




Agenda Item: D-6
Agenda Date: June 18, 2020
Agenda Placement: Admin.
Estimated Time: N/A
Continued Item: Yes

Board Agenda Item

TO: Air Pollution Control District Board

FROM: Aeron Arlin Genet, Air Pollution Control Officer 

CONTACT: Kristina Aguilar, CPA, Administrative Division Manager, (805) 961-8813

SUBJECT: Adoption of the Fiscal Year (FY) 2020-21 Budget

RECOMMENDATION:

1. Hold a public hearing to consider and adopt the budget for Fiscal Year 2020-21, as presented in the *Fiscal Year 2020-21 Proposed Budget* document (Attachment A); and
2. Adopt the following:
 - a. Budget Resolution (Attachment B) approving the Fiscal Year 2020-21 District Budget;
 - b. Salary Resolution (Attachment C) amending the Classification and Salary Plan to adjust the salary for all staff based on the collective bargaining agreements and the Management Personnel Benefits Resolution that are scheduled to be approved by your Board on June 18, 2020;
 - c. 401(h) Retiree Medical Account Fiscal Year 2020-21 Contribution Resolution (Attachment D) setting forth the contributions for the fiscal year.

DISCUSSION:

We recommend that your Board, as part of holding a public hearing, adopt the attached Budget Resolution, Salary Resolution, the 401(h) Retiree Medical Account Contribution Resolution for Fiscal Year 2020-21.

ATTACHMENTS:

Attachment A - Proposed Budget for Fiscal Year 2020-21

On May 21, 2020, your Board held the first of two required public hearings on the District's budget for Fiscal Year 2020-21. The purpose of that hearing was to solicit additional public comment and receive direction from your Board. Prior to that hearing, staff held a public workshop on April 21, 2020. There have been no changes to the proposed budget that was presented in May. The total budget from the original proposal in May is \$14,495,810. You may adopt this budget as presented in the *Fiscal Year 2020-21 Proposed Budget* document, or as modified by your Board.

Attachment B – Budget Resolution

The attached budget resolution formalizes the adoption of the Fiscal Year 2020-21 budget, incorporating by reference the budget documents presented, hearing proceedings, and decisions by the Board in making any final budget adjustments. It also authorizes the Air Pollution Control Officer and Auditor-Controller to make adjustments to the adopted budget during the fiscal year for ministerial items, such as items required by financial reporting pronouncements and administrative efficiencies.

Attachment C – Salary Resolution

The attached salary resolution amends the original Salary Resolution No. 97-05, as amended. This is an incremental process as personnel actions are brought before your Board. This resolution recognizes the Job Class Table on page 14 of the *Fiscal Year 2020-21 Proposed Budget* document (Attachment A) as superseding all previous modifications to Section 4 of the original Salary Resolution No. 97-05. The amendment to the Job Class Table provides for a 3% cost of living adjustment that was negotiated during the collective bargaining process and scheduled to be approved by your Board June 18, 2020.

Attachment D – 401(h) Retiree Medical Account Fiscal Year 2020-21 Contribution Resolution

The attached contribution resolution provides for the making of contributions to the District's 401(h) Retiree Medical Account for Fiscal Year 2020-21 in accordance with Internal Revenue Code and Retirement System staff guidance. As part of the budget adoption process, a resolution, such as this, will be provided for the fiscal year in which we plan to make contributions.

ATTACHMENT A

Fiscal Year 2020-21
Proposed Budget

June 18, 2020

Santa Barbara County Air Pollution Control District
Board of Directors

260 San Antonio Road, Suite A
Santa Barbara, California 93110



air pollution control district
SANTA BARBARA COUNTY

Proposed Budget

Fiscal Year 2020-2021

Aeron Arlin Genet, Air Pollution Control Officer

805.961.8800 | 260 N. San Antonio Rd., Ste. A | Santa Barbara, CA 93110 | ourair.org | [@OurAirSBC](https://www.instagram.com/OurAirSBC)

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SANTA BARBARA COUNTY AIR POLLUTION CONTROL DISTRICT BOARD OF DIRECTORS

Supervisor Das Williams, Chair

First District

Santa Barbara County Board of Supervisors

Supervisor Gregg Hart

Second District

Santa Barbara County Board of Supervisors

Supervisor Joan Hartmann

Third District

Santa Barbara County Board of Supervisors

Supervisor Peter Adam

Fourth District

Santa Barbara County Board of Supervisors

Supervisor Steve Lavagnino

Fifth District

Santa Barbara County Board of Supervisors

Mayor Holly Sierra

Alternate – Vice Mayor Ed Andrisek

City of Buellton

Vice Mayor Al Clark

Alternate – Mayor Wade Nomura

City of Carpinteria

Mayor Paula Perotte, Vice-Chair

Alternate – Councilmember Stuart Kasdin

City of Goleta

Mayor Pro Tem Gina Rubalcaba

Alternate – Mayor Ariston Julian

City of Guadalupe

Councilmember James Mosby

Alternate – Mayor Jenelle Osborne

City of Lompoc

Mayor Cathy Murillo

Alternate – Councilmember Eric Friedman

City of Santa Barbara

Mayor Alice Patino

Alternate – Councilmember Etta Waterfield

City of Santa Maria

Mayor Ryan Toussaint

Alternate – Councilmember Daniel Johnson

City of Solvang

AIR POLLUTION CONTROL OFFICER'S BUDGET MEMORANDUM

June 18, 2020

The Governing Board of the Santa Barbara County Air Pollution Control District

Dear Chair Williams and Board Members:

The Fiscal Year (FY) 2020-21 Proposed Budget was prepared according to the policy framework and direction provided by the Board and the Air Pollution Control District Strategic Plan.

Budget Overview

This budget is planned for FY 2020-21, which runs from July 1, 2020 through June 30, 2021. The budget adoption process is specified in California Health and Safety Code Section 40131 and includes requirements for two public hearings and notification to all fee payers. In addition, the District conforms to the provisions of the County Budget Act of 2010, Revision 1, effective January 1, 2013 and starting with Government Code Section 29000.

Every year our budget process begins with the programming of revenues. The District projects total revenue from the previous years' actual revenues after making any known or anticipated adjustments. After revenues are forecasted, expenses (including salaries and benefits) are programmed to match revenues, thus making a balanced budget. Therefore, planned revenues cover all operational expenses. Periodic expenses (e.g., capital improvements) are paid through fund balance accounts (i.e., savings) specifically designated for those items.

The majority of the FY 2020-21 revenues will be generated by two sources: 1) funds earned by employees (predominately engineers and air quality specialists) who complete work products such as permits, inspections, evaluations, planning, and reviews for regulated sources, and 2) federal and state grants with uses prescribed by the agency providing the funds. The work products generated by grant funding are air quality monitoring, data acquisition, clean air plans, environmental planning documents, incentive programs, and public outreach. Expense line items are thoroughly reviewed each year in an effort to keep costs down.

The District's mission is to protect the people and environment of Santa Barbara County from the effects of air pollution.

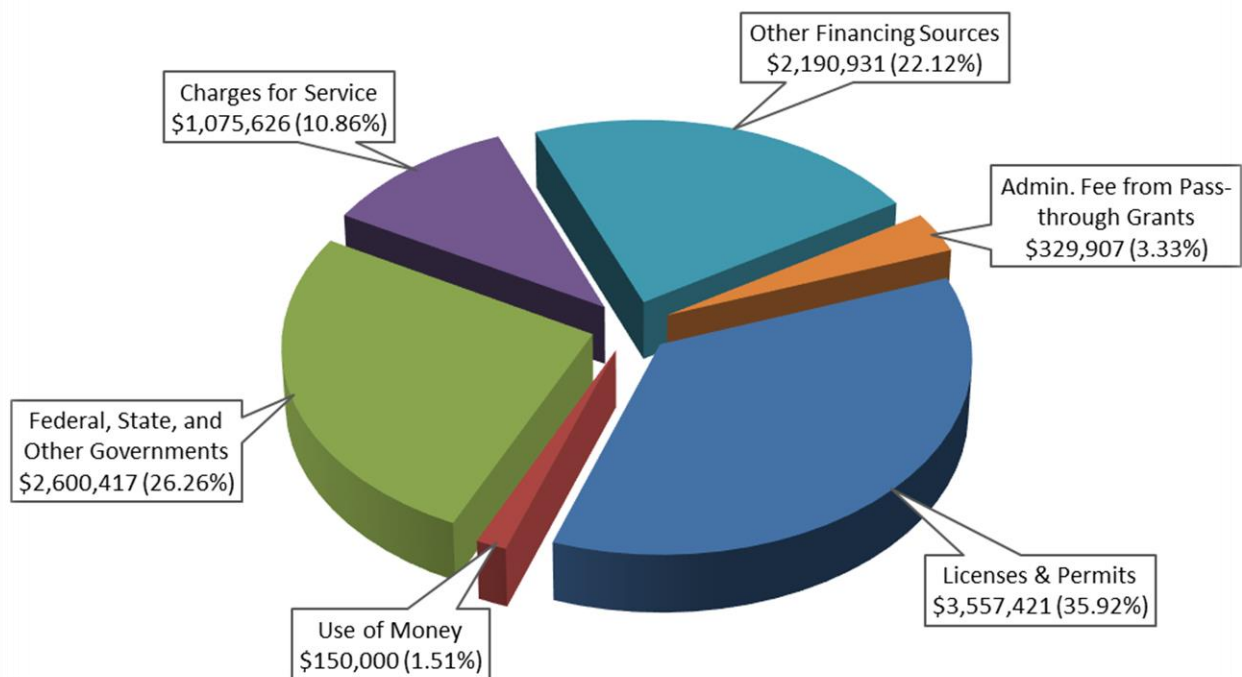
The FY 2020-21 budget was built to ensure continued mission success and progress toward our vision: Clean Air.

FY 2020-21 Budget at a Glance

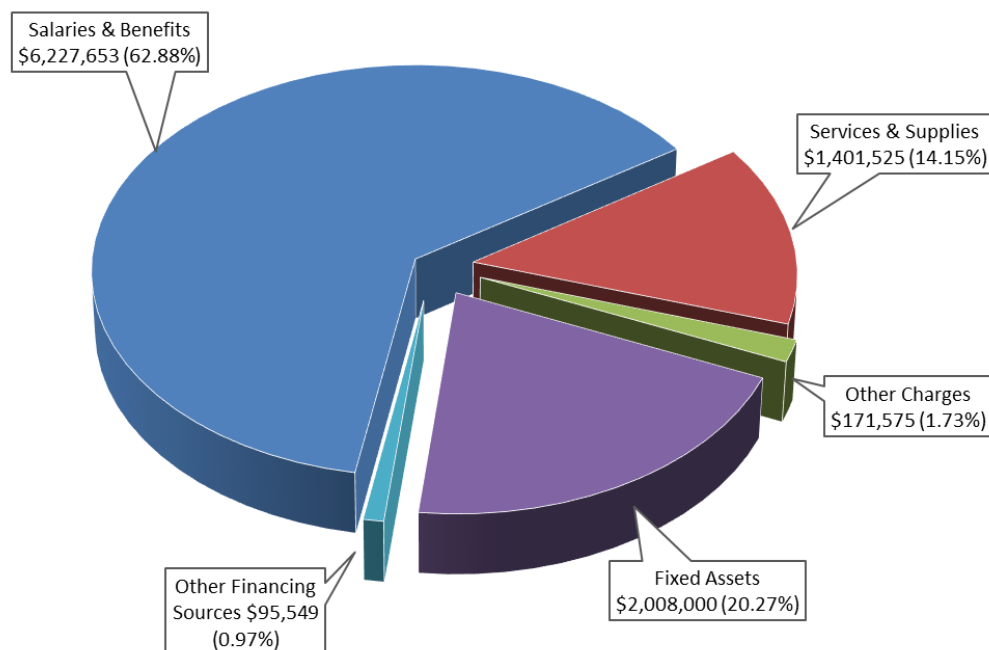
The District’s balanced proposed budget for FY 2020-21 totals \$14,495,810, a 15.8% increase from the current year’s proposed budget. This increase is largely attributed to an increase of permit re-evaluation revenue due to the high year of the re-evaluation cycle along with a continued effort to process grants as pass-through funds. Pass-through funds are received by a recipient government (District) and distributed to a third party for voluntary emission reduction grant projects. These funds have specified uses and are not eligible to cover District operations. To best illustrate the budget that falls within the District’s purview to cover operating expenses, the summary figures below depict the District Revenues and Expenditures with the exclusion of pass-through funds — a total operating revenue of \$9,904,302. Expenditures continue to be dominated by salaries and benefits, which total \$6,227,653. The proposed budget, and requested funding level, will provide the resources needed by the District to maintain core and mandated air quality programs.

The District is well prepared for unforeseen expenses in that our fund balances provide an adequate reserve. Our fund balance total is forecasted to be \$4,949,705 (approximately 50% of the total operating budget), and of that total, \$1,500,000 has been set aside by our Board as strategic reserve to be used during a fiscal emergency.

Total Operating Revenue \$9,904,302



Total Operating Expenditures \$9,904,302



Revenue & Expenditure Changes

Total operating revenue is estimated to increase 22.0% (\$1,784,017) as compared to the current year (FY 2019-20). This increase is largely attributed to two one-time fixed asset purchases; the first is an office building in north county for District staff and the second has to do with relocating the monitoring station in Santa Maria that will be taken over from the California Air Resources Board (CARB). There is also an increase of approximately \$350,000 of re-evaluation revenue, due to the high year of the 3-year re-evaluation cycle. Monitoring fees are also anticipated to increase due to a new monitoring rule (Rule 364). If this rule is adopted by your Board in May, the District will have revenue from an associated one-time fee of approximately \$260,000 and ongoing revenue of about \$67,000. The following outlines significant factors influencing the FY 2020-21 budget:

- **COVID-19 Pandemic Uncertainties:**

The COVID-19 pandemic has brought considerable economic uncertainty to the region. The economic effects of stay-at-home orders and closure of non-essential businesses, along with reduced consumer demand will impact the businesses that the District regulates. In preparation for a worst-case revenue scenario, changes to the budget were presented at the May 21, 2020 District Board hearing, and have since been incorporated into this budget document. The District analyzed potential revenue impacts for the upcoming fiscal year and developed strategies to ensure the agency can operate within reduced revenue scenarios. This analysis included a comparison of historical data on facility closure and vehicle registration rates in Santa Barbara County during the Great Recession and applied those historical reduction rates to our projected permit activity, emission fee, and vehicle registration fee estimates. To accommodate for the reductions

in revenue, changes to expenditures were made to provide a balanced budget. The changes include the elimination of the Deputy Air Pollution Control Officer position, a delay in filling of one vacant Engineering staff position, and reduction in the Services and Supplies category.

- **Pass-Through Grant Fund Revenues:**

The state Legislature, through the budget adoption process, continues to place a strong emphasis on the use of funding for voluntary emission reduction programs through the network of local air districts. This action resulted in a total of over \$2.2 million for Santa Barbara County projects in FY 2020-21, which is a 17.4% decrease in grant funds received in the current year. These funds will be used to continue expanding the reach of the grant programs that were initiated in FY 2018-19, including the Carl Moyer, Community Air Protection, and FARMER programs. These one-time revenue sources will provide \$329,907 in administrative funds to implement the grant programs.

- **Clean Air Fund Program:**

With our newly created Clean Air Fund Program, the District has earmarked \$200,000 of excess Notice of Violation funds from FY 2019-20 to allow the District to implement projects that do not meet the traditional grant program guidelines as defined by the state. In this year's budget, the District is expanding zero emission technologies strategies for vehicles and landscape equipment.

- **Fee Revenues:**

The District has not proposed an increase in the Rule 210 fee schedule for regulated sources since 1991 other than the annual adjustment for Consumer Price Index (CPI) change allowed in our rules, which, for FY 2020-21, is 3.3%. However, due to COVID-19 the District will forego a CPI fee increase next fiscal year to provide financial relief to our local sources during this economic downturn.

- **One-time Expenditures Included in this Year's Budget:**

For FY 2020-21, the District budget includes three large one-time projects. The first one-time budget item is utilization of reserves for the purchase of an office building in north county for our north county staff. The purchase will allow the District to invest in property that will increase in value at a rate greater than what is currently occurring with our pooled cash account, while simultaneously reducing the office rental cost for our current location in Santa Maria. The second large one-time expense is the purchase of air monitoring equipment for the Santa Maria network station the District is taking over from California Air Resources Board (CARB) - additional equipment is budgeted to bring this station up to the District's normal operating specifications. Lastly, funds have been earmarked to implement the Air Quality Emergency Response Plan which includes communication tools and battery backups for the District's critical infrastructure.

Fund Balances

The District designates two categories of fund balances. Each category has “savings” accounts with monies set aside for specific purposes.

- **Restricted Funds:**

Restricted fund balances are those where law prescribes use. These savings accounts are created by grant allocations received from federal and state agencies such as the state’s Carl Moyer Grant Program. Monies in these accounts are for multi-year grant programs that are managed by our Planning Division and pass-through the District for qualified projects as defined by the funding source. Each year the District strives to spend all of these monies, however based on the grant allocation process it is common for residual funds to be carried into the next year’s budget if some of the clean air projects aren’t completed and paid out in this fiscal year. For FY 2020-21, restricted fund balances total \$315,072.

- **Committed Funds:**

Committed fund balances are monies set aside for specific categorized expenditures, such as capital replacement, retiree health subsidy, and the data acquisition system (DAS), which feeds hourly air quality information to the District website. In addition, within committed fund balances there are discretionary dollars available for spending at planned intervals or when unforeseen circumstances arise requiring a withdrawal. Discretionary fund balances consist of our strategic reserve, reevaluation fee cycle, and an account for unforeseen operational requirements. For FY 2020-21, committed fund balances total \$4,620,147, with \$3,500,361 designated as discretionary.

Long-Range Outlook

Each year when developing the budget, in addition to compiling the proposed revenue and expenditures for the upcoming year, significant effort is also devoted to the long-range fiscal outlook to ensure the District is well positioned to respond to changes in the traditional revenue streams and has adequate resources to successfully carry out our mission and mandates. The reorganization efforts included in the FY 2018-19 budget have been implemented, resulting in a total of 36 full-time employees (down from 43). This effort was driven by the fact that there is a pending change in oil and gas activities throughout the county that would result in a reduction in revenue and workload. The District proactively initiated a reorganization to better operate within our parameters while maintaining highly skilled staff to carry out the agency's mission and mandates. Structural changes have provided the District with tools to optimize the agency's resources and retain and recruit highly skilled professional employees while living within our budgetary means. With a reduction in the number of staff and the focus on efficiency practices, the District is prepared to operate in an era of changing revenue and associated workload.

Each budget cycle, the District conducts a five-year forecast to identify changes to the revenue and expenditures to ensure the agency is well positioned to move into a new era, beyond traditional revenue streams. The goal of this proactive approach is to safeguard the District's long-term stability and necessary resources to implement our mission and mandates.

On the revenue horizon, Santa Barbara County continues to experience a significant change in oil and gas activity that has direct impacts to the District's revenue streams. This trend started in May 2015 with the Plains All American 901 Pipeline rupture, which continues to cause the shutdown of oil and gas facilities that were dependent on the onshore pipeline to distribute product. In turn, the District has seen reduced annual emission fees, source testing, monitoring fees, and reimbursable labor fees. Compounding this situation further, in April 2016, Venoco quitclaimed two state land leases and filed bankruptcy to liquidate existing assets. In addition, in 2018, the District was notified of Point Arguello Pipeline Company's decision to permanently shut down Platforms Harvest, Hermosa and Hidalgo located off Santa Barbara County's coastline. Most recently in 2019, the District was notified that Pacific Operators Offshore, LLC was also initiating the decommissioning of two platforms, Hogan and Houchin. Platform decommissioning is an extensive process that is expected to occur over the next five to ten years.

During this transition, workload will remain at a steady or even at a slightly elevated level when assisting with decommissioning of oil and gas activities. However, in the long-term, workload associated with these sources — such as source testing, air monitoring, permit re-evaluations, inspections, and compliance tasks — will decrease.

On the expenditure side, the District's contributions to the pension system have increased substantially over the past three years. Although the number of full time District staff has

decreased, the pension costs have continued to increase. The overall increase for pension costs for the District has been approximately 28% over that three-year period. This increase is due to the Santa Barbara County Employee Retirement System (SBCERS) making a rate of return adjustment in 2018 in order to fulfill the retirement obligations. The District is working with SBCERS to ensure the assumptions used to calculate the retirement contribution rates, and the District's unfunded liability, correctly reflect the District's composition.

Conclusion

The FY 2020-21 proposed budget represents thoughtful consideration of impacts, consequences, alternatives, and workforce levels. The District was optimistically cautious in generating a revenue forecast and total expenses by carefully deliberating the need for each expenditure. The District is aware that significant economic impacts could result from COVID-19 and we are committed to closely monitoring the situation to ensure stability of the agency. The District is well positioned to address uncertainties by closely monitoring funding sources, our retirement plan, and actual expenditures, and is prepared to make timely resource allocation adjustments as warranted. I believe that the District can execute this budget with the confidence that our mission requirements will continue to be met throughout the year – we are committed to clean air and to protect the health of the people and the environment. Ongoing tracking of the District's performance metrics and assessments made with each annual budget process is critical to assessing the effectiveness of the agency.

Very Respectfully,



Aeron Arlin Genet
Air Pollution Control Officer

SANTA BARBARA COUNTY HISTORICAL AIR QUALITY

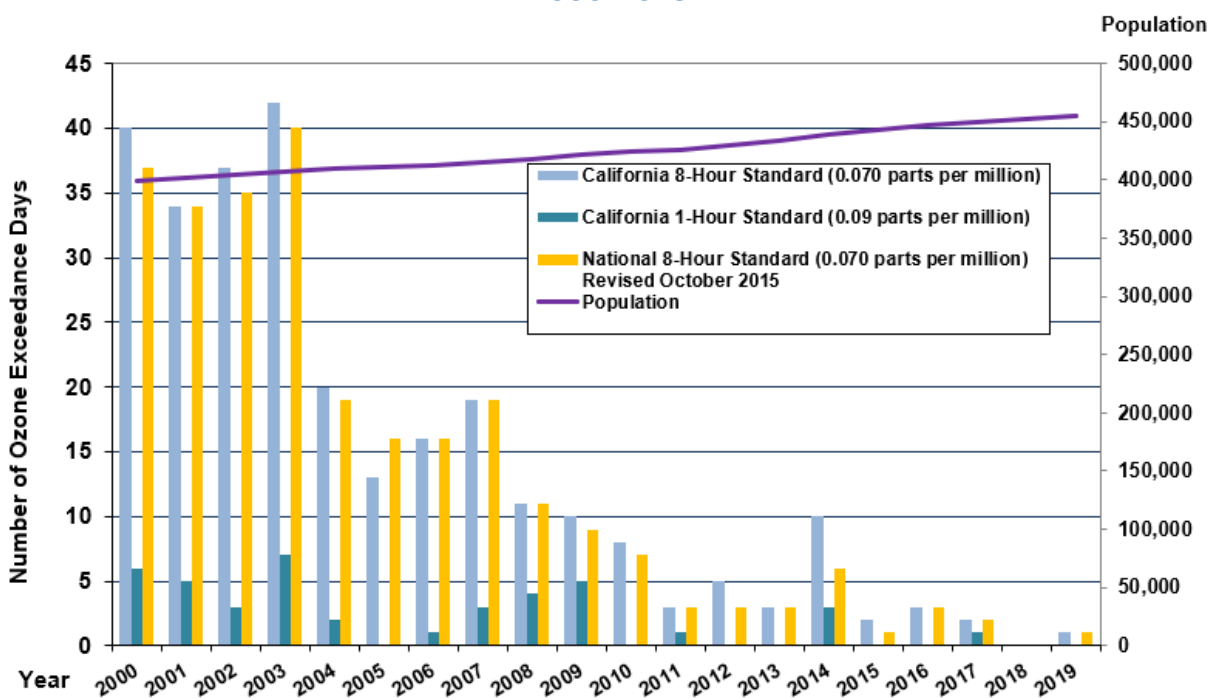
Ozone

Ozone forms in the atmosphere when precursor pollutants such as nitrogen oxides (NO_x) and reactive organic compounds (ROCs) undergo complex chemical reactions in the presence of sunlight. Other factors that contribute to high ozone levels include intense and prolonged heat, and stagnant air. Santa Barbara County's air quality has historically violated ambient air quality standards for ozone that were established by the state and federal Clean Air Acts. Ozone concentrations above these standards adversely affect public health, diminish the production and quality of many agricultural crops, reduce visibility, and damage native and ornamental vegetation.

In 1970, when the District was formed, the air in Santa Barbara County did not meet the federal one-hour ozone standard. For 30 years, our efforts focused on attaining that standard. On August 8, 2003, Santa Barbara County was officially designated attainment for the federal one-hour ozone standard. Furthermore, the United States Environmental Protection Agency (USEPA) has designated Santa Barbara County as attainment for the 2008 federal eight-hour ozone standard (0.075 parts per million). The eight-hour standard replaced the previous federal one-hour standard. On December 28, 2015, the USEPA strengthened the federal eight-hour ozone standard to 0.070 ppm; Santa Barbara County was designated unclassifiable/attainment for the 2015 revised standard on April 30, 2018.

Until recently, the District did not meet the California ozone standards, of which there are two; a one-hour standard of 0.09 ppm (established in 1988), and an eight-hour standard of 0.070 ppm (established in 2005). The number of recorded exceedances of the standard have trended down over the last several years while population has increased, as demonstrated in the chart below. In fact, for the most recent 3-year data set (2016-2018), after excluding measurements that are considered extreme events, there were no violations of the state ozone standards. In December 2019, the California Air Resources Board took action to designate Santa Barbara County as attainment with the state ozone standards. This was a first-time achievement for Santa Barbara County, which is now one of only approximately 14 counties in the state to reach that milestone. That decision is pending final approval from the state Office of Administrative Law.

Santa Barbara County Ozone Exceedance Days 2000-2019



Particulate Matter

The state and federal particulate matter (PM) air quality standards fall under two different size ranges - PM₁₀, which represents particles less than 10 microns in diameter, and PM_{2.5}, which represents particles less than 2.5 microns in diameter. Both PM₁₀ and PM_{2.5} are small enough to be inhaled; however, PM_{2.5} particles can be inhaled more deeply into the lungs and can also enter the bloodstream, with serious health effects.

Historically, the county has experienced regular exceedances of the state 24-hr PM₁₀ standard. Santa Barbara County is nonattainment for the state PM₁₀ standard (50 µg/m³), but attainment for the federal standard (150 µg/m³). Exceedances of the state standard typically occur during windy and/or dry conditions, and occur more frequently in the northern portion of the county. During regional wind events, such as Santa Ana or Sundowner wind conditions, the entire county may experience elevated PM₁₀ levels.

Santa Barbara County has historically experienced wildfires that cause high particle measurements in the form of both PM_{2.5} (primarily related to smoke) and PM₁₀ (primarily related to ash and post-fire re-entrainment of ash). In recent history, wildfires have occurred more frequently, leading to increased levels of exposure to PM more frequently and for longer periods of time. Wildfire events in other areas of California have also contributed to high PM levels here in Santa Barbara County. While these events affect local air quality and impact public health, through the Exceptional Events process they do not impact the region's official attainment status for either state or federal standards.

ABOUT THE DISTRICT

What is the District?

The Santa Barbara County Air Pollution Control District (District) is an independent special district charged with protecting human health by improving and protecting Santa Barbara County's air quality. In 1970, the California Legislature gave local governments the primary responsibility for controlling air pollution from all sources except motor vehicles and consumer products. In response, the District was established to adopt measures to control local sources of pollution, issue permits, monitor air quality, maintain an inventory of pollution sources, and manage other pertinent activities. District staff members have expertise in engineering, chemistry, planning, environmental sciences, field inspection, air monitoring, public outreach, data processing, accounting, information technology, human resources, and administration.

The 13-member governing board of the District consists of the five County Board of Supervisors and one elected representative (a mayor or city councilmember) from each of the eight cities within the county.

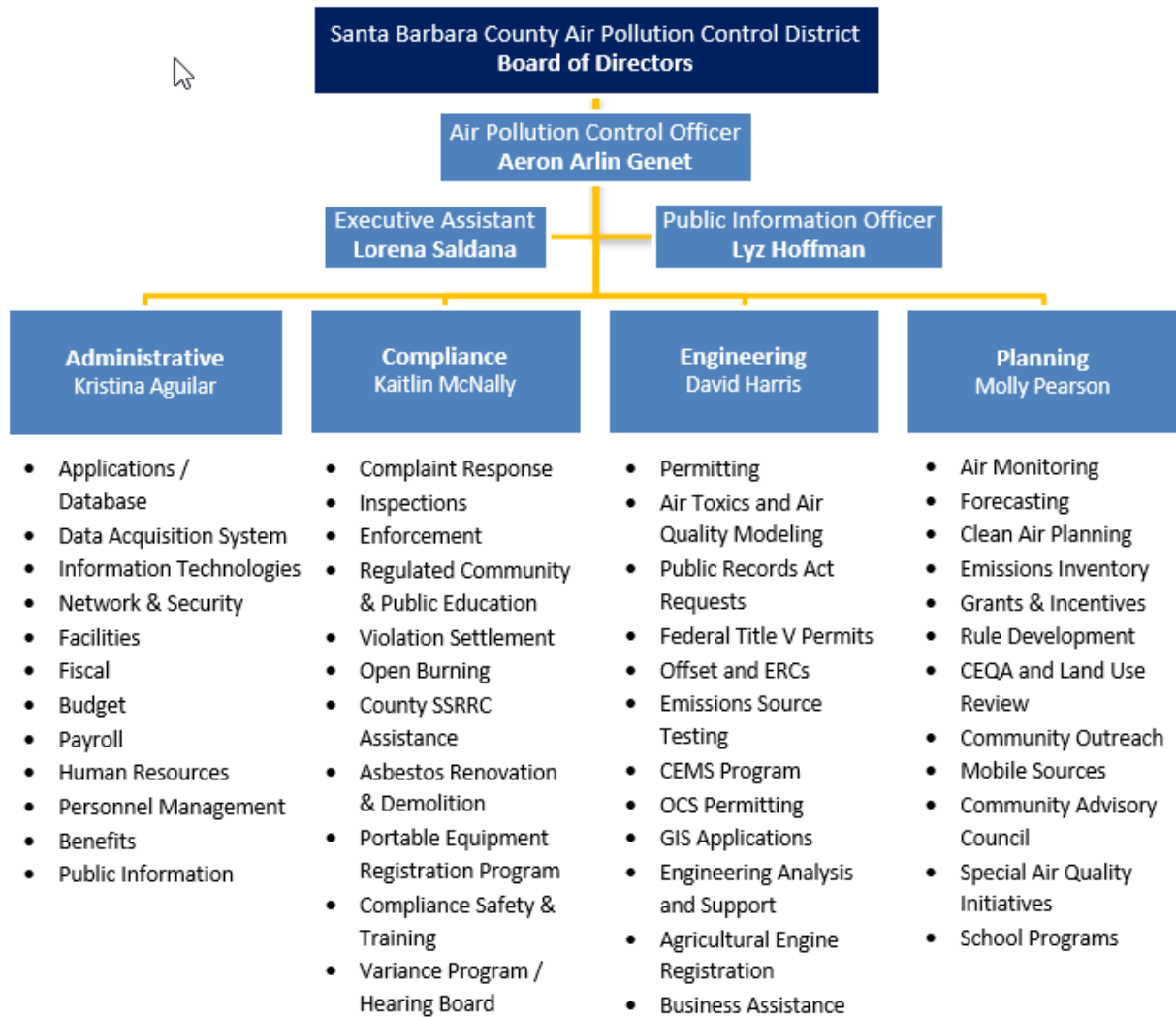
The District's Mission

We accomplish this mission by implementing state and federal air pollution control laws in order to attain all ambient air quality standards and to minimize public exposure to airborne toxins and nuisance odors. In carrying out this mission, we strive at all times to demonstrate excellence and leadership in the field of air pollution control.

Our goal is to provide consistent, high-quality, cost-effective professional services to the public and regulated community. In striving toward our goal, the District embraces the attributes of accessibility, accountability, and transparency.

The District's mission is to protect the people and the environment of Santa Barbara County from the effects of air pollution.

Organizational Chart



FY 2020-21 Job Class Table (Effective June 18, 2020)

Position Number	Classification Title	Adopted FY 2019-20	Additions / Deletions	Proposed FY 2020-21	Monthly Equivalent Salary Range (A-E)	Representation Unit
Funded Positions						
170	OFFICE TECHNICIAN	2.00		2.00	4099-4906	23
179	EXECUTIVE ASSISTANT/BOARD CLERK	1.00		1.00	6652-7988	32
180/181	ACCOUNTING TECHNICIAN I/II	1.00		1.00	4049-5567	24
182	ACCOUNTING TECHNICIAN III	1.00		1.00	5336-6409	24
400/401	PERMIT TECHNICIAN I/II	1.00		1.00	4758-6251	28
435/436	AIR QUALITY ENGINEER I/II	2.00		2.00	6494-8583	28
437	AIR QUALITY ENGINEER III	4.00		4.00	7954-9581	28
438	DIVISION SUPERVISOR	3.00		3.00	8965-10787	29
439	DIVISION SUPERVISOR - CONFIDENTIAL	1.00		1.00	8912-10735	32
453/454	AIR QUALITY SPECIALIST I/II	2.00		2.00	5431-7088	28
443	AIR QUALITY SPECIALIST III	10.00		10.00	6635-7977	28
445	PRINCIPAL MONITORING SPECIALIST	1.00		1.00	8356-10069	28
446	PUBLIC INFORMATION OFFICER	1.00		1.00	6670-8010	32
502	HUMAN RESOURCES TECHNICIAN III	1.00		1.00	5723-7009	32
600	DIVISION MANAGER	4.00		4.00	10218-12305	43
670	AIR POLLUTION CONTROL OFFICER	1.00		1.00	17,544	41
TOTAL NUMBER OF FUNDED POSITIONS		36.00	0.00	36.00		
TOTAL NUMBER OF UNFUNDED POSITIONS		9.00		9.00		
TOTAL NUMBER OF POSITIONS		45.00	0.00	45.00		

The Job Classification Table (above) depicts the positions needed to meet the District’s mission requirements. The 36 individuals who fill these positions are organized into our four Divisions making up a dedicated District team of professionals. The District Staff Directory listing the employees filling these positions can be found at www.ourair.org/apcd-staff-directory-info/.

STRATEGIC PLAN

This section presents a strategic vision of the District for the future, including the programs and services to be provided, goals and objectives, the resources needed to achieve these goals, and metrics for success. Below are the priorities, goals, and objectives of the District.

Priority 1: Protection of Public Health through Air Quality Improvement

Goal: Continue to implement programs that directly reduce emissions.

Objectives:

- As necessary, adopt new rules and regulations that cost-effectively reduce emissions.
- Emphasize alternatives to “command-and-control” regulations, such as pollution prevention, incentives, and social responsibility.
- Develop partnership initiatives to introduce innovative or other low-polluting technologies in areas not currently regulated or where technology recipients agree to go beyond regulatory requirements.
- Involve the community in pollution-reduction efforts through grant programs, public education, and recognition of outstanding pollution-reduction efforts.
- Maintain a fair and consistent compliance program, with emphasis on educating the regulated community.
- Ensure a contribution by all emission sources toward emission reductions.
- Use penalties to act as a deterrent and to place emphasis on compliance.

Goal: Maintain a strong, science-based program.

Objectives:

- Place a high priority on staff training and professional advancement.
- Base decisions on well-documented data that has been subject to critical and open review.
- Maintain a sound and robust emission inventory and air quality monitoring system.
- Maintain and update the Clean Air Plans using the latest data and control techniques. Use the best available resources in developing programs, rules, and permit analyses.

Goal: Ensure that the District’s mission and actions are aligned and routinely reviewed.

Objectives:

- Maintain and periodically update the Strategic Plan.
- Develop and adopt annual goals and track progress.

Goal: Ensure adequacy of resources.

Objectives:

- Improve efficiency by taking advantage of technological advances and improving District systems and processes for improvements.
- Broaden the District's funding base by actively pursuing additional sources of revenue.
- Review our financial status to ensure financial stability.

Priority 2: Community Involvement

Goal: Involve the community in air quality protection.

Objectives:

- Initiate collaborative efforts and partnerships with the community around shared air quality and environmental goals.
- Offer timely information on air quality issues and upcoming events via the District's website, social media, and public information process.
- Provide the public with additional informational resources, including presentations and printed materials.
- Support the District's Community Advisory Council to provide input on rules and clean air plans and to foster open communication and a collaborative approach to air quality planning.
- Conduct workshops on new rules, plans, and the budget to obtain community input.
- Reach out to community partners and the media for additional opportunities to inform the public.
- Participate in community events.
- Support students and teachers in efforts to learn about air quality and the environment.

Priority 3: Continuously Improve Service

Goal: Maintain and improve relationships with all constituents.

Objectives:

- Keep the Board well informed.
- Provide opportunities for public input on decisions affecting them.
- Train staff in customer service and reward good service.
- Survey constituents regarding the quality of service received.
- Tap employee expertise, reward high performance, and push decisions down to the lowest level at which they can be competently made.

FISCAL YEAR 2020-21 DISTRICT BUDGET

Revenue Plan

	Actual FY 2018-19	Adopted FY 2019-20	Est. Act. FY 2019-20	Proposed FY 2020-21
<i>Licenses & Permits</i>				
Evaluation Fees	\$ 328,381	\$ 320,000	\$ 389,272	\$ 287,000
Asbestos Notification Fees	87,191	67,000	66,622	67,000
Reevaluation Fees	968,496	668,783	761,306	1,018,791
Air Toxics (AB 2588)	5,944	5,285	4,577	3,456
Application Fees	114,005	100,000	148,344	100,500
Annual Emission Fees	849,575	839,821	879,297	747,559
Notice of Violation	463,270	225,000	500,000	225,000
Inspection Fees	23,695	20,500	20,500	23,323
Source Test Fees	100,756	102,473	126,203	91,870
DAS	303,242	267,415	267,415	265,241
Monitoring	537,230	418,629	418,629	725,681
<i>Use of Money</i>				
Interest	255,550	100,000	150,000	150,000
<i>Federal, State, and Other Governments</i>				
Federal - EPA Grant	490,002	489,000	490,000	513,000
Motor Vehicle \$4	1,515,333	1,516,441	1,515,258	1,486,112
Motor Vehicle \$2	757,553	761,159	757,629	745,936
State-PERP	52,358	50,000	49,187	52,000
State-ARB	252,958	337,100	391,193	259,305
Other Governments	163,808	170,445	155,800	290,000
<i>Charges for Services</i>				
Environmental Review	14,990	5,000	4,211	5,000
AQAP Fees	422,646	430,057	423,834	399,592
CARB Grant Programs	2,318,946	2,742,168	2,662,462	2,266,286
Reimbursable Charges	623,564	809,249	500,000	671,034
<i>Miscellaneous Revenue</i>	696	2,000	2,000	2,000
Revenue Total	10,650,189	10,447,525	10,683,739	10,395,686
<i>Other Financing Sources</i>				
Decrease in Fund Balance	346,842	2,073,126	988,134	4,100,124
Revenue Plan Total	<u>\$ 10,997,031</u>	<u>\$ 12,520,651</u>	<u>\$ 11,671,873</u>	<u>\$ 14,495,810</u>

Expenditure Plan

	Actual FY 2018-19	Adopted FY 2019-20	Est. Act FY 2019-20	Proposed FY 2020-21
<i>Operating Expenditures</i>				
Administration	\$ 3,412,214	\$ 3,672,095	\$ 4,067,901	\$ 5,083,401
Engineering	1,434,362	1,483,270	1,349,590	1,429,162
Compliance	1,052,372	1,155,291	1,147,570	1,237,109
Planning	3,415,320	6,142,088	4,906,812	6,650,589
Operating Total	9,314,268	12,452,744	11,471,873	14,400,261
<i>Other Financing Uses</i>				
Increase in Fund Balance	1,267,369	67,907	200,000	95,549
Expenditure Plan Total	\$ 10,581,637	\$ 12,520,651	\$ 11,671,873	\$ 14,495,810

Character of Expenditures

	Actual FY 2018-19	Adopted FY 2019-20	Est. Act FY 2019-20	Proposed FY 2020-21
<i>Operating Expenditures</i>				
Regular Salaries	\$ 3,486,478	\$ 3,853,154	\$ 3,743,011	\$ 4,041,917
Overtime	-	-	-	-
Benefits	2,170,317	2,221,901	2,163,844	2,185,736
Salaries & Benefits Total	5,656,795	6,075,055	5,906,855	6,227,653
Services & Supplies	3,271,521	6,062,493	4,856,796	5,993,033
Other Charges	158,713	172,196	168,222	171,575
Fixed Assets	227,239	143,000	540,000	2,008,000
Operating Total	9,314,268	12,452,744	11,471,873	14,400,261
<i>Other Financing Uses</i>				
Increase in Fund Balance	1,267,369	67,907	200,000	95,549
Expenditure Plan Total	\$ 10,581,637	\$ 12,520,651	\$ 11,671,873	\$ 14,495,810

Revenue Breakout by Category

TOTAL REVENUE

	Adopted FY 2019-20	Proposed FY 2020-21	Budget to Budget Var.	% Budget to Budget Var.
Revenue Total	\$ 10,447,525	\$ 10,395,686	\$ (51,839)	-0.5%
Use of Fund Balance	2,073,126	4,100,124	2,026,998	97.8%
Revenue Plan Total	<u>\$ 12,520,651</u>	<u>\$ 14,495,810</u>	<u>\$ 1,975,159</u>	<u>15.8%</u>

GRANTS/PASS THROUGH REVENUE

	Adopted FY 2019-20	Proposed FY 2020-21	Budget to Budget Var.	% Budget to Budget Var.
<i>Grant Revenues</i>				
CARB Grants (Moyer and Other)	\$ 2,742,168	\$ 2,266,286	\$ (475,882)	-17.4%
Motor Vehicle \$2	761,159	745,936	(15,223)	-2.0%
	3,503,327	3,012,222	(491,105)	-14.0%
<i>Administrative portion of Grant</i>				
Admin Fee- General Fund	(308,573)	(329,907)	(21,333)	6.9%
<i>Use of Grant Fund Balances</i>	1,205,613	1,909,193	703,580	58.4%
Revenue Plan Total	<u>\$ 4,400,367</u>	<u>\$ 4,591,508</u>	<u>\$ 191,142</u>	<u>4.3%</u>

OPERATING REVENUE

	Adopted FY 2019-20	Proposed FY 2020-21	Budget to Budget Var.	% Budget to Budget Var.
Operating Revenue	\$ 6,944,198	\$ 7,383,464	\$ 439,266	6.3%
Pass-through Admin Fee	308,573	329,907	21,333	6.9%
Use of operating fund balances	867,513	2,190,931	1,323,418	152.6%
Total Operating Budget	<u>\$ 8,120,284</u>	<u>\$ 9,904,302</u>	<u>\$ 1,784,017</u>	<u>22.0%</u>

Expenditure Breakout by Category

TOTAL EXPENDITURES

	Adopted FY 2019-20	Proposed FY 2020-21	Budget to Budget Var.	% Budget to Budget Var.
Salaries and Benefits	\$ 6,075,055	\$ 6,227,653	\$ 152,598	2.5%
Services and Supplies	6,062,493	5,993,033	(69,460)	-1.1%
Other Charges	172,196	171,575	(621)	-0.4%
Capital Assets	143,000	2,008,000	1,865,000	1304.2%
Increase to Fund Balance	67,907	95,549	27,642	40.7%
Expenditure Total	<u>\$ 12,520,651</u>	<u>\$ 14,495,810</u>	<u>\$ 1,975,159</u>	<u>15.8%</u>

GRANTS/PASS THROUGH EXPENDITURES

	Adopted FY 2019-20	Proposed FY 2020-21	Budget to Budget Var.	% Budget to Budget Var.
<u>Grant Expenditures</u>				
Salaries and Benefits	\$ -	\$ -	\$ -	
Services and Supplies	4,400,367	4,591,508	191,141	4.3%
Other Charges	-	-	-	
Capital Assets	-	-	-	
Increase to Fund Balance	-	-	-	
Grant Expenditure Total	<u>\$ 4,400,367</u>	<u>\$ 4,591,508</u>	<u>\$ 191,141</u>	<u>4.3%</u>

OPERATING EXPENDITURES

	Adopted FY 2019-20	Proposed FY 2020-21	Budget to Budget Var.	% Budget to Budget Var.
<u>Operating Expenditures</u>				
Salaries and Benefits	\$ 6,075,055	\$ 6,227,653	\$ 152,598	2.5%
Services and Supplies	1,662,126	1,401,525	(260,601)	-15.7%
Other Charges	172,196	171,575	(621)	-0.4%
Capital Assets	143,000	2,008,000	1,865,000	1304.2%
Increase to Fund Balance	67,907	95,549	27,642	40.7%
Total Operating Expenditures Budget	<u>\$ 8,120,284</u>	<u>\$ 9,904,302</u>	<u>\$ 1,784,018</u>	<u>22.0%</u>

DISTRICT DIVISION SUMMARIES

The District operates with 36 positions from two locations (one in the Santa Barbara and one in Santa Maria) and is organized into four Divisions: Administrative Division, Engineering Division, Compliance Division, and Planning Division.

Administrative Division

Administrative includes administrative overhead, fiscal and executive services, human resources, and information technology services.

Administrative Overhead

Administrative Overhead represents agency-wide operational costs not attributable to any one program, such as building maintenance, janitorial services, lease costs, insurance, and the vehicle pool.

Fiscal and Executive Services

Fiscal and Executive Services is responsible for the proper accounting and reporting of resources, and the administration of District facilities and operations. In addition to payroll, payables and receivables, Fiscal and Executive Services manages electronic timecard submittals and provides fiscal reports by cost center, project, activity, and permit number. Also under this section are the Air Pollution Control Officer, Executive Assistant, and Public Information Officer.

Human Resources

Human Resources is responsible for recruitment, employee and labor relations, benefits administration, classification and compensation, collaborative bargaining, workers' compensation, training, and compliance oversight for state and federal employment law requirements.

Public Information

The Public Information Program includes production and distribution of printed materials, videos, an electronic newsletter, and other educational materials; and development and maintenance of the District website. During wildfires and other events that affect air quality, staff coordinates with local agencies to inform the public of air quality impacts. Our Public Information Officer maintains media relations, oversees the District's social media accounts, and promotes awareness of District programs.

Information Technology Services

Information Technology (IT) Services is responsible for managing, developing, operating, training, and maintaining information systems at the District. Our systems include a computing network providing engineering and office automation, an integrated database system, and a data acquisition system to manage real-time air monitoring data from

monitoring stations operated by the District and industry-operated monitoring stations, as well as data collection and verification of continuous emission monitoring of large facilities. Additionally, we program IT solutions that streamline our processes, creating cost reductions, timesaving efficiencies, and increased productivity.

Engineering Division

The Engineering Division provides initial and ongoing permitting, air toxics, and permit compliance services to applicants and operators of stationary sources of air pollution. We also coordinate all Public Records Act requests and support lead agency requests for technical review of new projects. Permits are required for a broad range of activities, from small businesses such as dry cleaners to large petroleum production and mining operations. The Division manages permits for approximately 1,350 permitted or registered stationary facilities of small, medium, and large size, with a broad range of air pollution emitting activities. We also oversee the emission offsets program, including the Emission Reduction Credit Source Register.

The District ensures that operators of such facilities abide by federal, state, and local air pollution laws and regulations. Larger facilities also require federal (Part 70) operating and Prevention of Significant Deterioration (PSD) permits in accordance with the federal Clean Air Act. The technical staff from the Engineering Division also review detailed Plans and Reports from our larger sources, including the review of semi-annual Compliance Verification Reports from the Part 70 Sources.

Public Records Act Requests

The Engineering Division is responsible for coordinating the agency's response to all Public Records Act requests. We do so in a timely and transparent manner, often responding to the request the same day. We routinely respond to approximately 150 requests per year.

Permitting

The review of new sources of pollution entails detailed engineering analyses of permit applications, evaluating applications for compliance with local, state, and federal rules and regulations, issuing the mandated authority to construct permits and, if compliance with applicable air regulations and permit conditions is met, issuing the permits to operate. Reevaluations of existing permits, as required by law, are performed every three years to review the project descriptions, equipment lists, and conditions and to bring the permits current with any new or revised rules and regulations. Larger sources require federal operating permits in addition to the District's permitting requirements. We also regulate and permit 15 federal Outer Continental Shelf (OCS) oil and gas offshore platforms under a delegation agreement with the USEPA. Engineering staff coordinates with other agencies to ensure that the permit holder complies with all permit conditions, applicable rules and regulations, performance standards, the California Health & Safety Code, and the federal Clean Air Act.

Air Toxics

The air toxics function includes the Air Toxics “Hot Spots” (AB 2588) Program, the review of applications to ensure no sources of significant toxic risk are permitted, and the tracking and implementing of requirements of state and federal air toxic control measures. Computer air quality modeling analyzes potential air quality impacts of proposed projects using highly specialized software, which simulate the movement and dispersion of air pollutants, including the preparation of health risk analyses in certain cases. This modeling is also used in our larger permit applications to ensure compliance with state and national Ambient Air Quality Standards and Increments. The “Hot Spots” Program requires businesses to develop and update an emission inventory of toxic air pollutants, and some businesses are required to perform a health risk assessment. The State of California develops Air Toxic Control Measures for categories of sources that emit toxic air contaminants, and the District implements these measures locally. The USEPA also develops air toxic control requirements, known as Maximum Achievable Control Technology standards, and these are implemented locally by the District via a delegation agreement. We utilize GIS tools in our permitting and air toxics programs to ensure sensitive receptors (e.g., schools) are properly notified.

Permit Compliance

Once we issue the permit to operate, technical staff from the Engineering Division provide ongoing support for the more detailed and complex data submittals, source test plans/reports, and continuous emissions monitoring plans/reports. This may also include site assessments in the field. The source testing function is the physical measurement of pollutants from emission points at a facility and we use this data to determine compliance with applicable rules and permit conditions. We also prepare compliance reports for input into USEPA’s Integrated Compliance Information System, participate in the County’s System Safety and Reliability Review Committee, review Breakdown Reports, oversee the District’s Leak Detection and Repair (LDAR) program, develop tools to implement new and existing permit compliance programs, and review Part 70 Semi-Annual Compliance Verification Reports.

Compliance Division

The Compliance Division provides initial and ongoing inspection and enforcement services to applicants and operators of stationary sources of air pollution. Inspectors perform inspections at a broad range of operations, from small businesses such as dry cleaners to large petroleum production and mining operations. The Division also performs random surveillance inspections; replies to public nuisance complaints regarding odors, smoke, and dust; implements the federal asbestos program; inspects equipment under the Statewide Portable Equipment Registration Program (PERP); inspects local agricultural engine registrations; and in coordination with the Santa Barbara County Fire Department, implements our open burning programs (e.g., agricultural burns, prescribed burns). Compliance staff annually inspect approximately 600 permitted or

registered stationary facilities of small, medium, and large size, with a broad range of air pollution emitting activities.

Inspector Duties

The field inspectors verify compliance by conducting and documenting site inspections, reviewing records, accessing on-site monitoring data, and evaluating pollution levels. In addition, a large part of the inspector's role is to educate the sources on what is required and expected of them; inspectors provide in-the-field compliance assistance and instruction. Compliance staff also respond to citizen complaints, prepare reports for variances and abatement orders heard before the District Hearing Board, manage the District's mutual settlement program, manage the asbestos renovation and demolition compliance program, and manage the open burning and agricultural/prescribed burning programs (including direct coordination with the County/City Fire Departments). Compliance staff coordinate with the Engineering Division on the more technically complex sources, with the Planning Division on telemetered monitoring data from in-plant monitors as well as ambient monitoring stations, on clean air funding programs, and when new or revised rules are being written. We also coordinate with other agencies on topics that cover multiple jurisdictions, such as air quality complaints.

Enforcement and Mutual Settlement

Our enforcement function includes documenting non-compliance with the air quality requirements by writing Notices of Violation (NOV). The primary goal is to get a source back into compliance with the applicable permit and rule requirements. The District typically attempts to settle violations directly with the source. The District will occasionally refer cases to the District Attorney's office.

Variance Program

The District's Hearing Board issues abatement orders and variances to stationary sources that currently are, or likely may become, out of compliance with their local air district rules, regulations, or the Health and Safety Code. District inspectors perform some of the administrative functions of processing a variance, including providing the petition application; appearing as a party to the variance proceeding; preparing staff reports, when applicable; and following up to ensure that the increments of progress, emission limits and final compliance dates contained within the Variance order are met.

Planning Division

The Planning Division is responsible for planning and rule development, as well as coordinating with planning departments around the county. Planning also conducts outreach throughout the county, which includes grant and incentive programs to promote clean air technologies, presentations for schools and community groups, and partnerships with local agencies and organizations. The Division reviews discretionary actions by the County and cities, provides

comments on air quality issues, and is responsible for ensuring compliance with the California Environmental Quality Act (CEQA). Grants administered by the Division include incentives for electric vehicle infrastructure, and for replacing higher-emitting cars, school buses, on-road vehicles, agricultural engines, off-road equipment, and marine diesel engines with newer, cleaner engines or with electric vehicles. In addition, the Planning Division initiates and supports collaborative efforts to reduce emissions from unregulated sources, such as voluntary programs to reduce emissions from marine shipping (Protecting Blue Whales and Blue Skies), from residential wood-burning fireplaces or woodstoves (Wood Smoke Reduction Program), and from landscaping equipment (Landscape Equipment Electrification Fund). The Division is implementing legislative requirements and incentive programs associated with the state's AB 617 Community Air Protection program. The Planning Division also oversees the District's air monitoring network.

Planning

The Planning Division prepares clean air plans that map the path to improved air quality and form the basis for future rule development and permitting work. Clean air plans may be required by state and/or federal laws and generally include an inventory of the county's pollution sources, the status of the county's air quality, a detailed evaluation of proposed air pollution control measures, and forecasts of future air quality, including economic growth projections. The Planning Division also establishes and maintains detailed emission inventories for clean air planning and invoicing of emission-based fees to support District programs.

Rule Development

Air quality-related rules are developed to protect human health and the environment of Santa Barbara County. Rules may be prescribed by the District's clean air plans to meet state and federal air pollution requirements, or by other legislative mandates. New and amended rules are analyzed for cost-effectiveness. Opportunities for public participation in the rule development process are extensive, involving public workshops, Community Advisory Council reviews, and public hearings at the District's Board.

Community Programs

The Planning Division initiates and supports collaborative efforts to reduce emissions from sources outside the District's regulatory purview, such as mobile sources. Staff participates in planning efforts for the use of zero emission vehicles and alternative fuels, and provides input on other community efforts to improve air quality and educate the public. Staff provides presentations at schools, business and community events; develops and supports partnerships around common interests with a range of organizations and agencies; and implements special outreach and initiatives.

Land Use

District staff ensures that all permits, plans, rules, and programs of the District are in compliance with CEQA. As a CEQA "responsible agency," we review the larger land

development and planning policy documents and provide comments and suggestions for mitigation measures on the air quality analyses in other local agencies' environmental documents. District staff supports planning agencies around the county with technical assistance evaluating air quality impacts of proposed development. Staff also participates in statewide efforts to refine project-level tools for calculating air quality, health, and climate change impacts and mitigation measures. In addition, staff coordinates with the Santa Barbara County Association of Governments (SBCAG) on the development and implementation of transportation control measures and regional transportation plans. Staff participates on SBCAG committees to evaluate transportation plans, projects, and funding proposals.

Grant and Incentive Programs

District grant and incentive programs promote the development, demonstration, and implementation of clean fuels and clean energy technologies to reduce air pollution through incentives to local businesses and industry. Staff initiates projects through government-industry partnerships and through leveraged funding. One example is an incentive program to reduce speeds of ocean-going vessels, through our Blue Skies - Blue Whales initiative. The District's portion of the funding generally comes from CARB under a variety of funding programs (e.g., Carl Moyer, FARMER, AB 617 Community Air Protection, Woodsmoke Reduction) and funds from the clean air surcharge on motor vehicle registration fees. Permit and emission-based fees are not used to fund these programs.

Air Monitoring

The Air Monitoring Section is responsible for measuring and reporting air pollution levels throughout the county. This is done via two networks of air quality monitoring stations. The urban network is funded and operated by the District and CARB to monitor air quality in urban or populated areas throughout the county. The District also receives federal funding to support air monitoring efforts. The regional and facility-specific network is funded and/or operated by certain large sources to monitor background and regional pollutant levels and the air quality in the vicinity of those major facilities. The monitoring staff maintains the air monitoring network, performs quality assurance reviews on data, analyzes air quality levels, and submits required reports to CARB and the USEPA. This section also works to provide air quality information to the public, including real-time air quality data and forecasts. If any monitoring station shows pollution levels above certain thresholds, staff will notify schools, hospitals, convalescent homes, and radio and television stations, and will alert people to curb their outdoor activities.

Impact Measures

Measure	Actual CY 2019	Goal CY 2020	Est. Actual CY 2020	Goal CY 2021
Number of days on which the state one-hour ozone standard is not met somewhere in Santa Barbara County	0	0	0	0
Number of days on which the federal eight-hour ozone standard is not met somewhere in Santa Barbara County	1	0	0	0
Number of days on which the state eight-hour ozone standard is not met somewhere in Santa Barbara County	1	0	0	0
Number of days on which the state PM ₁₀ standards are not met somewhere in Santa Barbara County	17	≤ 15	15	≤ 15
Number of days on which the federal PM _{2.5} standard is not met somewhere in Santa Barbara County	0	0	0	0

CY = Calendar Year

FY 2019-20 Significant Accomplishments

- One exceedance of the state and federal 8-hour ozone standard in calendar year (CY) 2019.
- Successfully renegotiated a lease reduction for the office space in Santa Barbara to save \$1,000,000 over the life of the lease.
- Successfully completed an office reconfiguration to make the office more cohesive to staff collaboration and morale.
- Successfully completed an Emergency Operations Plan for the District.
- Deployed temporary portable particulate monitors to inform the public about air quality impacts from prescribed burns.
- In January 2020, assumed responsibility from CARB to operate the air monitoring station located in downtown Santa Barbara.
- Performed 585 permitting actions in CY 2019.

- Performed 702 inspections in CY 2019.
- Responded to 304 air pollution complaints in CY 2019.
- Maintained the number of people exposed to a cancer risk of 10 in a million or greater from permitted sources at zero.
- Awarded \$2,575,330 in clean air grants.

Air Quality

Santa Barbara County air quality currently meets all federal and state ambient air quality standards, with the exception of the state 24-hour and annual arithmetic mean standards for particulate matter (PM₁₀).

2019 Ozone Measurements

- During the 2019 calendar year, the state and federal 8-hour ozone standards were exceeded on one day.
- The state 1-hour ozone standard was not exceeded in 2019.

2019 Particulate Matter Measurements

- During the 2019 calendar year, the state 24-hour PM₁₀ standard was exceeded on 17 days, a decrease from 27 days in 2018.
- The federal 24-hour PM₁₀ standard was not exceeded in 2019.
- The federal 24-hour PM_{2.5} standard was not exceeded in 2019, down from 2 days in 2018. The 2018 PM_{2.5} standard exceedance days were influenced by wildfires burning in Northern California.

FISCAL YEAR 2020-21

OPERATING BUDGETS BY DIVISION

Administrative Division

The Administrative Division expenses are allocated to the District’s direct operating activities as an overhead allocation based upon direct billable salaries and benefits. The Administrative Division includes a Fiscal and Executive section, Human Resources, Public Information, and an Information Technology Section, which includes information technology services and data acquisition. Each section has costs associated with specific goals and objectives; and an Administrative Overhead section, which accumulates expenses that are not attributable to any specific district activity, such as rent, landscaping, janitorial, insurance, and utilities.

EXPENDITURE PLAN				
	Actual FY 2018-19	Adopted FY 2019-20	Est. Act. FY 2019-20	Proposed FY 2020-21
<i>Operating Expenditures</i>				
Administrative Overhead	\$2,012,625	\$1,820,587	\$2,216,393	\$3,334,357
Fiscal & Executive	558,958	726,454	726,454	623,178
Human Resources	105,610	142,509	142,509	140,056
Public Information		296,057	296,057	297,250
Information Technology	735,021	686,488	686,488	688,560
Operating Total	3,412,214	3,672,095	4,067,901	5,083,401
<i>Other Financing Uses</i>				
Increase in Fund Balance	34,646	-	-	95,549
Expenditure Plan Total	\$3,446,860	\$3,672,095	\$4,067,901	\$5,178,950

CHARACTER OF EXPENDITURES				
	Actual FY 2018-19	Adopted FY 2019-20	Est. Act. FY 2019-20	Proposed FY 2020-21
<i>Operating Expenditures</i>				
Regular Salaries	\$1,025,507	\$1,151,991	\$1,138,628	\$1,207,466
Overtime				
Benefits	871,242	847,979	838,142	831,388
Salaries & Benefits Total	1,896,749	1,999,970	1,976,770	2,038,854
Services & Supplies	1,361,020	1,516,429	1,506,109	1,352,672
Other Charges	137,221	140,696	140,022	141,875
Fixed Assets	17,224	15,000	445,000	1,550,000
Operating Total	\$3,412,214	\$3,672,095	\$4,067,901	\$5,083,401

Significant Changes (FY 2019-20 Adopted to FY 2020-21 Proposed)

The FY 2019-20 operating total for the Administrative Division will increase by \$1,411,306 from the adopted 2019-20 budget to \$5,083,401.

Salaries and benefits increased \$38,884 primarily due to a cost of living adjustment that was negotiated in Fiscal Year 2019-20. The District's Board is scheduled to consider a cost of living adjustment (COLA) at the June 2020 Board meeting. In anticipation of the Board action, the increase of the COLA is reflected in the salary range table and incorporated into the proposed budget numbers. Lastly, merit increases and a small increase to health benefit contributions during the fiscal year will also contribute to the increase.

Services and supplies decreased by \$163,757. The main reason for this decrease is due to the District renegotiating the office lease in Santa Barbara and relinquishing 4,258 sq. ft. back to the County. This equates to a rent savings of roughly \$100,000 per year. This savings was off-set by a few one-time purchases, which include battery back-ups for our IT network, which would give the District more run time if a wildfire or Public Safety Power Shutdown (PSPS) were to occur and knock out power, and also the purchase of an emergency preparedness kit for the District.

Other charges increased by \$1,179, primarily due to a small increase to the District's property and liability insurance premiums.

Fixed assets increased \$1,535,000 from the previous fiscal year. The District is proposing to use a portion of fund balance to purchase a small office building in northern Santa Barbara County for our north county staff. Currently the District rents office space in north county. The budget also includes the purchase of a new pool vehicle for staff in north county to use when needed.

FY 2020-21 Goals and Objectives

1. Assess, develop, and implement paperless systems for the Administrative Division.

Fiscal and Executive Section

2. Implement the new payroll module in Tyler Technologies.
3. Create efficiencies in the account's receivable collections process.
4. Research and purchase an office building in north county for District staff.

Human Resources Section

5. Revamp the Employee Performance Review process.

Public Information

6. Use the District's communication tools to increase agency awareness and encourage county residents to sign up to receive news and air quality alerts from the District.

7. Increase outreach to Spanish-speaking individuals to best serve all community members, and conduct outreach to communities pursuant to AB 617 Community Air Protection Program.
8. Continue to stay updated on new methods and venues to provide timely information to the public.

Information Technology Section

9. Research and migrate District applications and databases to the Cloud.

Fiscal and Executive Services

Purpose Statement: Fiscal and Executive Services provide executive, clerical, fiscal, and facilities support to all APCD staff and fulfill the financial reporting needs of the public and the regulated community.

FY 2019-20 Significant Accomplishments

- Successfully met our Maintenance of Effort (MOE) requirement with the USEPA, which allowed the District to continue to receive federal grant funding.
- Successfully completed the financial audit for FY 2018-19 with no audit findings.
- Successful implementation of the budget – exceeding revenue and lower than budgeted expenditures.
- Successfully hired one Office Technician.

Recurring Performance Measures

Measure	Actual FY 2018-19	Goal FY 2019-20	Est. Actual FY 2019-20	Goal FY 2020-21
Percent of actual revenue received to revenue budgeted	106.9%	100%	97.9%	100%
Percent of actual expenditures to expenditures budgeted	84.3%	100%	77.5%	100%
Total federal maintenance of effort (MOE) above/(below) previous year MOE + \$1	\$1,774,481	≤ \$1	≤ \$1	≤ \$1

Human Resources

Purpose Statement: Human Resources is responsible for recruitment and selection of employees, labor relations, benefits administration, classification and compensation, collaborative bargaining, workers' compensation, training, and compliance oversight for state and federal employment law requirements. These human resources benefits and labor relations services ensure organizational equity to meet the changing needs of the District and its staff.

FY 2019-20 Significant Accomplishments

- Conducted six recruitments.
- Successfully completed the reporting requirements for the health care reform mandates.
- Administered District safety training program in compliance with OSHA regulations.
- Managed District workers' compensation program with no claims reported for the year.
- Managed and provided comprehensive Human Resources programs and services for the District and its employees.
- Successfully administered the Oath of Office to all District employees.
- Successfully updated nine administrative policy and procedure documents.

Public Information

Purpose Statement: In order for meaningful public participation to occur, outreach to the media and community members is key. We are committed to maintaining multiple communication channels for the exchange of easy-to-understand air quality information on issues occurring throughout Santa Barbara County.

FY 2019-20 Significant Accomplishments

- Issued more than 25 news releases regarding District news, air quality alerts, and prescribed burn notifications, and promoted media coverage of District issues and news.
- Participated in more than 10 media interviews on local air quality issues.
- Implemented multiple efforts to inform the community of air quality impacts from the Maria Fire (Ventura County) and Cave Fire, both in November 2019. Staff also continue to share instructions with the public about how to protect against wildfire smoke by creating "clean air rooms." Coordinating with County Public Health and other agencies, staff issued air quality alerts, created materials and webpages, and participated in responder calls and meetings.

- Took steps to increase agency awareness and enhance community outreach via an improved District website, new logo, and expanded social media presence.
- Provided air quality presentations to the public, education facilities, and industry.
- Reached 597 students through our Clean Air Ambassador program that provides curriculum series for grades K – 3.

Recurring Performance Measures

Measure	Actual	Goal	Est Actual	Goal
	FY 2018-19	FY 2019-20	FY 2019-20	FY 2020-21
Publish quarterly e-newsletter (formerly hard copy newsletter until 19-20)	2	2	1	4
Schools outreach/ class visits (including CAA)	N/A	16	16	30
Community events	5	6	0	6
Number of air quality alert subscribers	N/A	2,100	2,300	4,600

Information Technology Services

Purpose Statement: The Information Technology Services (ITS) is responsible for the management, development, operation, training, and maintenance of information systems at the APCD. These systems include a network of computers providing engineering and office automation, an integrated database system, and a data acquisition system to manage real-time air monitoring data from monitoring stations operated by the District and industry-run monitoring stations, as well as emission data from large facilities. The ITS staff develop innovative IT solutions to create operational efficiencies that reduce costs and increases productivity.

Two programs make up Information Systems: the Data Acquisition System (DAS) and the Local Area Network (LAN.)

FY 2019-20 Significant Accomplishments

Automated Data Acquisition (DAS) Program

- Provided reliable operation of the Data Acquisition System in support of program goals.

- The DAS system uptime exceeded 97%, Backups were 100%, and Data Acquisition exceeded 90%.
- Ongoing improvements of function and efficiencies of the DAS system and the support of the monitoring sites.

Local Area Network (LAN)

- Provided a highly reliable computing system for the District in support of the District’s business.
- Hardware and software systems were upgraded or replaced as necessary keeping in line with our goal of providing reliable and cost-effective information systems.
- The District’s successfully implement Microsoft Office 365 for all staff.
- Provided ongoing support and enhancements for the payroll, accounting, Integrated Database System, and the telecommuting program.
- Successfully launched the new Compliance database to meet the needs of the Compliance Division.
- Provided IT service to meet the needs of SBCAG staff.

Recurring Performance Measures

Measure	Actual FY 2018-19	Goal FY 2019-20	Est. Actual FY 2019-20	Goal FY 2020-21
Network uptime	>97%	97%	>97%	97%
APCD website uptime	>99%	100%	>99%	100%
Data Acquisition System (DAS) valid data acquisition rate	>97%	97%	>97%	97%

Engineering Division

The Engineering Division is composed of the Permitting Section, Air Toxics Section, and Permit Compliance Section. The programs that these Sections operate have costs associated with specific goals and objectives. The Division also includes an administrative overhead function that accumulates expenses not attributable to any specific Division activity, such as management and supervision of staff, facilitating staff development and training opportunities, budget management and tracking, and goal and policy implementation.

EXPENDITURE PLAN				
	Actual FY 2018-19	Adopted FY 2019-20	Est. Act. FY 2019-20	Proposed FY 2020-21
<i>Operating Expenditures</i>				
Administrative Overhead	\$ 444,613	\$ 393,686	\$ 393,686	\$ 402,016
Permitting & Air Toxics	989,749	1,089,584	955,904	1,027,146
Operating Total	1,434,362	1,483,270	1,349,590	1,429,162
<i>Other Financing Uses</i>				
Increase in Fund Balance	-	67,907	-	-
Expenditure Plan Total	<u>\$1,434,362</u>	<u>\$1,551,177</u>	<u>\$1,349,590</u>	<u>\$1,429,162</u>

CHARACTER OF EXPENDITURES				
	Actual FY 2018-19	Adopted FY 2019-20	Est. Act. FY 2019-20	Proposed FY 2020-21
<i>Operating Expenditures</i>				
Regular Salaries	\$ 913,944	\$ 967,877	\$ 871,097	\$ 956,883
Overtime				
Benefits	463,692	482,243	434,023	443,129
Salaries & Benefits Total	1,377,636	1,450,120	1,305,120	1,400,012
Services & Supplies	56,153	32,150	43,470	28,150
Other Charges	573	1,000	1,000	1,000
Fixed Assets	-	-	-	-
Operating Total	<u>\$1,434,362</u>	<u>\$1,483,270</u>	<u>\$1,349,590</u>	<u>\$1,429,162</u>

Significant Changes (FY 2019-20 Adopted to FY 2020-21 Proposed)

The FY 2020-21 operating total for the Engineering Division decreased by \$54,108 from the adopted FY 2019-20 budget to \$1,429,162.

Salaries and benefits decreased \$50,108, primarily due to the retirement of seasoned engineers and the hiring of entry level staff. Offsetting this decrease is a cost of living adjustment that was negotiated in Fiscal Year 2019-20. The District's Board is scheduled to consider a cost of living

adjustment (COLA) at the June 2020 Board meeting. In anticipation of the Board action, the increase of the COLA is reflected in the salary range table and incorporated into the proposed budget numbers. Lastly, merit increases and a small increase to health benefit contributions during the fiscal year will also contribute to offsetting the savings mentioned above.

Services and Supplies decreased \$4,000 due to the completion of a one-time project within the Engineering Division to scan all active files into a paperless system. Other charges had no change from the previous year. Fixed assets had no change from the previous year; there are no anticipated fixed asset purchases planned for FY 2020-21.

FY 2020-21 Goals and Objectives

1. Assess, develop, and implement paperless systems for Engineering Division. Develop and implement tools and a training program on electronic file searches.

Permitting Section

2. Integrate standardized emission calculations into the District's database systems for executing and retaining project data at the device level.
3. Automate permit application forms to streamline the transfer of data into the District's permitting database.
4. Initiate the process to automate uploading of AB 617 Criteria Pollutant and Toxics Emission Reporting (CTR) data to the CARB reporting database.

Permit Compliance Section

5. Work with Compliance Division to automate the process for uploading permit compliance data for our USEPA-mandated reporting requirements.
6. Automate permit compliance and annual report forms to streamline the transfer of data into the District's permit compliance database.

Air Toxics Section

7. Finalize the Air Toxics Emission Inventory Plans (ATEIPs) and continue the AB 2588 Toxics "Hot Spots" process for the 23 high-priority sources currently under review.

Permitting, Air Toxics, and Permit Compliance

Purpose Statement: We issue technically rigorous and effective permits to new and existing stationary sources and ensure each project complies with all applicable local, state, and federal air quality requirements. We strive to protect the public from the exposure to significant levels of air toxics and inform and educate the public about emissions to which they may be exposed. We operate technically sound and thorough Permit Compliance programs. In addition, we provide transparent and timely responses to Public Records Act requests for information.

FY 2019-20 Significant Accomplishments

- Completed 585 permitting actions during CY 2019.
- Issued 6 Part 70 federal operating permit renewals during CY 2019.
- Reviewed 113 emissions source tests during CY 2019.
- Replied to 108 requests for information under the Public Records Act during CY 2019.
- Completed transition to paperless electronic systems for our air toxics program.
- Implemented streamlined tools and timesaving revisions to the AB 2588 Air Toxics “Hot Spots” program.
- Initiated the AB 2588 Air Toxics “Hot Spots” process for 23 high priority sources.
- Provided Air Quality Guidance to the Offshore Platform Interagency Decommissioning Working Group (IDWG).
- Issued the first cannabis manufacturing Authority to Construct permits for our agency.
- Provided substantive air quality health risk and ambient standards review and analyses to the County for multiple proposed oil and gas development projects.

Recurring Performance Measures

Measure	Actual FY 2018-19	Goal FY 2019-20	Est. Actual FY 2019-20	Goal FY 2020-21
Permit Processing				
Percent of Authority to construct permit applications reviewed for completeness within 30 days of receipt	98%	100%	100%	100%
Percent of authority to construct permits issued within 180 days of application completeness	96%	100%	96%	100%
Percent of permit to operate annual scheduled reevaluation renewals completed within the year	89%	90%	85%	90%
Compliance				
Percent of complete review of all Part 70 major source compliance verification reports within 120 days	76%	50%	33%	50%
Source Testing				
Percent of source test reports reviewed within 60 days	90%	50%	90%	50%

Compliance Division

The Compliance Division includes Inspection and Enforcement programs, and has costs associated with specific goals and objectives for these programs. The Division also includes an Administrative Overhead function that accumulates expenses not attributable to any specific Division activity, such as management and supervision of staff, facilitating staff development and training opportunities, budget management and tracking, and goal and policy implementation.

EXPENDITURE PLAN				
	Actual FY 2018-19	Adopted FY 2019-20	Est. Act. FY 2019-20	Proposed FY 2020-21
<i>Operating Expenditures</i>				
Administrative Overhead	\$ 252,866	\$ 311,717	\$ 311,717	\$ 381,631
Compliance & Enforcement	799,506	843,574	835,853	855,478
Operating Total	1,052,372	1,155,291	1,147,570	1,237,109
<i>Other Financing Uses</i>				
Increase in Fund Balance	-	-	200,000	-
Expenditure Plan Total	<u>\$ 1,052,372</u>	<u>\$ 1,155,291</u>	<u>\$ 1,347,570</u>	<u>\$ 1,237,109</u>

CHARACTER OF EXPENDITURES				
	Actual FY 2018-19	Adopted FY 2019-20	Est. Act. FY 2019-20	Proposed FY 2020-21
<i>Operating Expenditures</i>				
Regular Salaries	\$ 618,909	\$ 697,324	\$ 697,324	\$ 757,986
Overtime				
Benefits	369,693	367,467	367,467	375,573
Salaries & Benefits Total	988,602	1,064,791	1,064,791	1,133,559
Services & Supplies	20,337	51,500	45,779	36,550
Other Charges	14,340	19,000	18,000	17,000
Fixed Assets	29,093	20,000	19,000	50,000
Operating Total	<u>\$ 1,052,372</u>	<u>\$ 1,155,291</u>	<u>\$ 1,147,570</u>	<u>\$ 1,237,109</u>

Significant Changes (FY 2019-20 Adopted to FY 2020-21 Proposed)

The FY 2020-21 operating total for the Compliance Division increased by \$81,818 from the adopted FY 2019-20 budget to \$1,237,109.

Salaries and benefits increased \$68,768 primarily due to a cost of living adjustment that was negotiated in Fiscal Year 2019-20. The District's Board is scheduled to consider a cost of living adjustment (COLA) at the June 2020 Board meeting. In anticipation of the Board action, the increase of the COLA is reflected in the salary range table and incorporated into the proposed

budget numbers. Lastly, merit increases and a small increase to health benefit contributions during the fiscal year will also contribute to the increase.

Services and Supplies decreased \$14,950 primarily due to the purchase of one-time equipment in the prior year. Other charges decreased by \$2,000 in an effort to match budget to actuals during the fiscal year. Fixed assets increased \$30,000 from the previous year for the purchase of one Toxic Vapor Analyzer and one MicroPHAZIR in FY 2020-21.

FY 2020-21 Goals and Objectives

1. Assess, develop, and implement paperless systems for the Compliance Division.
2. Work with Engineering Division to automate the process for uploading compliance data for our USEPA-mandated reporting requirements.
3. Automate the Variance Form ENF-74 to streamline the transfer of data into the Compliance database.
4. Automate the inspection checklists to streamline the transfer of data into the Compliance database.
5. Continue development of the online complaint system to streamline the transfer of data into the Compliance database.
6. Update 10% of the Compliance Policy and Procedures.

Compliance and Enforcement

Purpose Statement: We equitably enforce all rules and regulations to ensure air pollution control requirements are being met, to motivate and educate those we regulate to comply with air pollution laws, to protect human health and the environment, and to promote regulatory equity in the marketplace. We strive to protect the public from air quality nuisance situations and inform and educate the public about emissions to which they may be exposed.

FY 2019-20 Significant Accomplishments

- Performed 702 inspections during CY 2019.
- Responded to and documented 304 air pollution complaints during CY 2019.
- Received and reviewed 105 asbestos renovation/demolition notifications during CY 2019.
- Performed the administrative functions for 31 variance petitions during CY 2019.
- Reviewed and approved Smoke Management Plans for 6 Prescribed Burns, totaling 276 acres, that were conducted during CY 2019.
- Completed transition to paperless electronic systems for mutual settlement program.
- Developed an online complaint system as part of the improved District website.

- Developed a Guidance Document for portable monitor deployment for complaint response.
- Coordinated with Land Managers to improve the Prescribed Burning process.
- Updated the Hearing Board Policy and Procedure.
- Updated the Mutual Settlement Policy and Procedure.
- Reviewed and updated 10% of the Compliance Policies & Procedures.

Recurring Performance Measures

Measure	Actual FY 2018-19	Goal FY 2019-20	Est Actual FY 2019-20	Goal FY 2020-21
Inspections				
Percent of citizen complaints about air pollution responded to				
- within 3 hours	86%	90%	88%	90%
- within 24 hours	99%	95%	97%	95%
Percent of Part 70 facilities inspected	100%	100%	100%	100%
Percent of permitted facilities inspected within the last 3 fiscal years	72%	100%	80%	100%
Percent of initial settlement agreements sent within 90 days of NOV issuance	57%	50%	63%	60%
Percent of settlement agreements finalized within 1 year of NOV issuance for NOVs issued in the prior fiscal year	59%	50%	59%	60%

Planning Division

The Planning Division includes the following program groups, which have costs associated with specific goals and objectives: Air Quality Planning, Community Programs, Land Use, Grants and Incentives, Rule Development, and Air Monitoring. The Division also includes an Administrative Overhead function that accumulates expenses not attributable to any specific division activity, such as management and supervision of staff, facilitating staff development and training opportunities, budget management and tracking, and goal and policy implementation.

	Actual FY 2018-19	Adopted FY 2019-20	Est. Act. FY 2019-20	Proposed FY 2020-21
<i>Operating Expenditures</i>				
Administrative Overhead	\$ 273,532	\$ 427,392	\$ 427,392	\$ 495,039
Air Monitoring	696,632	755,897	755,897	1,087,462
Air Quality Planning	129,760	154,585	154,585	191,170
Rule Development	88,414	82,877	82,877	56,173
Community Programs	396,975	216,871	216,871	337,564
Land Use	197,323	195,429	195,429	174,053
Grants and Incentives Program	1,632,684	4,309,037	3,073,761	4,309,128
Operating Total	3,415,320	6,142,088	4,906,812	6,650,589
<i>Other Financing Uses</i>				
Increase in Fund Balance	1,232,723	-	-	-
Expenditure Plan Total	\$4,648,043	\$6,142,088	\$4,906,812	\$6,650,589

CHARACTER OF EXPENDITURES

	Actual FY 2018-19	Adopted FY 2019-20	Est. Act. FY 2019-20	Proposed FY 2020-21
<i>Operating Expenditures</i>				
Regular Salaries	\$ 928,118	\$1,035,962	\$1,035,962	\$1,119,582
Overtime		-	-	
Benefits	465,690	524,212	524,212	535,646
Salaries & Benefits Total	1,393,808	1,560,174	1,560,174	1,655,228
Services & Supplies	1,834,011	4,462,414	3,261,438	4,575,661
Other Charges	6,579	11,500	9,200	11,700
Fixed Assets	180,922	108,000	76,000	408,000
Operating Total	\$3,415,320	\$6,142,088	\$4,906,812	\$6,650,589

Significant Changes (FY 2019-20 Adopted to FY 2020-21 Proposed)

The FY 2020-21 operating total for the Planning Division will increase by \$508,501 from the adopted FY 2019-20 budget to \$6,650,589.

Salaries and benefits increased \$95,054 primarily due to a cost of living adjustment that was negotiated in Fiscal Year 2019-20. The District's Board is scheduled to consider a cost of living adjustment (COLA) at the June 2020 Board meeting. In anticipation of the Board action, the increase of the COLA is reflected in the salary range table and incorporated into the proposed budget numbers. Lastly, merit increases and a small increase to health benefit contributions during the fiscal year will also contribute to the increase.

Services and supplies increased by \$113,247 due to continued efforts in our grant programs. These grant funds are to be used as pass-through funds for grants similar to the Moyer program. Also included are funds for the continued effort of implementing Assembly Bill 617. Another grant program the District is planning to continue is the use of the Clean Air Fund Program. This program is designed to assist with projects that provide positive air quality impacts for communities throughout Santa Barbara County. The program allows the District to implement and/or support projects that do not meet traditional grant program guidelines, such as the Carl Moyer program guidelines. The District has set aside \$200,000 for this project in FY 2020-21. Other charges increased \$200 due to increased motor pool charges.

Fixed Assets for monitoring equipment increased by \$300,000. This increase is due to the District taking ownership of the monitoring station that is currently run by CARB in Santa Maria. The District plans to relocate this site to a different location and the increased funds will allow for new equipment for that site. The monitoring section will continue to replace analyzers and monitoring equipment for all other sites as needed to stay up-to-date and use the best technology available.

FY 2019-20 Goals and Objectives

1. Continue to implement requirements of AB 617 Community Air Protection Program including outreach, grant incentives, Criteria Pollutant and Toxics Emission Reporting (CTR) requirements, and Best Available Retrofit Control Technology (BARCT) rule development and revisions.

Air Quality Planning

2. Streamline and automate input of facility information into the District's database for emission inventory reporting;
3. Assess countywide trends of PM exceedances and develop recommendations to reduce PM emissions, with a goal to reach the state PM₁₀ standard.
4. Lead the Central Coast Clean Cities Coalition's projects to expand use of alternative fuels; accelerate fueling infrastructure through grant and incentive programs.

Rule Development

5. Develop and adopt rules as required by the District's adopted BARCT Rule Development Schedule and other state and federal mandates.

Community Programs

6. Expand the District's Clean Air Ambassador Program.

Grants and Incentives Program

7. Implement a new cycle of grant funding awarded by the state legislature in 2019 (e.g., Carl Moyer, FARMER, and AB 617 Community Air Protection).
8. Continue to implement the residential woodsmoke reduction program and the zero emission landscaping equipment program to reduce emissions through voluntary incentives.

Air Monitoring Section

9. Identify a new location for the Santa Maria monitoring station that serves as the community-wide monitoring and the refinery-related monitoring system (pursuant to AB 1647). Work with CARB to transfer the station equipment and operation to the District.
10. Function as a regional cache for portable air monitoring equipment to be used during prescribed burns.

Air Quality Planning

Purpose Statement: We develop, implement, and track clean air plans that comply with state and federal air quality planning mandates in order to protect the people and the environment of Santa Barbara County. We integrate the actions of the U.S. Environmental Protection Agency, the California Air Resources Board, and the Santa Barbara County Association of Governments with those of the District to facilitate a coordinated and efficient effort to clean the air. We promote local dialogue and consensus by meeting with our Community Advisory Council during the development of clean air plans in order to address local concerns of business, industry, environmental groups, and the public. We prepare emission inventory data that are required for air quality attainment planning and for the invoicing of emission-based fees that allow the District to continue programs that achieve

FY 2019-20 Significant Accomplishments

- Reviewed, updated and submitted to CARB quality-assured 2018 criteria and toxic pollutant stationary source emissions data for inclusion on their Pollution Mapping Tool, as outlined in the AB 197 Emission Inventory District Grant.
- Worked with Engineering Division staff to update/revise emission factors for toxic air pollutants.

- Participated in a CARB-CAPCOA-air district working group for the development of a reporting regulation for criteria and toxic air contaminant emissions, pursuant to AB 617.
- Updated stationary source GHG emissions for 2018.
- Prepared the 2019 Ozone Plan, reviewed it with the District’s Community Advisory Council, acquired District Board approval of the plan, and submitted it to CARB.

Recurring Performance Measures

Measure	Actual	Goal	Est. Actual	Goal
	FY 2018-19	FY 2019-20	FY 2019-20	FY 2020-21
Submit emissions inventory data to the California Air Resources Board each year	8/1/2018	8/1/2019	8/1/2019	8/1/2020
Process emissions inventory data submitted by sources for fee invoices each year	5/24/2019	5/31/2020	5/31/2020	5/31/2021

Rule Development

Purpose Statement: In order to implement air quality-related measures identified in clean air plans and other legislative mandates, and to protect human health and the environment of Santa Barbara County, we develop new and modified rules and regulations and prepare them for adoption by the District Board.

FY 2019-20 Significant Accomplishments

- In response to California Assembly Bill 1647, held a public workshop on proposed District Rule 364: Refinery Fenceline and Community Air Monitoring, presented the rule to the Community Advisory Council, and prepared the draft rule and staff report for Board adoption.
- Continued to participate in a working group of California air districts to help design and populate the statewide Best Available Retrofit Control Technology (BARCT) Clearinghouse, per AB 617.
- Continued the evaluation of the next rules on the AB 617 BARCT Rule Development Schedule. This rule development schedule was adopted by the District Board on December 20, 2018 and there are four remaining rule development activities planned for 2020 and 2021.

Recurring Performance Measures

Measure	Actual	Goal	Est. Actual	Goal
	FY 2018-19	FY 2019-20	FY 2019-20	FY 2020-21
Number of draft rules released for public review	3	1	1	2

Community Programs

Purpose Statement: We provide the community with assistance and information about air pollution and the District's programs, rules, and services through our community outreach programs. We encourage the entire community to work together for clean air in Santa Barbara County, and provide information related to air quality and health.

FY 2019-20 Significant Accomplishments

- Worked with partners to conduct a Vessel Speed Reduction (VSR) incentive program for emission-reduction and whale-protection benefits in the Santa Barbara Channel Region and the San Francisco Bay Area. This year's expanded program resulted in the slowing of 883 transits in the Channel region and the reduction of approximately 536 tons of NOx emissions. Worked with partners to recognize the 15 shipping companies that participated in the 2019 VSR program.
- Tracked California legislation that included a statewide vessel speed reduction initiative (SB 69-Ocean Resiliency Act).
- Continued to promote alternatives to driving to tourists visiting the area, via the District's Santa Barbara Car Free project.
- Deployed 33 low-cost air quality sensors at District monitoring stations and other locations to gain a better understanding of the technology and how it compares to the District's federal reference method monitors; worked with teachers to explore educational uses.
- Partnered with the Santa Barbara County Education Office and the Santa Barbara County Water Agency on an environmental grants program, including the "Care for Our Earth" program to award mini-grants for 10 projects at 10 county schools, and two curriculum project grants focused on student-led alternative transportation initiatives.
- Expanded the Clean Air Ambassadors educational program that involves college undergraduate students educating elementary school students on the importance of clean air. The program reached more than double the students than in Fiscal Year 2018-19.

Land Use

Purpose Statement: We review major environmental and planning documents to ensure that air quality impacts of land development projects are correctly assessed and all feasible measures to reduce air pollution from these projects are considered. We review all District activities such as clean air plans, rules and regulations, and permits to ensure that our activities do not result in adverse impacts to the environment. We participate in the local transportation planning process and review transportation projects to ensure that transportation policies and projects do not weaken air quality improvements.

FY 2019-20 Significant Accomplishments

- Prepared CEQA documentation for all rules and permits where the District was the lead agency and assisted other agencies in the preparation of air quality analyses for CEQA documents for a variety of land use project types.
- Continued to work with land use agencies and interested parties on options for local mitigation of greenhouse gas emissions.
- As a CEQA responsible agency, reviewed environmental documents for major oil and gas projects and, as a concerned agency, reviewed documents from other CEQA lead agencies such as cities, Santa Barbara County and other special districts.
- Assisted planners from the County and cities with the evaluation of air quality impacts from projects.
- Participated in the Subdivision/Development Review Committees of Santa Barbara County and Goleta, and SBCAG's Technical Transportation Advisory Committee and Technical Planning Advisory Committee, and Joint Technical Advisory Committee.

Recurring Performance Measures

Measure	Actual FY 2018-19	Goal FY 2019-20	Est Actual FY 2019-20	Goal FY 2020-21
Percent of CEQA reviews completed within 30 days for all environmental documents and land use projects	97% of 155	100% of 140	100% of 185	100% of 140

Grants and Incentives Program

Purpose Statement: We demonstrate innovative, voluntary ways of reducing air pollution in Santa Barbara County in order to further the District's mission to protect the local environment and public health. We foster government and industry cooperation and create local business opportunities in clean air technologies by providing incentives to aid in the implementation of low-emissions technologies. We identify alternatives to the traditional regulatory approach that provide increased flexibility to local businesses and benefits to the community and public health, while reducing pollution.

FY 2019-20 Significant Accomplishments

- Applied for and received grant funds from CARB for Carl Moyer Program Year 21 regular and State Reserve, FARMER, and AB 617 Community Air Protection funding programs.
- Awarded the grants to replace the following old, high emitting diesel-fueled equipment with cleaner emission technologies:
 - 15 agricultural tractors,
 - 2 forklifts (electrified one of the two),
 - 1 construction backhoe/loader,
 - 1 agricultural pump with electric-powered agricultural pump and associated infrastructure,
 - 3 marine vessel main engines,
 - 4 school buses (one of which is an electric-powered school bus),
 - 4 CNG fuel tanks on a school bus,
 - 1 transit bus with an electric powered transit bus, and
 - 1 on-road heavy duty truck.
- Issued grants to partially fund the purchase/installation of 99 electric vehicle charging ports with Level 2 charging capability (33 charging ports in North County and 66 charging ports in South County).
- Purchased and scrapped 183 vehicles under the Old Car Buy Back Program.
- Issued 22 vouchers for the Wood Smoke Reduction Program.
- Finalized work on the Central Coast Go Zero project, a California Energy Commission grant to implement a Zero Emission Vehicle readiness implementation plan for San Luis Obispo, Santa Barbara, and Ventura counties.

Recurring Performance Measures

Measure	Actual FY 2018-19	Goal FY 2019-20	Est Actual FY 2019-20	Goal FY 2020-21
NO _x , ROC, and PM emissions reduced from signed grant agreement projects (tons).	122	100	117	100
Average cost effectiveness for all grant program funded projects (\$/ton)	\$40,383	\$30,000	\$48,540	\$50,000

Air Monitoring

Purpose Statement: We operate an ambient air monitoring network throughout Santa Barbara County to determine the relationship between our air quality and the federal and California air quality standards by comprehensively and accurately documenting the urban, regional, and source-specific air quality concentrations. We gather information to allow for sound decisions by policymakers, the general public, and the District in our combined efforts to protect public health.

FY 2019-20 Significant Accomplishments

- Operated or provided oversight for the collection of high-quality ambient air quality data from monitoring stations throughout the county.
- Deployed temporary particulate monitors to inform the public about air quality impacts from prescribed burns.
- Published the 2018 Annual Air Quality Report on the District's website.
- Continued equipment and parts replacement according to schedule.
- Passed all performance audits and met minimum data collection rates.
- Submitted and received USEPA approval of our 2019 Annual Air Monitoring Network Plan.
- Decommissioned 3 ambient air monitoring stations and began operating the Santa Barbara station, assuming responsibilities from CARB.
- Procured a mobile air monitoring station and set up for mobile testing.
- Set up a PM₁₀ sampler at our Santa Ynez air monitoring station to help evaluate particulate levels in the area.

Recurring Performance Measures

Measure	Actual CY 2019	Goal CY 2020	Est. Actual CY 2020	Goal CY 2021
Collect 80%/90% valid data for air quality/meteorological measurements.	100%/100%	100%/100%	100%/100%	100%/100%

ATTACHMENT B

**Fiscal Year 2020-21
Budget Resolution**

June 18, 2020

**Santa Barbara County Air Pollution Control District
Board of Directors**

**260 San Antonio Road, Suite A
Santa Barbara, California 93110**

**RESOLUTION OF THE BOARD OF DIRECTORS OF
THE SANTA BARBARA COUNTY
AIR POLLUTION CONTROL DISTRICT**

IN THE MATTER OF ADOPTING THE
BUDGET FOR FISCAL YEAR 2020-21

APCD RESOLUTION NO. _____

RECITALS

WHEREAS, the Air Pollution Control District of the County of Santa Barbara, State of California (“District”), is obligated by law to adopt a budget as set forth in Section 40130 et. seq. of the Health and Safety Code; and

WHEREAS, on April 3, 2020, said District made copies of the proposed budget available to the general public including a summary of the budget and a schedule of fees to fund District programs and gave notice by e-mail and mail to persons subject to District fees of the availability of said proposed budget; and

WHEREAS, on May 21, 2020, the District Board held a properly noticed hearing to review the budget and receive comment from the general public and from officers and employees of the District with regard to the District’s proposed budget; and

WHEREAS, on June 18, 2020, the District Board held a properly noticed hearing on the final budget; and

WHEREAS, the public hearing on the final budget has now been closed.

NOW, THEREFORE, IT IS HEREBY RESOLVED, as follows:

1. Said budget as settled by this Board shall be and the same hereby is adopted as the budget for the 2020-21 Fiscal Year for the District, and said budget document consists of the *Fiscal Year 2020-21 Proposed Budget* and related designations, budget revisions, the

APCD RESOLUTION ADOPTING THE BUDGET
FOR FISCAL YEAR 2020-21

record for the Budget Hearings, and the summaries and decisions of the District Board in making final budget adjustments incorporated herein and made a part of this resolution as though set forth in full;

2. Said budget will be prepared in final form by the Control Officer and the Auditor-Controller in accordance with the requirements, determinations and actions of the District Board and the requirements of the State Controller's Office;
3. The Control Officer and Auditor-Controller are authorized to make final budget adjustments that transfer 2019-20 appropriations for fixed assets and other material purchases that have been ordered, but not received, by June 30, 2020 to the 2020-21 budget;
4. The Control Officer and Auditor-Controller in compiling the final budget are authorized to make adjustments where the Fiscal Year 2019-20 actual year-end closing figures for the General Fund (No. 1960) differ from the budget estimates and to make any final budget changes required to balance the budget by adjusting the applicable Fund Balance accounts;
5. The Control Officer and Auditor-Controller are hereby authorized to make adjustments to the final budget for Fiscal Year 2020-21 to reflect the transfer of any Fiscal Year 2019-20 unassigned General Fund (No. 1960) balance to the applicable Fund Balance accounts, such that the beginning unassigned General Fund (No. 1960) balance for Fiscal Year 2020-21 will be zero;
6. The fees and charges for services listed in the proposed budget and as increased, modified and revised, and finally settled, are hereby adopted and incorporated into the financing of the final budget;
7. As appropriate during the fiscal year, and upon receipt of proper documentation by the Auditor-Controller's office, the Auditor-Controller is authorized to adjust monthly appropriations and revenue estimates;

APCD RESOLUTION ADOPTING THE BUDGET
FOR FISCAL YEAR 2020-21

8. The Control Officer is hereby delegated the authority to transfer appropriations between object levels within the District budget units, as provided in Government Code section 29125;
9. The Control Officer and Auditor-Controller, in compiling the final budget, are authorized to make ministerial budget changes and to transfer appropriations to or from fund balance components and contingencies to balance the budget for the various funds governed by the District;
10. The Control Officer and Auditor-Controller are authorized to make adjustments to the final budget throughout Fiscal Year 2020-21 for line item accounts 3381 Unrealized Gain/Loss on Investments and 9897 Unrealized Gains to properly record changes in the fair value of investments;
11. The Control Officer and Auditor-Controller are authorized to make adjustments to the final budget throughout Fiscal Year 2020-21 for line item account 3380 Interest Income and various fund balance accounts in order to properly record fund balance increases in operating funds due to interest income from the underlying agency fund (No. 1961);
12. The Control Officer and Auditor-Controller are authorized to make any adjustments to the final budget for Fiscal Year 2020-21 in order to comply with any Governmental Accounting Standards Board Pronouncements or to conform the budget to Generally Accepted Accounting Principles; and
13. A copy of said final budget will remain on file with the Clerk of the District Board.

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APCD RESOLUTION ADOPTING THE BUDGET
FOR FISCAL YEAR 2020-21

PASSED, APPROVED AND ADOPTED by the Air Pollution Control District Board of
the Santa Barbara County, State of California, this 18th day of June, 2020, by the following vote:

Ayes:

Noes:

Abstain:

Absent:

SANTA BARBARA COUNTY
AIR POLLUTION CONTROL DISTRICT

ATTEST:

AERON ARLIN GENET
Clerk of the Board

By _____
Deputy

By _____
Chair

APPROVED AS TO FORM:

MICHAEL C. GHIZZONI
Santa Barbara County Counsel

By *Victoria Parks Tuttle*
Deputy

APPROVED AS TO FORM:

BETSY M. SCHAFFER, CPA
Auditor-Controller

By *C. Schaffer*
Deputy

ATTACHMENT C

Fiscal Year 2020-21
Salary Resolution

June 18, 2020

Santa Barbara County Air Pollution Control District
Board of Directors

260 San Antonio Road, Suite A
Santa Barbara, California 93110

**RESOLUTION OF THE BOARD OF DIRECTORS OF
THE SANTA BARBARA COUNTY
AIR POLLUTION CONTROL DISTRICT**

IN THE MATTER OF THE
CLASSIFICATION AND SALARY
RESOLUTION OF THE SANTA
BARBARA COUNTY AIR POLLUTION
CONTROL DISTRICT

APCD RESOLUTION NO. _____

RECITALS

WHEREAS, Salary Resolution No. 97-05, as amended, established a Classification and Salary Plan and authorized position allocations effective June 19, 1997; and

WHEREAS, this Air Pollution Control District Board finds that there is good cause for amending said Resolution No. 97-05, as amended, in the manner provided in this resolution.

NOW, THEREFORE, IT IS HEREBY RESOLVED, as follows:

1. Resolution No. 97-05, adopted on June 19, 1997, and as subsequently amended, is hereby amended by amending Section 4 (Job Class Table) effective on June 18, 2020 as contained in the *Fiscal Year 2020-21 Proposed Budget* Job Class Table on page 14; and
2. Except as amended by this resolution, Resolution No. 97-05, as amended, continues unchanged and in full force and effect.

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APCD RESOLUTION CLASSIFICATION AND SALARY RESOLUTION
FOR FISCAL YEAR 2020-21

PASSED, APPROVED AND ADOPTED by the Air Pollution Control District Board of
the Santa Barbara County, State of California, this 18th day of June, 2020, by the following vote:

Ayes:

Noes:

Abstain:

Absent:

SANTA BARBARA COUNTY
AIR POLLUTION CONTROL DISTRICT

ATTEST:

AERON ARLIN GENET
Clerk of the Board

By _____
Deputy

By _____
Chair

APPROVED AS TO FORM:

MICHAEL C. GHIZZONI
Santa Barbara County Counsel

By Victoria Parks Tuttle
Deputy

APPROVED AS TO FORM:

BETSY M. SCHAFFER, CPA
Auditor-Controller

By C. Schaffer
Deputy

ATTACHMENT D

Fiscal Year 2020-21
401(h) Retiree Medical Account
Contribution Resolution

June 18, 2020

Santa Barbara County Air Pollution Control District
Board of Directors

260 San Antonio Road, Suite A
Santa Barbara, California 93110

**RESOLUTION OF THE BOARD OF DIRECTORS OF
THE SANTA BARBARA COUNTY
AIR POLLUTION CONTROL DISTRICT**

IN THE MATTER OF MAKING DISTRICT
CONTRIBUTIONS TO THE DISTRICT'S
401(h) RETIREE MEDICAL ACCOUNT
FOR FISCAL YEAR 2020-21 IN
ACCORDANCE WITH INTERNAL
REVENUE CODE SECTION 401(h)

APCD RESOLUTION NO. _____

RECITALS

WHEREAS, it is in the best interest of employees and retirees of the County of Santa Barbara Air Pollution Control District ("District") and the beneficiaries of those employees and retirees that the Santa Barbara County Employees' Retirement System ("System") be maintained as a qualified pension plan under Internal Revenue Code ("Code") Section 401(a); and

WHEREAS, the District has determined that certain Eligible Retired Participants will receive a health plan subsidy from the System, which subsidy constitutes an "other post employment benefit;" and

WHEREAS, the System, as a qualified plan, may pay medical benefits on a tax preferred basis to certain eligible retirees, and their spouses and dependents, through the establishment of a 401(h) account within the Trust Fund for the System; and

WHEREAS, the District Board of Directors ("Board") has established a health plan for certain eligible retirees, and their spouses and dependents; and

WHEREAS, the Board has established a 401(h) Post-Employment Benefits Trust Account in the System as governed by the provisions of Code Section 401(h) and Treasury Regulation Section 1.401-14 ("Applicable Treasury Regulations"); and

WHEREAS, the 401(h) Account can only be funded by District contributions, designated for this purpose.

APCD RESOLUTION MAKING DISTRICT CONTRIBUTIONS TO THE
DISTRICT'S 401(H) RETIREE MEDICAL ACCOUNT FOR
FISCAL YEAR 2020-21 IN ACCORDANCE WITH
INTERNAL REVENUE CODE SECTION 401(H)

NOW, THEREFORE, IT IS HEREBY RESOLVED, as follows:

1. In accordance with Code Section 401(h) and Applicable Treasury Regulations, the District shall contribute to the 401(h) Account for the Fiscal Year 2020-21 in an amount based on periodic actuarial valuations that will not exceed the lesser of the following:
 - a. The annual required contribution for the health benefits for Eligible Retired Participants (as defined in the Section 401(h) Regulations); or
 - b. 25 percent of the total contributions to the System, excluding past service costs as defined in the Section 401(h) Regulations.
2. The Board authorizes the Control Officer to determine the exact amount of District contributions within the previously established ranges.
3. At the time any contribution is made to the 401(h) Account, the Control Officer shall designate in writing to the Board of Retirement of the System that such contribution is being made only to the 401(h) Account.
4. This resolution is only applicable to contributions made during Fiscal Year 2020-21. Future contributions shall be determined by the Board on a fiscal year by fiscal year basis.

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APCD RESOLUTION MAKING DISTRICT CONTRIBUTIONS TO THE DISTRICT'S 401(H) RETIREE MEDICAL ACCOUNT FOR FISCAL YEAR 2020-21 IN ACCORDANCE WITH INTERNAL REVENUE CODE SECTION 401(H)

PASSED, APPROVED AND ADOPTED by the Air Pollution Control District Board of the Santa Barbara County, State of California, this 18th day of June, 2020, by the following vote:

Ayes:

Noes:

Abstain:

Absent:

SANTA BARBARA COUNTY
AIR POLLUTION CONTROL DISTRICT

ATTEST:

AERON ARLIN GENET
Clerk of the Board

By _____
Deputy

By _____
Chair

APPROVED AS TO FORM:

MICHAEL C. GHIZZONI
Santa Barbara County Counsel

By Victoria Parks Tuttle
Deputy

APPROVED AS TO FORM:

BETSY M. SCHAFFER, CPA
Auditor-Controller

By C. Schaffer
Deputy