


## 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) 979-8288

SUBJECT: Adoption of the Fiscal Year (FY) 2022-23 Budget

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### RECOMMENDATION:

Consider the Fiscal Year 2022-23 Budget as Follows:

1. Hold a public hearing to consider and adopt the budget for Fiscal Year 2022-23, as presented in the *Fiscal Year 2022-23 Proposed Budget* document (Attachment A); and
2. Adopt the following:
  - a. Budget Resolution (Attachment B) approving the Fiscal Year 2022-23 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 16, 2022; and
  - c. Adopt revised class specifications (Attachment D) entitled Human Resources Analyst I/II.

### DISCUSSION:

We recommend that your Board, as part of holding a public hearing, adopt the attached Budget Resolution and Salary Resolution for Fiscal Year 2022-23.

### ATTACHMENTS:

#### ***Attachment A - Proposed Budget for Fiscal Year 2022-23***

On May 19, 2022, your Board held the first of two required public hearings on the District's budget for Fiscal Year 2022-23. 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 19, 2022. There have been no changes to the proposed budget that was presented to your Board in May. The total budget from the proposed budget in May was \$17,822,518. You may adopt this budget as presented in the *Fiscal Year 2022-23 Proposed Budget* document, or as modified by your Board.

***Attachment B – Budget Resolution***

The attached budget resolution formalizes the adoption of the Fiscal Year 2022-23 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 16 of the *Fiscal Year 2022-23 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 includes the reclassification of the Human Resources Technician I/II/III to a Human Resources Analyst I/II due to an increase in job duties.

***Attachment D – Amended Job Classification***

Periodically the District reviews its organizational structure to ensure we are operating in an efficient and effective manner. At this time, we feel it is appropriate to adjust one class specifications, aligning it closer to the work being performed in this job class. This job classification is not represented by a bargaining unit. There are also general updates to the class specification regarding cleanup of grammatical errors or tasks that may no longer be needed due to technology advancements in the workplace. No major revisions are being proposed.

Attached for your review and consideration is the following class specification: Human Resources Analyst I/II.

ATTACHMENT A

Fiscal Year 2022-23  
Proposed Budget

June 16, 2022

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 2022-23

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**Aeron Arlin Genet**, Air Pollution Control Officer

 (805) 979-8050

 260 N. San Antonio Rd., Ste. A Santa Barbara, CA 93110

 [ourair.org](http://ourair.org)

  @OurAirSBC

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# SANTA BARBARA COUNTY AIR POLLUTION CONTROL DISTRICT BOARD OF DIRECTORS

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**Supervisor Das Williams**

*First District*

*Santa Barbara County Board of Supervisors*

**Supervisor Gregg Hart**

*Second District*

*Santa Barbara County Board of Supervisors*

**Supervisor Joan Hartmann, Chair**

*Third District*

*Santa Barbara County Board of Supervisors*

**Supervisor Bob Nelson**

*Fourth District*

*Santa Barbara County Board of Supervisors*

**Supervisor Steve Lavagnino**

*Fifth District*

*Santa Barbara County Board of Supervisors*

**Mayor Holly Sierra**

Alternate – Councilmember Ed Andrisek

*City of Buellton*

**Vice Mayor Al Clark**

Alternate – Mayor Wade Nomura

*City of Carpinteria*

**Mayor Paula Perotte**

Alternate – Mayor Pro Tem Stuart Kasdin

*City of Goleta*

**Mayor Ariston Julian**

Alternate – Mayor Pro Tem Tony Ramirez

*City of Guadalupe*

**Mayor Jenelle Osborne**

Alternate – Councilmember Gilda Cordova

*City of Lompoc*

**Mayor Randy Rowse**

Alternate – Councilmember Eric Friedman

*City of Santa Barbara*

**Mayor Alice Patino, Vice-Chair**

Alternate – Mayor Pro Tem Etta Waterfield

*City of Santa Maria*

**Mayor Pro Tem Mark Infanti**

Alternate – Mayor Charlie Uhrig

*City of Solvang*

# AIR POLLUTION CONTROL OFFICER'S BUDGET MEMORANDUM

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May 19, 2022

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

Dear Chair Hartmann and Board Members:

The Fiscal Year (FY) 2022-23 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 2022-23, which runs from July 1, 2022, through June 30, 2023. 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 2022-23 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 to keep costs down.

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

*The FY 2022-23 budget was built to ensure continued mission success and progress toward our vision: Clean Air.*

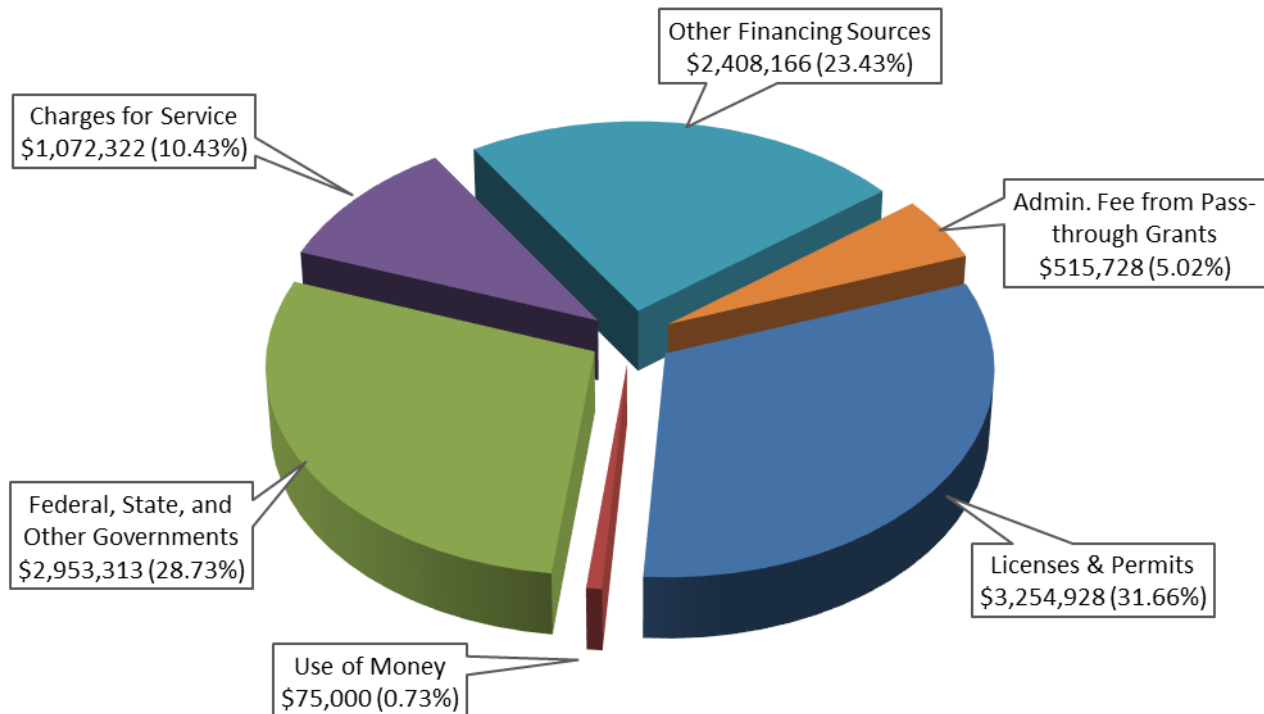
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### *FY 2022-23 Budget at a Glance*

The District’s balanced proposed budget for FY 2022-23 totals \$16,972,518, a 17% increase from the current year’s adopted budget. Nearly forty 40% (39.4% or \$6,693,060) of the proposed budget are pass-through funds, which 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 \$10,279,457 (an approximately 8% increase from FY 2022-23). Expenditures continue to be dominated by salaries and benefits, which total \$6,094,141. The proposed budget, and requested funding level, will provide the resources needed by the District to maintain core and mandated air quality programs.

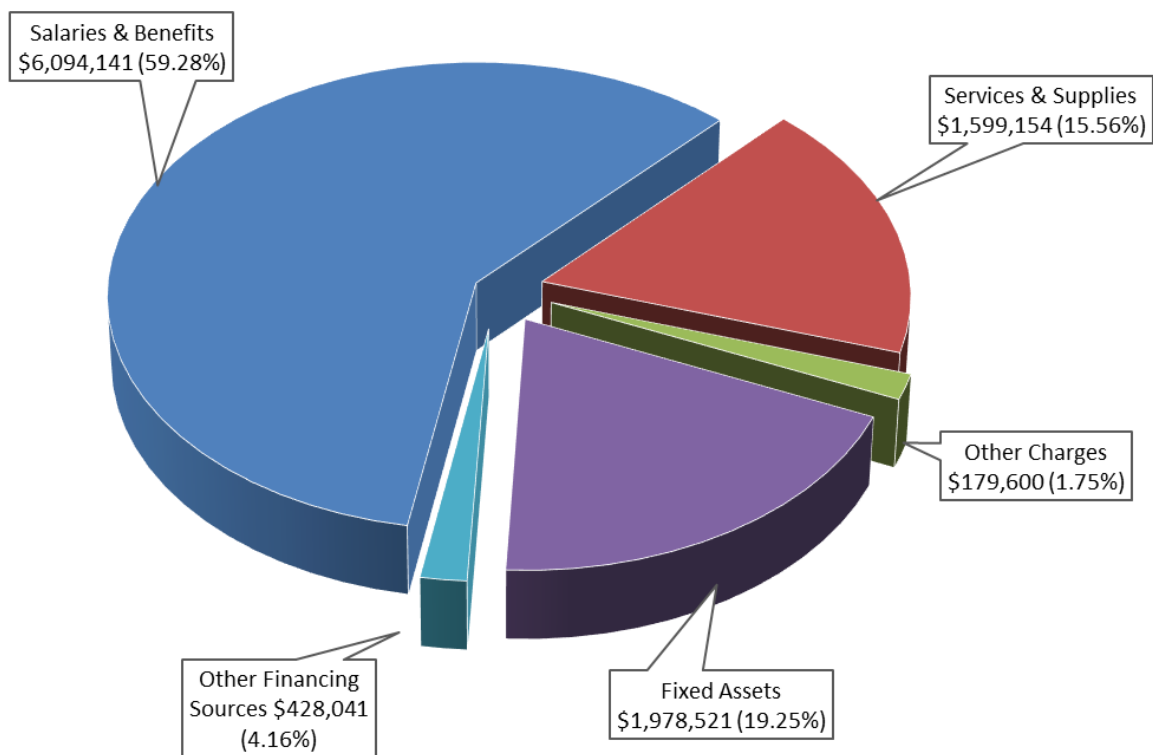
The District is well-prepared for unforeseen expenses in that our fund balances provide an adequate reserve. Our fund balance total is forecasted to be \$3,524,268 (approximately 48% of the total operating budget), and of that total, \$1,500,000 has been set aside by our Board as strategic reserve to be used during a fiscal emergency.

### *Total Operating Revenue \$10,279,457*





## Total Operating Expenditures \$10,279,457



## Revenue & Expenditure Changes

The total operating budget is estimated to increase 8.3% (\$790,903) compared to the current year (FY 2021-22). This increase is primarily attributed to a one-time fixed asset expenditure to renovate the District's newly purchased office building in Santa Maria. The building was included in the budget in FY 2021-22 and closed escrow in September 2021. The following outlines significant factors influencing the FY 2022-23 budget:

- **COVID-19 Pandemic Recovery:**

Over the past two years, the COVID-19 pandemic has resulted in an ever-changing work environment and uncertainties with how the pandemic would affect our revenue stream and work-flow operations. The District experienced limited impact to our anticipated revenue; however, the District swiftly embraced a remote workplace and meetings and was able to provide full service to our regulated sources and the public we serve. We enhanced our digital options to provide more electronic submittals of information, reducing the need for individuals to come into our office to submit permit applications. The District was fortunate to have transitioned to a paperless workplace prior to the onset of the COVID-19 pandemic, which positioned the agency to respond well to remote work. As we recover from the COVID-19 pandemic, the agency has successfully returned to the office with a hybrid work schedule and will continue to carry out our essential services in a safe and effective manner.

- **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 more than \$4.5 million for Santa Barbara County projects in FY 2022-23, approximately \$2 million more than the prior fiscal year. These funds will be used to continue expanding the reach of the grant programs, including the Carl Moyer, Community Air Protection, FARMER, and Wood Smoke Changeout programs. The grant funds help local businesses and organizations take advantage of cleaner technologies to secure immediate emission reductions. Project categories include agricultural equipment, marine vessels, school and transit buses, old passenger cars and trucks, and electric vehicle infrastructure. Throughout FY 2022-23, these one-time revenue sources will provide \$515,728 in administrative funds to implement the grant programs.

Efforts continue in the state Legislature to secure reauthorization of the Carl Moyer and the \$2 DMV revenue beyond the current December 30, 2023, sunset date. The District is working closely with the California Air Pollution Control Officers Association to provide supporting information to continue the use of these effective emission-reduction grant programs.

- **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 2022-23, is 4.0%. Due to COVID-19, the District decided to forego a CPI fee increase of 3.3% in FY 2020-21 in order to provide financial relief to our local sources during a time of economic uncertainty. The District would like to capture the FY 2020-21 foregone CPI increase over FY 2021-22 and FY 2022-23. That means this year a “makeup” CPI of 1.65% will also be applied to fees, making it a total CPI increase for FY 2022-23 of 5.65%.

- **Retirement Contribution Savings:**

The District is seeing a reprieve from the continuous increases it has seen in retirement contributions over the last five years and is recognizing a decrease of approximately 8%, or \$150,000. Santa Barbara County Employee Retirement System (SBCERS) investments saw a record year for returns and because of this, the District’s contribution rate and the District’s unfunded liability have decreased. We hope this trend will continue in the years to come.

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

Last year, the District had budgeted to use a portion of fund balance to purchase a small office building in northern Santa Barbara County for our north county staff. The District closed escrow on the office building in September 2021. With the anticipation of building renovations, \$500,000 was allocated in FY 2021-22; however only approximately \$200,000 will be spent for building design and demolition by the end of June 2022. The

leftover renovation budget of \$300,000 is being rolled over into this budget, along with another \$1,300,000 to fully renovate the space and bring it up to the District's standards. When the office building is fully renovated, it will house the District's north county fleet and it will offer a fully equipped monitoring lab for staff as well as a space for the District to hold public workshops. The plan for the renovation includes resiliency for the District's IT/air monitoring networks as well as sustainable building practices, with a goal of being a net-zero energy-efficient building. Fund balance reserves are being proposed for this project with the idea that in future years the District will replenish the monies to levels appropriate for the District's size.

### *Fund Balances*

The District designates two categories of fund balances. Each category has "savings" accounts with monies set aside for specific purposes. The total fund balance amount for FY 2022-23 is forecasted to be \$3,524,268 (approximately 48% of the total operating budget).

- **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 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.

- **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, re-evaluation fee cycle, and an account for unforeseen operational requirements. For FY 2022-23, committed fund balances designated as discretionary is \$2,306,065.

## 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 positioned to respond to changes in the traditional revenue streams and has adequate resources to successfully fulfill our mission and mandates. The reorganization efforts included in the FY 2018-19 budget have been implemented, resulting in a total of 34 full-time employees (down from 43). This effort was driven by the anticipated change in oil and gas activities throughout the county that would ultimately 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 work. 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.

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*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.*

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The decommissioning process for several oil and gas platforms offshore from the county is anticipated to take more than 10 years to complete. During this transition, District workload will remain at a steady or even at a slightly elevated level when assisting with these 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. With this long-term pending change to local pollution sources and associated impact to revenue and workload, the District will continue assessing efficiency measures and long-term funding sources to ensure adequate resources are available to attain and maintain clean air standards. This effort includes working with state and federal agencies to ensure funds are maintained to allow the District to implement required programs.

Over the past year, the District worked with Matrix Consulting to develop a Cost Recovery and Fee Analysis. The purpose of this fee study is to determine the District's ability to recover the costs associated with administering its regulatory programs and requirements. Results of this study will help the District identify, evaluate, and address the potential impacts to our long-term revenue and workload due to changes in the industries we regulate. For programs that do not achieve full cost-recovery, it will be important to set fees at levels that recover costs but are not prohibitive to the industries we regulate. Throughout FY 2022-23, the District will evaluate potential changes to Rule 210 to address issues identified above and to improve its ease of use.

## *Conclusion*

The FY 2022-23 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 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. 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. With this budget, I am confident the District can meet our mission requirements throughout the year. We are committed to clean air and to protecting the health of the people and the environment.

Very Respectfully,



Aeron Arlin Genet

Air Pollution Control Officer

# SANTA BARBARA COUNTY HISTORICAL AIR QUALITY

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## *Ozone*

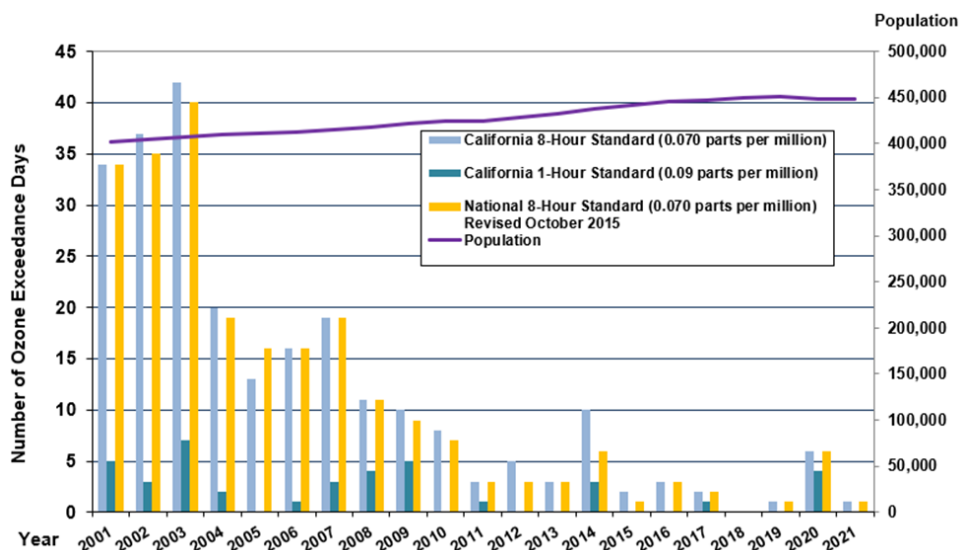
Ozone forms in the atmosphere when precursor pollutants such as nitrogen oxides (NO<sub>x</sub>) and reactive organic compounds (ROCs) undergo complex chemical reactions in the presence of sunlight. Factors that contribute to high ozone levels include intense and prolonged heat, and stagnant air. Santa 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 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. In August 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. In December 2015, the USEPA strengthened the federal eight-hour ozone standard to 0.070 ppm; Santa Barbara County was designated unclassifiable/attainment for the revised standard in April 2018.

The District has made tremendous progress toward meeting the two California ozone standards; 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 these standards has trended down over time while population has increased, as demonstrated in the chart below. In fact, ozone measurements for the three-year data set from 2016 to 2018 were so low that the District was designated as attainment in 2020. Unfortunately, two measured values during 2019 during hot and stagnant conditions led to two violations of the 8-hour standard. In February 2021, the California Air Resources Board took action to redesignate Santa Barbara County as nonattainment for the state ozone standards, based on the three-year data set from 2017 to 2019. This setback highlights the challenges for the District and the state in meeting these standards given changing weather and climate patterns.

In 2021, the county experienced one exceedance of both the state and federal 8-hour ozone standards on June 17 at the Paradise Road monitoring station. During this period the region was under a multi-day excessive heat watch, and temperatures in the Santa Ynez Valley that afternoon were close to 100 degrees Fahrenheit.

## Santa Barbara County Ozone Exceedance Days 2001-2021



### Particulate Matter

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

Historically, the county has experienced regular exceedances of the state 24-hour PM<sub>10</sub> standard. Santa Barbara County is designated attainment for the federal PM<sub>10</sub> standard (150 µg/m<sup>3</sup>) and nonattainment for the state PM<sub>10</sub> standard (50 µg/m<sup>3</sup>). 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 PM<sub>10</sub> levels.

Santa Barbara County has historically experienced wildfires that cause high particle measurements in the form of both PM<sub>2.5</sub> (primarily related to smoke) and PM<sub>10</sub> (primarily related to ash and post-fire re-entrainment of ash). In recent history, wildfire season has grown longer, 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. California’s 2021 wildfire season started earlier than usual due to the ongoing drought conditions, and several large wildfires burning in other parts of the state either threatened or impacted our air quality in the summer and fall. In October 2021, the Alisal Fire burned more than 16,000 acres along the Gaviota Coast and came very close to the air monitoring station located in Las Flores Canyon. While these events affect local air quality, the state and federal Clean Air Acts provide mechanisms for excluding unusually high values such as these from the data sets that are used to determine the region’s official attainment status for the applicable

air quality standards. District staff continue to track these occurrences and collect and store information to support “exceptional events” demonstrations, when needed.



## ABOUT THE DISTRICT

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### *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 incorporated cities within the county.

### *The District's Mission*

The District's mission is to protect the people and the environment of Santa Barbara County from the effects of air pollution. 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, the District always strives 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, diversity, equity, inclusivity, and transparency.

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

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## Organizational Chart



## FY 2022-23 Job Class Table (Effective June 16, 2022)

Position Number	Classification Title	Adopted FY 2021-22	Additions / Deletions	Proposed FY 2022-23	Monthly Equivalent Salary Range (A-E)	Representation Unit
<b>Funded Positions</b>						
170	OFFICE TECHNICIAN	2.00		2.00	4203-5028	23
179	EXECUTIVE ASSISTANT/BOARD CLERK	1.00		1.00	6818-8187	32
180/181	ACCOUNTING TECHNICIAN I/II	1.00		1.00	4149-5706	24
182	ACCOUNTING TECHNICIAN III	1.00		1.00	5471-6569	24
400/401	PERMIT TECHNICIAN I/II	1.00		1.00	4876-6407	28
435/436	AIR QUALITY ENGINEER I/II	1.00		1.00	6656-8799	28
437	AIR QUALITY ENGINEER III	4.00		4.00	8152-9820	28
438	DIVISION SUPERVISOR	4.00		4.00	9189-11057	32
453/454	AIR QUALITY SPECIALIST I/II	1.00		1.00	5567-7266	28
443	AIR QUALITY SPECIALIST III	10.00		10.00	6801-8178	28
445	PRINCIPAL MONITORING SPECIALIST	1.00		1.00	7483-9049	28
446	PUBLIC INFORMATION OFFICER	1.00		1.00	6837-8211	32
502	HUMAN RESOURCES TECHNICIAN III	1.00	-1.00	0.00	5866-7184	32
503	HUMAN RESOURCES ANALYST I/II	0.00	1.00	1.00	6469-8533	32
600	DIVISION MANAGER	4.00		4.00	10473-12614	43
670	AIR POLLUTION CONTROL OFFICER	1.00		1.00	18,522	41
<b>TOTAL NUMBER OF FUNDED POSITIONS</b>		<b>34.00</b>	<b>0.00</b>	<b>34.00</b>		
<b>TOTAL NUMBER OF UNFUNDED POSITIONS</b>		<b>11.00</b>	<b>0.00</b>	<b>11.00</b>		
<b>TOTAL NUMBER OF POSITIONS</b>		<b>45.00</b>	<b>0.00</b>	<b>45.00</b>		

The Job Classification Table (above) depicts the positions needed to meet the District’s mission requirements. The 34 individuals who fill these positions are organized into four Divisions making up a dedicated District team of professionals. The District Staff Directory listing the employees filling these positions can be found at <https://www.ourair.org/apcd/apcd-staff-directory/>.

## STRATEGIC PLAN

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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 equity-based air quality and environmental goals.
- Offer timely information, in multiple languages, 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 2022-23 DISTRICT BUDGET

## Revenue Plan

	Actual FY 2020-21	Adopted FY 2021-22	Est. Act. FY 2021-22	Proposed FY 2022-23
<i>Licenses &amp; Permits</i>				
Evaluation Fees	\$ 298,954	\$ 309,785	\$ 423,257	\$ 331,742
Asbestos Notification Fees	83,650	74,204	71,847	75,907
Reevaluation Fees	1,051,752	972,702	1,062,664	686,630
Air Toxics (AB 2588)	3,873	3,739	3,739	3,704
Application Fees	149,520	111,815	120,284	124,796
Annual Emission Fees	915,413	863,163	829,751	798,098
Notice of Violation	348,550	225,000	225,000	225,000
Inspection Fees	23,354	23,945	23,945	25,298
Source Test Fees	81,407	114,346	121,067	92,844
DAS	278,938	299,099	315,788	323,562
Monitoring	635,385	536,227	472,213	565,347
<i>Use of Money</i>				
Interest	(20,650)	100,000	50,000	75,000
<i>Federal, State, and Other Governments</i>				
Federal - EPA Grant	182,277	540,000	565,000	625,000
Motor Vehicle \$4	1,364,875	1,512,032	1,546,356	1,546,356
Motor Vehicle \$2	969,309	756,016	773,178	773,178
State-PERP	56,642	58,800	61,714	52,200
State-ARB	336,203	353,049	325,261	419,757
Other Governments	239,540	310,000	260,000	310,000
<i>Charges for Services</i>				
Environmental Review	6,051	5,000	6,000	5,000
AQAP Fees	411,664	400,046	413,429	397,538
CARB Grant Programs	1,968,086	1,859,905	2,174,344	3,798,938
Reimbursable Charges	545,248	541,925	646,180	669,785
<i>Miscellaneous Revenue</i>	4,672	2,000	2,000	2,000
Revenue Total	9,934,713	9,972,798	10,493,017	11,927,680
<i>Other Financing Sources</i>				
Decrease in Fund Balance	787,346	4,539,532	2,782,397	5,044,838
Revenue Plan Total	<u>\$ 10,722,059</u>	<u>\$ 14,512,330</u>	<u>\$ 13,275,414</u>	<u>\$ 16,972,518</u>

## Expenditure Plan

	Actual FY 2020-21	Adopted FY 2021-22	Est. Act. FY 2021-22	Proposed FY 2022-23
<i>Expenditures</i>				
Administration	\$ 3,199,355	\$ 4,816,508	\$ 4,672,447	\$ 4,992,020
Engineering	1,214,999	1,413,738	1,410,681	1,354,210
Compliance	1,187,171	1,447,141	1,445,431	1,334,425
Planning	4,820,515	6,822,179	4,351,405	8,438,849
Expenditure Total	10,422,040	14,499,566	11,879,965	16,119,504
<i>Other Financing Uses</i>				
Increase in Fund Balance	161,470	12,764	1,395,449	853,014
Expenditure Plan Total	\$ 10,583,510	\$ 14,512,330	\$ 13,275,414	\$ 16,972,518

## Character of Expenditures

	Actual FY 2020-21	Adopted FY 2021-22	Est. Act. FY 2021-22	Proposed FY 2022-23
<i>Expenditures</i>				
Regular Salaries	\$ 3,863,644	\$ 3,998,093	\$ 3,998,093	\$ 4,087,430
Overtime	627	-	-	-
Benefits	2,007,462	2,161,560	2,161,560	2,006,712
Salaries & Benefits Total	5,871,733	6,159,653	6,159,653	6,094,141
Services & Supplies	4,200,680	6,476,523	3,927,945	7,867,242
Other Charges	154,880	175,390	184,367	179,600
Fixed Assets	194,747	1,688,000	1,608,000	1,978,521
Expenditure Total	10,422,040	14,499,566	11,879,965	16,119,504
<i>Other Financing Uses</i>				
Increase in Fund Balance	161,470	12,764	1,395,449	853,014
Expenditure Plan Total	\$ 10,583,510	\$ 14,512,330	\$ 13,275,414	\$ 16,972,518

## Revenue Breakout by Category

### TOTAL REVENUE

	Adopted FY 2021-22	Proposed FY 2022-23	Budget to Budget Var.	% Budget to Budget Var.
Revenue Total	\$ 9,972,798	\$ 11,927,680	\$ 1,954,882	19.6%
Use of Fund Balance	4,539,532	5,044,838	505,306	11.1%
Revenue Plan Total	<u>\$ 14,512,330</u>	<u>\$ 16,972,518</u>	<u>\$ 2,460,188</u>	<u>17.0%</u>

### GRANTS/PASS THROUGH REVENUE

	Adopted FY 2021-22	Proposed FY 2022-23	Budget to Budget Var.	% Budget to Budget Var.
<i>Grant Revenues</i>				
CARB Grants (Moyer and Other)	\$ 1,859,905	\$ 3,798,938	\$ 1,939,033	104.3%
Motor Vehicle \$2	756,016	773,178	17,162	2.3%
	2,615,921	4,572,116	1,956,195	74.8%
<i>Administrative portion of Grant</i>				
Admin Fee- General Fund	(279,739)	(515,728)	(235,989)	84.4%
<i>Use of Grant Fund Balances</i>	2,687,594	2,636,672	(50,922)	-1.9%
Revenue Plan Total	<u>\$ 5,023,776</u>	<u>\$ 6,693,060</u>	<u>\$ 1,669,284</u>	<u>33.2%</u>

### OPERATING REVENUE

	Adopted FY 2021-22	Proposed FY 2022-23	Budget to Budget Var.	% Budget to Budget Var.
Operating Revenue	\$ 7,356,877	\$ 7,355,564	\$ (1,313)	0.0%
Pass-through Admin Fee	279,739	515,728	235,989	84.4%
Use of operating fund balances	1,851,938	2,408,166	556,228	30.0%
Total Operating Budget	<u>\$ 9,488,554</u>	<u>\$ 10,279,457</u>	<u>\$ 790,903</u>	<u>8.3%</u>



## Expenditure Breakout by Category

### TOTAL EXPENDITURES

	Adopted FY 2021-22	Proposed FY 2022-23	Budget to Budget Var.	% Budget to Budget Var.
Salaries and Benefits	\$ 6,159,653	\$ 6,094,141	\$ (65,512)	-1.1%
Services and Supplies	6,476,523	7,867,242	1,390,719	21.5%
Other Charges	175,390	179,600	4,210	2.4%
Capital Assets	1,688,000	1,978,521	290,521	17.2%
Increase to Fund Balance	12,764	853,014	840,250	6583.0%
Expenditure Total	<u>\$ 14,512,330</u>	<u>\$ 16,972,518</u>	<u>\$ 2,460,188</u>	<u>17.0%</u>

### GRANTS/PASS THROUGH EXPENDITURES

	Adopted FY 2021-22	Proposed FY 2022-23	Budget to Budget Var.	% Budget to Budget Var.
<i>Grant Expenditures</i>				
Salaries and Benefits	\$ -	\$ -	\$ -	
Services and Supplies	5,023,776	6,037,864	1,014,088	20.2%
Other Charges	-	-	-	
Capital Assets	-	-	-	
Increase to Fund Balance	-	655,196	655,196	6552%
Grant Expenditure Total	<u>\$ 5,023,776</u>	<u>\$ 6,037,864</u>	<u>\$ 1,014,088</u>	<u>20.2%</u>

### OPERATING EXPENDITURES

	Adopted FY 2021-22	Proposed FY 2022-23	Budget to Budget Var.	% Budget to Budget Var.
<i>Operating Expenditures</i>				
Salaries and Benefits	\$ 6,159,653	\$ 6,094,141	\$ (65,512)	-1.1%
Services and Supplies	1,452,747	1,829,377	376,630	25.9%
Other Charges	175,390	179,600	4,210	2.4%
Capital Assets	1,688,000	1,978,521	290,521	17.2%
Increase to Fund Balance	12,764	197,818	185,054	1449.8%
Total Operating Expenditures Budget	<u>\$ 9,488,554</u>	<u>\$ 10,279,457</u>	<u>\$ 790,903</u>	<u>8.3%</u>

## DISTRICT DIVISION SUMMARIES

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The District operates with 34 positions from two office locations (one in the Santa Barbara and one in Santa Maria) and is organized into four Divisions: Administrative, Engineering, Compliance, and Planning.

### *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 utilities.

#### ***Fiscal and Executive Services***

Fiscal and Executive Services is responsible for the activities of the Board of Directors and related committees. It is also responsible for the proper accounting and reporting of resources, and the administration of District facilities, fleet, and operations. In addition to payroll, payables, and receivables, Fiscal and Executive Services manages electronic timecard submittals and provides fiscal reports by department, project, activity, and permit number.

#### ***Human Resources***

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

#### ***Public Information***

The multi-lingual Public Information Program includes production and distribution of printed and digital materials, videos, an electronic newsletter, and other educational materials; the program also includes maintenance and management of the District website and social media accounts. Our Public Information Officer maintains media relations and promotes awareness of District programs. During wildfires and other events that affect air quality, staff coordinate with local agencies to inform the public of air quality impacts.

#### ***Information Technology Services***

Information Technology (IT) Services is responsible for managing, developing, operating, cyber security, 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. The Division also coordinates all Public Records Act requests and supports 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 1,380 permitted or registered stationary facilities of small, medium, and large size, with a broad range of air pollution-emitting activities. The Division also is responsible for 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. Engineering Division staff 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 in a timely and transparent manner, often responding to the request the same day. The District routinely responds to approximately 125 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. The District also regulates and permits 15 federal Outer Continental Shelf (OCS) oil and gas offshore platforms under a delegation agreement with the USEPA. Engineering staff coordinate 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 implementation of the state’s 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 regulations. 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 National Emission Standards for Hazardous Air Pollutants, 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 a District permit to operate is issued, Engineering Division staff 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 is used to determine compliance with applicable rules and permit conditions. Staff 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. Facility inspections are performed at different frequencies based on the facility’s potential to emit, actual emissions, and compliance history. All permitted facilities are inspected at least once every three years, with most inspections occurring more frequently (e.g., once per quarter, once every six months, once per year, or once every two years). 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. 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 public 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, and with the Planning Division on telemetered monitoring data from in-plant monitors and ambient monitoring stations, clean air funding programs, and revisions to rules. 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 (NOVs). 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 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 regarding the following: 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 (Woodsmoke 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 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 before the District's Board of Directors.

### ***Community Programs***

The Planning Division initiates and supports collaborative efforts to reduce emissions from sources outside the District's regulatory purview. Staff participate in planning efforts for the use of zero-emission vehicles and alternative fuels and provide input on other community efforts to improve air quality and educate the public. Staff provide presentations at schools, businesses, and community events; develop and support partnerships around common interests with a range of organizations and agencies; and implement special outreach efforts and initiatives.

### ***Land Use***

District staff ensure that all permits, plans, rules, and programs of the District comply with CEQA. As a CEQA "responsible agency," we review the larger land development and planning

policy documents and provide comments and recommendations for mitigation measures on the air quality analyses in other local agencies' environmental documents. District staff provide technical assistance to planning agencies around the county evaluating air quality impacts of proposed development. Staff also participate in statewide efforts to refine project-level tools for calculating air quality, health, and climate change impacts and mitigation measures. In addition, staff coordinate with Santa Barbara County Association of Governments (SBCAG) on the development and implementation of transportation control measures and regional transportation plans. Staff participate 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 initiate projects through government-industry partnerships and through leveraged funding. One example is an incentive program to reduce speeds of ocean-going vessels, through our Protecting Blue Whales and Blue Skies 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 to monitor air quality in urban or populated areas throughout the county. The District also receives federal funding to support urban 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 maintain the air monitoring network, perform quality assurance reviews on data, analyze air quality levels, and submit 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 work with the Public Information Officer to widely distribute an Air Quality Alert.

## Impact Measures

The information listed below is a summary of air quality metrics that are measured throughout the calendar year and pertain to the District's efforts to attain the state and federal ambient air quality standards.

<b>Measure</b>	<b>Actual CY 2021</b>	<b>Goal CY 2022</b>	<b>Est. Actual CY 2022</b>	<b>Goal CY 2023</b>
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 <sub>10</sub> standards are not met somewhere in Santa Barbara County	1	≤ 15	15	≤ 15
Number of days on which the federal PM <sub>2.5</sub> standard is not met somewhere in Santa Barbara County	0	0	0	0

CY = Calendar Year



## *FY 2021-22 Significant Accomplishments*

This fiscal year has been like no other year, as the world continues to respond to the COVID-19 pandemic. The District successfully carried out our core responsibilities while working a hybrid schedule of remote work and office work. Safety procedures were continued for staff who worked in the office or out in the field to carry out the essential functions of the agency that required in-person interactions. Below is a listing of the significant accomplishments the District achieved throughout FY 2021-22:

- Installed a foundation, shelter, and equipment for a new ambient air monitoring station in Santa Maria, with the goal to begin operating the station in the second quarter of 2022. Upon receipt of funding, placed orders for Refinery-Related Community Air Monitoring equipment for this location.
- Launched the Clean Air Rooms Pilot Program to provide approximately 800 free HEPA devices to residents of Guadalupe and Casmalia, along with multi-lingual outreach about wildfire smoke and health.
- Performed 689 permitting actions in CY 2021.
- Performed 659 inspections in CY 2021.
- Responded to 341 air pollution complaints in CY 2021.
- Maintained the number of people exposed to a cancer risk of 10 in a million or greater from permitted sources at zero.
- Awarded \$3,402,075 in Clean Air Grants.
- Made significant efficiencies with the District's electronic processes. A new employee performance review online solution was implemented. Network files on-premise were moved to the Cloud, which provides resiliency in the case of a PSPS event or wildfire. And a new online solution was implemented, Adobe Sign, where sources can now submit certain forms online and the data will automatically feed into the District's programs and databases.
- Successfully closed escrow on the purchase of an office building in north county and worked with an architect to produce new interior and exterior renderings for the property in preparation for a remodel that will take place in FY 2022-23.
- Implemented a new diversity, equity, and inclusion committee called the IDEAA (Inclusion, Diversity, Equity, Accountability & Awareness) Committee. This committee will set a foundation for the District's operation of both internal and external programs regarding DEI and will provide ongoing staff trainings on these topics.

## *Air Quality*

Santa Barbara County air quality currently meets all federal and state ambient air quality standards, except for the state ozone standards and the state 24-hour and annual arithmetic mean standards for particulate matter (PM<sub>10</sub>).

### **2021 Ozone Measurements**

- During the 2021 calendar year, the state and federal 8-hour ozone standards were exceeded on one day, a decrease from six days in 2020.
- The state 1-hour ozone standard was not exceeded in 2021, a decrease from four days in 2020.

### **2021 Particulate Matter Measurements**

- During the 2021 calendar year, the state 24-hour PM<sub>10</sub> standard was exceeded on one day, a decrease from 33 days in 2020. This exceedance day occurred on October 11, when the Alisal Fire was affecting regional air quality. Of note, CARB stopped operating the Santa Maria PM<sub>10</sub> monitor in February 2021.
- The federal 24-hour PM<sub>10</sub> standard was not exceeded in 2021, the same as in 2020.
- The federal 24-hour PM<sub>2.5</sub> standard was not exceeded in 2021, a decrease from 10 days in 2020.

# FISCAL YEAR 2022-23

## OPERATING BUDGETS BY DIVISION

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### *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.

<b>EXPENDITURE PLAN</b>				
	Actual FY 2020-21	Adopted FY 2021-22	Est. Act. FY 2021-22	Proposed FY 2022-23
<i>Operating Expenditures</i>				
Administrative Overhead	\$ 1,067,758	\$ 2,583,915	\$ 2,555,655	\$ 2,722,686
Fiscal & Executive	1,118,323	984,226	979,226	973,217
Human Resources	80,954	162,277	158,277	167,942
Public Information	185,369	369,215	287,115	372,162
Information Technology	746,951	716,875	692,175	756,013
Operating Total	<u>3,199,355</u>	<u>4,816,508</u>	<u>4,672,447</u>	<u>4,992,020</u>
<i>Other Financing Uses</i>				
Increase in Fund Balance	-	12,764	-	197,818
Expenditure Plan Total	<u>\$ 3,199,355</u>	<u>\$ 4,829,272</u>	<u>\$ 4,672,447</u>	<u>\$ 5,189,838</u>

<b>CHARACTER OF EXPENDITURES</b>				
	Actual FY 2020-21	Adopted FY 2021-22	Est. Act. FY 2021-22	Proposed FY 2022-23
<i>Operating Expenditures</i>				
Regular Salaries	\$ 1,222,039	\$ 1,246,528	\$ 1,246,528	\$ 1,303,727
Overtime	594			
Benefits	708,020	760,739	760,739	697,923
Salaries & Benefits Total	<u>1,930,653</u>	<u>2,007,267</u>	<u>2,007,267</u>	<u>2,001,650</u>
Services & Supplies	1,098,051	1,356,551	1,211,180	1,229,870
Other Charges	139,233	152,690	154,000	145,500
Fixed Assets	31,418	1,300,000	1,300,000	1,615,000
Operating Total	<u>\$ 3,199,355</u>	<u>\$ 4,816,508</u>	<u>\$ 4,672,447</u>	<u>\$ 4,992,020</u>

## **Significant Changes (FY 2021-22 Adopted to FY 2022-23 Proposed)**

The FY 2022-23 operating total for the Administrative Division will increase by \$175,512 from the adopted 2021-22 budget, to \$4,992,020.

Salaries and benefits decreased \$5,617, primarily due to the District's pension contribution rates decreasing for FY 2022-23. Merit increases during the fiscal year will offset some of those savings.

Services and supplies decreased by \$126,681 or 9.3%. This decrease is due to the District moving away from using the County's phone system and instead using Microsoft Voice as a telephone service for all staff. This will allow staff a seamless transition with their hybrid work schedules going between home and office. Also, the District has a credit for services contracted with the County (per the County's cost allocation report) and therefore is experiencing a reduction of approximately \$45,000 for FY 2022-23.

Other charges decreased by \$7,190, primarily due to an anticipated small decrease to the District's worker's compensation insurance premiums due to no claims in the past few years.

Fixed assets increased \$315,000 from the previous fiscal year. Last year, the District had budgeted to use a portion of fund balance to purchase a small office building in northern Santa Barbara County for our north county staff. That was a one-time expenditure. The District closed escrow on the office building in September 2021. With the anticipation of building renovations, \$500,000 was allocated in FY 2021-22, however only approximately \$200,000 will be spent by the end of June 2022. The leftover renovation budget of \$300,000 is being rolled over into this budget along with another \$1,300,000 to fully renovate the space and bring it up to the District's standards. This year's fixed asset budget also includes the purchase of equipment for the District's data acquisition system (DAS).

### ***FY 2022-23 Goals and Objectives***

1. Assess, develop, and streamline processes within the Administrative Division.

#### *Fiscal and Executive Section*

2. Implement efficiencies for invoicing by working with the Engineering Division when they go live with Adobe Sign.
3. Research the billing tool option within the District's current accounting software to test whether it has the capability to handle all billings throughout the year.

#### *Human Resources Section*

4. Continue to expand on diversity, equity, and inclusion training for all staff.
5. Research and implement new electronic on-boarding process for new employees.

### *Public Information*

6. Use the District's communication tools to increase agency awareness and awareness of air quality issues, and significantly increase the number of Santa Barbara County residents who subscribe to our bilingual air quality news and who follow our social media accounts.
7. Increase outreach to Spanish-speaking and Mixteco-speaking individuals through meetings with various community groups and conduct outreach to underserved communities pursuant to the AB 617 Community Air Protection Program and increase the number of Spanish webpages on the District's website.
8. Continue working on the complete redesign of the online Permitted Facilities Map tool to better match the aesthetics and functionality of the District's redesigned website.

### *Information Technology Section*

9. Continue to research and migrate District applications and databases to the Cloud.
10. Work closely with contractor during construction of new server room at McCoy property location and make sure all IT aspects are covered (e.g., wiring, security, etc.) during the remodel process.

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## *Fiscal and Executive Services*

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*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.*

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### ***FY 2021-22 Significant Accomplishments***

- Completed the financial audit for FY 2020-21 with no audit findings.
- Successful implementation of the budget – exceeding revenue and lower-than-budgeted expenditures.
- Successfully closed escrow on the purchase of an office building in north county.
- Successfully worked with the County of Santa Barbara to relinquish office space back to them in our Santa Barbara office, accommodating their needs for moving a new department into our shared office building.
- Successfully worked with an architect to produce new interior and exterior renderings for the McCoy property in preparation for the remodel that will be taking place in FY 2022-23.
- Successfully hired and trained a new Accounting Technician.
- Completed a fee study for all District fees with the help of Matrix Consulting.
- Successfully completed the non-selective reduction for the District's EPA 105 grant. This allowed the District to continue to receive the annual federal grant funding of approximately \$500,000.

### **Recurring Performance Measures**

<b>Measure</b>	Actual FY 2020-21	Goal FY 2021-22	Est. Actual FY 2021-22	Goal FY 2022-23
Percent of actual revenue received to revenue budgeted	95.6%	100%	105.2%	100%
Percent of actual expenditures to expenditures budgeted	72.4%	100%	81.9%	100%
Total federal maintenance of effort (MOE) above/(below) previous year MOE + \$1	(\$472,315)	≤ \$1	≤ \$1	≤ \$1

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### **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.*

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#### **FY 2021-22 Significant Accomplishments**

- Conducted 9 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 revamped the District's Employee Performance Review process to make it more up-to-date and user friendly.
- Implemented a new diversity & inclusion committee called the IDEAA (Inclusion, Diversity, Equity, Accountability & Awareness) Committee.
- Implemented all Emergency OSHA guidelines and new legislation as it became effective to make sure the District was following all protocols put into place during the pandemic.

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## Public Information

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*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.*

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### **FY 2021-22 Significant Accomplishments**

- Issued more than 29 news releases regarding District news, air quality alerts, and prescribed burns, and promoted media coverage of District issues and news.
- Participated in media interviews on local air quality issues.
- Implemented multiple efforts to inform the community of air quality impacts from wildfire smoke from the October 2021 Alisal Fire as well as smoke transported to our region from fires burning elsewhere.
- Continued to share instructions about how to protect against wildfire smoke by creating “clean air rooms.” Coordinated with County Public Health and other agencies to issue air quality alerts; created materials (including animated, with voiceover, versions of our popular series of bilingual “clean air rooms” infographics); worked with schools on understanding air quality alerts and air quality data to best guide decision-making about outdoor activities for students during wildfire smoke events; and participated in responder calls and meetings.
- Implemented and launched the Clean Air Rooms Pilot Program to provide approximately 800 free HEPA devices to residents of Guadalupe and Casmalia, along with multi-lingual outreach about wildfire smoke and health. Devices were provided during community distribution events in September 2021 and then again in the spring to fulfill a waiting list created during the September 2021 events.
- Continued to attract new social media followers and subscribers to our listservs for news, air quality alerts, and prescribed burn information.
- Launched Spanish version of our popular Today’s Air Quality webpage, showing hourly air quality conditions for all District monitoring stations and daily forecasts for Santa Barbara County, as well as information about understanding the Air Quality Index (AQI) to interpret air quality readings.
- Successfully conducted outreach about the District’s transition to new phone numbers, to ensure community members and regulated sources know how to best contact us.
- Began the process of working on the complete redesign of the online Permitted Facilities Map tool to better match the aesthetics and functionality of the District’s redesigned website.

### **Recurring Performance Measures**

<b>Measure</b>	Actual FY 2020-21	Goal FY 2021-22	Est. Actual FY 2021-22	Goal FY 2022-23
Publish e-newsletter	1	4	4	6
Community events	0	6	4	6
Number of air quality alert subscribers	2,300	4,600	3,000	4,500

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### **Information Technology Services**

*Purpose Statement: The Information Technology Services (ITS) is responsible for the management, development, operation, training, and maintenance of information systems. 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 2021-22 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. Due to increased remote work during the pandemic, all staff were issued laptops.
- Continued to increased IT system security whenever feasible.
- Hardware and software systems were upgraded or replaced as necessary keeping in line with our goal of providing reliable and cost-effective information systems.



- Provided ongoing support and enhancements for the payroll, accounting, Integrated Database System, and the telecommuting program.
- Successfully transitioned all District staff to Microsoft Voice for telephone services. This will be a significant savings for the District as well as more versatile now that staff are working on a hybrid schedule.
- Successfully updated the District’s aging security fob system at the Santa Barbara office. Staff now have personal identification cards and lanyards that are worn when in the office that communicate with the new system.

**Recurring Performance Measures**

<b>Measure</b>	Actual	Goal	Est. Actual	Goal
	FY 2020-21	FY 2021-22	FY 2021-22	FY 2022-23
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.

<b>EXPENDITURE PLAN</b>				
	Actual FY 2020-21	Adopted FY 2021-22	Est. Act. FY 2021-22	Proposed FY 2022-23
<i>Operating Expenditures</i>				
Administrative Overhead	\$ 272,163	\$ 231,392	\$ 230,692	\$ 162,795
Permitting & Air Toxics	942,836	1,182,346	1,179,989	1,191,415
Operating Total	1,214,999	1,413,738	1,410,681	1,354,210
<i>Other Financing Uses</i>				
Increase in Fund Balance	-	-	-	-
Expenditure Plan Total	<u>\$1,214,999</u>	<u>\$1,413,738</u>	<u>\$ 1,410,681</u>	<u>\$1,354,210</u>

<b>CHARACTER OF EXPENDITURES</b>				
	Actual FY 2020-21	Adopted FY 2021-22	Est. Act. FY 2021-22	Proposed FY 2022-23
<i>Operating Expenditures</i>				
Regular Salaries	\$ 839,016	\$ 925,008	\$ 925,008	\$ 944,276
Overtime				
Benefits	374,037	416,867	416,867	395,159
Salaries & Benefits Total	1,213,053	1,341,875	1,341,875	1,339,435
Services & Supplies	1,464	70,863	66,722	12,775
Other Charges	482	1,000	2,084	2,000
Fixed Assets	-	-	-	-
Operating Total	<u>\$1,214,999</u>	<u>\$1,413,738</u>	<u>\$ 1,410,681</u>	<u>\$1,354,210</u>

### **Significant Changes (FY 2021-22 Adopted to FY 2022-23 Proposed)**

The FY 2022-23 operating total for the Engineering Division decreased by \$59,528 from the adopted FY 2021-22 budget, to \$1,354,210.

Salaries and benefits decreased \$2,440, primarily due to the District's pension contribution rates decreasing for FY 2022-23. Merit increases during the fiscal year will offset some of those savings.

Services and Supplies decreased \$58,088 due to a one-time project that took place in FY 2021-22 for a fee study. The fee study compared the District's current fee structure to that of other air

districts within the state. The fee study also included a component to verify that the District's programs are receiving a 100% cost recovery where warranted. The results are still being reviewed and we hope to have an update to the Board in the coming months.

Other charges increased by \$1,000. This increase is due to fuel costs for the Engineering Division's fleet vehicle. Fixed assets had no change from the previous year; there are no anticipated fixed asset purchases planned for FY 2022-23.

### ***FY 2022-23 Goals and Objectives***

#### *Permitting Section*

1. Continue to automate permit application forms to streamline the transfer of data into the District's permitting database.
2. Continue working with the Planning Division to implement requirements of AB 617 Community Air Protection Program, including Criteria Pollutant and Toxics Emission Reporting (CTR) requirements for permitted sources, automation of the uploading of this data to CARB's reporting database, and Best Available Retrofit Control Technology (BARCT) rule development and revisions.
3. Continue working on the complete redesign of the online Permitted Facilities Map tool to better match the aesthetics and functionality of the District's redesigned website.

#### *Permit Compliance Section*

4. Complete training Engineering Division staff on the process for manually uploading permit compliance data for our USEPA-mandated reporting requirements.
5. Continue working with Compliance Division to automate permit compliance and annual report forms to streamline the transfer of data into the District's permit compliance database.

#### *Air Toxics Section*

6. Continue the AB 2588 Toxics "Hot Spots" process for the 23 high-priority sources currently under review.

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## *Permitting, Air Toxics, and Permit Compliance*

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*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, and we provide transparent and timely responses to Public Records Act requests for information.*

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### ***FY 2021-22 Significant Accomplishments***

- Completed 689 permitting actions during CY 2021.
- Issued 23 Part 70 federal operating permit renewals during CY 2021.
- Reviewed 96 emissions source tests during CY 2021.
- Replied to 125 requests for information and provided 3,923 records under the Public Records Act during CY 2021.
- Successfully onboarded and trained two new Engineering Division staff.
- Implemented tools and a training program on electronic file searches for Engineering Division.
- Implemented electronic breakdown reporting procedures using Adobe Sign that streamline the transfer of data into the District's permit compliance database.
- Completed review of three AB 2588 Air Toxics “Hot Spots” program Air Toxics Emissions Inventory Plans (ATEIPs) and one Air Toxics Emissions Inventory Report (ATEIR).
- Worked with Planning Division staff to update/revise emission factors for toxic air pollutants.
- Worked closely with CARB and other California air district staff to develop a webpage to help the public understand how stationary source air quality permitting is conducted in California.
- Provided substantive air quality health risk and ambient standards review and analyses to the County for multiple proposed development projects.

**Recurring Performance Measures**

<b>Measure</b>	Actual FY 2020-21	Goal FY 2021-22	Est. Actual FY 2021-22	Goal FY 2022-23
<b>Permit Processing</b>				
Percent of Authority to construct permit applications reviewed for completeness within 30 days of receipt	100%	100%	100%	100%
Percent of authority to construct permits issued within 180 days of application completeness	99%	100%	98%	100%
Percent of permit to operate annual scheduled reevaluation renewals completed within the year	87%	90%	90%	90%
<b>Compliance</b>				
Percent of complete review of all Part 70 major source compliance verification reports within 120 days	33%	50%	53%	50%
<b>Source Testing</b>				
Percent of source test reports reviewed within 60 days	93%	75%	100%	75%
<b>Public Records Act Information Request Response</b>				
Percent of requests initially responded to within 10 days of receipt	99%	98%	98%	98%

## 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.

<b>EXPENDITURE PLAN</b>				
	Actual FY 2020-21	Adopted FY 2021-22	Est. Act. FY 2021-22	Proposed FY 2022-23
<i>Operating Expenditures</i>				
Administrative Overhead	\$ 280,508	\$ 333,438	\$ 332,945	\$ 175,544
Compliance & Enforcement	906,663	1,113,703	1,112,486	1,158,881
Operating Total	1,187,171	1,447,141	1,445,431	1,334,425
<i>Other Financing Uses</i>				
Increase in Fund Balance	-	-	-	-
Expenditure Plan Total	<u>\$1,187,171</u>	<u>\$1,447,141</u>	<u>\$1,445,431</u>	<u>\$1,334,425</u>

<b>CHARACTER OF EXPENDITURES</b>				
	Actual FY 2020-21	Adopted FY 2021-22	Est. Act. FY 2021-22	Proposed FY 2022-23
<i>Operating Expenditures</i>				
Regular Salaries	\$ 727,194	\$ 774,523	\$ 774,523	\$ 779,728
Overtime				
Benefits	387,497	432,968	432,968	397,687
Salaries & Benefits Total	1,114,691	1,207,491	1,207,491	1,177,415
Services & Supplies	12,858	29,650	18,857	37,010
Other Charges	7,887	10,000	19,083	20,000
Fixed Assets	51,735	200,000	200,000	100,000
Operating Total	<u>\$1,187,171</u>	<u>\$1,447,141</u>	<u>\$1,445,431</u>	<u>\$1,334,425</u>

### **Significant Changes (FY 2021-22 Adopted to FY 2022-23 Proposed)**

The FY 2022-23 operating total for the Compliance Division decreased by \$112,716 from the adopted FY 2021-22 budget, to \$1,334,425.

Salaries and benefits decreased \$2,441, primarily due to the District's pension contribution rates decreasing for FY 2022-23. Merit increases during the fiscal year will offset some of those savings.

Services and Supplies increased by \$7,360, due to the increase of anticipated training and travel for staff due to COVID-19 pandemic situation improving.

Other charges increased by \$10,000 due to increased District fleet vehicle use with the COVID-19 pandemic situation improving, increased gas costs, and increased maintenance costs.

Fixed assets decreased by \$100,000 from the previous year. Two vehicles within the District fleet are scheduled to be replaced with hybrid vehicles.

### ***FY 2022-23 Goals and Objectives***

1. Complete training all Compliance Division staff on the process for manually uploading compliance data for our USEPA-mandated reporting requirements.
2. Initiate automating Compliance letters to streamline the generation of these documents.
3. Continue working with the Engineering Division to automate annual report forms to streamline the transfer of data into the District's database.
4. Continue working on the complete redesign of the online Permitted Facilities Map tool to better match the aesthetics and functionality of the District's redesigned website.
5. Continue to cross-train Compliance Division staff to ensure continuity of operations.
6. Update 10% of the Compliance Policy and Procedures.

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## ***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.*

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### ***FY 2021-22 Significant Accomplishments***

- Performed 659 inspections during CY 2021.
- Responded to and documented 341 air pollution complaints during CY 2021.
- Received and reviewed 100 asbestos renovation/demolition notifications during CY 2021.
- Performed the administrative functions for 14 variance petitions during CY 2021.
- Reviewed and approved Smoke Management Plans for seven prescribed burns, totaling 563.5 acres, that were conducted during CY 2021. There were no complaints or air quality exceedances associated with these prescribed burns.
- Reviewed and updated 10% of the Compliance Policies & Procedures.
- Successfully revised the Hearing Board Policies and Procedures with unanimous approval by the District's Hearing Board.

**Recurring Performance Measures**

<b>Measure</b>	<b>Actual FY 2020-21</b>	<b>Goal FY 2021-22</b>	<b>Est. Actual FY 2021-22</b>	<b>Goal FY 2022-23</b>
<b>Inspections</b>				
Percent of citizen complaints about air pollution responded to				
- within 3 hours	88%	90%	91%	90%
- within 24 hours	95%	95%	98%	95%
Percent of Part 70 facilities inspected	87%	100%	100%	100%
Percent of permitted facilities inspected within the last 3 fiscal years	92%	100%	85%	100%
Percent of initial settlement agreements sent within 90 days of NOV issuance	45%	60%	40%	60%
Percent of settlement agreements finalized within 1 year of NOV issuance for NOVs issued in the prior fiscal year	55%	60%	72%	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.

<b>EXPENDITURE PLAN</b>				
	Actual FY 2020-21	Adopted FY 2021-22	Est. Act FY 2021-22	Proposed FY 2022-23
<i>Operating Expenditures</i>				
Administrative Overhead	\$ 129,935	\$ 178,818	\$ 177,868	\$ 159,963
Air Monitoring	861,350	912,349	650,949	915,593
Air Quality Planning	188,569	273,030	273,130	268,466
Rule Development	67,049	80,466	79,766	119,043
Community Programs	118,735	176,334	159,334	113,713
Land Use	190,040	218,341	217,841	262,954
Grants and Incentives Program	3,264,837	4,982,842	2,792,518	6,599,117
Operating Total	4,820,515	6,822,179	4,351,405	8,438,849
<i>Other Financing Uses</i>				
Increase in Fund Balance	161,470	-	1,395,449	655,196
Expenditure Plan Total	\$4,981,985	\$6,822,179	\$ 5,746,854	\$ 9,094,045

<b>CHARACTER OF EXPENDITURES</b>				
	Actual FY 2020-21	Adopted FY 2021-22	Est. Act FY 2021-22	Proposed FY 2022-23
<i>Operating Expenditures</i>				
Regular Salaries	\$1,075,395	\$1,052,034	\$ 1,052,034	\$ 1,059,699
Overtime	33			-
Benefits	537,908	550,985	550,985	515,943
Salaries & Benefits Total	1,613,336	1,603,019	1,603,019	1,575,641
Services & Supplies	3,088,308	5,019,460	2,631,186	6,587,587
Other Charges	7,278	11,700	9,200	12,100
Fixed Assets	111,593	188,000	108,000	263,521
Operating Total	\$4,820,515	\$6,822,179	\$ 4,351,405	\$ 8,438,849

### **Significant Changes (FY 2021-22 Adopted to FY 2022-23 Proposed)**

The FY 2022-23 operating total for the Planning Division will increase by \$1,616,670 from the adopted FY 2021-22 budget to \$8,438,849, primarily due to the increase of grant funding.

Salaries and benefits decreased \$2,441, primarily due to the District's pension contribution rates decreasing for FY 2022-23. Merit increases during the fiscal year will offset some of those savings.

Services and supplies increased by \$1,568,127 due to increased funding for our grant programs. These grant funds are to be used as pass-through to continue expanding the reach of the grant programs, including the Carl Moyer, Community Air Protection, FARMER, and Wood Smoke Changeout programs. The grant funds help local businesses and organizations take advantage of cleaner technologies to secure immediate emission reductions. Project categories include agricultural equipment, marine vessels, school and transit buses, old passenger cars and trucks, and electric vehicle infrastructure. Lastly, the monitoring section has one-time expenditures proposed to make two sites resilient to PSPS events or wildfire, by using battery backups to keep operations functioning.

Other charges had an increase of \$400 from the previous year due to increased fuel costs for the Planning Division's fleet vehicles.

Fixed Assets increased by \$75,521. This increase is due to the District needing additional funds to outfit the new Santa Maria monitoring station with additional air monitoring equipment to bring that station up to District specifications. 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 2022-23 Goals and Objectives***

1. Continue to implement requirements of AB 617 Community Air Protection Program including outreach, grant projects, 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; work with Engineering Division to implement CARB's statewide reporting regulation.
3. Prepare a triennial update to the Ozone Plan, which will demonstrate progress and commitments to again achieve attainment of the state ozone standard.
4. Assess countywide trends of PM exceedances and develop recommendations to reduce PM emissions in order to reach the state PM<sub>10</sub> standard.

#### *Rule Development*

5. Develop and adopt rules as required by the District's adopted BARCT Rule Development Schedule and other state and federal mandates.
6. Based on the results of the Fee Study, staff will evaluate potential modifications to our Fee Rule 210.

*Grants and Incentives Program*

- 7. Implement a new cycle of grant funding awarded by the state legislature in 2021 (e.g., Carl Moyer, FARMER, and AB 617 Community Air Protection).

*Air Monitoring Section*

- 8. Install Community Air Monitoring equipment pursuant to AB 1647 at the District’s Santa Maria air monitoring station.

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**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. The District works with the U.S. Environmental Protection Agency, California Air Resources Board, and Santa Barbara County Association of Governments 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 concerns of business, industry, environmental groups, and the public. Staff prepare emission inventory data required for air quality attainment planning and to invoice for emission-based fees that allow the District to continue programs that achieve clean air goals.*

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**FY 2021-22 Significant Accomplishments**

- Reviewed, updated, and submitted to CARB quality-assured 2020 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 emission factors for toxic air pollutants.

**Recurring Performance Measures**

<b>Measure</b>	<b>Actual FY 2020-21</b>	<b>Goal FY 2021-22</b>	<b>Est. Actual FY 2021-22</b>	<b>Goal FY 2022-23</b>
Submit emissions inventory data to the California Air Resources Board each year	7/31/2020	8/1/2021	7/29/2021	8/1/2022
Process emissions inventory data submitted by sources for fee invoices each year	6/18/2021	5/31/2022	5/31/2022	5/31/2023

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## Rule Development

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*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.*

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### **FY 2021-22 Significant Accomplishments**

- 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 2022 and 2023.
- Worked extensively with industry to incorporate the BARCT requirements from draft District Rule 363, Particulate Matter Control Devices, into the facility's Permit to Operate.

### **Recurring Performance Measures**

<b>Measure</b>	Actual	Goal	Est. Actual	Goal
	FY 2020-21	FY 2021-22	FY 2021-22	FY 2022-23
Number of draft rules released for public review	1	2	0	3

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## Community Programs

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*Purpose Statement: The District provides the community with assistance and information about air quality and health 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.*

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### **FY 2021-22 Significant Accomplishments**

- Worked with partners to conduct a Vessel Speed Reduction (VSR) incentive program for emission-reduction and whale-protection benefits in the Southern California Region and the San Francisco Bay Area. The partners recognized the 18 shipping companies that participated in the 2021 VSR program by promoting their achievements through outreach campaigns, press coverage, social media, and web advertisements in prominent shipping, business, and logistics media outlets. Launched a new program website at [www.bluewhalesblueskies.org](http://www.bluewhalesblueskies.org).

- Deployed additional low-cost air quality sensors at District monitoring stations and community partner locations, for a total of 46 sensors, to provide air quality trends and additional real-time air quality information to the public.
- With education programs, continued to partner with the Santa Barbara County Education Office and the Santa Barbara County Water Agency to promote classroom environmental project grants to teachers, and reached 88 students through the District’s Clean Air Ambassadors (CAA) program visits to K-3 classrooms.
- Transitioned to providing virtual air quality presentations to community and industry groups, partner agencies, and classrooms, due to the COVID-19 pandemic.
- Reached 60 students through Zoom class presentations at a University of California, Santa Barbara Environmental Law class.

**Recurring Performance Measures**

Measure	Actual	Goal	Est Actual	Goal
	FY 2020-21	FY 2021-22	FY 2021-22	FY 2022-23
Schools outreach/ class visits (including CAA)	16	30	7	30

**Land Use**

*Purpose Statement: District staff 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 2021-22 Significant Accomplishments**

- Prepared and reviewed CEQA and NEPA documents for projects in a variety of roles (as lead agency, responsible agency, or commenting agency).
- Assisted other agencies, consultants, and project proponents in the preparation of air quality impact analyses for CEQA documents for a variety of land use project types and published a limited update of the CEQA guidance document, “Scope and Content of Air Quality Sections in Environmental Documents”.
- Continued to work with land use agencies and interested parties on options for local mitigation of greenhouse gas emissions.

- Participated in committees and work groups related to land use review and air quality impact assessment and mitigation, including the Subdivision/Development Review Committees of Santa Barbara County and Goleta, and SBCAG’s Technical Transportation Advisory Committee, Technical Planning Advisory Committee, and Joint Technical Advisory Committee.
- Participated in a CAPCOA workgroup and a larger Technical Advisory Committee related to two efforts: to update and move the CalEEMod emissions estimation model to an online platform, and to make a substantial update to the CAPCOA Handbook for Analyzing GHG Mitigation Emission Reductions, Assessing Climate Vulnerabilities, and Advancing Health and Equity.

**Recurring Performance Measures**

<b>Measure</b>	Actual FY 2020-21	Goal FY 2021-22	Est. Actual FY 2021-22	Goal FY 2022-23
Percent of CEQA reviews completed within 30 days for all environmental documents and land use projects	100% of 111	100% of 140	100% of 107	100% of 140

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*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. We foster government and industry cooperation and support local businesses by providing incentives to aid in the implementation of low-emissions technologies. Grant and incentive programs are alternatives to the traditional regulatory approach that secure significant emissions reductions and increase flexibility for businesses and public health benefits to the community.*

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**FY 2021-22 Significant Accomplishments**

- Applied for and received grant funds from CARB for Carl Moyer Program Year 23, and FARMER Year 4.
- Awarded the grants to replace the following old, high-emitting diesel-fueled equipment with cleaner emission technologies:
  - 18 agricultural tractors (16 diesel-powered; two electric-powered),
  - 1 electric-powered utility tractor, and
  - 1 marine vessel main engine.
- Awarded grants for 3 electric school buses to help school districts expand their fleet with zero emission buses.

- Issued grants to partially fund the purchase/installation of 69 electric vehicle charging ports with Level 2 charging capability and 31 electric vehicle charging ports with Level 3 charging capability (56 charging ports in North County and 44 charging ports in South County).
- Purchased and scrapped 139 vehicles under the Old Car Buy Back Program.
- Completed 22 wood-burning device change-outs for the Woodsmoke Reduction Program.
- Worked with the Center for Sustainable Energy, California Energy Commission, and regional partners to design a California Electric Vehicle Infrastructure Project (CALeVIP) rebate program for electric vehicle charging stations. The CALeVIP South Central Coast Incentive Project launched in August 2021, providing funding for electric vehicle charging stations in Santa Barbara, San Luis Obispo, and Ventura counties. In total, more than \$5 million in funding was secured for CALeVIP rebates in Santa Barbara County.

**Recurring Performance Measures**

<b>Measure</b>	<b>Actual FY 2020-21</b>	<b>Goal FY 2021-22</b>	<b>Est. Actual FY 2021-22</b>	<b>Goal FY 2022-23</b>
NO <sub>x</sub> , ROC, and PM emissions reduced from signed grant agreement projects (tons).	126	100	115	125
Average cost effectiveness for all grant program funded projects (\$/ton)	\$18,305	\$42,000	\$29,583	\$23,944

**Air Monitoring**

*Purpose Statement: We operate a county wide ambient air monitoring network to determine the relationship between our air quality and the federal and state air quality standards by comprehensively and accurately documenting the urban, regional, and source-specific pollutant concentrations. Information is gathered to allow for sound decisions by policymakers, the public, and the District in our combined efforts to protect public health.*

**FY 2021-22 Significant Accomplishments**

- Operated or provided oversight for the collection of high-quality ambient air quality data from monitoring stations throughout the county.
- Performed seven deployments of temporary particulate monitors to inform the public about air quality impacts from prescribed burns and wildfires.

- Published the 2020 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 2021 Annual Air Monitoring Network Plan. Also developed and submitted to USEPA our 2020 Five Year Network Assessment.
- Began setting up new Santa Maria air monitoring station by installing shelter, fencing, racks, railings and applying for electrical power. Submitted letter to EPA requesting that this station be designated as a SLAMs station.
- Deployed a mobile air monitoring station to investigate air quality complaints.
- Continued running a PM<sub>2.5</sub> sampler at our Santa Ynez monitoring station to help evaluate particulate levels in the area.

***Recurring Performance Measures***

<b>Measure</b>	Actual CY 2019	Goal CY 2020	Est. Actual CY 2020	Goal CY 2021
Collect 80%/90% valid data for air quality/meteorological measurements.	99%/99%	100%/100%	100%/100%	100%/100%



ATTACHMENT B

Fiscal Year 2022-23  
Budget Resolution

June 16, 2022

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 2022-23

APCD RESOLUTION NO. \_\_\_\_\_

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**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 1, 2022, 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 19, 2022, 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 16, 2022, 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 2022-23 Fiscal Year for the District, and said budget document consists of the *Fiscal Year 2022-23 Proposed Budget* and related designations, budget revisions, the

APCD RESOLUTION ADOPTING THE BUDGET  
FOR FISCAL YEAR 2022-23

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 2021-22 appropriations for fixed assets and other material purchases that have been ordered, but not received, by June 30, 2022 to the 2022-23 budget;
4. The Control Officer and Auditor-Controller in compiling the final budget are authorized to make adjustments where the Fiscal Year 2021-22 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 2022-23 to reflect the transfer of any Fiscal Year 2021-22 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 2022-23 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 2022-23

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 2022-23 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 2022-23 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 2022-23 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 2022-23

**PASSED, APPROVED AND ADOPTED** by the Air Pollution Control District Board of the Santa Barbara County, State of California, this 16<sup>th</sup> day of June, 2022, 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:**

RACHEL VAN MULLEM  
Santa Barbara County Counsel

By  \_\_\_\_\_  
Deputy

**APPROVED AS TO FORM:**

BETSY M. SCHAFFER, CPA  
Auditor-Controller

By  \_\_\_\_\_  
Deputy

ATTACHMENT C

Fiscal Year 2022-23  
Salary Resolution

June 16, 2022

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. \_\_\_\_\_

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**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 16, 2022 as contained in the *Fiscal Year 2022-23 Proposed Budget Job Class Table* on page 16; 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 2022-23

**PASSED, APPROVED AND ADOPTED** by the Air Pollution Control District Board of the Santa Barbara County, State of California, this 16<sup>th</sup> day of June, 2022, 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:**

RACHEL VAN MULLEM  
Santa Barbara County Counsel

By *Victoria Parks Tuttle*  
Victoria Parks Tuttle (Jun 1, 2022 15:13 PDT)  
Deputy

**APPROVED AS TO FORM:**

BETSY M. SCHAFFER, CPA  
Auditor-Controller

By *C. Edin*  
Deputy



ATTACHMENT D

Fiscal Year 2022-23  
Human Resources Analyst I/II  
Class Specification

June 16, 2022

Santa Barbara County Air Pollution Control District  
Board of Directors

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



## HUMAN RESOURCES ANALYST I/II

*Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities associated with specified positions. Therefore, specifications may not include all duties performed by individuals within a classification. In addition, specifications are intended to outline the minimum qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.*

### **DEFINITION:**

Under general supervision (I), and limited supervision (II), performs a variety of professional and analytical Human Resources functions including payroll, benefits, recruitment, testing and selection, classification and compensation, discipline, grievances, investigations, employee relations, and employee training. Individuals in the II classification may act as a lead and/or supervise a special program/project.

### **CLASS CHARACTERISTICS:**

Incumbents of this professional series perform increasingly difficult and complex human resources-related analysis tasks, conducts studies, and coordinates projects. The I and II levels are both at the journey level. A distinguishing characteristic between the I and II is a combination of scope, significance and independence of the work performed and the level at which they are performing.

These positions report to the Division Manager in the Administrative Division.

### **ESSENTIAL FUNCTIONS:** *(including, but are not limited to, the following)*

- Plan and conduct recruitments for a wide variety of clerical, trades, technical, paraprofessional, professional, extra-help, and supervisory and managerial job classes.
- Perform a variety of analytical and technical tasks involved in the human resources function including recruitment, testing and selection, classification and compensation, discipline, grievances, investigations, labor relations support, employee relations, benefits administration, and employee training
- Create and amend job announcements, brochures, advertisements, and correspondence based on input received from divisional management and supervisor staff.
- Review and evaluate employment applications for minimum employment standards; review and compile test results; contact candidates and schedule appointments; may participate in interview process; prepare and send out notices in accordance with Civil Service Rules pertaining to recruitment activities.
- Assist in the development and preparation of written and oral performance exams.
- Analyze and prepare salary and benefit reports from a variety of sources including but not limited to websites, phone interviews, and published studies.
- Complete special projects relating to a variety of labor relations, risk management, and personnel management activities including coordinating the District's monthly safety program, and tracking staff evaluations and office inspections.
- Interpret District policies and procedures, Civil Service Rules, and Memoranda of Understanding to District employees and managers, members of the public, and applicants.

- Participate in various workshops and trainings; stay abreast of new trends and innovations in the field of Human Resources Management.
- Research and assess the impact of new or revised legislation; recommend changes to District policies; collect and analyze statistical data.
- Provide support for labor relations activities including collecting data, preparing reports, taking minutes, and responding to information requests.
- Administer and conduct new hire orientations; identify and collect background information; gather and assemble required information for input into HR and Payroll personnel and medical files.
- Receive, review and process payroll records, documentation, leave requests; audit documents for completeness, accuracy and conformance with Federal, State and District regulations, policies and procedures.
- Administer bi-weekly payroll, employee reimbursement program for approved employee-related training and travel expenses. Prepare deposits for employee payments, Federal and State taxes, third party payments and retirement contributions.
- Prepare a variety of reports for Federal and State tax payments, Workers' Compensation premium payments and Workers' Compensation audit.
- Administer District benefit programs and conducts annual open enrollment; process all changes related to annual benefit election changes as well as any mid-year changes; compile benefit data and prepare summary reports.
- Respond to staff inquires for information regarding payroll and benefits.
- Administer employee leave programs and notices required under State and Federal regulations including Workers' Compensation, FMLA, California Pregnancy Leaves, COBRA, and Medicare.
- Administer and track employee leave time under Federal and State leave regulations.
- Coordinate with employee and department representatives relative to reasonable accommodations to comply with Federal law.
- Reconcile bills from service providers to District records and prepares claims for payment; work with District employees and insurance companies to facilitate resolution of problems; prepare agendas and takes minutes for group health committees, labor management collaborative groups, and negotiations with bargaining groups.
- Updates the Human Resources webpages on both the external and internal District websites.
- Analyze and review District classifications; and prepare desk audits and/or position studies, make recommendations on changes and update and maintain class specifications.
- Investigate discrimination and harassment complaints accordingly and ensure established procedures are in compliance with applicable laws. Analyze findings, document, process and make recommendations.
- Perform related duties as assigned and as required to fulfill the essential functions of the position.

**KNOWLEDGE/ABILITIES/SKILLS:** *(The following are a representative sample of the KAS's necessary to perform essential duties of the position)*

**Knowledge of:**

Fundamental principles and practices used in public personnel management including job and position analysis; recruitment and selection; principles and practices of human resources management and benefit administration; affirmative action; classification and compensation; employee and labor relations; complaint investigations; compensation and employee benefits; performance planning and appraisal; negotiating techniques and costing; modern trends in human resource program development; principles of organizational and administrative research, analysis and methodology; report writing methods and practices; management and organizational analysis and design; a general knowledge of Federal, State and Local laws, regulations and standards pertaining to equal employment opportunity, fair labor standards, affirmative action, diversity and inclusion, labor relations, employee benefits, Workers' Compensation, and safety.

**Ability to:**

Communicate effectively orally and in writing; prepare clear, complete, and technically accurate reports; organize, analyze data related to human resources issues; prepare and present data in a logical format; identify, research and solve personnel management problems; maintain confidentiality of information contained in employee personnel files, medical files, and disciplinary meetings; exercise sound independent judgment and initiative within established guidelines; read and understand District policies and procedures and applicable Local, State and Federal legislation; perform multiple tasks and meet numerous deadlines; form conclusions and make sound decisions; exercise tact and diplomacy in dealing with sensitive and complex personnel issues and employee situations; establish and maintain effective working relationships.

**Skill to:**

Operate standard office computer equipment and a variety of word processing, data management and other software applications.

**QUALIFICATION GUIDELINES:** *(The following are minimal qualifications necessary for entry into the classification)*

**Education and/or Experience**

Any combination of education and/or experience that has provided the knowledge, skills, and abilities necessary for acceptable job performance. Example combinations include:

**Human Resources Analyst I** Two years of professional Human Resources experience including some experience in governmental agencies or any combination of education and/or experience that has provided the knowledge, skills, and abilities necessary for acceptable job performance.

**Human Resources Analyst II** Successful completion of an equivalent of 30 units from an accredited learning institution in the disciplines of human resources management including recruitment and selection, organization and employee development, benefits, compensation, labor relations and diversity and inclusion, or a closely related field; two years equivalent experience as a Human Resources Analyst I; **and** one additional year of increasingly responsible professional experience performed in an independent manner that provides the required knowledge, skills and abilities to perform the essential duties of the position. A bachelor's degree in any of the preferred disciplines may be substituted for one year of experience.

**WORKING CONDITIONS:**

Position requires prolonged sitting, standing, walking, reaching, twisting, turning, kneeling, bending, squatting, and stooping in the performance of daily activities. The position also requires grasping, repetitive hand movement, and fine coordination in writing, preparing statistical reports, and evaluating data using a computer keyboard. Additionally, the position requires near vision when reading correspondence and statistical data on the computer, and acute hearing when providing telephone service and communicating in person. The need to lift, drag and push files, displays or other materials weighing up to 25 pounds may be required.

**SPECIAL REQUIREMENTS:**

Possession of or ability to obtain and maintain a Class C California driver's license.

FLSA: I/II Non-Exempt  
I/II Flex  
Confidential/Unrepresented, Unit 32

Adopted: TBD