



Antelope Valley  
Air Quality Management District



*It's a breath  
of fresh air.*

# ADOPTED BUDGET

## FISCAL YEAR 2018-19

July 1, 2018

Antelope Valley Air Quality Management District  
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**July 1, 2018**

**Governing Board of the  
Antelope Valley Air Quality Management District**

This is the budget of the Antelope Valley Air Quality Management District (AVAQMD) for Fiscal Year 2018-19. This document provides for the required, necessary and desired services as established by this Governing Board and various Federal, State, and local regulations. It is designed to provide the Board and staff with a tool from which sound fiscal management decisions may be made.

The Consolidated Budget includes estimated revenues and expenses for all AVAQMD activity, including the grant programs. The General Fund Revenue Budget, in the amount of \$1,812,950 is a projected 4% increase from the prior fiscal year actuals, due in part to a recommended 7.5% increase imposed January 1, 2018, and a proposed 10% increase on annual renewal fees and applications (Rule 301) effective January 1, 2019.

The planned expenditures include continuing projects to help streamline government and regulatory functions and a proposed increase in reserves of \$173,885.

The AVAQMD is a service based agency in which program staff (salaries and benefits for 6.25 full time equivalent - FTE) will comprise 68% of the operations budget. The office is supported with five full time positions. Additional administrative and technical services are provided as needed under contract with the Mojave Desert AQMD.

This proposed budget represents a financial plan to meet obligations and challenges for Fiscal Year 2019.

Bret S. Banks  
Executive Director/  
Air Pollution Control Officer

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*"It's a breath of fresh air"*

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# 1

## INTRODUCTION

The Antelope Valley Air Quality Management District continues to successfully reach the industry and sources that may be affected by air quality regulations. A practice of routine inspections ensures compliance to local, state and federal air quality regulations. Proactive contact with local businesses has generated interest in environmental issues and increased compliance rates.

The District approaches air quality regulations in a manner that is responsive and accessible. Growth and new programs demand that the District continue to strive to streamline government, become more efficient, and conserve resources without limiting or decreasing the service provided to the regulated community. Several ongoing programs and projects, with their associated costs, address these efficiency issues.

The AVAQMD contracts most of its administrative services from the Mojave Desert Air Quality Management District (MDAQMD). MDAQMD staff is used for specific administrative and technical expertise to support the Antelope Valley office and provide a full service agency. Certain administrative functions and support of the AVAQMD are performed at Mojave Desert AQMD's Victorville location.

## DISTRICT PROGRAMS

### Community Outreach

The District strives to be known throughout the community as a partner in the development of the local economy while protecting human health and the environment. This representation is achieved by providing information through participation in community events such as the Antelope Valley Board of Trade Business Outlook Conference, school education programs, and business opportunity forums.

### Mobile Emissions Reduction Program

This grant program encourages projects sponsored by private or public agencies that reduce the impact of pollution generated by mobile emission sources in the Antelope Valley region. The Governing Board awards grants using funds collected from vehicle registrations (AB 2766 and AB 923) and awarded by the State of California through the Carl Moyer Program (State of California).

### AVAQMD Website

Providing information to the general public may be the most important investment the District can make to impact the future air quality of the region. Using the internet allows the District to provide a contemporary medium to reach the public with the latest version of the District rulebook, application for permits and other forms, and air quality information, including forecasting and real-time air quality data. The site also has links to regional ozone maps found at <http://www.avaqmd.ca.gov/>







**Governing Board Members**  
*April 2018*

**Marvin Crist, Chair**  
*City of Lancaster*

**Austin Bishop, Vice Chair**  
*City of Palmdale*

**Ronald A. Hawkins**  
*Los Angeles County*  
*District Supervisor Appointment*

**Steven Hofbauer**  
*City of Palmdale*

**Ken Mann**  
*City of Lancaster*

**Newton Chelette**  
*Public Member*

**Vacant**  
*Los Angeles County*  
*District Supervisor Appointment*

## **AIR QUALITY PROGRAM DESCRIPTIONS**

### **Community Relations and Education Program**

The Antelope Valley Air Quality Management District conducts public information and education programs in order to fulfill the requirement of the California Clean Air Act of 1988. The task is to inform the public about air pollution, its sources, health effects on humans, and damage to the environment. Education is provided on methods of control and to encourage individual means of reducing pollution.

The programs are targeted to many audiences: academia, the general adult population, elementary to college level students, as well as business and industry. This information uses brochures, public reports, public workshops and conferences, presentations, exhibits, and other multimedia promotions. In addition, press releases, press conferences and air quality forecasts are provided to the local media on an ongoing basis as a means of keeping the public informed.

### **Air Quality Monitoring Program**

Air Quality Surveillance participates in an ambient air monitoring and meteorological network to track air quality trends with an air monitoring station in Lancaster. The station is part of the State and Local Air Monitoring System (SLAMS) network.

A computer operated data acquisition system collects daily and real time levels of pollutants. These data are reported to the California Air Resources Board (CARB), Federal Environmental Protection Agency (EPA), regulated industry and the general public. This information is also used to provide pollution episode forecast and notification to school systems and the general population in the event of harmful levels of pollution.

“Low-cost” air quality sensors have become an attractive means for local environmental groups and individuals to independently evaluate air quality. The Antelope Valley Air Quality Management District will implement the installation of air quality sensors in specific areas within the jurisdiction to evaluate the performance of these devices while providing additional qualitative air quality data for various areas in the Antelope Valley region.

### **Compliance Program**

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:

- Comprehensive annual (for most) inspections are performed to verify compliance to 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
- Source testing or stack sampling is the process that evaluates the emissions for industrial facilities to determine compliance with permit conditions.

### **Stationary Sources Program**

One of the District's primary responsibilities is to process applications for permits in accordance with all applicable local, State, and Federal regulations. These permits are required for projects that propose industrial and/or commercial processes that have a potential to emit or control an air contaminant. The wide range of requirements applied depends on the type and size of the proposed project.

District staff provides technical reviews of official documents, such as test reports, risk assessments, EIS/EIR's, as well as technical assistance to permit applicants, other agencies, and manufacturers. The District implements and manages:

- Title III & V Programs. The Title III program is the federal toxic program specifically for Title V facilities. Title V (EPA Regulation) is a Federal Operating Permits Program required by the 1990 Clean Air Act. This program requires the District to develop and implement a Federal Permitting Program approved by the Environmental Protection Agency (EPA) for sources of a certain capacity.
- Emissions Inventory. This program to maintains an active inventory of the sources of criteria air pollutants within the District and measures progress towards attainment and maintaining compliance with National and State Ambient Air Quality Standards. State and Federal Law require this program.
- Toxic Emissions Inventory. (Air Toxic "Hot Spot" Information and Assessment Act of 1987) This program assesses the amounts, types and health impacts of air toxics produced from stationary sources.

### **Planning, Rulemaking**

The District promulgates rules and plans in accordance with State and Federal attainment and maintenance planning requirements in order 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 (NAAQS), as codified in the Federal Clean Air Act, the Clean Air Act Amendments and subsequent Federal legislation. This program currently focuses on the National one-hour and eight-hour ozone standards, the National 24-hour, annual PM10 standards, and National 24-hour, annual PM2.5 standards.
- Federal General and Transportation Conformity, entailing regional project review and comment
- California Environmental Quality Act (CEQA), requiring local and regional project review
- National Environmental Protection Act (NEPA), requiring local and regional project review

### ***Mobile Source Emission Reduction Program***

This program provides grants to projects that reduce emissions from mobile sources (and other limited categories). Funding for the grants include AB 2766 funds (four dollars assessed by the District's Governing Board and collected by the California Department of Motor Vehicles on motor vehicle registrations) as may be periodically allocated by the Governing Board and all funds under the Carl Moyer Program. Calls for projects, eligibility determinations, and Governing Board award are all part of the process that makes funds available to the region for qualified emission reducing projects.

Funds collected under AB 923 allows air districts in state non-attainment areas to adopt an additional two dollar surcharge on motor vehicle registration fees to be used strictly for incentive-based emission reduction funding programs. The use of the additional fees is limited to projects eligible for grants under the Carl Moyer Program, the purchase of school buses under the Lower-Emission School Bus Program, light-duty scrap or repair programs and unregulated agricultural sources.

Carol Moyer Grant Program Funds are distributed by the California Air Resources Board for projects obligated by the District under this state regulated program. Projects are awarded on a formula basis according to specific criteria and cost effectiveness.



## General Fund Consolidated Budget June 30, 2019

	<u>Budget</u> <u>FY 2018</u>	<u>EOY Estimate</u> <u>FY 2018</u>	<u>Budget</u> <u>FY 2019</u>
<b><u>Revenues</u></b>			
Permit Fees	740,000.00	783,831.00	842,150.00
Application Fees	51,450.00	41,677.00	42,000.00
Fines & Penalties	15,000.00	7,900.00	9,000.00
Interest Income	3,500.00	3,965.00	4,000.00
Revenue from Programs	687,000.00	774,700.00	774,300.00
State Revenue	129,000.00	135,946.00	141,500.00
<b>Total Revenues</b>	<b>1,625,950.00</b>	<b>1,748,019.00</b>	<b>1,812,950.00</b>
<b><u>Expenses</u></b>			
<b>Personnel Expenses</b>			
Program Staff	1,100,000.00	1,080,921.00	1,100,000.00
<b>Total Personnel Expenses</b>	<b>1,100,000.00</b>	<b>1,080,921.00</b>	<b>1,100,000.00</b>
<b>Operating Expenses</b>			
Communications	43,500.00	20,149.00	23,500.00
Dues & Subscriptions	10,500.00	12,112.00	10,500.00
Non-Depreciable Inventory	8,000.00	13,227.00	11,000.00
Legal	19,000.00	19,463.00	19,000.00
Professional Services	221,750.00	168,698.00	207,650.00
Maintenance & Repairs	6,575.00	6,357.00	6,500.00
Training & Travel	11,000.00	10,505.00	11,000.00
Vehicles	10,500.00	9,495.00	12,000.00
Office Expenses	94,475.00	100,818.00	107,425.00
Program Expenses	15,350.00	14,850.00	15,000.00
Miscellaneous Expenses	800.00	955.00	800.00
<b>Total Operating Expenses</b>	<b>441,450.00</b>	<b>376,629.00</b>	<b>424,375.00</b>
<b>Capital Expenses</b>			
Furniture & Fixtures	25,000.00	25,000.00	25,000.00
Equipment	12,000.00	12,000.00	0.00
Vehicles	25,000.00	25,000.00	30,000.00
Computers	20,000.00	20,000.00	35,000.00
Software	2,500.00	0.00	0.00
<b>Total Capital Expenses</b>	<b>84,500.00</b>	<b>82,000.00</b>	<b>90,000.00</b>
<b>Total Expenses</b>	<b>1,625,950.00</b>	<b>1,539,550.00</b>	<b>1,614,375.00</b>
<b>Cash To (From) Reserves</b>	<b>0.00</b>	<b>208,469.00</b>	<b>198,575.00</b>

## BUDGET CATEGORY DESCRIPTIONS

### REVENUE

#### Permit Fees

Permit Fees Rev	Initial Operating and Annual Renewal Permit Fees
Asbestos Demo/Reno Rev	Fees for Permits related to Asbestos Removal - Rule 302
Title V Permit Rev	Permit fees for Federal Permit Program

#### Application Fees

ERC Application Fees	Emission Reduction Credit
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	

#### 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, all funds
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#### Other Revenue

##### 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	State mandated fee: "Air Toxic "Hot Spot" Information and Assessment 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 District provides periodic compliance inspections
State Subvention	Funds received from state budget to supplement Permitting and Air Monitoring/District activities

### EXPENSES

Personnel Expenses (Program Staff)	Contracted costs to provide staff for District operations
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#### 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
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; publication costs for required notices
Professional Services	Support contract expenses: financial services including annual fiscal audit, research studies consulting fees, Board stipends
Maintenance & Repairs	General building maintenance, custodial services, on site equipment repair
Training & Travel	Employee training; professional development and related travel expenses; general travel expenses
Vehicles	Fuel and oil, maintenance and repair, insurance for District's fleet
Office Expenses	Software, utilities, Supplies, 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, Board authorized grants from the General Fund (such as

#### CAPITAL EXPENSES

Furniture & Fixtures	Threshold: \$5,000
Equipment	Threshold: \$5,000
Vehicles	Vehicles purchased
Computers	Threshold: \$5,000
Software	Capitalized costs associated with major application software

## General Fund Consolidated Budget June 30, 2019

	<u>Budget</u> <u>FY 2018</u>	<u>EOY Estimate</u> <u>FY 2018</u>	<u>Budget</u> <u>FY 2019</u>
<b><u>Revenues</u></b>			
Permit Fees	740,000.00	783,831.00	842,150.00
Application Fees	51,450.00	41,677.00	42,000.00
Fines & Penalties	15,000.00	7,900.00	9,000.00
Interest Income	3,500.00	3,965.00	4,000.00
Revenue from Programs	687,000.00	774,700.00	774,300.00
State Revenue	129,000.00	135,946.00	141,500.00
<b>Total Revenues</b>	<b>1,625,950.00</b>	<b>1,748,019.00</b>	<b>1,812,950.00</b>
<b><u>Expenses</u></b>			
<b>Personnel Expenses</b>			
Program Staff	1,100,000.00	1,080,921.00	1,100,000.00
<b>Total Personnel Expenses</b>	<b>1,100,000.00</b>	<b>1,080,921.00</b>	<b>1,100,000.00</b>
<b>Operating Expenses</b>			
Communications	43,500.00	20,149.00	23,500.00
Dues & Subscriptions	10,500.00	12,112.00	10,500.00
Non-Depreciable Inventory	8,000.00	13,227.00	11,000.00
Legal	19,000.00	19,463.00	19,000.00
Professional Services	221,750.00	168,698.00	207,650.00
Maintenance & Repairs	6,575.00	6,357.00	6,500.00
Training & Travel	11,000.00	10,505.00	11,000.00
Vehicles	10,500.00	9,495.00	12,000.00
Office Expenses	94,475.00	100,818.00	107,425.00
Program Expenses	15,350.00	14,850.00	15,000.00
Miscellaneous Expenses	800.00	955.00	800.00
<b>Total Operating Expenses</b>	<b>441,450.00</b>	<b>376,629.00</b>	<b>424,375.00</b>
<b>Capital Expenses</b>			
Furniture & Fixtures	25,000.00	25,000.00	25,000.00
Equipment	12,000.00	12,000.00	0.00
Vehicles	25,000.00	25,000.00	30,000.00
Computers	20,000.00	20,000.00	35,000.00
Software	2,500.00	0.00	0.00
<b>Total Capital Expenses</b>	<b>84,500.00</b>	<b>82,000.00</b>	<b>90,000.00</b>
<b>Total Expenses</b>	<b>1,625,950.00</b>	<b>1,539,550.00</b>	<b>1,614,375.00</b>
<b>Cash To (From) Reserves</b>	<b>0.00</b>	<b>208,469.00</b>	<b>198,575.00</b>

**General Fund Revenue Budget (Detail)**  
**Revenue Detail**  
**June 30, 2019**

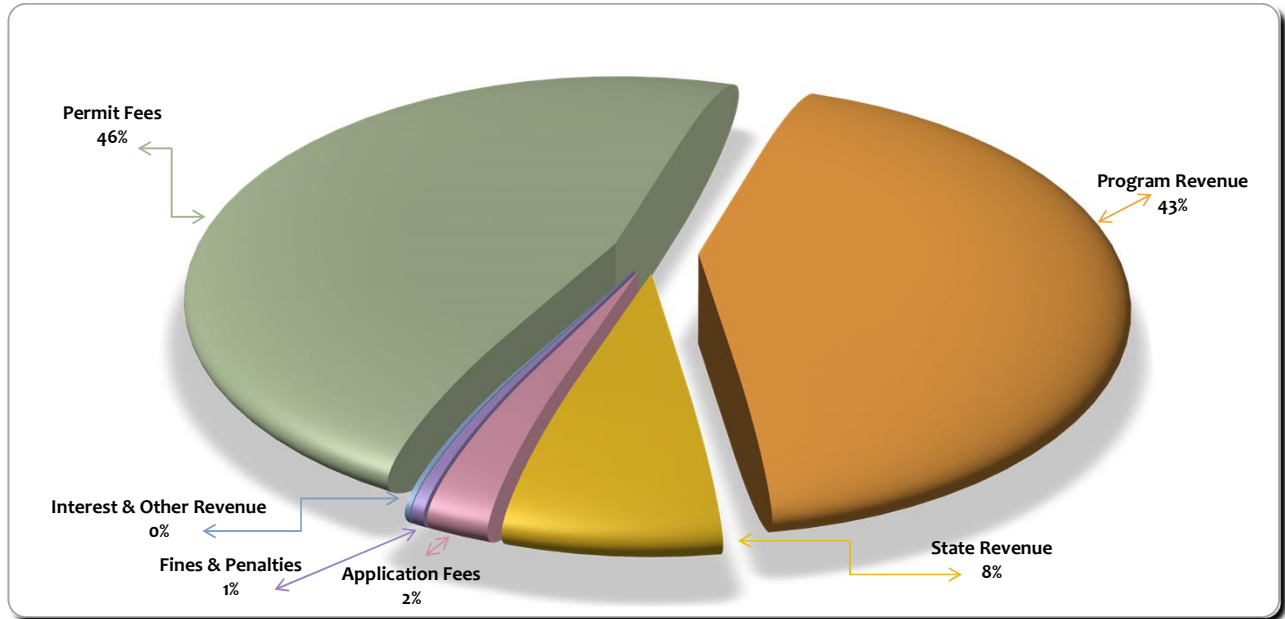
	<u>Budget</u>	<u>EOY</u> <u>Estimates</u>	<u>Budget</u>
	<u>FY 2018</u>	<u>FY 2018</u>	<u>FY 2019</u>
<b><u>Revenues</u></b>			
<b>Permit Fees</b>			
Permit Fees Rev	625,000.00	657,052.00	719,750.00
Asbestos Demo/Reno Rev	72,000.00	68,855.00	68,000.00
Title V Rev	4,000.00	4,000.00	4,400.00
Rule Revenue	39,000.00	53,924.00	50,000.00
	<u>740,000.00</u>	<u>783,831.00</u>	<u>842,150.00</u>
<b>Application Fees</b>			
ERC Application Fees	0.00	865.00	0.00
Permit Application Fees	49,450.00	38,052.00	40,000.00
AG Application Fees	2,000.00	2,760.00	2,000.00
	<u>51,450.00</u>	<u>41,677.00</u>	<u>42,000.00</u>
<b>Fines &amp; Penalties</b>			
Notice of Violations Fee	15,000.00	7,900.00	9,000.00
	<u>15,000.00</u>	<u>7,900.00</u>	<u>9,000.00</u>
<b>Interest Income</b>			
Interest Revenue	3,500.00	3,965.00	4,000.00
	<u>3,500.00</u>	<u>3,965.00</u>	<u>4,000.00</u>
<b>Revenue from Programs</b>			
AB2766 Program	685,000.00	773,000.00	773,000.00
Hot Spots	2,000.00	1,700.00	1,300.00
	<u>687,000.00</u>	<u>774,700.00</u>	<u>774,300.00</u>
<b>State Revenue</b>			
PERP Regulation	30,000.00	36,595.00	35,000.00
State Contracts	0.00	0.00	7,500.00
State Subvention	99,000.00	99,351.00	99,000.00
	<u>129,000.00</u>	<u>135,946.00</u>	<u>141,500.00</u>
<b>Total General Fund Revenues</b>	<b>1,625,950.00</b>	<b>1,748,019.00</b>	<b>1,812,950.00</b>



## Antelope Valley AQMD

General Fund Revenue

Fiscal Year 2019



REVENUE TYPE	AMOUNT	% of TOTAL
Permit Fees	\$842,150	46.5%
Program Revenue	\$774,300	42.7%
State Revenue	\$141,500	7.8%
Application Fees	\$42,000	2.3%
Fines & Penalties	\$9,000	0.5%
Interest & Other Revenue	\$4,000	0.2%

TOTAL	\$1,812,950	100.0%
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Revenue from Operations	\$897,150	49.5%
Revenue from Programs	\$915,800	50.5%

TOTAL	\$1,812,950	100.0%
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## General Fund Expense Budget (Detail)

### June 30, 2019

	<u>Budget</u> <u>FY 2018</u>	<u>EOY Estimates</u> <u>FY 2018</u>	<u>Budget</u> <u>FY 2019</u>
<b><u>Expenses</u></b>			
<b>Personnel Expenses</b>			
Program Staff	1,100,000.00	1,080,921.00	1,100,000.00
<b>Total Personnel Expenses</b>	<b>1,100,000.00</b>	<b>1,080,921.00</b>	<b>1,100,000.00</b>
<b><u>Operating Expenses</u></b>			
<b>Communications</b>			
Telephones	2,000.00	5,043.00	5,000.00
Long Distance Charges	500.00	324.00	500.00
Internet	15,000.00	12,382.00	15,000.00
Web Hosting	4,000.00	0.00	0.00
Tech Support	22,000.00	2,400.00	3,000.00
	<u>43,500.00</u>	<u>20,149.00</u>	<u>23,500.00</u>
<b>Dues &amp; Subscriptions</b>			
Memberships & Sponsorships	10,000.00	11,806.00	10,000.00
Publications & Subscriptions	500.00	306.00	500.00
	<u>10,500.00</u>	<u>12,112.00</u>	<u>10,500.00</u>
<b>Non-Depreciable Inventory</b>			
Furniture & Fixtures Exp	2,500.00	2,500.00	0.00
Machinery & Equipment Exp	3,500.00	8,727.00	9,000.00
Safety Equipment Exp	2,000.00	2,000.00	2,000.00
	<u>8,000.00</u>	<u>13,227.00</u>	<u>11,000.00</u>
<b>Legal</b>			
Legal Notices	4,000.00	2,421.00	4,000.00
Legal Services	15,000.00	17,042.00	15,000.00
	<u>19,000.00</u>	<u>19,463.00</u>	<u>19,000.00</u>
<b>Professional Services</b>			
County Services	0.00	75.00	0.00
Payroll Contract	150.00	80.00	250.00
Financial Services	204,200.00	152,343.00	190,000.00
Research Studies	6,000.00	6,000.00	6,000.00
Consulting Fees	3,000.00	3,000.00	3,000.00
Stipends	8,400.00	7,200.00	8,400.00
	<u>221,750.00</u>	<u>168,698.00</u>	<u>207,650.00</u>
<b>Maintenance &amp; Repairs</b>			
General Bldg. Maintenance	2,000.00	2,000.00	2,000.00
Custodial Services	3,000.00	2,782.00	3,000.00
Equipment Repair	1,575.00	1,575.00	1,500.00
	<u>6,575.00</u>	<u>6,357.00</u>	<u>6,500.00</u>

**Training & Travel**

Training	3,500.00	3,020.00	3,500.00
Travel	7,500.00	7,485.00	7,500.00
	<u>11,000.00</u>	<u>10,505.00</u>	<u>11,000.00</u>

**Vehicles**

Vehicle Gas & Oil	5,000.00	3,646.00	5,500.00
Vehicle Maintenance	2,500.00	630.00	1,500.00
Vehicle Repairs	0.00	1,115.00	1,000.00
Vehicle Insurance	3,000.00	4,104.00	4,000.00
	<u>10,500.00</u>	<u>9,495.00</u>	<u>12,000.00</u>

**Office Expenses**

Software	6,950.00	5,678.00	11,000.00
Utilities	6,600.00	7,173.00	7,000.00
Supplies	3,650.00	3,155.00	3,300.00
Facility Leases	58,000.00	66,816.00	66,000.00
Equipment Lease	7,000.00	5,216.00	5,200.00
Postage	1,300.00	348.00	500.00
Courier	175.00	33.00	175.00
Printing/Shredding Services	550.00	1,231.00	1,000.00
Security	750.00	390.00	750.00
Liability Insurance	7,000.00	9,709.00	10,000.00
Meeting Expenses	500.00	325.00	500.00
Community Relations	2,000.00	744.00	2,000.00
	<u>94,475.00</u>	<u>100,818.00</u>	<u>107,425.00</u>

**Program Expenses**

Program Expenditures	10,500.00	10,000.00	10,000.00
Contributions to Other Agencies	4,850.00	4,850.00	5,000.00
	<u>15,350.00</u>	<u>14,850.00</u>	<u>15,000.00</u>

**Miscellaneous Expenses**

Bank Fees	800.00	955.00	800.00
<b>Total Operating Expenses</b>	<b><u>441,450.00</u></b>	<b><u>376,629.00</u></b>	<b><u>424,375.00</u></b>

**Capital Expenses**

Furniture & Fixtures	25,000.00	25,000.00	25,000.00
Equipment	12,000.00	12,000.00	0.00
Vehicles	25,000.00	25,000.00	30,000.00
Computers	20,000.00	20,000.00	35,000.00
Software	2,500.00	0.00	0.00
<b>Total Capital Expenses</b>	<b><u>84,500.00</u></b>	<b><u>82,000.00</u></b>	<b><u>90,000.00</u></b>
<b>Total Expenses</b>	<b><u>1,625,950.00</u></b>	<b><u>1,539,550.00</u></b>	<b><u>1,614,375.00</u></b>

**General Fund**  
**District Wide Expense Budget Detail**  
**June 30, 2019**

	<u>Budget</u> <u>FY 2018</u>	<u>EOY Estimates</u> <u>FY 2018</u>	<u>Budget</u> <u>FY 2019</u>
<b><u>Expenses</u></b>			
<b>Communications</b>			
Telephones	2,000.00	5,043.00	5,000.00
Long Distance Charges	500.00	324.00	500.00
Internet	15,000.00	12,382.00	15,000.00
Web Hosting	4,000.00	0.00	0.00
Tech Support	22,000.00	2,400.00	3,000.00
	<u>43,500.00</u>	<u>20,149.00</u>	<u>23,500.00</u>
<b>Dues &amp; Subscriptions</b>			
Memberships & Sponsorships	10,000.00	11,806.00	10,000.00
Publications & Subscriptions	500.00	306.00	500.00
	<u>10,500.00</u>	<u>12,112.00</u>	<u>10,500.00</u>
<b>Non-Depreciable Inventory</b>			
Furniture & Fixtures Exp	2,500.00	2,500.00	0.00
Machinery & Equipment Exp	3,500.00	8,727.00	9,000.00
Safety Equipment Exp	2,000.00	2,000.00	2,000.00
	<u>8,000.00</u>	<u>13,227.00</u>	<u>11,000.00</u>
<b>Legal</b>			
Legal Notices	4,000.00	2,421.00	4,000.00
Legal Services	15,000.00	17,042.00	15,000.00
	<u>19,000.00</u>	<u>19,463.00</u>	<u>19,000.00</u>
<b>Professional Services</b>			
County Services	0.00	75.00	0.00
Research Studies	6,000.00	6,000.00	6,000.00
Consulting Fees	3,000.00	3,000.00	3,000.00
Stipends	8,400.00	7,200.00	8,400.00
	<u>17,400.00</u>	<u>16,275.00</u>	<u>17,400.00</u>
<b>Maintenance &amp; Repairs</b>			
General Bldg. Maintenance	2,000.00	2,000.00	2,000.00
Custodial Services	3,000.00	2,782.00	3,000.00
Equipment Repair	1,575.00	1,575.00	1,500.00
	<u>6,575.00</u>	<u>6,357.00</u>	<u>6,500.00</u>
<b>Training &amp; Travel</b>			
Training	3,000.00	3,000.00	3,000.00
Travel	7,000.00	7,000.00	7,000.00
	<u>10,000.00</u>	<u>10,000.00</u>	<u>10,000.00</u>



**Vehicles**

Vehicle Gas & Oil	5,000.00	3,209.00	5,000.00
Vehicle Maintenance	2,500.00	630.00	1,500.00
Vehicle Repairs	0.00	1,115.00	1,000.00
Vehicle Insurance	3,000.00	4,104.00	4,000.00
	<u>10,500.00</u>	<u>9,058.00</u>	<u>11,500.00</u>

**Office Expenses**

Software	3,500.00	0.00	3,500.00
Utilities	6,600.00	7,173.00	7,000.00
Supplies	3,500.00	2,807.00	2,800.00
Facility Leases	58,000.00	66,816.00	66,000.00
Equipment Lease	7,000.00	5,216.00	5,200.00
Postage	300.00	0.00	0.00
Courier	175.00	33.00	175.00
Printing/Shredding Services	450.00	1,231.00	1,000.00
Security	750.00	390.00	750.00
Liability Insurance	7,000.00	9,709.00	10,000.00
Meeting Expenses	500.00	325.00	500.00
Community Relations	2,000.00	744.00	2,000.00
	<u>89,775.00</u>	<u>94,444.00</u>	<u>98,925.00</u>

**Program Expenses**

Program Expenditures	10,000.00	10,000.00	10,000.00
Contributions to Other Agencies	4,850.00	4,850.00	5,000.00
	<u>14,850.00</u>	<u>14,850.00</u>	<u>15,000.00</u>

**Miscellaneous Expenses**

Bank Fees	<u>800.00</u>	<u>955.00</u>	<u>800.00</u>
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<b>Total Operating Expenses</b>	<b>230,900.00</b>	<b>216,890.00</b>	<b>224,125.00</b>
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**Capital Expenses**

Furniture & Fixtures	25,000.00	25,000.00	25,000.00
Equipment	12,000.00	12,000.00	0.00
Vehicles	25,000.00	25,000.00	30,000.00
Computers	20,000.00	20,000.00	35,000.00
<b>Total Capital Expenses</b>	<b><u>82,000.00</u></b>	<b><u>82,000.00</u></b>	<b><u>90,000.00</u></b>
<b>Total Expenses</b>	<b><u>312,900.00</u></b>	<b><u>298,890.00</u></b>	<b><u>314,125.00</u></b>

## **SUPPORT PROGRAM DESCRIPTIONS**

### **Executive Office**

The Executive Office is responsible to the Governing Board for the general administration and coordination of all District operations and programs, including those programs mandated by the Federal Environmental Protection Agency and the California Air Resources Board. 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.

The Governing Board, with seven members, meets monthly and members receive \$100.00 stipend per meeting plus travel expenses. The Hearing Board, with five members, meets as needed and members may receive \$100.00 stipend per meeting plus travel expenses. The Rule Development Committee meets periodically with members of District staff and permitted facilities.

### **Legal Counsel**

Special Counsel to the Governing Board serves as general legal counsel to the Governing Board, the Air Pollution Control Officer and the District, providing general public agency legal services regarding the Brown Act, the Political Reform Act, California Environmental Quality Act, as well as the Administrative Code, contracts, personnel matters, civil actions, and related litigation. District Counsel also provides legal advice and opinions on mandates specific to air districts such as the Federal Clean Air Act, California air pollution control laws and air quality rules and regulations. District Counsel exercises authority to bring civil actions in the name of the people of the State of California for violations of various air quality laws and regulations. The District Counsel also represents the District in actions brought before the Hearing Board.

Special Counsel to the Governing Board also analyzes legislative bills proposed in the California Legislature that may impact the District, proposes strategies, and provides information to the Governing Board regarding such legislation.

### **Operations**

Operations activities include staff technical training, establishing program policies and procedures, monitoring workflow and performance levels, violation settlement negotiations, public information, inter- and intra-agency coordination, committee representation, program planning and streamlining, as well as being responsible for fostering a positive working relationship with the regulated community.

District memberships include the California Air Pollution Control Officers Association, the California Special Districts Association, and Antelope Valley Board of Trade, California Natural Gas Vehicle Coalition, Antelope Valley College President's Circle, Los Angeles County Farm Bureau.

The Clerk of the Board records official minutes of all meetings of the Governing Board; maintains the files for all actions of the Governing Board and distributes copies of orders and directives of the Board to appropriate agencies and members of the public; schedules, prepares and distributes the Board agenda. The Clerk also

serves the Hearing Board, gives notice of hearings, distributes recommendations of particular boards and maintains the conflict of interest files for the District.

**Administrative Services**

The Administrative Services office provides financial, administrative and personnel management services to the operating divisions of the District. The office prepares the annual budget and controls expenditures by providing information regarding expenditures and the availability of budgeted funds. The office also purchases equipment and supplies. Invoices for a variety of fees are issued, collected, deposited and accounted for through the Compliance and Permit System (CAPS). This office also manages the District's computer information systems, risk management, fleet and facility management, and fixed assets.

**General Fund**  
**Contracted Services Expense Budget Detail**  
**June 30, 2019**

	<u>Budget</u> <u>FY 2018</u>	<u>EOY Estimates</u> <u>FY 2018</u>	<u>Budget</u> <u>FY 2019</u>
<b>Personnel Expenses</b>			
Program Staff	1,100,000.00	1,080,921.00	1,100,000.00
<b>Total Personnel Expenses</b>	<b>1,100,000.00</b>	<b>1,080,921.00</b>	<b>1,100,000.00</b>
<b>Operating Expenses</b>			
<b>Professional Services</b>			
Payroll Contract	150.00	80.00	250.00
Financial Services	204,200.00	152,343.00	190,000.00
	204,350.00	152,423.00	190,250.00
<b>Training &amp; Travel</b>			
Training	500.00	20.00	500.00
Travel	500.00	485.00	500.00
	1,000.00	505.00	1,000.00
<b>Vehicles</b>			
Vehicle Gas & Oil	0.00	437.00	500.00
	0.00	437.00	500.00
<b>Office Expenses</b>			
Software	3,450.00	5,678.00	7,500.00
Supplies	150.00	348.00	500.00
Postage	1,000.00	348.00	500.00
Printing/Shredding Services	100.00	0.00	0.00
	4,700.00	6,374.00	8,500.00
<b>Program Expenses</b>			
Program Expenditures	500.00	0.00	0.00
<b>Total Operating Expenses</b>	<b>210,550.00</b>	<b>159,739.00</b>	<b>200,250.00</b>
<b>Capital Expenses</b>			
Software	2,500.00	0.00	0.00
<b>Total Capital Expenses</b>	<b>2,500.00</b>	<b>0.00</b>	<b>0.00</b>
<b>Total Expenses</b>	<b>1,313,050.00</b>	<b>1,240,660.00</b>	<b>1,300,250.00</b>

**ANTELOPE VALLEY AQMD  
Program Staff  
FY 2018-19**

<b>Program</b>	<b>FY 17-18 Contracted Hours</b>	<b>Calendar Yr 2018 Actual Hours*</b>	<b>FY 18-19 Contracted Hours</b>	<b>Average Contract Cost/hr</b>	<b>Annual Contract Cost</b>	<b>FTE</b>
Lancaster Office	12,480	11,680	10,400	\$80	\$832,000	5.00
Planning, Grants, and Rulemaking	175	146	175	\$84	\$14,700	0.08
Air Monitoring and Surveillance	300	279	300	\$100	\$30,000	0.14
Stationary Sources	300	273	300	\$90	\$27,000	0.14
Executive Management and Legal	250	302	400	\$133	\$53,200	0.19
Community Relations & Education	65	75	78	\$104	\$8,112	0.04
Administration	1,169	1,182	1,350	\$100	\$135,000	0.65
<b>TOTAL</b>	<b>14,739</b>	<b>13,937</b>	<b>13,003</b>		<b>\$ 1,100,012</b>	<b>6.25</b>
<b>Full Time Equivalents (FTE) Administrative Costs</b>	<b>7.09%</b>	<b>6.70%</b>	<b>6.25% 14.00%</b>			

<b>Fiscal Year Comparison:</b>	<b><u>Contract Cost</u></b>	<b><u>FTE</u></b>
Fiscal Year 18	\$ 1,100,000	7.09
Fiscal Year 19	\$ 1,100,000	6.25
Fiscal Year 19 Monthly	\$91,666.67	

\*Hours for year 2018 are provided as a point of reference compared to last fiscal year and next fiscal year.

**Program Budget (All Programs)**  
**June 30, 2019**

	<u><b>Budget</b></u> <u><b>FY 2018</b></u>	<u><b>EOY Estimates</b></u> <u><b>FY 2018</b></u>	<u><b>Budget</b></u> <u><b>FY 2019</b></u>
<u><b>Revenues</b></u>			
Administrative Funding	93,926.00	93,926.00	100,218.00
AB2766 Program	505,000.00	407,000.00	427,000.00
Carl Moyer Program	657,478.00	618,000.00	701,526.00
AB923 Program	594,000.00	595,000.00	600,000.00
Interest Revenue	12,400.00	8,200.00	10,300.00
<b>Consolidated Program Revenue</b>	<b>1,862,804.00</b>	<b>1,722,126.00</b>	<b>1,839,044.00</b>
<u><b>Expenses</b></u>			
Program Staff	93,926.00	93,926.00	100,218.00
Program Expenditures	1,763,378.00	1,612,200.00	1,723,326.00
Program Expenditures - Administrative	5,500.00	15,500.00	15,500.00
<b>Consolidated Program Expense</b>	<b>1,862,804.00</b>	<b>1,722,126.00</b>	<b>1,839,044.00</b>

**AB2766 Budget Detail**  
**June 30, 2019**

	<u><b>Budget</b></u> <u><b>FY 2018</b></u>	<u><b>EOY Estimates</b></u> <u><b>FY 2018</b></u>	<u><b>Budget</b></u> <u><b>FY 2019</b></u>
<u><b>Revenues</b></u>			
AB2766 Program	505,000.00	407,000.00	427,000.00
Interest Revenue	3,000.00	1,600.00	2,700.00
<b>Total Revenue</b>	<b>508,000.00</b>	<b>408,600.00</b>	<b>429,700.00</b>
<u><b>Expenses</b></u>			
Program Expenditures	508,000.00	408,100.00	429,700.00
Community Relations	0.00	500.00	0.00
<b>Total Expenses</b>	<b>508,000.00</b>	<b>408,600.00</b>	<b>429,700.00</b>

**AB923 Budget Detail**  
**June 30, 2019**

	<u><b>Budget</b></u> <u><b>FY 2018</b></u>	<u><b>EOY Estimates</b></u> <u><b>FY 2018</b></u>	<u><b>Budget</b></u> <u><b>FY 2019</b></u>
<u><b>Revenues</b></u>			
AB923 Program	594,000.00	595,000.00	600,000.00
Interest Revenue	5,500.00	5,500.00	5,600.00
<b>Total Revenue</b>	<b>599,500.00</b>	<b>600,500.00</b>	<b>605,600.00</b>
<u><b>Expenses</b></u>			
Program Expenditures	594,000.00	600,500.00	590,100.00
Program Expenditures - Administrative	5,500.00	0.00	15,500.00
<b>Total Expenses</b>	<b>599,500.00</b>	<b>600,500.00</b>	<b>605,600.00</b>

## Carl Moyer Budget Detail June 30, 2019

	<u>Budget</u> <u>FY 2018</u>	<u>EOY Estimates</u> <u>FY 2018</u>	<u>Budget</u> <u>FY 2019</u>
<b><u>Revenues</u></b>			
Administrative Funding	93,926.00	93,926.00	100,218.00
Carl Moyer Program	657,478.00	618,000.00	701,526.00
Interest Revenue	<u>3,900.00</u>	<u>1,100.00</u>	<u>2,000.00</u>
<b>Total Revenue</b>	<b>755304</b>	<b>713026</b>	<b>803744</b>
<b><u>Expenses</u></b>			
Program Staff	93,926.00	93,926.00	100,218.00
Program Expenditures	661,378.00	603,600.00	703,526.00
Program Expenditures - Administrative	<u>0.00</u>	<u>15,500.00</u>	<u>0.00</u>
<b>Total Expenses</b>	<b>755,304.00</b>	<b>713,026.00</b>	<b>803,744.00</b>



**Consolidated Budget (All Funds)**  
**Year to Year Comparison**  
**June 30, 2019**

	<u>Budget</u> <u>FY 2015</u>	<u>Budget</u> <u>FY 2016</u>	<u>Budget</u> <u>FY 2017</u>	<u>Budget</u> <u>FY 2018</u>	<u>Budget</u> <u>FY 2019</u>
<b>Revenues</b>					
Permit Fees	619,000.00	635,000.00	614,480.00	701,000.00	792,150.00
Application Fees	35,500.00	37,000.00	47,500.00	51,450.00	42,000.00
Fines & Penalties	11,700.00	29,700.00	35,000.00	54,000.00	59,000.00
Interest Income	3,500.00	3,200.00	3,300.00	3,500.00	4,000.00
Revenue from Programs	612,000.00	602,500.00	689,250.00	687,000.00	774,300.00
State Revenue	126,000.00	135,000.00	126,000.00	129,000.00	141,500.00
<b>Total Revenues</b>	<b>1,407,700.00</b>	<b>1,442,400.00</b>	<b>1,515,530.00</b>	<b>1,625,950.00</b>	<b>1,812,950.00</b>
<b>Expenses</b>					
<b>Personnel Expenses</b>					
Salaries & Wages	1,170,000.00	1,237,940.00	1,111,365.00	1,100,000.00	1,100,000.00
<b>Total Personnel Expenses</b>	<b>1,170,000.00</b>	<b>1,237,940.00</b>	<b>1,111,365.00</b>	<b>1,100,000.00</b>	<b>1,100,000.00</b>
<b>Operating Expenses</b>					
Communications	25,400.00	19,750.00	23,500.00	43,500.00	23,500.00
Dues & Subscriptions	6,700.00	10,025.00	10,500.00	10,500.00	10,500.00
Non-Depreciable Inventory	6,300.00	6,300.00	6,300.00	8,000.00	11,000.00
Legal	2,500.00	2,000.00	17,000.00	19,000.00	19,000.00
Professional Services	117,400.00	85,900.00	185,335.00	221,750.00	207,650.00
Maintenance & Repairs	7,000.00	7,000.00	7,000.00	6,575.00	6,500.00
Training & Travel	11,500.00	8,000.00	9,500.00	11,000.00	11,000.00
Vehicles	16,650.00	11,000.00	10,000.00	10,500.00	12,000.00
Office Expenses	96,300.00	87,725.00	96,380.00	94,475.00	107,425.00
Program Expenses	16,500.00	10,000.00	14,850.00	15,350.00	15,000.00
Miscellaneous Expenses	1,000.00	1,071.00	800.00	800.00	800.00
<b>Total Operating Expenses</b>	<b>307,250.00</b>	<b>248,771.00</b>	<b>381,165.00</b>	<b>441,450.00</b>	<b>424,375.00</b>
<b>Capital Expenses</b>					
Furniture & Fixtures	0.00	0.00	0.00	25,000.00	25,000.00
Equipment	15,000.00	0.00	0.00	12,000.00	0.00
Vehicles	0.00	0.00	0.00	25,000.00	30,000.00
Computers	0.00	0.00	0.00	20,000.00	35,000.00
Software	35,000.00	15,000.00	23,000.00	2,500.00	0.00
<b>Total Capital Expenses</b>	<b>50,000.00</b>	<b>15,000.00</b>	<b>23,000.00</b>	<b>84,500.00</b>	<b>90,000.00</b>
<b>Total Expenses</b>	<b>1,527,250.00</b>	<b>1,501,711.00</b>	<b>1,515,530.00</b>	<b>1,625,950.00</b>	<b>1,614,375.00</b>

Expense Category	Description
<u>Operating Expenses</u> Communications	Services for telephone, internet, video teleconferencing, web hosting, cloud backup, disaster recovery solution, and related tech support
Dues & Subscriptions Membership	Memberships with California Air Pollution Control Officers Association (CAPCOA), California Special Districts Association (CSDA), Antelope Valley Board of Trade (AVBOT), Greater Antelope Valley Economic Alliance (GAVEA), Antelope Valley College President's Circle, Los Angeles County Farm Bureau; retail merchants
Non-Depreciable Inventory	Small office equipment, field equipment, replaces PCs as needed, safety equipment
Legal	Charges for public noticing requirements; third party contract for Special Counsel to the Governing Board
<u>Professional Services</u> Financial Services	<u>Contracted:</u> Overhead charges to the Mojave Desert Air Quality Management District for contract services
Research Studies	Funds designated for consultant services to support or develop strategies designated by the District for air quality specific projects in the Antelope Valley
Consultant Fees	<u>District Wide:</u> Allowances for professional services, as needed.
Stipends	Board member stipend based on maximum number of meetings (Governing Board and Hearing Board).
<u>Training &amp; Travel</u>	Staff support for training in Environmental Cross Media, VEE Recertification, Asbestos, CARB Source Specific Training, staff training, participation in California Air Pollution Control Officers Association (CAPCOA), general training, Board member development and training, and associated travel costs.

Vehicles	Fuel, oil, maintenance for the District's fleet of four light duty vehicles
<u>Office Expenses</u> Software	Annual maintenance contracts, network server maintenance, and desktop solutions
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.
Community Relations service	Products, events, and publications (public Recognition such as the AIRE awards, promotional items for community outreach events; special event fees for Looking Good Lancaster, Antelope Valley Board of Trade Business Outlook Conference, and Salute to Youth)
<u>Program Expenses</u> Program Expenditures	Expenses and activities eligible for use of restricted funds
Contributions to Others	Keystone Science School, sponsor one local teacher; Mojave Environmental Educational Consortium (MEEC); funds designated from the General Fund for specific local area grants (annual lawn mower exchange program
<u>Capital Expenditures</u> Furniture & Fixtures	Update District's phone system
Equipment	Replace –as needed - air monitoring equipment (greater than \$5,000)
Vehicles	Replace one fleet vehicle
Computers	Upgrade or replace District network computer components

## **ANTELOPE VALLEY AQMD FUND BALANCE DESCRIPTIONS**

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

### **COMMITTED**

#### **Operating Cash Reserves**

The amount is equivalent to 30% of Operating Revenue. The fund may be increased to provide protection against uncertain economic times.

### **RESTRICTED**

#### **Mobile Emissions Reduction Grant (AB 2766) Fund**

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

#### **Incentive Based Emission Reduction Funding (AB 923)**

These funds are collected on motor vehicle registrations (\$2 each) in the Antelope Valley region beginning October 1, 2005. Funds are granted by the Governing Board for specific projects as allowed in the Health and Safety Code §44229.

#### **Carl Moyer Grant Program Funds**

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

#### **Unassigned Fund Balance**

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

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

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