

## **Land Based**

Agricultural Commissioner

Planning and Building  
Community Development

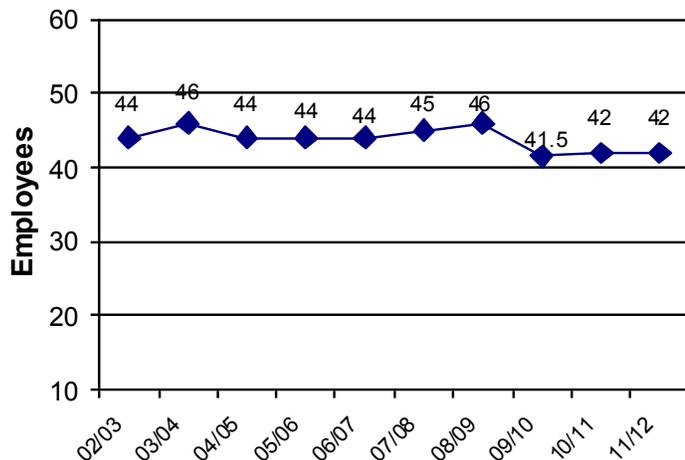
Public Works  
Public Works Special Services  
Roads  
Road Impact Fees

**MISSION STATEMENT**

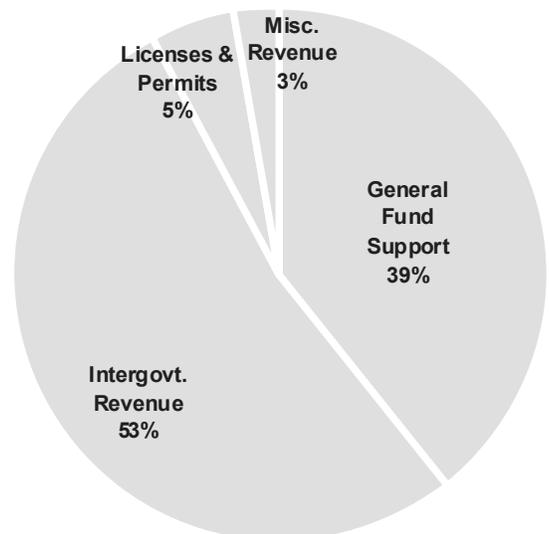
The Department of Agriculture/Weights and Measures is committed to serving the community by protecting agriculture, the environment, and the health and safety of its citizens, and by ensuring equity in the marketplace.

	2009-10	2010-11	2011-12	2011-12	2011-12
<u>Financial Summary</u>	<u>Actual</u>	<u>Actual</u>	<u>Requested</u>	<u>Recommended</u>	<u>Adopted</u>
Licenses and Permits	\$ 252,535	\$ 272,689	\$ 264,035	\$ 264,035	\$ 264,035
Fines, Forfeitures and Penalties	16,860	17,380	0	0	0
Revenue from Use of Money & Property	0	9,000	0	0	0
Intergovernmental Revenue	2,820,609	3,232,856	2,791,157	2,858,527	2,858,527
Charges for Current Services	135,598	139,576	173,050	173,050	173,050
Other Revenues	4,928	6,157	2,500	2,500	2,500
Interfund	960	3,145	1,000	1,000	1,000
<b>**Total Revenue</b>	<b>\$ 3,231,490</b>	<b>\$ 3,680,803</b>	<b>\$ 3,231,742</b>	<b>\$ 3,299,112</b>	<b>\$ 3,299,112</b>
Salary and Benefits	4,582,810	4,673,803	4,600,389	4,725,476	4,725,476
Services and Supplies	632,329	712,929	686,257	693,534	693,534
Fixed Assets	0	13,909	0	0	0
<b>**Gross Expenditures</b>	<b>\$ 5,215,139</b>	<b>\$ 5,400,641</b>	<b>\$ 5,286,646</b>	<b>\$ 5,419,010</b>	<b>\$ 5,419,010</b>
Less Intrafund Transfers	1,556	0	0	0	0
<b>**Net Expenditures</b>	<b>\$ 5,213,583</b>	<b>\$ 5,400,641</b>	<b>\$ 5,286,646</b>	<b>\$ 5,419,010</b>	<b>\$ 5,419,010</b>
General Fund Support (G.F.S.)	<u>\$ 1,982,093</u>	<u>\$ 1,719,838</u>	<u>\$ 2,054,904</u>	<u>\$ 2,119,898</u>	<u>\$ 2,119,898</u>

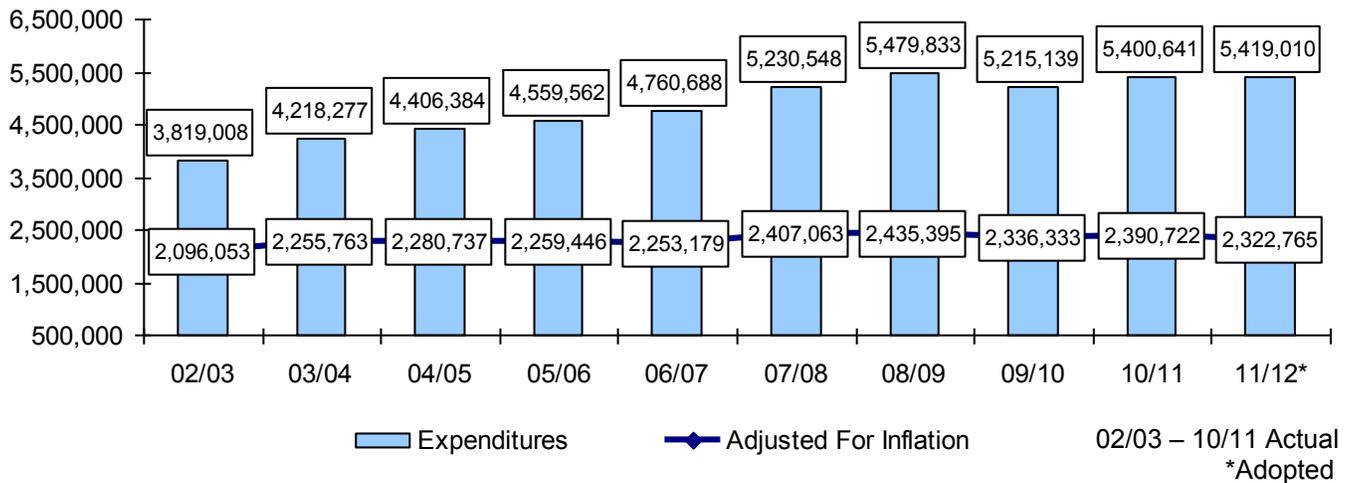
**Number of Employees  
(Full Time Equivalent)**



**Source of Funds**



**10 Year Expenditures Adjusted For Inflation**



**SERVICE PROGRAMS**

The Agricultural Commissioner has a total expenditure level of \$5,419,010 and a total staffing level of 42.00 FTE to provide the following services:

**Pesticide Use Enforcement**

Enforce mandated pesticide requirements to protect workers, public health and safety, the environment, and to ensure safe food.

Total Expenditures: \$1,522,042 Total FTE: 12.42

**Agricultural Resources Management**

Provide information and make recommendations about policies and processes to protect agricultural operations and resources.

Total Expenditures: \$375,253 Total FTE: 3.04

**Pest Management**

Promote, implement and conduct agricultural and urban integrated pest management strategies.

Total Expenditures: \$395,809 Total FTE: 2.11

**Pest Prevention**

Conduct mandated exclusion programs to prevent the introduction of quarantine pests, to determine pest presence, and to eliminate infestations. These programs protect agriculture, urban environments and native habitats in the county from injurious insect and animal pests, plant diseases and noxious weeds.

Total Expenditures: \$2,439,056 Total FTE: 18.96

**Product Quality**

Perform inspections at certified farmers' markets, nurseries, organic producers, and seed distributors to ensure quality product and compliance with mandated requirements.

Total Expenditures: \$163,697 Total FTE: 1.33

**Weights and Measures**

Protect consumers and businesses by inspecting weighing and measuring devices and verifying advertised sales prices and business practices to ensure transaction accuracy and preserve equity in the marketplace.

Total Expenditures: \$523,153 Total FTE: 4.14

**DEPARTMENT COMMENTS**

The San Luis Obispo County Agricultural Commissioner and Sealer of Weights and Measures is the local entity mandated to enforce state laws and regulations specific to plant quarantine, pesticide use and weights and measures, and operates under the authority of the California Department of Food and Agriculture and the California Department of Pesticide Regulation. The Agricultural Commissioner/Sealer also compiles annual agricultural statistics and provides other services to the community by participating in the Diablo Canyon Nuclear Power Plant Emergency Response program, aiding in emergency declarations and providing technical information to identify land use impacts to agricultural resources and operations.

Automated record keeping and services continue to be a departmental focus. The department has identified key program areas for continued implementation of automated systems including a statewide Pesticide Permitting and Use Reporting system, automated Weights and Measures record keeping, expanded use of the United States Department of Agriculture's internet based Phytosanitary Certificate Issuance and Tracking system and improved electronic database utilization for stakeholder outreach efforts. Automation and improved use of technology in these areas will help to create more effective and efficient means of acquiring information, reporting and rendering services to the community.

The department continues to identify outside revenue from state, federal and industry sources to maintain mandated activities and service levels. Through efforts by the California Agricultural Commissioners and Sealers Association, the department has realized increased funding for qualifying agricultural programs and emerging agricultural pest threats. The primary emphasis for new funding has been to address prevention, detection and eradication of detrimental pests of significance to our local agricultural industry.

**FY 2010-11 Accomplishments**

- Increased the number of licensed professional maintenance gardeners in San Luis Obispo County by 63% (from 38 to 62) through training, outreach and examination. The increase in countywide licensing for these professionals provides greater assurance that human health and safety and the environment are protected when pesticides are applied in residential landscapes.
- Involvement and membership in the California Agricultural Commissioners and Sealers Association provided the means to acquire additional funding from state and federal sources. These funds in the amount of \$310,876 specific to pest prevention effort and qualifying agricultural programs helped to reduce reliance on the County General Fund.

**FY 2011-12 Objectives**

- Improve electronic database for industry outreach and to facilitate field response to imminent pest threats. Identify key stakeholders and provide electronic communications to increase awareness of regulatory impacts to specific industry groups. Bring current electronic database from 20% to 80% of identified stakeholders.
- In response to anticipated retirements and ongoing recruitment challenges in the management classifications, we will focus on developing current staff by providing cross training in programs, standard operating procedures and policies. We will support staff taking the required state written and oral licensing exams by offering four intense, focused training sessions.

- Automation of the device inspection recordkeeping and reporting component of the weights and measures program was completed in January 2010. During the 12 months since the upgrade, administrative recordkeeping functions have been reduced by approximately 200 hours, or 44%.
- Six staff training sessions will be presented in May and June 2011 and will precede implementation of the new Pesticide Permitting and Use Reporting system, renamed CalAgPermits, scheduled for SLO County implementation in July.
- The department will transition the issuance of all state plant certifications from a paper based system to an internet based system using the Phytosanitary Certificate Issuance and Tracking system developed by the United States Department of Agriculture. With this transition, we are estimating a 20% decrease in staff time per certificate. These resources will be shifted toward improved thoroughness of mid to high risk pest prevention inspections.
- The department will assess the implementation of an Automated Price Scanner Registration ordinance. Stakeholder input will be solicited through a customer survey to assess support for an industry funded price verification program.

### **COUNTY ADMINISTRATOR'S COMMENTS AND RECOMMENDATIONS**

Overall, revenues are recommended to increase \$202,328 (6%), expenditures are recommended to increase \$144,528 (2%), and the level of General Fund support for the Agricultural Commissioner is recommended to decrease \$57,800 (2%) compared to the FY 2010-11 Adopted Budget.

The substantial increase in revenue recommended is primarily a result of increased funding from the U.S. Department of Agriculture for the detection of two new pests that have been identified in California: the European Grape Vine Moth which could impact the wine grape industry and the Asian Citrus Psyllid which could impact the citrus industry. The recommended budget includes more than \$190,000 in revenue for the detection of the European Grape Vine Moth and almost \$168,000 in revenue for the detection of the Asian Citrus Psyllid. In addition, an increase of approximately \$108,000 in revenue from the State for the eradication of the Glassywinged Sharpshooter (GWSS) is included in the recommended budget. This pest transmits Pierce's Disease, which can also impact the wine grape industry. The increase in revenue is due to the recent detection of the Glassywinged Sharpshooter in certain areas of the County.

This increase in revenue more than offsets a \$168,147 (13%) reduction in Unclaimed Gas Tax revenue. This reduction reflects a similar amount to the actual Unclaimed Gas Tax revenue allocation expected in FY 2010-11, which is lower than the amount included in the FY 2010-11 Adopted Budget. It should be noted that Section 224.5 (3) of the Food and Agriculture Code requires that, in order to be eligible to receive Unclaimed Gas Tax revenue, the County must maintain a level of General Fund support "for agricultural commissioner services at least equal to the average amount expended for the five preceding fiscal years, unless the county is facing unusual economic hardship that precludes that support." Most counties in the state, including San Luis Obispo County, have submitted documentation of economic hardship in order to obtain a waiver of this requirement and receive Unclaimed Gas Tax revenue in FY 2010-11. The County recently received notification by the CA Department of Food and Agriculture that our request for a waiver has been granted. With the recommended 2% reduction in General Fund support in the recommended budget, the County will again need to submit a request for an economic hardship waiver in FY 2011-12.

As noted above, expenditures are recommended to increase \$144,528 (2%) primarily due to a \$128,704 (2%) increase in salary and benefits. The most significant variance in this account is the expenditure for temporary help which is increasing by \$117,712 (103%) as a result of the recommended budget augmentation requests described in the table below.

Expenditures in the Services and Supplies accounts are increasing \$29,324 (4%). The most significant variances in these accounts include: an increase of \$17,519 (14%) in the Professional Services account reflecting a \$9,000 contract to address the GWSS infestation, a \$5,000 increase in the cost for the U.S. Department of Agriculture Wildlife Trappers and a \$5,000 increase in the weed removal contract and an increase of \$7,977 (17%) in vehicle depreciation charges.

Two changes to the Position Allocation List are included in the recommended budget. The Ag department currently has two ¾ time Department Automation Specialist (DAS) positions. These positions were reduced from full time status in the FY 2009-10 Adopted Budget in order to reduce the level of General Fund support for the budget. Recently, one of the incumbents left the County presenting an opportunity to reconfigure the 1.5 FTE DAS staffing to one full time position (to be filled with the remaining DAS) and one half time position (which is now vacant). This reconfiguration is reflected in the recommended budget.

**BUDGET AUGMENTATION REQUESTS ADOPTED**

<b>Unit Amount</b>	<b>Description</b>	<b>Results</b>
Gross: \$14,049 General Fund: \$0	Using State Revenue from the Pierce's Disease Control Program, increase temporary help by a total of .36 FTE to support staff in the Glassywinged Sharpshooter pest exclusion, detection, trapping and quarantine efforts.	Improve detection and eradication of Glassy Winged Sharpshooter and thus prevent Pierce's disease. <ul style="list-style-type: none"> <li>• Maintain and service on a biweekly basis all insect trapping routes within the eradication zone (100-300 traps);</li> <li>• Conduct post treatment visual monitoring of the eradication zone (60-100 properties); and</li> <li>• Conduct any necessary follow-up treatments.</li> </ul>
Gross: \$69,556 General Fund: \$0	With funds from the CA Department of Food and Agriculture, increase Pest Detection Trapper temporary help by a total of 2.27 FTE to support staff in the European Grapevine Moth (EGVM) detection effort.	Fulfill the contract requirements with CA Department of Food and Agriculture in terms of thoroughly surveying vineyards in the county for the presence of EGVM to limit potential harm to the \$166 million countywide wine grape industry.
Gross: \$41,366 General Fund: \$0	With funds from the CA Department of Food and Agriculture, increase Pest Detection Trapper temporary help by a total of 1.35 FTE to support staff in the Asian Citrus Psyllid (ACP) detection effort.	Fulfill the contract requirements with CA Department of Food and Agriculture in terms of thoroughly surveying high-risk areas of the county for the presence of ACP to limit potential harm to the \$1.88 billion statewide citrus industry.

**BUDGET AUGMENTATION REQUESTS NOT ADOPTED**

<b>Unit Amount</b>	<b>Description</b>	<b>Results</b>
Gross: \$33,634 General Fund: \$33,634	Increase one 0.75 Department Automation Specialist (DAS) to 1.0 FTE*	Increased computer support. Will restore internal and external customer services: specifically standardizing the file structure for the department's shared drive to streamline network operations and facilitate file storage and management.
Gross: \$33,634 General Fund: \$33,634	Increase one 0.75 DAS to 1.0 FTE*	Standardize database platform to increase efficiency and reduce software licensing costs.

\*As noted above, the recommended budget maintains the current allocation of 1.5 FTE DAS positions but is now represented as one full-time DAS and one half-time DAS.

**BOARD ADOPTED CHANGES**

None.

**GOALS AND PERFORMANCE MEASURES**

<b>Department Goal:</b> Ensure the department's Mission Statement commitment to serving the community is demonstrated by all services.						
<b>Communitywide Result Link:</b> A well-governed community.						
<b>1. Performance Measure:</b> Percentage of clients that indicate they are satisfied with departmental services. (Quality measure)						
06-07 Actual Results	07-08 Actual Results	08-09 Actual Results	09-10 Actual Results	10-11 Adopted	10-11 Actual Results	11-12 Target
95% overall satisfaction with services provided to the Planning department, LAFCO, and other agencies regarding land use planning projects	98.5% overall satisfaction with services provided to local customers receiving plant shipments from Glassy-winged Sharpshooter infested areas	95% overall satisfaction with services provided to local customers submitting pesticide use reports over the internet	100% overall satisfaction with services provided to local customers who receive certification for famers markets	95% overall satisfaction with services provided to local customers who receive export certification services	94.4% overall satisfaction with services provided to local customers who receive export certification services	95% overall satisfaction with services provided to local grape growers who participate in the detection of European Grapevine Moth
<p><b>What:</b> The department solicits feedback including ideas for improvement from its clients each fiscal year. Each year we choose a different program within our department to survey for customer satisfaction. Survey methods vary depending on clientele, and include direct mailings, person-to-person handouts, and through <a href="http://www.slocounty.gov/agcomm">www.slocounty.gov/agcomm</a>. Surveys are solicited at various times during the year and the format is standardized to maintain comparative results.</p> <p><b>Why:</b> The department is committed to excellent customer service. Customer feedback and suggestions help us achieve that goal.</p> <p><b>How are we doing?</b> During FY 2010-11, survey forms were distributed to all customers who regularly use the department's plant export certification services. Thirty-two survey forms were mailed to customers. Of the eighteen survey forms returned, 94.4% indicated overall satisfaction with the department's services. In FY 2011-12, we will survey county grape growers who participate in the pest detection survey for European Grapevine Moth.</p>						
<b>2. Performance Measure:</b> The number of packages denied entry into San Luis Obispo County due to violations of quarantine laws per 1,000 packages inspected at Federal Express. (Outcome measure)						
06-07 Actual Results	07-08 Actual Results	08-09 Actual Results	09-10 Actual Results	10-11 Adopted	10-11 Actual Results	11-12 Target
17.4	15.3	14	15.3	15	7.4	15
<p><b>What:</b> San Luis Obispo County enjoys a relatively pristine environment, mostly free from quarantine agricultural pests and diseases. Ag Commissioner staff intercept incoming packages containing plant material at freight and package shipping terminals and inspect for the presence of detrimental pests. Shipments in violation of quarantine laws are denied delivery to the receiver, and the shipment must be treated, returned to the sender or destroyed, thereby protecting the county from potential pest infestations or disease outbreaks. This measure tracks the number of "Notices of Rejection" issued per one thousand packages inspected at the San Luis Obispo County Federal Express terminal and reflects our effectiveness in protecting the agricultural and environmental resources of the county. Although we inspect shipments passing through other shipping terminals, such as UPS and OnTrac, we consider Federal Express to be the highest risk pathway due to the volume of shipments originating from areas with high populations of significant agricultural pests. Thorough inspections also serve as a deterrent for shippers to avoid sending infested shipments to San Luis Obispo County.</p> <p><b>Why:</b> To protect agriculture and the urban and natural ecosystems in San Luis Obispo County. Each pest found is one new infestation prevented, which eliminates eradication costs and the negative affects on the county.</p> <p><b>How are we doing?</b> During FY 2010-11, staff inspected 1,882 packages at Federal Express and 14 packages were denied entry for an overall rejection rate of 7.4 packages per 1,000 inspected. The percentage of packages denied entry in FY 2010-11 decreased from previous years due to increased compliance with shipping requirements and fewer shipments of products from Hawaii and other locations with high pest populations. The department continues to provide a valuable service to the county by preventing new pest infestations. California statewide rejection data is not readily available. Due to the uncertainty of origin inspection programs nationwide, we are continuing the current target for FY 2011-12 based on a five year average.</p>						

<b>3. Performance Measure:</b> The percentage of the statewide total of all California Counties intercepting live Glassy-winged Sharpshooter life-stage finds on nursery plant shipments entering San Luis Obispo County from any source within a regulated portion of California. (Outcome measure)						
06-07 Actual Results	07-08 Actual Results	08-09 Actual Results	09-10 Actual Results	10-11 Adopted	10-11 Actual Results	11-12 Target
25%	55%	46.5%	50%	30%	44.4%	30%
<p><b>What:</b> County staff inspect shipments of plants originating from outside San Luis Obispo County and imported by any shipper for compliance with Glassy-winged Sharpshooter Quarantine laws and reject shipments not in compliance, including the presence of live pests. This measure compares the level of pest interception in San Luis Obispo County to overall statewide data. A high percentage of the statewide total shows the level of thoroughness and accuracy of inspections performed locally compared to other counties.</p> <p><b>Why:</b> To prevent the introduction of this detrimental pest into SLO County, which is necessary to protect grapes and other plants from the deadly Pierce's Disease.</p> <p><b>How are we doing?</b> San Luis Obispo County continues to detect a significant portion of statewide Glassy-winged Sharpshooter infested plant shipments. During FY 2010-11, a total of 9 shipments were rejected in the 43 counties contracted to do inspections due to the presence of live pests. San Luis Obispo County detected 4 infested shipments, or 44.4% of all statewide rejected shipments. The number of Glassy-winged Sharpshooter infested shipments has dropped in recent years due primarily to revised protocols implemented by the California Department of Food and Agriculture placing heightened restrictions on nurseries shipping from Glassy-winged Sharpshooter infested areas. This, in turn, provides for cleaner nursery stock arriving in destination counties. Our FY 2011-12 target remains unchanged from FY 2010-11 because of the effectiveness of the origin programs.</p>						
<b>4. Performance Measure:</b> Percentage of overall compliance by all regulated pesticide users (agricultural, structural and governmental). (Outcome measure)						
06-07 Actual Results	07-08 Actual Results	08-09 Actual Results	09-10 Actual Results	10-11 Adopted	10-11 Actual Results	11-12 Target
97.2%	95.6%	96.5%	96.4%	97.5%	96.9%	97.5%
<p><b>What:</b> Laws require pesticide users to comply with mandated requirements such as, but not limited to: following pesticide labels, training workers, operating equipment and applying pesticides in a safe manner, and keeping records of usage. This measure reflects the effectiveness of Ag Commissioner staff in educating pesticide users and, through strict enforcement, insuring that users are in compliance with California's pesticide laws. This measure excludes home use by the public, which currently is not monitored.</p> <p><b>Why:</b> To protect workers, the public's health and safety, the health of the environment, and to ensure safe food.</p> <p><b>How are we doing?</b> The Pesticide Use Enforcement Program continues to provide a high level of protection for the community. We continue to focus inspections on field fumigations and urban use of pesticides by maintenance gardeners. During FY 2010-11, staff inspected 8,732 compliance requirements and found 8,460 requirements in compliance for a 96.9% compliance rate. Our efforts to improve maintenance gardener compliance through outreach, licensing workshops and pesticide safety training has been effective, however, it will take time for their compliance as a whole to improve. The overall statewide pesticide use enforcement compliance rate for FY 2009-10 was 99.8%; however, each county has a unique work plan negotiated with the state that focuses inspections on specific areas of concern. San Luis Obispo County's compliance rate is lower than the state average due to our focus on pesticide use in and near urban areas and the transient nature of maintenance gardener businesses. The FY 2011-12 target remains the same as FY 2010-11 as compliance trends continue to improve.</p>						
<b>5. Performance Measure:</b> Number of pesticide use report records processed per hour. (Efficiency measure)						
06-07 Actual Results	07-08 Actual Results	08-09 Actual Results	09-10 Actual Results	10-11 Adopted	10-11 Actual Results	11-12 Target
37.2	38.4	50.3	75.9	80.0	79.2	80.0
<p><b>What:</b> Producers of agricultural commodities and pest control businesses are required to report pesticide use to the County Agricultural Commissioner. This data is reviewed and entered into a statewide pesticide use report database. This measure demonstrates how efficiently we process pesticide use report data.</p> <p><b>Why:</b> Interested parties want prompt and efficient processing of pesticide use reports to obtain up-to-date data for identifying pesticide use in the county.</p>						

**How are we doing?** Department pesticide use report efficiencies continue to improve. Our processing rate for FY 2010-11 was 79.2 records per hour. We continue to make improvements and streamline pesticide use report processing and increase the number of automated records submitted via the internet. There is no statewide or comparable county data available for this measure. FY 2011-12 will be a transitional year into CalAgPermits, a new statewide pesticide permitting and use reporting system. The FY 2011-12 target remains the same as FY 2010-11 until the new program is fully implemented.

**6. Performance Measure:** Percentage of all weighing and measuring devices found to be in compliance with California laws. (Outcome measure)

06-07 Actual Results	07-08 Actual Results	08-09 Actual Results	09-10 Actual Results	10-11 Adopted	10-11 Actual Results	11-12 Target
SLO County 91.9%	SLO County 88.2%	SLO County 92.0%	SLO County 94.3%	To equal or exceed the statewide compliance average	SLO County 90.9%	To equal or exceed the statewide compliance average
Statewide 92.3%	Statewide 91.3%	Statewide 93.5%	Statewide 93.9%		Statewide data not currently available	

**What:** California law mandates the County Commissioner/Sealer to inspect and test all commercial weighing and measuring devices on an annual basis, with a few exceptions. This measure represents the percentage of San Luis Obispo County weighing and measuring devices found upon initial inspection to be in compliance with laws, and our county's compliance level compared to the statewide results for the year. This measure reflects the Sealer's effectiveness in educating operators of commercial weighing and measuring devices and, through strict enforcement, insuring that these devices are in compliance with California weights and measures laws.

**Why:** The use of correct weighing and measuring devices protects consumers and helps insure that merchants compete fairly.

**How are we doing?** The annual statewide compliance averages for all California counties have ranged from 87.9% to 93.5% since FY 2001-02. Our results have averaged about 91.5% in recent years. During FY 2010-11, 3,333 weighing and measuring devices were found in compliance out of 3,677 devices inspected, for a 90.9% overall compliance rate. Statewide compliance data for FY 2010-11 will be published in Spring 2012. Thoroughness of inspections results in slightly lower local compliance rates as compared to the statewide average.

**7. Performance Measure:** Percentage of price scanners found to be in compliance with California laws. (Outcome measure)

06-07 Actual Results	07-08 Actual Results	08-09 Actual Results	09-10 Actual Results	10-11 Adopted	10-11 Actual Results	11-12 Target
SLO County 98.5%	SLO County 98.6%	SLO County 98.0%	SLO County 99.1%	To equal or exceed the statewide compliance average	SLO County 98.7%	To equal or exceed the statewide compliance average
Statewide 98.0%	Statewide 97.8%	Statewide 98.1%	Statewide 98.2%		Statewide data not currently available	

**What:** Price scanner inspections compare the actual prices charged for items at retail store checkout stands with the lowest advertised, posted or quoted prices for those items. All retail stores, such as supermarkets and department stores, utilizing automated price scanners are subject to inspection. This measure represents the percentage of items tested that are charged correctly at the checkout stand and our county's compliance level compared to the statewide results for the year. This measure reflects the Sealer's effectiveness in educating operators of price scanning systems and, through strict enforcement, insuring that pricing is in compliance with California weights and measures laws.

**Why:** Accurate price scanners protect consumers and help insure that merchants compete fairly.

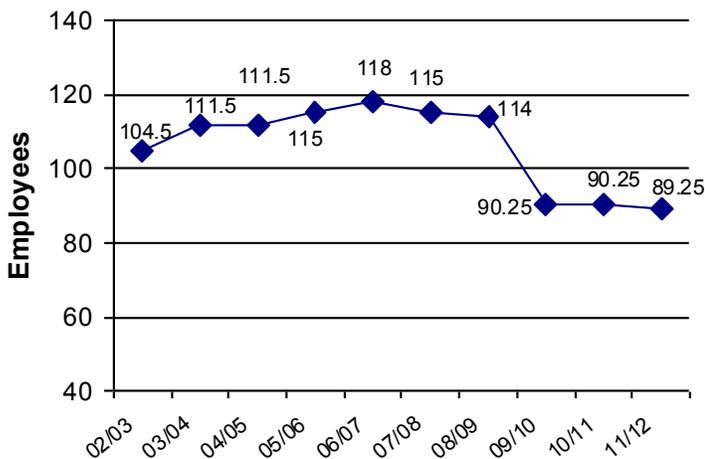
**How are we doing?** The annual statewide compliance averages for all California counties have ranged between 96.0% and 98.2% since FY 2001-02. Our compliance rate typically exceeds 98.0%. During FY 2010-11, only 42 locations were inspected due to reductions in this non-mandated General Fund program. Of the 1,274 items inspected, 1,257 items were in compliance, for a 98.7% compliance rate. Although we anticipate our compliance rates to gradually deteriorate due to previously reduced weights and measures staffing levels, we retain the standard target for FY 2011-12. Statewide compliance data for FY 2010-11 will be published in Spring 2012.

**MISSION STATEMENT**

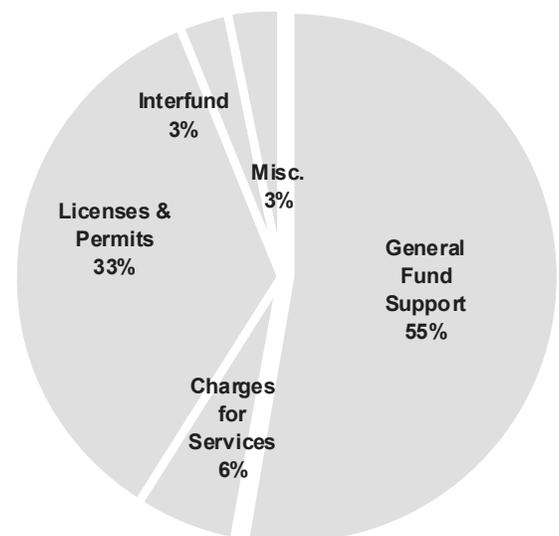
Promoting the wise use of land. Helping to build great communities.

	2009-10	2010-11	2011-12	2011-12	2011-12
<u>Financial Summary</u>	<u>Actual</u>	<u>Actual</u>	<u>Requested</u>	<u>Recommended</u>	<u>Adopted</u>
Licenses and Permits	\$ 3,517,546	\$ 3,208,522	\$ 3,118,810	\$ 3,518,810	\$ 3,683,607
Fines, Forfeitures and Penalties	64,859	57,588	75,658	75,658	75,658
Intergovernmental Revenue	79,239	495,457	166,178	181,719	181,719
Charges for Current Services	666,819	797,776	688,479	693,979	693,979
Other Revenues	48,063	86,841	93,380	93,380	93,380
Interfund	<u>344,396</u>	<u>441,375</u>	<u>379,126</u>	<u>379,126</u>	<u>353,466</u>
<b>**Total Revenue</b>	<b>\$ 4,720,922</b>	<b>\$ 5,087,559</b>	<b>\$ 4,521,631</b>	<b>\$ 4,942,672</b>	<b>\$ 5,081,809</b>
Salary and Benefits	9,761,327	9,771,657	9,871,095	9,783,493	9,892,630
Services and Supplies	1,228,766	1,518,717	1,361,687	1,170,843	1,200,843
Other Charges	0	27,404	19,478	19,478	19,478
Fixed Assets	<u>0</u>	<u>0</u>	<u>32,400</u>	<u>11,000</u>	<u>11,000</u>
<b>**Gross Expenditures</b>	<b>\$ 10,990,093</b>	<b>\$ 11,317,778</b>	<b>\$ 11,284,660</b>	<b>\$ 10,984,814</b>	<b>\$ 11,123,951</b>
Less Intrafund Transfers	<u>953</u>	<u>1,063</u>	<u>0</u>	<u>5,800</u>	<u>5,800</u>
<b>**Net Expenditures</b>	<b>\$ 10,989,140</b>	<b>\$ 11,316,715</b>	<b>\$ 11,284,660</b>	<b>\$ 10,979,014</b>	<b>\$ 11,118,151</b>
General Fund Support (G.F.S.)	<u>\$ 6,268,218</u>	<u>\$ 6,229,156</u>	<u>\$ 6,763,029</u>	<u>\$ 6,036,342</u>	<u>\$ 6,036,342</u>

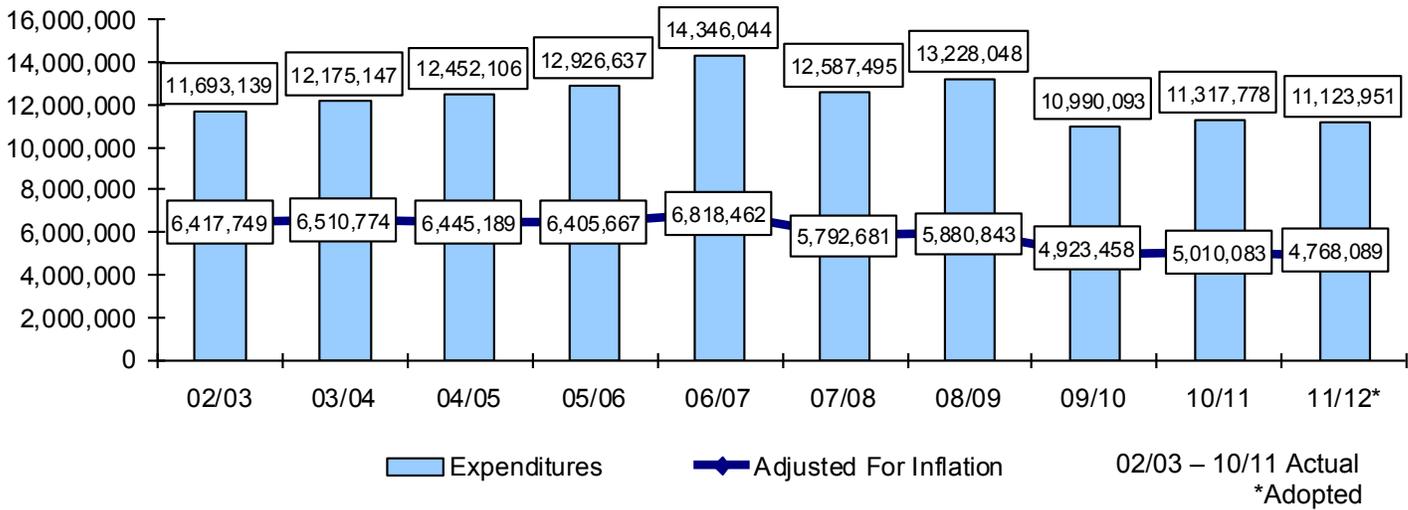
**Number of Employees  
(Full Time Equivalent)**



**Source of Funds**



**10 Year Expenditures Adjusted For Inflation**



**SERVICE PROGRAMS**

Planning and Building has a total expenditure level of \$11,123,951 and a total staffing level of 89.25 FTE to provide the following services:

**Land Use Planning**

The Planning and Building Department helps plan communities and rural areas by:

- Facilitating public participation and providing opportunities to develop the County’s vision for the future, through updates to the General Plan, ordinances and other planning initiatives.
- Collaborating with the public and decision makers on how best to guide future development and resource conservation.
- Addressing housing needs and economic development through public outreach, research, projections and programs to achieve identified targets.
- Maintaining and improving General Plan maps, other supporting maps, and GIS databases that are valuable tools used for research, public information and decision making.
- Creating policies and strategies that are considered by decision-makers to implement the County vision.

Total Expenditures: \$3,800,844 Total Staffing (FTE): 35.00

**Development and Permit Review**

The department provides development and permit review services to enable the public to participate in implementing and monitoring the County’s vision by:

- Guiding applicants and the public through the permit review process by explaining relevant policies, ordinances and regulations and applying these in a consistent and fair manner.
- Reviewing applications for development, land division and building applications, to assure they meet all requirements.
- Inspecting the construction of projects for compliance with codes, regulations and permit approvals.
- Administering the Mobile Home Park Rent Stabilization Ordinance.

Total Expenditures: \$3,506,179 Total Staffing (FTE): 30.25

**Resource Management and Monitoring**

The department monitors and manages the county's natural resources and environment by:

- Ensuring that development meets the goals for resource management and conservation, which are identified through local programs, policies, laws and ordinances.
- Working with other departments, agencies, applicants, and the public to administer resource conservation goals.
- Ensuring that land use and environmental policies, laws and ordinances are fulfilled.

Total Expenditures: \$1,602,531 Total Staffing (FTE): 12.75

**Supporting Services**

Administration of the department provides leadership, administrative and technical services by:

- Optimizing the procedures and processes that support land use planning, development, and construction within the county.
- Providing leadership to ensure high quality "result-oriented" services.
- Ensuring fiscally responsive and flexible management when dealing with fluctuating demands for services.
- Providing education, public outreach and training for department staff, decision-makers, the general public and the community.

Total Expenditures: \$2,214,397 Total Staffing (FTE): 11.25

**DEPARTMENT COMMENTS**

The Department of Planning & Building Department's primary function is to support the County's mission by implementing programs that support a safe, healthy, livable, prosperous, and well-governed community. The department accomplishes this by issuing construction permits, completing inspections, implementing and maintaining the General Plan, evaluating development proposals for consistency with adopted plans, conducting environmental analysis of plans and projects, preparing both short- and long-term policy recommendations and assisting the Board of Supervisors as well as the County's Planning Commission in making informed decisions on land use policies. In addition, the department coordinates with local, county, state and federal agencies, and assists non-profit organizations and private parties in building affordable housing in San Luis Obispo County to the maximum extent feasible.

The following accomplishments for FY 2010-11 and the objectives for FY 2011-12 reflect the Department's Strategic Plan Key Priorities of Balance, Education, Leadership and Service:

**FY 2010-11 Accomplishments**

**Balance**

Implemented new California Building Codes, including the new Cal Green Code, which became effective January 1, 2011.

**Education**

Prepared a Climate Action Plan to reduce emissions and energy use and reach air quality goals established through the updated Conservation and Open Space Element.

**FY 2011-12 Objectives**

**Balance**

Prepare or adopt Community Plans

- Shandon Community Plan
- San Miguel Community Plan

**Education**

Implement condition compliance monitoring program

**Leadership**

Developed a Board adopted Infrastructure Funding Policy to guide preparation and implementation of future Infrastructure Funding Plans in order to fund infrastructure necessary to enable orderly development consistent with the adopted Strategic Growth Policies of the General Plan.

**Service**

Completed a process improvement review with two Process Improvement Committees (Building and Land Use) made up of users of the Department's systems including contractors, architects, developers, planning representatives and environmental representatives.

**Leadership**

Begin to implement a Green Energy Program

- Adopt Green Building Codes
- Implement Energy Programs

**Service**

Complete General Plan and Ordinance Amendments relating to:

- Planned Development
- Agricultural Clusters
- Special Events

**COUNTY ADMINISTRATOR'S COMMENTS AND RECOMMENDATIONS**

Overall, revenues are recommended to decrease \$25,502 (less than 1%), expenditures are recommended to decrease \$179,371 (1%), and the level of General Fund support for Planning and Building is recommended to decrease \$153,869 (2%) compared to the FY 2010-11 Adopted Budget.

The downturn in the housing market has had an impact on revenues for the department over the past few years and activity remains relatively low. While building permit fee revenue is expected to increase approximately \$126,000 (6%) compared to the FY 2010-11 Adopted Budget, revenue from land use fees is expected to decline by approximately \$121,000 (11%) based on actual data from the current year. In addition, the overall decline in revenue includes the elimination of \$122,572 in federal stimulus funding for the Property Assessed Clean Energy (PACE) program, which never was received due to the discontinuation of this program. Other revenue accounts are increasing or decreasing by various amounts, resulting in the overall slight reduction in revenue. (It is important to note that, after submitting their request, the department realized their building-related revenue projections were too conservative and submitted an adjustment to increase revenue by \$375,000. This increase is reflected in the recommended budget.)

The reduced expense is primarily due to a \$222,568 (2%) decrease in salary and benefit expenditures. This reduction reflects the elimination of one vacant Accounting Technician and one vacant Environmental Resource Specialist. The workload once performed by the Accounting Technician has either been automated or absorbed by other staff and the department is reporting that service level impacts should be minimal. The Environmental Resource Specialist (ERS) position was vacated by the person now serving as the County's Energy Coordinator. However since funding for the Energy Coordinator position has not been sufficient to fully cover the cost of this position, the incumbent has continued to work on the Los Osos and North County Habitat Conservation Plans – projects assigned to the ERS position. By eliminating this ERS position, the Energy Coordinator will need to continue working on these plans so that grant funding of these plans is not jeopardized and service to paying customers for permit applications is maintained. The service level impact will be a diminished capacity in the department to coordinate the County's energy programs and maximize use of available grant funding for energy strategies.

The budget recommends a slight increase in the services and supplies accounts (\$38,519 or 3%). This recommendation reflects a reduction of \$190,844 from the department's budget request. Several reductions were recommended to reduce the level of General Fund support required for this fund center. The most significant reduction was made in the Professional and Special Services account, which the department had requested to increase by \$138,645 or 122%. Planning and Building had included \$180,000 in expense to hire consultants to conduct special studies such as a nexus study for the Inclusionary Housing Ordinance and studies to support California Environmental Quality Act (CEQA) review for various long range planning initiatives which may include traffic reports, fiscal analysis, hydrological analysis and greenhouse gas (GHG) analysis. While the CEQA review is conducted in house, the department reports these specialized studies are beyond the capability of in-house staff. The development of the Santa Margarita Resource Capacity Study and amendments to the Resource Management

System and Growth Management Ordinance could be delayed if the department does not have sufficient funding to complete these special studies. The department will prioritize their available budget to complete the necessary studies for the top 10 priorities approved by the Board of Supervisors.

Other services and supplies reductions included in the recommended budget include deferral of computer and printer replacements, reduction in staff training expenses, and reduction in the amount of microfiche documents that are scanned. Service level impacts resulting from these cuts are not expected to be significant and will primarily impact staff in terms of: 1) potential downtime due to malfunction of aging automation equipment and 2) the possible inability to stay current with Geographic Information Systems (GIS) technology and advances in automation.

Capital Outlay (also known as Fixed Assets) are recommended to increase by \$11,000 due to the replacement of a large format printer. The recommended amount is less than the requested amount which included \$10,000 for a software program to automate many computer system management tasks and \$11,400 for the incremental cost to replace two vehicles with hybrid models. Both of these items were identified by the department as reductions that could be made to reduce General Fund support.

Overall, the recommended budget reduces the General Fund support for this fund center by \$726,687 (11%) from the department's requested budget. A portion of this is a result of the \$375,000 increase in building related revenue added after the department's budget request was submitted. The remaining \$351,687 reduction in General Fund support was achieved through the budget reductions described above.

#### **BOARD ADOPTED CHANGES**

The Board approved a request, submitted by the Planning and Building Department in the Supplemental Document, to increase revenue and expenditures by \$139,137 to bring in additional permit revenue and add a total of 1.0 FTE as follows:

- Increase one existing 0.75 FTE Building Inspector to full-time (+0.25 FTE)
- Increase one existing 0.75 FTE Resource Protection Specialist to full-time (+0.25 FTE)
- Increase two existing 0.75 FTE Department Automation Specialist positions to full-time (+0.5 FTE)

Salary and Benefit accounts were increased \$109,137 to fund the increase in staffing levels and the Services and Supplies accounts were increased \$30,000 to fund consultant costs associated with project review for certain large development projects.

Also included in this adopted change is a \$25,660 reduction in the amount of funding transferred to the Planning and Building Department budget from Fund Center (FC) 290 – Community Development. This change was necessary due to the reduction in funding allocated by the U.S Department of Housing and Urban Development for administration of grants included in FC 290.

**GOALS AND PERFORMANCE MEASURES**

<b>Department Goal:</b> Conserve natural resources to promote a healthy environment.						
<b>Communitywide Result Link:</b> A Livable Community; a Well-governed Community						
<b>1. Performance Measure: Acres of land protected through the agricultural preserve program.</b>						
06-07 Previously Reported Results	07-08 Previously Reported Results	08-09 Previously Reported Results	09-10 Previously Reported Results	10-11 Adopted	10-11 Actual Results	11-12 Target
830,106 acres protected/ \$6,816 avg annual tax relief per property	832,233 acres protected/ \$4,048 avg annual tax relief per property	834,552 acres protected / \$7,106 avg annual tax relief per property	840,130 acres protected	844,738 acres protected	N/A (See Below)	N/A (See Below)
06-07 Actual Results	07-08 Actual Results	08-09 Actual Results	09-10 Actual Results	10-11 Revised Adopted	10-11 Actual Results	11-12 Target
793,852 acres protected	794,394 acres protected	799,914 acres protected	792,900 acres protected	794,010 acres protected	794,248 acres protected	795,015 acres protected
<b>What:</b> The objective of the Agricultural Preserve Program (Williamson Act) is to protect agricultural lands for continued production of food & fiber. The land is reassessed on the basis of the agricultural income producing capability of the land. This assures the landowners that property valuations and taxes will remain at generally lower levels						
<b>Why:</b> To protect agricultural land, strengthen the County's agricultural economy and preserve natural resources, consistent with County policy.						
<b>How are we doing?</b> The Assessor's subvention report is used for the reporting as this more accurately describes the amount of acreage protected. This report has been used for reporting purposes for the old and new method. This report indicates there is a slight net increase in the total acres protected. Agricultural Preserve contracts are for either 10 or 20 years and are automatically extended annually for another year unless the owner files a notice of non-renewal. Consequently, some contracts expire each year after completing their 10 or 20 year non-renewal period.						
<b>Department Goal:</b> Protect public health and safety by effective and timely administration of development regulations and by fostering clean and safe communities through responsive code enforcement and preparation and implementation of the County General Plan.						
<b>Communitywide Result Link:</b> A Safe Community; A Livable Community; A Well Governed Community						
<b>2. Performance Measure: Percentage of annual reports and public review drafts of long range plans completed within the timeframes set in their respective work programs</b>						
06-07 Actual Results	07-08 Actual Results	08-09 Actual Results	09-10 Actual Results	10-11 Adopted	10-11 Actual Results	11-12 Target
N/A	N/A	90%	90%	100%	60%	Delete Measure
<b>What:</b> Long range planning documents consist of community plans, general plan element updates, specific plans, annual reports, and special studies. Each has work plans, major milestones, schedules, and time frames for completion.						
<b>Why:</b> Release of the public review draft is the first opportunity for the public to review staff's formal recommendation. Timely completion of these draft plans ensures a plan produced within budget and adequate time respond to the community's vision, local needs and issues before the document begins the hearing process. Timely completion of annual reports keeps the communities and decision makers current on issues affecting the County.						
<b>How are we doing?</b> This measure is now integrated into Measure 3 (See the report for "Long Range Planning".)						

<b>3. Performance Measure: Percentage of project types processed within established time lines for representative project types.</b>							
	<b>06-07 Actual Results</b>	<b>07-08 Actual Results</b>	<b>08-09 Actual Results</b>	<b>09-10 Actual Results</b>	<b>10-11 Adopted</b>	<b>10-11 Actual Results</b>	<b>11-12 Target</b>
<b><u>Building Permit applications</u></b>							
Goal: Single-family dwelling permits - 20 days to complete plan check.	80%	70%	87%	96%	90%	94%	98%
Goal: Commercial project permits - 30 days to complete plan check	n/a	n/a	n/a	90%	90%	95%	95%
<b><u>Building Inspection</u></b>							
Goal: All building inspections requested completed by the next day	100%	99%	99%	98%	---	100%	98%
<b><u>Over the counter permits:</u></b>	97%	98%	98%	98%	95%	97%	Delete
Goal: 30 days to complete plan check							
<b><u>Land Use Permit &amp; Subdivision applications</u></b>							
Goal: Exemptions from CEQA - 60 days from acceptance	56%	59%	64%	65%	75%	60%	70%
Goal: Negative Declaration - 180 days from acceptance	51%	51%	47%	56%	70%	71%	75%
<b><u>Code Enforcement</u></b>							
Goal: All complaints reviewed within 10 working days.	---	---	---	---	---	---	100%
Goal: Voluntary compliance resolved within 45 days of initial inspection	---	---	---	---	---	---	50%
<b><u>Long Range Planning</u></b>							
Goal: Complete annual reports and public review drafts within the timeframes set by their respective work programs	n/a	n/a	90%	90%	100%	60%	85%

**What:** Timely processing of applications/permits and complaints and the timely completion of long range planning initiatives.

**Why:** To provide timely, quality service that saves applicants time and money, adds value to tax base and local economy, and meets local and state laws. Timely completion of long range plans ensures a plan produced within budget and adequate time respond to the community's vision, local needs and issues before the document begins the hearing process. Timely annual reports keep the communities and decision makers current on issues affecting the County.

**How are we doing?**

**Building Permits** – We monitor our workload weekly to accomplish our goal of completing 90% of the initial plan review for new dwellings within 20 working days. We are exceeding this goal by reviewing 94% of the new dwellings within 20 days (148 out of 157 permits). We are also exceeding our goal of 90% of commercial plans being reviewed within 30 days by 5% (72 out of 76 plans). The total number of construction permits appears to have stabilized and our customer service contacts are remaining steady over the past fiscal year. (FY 2008-09: 26,173 permit center contacts, FY 2009-10: 26,980 permit center contacts, FY 2010-11 26,623 permit center contacts). We are also devoting time to: (a) developing new code knowledge due to the code changes that become effective January 1, 2011, (b) reviewing the more complex projects in house, (c) providing frequent consultations to customers for expired/abandoned projects and unpermitted construction due to the changing economy, (d) preparing a new Green Building Ordinance and (e) administering the Storm Water Pollution Program.

**Building Inspections-** This new measure is intended to report the percentage of construction inspections completed within a day of the request. Most inspections are completed the day after they are requested, except in a limited number of remote areas of the County. Our goal is to complete 98% of construction inspections on the day after they are requested. This is data that has been collected in the past that was unreported. For FY 2010-11 we have completed 10,229 inspections out of 10,230 inspections on the date requested.

**Over-the-counter Permits** – The data for this measure is difficult to accurately track. For this measure the most common types of permits that are issued over the counter is queried. For these permits 97% are issued in one day. There are many types of permits that could potentially be considered an "over the counter" permit. These are not given a separate designation in the department's permit tracking system. As the validity of the data was questionable, the department has chosen to delete this measure for next year.

**Land Use Permits/Subdivisions** – The number of land use and subdivision applications processed in FY 2009-10 was 152. The number processed in FY 2010-11 was 133. This is 12% less than the FY 2009-10 totals. Processing times have generally remained the same (which are substantially less than in previous years) due to the combined effect of staff reassignments, process improvements, fewer new applications being received and the backlog of prior applications being reduced. The average processing times to take all projects to a Review Authority for action stayed the same at 113 days and decreased from 166 to 161 days (3% decrease) for projects that require Negative Declarations. 57 out of 95 exempt projects were processed within 60 days and 27 out of 38 projects subject to Negative Declarations were processed within 180 days.

**Code Enforcement:** This is a new measure to report the percentage of building and land use complaint/violation response. Our goal is all complaints received will be reviewed within 10 working days and once a complaint is determined to be a legitimate violation, staff members will work with the responsible party to seek voluntary compliance within 45 working days. This proposed measure replaces measure #7

**Long Range:** This measure replaces measure #2. Approximately 60% of the reports and public review drafts of long range plans have been completed within the timeframes set by their work programs. Out of the 10 plans either completed or in process, six are on schedule or have had their schedules revised to reflect changes in circumstances, as described below. The ten long-range plans being tracked are the Annual Report on the General Plan, Paso Robles Groundwater Basin Resource Capacity Study (RCS), Paso Robles Groundwater Basin RCS implementation program, Strategic Growth implementation amendments, Climate Action Plan or EnergyWise Plan, Land Use and Circulation Element (LUCE) update, Shandon Community Plan, Resource Management System Annual Summary Report (ASR), Resource Management System (RMS) and Growth Management Ordinance (GMO) revisions, and the Santa Margarita RCS. The Department provides the Board with regular updates regarding Department workload and priorities, which should allow the Department to better estimate time needed for completion of Long Range planning initiatives.

Following is a description of each long range plan, including its current status, whether it is on time and the reason for or circumstance involving any delay.

The Public Review Draft of the Shandon Community Plan was released nearly on schedule in March 2010. The Public Hearing Draft Community Plan, however, was released in January 2011. It was delayed by several months due to the unanticipated and extensive amount of staff time that was needed to finalize the Public Facilities Financing Plan-portion of the Community Plan. A lengthy Planning Commission hearing process is underway, and Board hearings are expected to begin in November 2011.

An initial Public Review Draft of the EnergyWise Plan (Climate Action Plan) was released in April 2011, but the Public Hearing Draft is expected to be released in August 2011. This date is past the original target of March 2011, because the Department and the Board of Supervisors made modifications to the contract with the consultant. These modifications expanded the scope of work well beyond what was called for in the original contract, extending the time frame to complete the project.

The LUCE update was to be released in January 2011; however, the Board of Supervisors revised the work program for the LUCE to reorganize it into two phases. The revised work program shows the Public Review Draft of the first phase of the LUCE being completed in spring 2012.

The Annual Report on the General Plan was presented to the Planning Commission in November 2010 and the Board in December 2010, which was within the expected timeframe.

The Resource Management System ASR was presented to the Board in April 2011--several months past the expected date--due to staff commitment to higher-priority projects.

The previous target of completing draft RMS and GMO revisions in 2011 has been moved back to fall 2012 due to workload, staff commitment to higher-priority projects and the likelihood of an EIR. The RMS and GMO revision are not included in the top Department priorities per Board direction. Two tasks have been completed in connection with RMS ASR, but the bulk of the work has not been completed.

The Paso Robles Groundwater Basin RCS was revised at the direction of the Planning Commission, and the revised report was released in September 2010. The RCS was then considered by the Planning Commission and approved by the Board in February 2011.

The Paso Robles Groundwater Basin RCS implementation program is now a top priority per Board direction. We are on schedule to complete a Public Review Draft of the ordinance amendments by fall 2011.

The Santa Margarita RCS was previously expected to be completed in 2011, but has been delayed due to staff workload and staff commitment to higher-priority projects. This study is not included in the Department's top priorities per Board direction. The draft timeline now shows a draft of the RCS being completed in summer 2012 or later, depending upon completion of higher-priority projects such as the EnergyWise Plan and the Paso Robles Groundwater Basin RCS implementation.

The Strategic Growth implementation amendments to encourage infill development were postponed to work on the Paso Robles Groundwater Basin implementation. We will begin work on these amendments in the winter 2011 and will prepare a Public Review Draft by fall 2012.

**Housing & Economic Development:**

Most programs of this section are ongoing, such as grants administration and Mobilehome Park Rent Review Board support. There are "on schedule" in that deadlines set by funding sources and the Mobilehome Park Rent Stabilization Ordinance were met, so no sanctions from the funding sources were imposed and no complaints from Mobilehome Park owners, residents or the Rent Review Board were filed.

However, of the three programs which were not ongoing, two were not completed on schedule: (1) the Phase I Mobilehome Park Zoning and Standards and (2) the Economic Element update. Reasons for delays of these programs are as follows: (1) The Staff member assigned to the Phase I Mobilehome Park Zoning and Standards program had to spend more time than anticipated in his role as staff to the Mobilehome Park Rent Review Board, and (2) the original work program for the Economic Element update involved unadoption of the element and replacement of it with a County complement to the EVC Economic Strategy. The EVC objected to this approach, and after months of negotiations, the County agreed to endorse the Economic Strategy and to retain and amend the Economic Element. A work program is being prepared for consideration by the Board in September. The third program, comprised of amendments to comply with SB 2 regarding emergency shelters, transitional and supportive housing, was completed on schedule.

**Department Goal:** Promote economic development and affordable housing opportunities countywide pursuant to the Economic and Housing Elements of the County General Plan.

**Communitywide Result Link:** A Prosperous Community; A Livable Community

**4. Performance Measure: Percentage of customers who rate the overall services provided by the Planning and Building Department as "above satisfactory" or higher through continuous client surveys.**

06-07 Actual Results	07-08 Actual Results	08-09 Actual Results	09-10 Actual Results	10-11 Adopted	10-11 Actual Results	11-12 Target
92%	94%	90%	92%	95%	95%	95%

**What:** The Planning and Building Department's customers who submit building and land use permits will be continuously surveyed to determine how well their needs were served.

**Why:** To ensure effective customer service is provided and track changing customer expectations.

**How are we doing?** Feedback from our customers has been positive and suggests that the recent changes implemented at our Permit Center are headed in the right direction. Our focus has been on creating a "Customer Service Center" to provide timely and accurate information in a helpful way. We have improved our customer service by increasing our electronic application/ePermit service which reduces the amount of times applicants need to come into the county to apply for a permit and we have provided a designated Code Enforcement officer to assist with clients coming for unpermitted projects or expired permits. In addition, customers now have the ability to pay by credit card on all fee type transactions processed in the department. We are committed to maintaining the staffing levels necessary to meet with customer needs Monday through Friday, and our current average wait time for customers is less than 5 minutes. 95% of the individuals who completed "how are we doing" surveys rated the above satisfactory or outstanding.

**5. Performance Measure: Enhance public health and safety by ensuring construction projects comply with applicable codes, regulations and ordinances, using in-field evaluations to assure inspections are completed with no significant errors or oversights.**

06-07 Actual Results	07-08 Actual Results	08-09 Actual Results	09-10 Actual Results	10-11 Adopted	10-11 Actual Results	11-12 Target
96%	95%	90%	80%	95%	88%	Delete Measure

**What:** In-field evaluations of inspectors and of completed inspections including inspection documents are conducted during key inspections to rate the quality of inspections performed by County Building Inspectors. This measures the percentage of inspector evaluations resulting in no significant errors or oversights. These evaluations provide feedback to inspectors concerning code knowledge, efficient use of resources, time and movement, personal interactions, problem solving ability, record keeping and safety practices that fosters continuous improvement and consistency in the inspection process.

**Why:** To enhance public health and safety by ensuring that buildings comply with current building regulations, and to minimize the financial impact on owners and builders by ensuring that inspection services are timely, accurate, and consistent.

**How are we doing?** In FY 2010-11, 120 quality inspection reviews occurred. 96 reviews scored 90% or above, 9 reviews were scored 80-90% and 15 reviews were scored below 80%. All inspectors are required to participate in ongoing training to stay current with the changes in the building standards we enforce. 88% (105 out of 120) inspections were completed with no significant errors or oversights.

As this measure does not measure the department's performance, but rather an individual inspector's performance, the department is proposing to delete this measure as a budget performance measure, but continue to track this information in order to improve our inspector's knowledge and focus additional training where improvement is needed.

**6. Performance Measure: Average number of inspection stops to be completed by each inspector per eight-hour workday including office work and drive time. (Note: one "inspection stop" consists of one to four inspections.)**

06-07 Actual Results	07-08 Actual Results	08-09 Actual Results	09-10 Actual Results	10-11 Adopted	10-11 Actual Results	11-12 Target
9	9	7	8	9	7	Delete Measure

**What:** Inspectors should perform an average of nine inspection stops per inspector per eight-hour day. This average number of inspection assures timely response to our customer's needs and quality inspections with a high degree of accuracy. Each inspection stop typically requires inspection of up to four construction disciplines (i.e.: plumbing, electrical, foundation, installation, etc).

**Why:** To ensure that owners and builders get excellent value in the inspection services they pay for with permit fees, while maintaining a level of completeness and thoroughness that ensures buildings are built safely and with minimal financial impact on owners and builders.

**How are we doing?** FY 2010-11, the inspectors have averaged 7 inspections per day. This is below our adopted target of 9 inspection stops and is a direct result of the ailing local construction economy. This dip in our average inspections stops allows the inspectors to spend 20% of their time completing other required tasks such as file maintenance and permit review. All deferred permit and plan file maintenance has been completed and now is being maintained even with the loss of support staff. This has also allowed the department to focus 80% of one inspector's time completing specialty plan checks for photovoltaic permits reducing processing time to less than 10 days on average.

The department is replacing this measure with a measure that evaluates percentage of requests for inspections that are conducted by the "next day". Department stakeholders have indicated that having the option for a next day inspection is extremely important to them, so the department believes this is a better measure to track. We will continue to track inspections completed each day by individual inspectors in order to prioritize workload in the inspection section.

**7. Performance Measure: Percentage of Code Enforcement cases resolved within 120 days of initiation.**

06-07 Actual Results	07-08 Actual Results	08-09 Actual Results	09-10 Actual Results	10-11 Adopted	10-11 Actual Results	11-12 Target
N/A	N/A	N/A	73%	80%	78%	Delete Measure

**What:** Code enforcement cases are opened as a result of constituent complaints, proactive enforcement, or other agency referrals. The complexity of the case and the level of cooperation from the property owner affect the time it takes to achieve resolution.

**Why:** Successful and timely resolution of code enforcement cases directly supports communitywide character and values, resulting in clean and safe neighborhoods.

**How are we doing?** This year we began a policy of not closing cases on unpermitted projects until the project received a final inspection. So those cases are not included in this measure, as those typically have 6 months for completion of the project.

This measure is being replaced with measure # 3 which more accurately tracks Planning and Building staff's response to code violation complaints instead of how long a violator takes to resolve a complaint. In addition, the new measure seeks to promote voluntary compliance of complaints, over a more punitive response through citation or court.

**8. Performance Measure: Number of newly constructed/purchased affordable housing units for low - and moderate - income families.**

06-07 Actual Results	07-08 Actual Results	08-09 Actual Results	09-10 Actual Results	10-11 Adopted	10-11 Actual Results	11-12 Target
63 housing units	218 housing units	105 housing units	82 housing units	57 housing units	80 housing units	194 housing units

**What:** Affordable housing units resulting from permit requirements and incentives (including state, federal and local funds) to maximize the number of newly constructed /purchased affordable housing units provided for low and moderate-income families.

**Why:** Affordable housing enhances the health of families and improves the stability of communities and the local workforce.

**How are we doing?** A total of 80 new or purchased affordable units were added to the affordable housing stock in FY 2010-11. These include: 52 acquired units at the Rolling Hills Apartments and 4 units (Terebinth Lane Homes) in Templeton both by Peoples' Self-Help Housing Corporation, 5 units for very-low income category in Arroyo Grande by Transitions Mental Health, 3 purchased homes through the First Time Homebuyer program, 7 new secondary dwelling units countywide, 5 farm support quarters countywide, 2 purchased condominiums for very low-income category in the City of San Luis Obispo by Transitions Mental Health, and 2 new single family homes by a private developer (Borges) in Cambria. The target for FY 2011-12 is 194 units, including 11 units (Oak Leaf Homes) in Nipomo, 6 units in Oceano, 36 units (Courtland Homes) in Arroyo Grande, and 19 units (Terebinth Lane Homes) in Templeton, all by Peoples' Self-Help Housing Corporation, 5 units for very-low income category in Arroyo Grande by Transitions Mental Health, 80 units in Paso Robles by the Housing Authority, 6 apartment units in San Simeon, 25 secondary dwellings units countywide, and 6 units of farm support quarters countywide. The targeted 194 housing units for FY 2011-12 include 161 units for very low and low income households and 33 units for moderate income households.

**Department Goal:** Promote the values of good planning and building through education and outreach

**Communitywide Result Link:** A Prosperous Community; A Livable Community

**9. Performance Measure: Percentage of planned public outreach and education efforts completed during the year.**

06-07 Actual Results	07-08 Actual Results	08-09 Actual Results	09-10 Actual Results	10-11 Adopted	10-11 Actual Results	11-12 Target
N/A	N/A	N/A	370	460	465	Revised Measure 100%

**What:** To provide public information/training and gather public input through outreach on specific topics of interest that impact the land owners of the unincorporated areas of the County.

**Why:** To improve, strengthen and foster maximum participation in the process through listening to concerns and educating stakeholders about department processes and the benefits of good planning and building programs.

**How are we doing?** The success of our work depends on our ability to gather information from stakeholders, inform residents and property owners of our efforts and educate the general public about planning and building. Our public outreach and education is designed to promote public awareness for a wide variety of audience and stakeholders within and outside government. For FY 2010-11, the department met its goal for the number or outreach efforts. The majority of these efforts involve our Community Advisory Council, public input into the CDBG / HOME grants, Green Building Ordinance, Climate Action Plan and updating various groups on new building codes.

We modified this measure in order to specifically note what the department was going to focus its outreach efforts on, not just number of meetings attended.

Our on-going measures include: live broadcasting and web-streaming of Planning Commission meetings, live web-streaming of Airport Land Use Commission, Subdivision Review Board and Planning Department meetings, staff reports and agendas available on the webpage, e-comment for hearing items available on the webpage, "how to" and other informational handouts available on the webpage, interactive Geographic Information System (GIS) mapping and data on the department's web page, annual GIS day, Community Advisory Councils (CAC) liaison duties, yearly CAC training, yearly California Environmental Quality Act training, yearly biological report training, twice yearly erosion control training, Agriculture Liaison Advisory Board presentations, guest lecturing at Cal Poly and Cuesta College, a quarterly newsletter, and information provided on Facebook and Twitter.

To continue our successful collaboration with agencies, organizations and residents, our goal for FY 2011-12 is to complete the following outreach and public education efforts. Where a measurement is noted, the department will provide a report on that measure.

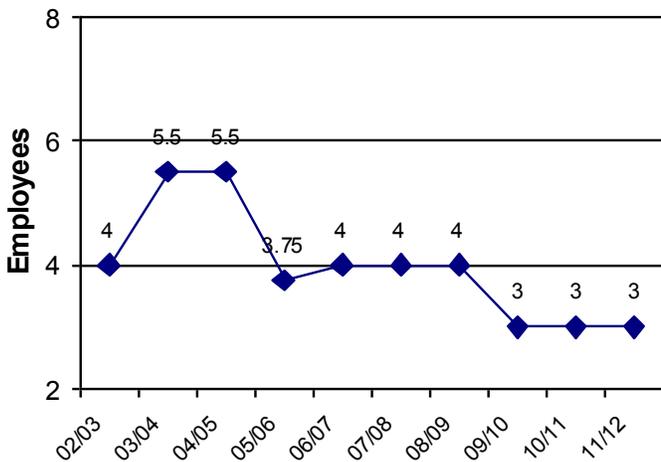
- CDBG / HOME Outreach & Public Workshops (report on the number of grants awarded in FY 2011-12)
- Homeless Services Oversight Council Meetings
- Land Use and Circulation Element Outreach
- Energy Retrofit Training and Energy Efficiency Outreach (report on the number of contractors trained in energy efficiency)
- Green Building Code Training
- Ag Tourism Ordinance Amendment Outreach
- Mobilehome Park Amendment Outreach
- Camp Roberts Joint Land Use Study Meetings & Outreach
- NPDES Training & Outreach (report on number of grading regulation violations as compared to permits issued)
- Santa Margarita Resource Capacity Study Outreach
- Housing Needs Education (Various Stakeholder Groups)
- Economic Development Education
- San Miguel Community Plan Outreach
- Resource Education (Water, Oak Woodlands, Mining, GIS, etc)
- Stakeholder Outreach (Building Industry, Environmental Interests, Professional Organizations, Service Organizations, etc)

**MISSION STATEMENT**

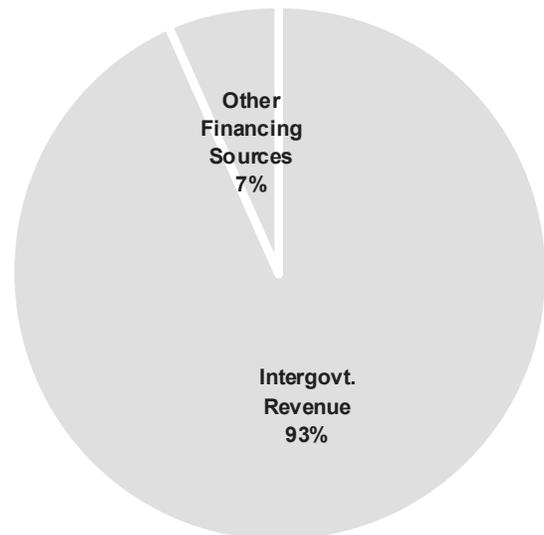
The mission of Community Development is to enhance the quality of life for San Luis Obispo County through programs that provide affordable housing, shelter and services for the homeless, economic development opportunities, and public improvements to benefit the communities that we serve.

	2009-10	2010-11	2011-12	2011-12	2011-12
<u>Financial Summary</u>	<u>Actual</u>	<u>Actual</u>	<u>Requested</u>	<u>Recommended</u>	<u>Adopted</u>
Revenue from Use of Money & Property	\$ 564	\$ 393	\$ 0	\$ 0	\$ 0
Intergovernmental Revenue	5,868,040	4,990,453	4,422,613	4,422,613	4,158,266
Other Revenues	24,810	20,515	0	0	0
Other Financing Sources	<u>313,500</u>	<u>303,050</u>	<u>303,050</u>	<u>300,936</u>	<u>300,936</u>
<b>Total Revenue</b>	<b>\$ 6,206,914</b>	<b>\$ 5,314,411</b>	<b>\$ 4,725,663</b>	<b>\$ 4,723,549</b>	<b>\$ 4,459,202</b>
Fund Balance Available	\$ 1,513	\$ 16,983	\$ 0	\$ 0	\$ 35,135
Cancelled Reserves	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
<b>Total Financing Sources</b>	<b>\$ 6,208,427</b>	<b>\$ 5,331,394</b>	<b>\$ 4,725,663</b>	<b>\$ 4,723,549</b>	<b>\$ 4,494,337</b>
Salary and Benefits	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
Services and Supplies	621,841	749,539	635,758	633,644	607,984
Other Charges	5,569,602	4,546,721	4,089,905	4,089,905	3,851,218
Fixed Assets	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
<b>Gross Expenditures</b>	<b>\$ 6,191,443</b>	<b>\$ 5,296,260</b>	<b>\$ 4,725,663</b>	<b>\$ 4,723,549</b>	<b>\$ 4,459,202</b>
Contingencies	0	0	0	0	35,135
New Reserves	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
<b>Total Financing Requirements</b>	<b>\$ 6,191,443</b>	<b>\$ 5,296,260</b>	<b>\$ 4,725,663</b>	<b>\$ 4,723,549</b>	<b>\$ 4,494,337</b>

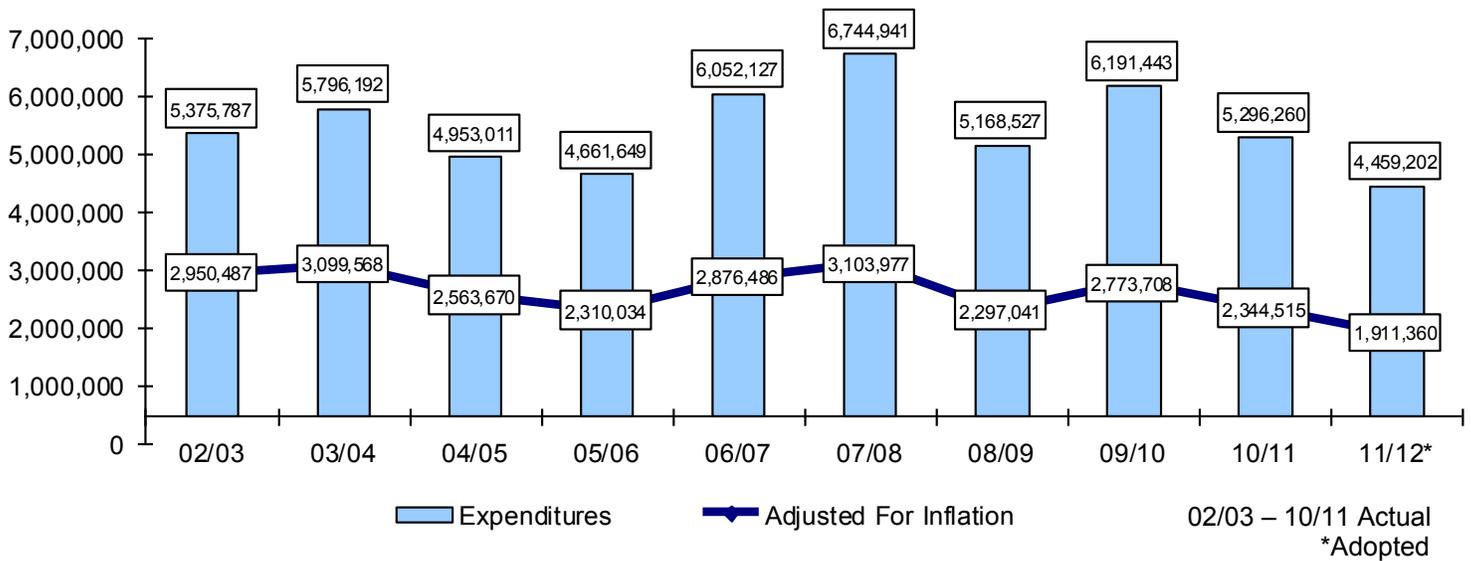
**Number of Employees  
(Full Time Equivalent)**



**Source of Funds**



**10 Year Expenditures Adjusted For Inflation**



**SERVICE PROGRAMS**

Community Development has a total expenditure level of \$4,459,202 and a total staffing level of 3.00 FTE to provide the following services. Note: Staff is budgeted in FC 142 – Planning and Building; full time equivalent (FTE) shown represents staff assigned to projects within FC 290 – Community Development.

**Federal Department of Housing and Urban Development (HUD)  
Funded Community Development Block Grants (CDBG)**

Provides funding for a variety of community development activities provided they 1) benefit primarily lower-income persons, or 2) aid in the prevention of slums or blight.

Total Expenditures: \$1,929,130 Total Staffing (FTE): 1.50

**Home Investment Partnership Act (HOME) Funds**

Provides for a variety of affordable housing opportunities for lower-income households such as mortgage and rent assistance.

Total Expenditures: \$1,253,283 Total Staffing (FTE): .9

**Federal Emergency Shelter Grants (ESG)**

Provides funding for operations of one or more shelters, homeless day center, and domestic violence shelters.

Total Expenditures: \$127,386 Total Staffing (FTE): .1

**Continuum of Care (CoC) Funds**

Provides funding for permanent housing, transitional housing and case management services for homeless persons.

Total Expenditures: \$848,467 Total Staffing (FTE): .2

**General Fund Support for Programs Benefiting the Homeless**

Provides funding for emergency shelter and other services for homeless persons.

Total Expenditures: \$180,000 Total Staffing (FTE): .1

**General Fund Support for the Economic Vitality Corporation (EVC)**

Provides funding for economic development services provided through the nonprofit EVC, such as business surveys, international trade classes, assistance to businesses, and collaboration on County economic strategies.

Total Expenditures: \$80,775 Total Staffing (FTE): .1

**General Fund Support for SLO Co Housing Trust Fund**

Provides funding for housing finance services throughout the County.

Total Expenditures: \$40,161 Total Staffing (FTE): .1

**DEPARTMENT COMMENTS**

The Community Development Fund Center obtains, administers and distributes Federal and state grant funding to assist local organizations in providing affordable housing, public facilities, public services (such as shelter and meals for the homeless), and economic development financing and technical assistance (such as educational workshops for businesses) throughout the county. This fund center also provides General Fund support for special community development programs such as shelter and services for homeless persons, economic development activities by the Economic Vitality Corporation and operating costs for the San Luis Obispo County Housing Trust Fund.

**FY 2010-11 Accomplishments**

- Distributed approximately \$6.5 million dollars in Federal and state grant funds (including some ARRA and other one-time funding) for affordable housing, public facilities, public services and economic development programs to individuals, cities, unincorporated communities and local non-profit organizations
- Completed Architectural Barrier Removal projects mainly in the cities of San Luis Obispo, Atascadero and Paso Robles – these include curb/sidewalk improvements and ADA compliance
- Provided shelter and other services to more than 1,000 homeless persons countywide.
- Implemented the Federally-required Homeless Management Information System (HMIS) – all nonprofits receiving federal grants must be on the system

**FY 2011-12 Objectives**

- Distribute approximately \$4.7 million dollars in federal grant funds for affordable housing, public facilities, public services and economic development programs to individuals, cities, unincorporated communities and local non-profit organizations
- Complete Oceano Drainage Improvements on Hwy 1 by County Public Works Department
- Complete Sewer line Replacement on 16<sup>th</sup> Street in San Miguel
- Provide shelter and other services for homeless persons and families
- Provide \$400,000 to construct the 81-unit Hidden Creek Village family apartments in Paso Robles
- Provide \$1.5 million of HOME funds to construct the 36-unit Courtland St Apartments in Arroyo Grande

- Provided \$1.3 million of HOME funds for a nonprofit group to acquire the 51-unit Rolling Hills Family Apartments in Templeton
- Completed the Bridge Street studios in Arroyo Grande – 5 affordable units
- Enabled two families to purchase their first homes through the First Time Homebuyer Program
- Provide \$265,000 to Housing Authority of San Luis Obispo to construct 19-unit Humbert Ave apartments

**COUNTY ADMINISTRATOR’S COMMENTS AND RECOMMENDATIONS**

Recommended funding for the Community Development budget includes a full accounting of Federal funds received and transferred to participating cities and agencies, in compliance with General Accounting Standards Board rules.

The budgeted revenue and expense for Community Development is recommended to decrease by \$225,847, or 4% as compared to the FY 2010-11 Adopted Budget. The decrease in revenue is primarily associated with an expected 10% decrease (\$142,605) in the U.S Department of Housing and Urban Development (HUD) HOME grant and an expected 3% (\$64,145) decrease in the HUD Community Development Block Grant. The final amount of these grants for FY 2011-12 have not yet been released by HUD, so the budgeted amounts reflect staff’s best estimate at this time.

The reduction in expenditures reflects the reduced grant funding noted above. Almost \$1.4 million will be distributed to five incorporated cities, with the largest shares going to the City of San Luis Obispo (more than \$647,000) and the City of Paso Robles (more than \$308,000). Approximately \$332,700 will be transferred to Fund Center 142 – Planning and Building to cover staff expenses for administration of these grant programs

The General Fund support for this budget is recommended to decrease by \$2,114 (less than 1%), compared to the FY 2010-11 Adopted Budget. No service level impacts are anticipated as a result of this minor reduction in General Fund support. The recommended General Fund support includes:

- \$180,000 for Homeless Programs – maintaining the same level of funding in the FY 2010-11 Adopted Budget.
- \$80,775 for the Economic Vitality Commission (EVC) – maintaining the same level of funding in the FY 2010-11 Adopted Budget.
- \$40,161 for the San Luis Obispo Housing Trust Fund. This is a decrease of \$2,114, (5%) compared to the FY 2010-11 Adopted Budget. The Housing Trust Fund staff have indicated that this reduction can be absorbed by the organization with no anticipated decline in existing service levels.

This recommended budget includes sufficient Federal and state grant funding to maintain the existing level of services for affordable housing, public facilities, public services and economic development programs to individuals, cities, unincorporated communities and local non-profit organizations.

**BOARD ADOPTED CHANGES**

The Board approved a request submitted by the Planning and Building Department in the Supplemental Document to reduce revenue and expenditures in the amount of \$264,347 to reflect actual funding from the U.S. Department of Housing and Urban Development (HUD) for 2011. This change also resulted in a reduction of \$25,660 in the funds transferred to Fund Center 142 – Planning and Building to cover staffing costs associated with administration of HUD-funded grants.

In addition, the Community Development fund center ended the 2010-11 fiscal year with a Fund Balance Available (FBA) of \$35,135, which had not been anticipated in the Adopted Budget. Most of this amount (\$34,224) is comprised of funds from cities and nonprofit organizations to support the Homeless Services Oversight Committee Executive Director and is committed for that purpose in a written agreement with United

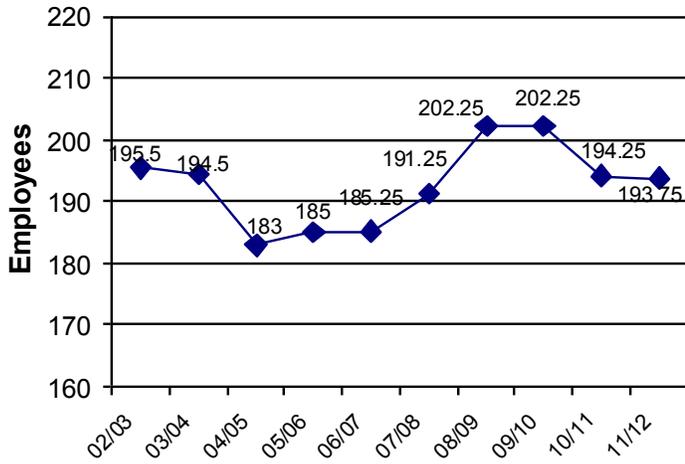
Way. The balance (\$911) is interest earned on a variety of funds deposited into fund center 290. The full amount of this excess FBA was allocated to contingencies.

**MISSION STATEMENT**

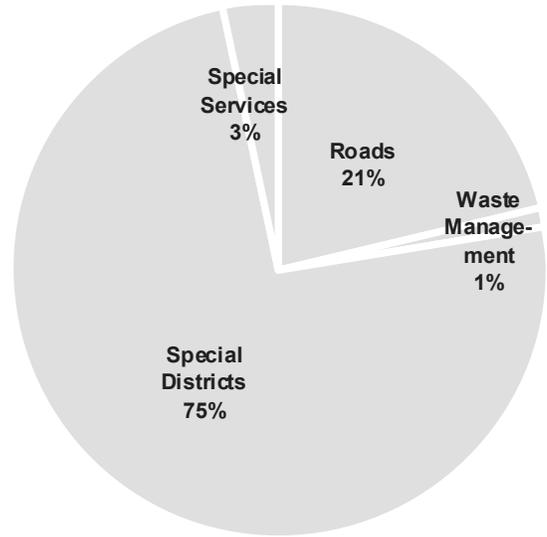
Provide public services related to the safe and efficient movement of traffic on the 1,320 miles of County maintained roadways; engineering and surveying review of proposed land development; administration and operation of various water and waste water wholesale and retail facilities; long term master water planning; and franchise administration for the unincorporated areas.

OPERATING DETAIL (1)	2009-10 ACTUAL (2)	2010-11 ACTUAL (3)	2011-12 RECOMMENDED (4)	2011-12 ADOPTED BY THE BOS (5)
<b>OPERATING REVENUES</b>				
Charges for Services	26,329,673	34,870,305	28,793,029	28,793,029
<b>TOTAL OPERATING REVENUES</b>	<b>26,329,673</b>	<b>34,870,305</b>	<b>28,793,029</b>	<b>28,793,029</b>
<b>OPERATING EXPENSES</b>				
Salaries and Benefits	20,288,825	20,696,656	21,409,917	21,409,917
Services and Supplies	4,702,244	11,130,103	6,257,837	6,257,837
Insurance Benefit Payment	386,210	317,892	316,324	316,324
Depreciation	675,634	653,438	729,685	729,685
Countywide Overhead Allocation	103,873	140,246	79,266	79,266
<b>TOTAL OPERATING EXPENSES</b>	<b>26,156,786</b>	<b>32,938,335</b>	<b>28,793,029</b>	<b>28,793,029</b>
<b>OPERATING INCOME (LOSS)</b>	<b>172,887</b>	<b>1,931,970</b>	<b>0</b>	<b>0</b>
<b>NON-OPERATING REVENUES (EXPENSES)</b>				
Interest	54,665	38,727	150,000	150,000
Gain (Loss) on sale of Asset	(19,232)	20,386	0	0
Other	0	76,026	0	0
<b>TOTAL NON-OPERATING REVENUES (EXPENSES)</b>	<b>35,433</b>	<b>135,139</b>	<b>150,000</b>	<b>150,000</b>
<b>INCOME BEF. CAPITAL CONTRBS. &amp; TRANSFERS</b>	<b>208,320</b>	<b>2,067,109</b>	<b>150,000</b>	<b>150,000</b>
Contributions in (Out)	0	0	0	0
<b>CHANGE IN NET ASSETS</b>	<b>208,320</b>	<b>2,067,109</b>	<b>150,000</b>	<b>150,000</b>
Net assets - beginning	13,652,703	13,861,022	15,928,131	15,928,131
Net assets - ending	13,861,022	15,928,131	16,078,131	16,078,131
<b>FIXED ASSET EXPENDITURES</b>				
Equipment	309,273	415,005	674,000	674,000
<b>TOTAL FIXED ASSET EXPENDITURES</b>	<b>309,273</b>	<b>415,005</b>	<b>674,000</b>	<b>674,000</b>

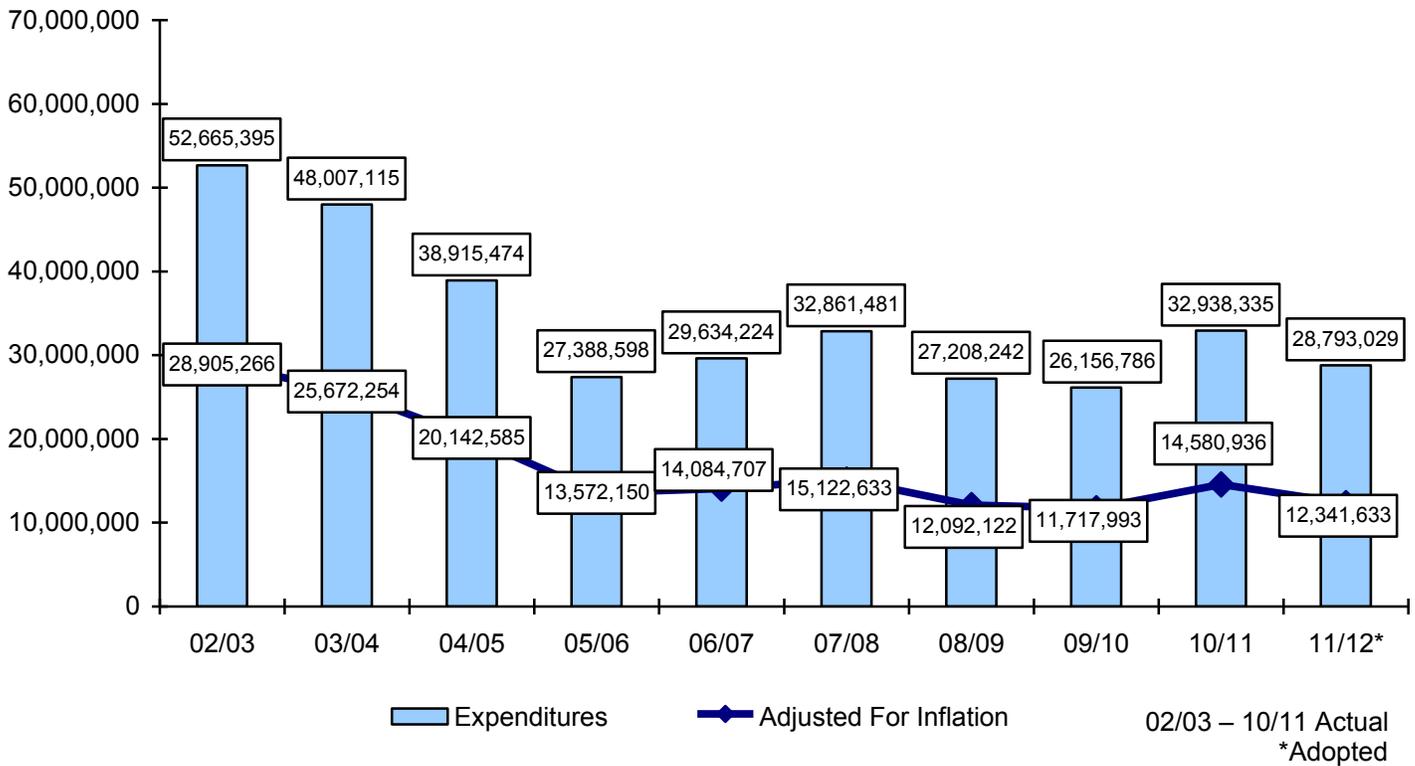
**Number of Employees  
(Full Time Equivalent)**



**Source of Funds**



**10 Year Expenditures Adjusted For Inflation**



**SERVICE PROGRAMS**

The Public Works Internal Services Fund has a total expenditure level of \$28,793,029 and a total staffing level of 193.75 FTE to provide the following services:

**Development Services**

Provide engineering and surveying review of land development as mandated by State law and County ordinance to ensure that our neighborhoods are livable, safe and well integrated into the community.

Total Expenditures: \$599,820 Total Staffing (FTE): 4.25

**Operations Center - Water and Sewer**

Provide water and sewer service to county departments and other governmental agencies in and around the Kansas Avenue area off Highway 1 in San Luis Obispo.

Total Expenditures: \$121,276 Total Staffing (FTE): 0.92

**Roads**

Administer roads programs in compliance with the Streets and Highways Code, the Motor Vehicle Code and County Ordinances, and to keep in good and safe repair the County's roads, culverts, bridges and traffic signs; increase traffic safety and control right-of-way encroachments.

Total Expenditures: \$6,144,021 Total Staffing (FTE): 90.00

**Services to Special Districts**

Provide fiscal, legal and engineering support to districts in the formation process; to perform general utility district planning, assessment apportionments, special studies and projects as directed by the Board of Supervisors; to acquire supplemental road-purpose equipment which is not fundable through Internal Service Fund financing methods; to provide administration of the County's cooperative road improvement program; to provide cable TV regulation and access activities; and to provide gas and electric franchise administration.

Total Expenditures: \$275,393 Total Staffing (FTE): 1.72

**Special Districts**

Operations, maintenance, capital projects and debt service of all public works related Board-governed special districts in the County.

Total Expenditures: \$21,243,640 Total Staffing (FTE): 93.12

**Waste Management Programs**

Administer and implement solid waste management activities in certain unincorporated areas, including compliance with state mandates such as the Integrated Waste Management Plan, National Pollutant Discharge Elimination System (NPDES), post-closure compliance orders regarding the Los Osos Landfill, and Board of Supervisors policies regarding County solid waste issues.

Total Expenditures: \$350,610 Total Staffing (FTE): 2.74

**Work for Outside Departments**

Provide water and sewer system maintenance at the San Luis Obispo County Airport for the General Services Agency and provide various other engineering services to other County departments and governmental agencies.

Total Expenditures: \$58,269 Total Staffing (FTE): 1.00

**DEPARTMENT COMMENTS**

The primary function of the Public Works Internal Service Fund (ISF) is overall accounting and reporting for the department. The ISF includes the position allocation list and funding for all of the employees in the department and accounts for the department's equipment and other reserves. The ISF incurs the labor and indirect cost of operations that are then recovered from programs, projects and services through departmental labor charges and overhead allocations.

Following are some of the notable accomplishments for FY 2010-11 and some specific objectives for FY 2011-12.

**FY 2010-11 Accomplishments**

- Completed the American Public Works Association (APWA) Self-Assessment process to determine how well national standards are being addressed. This is the first step to becoming an APWA accredited agency.
- Completed construction of the Nacimiento Water Project and transitioned into the operating phase which began water deliveries to the participating agencies. This is the largest Public Works project in San Luis Obispo County history.
- Obtained a Coastal Development Permit and secured low-cost financing (including a \$16 million grant) for the Los Osos Wastewater Project.
- Delivered over \$26 million in Public Works infrastructure projects.
- Continued to replace and retrofit equipment in order to meet new Federal Air Quality unfunded mandates.

**FY 2011-12 Objectives**

- The department will continue to meet regularly with Advisory Committees, the public, the Board of Supervisors, and numerous federal and state agencies to discuss customer needs and expectations and better serve the department's internal and external customers.
- Engage the American Public Works Association to assess the department's policies and procedures in all aspects of Public Works duties with the goal of becoming accredited within three years.
- Continue to manage the equipment fleet in order to meet new Federal Air Quality unfunded mandates phased in over the next several years and avoid fines for non-compliance.

**COUNTY ADMINISTRATOR'S COMMENTS AND RECOMMENDATIONS**

The Public Works Internal Service Fund (ISF) budget reflects appropriation amounts included in other fund centers, including Fund Center 245 – Roads, Fund Center 201 – Public Works Special Services, Fund Center 130 – Waste Management, and Special District budgets. Charges for services represent sources of revenue for the ISF. Recommended appropriations for those budgets, along with summaries for each program that purchases services from the ISF are indicated in the Service Program Summary.

It should be noted that the State Controller's Office requires an Operation of Internal Service Fund Schedule 10. The format of the Schedule 10, and some of the data it contains, is different from how other County departments' budgets are reported. For consistency purposes, the data provided for in the narrative, service programs, and 10 year expenditure chart are from the Schedule 10, including depreciation. Additionally, the narrative compares FY 2011-12 recommended estimated numbers to FY 2010-11 estimated year end numbers. As fixed assets are noted separately on the Schedule 10 and are not included as part of total expenses, they are not included as part of the overall comparison.

The recommended FY 2011-12 budget of \$28,793,029 is a decrease of approximately 5% (\$1.5 million) compared to the estimated FY 2010-11 amount of \$30,269,259 due to a combination of factors such as: 1) there is no estimated prevailing wage increase budgeted in FY 2011-12 as there was in FY 2010-11 (2%); 2) a reduction in salary and benefit accounts by approximately 2% (\$498,741) due to several position allocation changes (listed below); and 3) a decrease in the ISF's total countywide overhead (\$359,107 or 38%) from FY 2010-11 budgeted amounts. It should be noted that the Schedule 10 reflects countywide overhead charged to Special District budgets only. Countywide overhead charged back to the other functional areas within the ISF can be found in the individual fund center budgets. Other factors contributing to the overall budget decrease include reduced inter-departmental charges for services, and departmental overhead charges.

As noted above, salary and benefit accounts are decreasing by 2% due to:

- the elimination of two (2) Engineer I-III positions;
- the deletion of the Nacimiento Project Manager position as this project is anticipated to be completed by the end of FY 2010-11;
- the addition of one (1) Public Works Section Supervisor and one (1) Public Works Worker I-III limited term positions. These positions will be funded through the Los Osos Wastewater Project;
- the conversion of two (2) Engineer I-III positions to Engineer IV positions; and
- increasing a ½ FTE Administrative Service Manager to full time; this position will be funded through the Los Osos Wastewater Project.

The overall change to the ISF's position allocation will be a decrease of 0.5 FTE.

The Public Works ISF includes budgeted amounts for Special Districts that include the Flood Control District and County Service Areas. Special Districts provide flood control, road maintenance, water, sewer and other services through the use of assessments and other sources of funding. The majority of the ISF's operating revenue and expense (74% or \$21 million) is comprised of charges to Special Districts. These charges are projected to decrease by \$578,013 (or 3%) from FY 2010-11 budgeted levels. Although the total expense and revenue for Special Districts is shown on the Public Works ISF's Schedule 10, each district has its own budget that is separate from the overall County budget. These budgets are contained in the Special District Budget document prepared by Public Works and approved by the Board of Supervisors during the County's annual budget hearings in June.

The three (3) other functional areas in the ISF- Roads (FC 245), Special Services (FC 201) and Waste Management (FC 130) - account for the balance of the ISF operating revenues and expenditures. Specific details about these budgets can be found in the individual fund centers write ups. However, Roads (FC 245) is budgeted to decrease by \$791,355 (11%) from FY 2010-11 levels; Special Services (FC 201) is decreasing by \$105,082 or 10% as compared to the FY 2010-11 adopted budget; and Waste Management (FC 130) is recommended to decrease by less than .5% (\$1,780) from FY 2010-11 amounts.

Services and supplies accounts are decreasing by \$974,409 or 13% compared to FY 2010-11 which can be attributed to reductions in charges to Special Districts for non-labor work order, equipment, departmental and countywide overhead. Inter-department charges, e.g. insurance or Fleet charges, are increasing minimally (\$12,156 or less than one percent).

Fixed assets are recommended in the amount of \$674,000, a 31% or \$298,000 decrease from FY 10-11 budgeted levels of \$972,000. Public Works has a program that ranks the replacement of equipment on several criteria such as useful life, maintenance cost, usage, overall condition, importance to the department and funding available.

A total of 9 replacement vehicles, one piece of replacement equipment plus the purchase of one new piece of equipment and five particulate filters are recommended for FY 2011-12. No General Fund support will be required in the purchase of this equipment as the majority will come from the ISF equipment replacement programs and contribution from the Road fund. A five-yard dump truck and a sedan will be sold. These savings reduce the contribution from Roads by \$68,686. The Roads fund will contribute approximately \$243,000 in funding. The following vehicles and equipment is recommended to be purchased in FY 2011-12:

- 5 – Diesel Particulate Filters – the purchase of these filters continues the CA Air Resources Board mandate to retrofit all 2006 or older diesel engine equipment with diesel particulate filters by January 2023; the department has indicated that all of Public Work's older equipment will be retrofitted after FY 2011-12; the cost for these filters is \$80,000 (\$16,000 each) and will be funded through the Road Fund;

New

- 1 - 4 and 1 Bucket – this loader will be used by the North County Road Yard to clear roadways of debris such as downed trees or rocks; the 4 and 1 bucket is safer and requires less staff to do the job; the cost is \$18,000 and will be funded through the Road Fund;

Replacement

- 1 - Nuclear density gauge – this will replace an existing gauge (used to verify compaction requirements on road projects) that is 17 years old and is no longer reliable; the cost is \$12,000 and is funded through the Road fund;
- 1- ¾ ton truck – this will replace a 2001 ¾ ton truck, with 100,000 miles on it, that is three years past its useful life of seven years; cost is \$26,000 and it is funded through the ISF and Road fund;
- 1 - 1 ton stencil truck – replaces a 2000 one ton stencil truck that is three years past its useful life of eight years; cost is \$45,000 and its purchase is funded through the ISF and Road fund;
- 1- 1.5 ton utility truck – to replace a 2003 1.5 ton utility truck that has 100,000 miles on it and is past its useful life of eight years; cost is \$55,000 and is funded through the ISF and Road fund;
- 1 - ½ ton truck – to replace a 2001 ½ ton truck that is three years past its useful seven year life; cost is \$20,000 and funding will come from the ISF;
- 1 – 10 yard dump truck -- will replace a 1999 dump truck that is past its useful life and has 100,000 miles on it; the cost of the truck is \$150,000 and funding will come from the ISF and Road fund;
- 1- Flatbed truck – to replace a 2002 2-ton truck that has 140,000 miles on it; cost is \$60,000 and will be funded through the ISF;
- 1 - ¾ ton utility truck – this purchase will replace a 2002 utility van that is past its useful life and has 100,000 miles on it; cost is \$28,000 and will be funded through the ISF;
- 2 – water trucks – replaces two (2) 2000 water trucks that are at the end of their useful life; cost is \$180,000 (\$90,000 each) and funding is through the ISF and Road fund.

**BOARD ADOPTED CHANGES**

As part of the Supplemental Document (page S-38), the Board approved the FY 2011-12 list of projects that will be carried out by Public Works. Projects include those for Roads (including new construction/reconstruction, repair, pavement management, and traffic light updates), drainage improvement projects, and bridge upgrades as well as various Special Districts projects. Funding for these projects can be found in FC 245 – Roads and the Special District budgets.

**Public Works  
Fiscal Year 2011-12 Final Budget**

**Fund Center 405**

Project No.	Project Description	Phase Completion at 6/30/12	Funding Requirements for 11/12	Previous Years Balance to be Encumbered	New Funding to be Appropriated 11/12
<b>ROADS</b>					
New Road Construction					
300129	Willow Rd Extension	PARTIAL ENV MIT	4,879,010	4,879,010	0
300140	Southland On-Ramp	ON HOLD	175,000	175,000	0
300142	Willow Road Interchange	PARTIAL CONST	14,356,938	14,356,938	0
300147	Tefft Street & Hwy 101 Ramp Relocation	ON HOLD	0	0	0
300348	LTL on Nacimiento Lake Dr @ Adelaide Rd	ON HOLD	82,750	82,750	0
300353	Harmony Valley Rd LT Channel Imp.	PARTIAL ENV MIT	281,705	281,705	0
300372	Halcyon/Rt 1 Realignment Phase 1	PARTIAL DESIGN	400,000		400,000
Total New Road Construction			20,175,403	19,775,403	400,000
Road Reconstruction					
300136	Price Canyon Road Widening	PARTIAL DESIGN	445,895	445,895	0
300150	Main Street Hwy 101 PSR/PDS	PARTIAL DESIGN	502,057	502,057	0
300223	Buckley Rd TWLTL Santa Fe Rd to Thread Ln	ON HOLD	0	0	0
300289	South Frontage Road Construction	ON HOLD	0	0	0
300321	Channel & LT Ln Los Berros/Thompson	ON HOLD	148,585	148,585	0
300352	Orcutt Rd Widen & Vert. Curve Corr.	ON HOLD	0	0	0
300364	San Luis Bay Dr. Interchange Imp.	ON HOLD	197,188	197,188	0
300380	Orchard Ave Two Way LTL s/o Southland	ON HOLD	0	0	0
300384	Los Berros at Dale Left Turn Lane	ON HOLD	0	0	0
300386	Templeton Rd Safety Imp SR 41 to S El Pomar	PARTIAL PERMIT	826,782	826,782	0
300388	Mission St Enhancement Phase III	CONST	273,916	273,916	0
300397	La Panza Road Widening	DESIGN	1,372,773	1,372,773	0
300415	Pomeroy Rd & Augusta	DESIGN	198,131	198,131	0
300449	Templeton Road Guardrail	CONST	55,287	55,287	0
Total Road Reconstruction			4,020,614	4,020,614	0
New Road Lights, Traffic Signals					
300349	Avila Beach Dr/1st St Traffic Signal	CONST	57,947	57,947	0
300399	Changeable Message Signs on 101 & 227	ON HOLD	167,611	167,611	0
Total New Road Lights, Traffic Signals			225,558	225,558	0
Drainage Improvements					
300393	Main Street Storm Drain	ON HOLD	0	0	0

**Public Works  
Fiscal Year 2011-12 Final Budget**

**Fund Center 405**

Project No.	Project Description	Phase Completion at 6/30/12	Funding Requirements for 11/12	Previous Years Balance to be Encumbered	New Funding to be Appropriated 11/12
300465	Oceano Drainage	PE	248,995	0	248,995
Total Drainage Improvements			248,995	0	248,995
Pedestrian Ways & Bike Paths					
300359	14th RR Ped Xing, San Miguel	CONST	100,000	100,000	0
300404	16th St Ped RR Xing San Miguel	PARTIAL DESIGN	222,805	222,805	0
300425	ADA Ramp Construction 2011	CONST	30,000	0	30,000
300437	Vineyard Drive Bike Lanes	PARTIAL DESIGN	633,000	0	633,000
300466	ADA Ramp Construction 2012	PARTIAL CONST	30,000	0	30,000
Total Pedestrian Ways & Bike Paths			1,015,805	322,805	693,000
Pavement Management System					
300417	A/C Overlay Willow	CONST	1,594,126	1,594,126	0
300422	A/C Overlay 10-11	CONST	243,878	243,878	0
300467	A/C Overlay 11-12	PARTIAL CONST	2,306,852	0	2,306,852
Total Pavement Management System			4,144,856	1,838,004	2,306,852
Bridges					
300153	San Simeon Ck Br, 3.6 Mi E of Hwy	CONST	1,727,429	1,727,429	0
300154	San Simeon Ck Br, 2.6 Mi E of Hwy	CONST	1,454,730	1,454,730	0
300180	Main Street Br @ Santa Rosa Ck	PARTIAL ROW	4,076,094	211,328	3,864,766
300360	Price Cyn Rd Br-Edna (UPRR) Overhd	PARTIAL CONST	2,571,384	2,371,384	200,000
300361	Price Cyn Rd Br-West Corral de Piedra	PARTIAL CONST	2,400,504	2,400,504	0
300382	River Grove Drive Bridge	PARTIAL DESIGN	635,479	635,479	0
300385	Branch Mill Road Bridge	PARTIAL DESIGN	713,861	713,861	0
300387	Geneseo Road Low Water Crossing	PARTIAL DESIGN	919,866	919,866	0
300428	Ferrasci Road Creek Crossing	CONST	1,224,277	1,224,277	0
300430	Air Park Drive Br @ Ocean Beach Lagoon	PARTIAL PE	50,777	777	50,000
300431	Davenport Creek Rd at Davenport Creek	ON HOLD	304	304	0
300432	Cypress Mountain Rd Br @ Klau Creek	PARTIAL DESIGN	266,389	128,889	137,500
300434	Huasna River Bridge Replacement	PARTIAL PE	25,000	0	25,000
300439	El Camino Real at Santa Margarita Creek Br	PARTIAL PE	6,535	6,535	0
Total Bridges			16,072,629	11,795,363	4,277,266
TOTAL ROADS			45,903,860	37,977,747	7,926,113
OTHER					

**Public Works  
Fiscal Year 2011-12 Final Budget**

**Fund Center 405**

Project No.	Project Description	Phase Completion at 6/30/12	Funding Requirements for 11/12	Previous Years Balance to be Encumbered	New Funding to be Appropriated 11/12
County Operations Center					
320026	Ops Center-Waterline to New Women's Jail	CONST	723,275	723,275	0
Total County Operations Center			723,275	723,275	0
Development Services					
300435	Maria Vista Estates Onsite Improvements	PARTIAL CONST	1,514,518	1,514,518	0
Total Development Services			1,514,518	1,514,518	0
Los Osos Wastewater Project					
300448	Los Osos Wastewater Project	PARTIAL CONST	164,198,593	164,198,593	0
Total Los Osos Wastewater Project			164,198,593	164,198,593	0
TOTAL OTHER			166,436,386	166,436,386	0
SPECIAL DISTRICTS					
Nacimiento Water Project					
300459	Modification of Fiber Optic Pullboxes	CONST	183,018	0	183,018
300458	Control Power Transformer for A-SG-1	DESIGN	19,646	0	19,646
Total Nacimiento Water Project			202,664	0	202,664
State Water Project					
300411	CVP-SCADA System Renovation	CONST	50,878	50,878	0
Total State Water Project			50,878	50,878	0
Flood Control Zone 3					
300369	Waterline Crossing-Rodriguez Bridge	PARTIAL AD-15	540,194	425,194	115,000
300462	Sample Station Relocation Avila Beach	CONST	15,000	0	15,000
300460	WTP Chemical Containment Improvements	PARTIAL CONST	65,000	0	65,000
300461	Access Road to WTP Domestic Tank	PE	125,000	0	125,000
552R235689	33" Piggig Project	PE	30,000	0	30,000
Total Flood Control Zone 3			775,194	425,194	350,000
Salinas Dam					
535R155711	Salinas Dam Booster Pump Station Upgrade	CONST	1,152,295	1,152,295	0
535R155712	Booster Office Remodel/Repair	PARTIAL DESIGN	54,802	0	54,802
Total Salinas Dam			1,207,097	1,152,295	54,802
Nipomo Lighting					
300450	Haystack Bridge Lights	PARTIAL CONST	70,000	0	70,000
Total Nipomo Lighting			70,000	0	70,000

**Public Works  
Fiscal Year 2011-12 Final Budget**

**Fund Center 405**

Project No.	Project Description	Phase Completion at 6/30/12	Funding Requirements for 11/12	Previous Years Balance to be Encumbered	New Funding to be Appropriated 11/12
County Service Area 1					
575R600102	Replace Pump/Rail System	PARTIAL CONST	25,000	12,000	13,000
Total County Service Area 1			25,000	12,000	13,000
County Service Area 10-A					
300279	New Storage Tank	ON HOLD	21,501	21,501	0
300383	CSA 10A Waterline Improvements	PARTIAL DESIGN	0	0	0
Total County Service Area 10-A			21,501	21,501	0
County Service Area 16 - Water					
300368	Replace Water Main on Center	ON HOLD	22,492	22,492	0
300463	State Water Turnout	PARTIAL AD-15	379,078	0	379,078
Total County Service Area 16 - Water			401,570	22,492	379,078
County Service Area 18					
589R880127	Map to Digitize and Consolidate Tract Maps	DESIGN	20,544	0	20,544
Total County Service Area 18			20,544	0	20,544
TOTAL SPECIAL DISTRICTS			2,774,448	1,684,360	1,090,088
TOTAL ROADS, OTHER AND SPECIAL DISTRICTS			215,114,694	206,098,493	9,016,201

**GOALS AND PERFORMANCE MEASURES**

Additional Goals and Performance Measures for Public Works can be found in the following Fund Centers: Roads (Fund Center 245), Public Works Special Services (Fund Center 201), and Waste Management (Fund Center 130).

<b>Department Goal:</b> Deliver Capital Projects on time and on budget.						
<b>Community-wide Result Link:</b> A safe community, A well-governed community.						
<b>1. Performance Measure: Percentage of capital projects that are completed on time.</b>						
06-07 Actual Results	07-08 Actual Results	08-09 Actual Results	09-10 Actual Results	10-11 Adopted	10-11 Actual Results	11-12 Target
61%	42%	56%	64%	80%	78%	80%
<b>What:</b> This measures the percentage of Public Works Capital Project phases actually completed compared to the phase estimated to be complete as stated in each year's budget.						
<b>Why:</b> To determine the timeliness of capital project completion which enhances public health and safety by correcting potentially dangerous problems identified in the need for each project.						
<b>How are we doing?</b> With a result of 78%, the Department is trending in a favorable direction with an increase of 22% from the previous year. Overall, 36 of 46 approved phases were completed on schedule. Projects that were delayed can be grouped as follows: 3 projects had funding agency delays, 3 projects required additional design time, 2 projects were reassigned a lower priority, 1 project was delayed due to a significant project scope change and 1 project required a multi-year design phase. Recruiting and maintaining staffing levels for our capital program over the past three years is reflected in the upward trend towards our delivery target.						

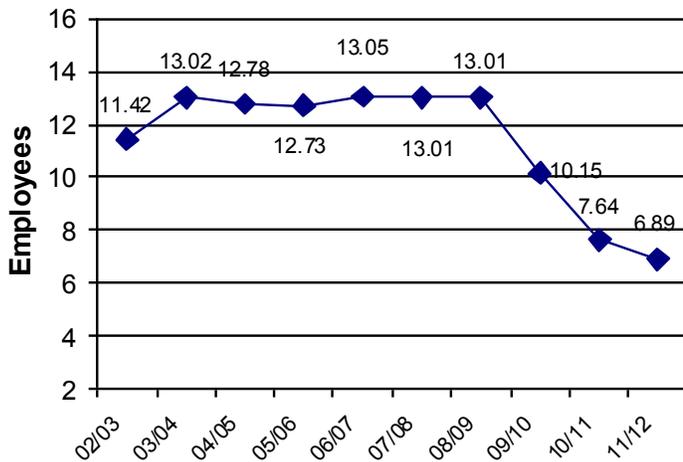
<b>2. Performance Measure: Percentage of capital projects that are completed at or under budget.</b>						
06-07 Actual Results	07-08 Actual Results	08-09 Actual Results	09-10 Actual Results	10-11 Adopted	10-11 Actual Results	11-12 Target
91%	83%	89%	86%	90%	89%	90%
<p><b>What:</b> This measures the percentage of Public Works Capital Projects where actual costs are at or under the budget for the particular project phase approved by the Board of Supervisors in a given fiscal year.</p> <p><b>Why:</b> To determine how accurately project costs are estimated so that funds are allocated and projects are prioritized properly.</p> <p><b>How are we doing?</b> The Department ended FY 2010-11 on track for this performance measure. Of the 36 projects that were completed on schedule, 32 projects were completed within the allocated budget. Projects that exceeded their allocated budget can be grouped as follows: the scope of work was expanded on 3 projects and 1 project received very high construction bids.</p>						

**MISSION STATEMENT**

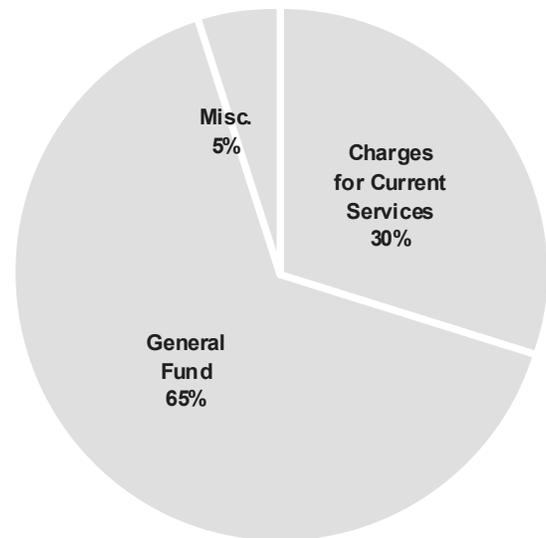
Provide public services related to engineering and surveying review of proposed land development; administration and operation of water and waste water service at the County Operations Center; engineering support to special districts; and franchise administration for the unincorporated areas.

	2009-10	2010-11	2011-12	2011-12	2011-12
<u>Financial Summary</u>	<u>Actual</u>	<u>Actual</u>	<u>Requested</u>	<u>Recommended</u>	<u>Adopted</u>
Licenses and Permits	\$ 64,537	\$ 79,477	\$ 90,555	\$ 90,555	\$ 90,555
Intergovernmental Revenue	533	14,199	16,700	16,700	16,700
Charges for Current Services	612,035	498,679	668,696	668,696	668,696
Other Revenues	181,532	466,176	4,654	4,654	4,654
Interfund	38,427	61,683	0	0	0
<b>**Total Revenue</b>	<b>\$ 897,064</b>	<b>\$ 1,120,214</b>	<b>\$ 780,605</b>	<b>\$ 780,605</b>	<b>\$ 780,605</b>
Services and Supplies	2,014,155	1,901,563	2,217,197	2,224,209	2,224,209
Other Charges	200,000	2,416	0	0	0
Fixed Assets	87,676	427,287	0	0	0
<b>**Gross Expenditures</b>	<b>\$ 2,301,831</b>	<b>\$ 2,331,266</b>	<b>\$ 2,217,197</b>	<b>\$ 2,224,209</b>	<b>\$ 2,224,209</b>
General Fund Support (G.F.S.)	<u>\$ 1,404,767</u>	<u>\$ 1,211,052</u>	<u>\$ 1,436,592</u>	<u>\$ 1,443,604</u>	<u>\$ 1,443,604</u>

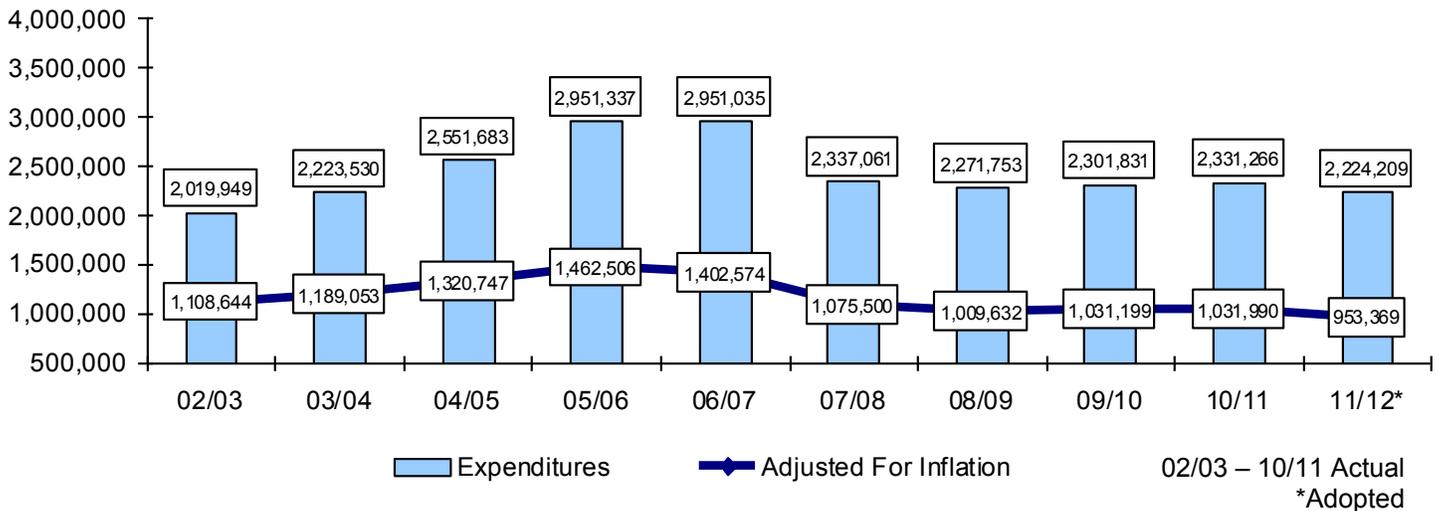
**Number of Employees  
(Full Time Equivalent)**



**Source of Funds**



**10 Year Expenditures Adjusted For Inflation**



**SERVICE PROGRAMS**

Public Works Special Services has a total expenditure level of \$2,224,209 and a total staffing level of 6.89 FTE to provide the following services.

Note: Staff is budgeted in FC 405 – Public Works Internal Service Fund; full time equivalent (FTE) shown represents staff assigned to projects within Fund Center 201 – Public Works Special Services.

**Development Services**

Provide engineering and survey review of land development as mandated by State law and County ordinance as required to ensure that our neighborhoods are livable, safe and well integrated into the community.

Total Expenditures: \$952,328 Total Staffing (FTE): 4.25

**Operations Center - Water and Sewer**

Provide water and sewer service to county departments and other agencies in and around the Kansas Avenue area, off Highway 1 in San Luis Obispo.

Total Expenditures: \$912,233 Total Staffing (FTE): .92

**Services to Special Districts**

Provide fiscal, legal and engineering support to districts in the formation process; to perform general utility district planning, assessment apportionments, special studies and projects as directed by the Board of Supervisors; to acquire supplemental road purpose equipment which is not fundable through FC 405 – Public Works Internal Service Fund financing methods; to provide administration of the County's cooperative road improvement program; to provide cable TV regulation and access activities; and to provide franchise administration.

Total Expenditures: \$359,648 Total Staffing (FTE): 1.72

**DEPARTMENT COMMENTS**

The primary programs of the Public Works Special Services fund center are Development Services, County Operations Center (Ops Center), and Services to Special Districts. Development Services provides engineering and surveying review of land development. The County Operations Center provides water and wastewater

service to agencies around the Kansas Avenue area of San Luis Obispo. Services to Special Districts provide a wide variety of support services to special districts as directed by the Board of Supervisors.

The following are some of the notable accomplishments for FY 2010-11 and some specific objectives for FY 2011-12.

**FY 2010-11 Accomplishments**

- Completed the design and permitting phase of the Ops Center waterline extension project. This project will upgrade and extend the waterline to serve the proposed new Women's Jail.
- Entered into a memorandum of understanding (MOU) with the Nipomo Community Services District to create an assessment district in the Nipomo area in order to fund the construction of a waterline intertie to the City of Santa Maria which will allow the purchase of water from Santa Maria for the Nipomo Mesa.
- Assisted County Counsel in obtaining over a \$2 million insurance settlement relating to the Maria Vista Estates development located in Nipomo. This money will be used to complete the necessary infrastructure improvements required for the development.
- Improved the overall Development Services Customer Satisfaction rating from 4.3 to 4.4 out of 5.
- Completed the biennial update to the Public Improvement Standards used by the public to design their projects to County standards.
- Completed the preliminary engineering study to identify a solution to flooding problems on Highway 1 in Oceano. This project will be a cooperative effort between the County, CalTrans, and San Luis Obispo Council of Governments (SLOCOG) requiring a combination of funding sources to complete construction. Construction will be completed through the County Road Fund.

**FY 2011-12 Objectives**

- Construct the Ops Center waterline extension project in order to serve the proposed new Women's Jail.
- Complete water and sewer master plans to identify and prioritize infrastructure projects at the Operations Center.
- Form the assessment district and conduct the Proposition 218 assessment vote for the Nipomo waterline intertie project.
- Complete the infrastructure improvements required for the Maria Vista Estates development.

**COUNTY ADMINISTRATOR'S COMMENTS AND RECOMMENDATIONS**

The Public Works Special Services budget functions under the umbrella of the Public Works Department Internal Service Fund (ISF). All staffing and necessary equipment needed to carry out the programs in this fund center are provided by the ISF and charged back as services are performed. There are three (3) divisions within the Special Services fund center: Development Services, Operations Center and Services to Special Districts.

The FY 2011-12 General Fund support for the programs within this fund center are recommended to decrease approximately 5% or \$76,024 compared to FY 2010-11 adopted amounts. Recommended revenues are decreasing by 13% or \$123,480 as compared to FY 2010-11 adopted amounts for a variety of reasons, including changes to the department's charges for services (fees) approved in November 2010 and effective July 1, 2011; however, the majority of the revenue decrease can be attributed to subdivision and planned development revenue which is budgeted to decrease by \$133,923. This is primarily attributed to the slow economy which continues to affect these activities.

Expenditures for FY 2011-12 are recommended to decrease by 8% or \$199,504 compared to the FY 2010-11 adopted amount primarily due to reduced charges by the ISF for labor, a reduction in overhead charged by the ISF as well as a decrease in countywide overhead. Together these accounts are decreasing by \$178,243 or 11%. No fixed assets are budgeted for in FY 2011-12. There are no service level impacts associated with the recommended budget.

Specifically,

- **Operations Center:**
  - Revenues are projected to decreasing by 1% (\$1,026) due to a change in the water billing formula for Woods Humane Center;
  - Services and supplies accounts are increasing by \$23,333 (2.6%) due to updates to several master plans scheduled in FY 2011-12.
- **Development Services:**
  - Overall, revenues are recommended to decrease by 15.5% (\$120,911) as a result of the decreased subdivision and planned development activities noted above as well as several decreases in fees;
  - Services and supplies accounts are budgeted at \$952,328, an 18.5% (or \$216,755) decrease from FY 2010-11 amounts. This is the result of decreased staffing charges from the ISF as well as a decrease in building activities.
- **Services to Special Districts:**
  - Revenue accounts are recommended to decrease by 6.4% or \$1,543 due to a decrease in administrative charges to the Co-Operative Road Program;
  - Services and supplies accounts are also decreasing by 17% (\$6,080) due to a reduction in staffing charges from the ISF.

**BOARD ADOPTED CHANGES**

None.

**GOALS AND PERFORMANCE MEASURES**

**Department Goal:** Maintain the water distribution and wastewater collections systems at the County Operations Center to provide safe drinking water, maintain adequate reserves for irrigation and fire fighting to protect the public and environmental health, and ensure regulatory compliance. The County Operations Center customers are other county departments and one private agency, Woods Humane Society.

**Communitywide Result Link:** A healthy community. A safe community.

**1. Performance Measure: Percentage of days per year that the water system is able to meet mandated water quality standards.**

06-07 Actual Results	07-08 Actual Results	08-09 Actual Results	09-10 Actual Results	10-11 Adopted	10-11 Actual Results	11-12 Target
100%	100%	100%	100%	100%	100%	100%

**What:** This measures the percentage of time during the year that the water distribution system is able to meet State and Federal water quality standards.

**Why:** To insure that the water system provides safe drinking water.

**How are we doing?** There are no issues to report and the water system continues to meet all Federal, State and local safe drinking water requirements.

**2. Performance Measure: Number of wastewater collection system and water system failures per year.**

06-07 Actual Results	07-08 Actual Results	08-09 Actual Results	09-10 Actual Results	10-11 Adopted	10-11 Actual Results	11-12 Target
0	4	2	0	0	0	0

**What:** A count of all incidents of blockages, spills and unscheduled interruption in wastewater service and water system failures.

**Why:** The number of failures per year can be a reflection of the system integrity. Monitoring the location and frequency of failures will help to identify areas where additional resources may need to be focused in order to assure continued system integrity and to protect the environment.

**How are we doing?** No system failures occurred during FY 2010-11. Professional video inspection and operational difficulties have shown that the sewer line in Oklahoma Avenue at the County Operations Center needs replacement. Several areas of the sewer line have dips which cause the build-up of sewage, and cracks in the line which allow infiltration to occur. Operators have to clean the line on a regular basis in order to improve flow. Through the FY 2011-12 Capital Project process, funding for the replacement of this sewer line was requested; however, we have been notified that our request was not approved. We will again request funding for its replacement through the FY 2012-13 Capital Project process.

To meet the water needs of the Operations Center and the new jail facility, State funding has been secured for a project that is now in the construction phase to upsize the existing waterline to a 10-inch PVC pipe from Chorro Creek Bridge to the new jail facility. The construction phase is anticipated to be complete in FY 2011-12.

**Department Goal:** Review and approve applications, maps and plans for new development projects in a timely manner to ensure compliance with regulatory requirements, enhance customer service, and protect the public's safety.

**Communitywide Result Link:** A safe community, A well-governed community.

**3. Performance Measure: Annual number of improvement plan reviews per Full Time Equivalent (FTE) employee.**

06-07 Actual Results	07-08 Actual Results	08-09 Actual Results	09-10 Actual Results	10-11 Adopted	10-11 Actual Results	11-12 Target
57	66	69	50	50	90	66

**What:** Total number of Improvement Plan reviews by Plan Check Unit divided by the number of Full Time Equivalent (FTE) employees.

**Why:** Measures the efficiency of the Plan Check Unit in reviewing improvement plans.

**How are we doing?** We are seeing a leveling-out in the number of public improvement plans being submitted for checking and inspection services (51 plans in FY 2009-10 and 49 plans in FY 2010-11), about half of what was processed in FY 2008-09 (98 plans). With only one seasoned staff overseeing the plan check and inspection program our efficiency remains high, exceeding last November's projected efficiency of 84. We will continue to adjust staff responsibilities as necessary to best match the economic situation while achieving our targeted performance standards. We have adjusted our FY 2011-12 target to reflect the approximate five year average efficiency. There is no standardized comparable county data available.

**4. Performance Measure: Number of weeks to review improvement plans.**

06-07 Actual Results	07-08 Actual Results	08-09 Actual Results	09-10 Actual Results	10-11 Adopted	10-11 Actual Results	11-12 Target
3.1 weeks 1st submittals	3.2 weeks 1st submittals	2.0 weeks 1st submittals	2.5 weeks 1st submittals	4.0 weeks 1st submittals	1.1 weeks 1st submittals	2.5 weeks 1st submittals
2.5 weeks re-submittals	2.2 weeks re-submittals	1.2 weeks re-submittals	2.2 weeks re-submittals	2.0 weeks re-submittals	1.0 weeks re-submittals	2.0 weeks re-submittals

**What:** Average time it takes to review public improvement construction plans associated with development after receipt from engineers.

**Why:** State law requires that improvement plans be acted upon within sixty working days (approximately 12 weeks) of submittal. This measures accomplishment of our goal of timely service.

**How are we doing?** Staff consistently provides our clients a favorable response time in commencing first submittal and re-submittal plan checks when compared to our target goals. The depressed economic climate in the development industry continues to equate to fewer projects being processed but this appears to be leveling off. We have adjusted staffing requirements accordingly and have a single experienced staff member overseeing this program. No standardized comparable county data available.

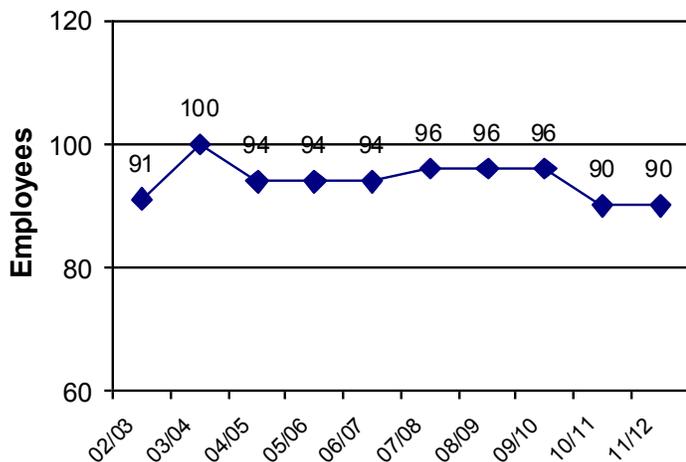
<b>5. Performance Measure: Annual number of survey map reviews per Full Time Equivalent (FTE) employee.</b>						
06-07 Actual Results	07-08 Actual Results	08-09 Actual Results	09-10 Actual Results	10-11 Adopted	10-11 Actual Results	11-12 Target
887	1,070	1,122	1,330	1,215	1,178	1,215
<p><b>What:</b> Total number of survey maps (i.e. any land surveying map that falls under the professional land surveyor act such as records of survey, subdivision maps and corner records) reviews by Surveying Unit divided by the number of Full Time Equivalent (FTE) employees.</p> <p><b>Why:</b> Measures the efficiency of the Surveying Unit in reviewing survey maps.</p> <p><b>How are we doing?</b> The favorable efficiency continues to be associated with the reduced complexity of maps being checked and our experienced map check staff. The County Surveyor retired earlier in the fiscal year but we were fortunate to replace the position with our Deputy County Surveyor. The smooth transition associated with the internal appointment and the fact we have well seasoned, experienced staff available to our customers, allows us to maintain these excellent efficiency ratings. No standardized comparables county data available.</p>						
<b>6. Performance Measure: Number of weeks to review survey maps.</b>						
06-07 Actual Results	07-08 Actual Results	08-09 Actual Results	09-10 Actual Results	10-11 Adopted	10-11 Actual Results	11-12 Target
0.9 weeks	1.1 weeks	1.0 weeks	1.1 weeks	1.0 weeks	1.3 weeks	1.0 Weeks
<p><b>What:</b> Average time from receipt of maps (i.e. any land surveying map that falls under the professional land surveyor act such as records of survey, subdivision maps and corner records) from engineers and surveyors, until response.</p> <p><b>Why:</b> State law requires that survey maps be acted upon within 20 working days (approximately 4 weeks) of submittal. This measures accomplishment of our goal of timely service.</p> <p><b>How are we doing?</b> For the past four years our performance continues to fluctuate around 1-week, but remains well below the statutory requirement of processing maps within 20 working days (4 weeks). This consistency can be attributed to the fewer number of maps being processed and to the experience of map check staff. The minor increase in response time (0.3 weeks=1.5 days=12 hours) can be attributed to map check staff being equally responsive to their other duties including encroachment and GIS. No standardized comparable county data available.</p>						
<b>7. Performance Measure: Percentage of local engineering and design firms that rate the services provided by Public Works as satisfactory or better.</b>						
06-07 Actual Results	07-08 Actual Results	08-09 Actual Results	09-10 Actual Results	10-11 Adopted	10-11 Actual Results	11-12 Target
100%	N/A	87%	88%	85%	85%	90%
<p><b>What:</b> Measures customer satisfaction with Development Services.</p> <p><b>Why:</b> Information derived from this survey has historically been used to improve customer service.</p> <p><b>How are we doing?</b> Our next annual customer survey will be conducted in May 2012 when we will again solicit customer feedback in at least five areas of Development Services' work. These areas include Surveying Services, Plan Check Services, Inspection Services, Permit Services and response to public inquiries. Of the 153 surveys distributed by email in May 2011 we received only 10 responses. Of those 10 respondents only one anonymous person ranked our services as average which resulted in an actual of 85% satisfaction. Customer comments received from our FY 2010-11 survey included the appreciation of having final maps available online and recommendations to integrate these maps with the County's GIS services. The majority of respondents also noted they were appreciative of our staff's excellent customer service.</p>						

**MISSION STATEMENT**

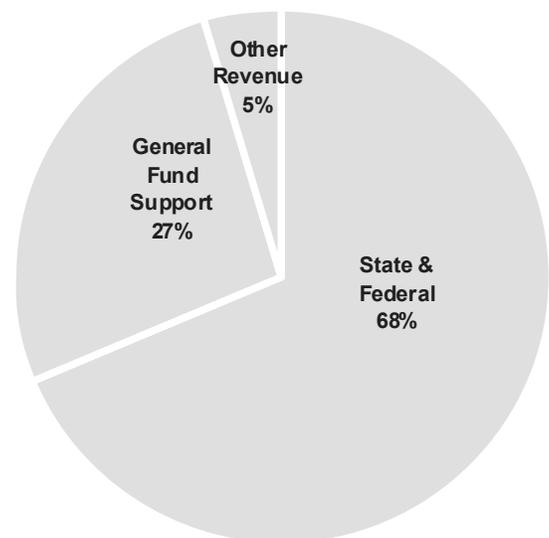
Provide public services related to the safe and efficient movement of traffic on the 1,310 miles of County maintained roadways.

	2009-10	2010-11	2011-12	2011-12	2011-12
<u>Financial Summary</u>	<u>Actual</u>	<u>Actual</u>	<u>Requested</u>	<u>Recommended</u>	<u>Adopted</u>
Taxes	\$ 1,469,304	\$ 1,450,744	\$ 1,449,890	\$ 1,449,890	\$ 1,449,890
Revenue from Use of Money & Property	33,892	31,970	60,000	60,000	60,000
Intergovernmental Revenue	21,016,767	16,718,173	13,677,171	13,677,171	13,677,171
Charges for Current Services	138,061	166,975	142,606	142,606	142,606
Other Revenues	284,742	753,102	0	0	0
Other Financing Sources	11,776,160	13,780,776	6,783,577	5,819,263	6,319,263
Interfund	373,915	177,520	248,995	248,995	248,995
<b>Total Revenue</b>	<b>\$ 35,092,841</b>	<b>\$ 33,079,260</b>	<b>\$ 22,362,239</b>	<b>\$ 21,397,925</b>	<b>\$ 21,897,925</b>
Fund Balance Available	\$ 0	\$ 804,447	\$ 0	\$ 0	\$ 0
Cancelled Reserves	352,704	800,967	4,447	4,447	4,447
<b>Total Financing Sources</b>	<b>\$ 35,445,545</b>	<b>\$ 34,684,674</b>	<b>\$ 22,366,686</b>	<b>\$ 21,402,372</b>	<b>\$ 21,902,372</b>
Salary and Benefits	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
Services and Supplies	15,396,768	16,946,036	13,229,526	13,229,526	13,229,526
Other Charges	125,626	4,014	246,733	246,733	246,733
Fixed Assets	13,556,154	17,808,913	8,890,427	7,926,113	7,926,113
<b>Gross Expenditures</b>	<b>\$ 29,078,548</b>	<b>\$ 34,758,963</b>	<b>\$ 22,366,686</b>	<b>\$ 21,402,372</b>	<b>\$ 21,402,372</b>
Contingencies	0	0	0	0	0
New Reserves	0	3,005,414	0	0	500,000
<b>Total Financing Requirements</b>	<b>\$ 29,078,548</b>	<b>\$ 37,764,377</b>	<b>\$ 22,366,686</b>	<b>\$ 21,402,372</b>	<b>\$ 21,902,372</b>

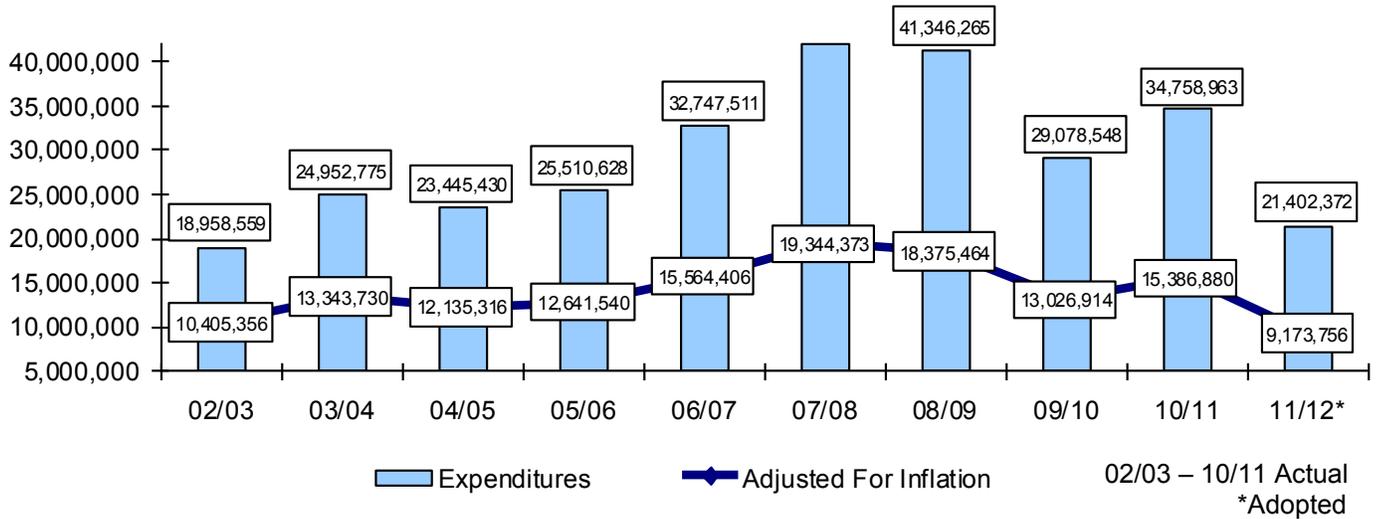
**Number of Employees**  
 (Full Time Equivalent)



**Source of Funds**



**10 Year Expenditures Adjusted For Inflation**



**SERVICE PROGRAMS**

Roads has a total expenditure level of \$21,402,372 and a total staffing level of 90.00 FTE to provide the following services.

Note: Staff is budgeted in FC 405 – Public Works Internal Service Fund; full time equivalent (FTE) shown represents staff assigned to projects within Fund Center 245 – Roads.

**Roads Construction**

Construct new, or make major improvements to, roads within the unincorporated area of the County.

Total Expenditures: \$7,926,113 Total Staffing (FTE): 19.00

**Roads Maintenance**

Maintain, or make minor improvements to, existing County roads within the unincorporated area of the County.

Total Expenditures: \$13,476,259 Total Staffing (FTE): 71.00

**DEPARTMENT COMMENTS**

The primary functions of the Road Fund are Construction and Maintenance. Construction related activities include new roads, enhancements to existing roads, road reconstruction, new lights and traffic signals, bridges, pedestrian ways and bike paths, drainage improvements, transportation planning, right of way acquisition, environmental mitigation, encroachment inspections, curb gutter and sidewalk design, and administration. Maintenance related activities include County Road Crew work to maintain these structures as well as administration of a pavement management program on over 1,320 miles of County Roads and a bridge maintenance program on about 200 bridges countywide.

Following are some of the notable accomplishments for FY 2010-11 and some specific objectives for FY 2011-12.

**FY 2010-11 Accomplishments**

- Successfully secured all necessary funding for and began construction of the Willow Road extension and interchange at Highway 101 in Nipomo. This project will reduce overall trip mileage on the Mesa, provide a secondary access to Nipomo High School from the west side of Highway 101, and help relieve congestion at Tefft Street and Highway 101.
- Completed 31 miles of chip sealing which improves pavement preservation.
- Overlaid nearly 6 miles of pavement in the South County to maintain average pavement condition in the mid 60 range which is considered good (61-80) by industry standards (using a 100 point scale). Most of the paving was done in urban areas with multiple driveways and included upgraded handicapped access. An experimental method of "Cold-in-place Recycling" was used that saved over 30% compared to conventional methods.
- Delivered over \$15 million in capital projects to address safety, capacity and drainage concerns.
- Successfully responded to the December storms during the emergency declaration. Completed emergency repairs to prevent slope erosion on Avila Beach Drive and maintain access to Diablo Canyon Nuclear Power Plant and Port San Luis.

**FY 2011-12 Objectives**

- With reduced funding available for the Pavement Management Program, a strategy will be implemented to cost effectively maintain the Pavement Condition Rating (PCI) at the highest level with available funding.
- A road crew will be dedicated to Los Osos to address road conditions and drainage issues in connection with the wastewater project that is scheduled to begin during the year.
- Complete Phase 1 of the Willow Road Extension project from Pomeroy to Hetrick Road, in Nipomo.
- Continue work on Phase 2 of the Willow Road project including the extension of Willow Road to State Highway 101, the construction of an interchange, and the continued extension of Willow Road to Thompson Avenue, in Nipomo.
- Complete construction of the two San Simeon Creek bridges in Cambria.

**COUNTY ADMINISTRATOR'S COMMENTS AND RECOMMENDATIONS**

The Roads' budget functions under the umbrella of the Public Works Department Internal Service Fund (ISF). All staffing and necessary equipment needed to carry out the programs in this fund center are provided by the ISF and charged back as services are performed.

The recommended FY 2011-12 budget for Roads provides for a 15% (\$964,314) decrease in General Fund support compared to FY 2010-11 adopted amounts. This reduction will decrease funding to the pavement management program by 29% and will have an impact on the condition of County roads. Currently, the overall road system has a pavement condition rating (PCR) of 62 (on a 1 to 100 scale; see Performance Measure #1). However, the department is projecting that as a result of the reduction, the PCR could fall to 60. If the reductions continued over the next 10 years, the PCR has the potential to drop to the mid-40s.

Overall, FY 2011-12 revenues, including reductions in General Fund support noted above and cancelled reserves of \$4,447, is projected to decrease by 3% or \$829,004 as compared to FY 2010-11 amounts. Notable revenue accounts, as compared to FY 2010-11, are:

- State Highway Users Tax (gas tax) is decreasing by \$485,000 or 5%; this revenue fluctuates depending on the demand for fuel. In FY 2010-11, the State enacted "gas tax" swap legislation that essentially eliminated Prop 42 (traffic congestion relief) funding to counties and replaced it with an increase to the gas excise tax. Due to the voter approval of Proposition 26, the State was required to reenact the swap or counties could lose millions of gas tax revenue. Legislation to do just that was signed by the Governor in March.

- Transportation Development Act revenue is decreasing by 54% or \$489,400;
- State Aid Construction: \$569,800 is budgeted for the Vineyard Bike Lanes project;
- Federal Aid Construction revenue is increasing by \$1,518,374 primarily due to Federal funding for the Santa Rosa Creek bridge replacement projects.

FY 2011-12, expenditures for Roads are decreasing overall by 3% or \$829,004 from adopted FY 2010-11 levels primarily due to a 9% (\$1,332,805) decrease in budgeted services and supplies accounts. Some notable decreases are:

- Labor charged by the ISF is decreasing by 24% (\$1,400,777);
- Overhead (both departmental and countywide) is decreasing by 45% (\$399,927);
- Insurance charges are decreasing by 20% or \$103,465.

Capital project expenditures are budgeted to increase by 19% or \$1.3 million due to budgeting for the Halcyon Road realignment project and the Santa Rosa Creek bridges referenced to above. A list of capital projects will be included as part of the Public Works ISF section of the supplemental budget document. The Road Fund has budgeted \$242,719 for replacement equipment and vehicles. This requested funding represents a 5% or \$12,719 increase from FY 2010-11 budgeted amount. A list of the specific equipment and vehicles to be replaced can be found in FC 405 - Public Works ISF budget.

**BOARD ADOPTED CHANGES**

The General Fund’s fund balance available exceeded estimates by approximately \$4.95 million. As a result, \$500,000 of the \$4.95 million was allocated to the Roads Fund’s Future Road Projects designation.

**GOALS AND PERFORMANCE MEASURES**

<b>Department Goal:</b> Maintain a good quality county-road system.						
<b>Communitywide Result Link:</b> A livable community, a safe community.						
<b>1. Performance Measure: Pavement Condition Index (PCI) for ALL county roads.</b>						
06-07 Actual Results	07-08 Actual Results	08-09 Actual Results	09-10 Actual Results	10-11 Adopted	10-11 Actual Results	11-12 Target
69	65	62	65	61	60	60
<b>What:</b> Pavement Condition Rating, (also called Pavement Condition Index, PCI), is used to determine the structural condition of road pavement. A rating system from 1 to 100 indicates the percentage of the functional life of pavement remaining						
<b>Why:</b> To determine the maintenance needs of the road system to effectively serve the traveling public. The Board of Supervisors has established the goal of maintaining a PCR for all roads within the unincorporated area of the County at Pavement Condition Index (PCI) of 70 or better, with no one road category falling below a PCI of 60.						
<b>How are we doing?</b> Public Works completed the inspection of all 1,090 miles of paved County maintained roads in 2010. The results of the 2010 inspection indicated an overall PCI of 62 at that time. As of June 30, 2011, the road system has dropped to a calculated PCI of 60. The greatest emphasis has been to keep arterial roads in good condition since they most impact the traveling public. Road conditions by classification currently average; 67 for all arterial roads, 57 for all collector roads and 61 for all local or minor roads. North County collector roads have dropped to 52 PCI and continue to deteriorate. The target of 60 PCI assumes funding based on the previous two years, any lower funding rate will produce significantly lower results. Overall, the pavement condition in the County of San Luis Obispo has had a significant decline the past five years and will continue this trend until funding significantly increases.						
<b>2. Performance Measure: Collisions per 100 million entering vehicles at non-signalized intersection.</b>						
06-07 Actual Results	07-08 Actual Results	08-09 Actual Results	09-10 Actual Results	10-11 Adopted	10-11 Actual Results	11-12 Target
34	31	29	28	29	26	28
<b>What:</b> Number of collisions per 100 million entering vehicles traveled within the unincorporated area of the County (5-year average).						

**Why:** To determine if this component of the road system is maintaining its expected safety level. To review possible safety problem areas if the measure exceeds expectations and determine which improvements are warranted.

**How are we doing?** This collision rate continues to decline and remains below the statewide average of 53 per 100 million entering vehicles at similar State Highway intersections. It is anticipated that the collision rate will further decline in future years with more specific efforts to target troubled areas.

**3. Performance Measure: Collisions per 100 million entering vehicles at signalized intersections.**

06-07 Actual Results	07-08 Actual Results	08-09 Actual Results	09-10 Actual Results	10-11 Adopted	10-11 Actual Results	11-12 Target
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38	32	30	27	30	25	27
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**What:** Number of signalized intersection collisions per 100 million entering vehicles within the unincorporated area of the County (5-year average).

**Why:** To determine if this component of the road system is maintaining its expected safety level. To review possible safety problem areas if the measure exceeds expectations.

**How are we doing?** This collision rate continues to decline and remains below the statewide average of 29 per 100 million entering vehicles at similar State Highway intersections. Based on the collision reports received during the FY 2010-11 analysis period and previous trends, it is anticipated that the collision rate should remain constant since this is a very low collision rate.

**4. Performance Measure: Collisions per 100 million miles on rural roads.**

06-07 Actual Results	07-08 Actual Results	08-09 Actual Results	09-10 Actual Results	10-11 Adopted	10-11 Actual Results	11-12 Target
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174	188	172	166	171	172	166
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**What:** Number of rural road collisions per 100 million miles traveled within the unincorporated area of the County (5-year average).

**Why:** To determine if this component of the road system is maintaining its expected safety level. To review possible safety problem areas if the measure exceeds expectations. These are arterial, collector, or local roadways that are located outside the urban reserve lines of the communities.

**How are we doing?** For FY 2010-2011, the actual results show an increase due to the addition of new roads to the sampling group. Based on the collision reports received during FY 2010-11 analysis period and current roadway projects, it is anticipated that the collision rate will remain constant against the 172 collisions. The County's rate remains below the statewide average of 189 per 100 million vehicle miles on similar State Highways.

**5. Performance Measure: Collisions per 100 million miles on suburban roads.**

06-07 Actual Results	07-08 Actual Results	08-09 Actual Results	09-10 Actual Results	10-11 Adopted	10-11 Actual Results	11-12 Target
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225	248	248	250	230	289	248
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**What:** Number of suburban road collisions per 100 million miles traveled (5-year average). Roads that fall within the urban designation line are considered urban roads and all others are rural.

**Why:** To determine if this component of the road system is maintaining its expected safety level. To review possible safety problem areas if the measure exceeds expectations. These roads are located within the urban reserve lines.

**How are we doing?** The collision rate on suburban roads increased in FY 2010-11 and is higher than the statewide average of 279 per 100 million for collision rates on State highways, due to additional roadways being added to our roadway sample. Overall, collisions on County roads are down over the last year (lowest in decades) and this trend looks to continue into 2011. Based on the collision reports received during the FY 2010-11 analysis period and current roadway projects, it is anticipated that the collision rate will decrease to FY 2009-10 levels.

**6. Performance Measure: Bridge sufficiency rating.**

06-07 Actual Results	07-08 Actual Results	08-09 Actual Results	09-10 Actual Results	10-11 Adopted	10-11 Actual Results	11-12 Target
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90%	90%	91%	91%	92%	90%	91%
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**What:** Percentage of bridges with State assigned sufficiency rating over 50.0 (above 50.0 indicates a bridge is in good repair.)

**Why:** To review maintenance and funding needs in order to keep the structures in a good state of repair.

**How are we doing?** FY 2010-11 actual results are slightly lower than anticipated due to the delay in completion of the two San Simeon Creek Road Bridges. Progress continues on various phases of eight County bridge replacement projects. Construction of the two San Simeon Creek Road bridges, held up due to a delay in funding, is currently underway and both bridges are scheduled to be completed by December 2011. Construction on two Price Canyon Road bridges (widening) is expected to begin Spring 2012; however, these bridges have sufficiency ratings greater than 50. The Main Street Bridge at Santa Rosa Creek project was delayed due to an appeal to the California Coastal Commission. The appeal was denied and construction is expected to begin Spring 2013. Preliminary Engineering has begun for the replacement of the following three bridges: River Grove Drive at the Estrella River, Cypress Mountain Drive at Klau Creek, & Branch Mill Road at Tar Springs Creek. The County has also requested funding for Preliminary Engineering for the replacement of the following two bridges: El Camino Real at Santa Margarita Creek & Air Park Drive at Ocean Beach Lagoon.

**Road Impact Fees  
Fiscal Year 2011-12 Final Budget**

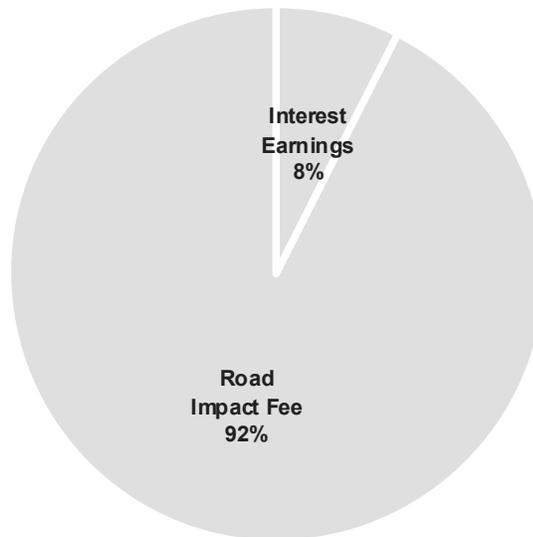
**Fund Center 248**

**PURPOSE**

Collection of road improvement fees used to construct new, or make major improvements to existing roads within the Road Improvement Areas of the County which are funded by the fees collected in each area.

	2009-10	2010-11	2011-12	2011-12	2011-12
<u>Financial Summary</u>	<u>Actual</u>	<u>Actual</u>	<u>Requested</u>	<u>Recommended</u>	<u>Adopted</u>
Revenue from Use of Money & Property	\$ 84,702	\$ 48,286	\$ 24,600	\$ 24,600	\$ 24,600
Charges for Current Services	1,125,887	8,410,253	2,410,000	2,410,000	2,410,000
<b>Total Revenue</b>	<b>\$ 1,210,589</b>	<b>\$ 8,458,539</b>	<b>\$ 2,434,600</b>	<b>\$ 2,434,600</b>	<b>\$ 2,434,600</b>
Fund Balance Available	\$ 0	\$ 0	\$ 0	\$ 0	\$ 3,185,939
Cancelled Reserves	8,351,495	0	0	0	0
<b>Total Financing Sources</b>	<b>\$ 9,562,084</b>	<b>\$ 8,458,539</b>	<b>\$ 2,434,600</b>	<b>\$ 2,434,600</b>	<b>\$ 5,620,539</b>
Salary and Benefits	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
Services and Supplies	0	0	0	0	0
Other Charges	4,407,483	6,315,861	944,000	944,000	944,000
Fixed Assets	0	0	0	0	0
<b>Gross Expenditures</b>	<b>\$ 4,407,483</b>	<b>\$ 6,315,861</b>	<b>\$ 944,000</b>	<b>\$ 944,000</b>	<b>\$ 944,000</b>
Contingencies	0	0	0	0	0
New Reserves	0	0	1,490,600	1,490,600	4,676,539
<b>Total Financing Requirements</b>	<b>\$ 4,407,483</b>	<b>\$ 6,315,861</b>	<b>\$ 2,434,600</b>	<b>\$ 2,434,600</b>	<b>\$ 5,620,539</b>

**Source of Funds**



**Road Impact Fees  
Fiscal Year 2011-12 Final Budget**

**Fund Center 248**

**DEPARTMENT COMMENTS**

This is a special revenue fund. The Road Impact Fees are collected in 12 specific areas of the county to fund Road Projects that are needed to address the impact of new development in those areas. These fees are collected as building permits are issued. The fees are accounted for separately for each specific area.

Budgeted expenditures from this special revenue fund fluctuate from year to year reflecting the fact that most capital projects are multi-year projects completed in phases with costs varying from phase to phase. Planned new expenditures of \$944,000 represent 8 projects that are reflected in the department's FY 2011-12 budget request for Fund Center 245 – Roads and a debt Service Payment to repay Debt incurred on the Vineyard Drive Project. Proposed projects and Debt Service Payments include:

<b>Project Name</b>	<b>Amount of Fees Allocated</b>
1. Nipomo Areas 1 and 2 Traffic Study	\$20,000
2. Avila Traffic Study	\$10,000
3. Templeton Traffic Study	\$10,000
4. North Coast Traffic Study	\$19,000
5. Los Osos Traffic Study	\$10,000
6. Nacimiento Traffic Study	\$10,000
7. San Miguel Traffic Study	\$10,000
8. Halcyon Realignment Phase I	\$400,000
Debt Service Pmt Due from Templeton Area for Vineyard Drive	\$455,000
<b>Total Fees Allocated</b>	<b>\$944,000</b>

**COUNTY ADMINISTRATOR'S COMMENTS AND RECOMMENDATIONS**

The recommended budget makes no changes to the status quo budget submitted for the Road Impact Fees fund center. The recommended budget for FY 2011-12 is a 118% or \$1.3 million increase as compared to the adopted FY 2010-11 levels.

The budget is funded through road impact fees and overall, revenues are projected to increase by \$1.3 million or 118% as compared to the FY 2010-11 budget. Interest income is anticipated to decrease by 70% or \$60,003. The increase in revenue is attributed to the expected developer's payment (\$2 million) for the Woodlands Project in Nipomo. As a result, new reserves are being budgeted in the amount of \$1,490,600. This equates to a 229% or \$1.03 million increase in reserves from FY 2010-11 budgeted amounts.

Budgeted expenditures of \$944,000, which include the payment of \$455,000 for the debt service for the Vineyard Drive Interchange Project, is a 42% (\$283,252) increase from FY 2010-11 adopted amounts. This increase is attributed to the realignment of Halcyon Road – Phase 1 project which is budgeted at \$400,000. As noted above in the department's comment, expenditures in this fund center tends to fluctuate from year to year as most capital projects are multi-year projects, completed in phases with costs varying from phase to phase.

**BOARD ADOPTED CHANGES**

None.