle Gas & Oil | 10,000 | 8,500 | 7,300 |
| Vehicle Maintenance | 1,500 | 1,000 | 2,000 |
| Vehicle Repairs | 500 | 350 | 2,000 |
| Vehicle Insurance | 5,500 | 4,750 | 6,880 |
| | <u>41,500</u> | <u>34,600</u> | <u>32,180</u> |
| Office Expenses | | | |
| Software | 0 | 500 | 1,500 |
| Utilities | 6,500 | 7,000 | 6,750 |
| Supplies | 6,500 | 6,500 | 7,500 |
| Facility Leases | 1,000 | 1,500 | 1,800 |
| Equipment Lease | 6,000 | 6,300 | 6,750 |
| Postage | 1,500 | 1,500 | 1,500 |
| Courier | 50 | 50 | 100 |
| Printing/Shredding Services | 2,000 | 2,400 | 2,750 |
| Security | 400 | 400 | 400 |
| Liability Insurance | 4,000 | 15,000 | 22,000 |
| Meeting Expenses | 1,500 | 1,250 | 1,500 |
| | <u>29,450</u> | <u>42,400</u> | <u>52,550</u> |
| Program Expenses | | | |
| Miscellaneous Expenses | | | |
| Total Operating Expenses | <u>136,500</u> | <u>153,775</u> | <u>168,030</u> |
| Capital Expenses | | | |
| Software | 50,000 | 45,000 | 50,000 |
| Total Capital Expenses | <u>50,000</u> | <u>45,000</u> | <u>50,000</u> |
| Total Expenses | <u><u>1,517,317</u></u> | <u><u>1,507,336</u></u> | <u><u>1,677,745</u></u> |

AIR QUALITY PROGRAMS

PERMIT ENGINEERING

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

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

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

Program approved by the Environmental Protection Agency (EPA).

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

ASSIGNED POSITIONS

Deputy Director – Operations
Permit Engineering Supervisor II
Air Quality Engineer III
Air Quality Engineer II (3)
Air Quality Engineer I (1)

Mojave Desert AQMD
General Fund Permit Engineering Expenses by Section

| | <u>Budget FY20</u> | <u>Estimates FY20</u> | <u>Budget FY21</u> |
|---------------------------------|-------------------------|---------------------------|-------------------------|
| <u>Expenses</u> | | | |
| Personnel Expenses | | | |
| Salaries | 682,326 | 619,504 | 641,245 |
| Overtime | 0 | 3,000 | 0 |
| Longevity Pay | 8,000 | 5,254 | 5,520 |
| Vacation | 69,406 | 69,395 | 71,655 |
| Sick | 38,610 | 34,507 | 35,741 |
| Holiday | 69,060 | 65,549 | 67,720 |
| Admin | 14,000 | 12,822 | 14,376 |
| Jury Duty | 0 | 113 | 0 |
| Salaries & Wages | <u>881,402</u> | <u>810,144</u> | <u>836,257</u> |
| Payroll Taxes | | | |
| Medicare Tax | <u>15,820</u> | <u>11,719</u> | <u>12,180</u> |
| | 15,820 | 11,719 | 12,180 |
| Benefits | | | |
| Section 125 | 116,835 | 109,897 | 113,455 |
| Employee Assistance Plan | 750 | 600 | 750 |
| Vision Insurance | 725 | 584 | 625 |
| Life Insurance | 900 | 830 | 870 |
| Disability Insurance | 2,440 | 2,383 | 2,495 |
| Other Benefits | 2,200 | 1,710 | 1,810 |
| Workers Compensation | <u>8,425</u> | <u>6,860</u> | <u>3,010</u> |
| | 132,275 | 122,864 | 123,015 |
| Retirement | | | |
| Employer Pick-up | 43,260 | 35,732 | 37,035 |
| Employer Contribution SBCERA | 345,620 | 332,007 | 364,140 |
| Survivor Match | 265 | 246 | 265 |
| 401(a) Matching Contribution | 5,500 | 4,000 | 5,500 |
| Retirement Cash | <u>4,560</u> | <u>4,618</u> | <u>4,785</u> |
| | 399,205 | 376,603 | 411,725 |
| Total Personnel Expenses | <u>1,428,702</u> | <u>1,321,330</u> | <u>1,383,177</u> |

Mojave Desert AQMD
General Fund Permit Engineering Expenses by Section

| | <u>Budget FY20</u> | <u>Estimates FY20</u> | <u>Budget FY21</u> |
|----------------------------------|------------------------|---------------------------|------------------------|
| <u>Operating Expenses</u> | | | |
| Communications | | | |
| Telephones | 1,750 | 2,000 | 2,250 |
| Long Distance Charges | 50 | 0 | 50 |
| Cellular Phones | 250 | 200 | 200 |
| Video/Teleconference | 150 | 100 | 150 |
| Internet | 6,000 | 6,500 | 6,500 |
| Web Hosting | 2,000 | 1,800 | 2,000 |
| Tech Support | 200 | 0 | 200 |
| Cable | 200 | 0 | 200 |
| Computers | 0 | 1,100 | 0 |
| | <u>10,600</u> | <u>11,700</u> | <u>11,550</u> |
| Dues & Subscriptions | | | |
| Memberships & Sponsorships | 0 | 1,650 | 1,750 |
| Publications & Subscriptions | 500 | 350 | 500 |
| Professional Dues | 1,000 | 600 | 1,200 |
| | <u>1,500</u> | <u>2,600</u> | <u>3,450</u> |
| Non-Depreciable Inventory | | | |
| Furniture & Fixtures Exp | 1,500 | 500 | 1,500 |
| Machinery & Equipment Exp | 500 | 1,000 | 1,000 |
| Safety Equipment Exp | 750 | 800 | 1,500 |
| | <u>2,750</u> | <u>2,300</u> | <u>4,000</u> |
| Legal | | | |
| Legal Notices | 2,500 | 1,000 | 2,500 |
| | <u>2,500</u> | <u>1,000</u> | <u>2,500</u> |
| Professional Services | | | |
| Payroll Contract | 250 | 200 | 250 |
| | <u>250</u> | <u>200</u> | <u>250</u> |
| Maintenance & Repairs | | | |
| General Bldg. Maintenance | 3,500 | 3,000 | 4,000 |
| Custodial Services | 3,250 | 3,500 | 3,500 |
| Landscaping | 350 | 400 | 425 |
| Equipment Repair | 100 | 150 | 0 |
| | <u>7,200</u> | <u>7,050</u> | <u>7,925</u> |

Mojave Desert AQMD
General Fund Permit Engineering Expenses by Section

| | <u>Budget FY20</u> | <u>Estimates FY20</u> | <u>Budget FY21</u> |
|---------------------------------|-------------------------|---------------------------|-------------------------|
| Training & Travel | | | |
| Training | 6,000 | 8,000 | 11,000 |
| Travel | 2,500 | 0 | 2,000 |
| Mileage | 0 | 100 | 0 |
| | <u>8,500</u> | <u>8,100</u> | <u>13,000</u> |
| Vehicles | | | |
| Vehicle Gas & Oil | 500 | 400 | 500 |
| Vehicle Maintenance | 500 | 900 | 500 |
| Vehicle Repairs | 0 | 50 | 500 |
| Vehicle Insurance | 1,200 | 1,500 | 4,200 |
| | <u>2,200</u> | <u>2,850</u> | <u>5,700</u> |
| Office Expenses | | | |
| Software | 0 | 400 | 1,000 |
| Utilities | 4,500 | 4,350 | 5,000 |
| Supplies | 3,500 | 3,500 | 3,750 |
| Facility Leases | 600 | 1,000 | 1,200 |
| Equipment Lease | 3,500 | 4,000 | 4,500 |
| Postage | 2,000 | 1,250 | 750 |
| Courier | 25 | 0 | 250 |
| Printing/Shredding Services | 300 | 600 | 600 |
| Security | 250 | 250 | 250 |
| Liability Insurance | 3,000 | 5,500 | 14,500 |
| Meeting Expenses | 1,200 | 600 | 1,200 |
| | <u>18,875</u> | <u>21,450</u> | <u>33,000</u> |
| Program Expenses | | | |
| Miscellaneous Expenses | | | |
| Miscellaneous Expense | 0 | 200 | 0 |
| | <u>0</u> | <u>200</u> | <u>0</u> |
| Total Operating Expenses | 54,375 | 57,450 | 81,375 |
| Capital Expenses | | | |
| Total Expenses | <u>1,483,077</u> | <u>1,378,780</u> | <u>1,464,552</u> |

AIR QUALITY PROGRAMS

COMMUNICATIONS PROGRAM

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

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

opportunities on emerging air quality regulations and topics affecting California's desert regions and beyond.

Communications staff maintains media relations through press releases, press conferences, air quality forecasts and health advisories to the local media, school district administrators and other organization partners on an ongoing basis as a means of keeping the public informed. Communications also participates with High Desert and Palo Verde Valley schools on the MDAQMD's flag program and annual Clean Air Month Poster Contest; with the regulated community on the annual Exemplar Awards and the Mojave Green Gas Station Program; High Desert Opportunity Summit; and various environmental fairs, and community awareness activities.

ASSIGNED POSITIONS

Deputy Director - Administration
Communications Supervisor I
Communications Specialist I

Mojave Desert AQMD
General Fund Communications Expenses by Section

| | <u>Budget FY20</u> | <u>Estimates FY20</u> | <u>Budget FY21</u> |
|---------------------------------|------------------------|---------------------------|------------------------|
| <u>Expenses</u> | | | |
| Personnel Expenses | | | |
| Salaries | 138,369 | 125,610 | 128,350 |
| Vacation | 6,400 | 8,065 | 8,300 |
| Sick | 4,650 | 8,415 | 9,235 |
| Holiday | 13,460 | 12,970 | 13,350 |
| Admin | 1,200 | 2,596 | 2,640 |
| Jury Duty | 0 | 31 | 0 |
| Compensatory | 0 | 155 | 0 |
| | <u>164,079</u> | <u>157,842</u> | <u>161,875</u> |
| Payroll Taxes | | | |
| Medicare Tax | 3,500 | 2,695 | 2,800 |
| | <u>3,500</u> | <u>2,695</u> | <u>2,800</u> |
| Benefits | | | |
| Section 125 | 32,522 | 31,190 | 32,180 |
| Employee Assistance Plan | 315 | 210 | 220 |
| Vision Insurance | 265 | 260 | 280 |
| Life Insurance | 260 | 260 | 275 |
| Disability Insurance | 750 | 733 | 810 |
| Other Benefits | 730 | 558 | 590 |
| Workers Compensation | 2,020 | 1,690 | 750 |
| | <u>36,862</u> | <u>34,901</u> | <u>35,105</u> |
| Retirement | | | |
| Employer Contribution SBCERA | 55,295 | 54,780 | 56,695 |
| Survivor Match | 80 | 72 | 75 |
| 401(a) Matching Contribution | 3,500 | 0 | 600 |
| | <u>58,875</u> | <u>54,852</u> | <u>57,370</u> |
| Total Personnel Expenses | 263,316 | 250,290 | 257,150 |

Mojave Desert AQMD
General Fund Communications Expenses by Section

| | <u>Budget FY20</u> | <u>Estimates FY20</u> | <u>Budget FY21</u> |
|---|------------------------|---------------------------|------------------------|
| <u>Operating Expenses</u> | | | |
| <u>Communications</u> | | | |
| Telephones | 1,000 | 1,000 | 1,200 |
| Long Distance Charges | 25 | 0 | 0 |
| Cellular Phones | 150 | 150 | 200 |
| Video/Teleconference | 100 | 150 | 150 |
| Internet | 3,000 | 3,400 | 3,000 |
| Web Hosting | 500 | 2,200 | 700 |
| Tech Support | 125 | 0 | 150 |
| Cable | 75 | 0 | 75 |
| Computers | 0 | 3,500 | 3,000 |
| | <u>4,975</u> | <u>10,400</u> | <u>8,475</u> |
| <u>Dues & Subscriptions</u> | | | |
| Memberships & Sponsorships | 7,000 | 8,500 | 10,000 |
| Publications & Subscriptions | 500 | 500 | 750 |
| Professional Dues | 600 | 750 | 750 |
| | <u>8,100</u> | <u>9,750</u> | <u>11,500</u> |
| <u>Non-Depreciable Inventory</u> | | | |
| Furniture & Fixtures Exp | 1,000 | 225 | 1,000 |
| Machinery & Equipment Exp | 100 | 600 | 750 |
| Safety Equipment Exp | 450 | 275 | 500 |
| | <u>1,550</u> | <u>1,100</u> | <u>2,250</u> |
| <u>Legal</u> | | | |
| <u>Professional Services</u> | | | |
| Payroll Contract | 150 | 100 | 150 |
| | <u>150</u> | <u>100</u> | <u>150</u> |
| <u>Maintenance & Repairs</u> | | | |
| General Bldg. Maintenance | 2,750 | 4,500 | 4,500 |
| Custodial Services | 4,500 | 4,050 | 4,500 |
| Landscaping | 350 | 425 | 500 |
| Equipment Repair | 250 | 100 | 350 |
| | <u>7,850</u> | <u>9,075</u> | <u>9,850</u> |

Mojave Desert AQMD
General Fund Communications Expenses by Section

| | Budget FY20 | Estimates FY20 | Budget FY21 |
|---------------------------------|------------------------|---------------------------|------------------------|
| Training & Travel | | | |
| Training | 1,000 | 500 | 4,000 |
| Travel | 4,500 | 6,000 | 7,000 |
| Mileage | 150 | 0 | 0 |
| | 5,650 | 6,500 | 11,000 |
| Vehicles | | | |
| Vehicle Gas & Oil | 1,000 | 1,100 | 1,000 |
| Vehicle Maintenance | 500 | 300 | 500 |
| Vehicle Repairs | 500 | 0 | 500 |
| Vehicle Insurance | 500 | 1,250 | 1,800 |
| | 2,500 | 2,650 | 3,800 |
| Office Expenses | | | |
| Software | 1,500 | 1,000 | 1,500 |
| Utilities | 5,000 | 5,000 | 6,000 |
| Supplies | 1,500 | 1,800 | 1,750 |
| Facility Leases | 350 | 500 | 500 |
| Equipment Lease | 1,700 | 2,100 | 2,250 |
| Postage | 100 | 100 | 250 |
| Courier | 50 | 0 | 50 |
| Printing/Shredding Services | 7,500 | 6,600 | 7,500 |
| Security | 200 | 225 | 250 |
| Liability Insurance | 2,000 | 4,300 | 4,300 |
| Meeting Expenses | 3,500 | 7,000 | 6,000 |
| Community Relations | 17,500 | 17,500 | 17,500 |
| | 40,900 | 46,125 | 47,850 |
| Program Expenses | | | |
| Program Expenditures | 2,050 | 0 | 2,500 |
| Contributions to Other Agencies | 90,000 | 90,000 | 90,000 |
| Administrative Expenditures | 250 | 250 | 250 |
| | 92,300 | 90,250 | 92,750 |
| Miscellaneous Expenses | | | |
| Total Operating Expenses | 163,975 | 175,950 | 187,625 |
| Capital Expenses | | | |
| Total Expenses | 427,291 | 426,240 | 444,775 |

SUPPORT PROGRAMS

EXECUTIVE OFFICES

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

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

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

the District Governing Board regarding such legislation.

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

DISTRICT COUNSEL

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

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

ASSIGNED POSITIONS

Executive Director/APCO

District Counsel

Senior Executive Analyst - Confidential

Mojave Desert AQMD
General Fund Executive Offices Expenses by Section

| | <u>Budget FY20</u> | <u>Estimates FY20</u> | <u>Budget FY21</u> |
|---------------------------------|------------------------|---------------------------|------------------------|
| <u>Expenses</u> | | | |
| Personnel Expenses | | | |
| Salaries | 456,219 | 392,267 | 421,705 |
| Longevity Pay | 9,890 | 9,870 | 5,610 |
| Vacation | 49,745 | 55,107 | 52,960 |
| Sick | 12,505 | 17,170 | 12,640 |
| Holiday | 43,982 | 42,210 | 41,275 |
| Admin | 28,570 | 35,550 | 32,195 |
| | <hr/> | <hr/> | <hr/> |
| Salaries & Wages | 600,911 | 552,174 | 566,385 |
| Payroll Taxes | | | |
| Medicare Tax | 8,795 | 9,328 | 8,590 |
| | <hr/> | <hr/> | <hr/> |
| | 8,795 | 9,328 | 8,590 |
| Benefits | | | |
| Section 125 | 56,850 | 60,715 | 55,220 |
| Employee Assistance Plan | 200 | 370 | 325 |
| Vision Insurance | 1,245 | 1,353 | 1,238 |
| Life Insurance | 395 | 397 | 350 |
| Disability Insurance | 2,258 | 2,457 | 2,215 |
| Other Benefits | 15,325 | 16,220 | 14,340 |
| Workers Compensation | 6,275 | 5,361 | 1,955 |
| | <hr/> | <hr/> | <hr/> |
| | 82,548 | 86,873 | 75,643 |
| Retirement | | | |
| Employer Pick-up | 23,275 | 9,945 | 8,780 |
| Employer Contribution SBCERA | 220,485 | 240,230 | 238,600 |
| Survivor Match | 107 | 107 | 105 |
| 401(a) Matching Contribution | 4,000 | 12,500 | 13,540 |
| Retirement Cash | 24,435 | 25,235 | 22,225 |
| | <hr/> | <hr/> | <hr/> |
| | 272,302 | 288,017 | 283,250 |
| Total Personnel Expenses | 964,556 | 936,392 | 933,868 |

Mojave Desert AQMD
General Fund Executive Offices Expenses by Section

| | <u>Budget FY20</u> | <u>Estimates FY20</u> | <u>Budget FY21</u> |
|----------------------------------|------------------------|---------------------------|------------------------|
| Operating Expenses | | | |
| Communications | | | |
| Telephones | 1,700 | 2,000 | 2,000 |
| Long Distance Charges | 50 | 0 | 0 |
| Cellular Phones | 650 | 750 | 750 |
| Video/Teleconference | 200 | 200 | 150 |
| Internet | 5,000 | 6,500 | 6,250 |
| Web Hosting | 1,500 | 1,250 | 1,500 |
| Tech Support | 250 | 0 | 250 |
| Cable | 125 | 0 | 125 |
| Computers | 5,000 | 12,000 | 5,000 |
| | <u>14,475</u> | <u>22,700</u> | <u>16,025</u> |
| Dues & Subscriptions | | | |
| Memberships & Sponsorships | 10,000 | 11,000 | 12,000 |
| Publications & Subscriptions | 15,000 | 17,000 | 16,500 |
| Professional Dues | 2,500 | 2,000 | 2,500 |
| | <u>27,500</u> | <u>30,000</u> | <u>31,000</u> |
| Non-Depreciable Inventory | | | |
| Furniture & Fixtures Exp | 1,000 | 300 | 1,000 |
| Machinery & Equipment Exp | 150 | 500 | 250 |
| Safety Equipment Exp | 500 | 500 | 500 |
| | <u>1,650</u> | <u>1,300</u> | <u>1,750</u> |
| Legal | | | |
| Legal Notices | 9,000 | 11,000 | 10,000 |
| Legal Services | 10,000 | 3,500 | 10,000 |
| Legal Judgments/Settlements | 0 | 200,000 | 0 |
| | <u>19,000</u> | <u>214,500</u> | <u>20,000</u> |
| Professional Services | | | |
| Payroll Contract | 17,500 | 3,000 | 17,500 |
| Financial Services | 500 | 0 | 500 |
| Consulting Fees | 45,000 | 21,000 | 45,000 |
| Stipends | 11,500 | 10,000 | 13,000 |
| | <u>74,500</u> | <u>34,000</u> | <u>76,000</u> |
| Maintenance & Repairs | | | |
| General Bldg. Maintenance | 5,000 | 6,000 | 6,500 |
| Custodial Services | 5,000 | 4,750 | 5,500 |
| Landscaping | 600 | 600 | 650 |
| Equipment Repair | 50 | 300 | 200 |
| | <u>10,650</u> | <u>11,650</u> | <u>12,850</u> |

Mojave Desert AQMD
General Fund Executive Offices Expenses by Section

| | <u>Budget FY20</u> | <u>Estimates FY20</u> | <u>Budget FY21</u> |
|---------------------------------|-------------------------|---------------------------|-------------------------|
| Training & Travel | | | |
| Training | 3,000 | 4,500 | 3,500 |
| Travel | 27,500 | 22,500 | 12,000 |
| Mileage | 4,500 | 4,000 | 4,500 |
| | <u>35,000</u> | <u>31,000</u> | <u>20,000</u> |
| Vehicles | | | |
| Vehicle Gas & Oil | 400 | 300 | 500 |
| Vehicle Maintenance | 350 | 50 | 500 |
| Vehicle Insurance | 500 | 2,400 | 3,770 |
| | <u>1,250</u> | <u>2,750</u> | <u>4,770</u> |
| Office Expenses | | | |
| Software | 27,500 | 25,000 | 30,000 |
| Utilities | 5,750 | 6,000 | 6,000 |
| Supplies | 5,500 | 2,500 | 5,500 |
| Facility Leases | 500 | 1,000 | 1,100 |
| Equipment Lease | 3,250 | 4,250 | 3,750 |
| Postage | 600 | 600 | 750 |
| Courier | 0 | 100 | 150 |
| Printing/Shredding Services | 500 | 300 | 500 |
| Security | 250 | 250 | 300 |
| Liability Insurance | 3,000 | 9,000 | 12,905 |
| Meeting Expenses | 1,500 | 1,500 | 1,500 |
| | <u>48,350</u> | <u>50,500</u> | <u>62,455</u> |
| Program Expenses | | | |
| Miscellaneous Expenses | | | |
| Total Operating Expenses | <u>232,375</u> | <u>398,400</u> | <u>244,850</u> |
| Capital Expenses | | | |
| Total Expenses | <u>1,196,931</u> | <u>1,334,792</u> | <u>1,178,718</u> |

SUPPORT PROGRAMS

ADMINISTRATIVE SERVICES

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

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

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

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

Records Management coordinates the District's paperless system by digitizing

records into an electronic storage and retrieval system. It also performs the functions associated with responding to requests made pursuant to the Public Records Act.

Grants Administration

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

Communications is also a part of Administrative Services as described herein (page 21).

ASSIGNED POSITIONS

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

Also:
Communications Supervisor I
Communications Specialist I

Mojave Desert AQMD
General Fund Administrative Services Expenses by Section

| | <u>Budget FY20</u> | <u>Estimates FY20</u> | <u>Budget FY21</u> |
|---------------------------------|-------------------------|---------------------------|-------------------------|
| <u>Expenses</u> | | | |
| Personnel Expenses | | | |
| Salaries | 690,194 | 646,836 | 713,902 |
| Longevity Pay | 5,625 | 5,658 | 4,650 |
| Vacation | 76,475 | 73,421 | 75,840 |
| Sick | 34,010 | 36,166 | 37,292 |
| Holiday | 72,780 | 61,834 | 69,650 |
| Admin | 23,165 | 29,740 | 27,415 |
| Compensatory | 460 | 248 | 0 |
| Bereavement | 0 | 670 | 0 |
| Salaries & Wages | <u>902,709</u> | <u>854,573</u> | <u>928,749</u> |
| Payroll Taxes | | | |
| Medicare Tax | <u>17,235</u> | <u>14,832</u> | <u>23,715</u> |
| | 17,235 | 14,832 | 23,715 |
| Benefits | | | |
| Section 125 | 164,075 | 149,880 | 147,405 |
| Employee Assistance Plan | 500 | 960 | 1,000 |
| Vision Insurance | 855 | 944 | 820 |
| Life Insurance | 1,298 | 1,256 | 1,075 |
| Disability Insurance | 2,955 | 3,114 | 2,825 |
| Tuition Reimbursement | 350 | 0 | 0 |
| Other Benefits | 3,650 | 2,853 | 2,720 |
| Workers Compensation | <u>9,880</u> | <u>8,353</u> | <u>3,020</u> |
| | 183,563 | 167,360 | 158,865 |
| Retirement | | | |
| Employer Pick-up | 40,985 | 24,433 | 24,305 |
| Employer Contribution SBCERA | 384,405 | 396,608 | 423,445 |
| Survivor Match | 360 | 360 | 400 |
| 401(a) Matching Contribution | 2,500 | 3,326 | 3,325 |
| Retirement Cash | <u>8,880</u> | <u>23,214</u> | <u>21,310</u> |
| | 437,130 | 447,941 | 472,785 |
| Total Personnel Expenses | <u>1,540,637</u> | <u>1,484,706</u> | <u>1,584,114</u> |

Mojave Desert AQMD
General Fund Administrative Services Expenses by Section

| | <u>Budget FY20</u> | <u>Estimates FY20</u> | <u>Budget FY21</u> |
|----------------------------------|------------------------|---------------------------|------------------------|
| Operating Expenses | | | |
| Communications | | | |
| Telephones | 2,000 | 2,250 | 2,250 |
| Long Distance Charges | 50 | 0 | 0 |
| Cellular Phones | 300 | 275 | 350 |
| Video/Teleconference | 150 | 150 | 150 |
| Internet | 6,000 | 7,000 | 6,500 |
| Web Hosting | 3,000 | 1,500 | 1,750 |
| Tech Support | 250 | 0 | 250 |
| Cable | 150 | 0 | 150 |
| Computers | 20,000 | 2,500 | 18,550 |
| | <u>31,900</u> | <u>13,675</u> | <u>29,950</u> |
| Dues & Subscriptions | | | |
| Memberships & Sponsorships | 7,000 | 5,000 | 2,900 |
| Publications & Subscriptions | 1,500 | 1,800 | 2,000 |
| Professional Dues | 1,600 | 1,000 | 2,000 |
| | <u>10,100</u> | <u>7,800</u> | <u>6,900</u> |
| Non-Depreciable Inventory | | | |
| Furniture & Fixtures Exp | 1,000 | 1,000 | 1,000 |
| Machinery & Equipment Exp | 200 | 900 | 1,000 |
| Safety Equipment Exp | 650 | 1,000 | 1,000 |
| | <u>1,850</u> | <u>2,900</u> | <u>3,000</u> |
| Legal | | | |
| Legal Services | 20,000 | 10,000 | 20,000 |
| | <u>20,000</u> | <u>10,000</u> | <u>20,000</u> |
| Professional Services | | | |
| County Services | 1,000 | 500 | 1,000 |
| Payroll Contract | 300 | 13,500 | 500 |
| Financial Services | 20,000 | 20,000 | 20,000 |
| Consulting Fees | 15,000 | 0 | 15,000 |
| | <u>36,300</u> | <u>34,000</u> | <u>36,500</u> |
| Maintenance & Repairs | | | |
| General Bldg. Maintenance | 7,000 | 0 | 7,500 |
| Custodial Services | 5,000 | 0 | 5,000 |
| Landscaping | 350 | 0 | 600 |
| Equipment Repair | 100 | 0 | 250 |
| | <u>12,450</u> | <u>0</u> | <u>13,350</u> |

Mojave Desert AQMD
General Fund Administrative Services Expenses by Section

| | <u>Budget FY20</u> | <u>Estimates FY20</u> | <u>Budget FY21</u> |
|---------------------------------|------------------------|---------------------------|------------------------|
| Training & Travel | | | |
| Training | 7,500 | 7,500 | 8,000 |
| Travel | 7,500 | 7,500 | 8,000 |
| Recruitment | 500 | 0 | 0 |
| | <u>15,500</u> | <u>15,000</u> | <u>16,000</u> |
| Vehicles | | | |
| Vehicle Lease | 0 | 250 | 0 |
| Vehicle Gas & Oil | 500 | 650 | 750 |
| Vehicle Maintenance | 500 | 100 | 500 |
| Vehicle Insurance | 350 | 4,000 | 5,700 |
| | <u>1,350</u> | <u>5,000</u> | <u>6,950</u> |
| Office Expenses | | | |
| Software | 43,700 | 35,000 | 45,000 |
| Utilities | 6,000 | 6,250 | 6,250 |
| Supplies | 7,500 | 10,200 | 9,500 |
| Facility Leases | 2,000 | 1,500 | 2,000 |
| Equipment Lease | 3,500 | 4,500 | 4,500 |
| Postage | 1,500 | 1,500 | 1,500 |
| Courier | 750 | 300 | 750 |
| Printing/Shredding Services | 250 | 350 | 500 |
| Security | 500 | 250 | 250 |
| Liability Insurance | 3,500 | 10,000 | 14,500 |
| Meeting Expenses | 1,000 | 500 | 1,000 |
| | <u>70,200</u> | <u>70,350</u> | <u>85,750</u> |
| Program Expenses | | | |
| Miscellaneous Expenses | | | |
| Miscellaneous Expense | 1,500 | 500 | 1,500 |
| | <u>1,500</u> | <u>500</u> | <u>1,500</u> |
| Total Operating Expenses | 201,150 | 159,225 | 219,900 |
| Capital Expenses | | | |
| Total Expenses | 1,741,787 | 1,643,931 | 1,804,014 |

SUPPORT PROGRAMS

DISTRICT WIDE

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

ANTELOPE VALLEY AIR QUALITY MANAGEMENT DISTRICT

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

ASSIGNED POSITIONS

Deputy Director – Antelope Valley Operations
Operations Manager
Air Quality Engineer II
Grants Analyst
Air Quality Planner I
Air Quality Specialist II
Air Quality Specialist I *TBH*

Mojave Desert AQMD
General Fund District Wide Expenses by Section

| | Budget FY20 | Estimates FY20 | Budget FY21 |
|---------------------------------|------------------|-------------------|------------------|
| <u>Expenses</u> | | | |
| Personnel Expenses | | | |
| Salaries | 1,100,000 | 1,019,000 | 1,069,000 |
| Salaries & Wages | 1,100,000 | 1,019,000 | 1,069,000 |
| Payroll Taxes | | | |
| Benefits | | | |
| Tuition Reimbursement | 20,700 | 2,325 | 21,800 |
| | 20,700 | 2,325 | 21,800 |
| Retirement | | | |
| Total Personnel Expenses | 1,120,700 | 1,021,325 | 1,090,800 |

Mojave Desert AQMD
General Fund District Wide Expenses by Section

| | <u>Budget FY20</u> | <u>Estimates FY20</u> | <u>Budget FY21</u> |
|----------------------------------|------------------------|---------------------------|------------------------|
| <u>Operating Expenses</u> | | | |
| Communications | | | |
| Computers | 0 | 1,100 | 0 |
| | <u>0</u> | <u>1,100</u> | <u>0</u> |
| Dues & Subscriptions | | | |
| Publications & Subscriptions | 0 | 0 | 250 |
| | <u>0</u> | <u>0</u> | <u>250</u> |
| Non-Depreciable Inventory | | | |
| Furniture & Fixtures Exp | 0 | 16,000 | 10,000 |
| | <u>0</u> | <u>16,000</u> | <u>10,000</u> |
| Legal | | | |
| Professional Services | | | |
| Payroll Contract | 350 | 0 | 0 |
| Financial Services | 20,000 | 12,000 | 20,000 |
| | <u>20,350</u> | <u>12,000</u> | <u>20,000</u> |
| Maintenance & Repairs | | | |

Mojave Desert AQMD
General Fund District Wide Expenses by Section

| | <u>Budget FY20</u> | <u>Estimates FY20</u> | <u>Budget FY21</u> |
|---------------------------------|------------------------|---------------------------|------------------------|
| Training & Travel | | | |
| Training | 0 | 500 | 500 |
| Travel | 0 | 2,000 | 2,000 |
| | <u>0</u> | <u>2,500</u> | <u>2,500</u> |
| Vehicles | | | |
| Vehicle Gas & Oil | 1,500 | 5,500 | 4,060 |
| Vehicle Maintenance | 50 | 0 | 0 |
| Vehicle Repairs | 0 | 500 | 540 |
| | <u>1,550</u> | <u>6,000</u> | <u>4,600</u> |
| Office Expenses | | | |
| Software | 7,500 | 7,500 | 7,500 |
| Supplies | 500 | 750 | 650 |
| Postage | 1,000 | 1,000 | 1,000 |
| Liability Insurance | 0 | 1,500 | 0 |
| Meeting Expenses | 150 | 0 | 0 |
| | <u>9,150</u> | <u>10,750</u> | <u>9,150</u> |
| Program Expenses | | | |
| Program Expenditures | 0 | 1,467,066 | 1,200,000 |
| | <u>0</u> | <u>1,467,066</u> | <u>1,200,000</u> |
| Miscellaneous Expenses | | | |
| Bank Fees | 2,500 | 3,500 | 2,500 |
| Miscellaneous Expense | 2,500 | 0 | 0 |
| | <u>5,000</u> | <u>3,500</u> | <u>2,500</u> |
| Total Operating Expenses | 36,050 | 1,518,916 | 1,249,000 |
| Capital Expenses | | | |
| Improvements | 50,000 | 85,000 | 100,000 |
| Vehicles | 55,000 | 26,000 | 55,000 |
| Total Capital Expenses | 105,000 | 111,000 | 155,000 |
| Total Expenses | 1,261,750 | 2,651,241 | 2,494,800 |

OPERATING EXPENSES

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

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

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

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

and publication of public notices, as required.

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

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

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

Vehicles - costs for fuel, maintenance, and insurance.

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

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

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

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

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

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

Program Expenses - Funds designated from the General Fund for specific local area grants. Program Expenses directly attributable to a funding source supporting the corresponding program (AB 2766, Carl Moyer, reimbursing contracts, Title V, PERP

program, etc.) are allocated to those specific funding sources.

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

CAPITAL EXPENSES

This Budget anticipates investments toward projects in the five year capital improvement plan and includes resources to address asset improvements.

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

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

Software – CAPS (programming for permit tracking system).

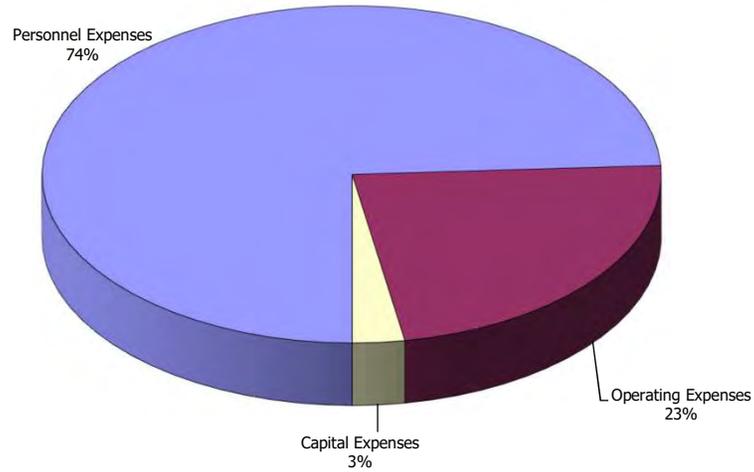
Vehicles - Vehicle Replacement Program (vehicle replacements have been leased through the Enterprise Fleet Maintenance Agreement; beginning FY 18 the District will purchase vehicle replacements). This budget includes replacing two vehicles in the District-owned fleet (\$55,000).

MOJAVE DESERT AIR QUALITY MANAGEMENT DISTRICT

Budgeted Expense Analysis

Fiscal Year 20221

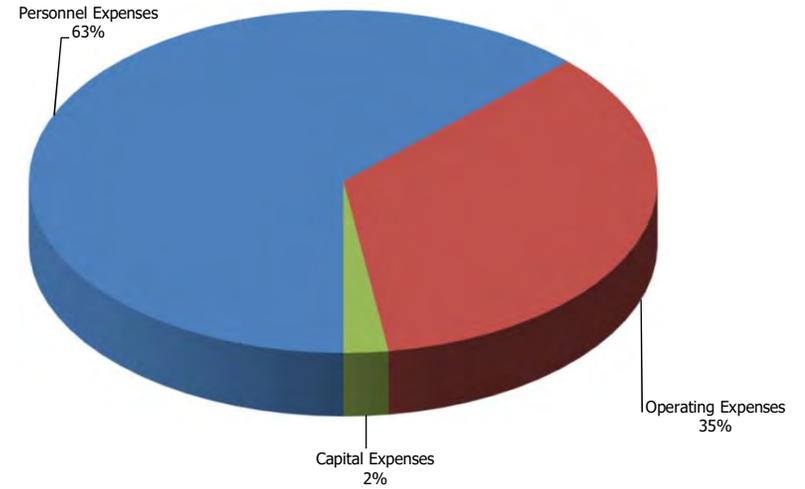
General Fund



General Fund

| <u>EXPENSE CATEGORY</u> | <u>AMOUNT</u> | <u>% of Total</u> | |
|-------------------------|------------------|-------------------|---|
| Personnel Expenses | 7,369,729 | 76.22% | % of Operating Costs only (sum total of Personnel and Operating Expenses) |
| Operating Expenses | 2,298,930 | 23.78% | |
| Capital Expenses | <u>270,000</u> | 2.72% | % of total |
| TOTAL | 9,938,659 | | |

Consolidated (All Funds)



Consolidated (All Funds)

| <u>EXPENSE CATEGORY</u> | <u>AMOUNT</u> | <u>% of Total</u> | |
|--------------------------------|-------------------|-------------------|---|
| Personnel Expenses | 7,369,729 | 64.12% | % of Operating Costs only (sum total of Personnel and Operating Expenses) |
| Operating Expenses incl Grants | 4,123,917 | 35.88% | |
| Capital Expenses | <u>270,000</u> | 2.72% | % of total |
| TOTAL | 11,763,646 | | |

Mojave Desert AQMD
General Fund Consolidated Expenses by Section

| | <u>Budget FY20</u> | <u>Estimates FY20</u> | <u>Budget FY21</u> |
|---------------------------------|-------------------------|---------------------------|-------------------------|
| <u>Expenses</u> | | | |
| Personnel Expenses | | | |
| Salaries | 4,028,036 | 3,667,017 | 4,049,557 |
| Overtime | 0 | 3,570 | 0 |
| Longevity Pay | 31,100 | 20,782 | 15,780 |
| Vacation | 295,486 | 292,088 | 286,620 |
| Sick | 134,230 | 144,614 | 139,213 |
| Holiday | 293,867 | 276,893 | 289,435 |
| Admin | 73,260 | 88,233 | 86,076 |
| Jury Duty | 0 | 212 | 0 |
| Compensatory | 460 | 774 | 0 |
| Bereavement AV Contract | 0 | 1,962 | 0 |
| | <u>4,856,439</u> | <u>4,496,145</u> | <u>4,866,681</u> |
| Payroll Taxes | | | |
| Medicare Tax | 68,695 | 57,166 | 76,265 |
| | <u>68,695</u> | <u>57,166</u> | <u>76,265</u> |
| Benefits | | | |
| Section 125 | 605,614 | 575,923 | 577,465 |
| Employee Assistance Plan | 3,160 | 3,680 | 3,745 |
| Vision Insurance | 3,820 | 3,824 | 3,743 |
| Life Insurance | 4,758 | 4,413 | 4,580 |
| Disability Insurance | 11,683 | 11,741 | 11,560 |
| Tuition Reimbursement | 21,050 | 22,615 | 21,800 |
| Other Benefits | 27,005 | 25,092 | 23,120 |
| Workers Compensation | 56,110 | 44,434 | 19,010 |
| | <u>733,200</u> | <u>691,722</u> | <u>665,023</u> |
| Retirement | | | |
| Employer Pick-up | 122,580 | 83,872 | 85,495 |
| Employer Contribution SBCERA | 1,469,616 | 1,497,945 | 1,577,220 |
| Survivor Match | 1,397 | 1,280 | 1,430 |
| 401(a) Matching Contribution | 21,200 | 24,218 | 27,965 |
| Retirement Cash | 56,875 | 73,247 | 69,650 |
| | <u>1,671,668</u> | <u>1,680,562</u> | <u>1,761,760</u> |
| Total Personnel Expenses | <u>7,330,002</u> | <u>6,925,595</u> | <u>7,369,729</u> |

Mojave Desert AQMD
General Fund Consolidated Expenses by Section

| | <u>Budget FY20</u> | <u>Estimates FY20</u> | <u>Budget FY21</u> |
|----------------------------------|------------------------|---------------------------|------------------------|
| Operating Expenses | | | |
| Communications | | | |
| Telephones | 10,850 | 12,350 | 13,050 |
| Long Distance Charges | 425 | 0 | 300 |
| Cellular Phones | 2,000 | 2,375 | 2,650 |
| Video/Teleconference | 950 | 850 | 900 |
| Internet | 35,000 | 41,900 | 39,500 |
| Web Hosting | 11,000 | 10,400 | 9,950 |
| Tech Support | 1,275 | 0 | 1,300 |
| Cable | 800 | 0 | 800 |
| Computers | 25,000 | 20,200 | 26,550 |
| | <u>87,300</u> | <u>88,075</u> | <u>95,000</u> |
| Dues & Subscriptions | | | |
| Memberships & Sponsorships | 24,000 | 29,400 | 30,150 |
| Publications & Subscriptions | 17,650 | 19,750 | 20,200 |
| Professional Dues | 8,900 | 6,550 | 9,650 |
| | <u>50,550</u> | <u>55,700</u> | <u>60,000</u> |
| Non-Depreciable Inventory | | | |
| Furniture & Fixtures Exp | 6,500 | 18,875 | 16,500 |
| Machinery & Equipment Exp | 26,450 | 33,750 | 31,250 |
| Safety Equipment Exp | 5,000 | 4,575 | 6,800 |
| | <u>37,950</u> | <u>57,200</u> | <u>54,550</u> |
| Legal | | | |
| Legal Notices | 11,500 | 12,000 | 12,500 |
| Legal Services | 35,000 | 14,500 | 35,000 |
| Legal Judgments/Settlements | 0 | 200,000 | 0 |
| | <u>46,500</u> | <u>226,500</u> | <u>47,500</u> |
| Professional Services | | | |
| County Services | 1,000 | 500 | 1,000 |
| Payroll Contract | 19,100 | 17,225 | 18,950 |
| Financial Services | 40,500 | 32,000 | 40,500 |
| Consulting Fees | 60,000 | 21,000 | 60,000 |
| Stipends | 11,500 | 10,000 | 13,000 |
| | <u>132,100</u> | <u>80,725</u> | <u>133,450</u> |
| Maintenance & Repairs | | | |
| General Bldg. Maintenance | 30,750 | 28,250 | 38,000 |
| Custodial Services | 30,250 | 24,800 | 31,750 |
| Landscaping | 2,500 | 2,825 | 3,675 |
| Equipment Repair | 15,600 | 14,050 | 16,150 |
| | <u>79,100</u> | <u>69,925</u> | <u>89,575</u> |

Mojave Desert AQMD
General Fund Consolidated Expenses by Section

| | <u>Budget FY20</u> | <u>Estimates FY20</u> | <u>Budget FY21</u> |
|---------------------------------|-------------------------|---------------------------|-------------------------|
| Training & Travel | | | |
| Training | 40,000 | 43,000 | 49,000 |
| Travel | 60,000 | 58,000 | 52,000 |
| Mileage | 4,650 | 4,100 | 4,500 |
| Recruitment | 500 | 0 | 0 |
| | <u>105,150</u> | <u>105,100</u> | <u>105,500</u> |
| Vehicles | | | |
| Vehicle Lease | 29,000 | 24,750 | 14,000 |
| Vehicle Gas & Oil | 20,400 | 20,950 | 20,110 |
| Vehicle Maintenance | 4,900 | 4,850 | 6,000 |
| Vehicle Repairs | 1,500 | 900 | 5,040 |
| Vehicle Insurance | 9,850 | 14,900 | 24,850 |
| | <u>65,650</u> | <u>66,350</u> | <u>70,000</u> |
| Office Expenses | | | |
| Software | 87,200 | 77,900 | 95,500 |
| Utilities | 37,250 | 37,100 | 40,000 |
| Supplies | 31,500 | 33,500 | 37,150 |
| Facility Leases | 10,450 | 12,000 | 15,100 |
| Equipment Lease | 19,450 | 22,900 | 23,750 |
| Postage | 6,750 | 6,025 | 5,900 |
| Courier | 875 | 2,450 | 3,800 |
| Printing/Shredding Services | 10,800 | 10,550 | 12,200 |
| Security | 2,100 | 1,775 | 1,800 |
| Liability Insurance | 23,000 | 48,100 | 74,205 |
| Meeting Expenses | 9,350 | 11,600 | 12,200 |
| Community Relations | 17,500 | 17,500 | 17,500 |
| | <u>256,225</u> | <u>281,400</u> | <u>339,105</u> |
| Program Expenses | | | |
| Program Expenditures | 2,050 | 1,467,066 | 1,202,500 |
| Contributions to Other Agencies | 90,000 | 90,000 | 90,000 |
| Administrative Expenditures | 250 | 250 | 250 |
| | <u>92,300</u> | <u>1,557,316</u> | <u>1,292,750</u> |
| Miscellaneous Expenses | | | |
| Bank Fees | 2,500 | 3,500 | 2,500 |
| Miscellaneous Expense | 11,500 | 1,200 | 9,000 |
| | <u>14,000</u> | <u>4,700</u> | <u>11,500</u> |
| Total Operating Expenses | <u>966,825</u> | <u>2,592,991</u> | <u>2,298,930</u> |
| Capital Expenses | | | |
| Buildings | 0 | 5,000 | 5,000 |
| Improvements | 50,000 | 85,000 | 100,000 |
| Equipment | 60,000 | 60,000 | 60,000 |
| Vehicles | 55,000 | 26,000 | 55,000 |
| Software | 50,000 | 45,000 | 50,000 |
| Total Capital Expenses | <u>215,000</u> | <u>221,000</u> | <u>270,000</u> |
| Total Expenses | <u>8,511,827</u> | <u>9,739,586</u> | <u>9,938,659</u> |

Summary of Board Policy and Standard Practice

Treasurer and Controller

(Health & Safety Code § 41245 and § 41246)

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

Revolving Accounts

(Revenue and Taxation Code §19551)

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

Management and Budget

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

The Governing Board has delegated various management and financial authorities to the Executive Director/Air Pollution Control Officer. Additionally, statutory law grants certain administrative, permitting and enforcement authorities to the air pollution control officers of air districts in California.

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

Purchasing Procedures

(MDAQMD Standard Practice 5-4)

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

Investment Practices

(Gov. Code §§ 27000.1 et seq.)

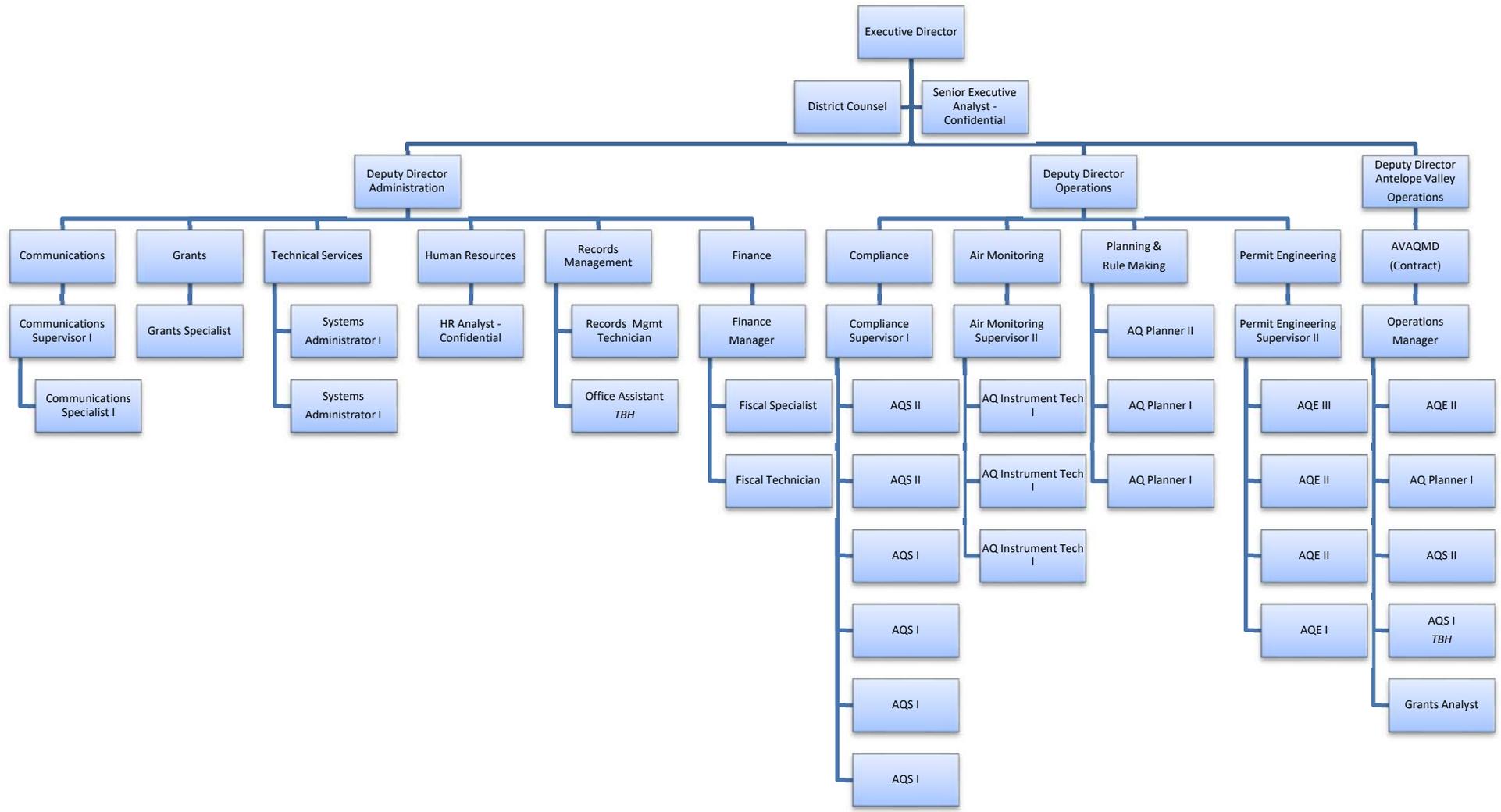
District general funds are deposited with the San Bernardino County Treasurer and are systematically invested as part of the County's investment pool. Interest and other revenues earned on funds are periodically credited to the District's account.

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

Mojave Desert AQMD
Special Funds Consolidated Program Budget Detail

| | <u>Budget FY 2020</u> | <u>Estimates FY 2020</u> | <u>Budget FY 2021</u> |
|--|---------------------------|------------------------------|---------------------------|
| <u>Revenues</u> | | | |
| Administrative Funding | 121,687 | 121,687 | 132,561 |
| AB2766 Program | 725,000 | 700,000 | 715,000 |
| Carl Moyer Program | 851,805 | 1,538,336 | 927,923 |
| Interest Revenue | 157,562 | 113,771 | 126,503 |
| | <hr/> | <hr/> | <hr/> |
| Total Consolidated Program Revenue | 1,856,054 | 2,473,794 | 1,901,987 |
| | | | |
| <u>Expenses</u> | | | |
| Program Expenditures | 1,648,367 | 2,717,537 | 1,684,426 |
| Administrative Expenditures | 121,687 | 121,687 | 132,561 |
| Financial Services | 0 | 7,839 | 8,000 |
| | <hr/> | <hr/> | <hr/> |
| Total Consolidated Program Expenses | 1,770,054 | 2,847,063 | 1,824,987 |

Mojave Desert AQMD Organizational Chart



FULL TIME (FTE) = 41
 TBH = 2
 Total 43

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

| Approved FY 20 | Approved FY 21 | Title of Position | Range | Monthly Salary |
|-------------------|-------------------|--|-------|-------------------|
| 1 | 1 | Office Assistant | 610 | 3,339 - 4,068 |
| 0 | 0 | Records Management Clerk | 615 | 3,777 - 4,602 |
| 1 | 1 | Records Management Technician | 621 | 4,381 - 5,338 |
| 1 | 1 | Fiscal Technician | 621 | 4,381 - 5,338 |
| 0 | 0 | Administrative Secretary | 624 | 4,717 - 5,748 |
| 0 | 0 | Deputy COB/Administrative Secretary | 624 | 4,717 - 5,748 |
| 1 | 0 | CRE Specialist | 626 | 4,956 - 6,038 |
| 1 | 0 | Records Management Specialist | 626 | 4,956 - 6,038 |
| 0 | 1 | Communications Specialist I | 629 | 5,337 - 6,502 |
| 1 | 1 | Fiscal Specialist | 629 | 5,337 - 6,502 |
| 1 | 1 | Grants Specialist | 629 | 5,337 - 6,502 |
| 0 | 0 | Air Quality Instrument Technician | 629 | 5,337 - 6,502 |
| 0 | 0 | Air Quality Specialist | 629 | 5,337 - 6,502 |
| 0 | 0 | Human Resources Specialist | 629 | 5,337 - 6,502 |
| 5 | 4 | AQ Specialist I | 629 | 5,337 - 6,502 |
| 3 | 3 | AQ Instrument Tech I | 629 | 5,337 - 6,502 |
| 3 | 3 | AQ Specialist II | 633 | 5,891 - 7,177 |
| 0 | 0 | AQ Instrument Tech II | 633 | 5,891 - 7,177 |
| 2 | 2 | Systems Administrator I | 633 | 5,891 - 7,177 |
| 3 | 3 | AQ Planner I | 633 | 5,891 - 7,177 |
| 0 | 0 | Clerk Of The Boards | 636 | 6,344 - 7,730 |
| 0 | 0 | AQ Specialist III | 637 | 6,502 - 7,922 |
| 0 | 0 | AQ Instrument Tech III | 637 | 6,502 - 7,922 |
| 1 | 1 | AQ Engineer I | 637 | 6,502 - 7,922 |
| 1 | 1 | Human Resources Analyst - Confidential | 637 | 6,502 - 7,922 |
| 1 | 1 | Grants Analyst | 637 | 6,502 - 7,922 |
| 0 | 0 | Systems Administrator II | 637 | 6,502 - 7,922 |
| 1 | 1 | AQ Planner II | 637 | 6,502 - 7,922 |
| 1 | 1 | Senior Executive Analyst - Confidential | 638 | 6,666 - 8,121 |
| 0 | 0 | Air Quality Engineer | 640 | 7,002 - 8,531 |
| 5 | 4.5 | AQ Engineer II | 640 | 7,002 - 8,531 |
| 0 | 1 | AQ Engineer III | 642 | 7,356 - 8,962 |
| 0 | 0 | Executive Office Manager | 644 | 7,729 - 9,417 |
| 1 | 0 | Air Monitoring Supervisor | 644 | 7,729 - 9,417 |
| 0.75 | 0 | Permit Engineering Supervisor I | 644 | 7,729 - 9,417 |
| 1 | 0 | Compliance Supervisor | 644 | 7,729 - 9,417 |
| 0 | 1 | Compliance Supervisor I | 644 | 7,729 - 9,417 |
| 0 | 0 | Administrative Services Manager | 644 | 7,729 - 9,417 |
| 0 | 0 | Community Relations & Education Manager | 644 | 7,729 - 9,417 |
| 1 | 0 | Community Relations & Education Supervisor | 644 | 7,729 - 9,417 |
| 0 | 1 | Communications Supervisor I | 644 | 7,729 - 9,417 |
| 0.25 | 1 | Permit Engineering Supervisor II | 647 | 8,323 - 10,141 |
| 0 | 1 | Air Monitoring Supervisor II | 647 | 8,323 - 10,141 |
| 1 | 1 | Finance Manager | 650 | 8,964 - 10,921 |
| 0 | 0 | Supervising Air Quality Engineer | 650 | 8,964 - 10,921 |
| 0.5 | 1 | Operations Manager | 650 | 8,964 - 10,921 |
| 1 | 1 | Deputy Director MD Operations | 657 | 10,654 - 12,981 |
| 1 | 1 | Deputy Director AV Operations | 657 | 10,654 - 12,981 |
| 1 | 1 | Deputy Director Administration | 657 | 10,654 - 12,981 |
| 1 | 1 | District Counsel | 659 | 11,194 - 13,639 |
| 1 | 1 | Executive Director/APCO | N/A | N/A |
| 43.5 | 42.5 | | | |

SALARY SCHEDULE
Effective July 1, 2020

| 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 | 15.04 | 15.42 | 15.81 | 16.20 | 16.61 | 17.02 | 17.45 | 17.88 | 18.33 | 18.79 | 19.26 | 19.74 | 20.23 | 20.74 | 21.26 | 2,608 - 3,177 |
| 601 | 15.42 | 15.81 | 16.20 | 16.61 | 17.02 | 17.45 | 17.88 | 18.33 | 18.79 | 19.26 | 19.74 | 20.23 | 20.74 | 21.26 | 21.79 | 2,673 - 3,257 |
| 602 | 15.81 | 16.21 | 16.61 | 17.03 | 17.45 | 17.89 | 18.34 | 18.79 | 19.26 | 19.74 | 20.24 | 20.74 | 21.26 | 21.79 | 22.34 | 2,740 - 3,339 |
| 603 | 16.20 | 16.60 | 17.02 | 17.44 | 17.88 | 18.33 | 18.79 | 19.26 | 19.74 | 20.23 | 20.74 | 21.25 | 21.79 | 22.33 | 22.89 | 2,808 - 3,421 |
| 604 | 16.61 | 17.02 | 17.45 | 17.89 | 18.33 | 18.79 | 19.26 | 19.74 | 20.24 | 20.74 | 21.26 | 21.79 | 22.34 | 22.90 | 23.47 | 2,879 - 3,508 |
| 605 | 17.02 | 17.45 | 17.88 | 18.33 | 18.79 | 19.26 | 19.74 | 20.23 | 20.74 | 21.26 | 21.79 | 22.33 | 22.89 | 23.46 | 24.05 | 2,950 - 3,594 |
| 606 | 17.45 | 17.89 | 18.34 | 18.79 | 19.26 | 19.75 | 20.24 | 20.75 | 21.26 | 21.80 | 22.34 | 22.90 | 23.47 | 24.06 | 24.66 | 3,025 - 3,686 |
| 607 | 17.89 | 18.33 | 18.79 | 19.26 | 19.74 | 20.24 | 20.74 | 21.26 | 21.79 | 22.34 | 22.89 | 23.47 | 24.05 | 24.65 | 25.27 | 3,100 - 3,777 |
| 608 | 18.33 | 18.79 | 19.26 | 19.74 | 20.23 | 20.74 | 21.26 | 21.79 | 22.33 | 22.89 | 23.46 | 24.05 | 24.65 | 25.27 | 25.90 | 3,177 - 3,871 |
| 609 | 18.79 | 19.26 | 19.75 | 20.24 | 20.75 | 21.26 | 21.80 | 22.34 | 22.90 | 23.47 | 24.06 | 24.66 | 25.28 | 25.91 | 26.56 | 3,258 - 3,969 |
| 610 | 19.26 | 19.74 | 20.24 | 20.74 | 21.26 | 21.79 | 22.34 | 22.90 | 23.47 | 24.05 | 24.66 | 25.27 | 25.90 | 26.55 | 27.22 | 3,339 - 4,068 |
| 611 | 19.74 | 20.23 | 20.74 | 21.26 | 21.79 | 22.33 | 22.89 | 23.46 | 24.05 | 24.65 | 25.27 | 25.90 | 26.55 | 27.21 | 27.89 | 3,421 - 4,168 |
| 612 | 20.24 | 20.74 | 21.26 | 21.79 | 22.34 | 22.90 | 23.47 | 24.06 | 24.66 | 25.27 | 25.91 | 26.55 | 27.22 | 27.90 | 28.59 | 3,508 - 4,274 |
| 613 | 20.74 | 21.25 | 21.79 | 22.33 | 22.89 | 23.46 | 24.05 | 24.65 | 25.27 | 25.90 | 26.54 | 27.21 | 27.89 | 28.59 | 29.30 | 3,594 - 4,379 |
| 614 | 21.26 | 21.79 | 22.33 | 22.89 | 23.46 | 24.05 | 24.65 | 25.27 | 25.90 | 26.55 | 27.21 | 27.89 | 28.59 | 29.30 | 30.04 | 3,685 - 4,489 |
| 615 | 21.79 | 22.34 | 22.89 | 23.47 | 24.05 | 24.65 | 25.27 | 25.90 | 26.55 | 27.21 | 27.89 | 28.59 | 29.31 | 30.04 | 30.79 | 3,777 - 4,602 |
| 616 | 22.33 | 22.89 | 23.46 | 24.05 | 24.65 | 25.27 | 25.90 | 26.55 | 27.21 | 27.89 | 28.59 | 29.30 | 30.04 | 30.79 | 31.56 | 3,871 - 4,717 |
| 617 | 22.89 | 23.46 | 24.05 | 24.65 | 25.26 | 25.90 | 26.54 | 27.21 | 27.89 | 28.59 | 29.30 | 30.03 | 30.78 | 31.55 | 32.34 | 3,967 - 4,834 |
| 618 | 23.47 | 24.05 | 24.65 | 25.27 | 25.90 | 26.55 | 27.21 | 27.89 | 28.59 | 29.31 | 30.04 | 30.79 | 31.56 | 32.35 | 33.16 | 4,067 - 4,956 |
| 619 | 24.05 | 24.66 | 25.27 | 25.90 | 26.55 | 27.21 | 27.90 | 28.59 | 29.31 | 30.04 | 30.79 | 31.56 | 32.35 | 33.16 | 33.99 | 4,169 - 5,080 |
| 620 | 24.65 | 25.27 | 25.90 | 26.55 | 27.21 | 27.89 | 28.59 | 29.30 | 30.04 | 30.79 | 31.56 | 32.35 | 33.16 | 33.98 | 34.83 | 4,273 - 5,206 |
| 621 | 25.27 | 25.91 | 26.55 | 27.22 | 27.90 | 28.60 | 29.31 | 30.04 | 30.79 | 31.56 | 32.35 | 33.16 | 33.99 | 34.84 | 35.71 | 4,381 - 5,338 |
| 622 | 25.91 | 26.55 | 27.22 | 27.90 | 28.60 | 29.31 | 30.04 | 30.79 | 31.56 | 32.35 | 33.16 | 33.99 | 34.84 | 35.71 | 36.61 | 4,490 - 5,471 |
| 623 | 26.55 | 27.21 | 27.89 | 28.59 | 29.31 | 30.04 | 30.79 | 31.56 | 32.35 | 33.16 | 33.99 | 34.84 | 35.71 | 36.60 | 37.51 | 4,602 - 5,607 |
| 624 | 27.22 | 27.90 | 28.59 | 29.31 | 30.04 | 30.79 | 31.56 | 32.35 | 33.16 | 33.99 | 34.84 | 35.71 | 36.60 | 37.52 | 38.46 | 4,717 - 5,748 |
| 625 | 27.89 | 28.59 | 29.30 | 30.04 | 30.79 | 31.56 | 32.35 | 33.16 | 33.98 | 34.83 | 35.70 | 36.60 | 37.51 | 38.45 | 39.41 | 4,835 - 5,891 |
| 626 | 28.59 | 29.31 | 30.04 | 30.79 | 31.56 | 32.35 | 33.16 | 33.99 | 34.84 | 35.71 | 36.60 | 37.51 | 38.45 | 39.41 | 40.40 | 4,956 - 6,038 |
| 627 | 29.30 | 30.03 | 30.79 | 31.55 | 32.34 | 33.15 | 33.98 | 34.83 | 35.70 | 36.59 | 37.51 | 38.45 | 39.41 | 40.39 | 41.40 | 5,079 - 6,188 |
| 628 | 30.03 | 30.78 | 31.55 | 32.34 | 33.15 | 33.98 | 34.83 | 35.70 | 36.59 | 37.51 | 38.45 | 39.41 | 40.39 | 41.40 | 42.44 | 5,206 - 6,343 |
| 629 | 30.79 | 31.56 | 32.35 | 33.16 | 33.98 | 34.83 | 35.71 | 36.60 | 37.51 | 38.45 | 39.41 | 40.40 | 41.41 | 42.44 | 43.50 | 5,337 - 6,502 |
| 630 | 31.55 | 32.34 | 33.15 | 33.98 | 34.83 | 35.70 | 36.59 | 37.51 | 38.45 | 39.41 | 40.39 | 41.40 | 42.44 | 43.50 | 44.58 | 5,469 - 6,664 |
| 631 | 32.35 | 33.16 | 33.99 | 34.84 | 35.71 | 36.60 | 37.52 | 38.46 | 39.42 | 40.40 | 41.41 | 42.45 | 43.51 | 44.60 | 45.71 | 5,608 - 6,833 |
| 632 | 33.15 | 33.98 | 34.83 | 35.70 | 36.59 | 37.51 | 38.45 | 39.41 | 40.39 | 41.40 | 42.44 | 43.50 | 44.59 | 45.70 | 46.84 | 5,746 - 7,001 |
| 633 | 33.98 | 34.83 | 35.70 | 36.60 | 37.51 | 38.45 | 39.41 | 40.40 | 41.41 | 42.44 | 43.50 | 44.59 | 45.70 | 46.85 | 48.02 | 5,891 - 7,177 |
| 634 | 34.84 | 35.71 | 36.60 | 37.52 | 38.45 | 39.42 | 40.40 | 41.41 | 42.45 | 43.51 | 44.60 | 45.71 | 46.85 | 48.02 | 49.23 | 6,039 - 7,357 |
| 635 | 35.70 | 36.60 | 37.51 | 38.45 | 39.41 | 40.40 | 41.41 | 42.44 | 43.50 | 44.59 | 45.70 | 46.85 | 48.02 | 49.22 | 50.45 | 6,189 - 7,540 |
| 636 | 36.60 | 37.52 | 38.46 | 39.42 | 40.40 | 41.41 | 42.45 | 43.51 | 44.60 | 45.71 | 46.85 | 48.03 | 49.23 | 50.46 | 51.72 | 6,344 - 7,730 |
| 637 | 37.51 | 38.45 | 39.41 | 40.40 | 41.41 | 42.44 | 43.50 | 44.59 | 45.70 | 46.85 | 48.02 | 49.22 | 50.45 | 51.71 | 53.00 | 6,502 - 7,922 |
| 638 | 38.46 | 39.42 | 40.40 | 41.41 | 42.45 | 43.51 | 44.60 | 45.71 | 46.85 | 48.03 | 49.23 | 50.46 | 51.72 | 53.01 | 54.34 | 6,666 - 8,121 |
| 639 | 39.41 | 40.39 | 41.40 | 42.44 | 43.50 | 44.59 | 45.70 | 46.85 | 48.02 | 49.22 | 50.45 | 51.71 | 53.00 | 54.33 | 55.68 | 6,831 - 8,323 |
| 640 | 40.40 | 41.41 | 42.44 | 43.50 | 44.59 | 45.71 | 46.85 | 48.02 | 49.22 | 50.45 | 51.71 | 53.00 | 54.33 | 55.69 | 57.08 | 7,002 - 8,531 |
| 641 | 41.41 | 42.44 | 43.50 | 44.59 | 45.70 | 46.85 | 48.02 | 49.22 | 50.45 | 51.71 | 53.00 | 54.33 | 55.69 | 57.08 | 58.51 | 7,177 - 8,745 |
| 642 | 42.44 | 43.50 | 44.59 | 45.70 | 46.84 | 48.01 | 49.22 | 50.45 | 51.71 | 53.00 | 54.32 | 55.68 | 57.07 | 58.50 | 59.96 | 7,356 - 8,962 |
| 643 | 43.50 | 44.59 | 45.71 | 46.85 | 48.02 | 49.22 | 50.45 | 51.71 | 53.00 | 54.33 | 55.69 | 57.08 | 58.51 | 59.97 | 61.47 | 7,541 - 9,187 |
| 644 | 44.59 | 45.71 | 46.85 | 48.02 | 49.22 | 50.45 | 51.71 | 53.00 | 54.33 | 55.69 | 57.08 | 58.51 | 59.97 | 61.47 | 63.01 | 7,729 - 9,417 |
| 645 | 45.71 | 46.85 | 48.03 | 49.23 | 50.46 | 51.72 | 53.01 | 54.34 | 55.69 | 57.09 | 58.51 | 59.98 | 61.48 | 63.01 | 64.59 | 7,923 - 9,654 |
| 646 | 46.85 | 48.03 | 49.23 | 50.46 | 51.72 | 53.01 | 54.34 | 55.69 | 57.09 | 58.51 | 59.98 | 61.48 | 63.01 | 64.59 | 66.20 | 8,121 - 9,895 |
| 647 | 48.02 | 49.22 | 50.45 | 51.71 | 53.00 | 54.33 | 55.69 | 57.08 | 58.51 | 59.97 | 61.47 | 63.00 | 64.58 | 66.19 | 67.85 | 8,323 - 10,141 |
| 648 | 49.22 | 50.45 | 51.71 | 53.00 | 54.33 | 55.68 | 57.08 | 58.50 | 59.97 | 61.47 | 63.00 | 64.58 | 66.19 | 67.85 | 69.54 | 8,531 - 10,394 |
| 649 | 50.45 | 51.71 | 53.00 | 54.33 | 55.69 | 57.08 | 58.50 | 59.97 | 61.47 | 63.00 | 64.58 | 66.19 | 67.85 | 69.54 | 71.28 | 8,744 - 10,654 |
| 650 | 51.71 | 53.01 | 54.33 | 55.69 | 57.08 | 58.51 | 59.97 | 61.47 | 63.01 | 64.59 | 66.20 | 67.86 | 69.56 | 71.29 | 73.07 | 8,964 - 10,921 |
| 651 | 53.01 | 54.34 | 55.70 | 57.09 | 58.51 | 59.98 | 61.48 | 63.01 | 64.59 | 66.20 | 67.86 | 69.56 | 71.29 | 73.08 | 74.90 | 9,189 - 11,196 |
| 652 | 54.33 | 55.69 | 57.08 | 58.51 | 59.97 | 61.47 | 63.01 | 64.58 | 66.20 | 67.85 | 69.55 | 71.29 | 73.07 | 74.90 | 76.77 | 9,418 - 11,474 |
| 653 | 55.69 | 57.08 | 58.50 | 59.97 | 61.47 | 63.00 | 64.58 | 66.19 | 67.85 | 69.54 | 71.28 | 73.06 | 74.89 | 76.76 | 78.68 | 9,652 - 11,760 |
| 654 | 57.08 | 58.51 | 59.97 | 61.47 | 63.01 | 64.58 | 66.20 | 67.85 | 69.55 | 71.29 | 73.07 | 74.90 | 76.77 | 78.69 | 80.66 | 9,894 - 12,055 |
| 655 | 58.50 | 59.97 | 61.47 | 63.00 | 64.58 | 66.19 | 67.85 | 69.54 | 71.28 | 73.06 | 74.89 | 76.76 | 78.68 | 80.65 | 82.66 | 10,141 - 12,355 |
| 656 | 59.97 | 61.47 | 63.00 | 64.58 | 66.19 | 67.85 | 69.54 | 71.28 | 73.07 | 74.89 | 76.76 | 78.68 | 80.65 | 82.67 | 84.73 | 10,394 - 12,665 |
| 657 | 61.47 | 63.00 | 64.58 | 66.19 | 67.85 | 69.54 | 71.28 | 73.06 | 74.89 | 76.76 | 78.68 | 80.65 | 82.66 | 84.73 | 86.85 | 10,654 - 12,981 |
| 658 | 63.01 | 64.58 | 66.20 | 67.85 | 69.55 | 71.29 | 73.07 | 74.90 | 76.77 | 78.69 | 80.66 | 82.67 | 84.74 | 86.86 | 89.03 | 10,921 - 13,307 |
| 659 | 64.58 | 66.20 | 67.85 | 69.55 | 71.29 | 73.07 | 74.90 | 76.77 | 78.69 | 80.66 | 82.67 | 84.74 | 86.86 | 89.03 | 91.25 | 11,194 - 13,639 |
| 660 | 66.19 | 67.85 | 69.54 | 71.28 | 73.06 | 74.89 | 76.76 | 78.68 | 80.65 | 82.67 | 84.73 | 86.85 | 89.02 | 91.25 | 93.53 | 11,473 - 13,979 |
| 661 | 67.86 | 69.55 | 71.29 | 73.07 | 74.90 | 76.77 | 78.69 | 80.66 | 82.68 | 84.74 | 86.86 | 89.03 | 91.26 | 93.54 | 95.88 | 11,762 - 14,331 |
| 662 | 69.54 | 71.28 | 73.06 | 74.89 | 76.76 | 78.68 | 80.65 | 82.66 | 84.73 | 86.85 | 89.02 | 91.25 | 93.53 | 95.87 | 98.26 | 12,054 - 14,687 |
| 663 | 71.28 | 73.07 | 74.89 | 76.77 | 78.69 | 80.65 | 82.67 | 84.74 | 86.85 | 89.03 | 91.25 | 93.53 | 95.87 | 98.27 | 100.72 | 12,356 - 15,055 |
| 664 | 73.07 | 74.90 | 76.77 | 78.69 | 80.66 | 82.67 | 84.74 | 86.86 | 89.03 | 91.26 | 93.54 | 95.88 | 98.27 | 100.73 | 103.25 | 12,666 - 15,432 |
| 665 | 74.89 | 76.76 | 78.68 | 80.65 | 82.67 | 84.73 | 86.85 | 89.02 | 91.25 | 93.53 | 95.87 | 98.26 | 100.72 | 103.24 | 105.82 | 12,981 - 15,816 |
| 666 | 76.77 | 78.68 | 80.65 | 82.67 | 84.74 | 86.85 | 89.02 | 91.25 | 93.53 | 95.87 | 98.27 | 100.72 | 103.24 | 105.82 | 108.47 | 13,306 - 16,212 |
| 667</ | | | | | | | | | | | | | | | | |

GOVERNING BOARD POLICY
Mojave Desert Air Quality Management District

Policy No: 02-01
Amended April 22, 2019



Carmen Hernandez
Governing Board Vice Chair



Brad Poiriez
Executive Director/APCO

SUBJECT: FINANCIAL RESERVES

POLICY:

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

AMPLIFICATION OF POLICY:

A. General

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

B. Classification of Funds

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

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

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

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

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

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

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

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

C. Designating Specific Reserves from the Unassigned Fund Balance:

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

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

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

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

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

Revision History:

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

Mojave Desert AQMD

All Funds Y-t-Y

| | Budget FY 2017 | Budget FY 2018 | Budget FY 2019 | Budget FY 2020 | Budget FY 2021 |
|------------------------------------|-------------------|-------------------|-------------------|-------------------|-------------------|
| Revenues | | | | | |
| Permit Fees | 4,320,000 | 4,400,000 | 4,555,000 | 4,743,000 | 5,173,000 |
| Application Fees | 104,768 | 81,000 | 116,000 | 121,000 | 125,000 |
| Federal Revenue | 130,950 | 132,900 | 148,900 | 148,900 | 124,900 |
| Fines & Penalties | 45,000 | 82,000 | 83,000 | 188,500 | 188,500 |
| Interest Income | 104,900 | 82,900 | 154,900 | 172,562 | 171,766 |
| Other Revenue | 1,300,000 | 1,313,050 | 1,300,250 | 1,538,000 | 1,625,175 |
| Revenue from Programs | 2,294,578 | 2,424,008 | 2,645,670 | 3,038,492 | 3,040,920 |
| State Revenue | 189,490 | 178,000 | 307,672 | 417,427 | 1,391,385 |
| Total General Fund Revenues | 8,489,686 | 8,693,858 | 9,311,392 | 10,367,881 | 11,840,646 |
| Expenses | | | | | |
| Personnel Expenses | | | | | |
| Salaries & Wages | 3,630,211 | 3,582,516 | 4,426,130 | 4,856,439 | 4,866,681 |
| Payroll Taxes | 86,428 | 122,766 | 101,720 | 124,805 | 95,275 |
| Benefits | 593,631 | 645,723 | 661,227 | 677,090 | 646,013 |
| Retirement | 1,608,354 | 1,742,674 | 1,558,592 | 1,671,668 | 1,761,760 |
| OPEB | 18,000 | 30,000 | 30,000 | 0 | 0 |
| Total Personnel Expenses | 5,936,624 | 6,123,679 | 6,777,669 | 7,330,002 | 7,369,729 |
| Operating Expenses | | | | | |
| Communications | 58,460 | 95,375 | 76,577 | 87,300 | 95,000 |
| Dues & Subscriptions | 48,100 | 42,350 | 50,860 | 50,550 | 60,000 |
| Non-Depreciable Inventory | 24,500 | 20,700 | 36,600 | 37,950 | 54,550 |
| Legal | 45,000 | 61,096 | 37,000 | 46,500 | 47,500 |
| Maintenance & Repairs | 75,925 | 87,350 | 68,890 | 79,100 | 89,575 |
| Training & Travel | 82,600 | 75,750 | 82,950 | 105,150 | 105,500 |
| Vehicles | 85,400 | 67,250 | 65,085 | 65,650 | 70,000 |
| Office Expenses | 206,025 | 222,900 | 248,335 | 256,225 | 339,105 |
| Program Expenses | 1,555,620 | 1,581,508 | 787,318 | 1,862,354 | 3,109,737 |
| Professional Services | 139,400 | 104,300 | 137,848 | 132,100 | 141,450 |
| Miscellaneous Expenses | 6,540 | 4,000 | 11,500 | 14,000 | 11,500 |
| Total Operating Expenses | 2,327,570 | 2,362,579 | 1,602,963 | 2,736,879 | 4,123,917 |
| Capital Expenses | | | | | |
| Buildings | 15,000 | 30,000 | 0 | 0 | 5,000 |
| Improvements | 0 | 0 | 15,000 | 50,000 | 100,000 |
| Equipment | 60,000 | 60,000 | 60,000 | 60,000 | 60,000 |
| Vehicles | 25,000 | 50,000 | 55,000 | 55,000 | 55,000 |
| Computers | 40,000 | 0 | 0 | 0 | 0 |
| Software | 63,000 | 52,500 | 0 | 50,000 | 50,000 |
| Total Capital Expenses | 203,000 | 192,500 | 130,000 | 215,000 | 270,000 |
| Total Expenses | 8,467,194 | 8,678,758 | 8,510,632 | 10,281,881 | 11,763,646 |
| Due To (From) Reserves | 22,492 | 15,100 | 800,760 | 86,000 | 77,000 |

Mojave Desert AQMD
General Fund Y-t-Y

| | Budget FY 2017 | Budget FY 2018 | Budget FY 2019 | Budget FY 2020 | Budget FY 2021 |
|------------------------------------|-------------------|-------------------|-------------------|-------------------|-------------------|
| Revenues | | | | | |
| Permit Fees | 4,320,000 | 4,400,000 | 4,555,000 | 4,743,000 | 5,173,000 |
| Application Fees | 104,768 | 81,000 | 116,000 | 121,000 | 125,000 |
| Federal Revenue | 130,950 | 132,900 | 148,900 | 148,900 | 124,900 |
| Fines & Penalties | 45,000 | 82,000 | 83,000 | 188,500 | 188,500 |
| Interest Income | 8,700 | 12,000 | 16,000 | 15,000 | 45,263 |
| Other Revenue | 1,300,000 | 1,313,050 | 1,300,250 | 1,538,000 | 1,625,175 |
| Revenue from Programs | 847,000 | 954,000 | 1,141,000 | 1,340,000 | 1,265,436 |
| State Revenue | 189,490 | 178,000 | 307,672 | 417,427 | 1,391,385 |
| Total General Fund Revenues | 6,945,908 | 7,152,950 | 7,667,822 | 8,511,827 | 9,938,659 |
| Expenses | | | | | |
| Personnel Expenses | | | | | |
| Salaries & Wages | 3,575,453 | 3,582,516 | 4,426,130 | 4,856,439 | 4,866,681 |
| Payroll Taxes | 86,428 | 122,766 | 101,720 | 124,805 | 95,275 |
| Benefits | 593,631 | 645,723 | 661,227 | 677,090 | 646,013 |
| Retirement | 1,608,354 | 1,742,674 | 1,558,592 | 1,671,668 | 1,761,760 |
| Total Personnel Expenses | 5,863,866 | 6,093,679 | 6,747,669 | 7,330,002 | 7,369,729 |
| Operating Expenses | | | | | |
| Communications | 58,460 | 95,375 | 76,577 | 87,300 | 95,000 |
| Dues & Subscriptions | 48,100 | 42,350 | 50,860 | 50,550 | 60,000 |
| Non-Depreciable Inventory | 24,500 | 20,700 | 36,600 | 37,950 | 54,550 |
| Legal | 45,000 | 61,096 | 37,000 | 46,500 | 47,500 |
| Maintenance & Repairs | 75,925 | 87,350 | 68,890 | 79,100 | 89,575 |
| Training & Travel | 82,600 | 75,750 | 82,950 | 105,150 | 105,500 |
| Vehicles | 85,400 | 67,250 | 65,085 | 65,650 | 70,000 |
| Office Expenses | 206,025 | 222,900 | 248,335 | 256,225 | 339,105 |
| Program Expenses | 146,600 | 90,500 | 93,702 | 92,300 | 1,292,750 |
| Professional Services | 129,400 | 99,500 | 137,848 | 132,100 | 133,450 |
| Miscellaneous Expenses | 6,540 | 4,000 | 11,500 | 14,000 | 11,500 |
| Total Operating Expenses | 908,550 | 866,771 | 909,347 | 966,825 | 2,298,930 |
| Capital Expenses | | | | | |
| Buildings | 15,000 | 30,000 | 0 | 0 | 5,000 |
| Improvements | 0 | 0 | 15,000 | 50,000 | 100,000 |
| Equipment | 60,000 | 60,000 | 60,000 | 60,000 | 60,000 |
| Vehicles | 25,000 | 50,000 | 55,000 | 55,000 | 55,000 |
| Computers | 40,000 | 0 | 0 | 0 | 0 |
| Software | 63,000 | 52,500 | 0 | 50,000 | 50,000 |
| Total Capital Expenses | 203,000 | 192,500 | 130,000 | 215,000 | 270,000 |
| Total Expenses | 6,975,416 | 7,152,950 | 7,787,016 | 8,511,827 | 9,938,659 |
| Due To (From) Reserves | (29,508) | 0 | (119,194) | 0 | 0 |

BUDGET CATEGORY DESCRIPTIONS

REVENUE

Permit Fees

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

Application Fees

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

Federal Revenue

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

Fine & Penalties

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

Interest Income

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

Other Revenue

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

Revenue from Programs

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

State Revenue

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

BUDGET CATEGORY DESCRIPTIONS

PERSONNEL EXPENSES

Salaries & Wages

| | |
|----------|------------------------------------|
| Salaries | Salary costs for regular employees |
|----------|------------------------------------|

Payroll Taxes

| | |
|--------------|--|
| Medicare Tax | Mandated employer portion of Medicare contribution |
|--------------|--|

Benefits

| | |
|-------------|---|
| Section 125 | Section 125 Cafeteria health benefit contribution |
|-------------|---|

| | |
|--------------------------|-----------------------------|
| Employee Assistance Plan | Employee Assistance Program |
|--------------------------|-----------------------------|

| | |
|------------------|----------------------------------|
| Vision Insurance | Employee benefit for Vision Care |
|------------------|----------------------------------|

| | |
|----------------|-------------------------------------|
| Life Insurance | Employee benefit for life insurance |
|----------------|-------------------------------------|

| | |
|----------------------|--|
| Disability Insurance | Employee benefit for short term and long term disability |
|----------------------|--|

| | |
|-----------------------|--|
| Tuition Reimbursement | Negotiated per Memorandum of Understanding, allowances for employee's choice education program and professional associations |
|-----------------------|--|

| | |
|----------------|---------------------------------|
| Other Benefits | Deminimis benefits to employees |
|----------------|---------------------------------|

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

| | |
|------------------------|---|
| Unemployment Insurance | District's required costs to reimburse the State for costs associated with actual payments made under unemployment insurance. |
|------------------------|---|

Retirement

| | |
|------------------|---|
| Employer Pick Up | Employer 7% pickup retirement contribution for employees hired before June 30, 2009; variable pickup for employees hired after July 1, 2009 |
|------------------|---|

| | |
|------------------------------|---|
| Employer Contribution SBCERA | Employer required retirement contribution |
|------------------------------|---|

| | |
|-----------------|---|
| Survivors Match | Premium for employers share, benefits to survivors in the event of employee's death |
|-----------------|---|

| | |
|------------------------------|---|
| Retirement for Exempt (>30Y) | Employee required contributions are not required for employees with 30 years of public service and are paid to the eligible employee as taxable cash. |
|------------------------------|---|

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

| | |
|-----------------|---|
| Retirement Cash | District paid additional retirement for employee in exempt groups |
|-----------------|---|

BUDGET CATEGORY DESCRIPTIONS

OPERATING EXPENSES

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

CAPITAL EXPENSES

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

ACRONYMS

| | |
|---------------|---|
| 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 |
| CDAWG | California Desert Air Working Group |
| CRE | Community Relations and Education |
| CREEC | California Regional Environmental Education Community |
| CSDA | California Special Districts Association |
| DAPCO | Deputy Air Pollution Control Officer |
| ECP | (MDAQMD) Exempt Compensation Plan |
| EPA | Environmental Protection Agency |
| ERC | Emission Reduction Credit |
| FARMER | (grant program) Funding Agricultural Replacement Measures for Emission Reductions |
| FY | Fiscal Year |
| MACT | Maximum Achievable Control for Toxics |
| MEEC | Mojave Environmental Education Consortium |
| MSERP | Mobile Source Emission Reduction Program (grant program for AB 2766 and Moyer) |
| MDAQMD | Mojave Desert Air Quality Management District |
| MOU | Memorandum of Understanding between the District and non exempt employees represented by the San Bernardino Public Employees Association |
| NAAQS | National Ambient Air Quality Standards |
| NACAA | National Association of Clean Air Agencies |
| NESHAP | National Emissions Standard for Hazardous Pollutants |
| NSPS | New Source Performance Standards |
| OPEB | Other Post Employment Benefits - the District's liability for future contributions required for promised retiree health care benefits |
| PARS | Public Agency Retirement Services |
| PERP | Portable Equipment Registration Program |
| PPP | (MDAQMD) Personnel Policies and Procedures |
| PRSP | Pension Rate Stabilization Program – A trust established with the purpose to offset the District's Net Pension Liability. |
| PSD | Prevention of Significant Deterioration |
| SDRMA | Special Districts Risk Management Authority |
| SLAMS | State and Local Air Monitoring Stations |
| TAC | Technical Advisory Committee |
| VPN | Virtual Private Network - a secure method of transmitting data via the internet |
| WRAP | Western Regional Air Partnership |

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

AGENDA ITEM #2

DATE: June 22, 2020

RECOMMENDATION: Adopt a resolution approving and adopting the budget for FY 2020-21.

SUMMARY: The MDAQMD Budget for Fiscal Year 2020-21 is presented to the Governing Board for adoption effective July 1, 2020.

BACKGROUND: The proposed MDAQMD Budget for Fiscal Year 2020-21 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 persons within the Mojave Desert AQMD jurisdiction who were subject to fees during the prior fiscal year were properly notified of the availability of the information (pursuant to H&S §40131(a)(2)). A separate Public Hearing for the exclusive purpose of reviewing the budget and taking public comment, as required by H&S § 40131(a)(3), was held June 8, 2020.

FY 21 Budget Summary:

- The MDAQMD FY 21 Proposed Budget for the **General Fund** Expenses, including capital expenditures, is \$9,938,659; the projected General Fund Revenue is \$9,938,659. As presented, the budget is balanced, using anticipated revenue to fund District operations.
- Budgeted General Fund Operating Expenses (General Fund) for FY 21 should be compared to the end of year estimates for FY 20, indicating an overall decrease of \$294,061, or 11%.
- Budgeted General Fund Revenue (General Fund) FY 21 should be compared to the end of year estimates for FY 20, indicating an increase of \$199,073, or 2% due in part to a proposed 5% increase on fees, increased contract with AVAQMD, and new revenue sources from the State of California.
- Personnel: Full Time Equivalents (FTE) are funded at 43 full time positions.
- The Revenue Budget for all funds (including grant revenue) is \$11,840,646.

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

AGENDA ITEM #2

PAGE 2

The proposed resolution to adopt the budget also includes delegation of authority to the APCO to execute the initial and final applications for Federal, State and local funds that may become available during the period.

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 Brad Poiriez, Executive Director on or about June 8, 2020.

FINANCIAL DATA: The MDAQMD Budget for FY 2020-21 enables the District to administer the District's mission, services, activities, and projects for the next fiscal year.

PRESENTER: Jean Bracy, Deputy Director – Administration
Laquita Cole, Finance Manager

ACTION OF THE GOVERNING BOARD

APPROVED

With the addition of direction to staff to continue the related public hearing to consider the amendment of Regulation III – *Fees* specifically the amendment of Rule 301 – *Permit Fees*, Rule 302 – *Others Fees*, and Rule 303 – *Hearing Board Fees* to the Governing Board Meeting of August 24, 2020.

Upon Motion by **MERL ABEL**, seconded by **BARBARA RIORDAN**, as approved by the following roll call vote:

Ayes: **11** **ABEL, BENNINGTON, COX, DECONINCK, HERNANDEZ,
LEON, LOVINGOOD, MINTZ, PEREZ, RIORDAN, ROWE**

Noes:

Absent: **2** **CAMARGO, WILLIAMS**

Abstain:

DEANNA HERNANDEZ, SENIOR EXECUTIVE ANALYST

BY [Deanna Hernandez](#)

Dated: June 22, 2020

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

AGENDA ITEM #2

PAGE 3

Ref. Resolution 20-10, "A RESOLUTION OF THE GOVERNING BOARD OF THE MOJAVE DESERT AIR QUALITY MANAGEMENT DISTRICT APPROVING AND ADOPTING THE PROPOSED OPERATING BUDGET FOR FISCAL YEAR 2020-21."

RESOLUTION 20-10

A RESOLUTION OF THE GOVERNING BOARD OF THE MOJAVE DESERT AIR QUALITY MANAGEMENT DISTRICT APPROVING AND ADOPTING THE PROPOSED OPERATING BUDGET FOR FISCAL YEAR 2020-21.

On June 22, 2020, on motion by Member MERL ABEL seconded by Member BARBARA RIORDAN, 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 2020-21; and

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

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

WHEREAS, a separate Public Hearing for the exclusive purpose of reviewing the budget and taking public comment, as required by Health and Safety Code §40131(a)(3), was held on June 8, 2020; and

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

WHEREAS, the projected expenses for all funds for fiscal year 2020-21 are \$11,763,646.00 (Eleven Million, Seven Hundred Sixty Three Thousand, Six Hundred Forty Six Dollars);

WHEREAS, the revenue projected from all funds for fiscal year 2020-21 is \$11,840,646.00 (Eleven Million, Eight Hundred Forty Thousand, Six Hundred Forty 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 20-10

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

3 The annual budget for the MDAQMD for the fiscal year 2020-21 is hereby approved
4 and adopted, and the amounts of proposed expenditure and revenue, as specified, are
5 appropriated for the account classifications as herein specified.

6 A. The 2020-21 Budget (all funds) for **expenses** is hereby adopted, establishing the
7 following:

| <u>ACCOUNT CLASSIFICATION</u> | <u>2020-21 ADOPTED BUDGET</u> |
|-------------------------------|-------------------------------|
| Personnel Expenses | \$7,369,729 |
| Operating Expenses | 4,123,917 |
| Capital Expenses | <u>270,000</u> |
| TOTAL EXPENSE BUDGET | \$11,763,646 |

13 B. The 2020-21 Budget for **revenue** is hereby adopted, establishing a revenue base for the
14 expenditures noted above:

| <u>ACCOUNT CLASSIFICATION</u> | <u>2020-21 ADOPTED BUDGET</u> |
|-------------------------------|-------------------------------|
| Permit Fees | \$5,173,000 |
| Application Fees | 125,000 |
| Federal Revenue | 124,900 |
| Fine & Penalties | 188,500 |
| Interest Income | 171,766 |
| Other Revenue | 1,625,175 |
| Revenue from Programs | 3,040,920 |
| State Revenue | <u>1,391,385</u> |
| TOTAL REVENUE BUDGET | \$11,840,646 |

25 Pursuant to Section 53901 of the California Government Code, a copy of this
26 resolution shall be filed with the Auditor of San Bernardino County, as required.

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RESOLUTION 20-10

1 The Air Pollution Control Officer, or designee, is authorized and hereby directed to
2 execute the initial and final applications for Federal, State, and local funds that may become
3 available during the period including State subvention funds for Fiscal Year 2020-21.

4 **BE IT FURTHER RESOLVED**, that this Resolution shall take effect immediately
5 upon adoption.

6 PASSED, APPROVED AND ADOPTED by the Governing Board of the Mojave
7 Desert Air Quality Management District by the following vote:

8 AYES: 11 MEMBER: ABEL, BENNINGTON, COX, DECONINCK,
9 HERNANDEZ, LEON, LOVINGOOD, MINTZ, PEREZ,
10 RIORDAN, ROWE

11 NOES: MEMBER:

12 ABSENT: 2 MEMBER: CAMARGO, WILLIAMS

13 ABSTAIN: MEMBER:

14 STATE OF CALIFORNIA)
15)
16) ss:
17 COUNTY OF SAN BERNARDINO)

18 I, Deanna Hernandez, Senior Executive Analyst – Confidential, of the Mojave Desert
19 Air Quality Management District, hereby certify the foregoing to be a full, true and correct
20 copy of the record of the action as the same appears in the Official Minutes of said
21 Governing Board at its meeting of June 22, 2020.

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23 *Deanna Hernandez,*
24 Senior Executive Analyst – Confidential
25 Mojave Desert Air Quality Management District.
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