



air pollution control district
SANTA BARBARA COUNTY

DISTRICT EFFICIENCY MEASURES

Board of Directors
Santa Barbara County
Air Pollution Control District

Our Mission: To protect the people and the environment
of Santa Barbara County from the effects of air pollution.

Aeron Arlin Genet
Director / APCO

August 18, 2022



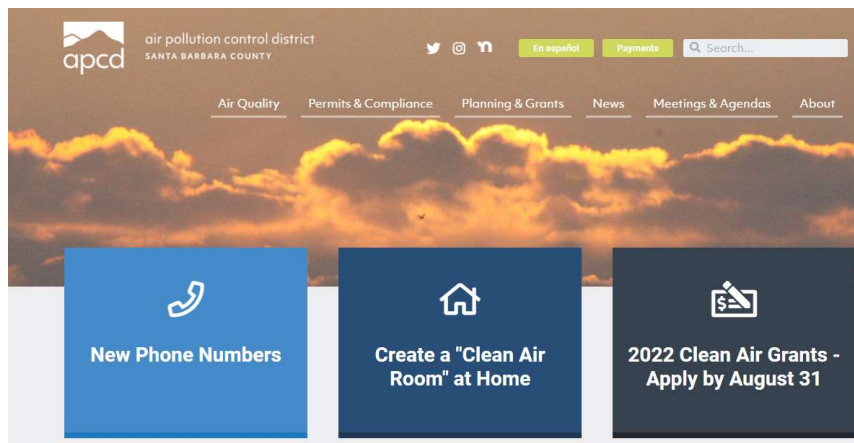
BACKGROUND: LESS STAFF SAME AMOUNT OF WORK

- Staffing levels:
 - 1993 - 113 FTE
 - 2012 - 50.25 FTE
 - Today – 34 FTE
- Productivity rests on a foundation of efficiency
- District has invested the time and resources to make sure staff have the tools they need to get the job done



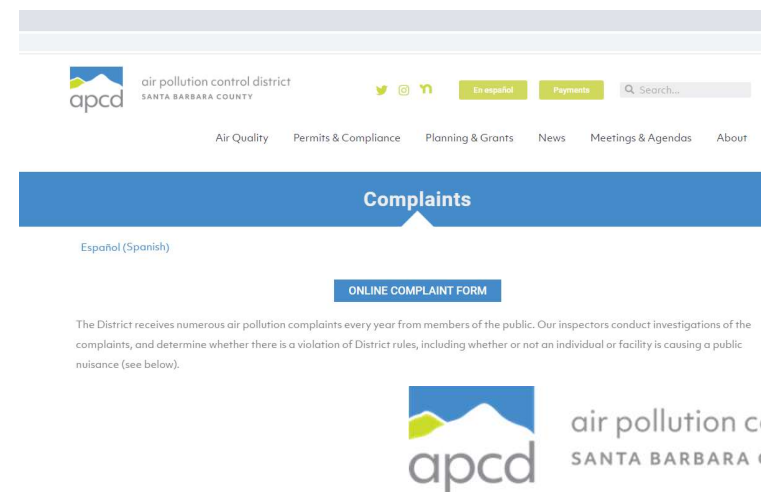
ONLINE RESOURCES FOR SOURCES AND THE PUBLIC

- Implemented an Online Payment option for District sources



- Created and implemented an Online Complaint Submission form

<https://www.ourair.org/complaints/>



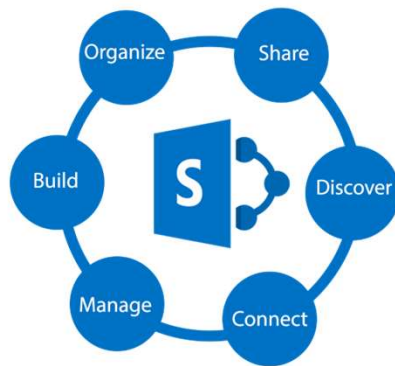
DISTRICT WIDE EFFICIENCY MEASURES

- **Digitized the District's archives** The District worked with a company to scan over 700 boxes of archived documents to make them electronic. Staff then move them into folders on the District's network and made them searchable so all staff can review archives if needed.
- **Migrated to Microsoft Teams Voice** This is Microsoft's cloud-based phone system add on for *Microsoft Office 365*. It is a phone system only in the cloud, accessible from a mobile device or your computer at any location. It was a critical piece of the puzzle when trying to transition to a hybrid work environment.



ADMINISTRATIVE DIVISION EFFICIENCY MEASURES

- **Migrated on-premises network files to SharePoint** With the use of Microsoft SharePoint, electronic files have been created and saved to the cloud to allow District staff access to files even if the servers go offline at the office. This is especially important in the case of wildfires or Power Safety Power Shutoffs (PSPS) events.



SharePoint Document Management

Trakstar Perform is the chosen employee performance management software of some of today's top employers. Align goals, lay pathways, and show your employees what "good" looks like. Supercharge your workforce.

EMPOWERING HR PROFESSIONALS AT OVER 3,000 COMPANIES

UCSF, Forbes, PEPICO, BAUSCH Health, Ring Power, NORTH WEST COMPANY

- **Implemented a fully electronic employee performance review system** – The District recently implemented *Trakstar Performance Management* to conduct employee performance reviews.



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COMPLIANCE DIVISION EFFICIENCY MEASURES

- **Inspection Checklists** Inspectors use inspection checklists for common types of inspections (e.g. Gas stations, Emergency/Standby diesel generators) which saves time compared to a written narrative inspection report.
- **Annual Report Review and NOVs** Continually making our annual report review and associated Notice of Violation (NOV) process more efficient. Now staff is able to generate batches of annual report NOV emails (with the NOV documents automatically completed and attached) directly from the database for late and missing annual reports.

The screenshot shows a software interface for generating NOV emails. On the left, there is a form with the following fields and options:

- Letter Type: Annual Report NOV (dropdown menu)
- Letter: (text input field)
- Signed By: Benise Limon (dropdown menu)
- Save as PDF
- Use Electronic Signature
- Create Single Test Letter/Email (checkbox)

On the right, there is a section titled "Create All Letters/Emails For Selected Batch" with a list of fields:

- Batch Name
- Annual Report Year
- Annual Report Compliance Status Count
- NOV Needed Count
- RFI Needed Count
- NOV Count



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COMPLIANCE DIVISION - CONTINUED



- Remote Inspections** During the pandemic we discovered that remote inspections were a successful and efficient option for certain types of facilities. We continue to perform remote inspections for facilities with emergency/standby diesel generators.

DETAILED E/S ENGINE USAGE LOG

This table can be used by operator to log each use of the E/S engine. The data entered into this log can then be used as the basis for filling in the monthly summary form. This log shall be maintained and made available to the APCD upon request for up to 36 months from the last entry.

2022

DATE OF Use (e.g. 3/25/05)	HOURS OF OPERATION					NPPA 25/ 110 USE	HOUR METER READING AT THE END OF EACH USE	REASON IF "OTHER USE" SELECTED
	EMERGENCY Use	MAINTENANCE & TESTING	EMISSIONS TESTING	INITIAL STARTUP	OTHER USES			
1-5-22		.2					110.5	
1-19-22		.3					110.8	
2-2-22		.2					111.0	
2-10-22		.2					111.2	
3-2-22		.3					111.5	
3-8-22		.2					111.7	
3-10-22		.3					112.00	
3-30-22		.2					112.2	
4-13-22	1.1						113.3	Power was out
5-3-22		.2					113.5	
5-13-22		.3					113.8	
5-27-22		.2					114.0	
6-7-22		.3					114.3	
6-22-22		.3					114.6	



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PLANNING DIVISION EFFICIENCY MEASURES

- Developed an Excel Eligibility Calculator Tool** This tool is for the *Old Car Buy Back* program. It allows dismantlers to quickly determine if vehicles are eligible for the program. In turn, this eliminates the need for the dismantlers to contact staff with questions.

Old Car Buy Back Registration Qualification Calculator			
Directions: Enter dates in yellow spaces in DD/MM/YYYY format. Registration must have "Yes" for both qualifications in "Meets Qualifications" box to qualify.			
Basic Information			
Next Registration Due Date			
Purchase Date			
2 Year Registration Period Begins			
Smog Due			
Registration Lapses			
Date Reg Due	Date Reg Paid	Lapse?	Days Lapsed within 2 Years
		No	0
		No	0
		No	0
Suspenses (if applicable and not included in above reg lapse dates)			
Date Suspense Started	Date Suspense Ended	Days Suspended within 2 Years	
Summary		Qualification	Meets Qualifications?
Total Days Unregistered Within 2 Years	0	Less than 181 days unregistered within 2 years	Yes
Date Last Lapse/Suspense Ended	N/A	No unregistered days within past 90 days	Yes
Days till Next Smog Check	0	No Smog Check required within 60 days	Yes

- Developed an Excel Tool for Monitoring Staff** An Excel workbook was created to log routine maintenance values for equipment items and automatically calculate and convert information to a PDF file.



ENGINEERING DIVISION EFFICIENCY MEASURES

Adobe Sign Integration – Annual Reports

- The District is in the process of integrating the Adobe Sign digital signature and cloud-based platform into annual report workflows.
- These new Adobe Sign integrated annual reporting forms will allow the regulated community the ability to digitally complete, sign and submit annual reports required by District permits.
- The District has already integrated the Gas Station Annual Reporting Form ENF-58 and conducted a series of internal tests which has verified the ability to retrieve, read and store data submitted through the Adobe Sign cloud servers.



Adobe Sign



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CONCLUSION

- The District will continue to make efficiencies when possible
 - Create and implement additional Annual Report forms in Adobe Sign
 - Look to integrate Adobe Sign into additional District workflows
 - Continue to assess the District's processes to address efficiencies
 - Watch for new technologies as they come available



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