

## **Land Based**

Agricultural Commissioner

Planning and Building  
Community Development

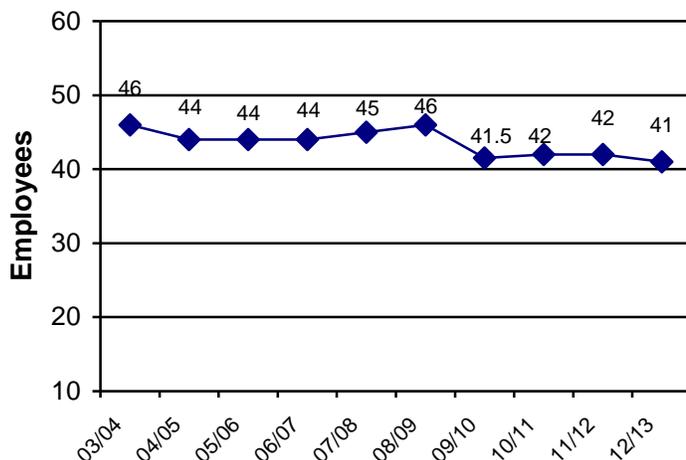
Public Works  
Public Works Special Services  
Roads  
Road Impact Fees

**MISSION STATEMENT**

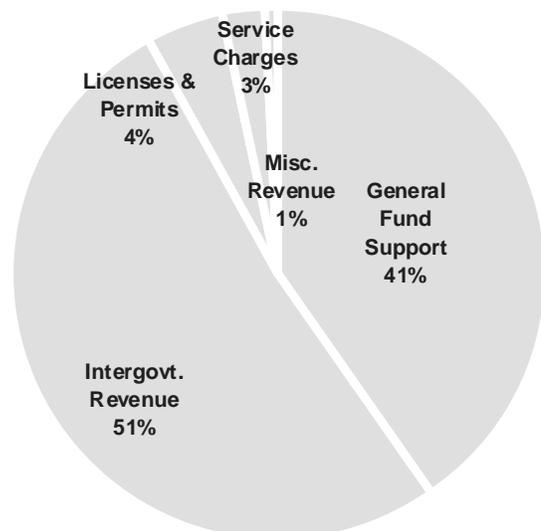
Through the effective and efficient use of resources, the Department of Agriculture/Weights and Measures is committed to serving the community by protecting agriculture, the environment, and the health and safety of its citizens, and by ensuring equity in the marketplace.

	2010-11	2011-12	2012-13	2012-13	2012-13
<u>Financial Summary</u>	<u>Actual</u>	<u>Actual</u>	<u>Requested</u>	<u>Recommended</u>	<u>Adopted</u>
Licenses and Permits	\$ 272,689	\$ 237,208	\$ 254,135	\$ 254,135	\$ 254,135
Fines, Forfeitures and Penalties	17,380	18,501	0	0	0
Revenue from Use of Money & Property	9,000	0	0	0	0
Intergovernmental Revenue	3,232,856	2,819,276	2,626,167	2,626,167	2,626,167
Charges for Current Services	139,576	112,700	157,025	157,025	157,025
Other Revenues	6,157	6,858	2,500	2,500	2,500
Interfund	3,145	0	1,700	1,700	1,700
<b>**Total Revenue</b>	<b>\$ 3,680,803</b>	<b>\$ 3,194,543</b>	<b>\$ 3,041,527</b>	<b>\$ 3,041,527</b>	<b>\$ 3,041,527</b>
Salary and Benefits	4,673,803	4,354,606	4,538,008	4,425,097	4,425,097
Services and Supplies	712,929	695,678	712,532	708,580	708,580
Fixed Assets	13,909	0	0	0	0
<b>**Gross Expenditures</b>	<b>\$ 5,400,641</b>	<b>\$ 5,050,284</b>	<b>\$ 5,250,540</b>	<b>\$ 5,133,677</b>	<b>\$ 5,133,677</b>
General Fund Support (G.F.S.)	<u>\$ 1,719,838</u>	<u>\$ 1,855,741</u>	<u>\$ 2,209,013</u>	<u>\$ 2,092,150</u>	<u>\$ 2,092,150</u>

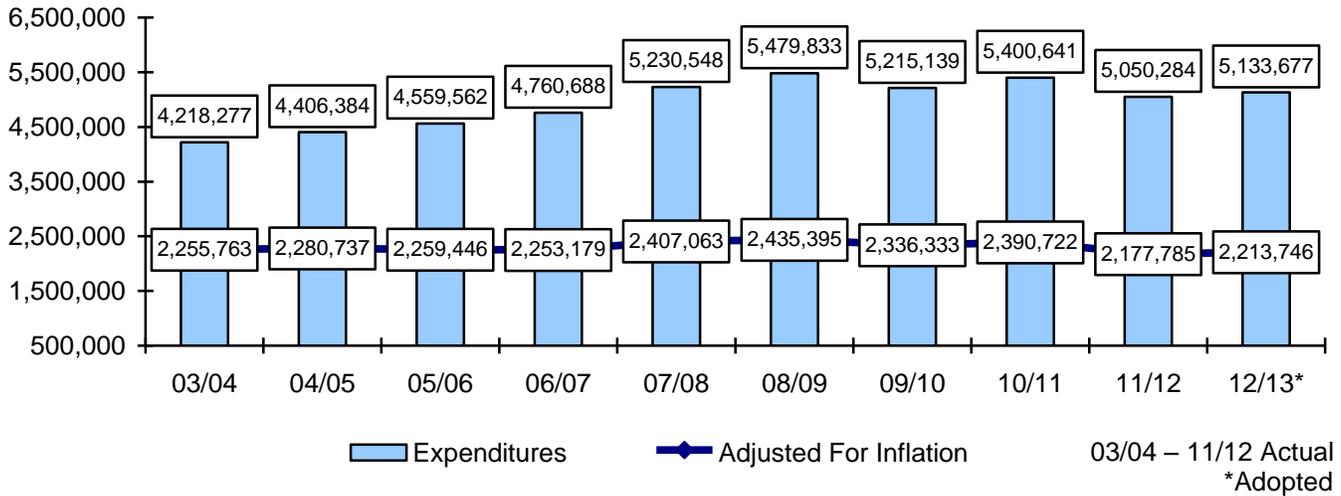
**Number of Employees  
(Full Time Equivalent)**



**Source of Funds**



**10 Year Expenditures Adjusted For Inflation**



**SERVICE PROGRAMS**

The Agricultural Commissioner has a total expenditure level of \$5,133,677 and a total staffing level of 41.00 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: \$1,148,906 Total FTE: 12.29

**Agricultural Resources Management**

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

Total Expenditures: \$267,064 Total FTE: 2.03

**Pest Management**

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

Total Expenditures: \$234,061 Total FTE: 2.08

**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: \$2,856,533 Total FTE: 19.15

**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: \$174,113 Total FTE: 1.31

**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: \$453,000 Total FTE: 4.14

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 needs to incorporate updated map data into key program areas. The use of updated maps is critical in meeting State and Federal protocols for recordkeeping and reporting in the Pest Detection Program and will help in the County's overall ongoing emergency response planning efforts.

The department continues to identify outside revenue from State, Federal and industry sources to maintain mandated activities and service levels. 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 2011-12 Accomplishments**

- Key industry contacts have been identified and incorporated into an electronic database for timely outreach. The capability to contact individual stakeholders via e-mail increased from 20% to 60%. This has expedited important notification of regulatory impacts to the industry when certain agricultural pests are detected in the county. The department will continue to develop and improve this database.
- Staff development efforts focused on transitioning two staff promoted to Deputy Agricultural Commissioner positions. This included reorganizing programs traditionally assigned to these Deputy positions to accomplish cross training in preparation for future retirements in the management classifications. License exam training is ongoing with a focus on key topic areas outlined by the California Department of Food and Agriculture.
- The department successfully transitioned the issuance of all state plant certifications to the Phytosanitary Certificate Issuance and Tracking system. There is insufficient data available at this

**FY 2012-13 Objectives**

- In response to new requirements from California Department of Food and Agriculture, the department will transition all detection insect trapping records to a new statewide mapping grid system. Weekly trap reporting will also be converted to a new Integrated Plant Health Information System, required by the United States Department of Agriculture (USDA).
- In response to public concern and increased statewide emphasis on enforcement and oversight of direct marketing and organic programs, the department will restructure these revenue offset programs to improve their overall effectiveness. Increased frequency and improved season-based scheduling of inspections will further ensure consumer confidence in the local marketplace and protect against unfair competition and unlawful business practices.
- A new agricultural commodity fumigation treatment facility is under construction in San Luis Obispo County to fumigate shipments of produce for export to foreign countries. The

- time to measure the increase in efficiency. However, resources were shifted from certificate preparation tasks to inspections of incoming plant shipments to prevent introduction of harmful pests.
- The State's Division of Measurement Standards will perform a statistical marketplace compliance survey of County businesses that use automated price scanners. The results of the survey will be part of the department's assessment of the need for an industry funded scanner enforcement program.
- department will assure mandatory USDA accreditation of assigned staff and modify work schedules to accommodate this new work, while balancing the demands of existing mandates and departmental priorities.
- In response to industry inquiries, the department will work with the County Office of Emergency Services to provide updates on local disaster preparation and response plans to a minimum of three agricultural industry organizations. The department will also work with the State to review roles and responsibilities to help ensure effective communication and appropriate response in the event of a local disaster.

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

Overall, revenues are recommended to decrease \$257,585 or 7%, expenditures are recommended to decrease \$285,333 or 5%, and the level of General Fund support for the Agricultural Commissioner is recommended to decrease \$27,748 or 1% compared to the FY 2011-12 Adopted Budget.

The substantial decrease in revenue is primarily due to a reduction of funding from the U.S. Department of Agriculture for the detection of agricultural pests identified in California, an overall decline of \$184,901 or 18%. The two biggest contributors to the decline in revenue are the European Grape Vine Moth (a wine grape pest), which is reduced by \$125,369, and the Asian Citrus Psyllid (a citrus pest), which is reduced by \$67,850. Federal funding for detection of both pests had increased substantially in FY 2011-12 (by \$120,813 and \$126,485 respectively). State funding also declines \$24,938 or 3% due to the deletion of the Weed Management Area Grant.

Unclaimed Gas Tax revenue declines \$22,471 or 2% based on the reduction in County General Fund support for agricultural programs in FY 2011-12. The State Food and Agriculture Code, Section 224.5 (3), requires that in order to be eligible to receive Unclaimed Gas Tax revenue each 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." San Luis Obispo County has submitted documentation of economic hardship in order to obtain a waiver of this requirement and receive Unclaimed Gas Tax revenue in FY 2011-12. The County recently received notification from the California Department of Food and Agriculture that our request for a waiver has been granted. With the recommended 1% 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 2012-13.

As noted above, expenditures are recommended to decrease \$285,333 or 5%, primarily due to a \$300,379 or 6% decrease in salary and benefits. This is due to a \$147,744 or 3% reduction in regular staff hours, which is declining due to previously vacant positions having been filled at lower step levels, and the \$101,746 reduction of a 1.00 FTE Agricultural Resource Specialist position (see discussion below).

Expenditures in the Services and Supplies accounts are increasing \$15,046 or 2%. The increase is due to increases in garage charges (up \$30,310 or 44%) and fuel charges (up \$39,154 or 87%), which are the result of a combination of increased pest detection activity around the county and rising gas prices. The increase in vehicle expense is partially offset by reductions in other accounts, including contract help for Glassywinged Sharpshooter eradication (down \$16,750 or 12%), various accounts for utilities, overhead, and internal service charges (declining \$22,565), and a number of smaller reductions in various other accounts.

The FY 2012-13 recommended level of General Fund support for the Agricultural Commissioner is \$2,092,150. This is a reduction of \$27,748 or 1% compared to the FY 2011-12 Adopted Budget. This reduction is the result of two expenditure cuts totaling \$56,456:

- \$11,165 from the reduction of temporary help in the Glassywinged Sharpshooter program. Federal funding for this program is expected to decline in FY 2012-13. There will be no service level impacts as a result of this reduction.
- \$101,746 from the elimination of a vacant 1.00 FTE Agricultural Resources Specialist. This position primarily supports the Land Use Planning program. With the recent decline in Land Use applications stemming from the downturn in the economy, this position has remained unfilled since it became vacant at the end of FY 2010-11. It should be noted that a second position, which is currently filled, also supports Land Use activities. There will be no service level impacts as a result of this reduction. If Land Use activity increases sufficiently in the future, the department may request to add back this position.

A net Position Allocation List (PAL) change of -1.00 FTE is recommended, due to the reduction of the vacant Agricultural Resources Specialist position.

**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> <input type="checkbox"/> Safe <input type="checkbox"/> Healthy <input type="checkbox"/> Livable <input type="checkbox"/> Prosperous <input checked="" type="checkbox"/> Well-Governed Community						
<b>1. Performance Measure:</b> Percentage of clients that indicate they are satisfied with departmental services. (Quality measure)						
07-08 Actual Results	08-09 Actual Results	09-10 Actual Results	10-11 Actual Results	11-12 Adopted	11-12 Actual Results	12-13 Target
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 farmers markets	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	100% overall satisfaction with services provided to local grape growers who participated in the detection of European Grapevine Moth	90% overall satisfaction with services provided to the local residents whose properties required pesticide treatments during the Glassy-winged Sharpshooter eradication project
<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> In February 2012 we solicited feedback from county grape growers who participated in the 2011 pest detection survey for European Grapevine Moth (EGVM). Four hundred sixty five surveys were mailed to vineyard owners and operators. Two hundred twenty-three surveys were returned in the Spring of 2012 ranking the overall satisfaction of the program. One hundred percent gave a positive overall satisfaction with the EGVM detection program. Surveys from properties not involved in the program were not included. In FY 2012-13 we will survey residents within the Glassy-winged Sharpshooter eradication area whose properties required pesticide treatments in 2011.</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)						
07-08 Actual Results	08-09 Actual Results	09-10 Actual Results	10-11 Actual Results	11-12 Adopted	11-12 Actual Results	12-13 Target
15.3	14	15.3	7.4	15	13.7	14
<p><b>What:</b> San Luis Obispo County enjoys a relatively pristine environment, mostly free from quarantine agricultural pests and diseases. Ag Commissioner staff intercepts 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 effects on the county.</p> <p><b>How are we doing?</b> For July 1, 2011 through June 30, 2012, staff inspected 1,527 packages at Federal Express and 21 were denied entry for an overall rejection rate of 13.7 packages per 1,000 inspected. In FY 2011-12, the department refocused staff training, which resulted in better documentation of violations. The Department continues to provide a valuable service to the county by preventing new pest infestations. California statewide rejection data is not readily available.</p>						
<b>3. Performance Measure:</b> The overall rate of insect specimen interceptions by pest detection staff. (Quality measure) <i>This is a new measure in FY 2012-13.</i>						
07-08 Actual Results	08-09 Actual Results	09-10 Actual Results	10-11 Actual Results	11-12 Adopted	11-12 Actual Results	12-13 Target
91.3%	92.9%	100%	89.7%	NEW	95.7%	90.0%
<p><b>What:</b> San Luis Obispo County is predominantly free from exotic and invasive insect pests. To help ensure that this remains true, the department conducts several state-mandated insect detection programs, each implemented and maintained under specific state protocols. Staff place and monitor insect traps throughout the county in order to detect target insects before any infestation exceeds one square mile. Well trained and efficient Pest Detection Trappers are necessary for an effective program. To measure trapper performance, staff from the California Department of Food and Agriculture (CDFA) periodically, and unannounced, place insect specimens in traps, and rate the ability of individual trappers to intercept these planted specimens. An effective pest detection program is determined largely by the collective interception rate for all program trappers. The department has determined that successfully trained trappers should achieve an individual, and collective, score of at least 90%.</p> <p><b>Why:</b> Early detection of exotic and invasive pests protects agriculture, urban environments, and natural ecosystems in San Luis Obispo County, and prevents the negative ecological and economic effects caused by an established insect pest infestation.</p> <p><b>How are we doing?</b> This is a new measure for FY 2012-13; however we have included the historical data for comparison. Quality control tests are conducted on Pest Detection Trappers throughout the trapping season by CDFA, including the training period for new trappers. During July 2011 through June 2012, trappers intercepted 45 of 47 planted insect specimens for an overall interception rate of 95.7%.</p>						
<b>Formerly #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) <i>This measure is deleted beginning FY 2012-13.</i>						
07-08 Actual Results	08-09 Actual Results	09-10 Actual Results	10-11 Actual Results	11-12 Adopted	11-12 Actual Results	12-13 Target
55%	46.5%	50%	44.4%	30%	33%	DEL

**What:** County staff inspect shipments of plants originating from outside San Luis Obispo County and imported by any shipper for compliance with Glassy-winged Sharpshooter (GWSS) 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.

**Why:** 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.

**How are we doing?** In FY 2011-2012, staff detected one shipment infested with live GWSS representing 33% of the statewide finds. Overall, GWSS detections in the state have fallen significantly, and only three live finds were made statewide during the last fiscal year.

The number of Glassy-winged Sharpshooter infested shipments has dropped in recent years due 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 a higher compliance rate for nursery stock arriving from infested counties. Due to the increased compliance rates, the presence of live pests has dropped significantly and no longer provides a meaningful performance measure.

**4. Performance Measure:** Percentage of overall compliance by all regulated pesticide users (agricultural, structural and governmental). (Outcome measure)

07-08 Actual Results	08-09 Actual Results	09-10 Actual Results	10-11 Actual Results	11-12 Adopted	11-12 Actual Results	12-13 Target
95.6%	96.5%	96.4%	96.9%	97.5%	97.8%	97%

**What:** 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.

**Why:** To protect workers, the public's health and safety, the health of the environment, and to ensure safe food.

**How are we doing?** The Pesticide Use Enforcement Program continues to provide a high level of protection for the community. During the 2011-12 fiscal year, staff inspected 8,878 compliance requirements and found 8,674 requirements in compliance resulting in a 97.8% compliance rate. The overall statewide pesticide use enforcement compliance rate for FY 2010-11 (the most current information available) was 98.8%; 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, the transient nature of maintenance gardener businesses and the high level of technical detail required to apply field fumigants. The compliance rate has improved over the past five years due to the department's consistent oversight and focus.

**5. Performance Measure:** Number of pesticide use report records processed per hour. (Efficiency measure)

07-08 Actual Results	08-09 Actual Results	09-10 Actual Results	10-11 Actual Results	11-12 Adopted	11-12 Actual Results	12-13 Target
38.4	50.3	75.9	79.2	80.0	68.2	79.0

**What:** 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.

**Why:** Interested parties want prompt and efficient processing of pesticide use reports to obtain up-to-date data for identifying pesticide use in the county.

**How are we doing?** The Department's pesticide use report review and data entry efficiencies declined during FY 2011-12 due to the transition to the new statewide permitting and reporting system (CalAgPermits). FY 2012-13 will continue to be a transitional year of learning and adjusting to the new system. We expect the number of records processed per hour to increase to the targeted level once the new system is fully implemented. There is no statewide or comparable county data available for this measure.

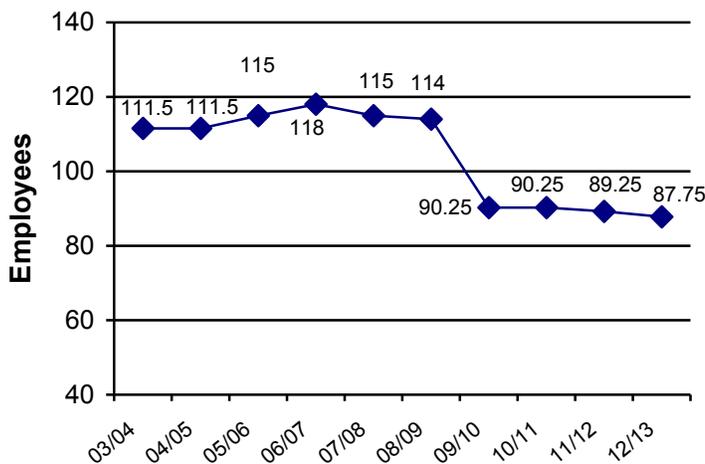
<b>6. Performance Measure:</b> Percentage of all weighing and measuring devices found to be in compliance with California laws. (Outcome measure)						
07-08 Actual Results	08-09 Actual Results	09-10 Actual Results	10-11 Actual Results	11-12 Adopted	11-12 Actual Results	12-13 Target
SLO County 88.2%	SLO County 92.0%	SLO County 94.3%	SLO County 90.9%	To equal or exceed the statewide compliance average	SLO County 91.9%	To equal or exceed the statewide compliance average
Statewide 91.3%	Statewide 93.5%	Statewide 93.9%	Statewide 93.1%		Statewide data not currently available	
<p><b>What:</b> 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.</p> <p><b>Why:</b> The use of correct weighing and measuring devices protects consumers and helps insure that merchants compete fairly.</p> <p><b>How are we doing?</b> The annual statewide compliance rate for all California counties combined averaged 92.8% during the past five years. Our results averaged 91.5% during this period. During FY 2011-12, 2,972 weighing and measuring devices were found in compliance out of 3,233 devices inspected, for a 91.9% overall compliance rate. Statewide compliance data for FY 2011-12 will be published in Spring 2013. Thoroughness of inspections results in slightly lower local compliance rates as compared to the statewide average.</p>						
<b>7. Performance Measure:</b> Percentage of price scanners found to be in compliance with California laws. (Outcome measure)						
07-08 Actual Results	08-09 Actual Results	09-10 Actual Results	10-11 Actual Results	11-12 Adopted	11-12 Actual Results	12-13 Target
SLO County 98.6%	SLO County 98.0%	SLO County 99.1%	SLO County 98.7%	To equal or exceed the statewide compliance average	SLO County 99.3%	To equal or exceed the statewide compliance average
Statewide 97.8%	Statewide 98.1%	Statewide 98.2%	Statewide 98.1%		Statewide data not currently available	
<p><b>What:</b> 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.</p> <p><b>Why:</b> Accurate price scanners protect consumers and help insure that merchants compete fairly.</p> <p><b>How are we doing?</b> The annual statewide compliance rate for all California counties combined averaged 98.0% during the past five years. Our results averaged 98.6% during this period. During FY 2011-12, 49 locations were inspected. Of the 1621 items inspected, 1610 items were in compliance, for a 99.3% compliance rate. Statewide compliance data for FY 2011-12 will be published in Spring 2013. Despite a minimal inspection presence, compliance levels remain high. In FY 2012-13, the department will focus inspections on establishment types identified in a recent statewide survey with lower than average compliance rates.</p>						

**MISSION STATEMENT**

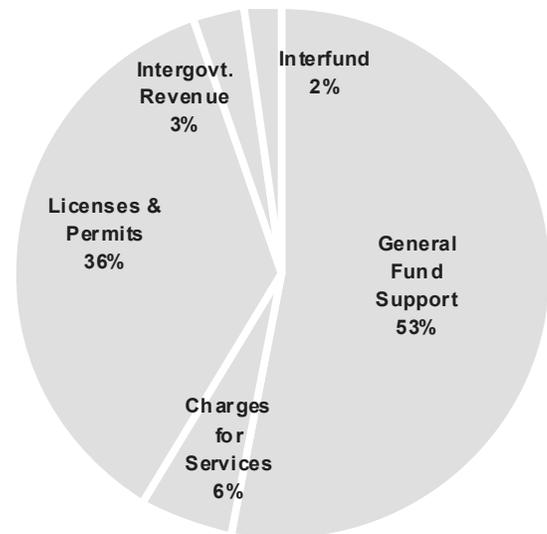
Promoting the wise use of land. Helping to build great communities.

	2010-11	2011-12	2012-13	2012-13	2012-13
<u>Financial Summary</u>	<u>Actual</u>	<u>Actual</u>	<u>Requested</u>	<u>Recommended</u>	<u>Adopted</u>
Licenses and Permits	\$ 3,208,522	\$ 3,785,105	\$ 3,987,971	\$ 3,987,971	\$ 3,987,971
Fines, Forfeitures and Penalties	57,588	37,517	50,877	50,877	50,877
Intergovernmental Revenue	495,457	401,777	82,466	82,466	82,466
Charges for Current Services	797,776	747,597	665,991	618,201	618,201
Other Revenues	86,841	104,255	90,556	203,345	203,345
Other Financing Sources	0	12,498	0	0	0
Interfund	<u>441,375</u>	<u>365,139</u>	<u>262,000</u>	<u>262,000</u>	<u>262,000</u>
<b>**Total Revenue</b>	<b>\$ 5,087,559</b>	<b>\$ 5,453,888</b>	<b>\$ 5,139,861</b>	<b>\$ 5,204,860</b>	<b>\$ 5,204,860</b>
Salary and Benefits	9,771,657	9,650,148	9,879,709	9,934,780	9,934,780
Services and Supplies	1,518,717	1,472,619	1,165,902	1,174,927	1,174,927
Other Charges	<u>27,404</u>	<u>32,074</u>	<u>6,000</u>	<u>6,000</u>	<u>6,000</u>
<b>**Gross Expenditures</b>	<b>\$ 11,317,778</b>	<b>\$ 11,154,841</b>	<b>\$ 11,051,611</b>	<b>\$ 11,115,707</b>	<b>\$ 11,115,707</b>
Less Intrafund Transfers	<u>1,063</u>	<u>880</u>	<u>0</u>	<u>0</u>	<u>0</u>
<b>**Net Expenditures</b>	<b>\$ 11,316,715</b>	<b>\$ 11,153,961</b>	<b>\$ 11,051,611</b>	<b>\$ 11,115,707</b>	<b>\$ 11,115,707</b>
General Fund Support (G.F.S.)	<u>\$ 6,229,156</u>	<u>\$ 5,700,073</u>	<u>\$ 5,911,750</u>	<u>\$ 5,910,847</u>	<u>\$ 5,910,847</u>

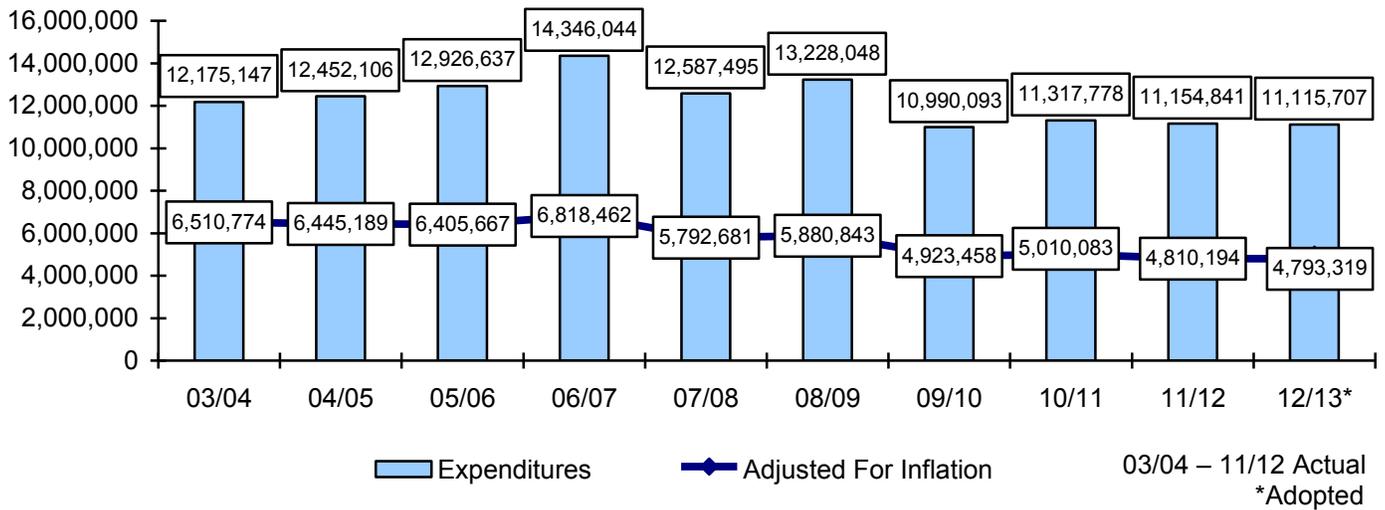
**Number of Employees  
(Full Time Equivalent)**



**Source of Funds**



**10 Year Expenditures Adjusted For Inflation**



**SERVICE PROGRAMS**

Planning and Building has a total expenditure level of \$11,115,707 and a total staffing level of 87.75 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: \$3,709,657 Total Staffing (FTE): 33.25

**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 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: \$4,044,499 Total Staffing (FTE): 33.75

**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: \$803,199 Total Staffing (FTE): 6.50

**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: \$2,558,352 Total Staffing (FTE): 14.25

**DEPARTMENT COMMENTS**

The 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 2011-12 and the objectives for FY 2012-13 reflect the Department's Strategic Plan Key Priorities of:

- a. Balance (of human needs, growth, a safe built environment and limited natural and economic resources),
- b. Education (promote the values of good planning and building through education and outreach),
- c. Leadership (results oriented leadership that promotes empowerment, transparency, trust, respect and teamwork), and
- d. Service (serve our community with timely and professional service to our customers).

**FY 2011-12 Accomplishments**

- **Balance**  
Received \$1.3 million in grants to:
  - improve energy efficiency in commercial buildings (pilot)
  - restore and repair coastal resources
  - develop a plan to revitalize downtown Oceano.

**FY 2012-13 Objectives**

- **Balance**  
Prepare a community infrastructure and facility needs assessment for San Miguel, Oceano, Nipomo, and Templeton.  
  
Prepare a land use economics study to identify potential economic, real estate and land use effects of possible measures that would direct growth to existing communities.

- **Education**  
Completed water conservation outreach to rural property owners located in the Paso Robles Groundwater Basin.  
  
Adopted the EnergyWise Plan that outlines methods for achieving Green House Gas reductions.
- **Leadership**  
Implemented various energy efficiency programs including training for contractors in completing energy audits and building retrofits.  
  
Implemented a Business Assistance Team to assist in local business retention with first successful outcome.
- **Service**  
Adopted an ordinance to defer the payment of Public Facilities Fees from permit issuance to final inspection.  
  
Facilitated the expeditious land use and building permit issuance for three large energy projects.
- **Education**  
Implement a post final condition compliance monitoring program to assure ongoing compliance with operational conditions of approval, established mitigations for projects and requirements of the National Pollution Discharge Elimination System (NPDES).
- **Leadership**  
Complete a department-wide reorganization to balance resources with service demands.
- **Service**  
Complete General Plan and Ordinance Amendments relating to:
  - planned development
  - agricultural cluster subdivisions
  - special events.

**COUNTY ADMINISTRATOR’S COMMENTS AND RECOMMENDATIONS**

The recommended budget reflects the Planning and Building department’s adjusted Status Quo request. After submitting the budget in early February 2012, the department requested additional energy program grant funding be added as well as the cost for a half-time Resource Protection Specialist. This position was added to the department’s Position Allocation List (PAL) in March for code enforcement activities associated with the two large solar plants currently under construction. Given that the recommended budget is at Status Quo, current services levels are expected to be sustained.

Overall, revenues are recommended to increase \$123,051 or 2%, expenditures are recommended to decrease \$2,444 or less than 1%, and the level of General Fund support for Planning and Building is recommended to decrease \$125,495 or 2% compared to the FY 2011-12 Adopted Budget.

While the economic downturn continues to impact the housing market and construction industry, the FY 2012-13 recommended budget includes an increase of more than \$337,700 (21%) for building permits. This increase is largely due to the two large solar projects under construction in the Carrizo Plain, which will require several thousand hours of inspection time. Revenue from Plan Check fees and Sub Permit fees is also increasing by \$38,210 or 4% and \$40,700 or 18%, respectively. As previously noted, funding for two energy programs is also contributing to the overall increase in revenue in the FY 2012-13 budget. The new Innovator Pilot project funded by Pacific Gas and Electric (which will focus on identifying energy efficiency opportunities in the commercial sector) adds \$100,000, and funding for the County’s participation in the Energy Watch Partnership is increasing by \$66,000 (an 84% increase compared to the FY 2011-12 Adopted Budget).

Sources of revenue that are decreasing significantly include: \$99,253 or 61% in the Federal American Recovery and Reinvestment Act grant funding as the Energy Efficiency Community Development Block Grant projects are completed, \$69,618 or 29% in Subdivision Permit fees due to stagnant construction activity, and \$91,466 or 25% in funding transferred from Fund Center 290 – Community Development, for staff costs associated with administration of Housing and Urban Development (HUD) grants. (As noted in the County Administrator’s

comments and recommendations for the Community Development budget, funding levels for HUD grants have declined, while the administrative requirements for these grants have expanded. The more intensive administrative requirements have made it difficult for Planning and Building to reduce costs to match the level of funding provided in these grants. This situation results in an impact to the General Fund of approximately \$157,000 in FY 2012-13. Staff will be working with Planning and Building over the next year to address this issue.)

As noted above, recommended expenditures for the FY 2012-13 budget are essentially level with the FY 2011-12 Adopted budget. Salary and benefit accounts are rising slightly (\$42,150 or less than 1%). This has primarily been achieved by eliminating a net total of 1.5 FTE from the department's PAL. Two full-time positions are recommended to be eliminated due to a decline in permit activity and as part of the department's reorganization: one Division Manager and one Permit Technician. Both positions are now vacant due to retirements. The .5 FTE Resource Protection Specialist added to the PAL in March results in the net reduction of 1.5 FTE. Revenue to fund the .5 FTE Resource Protection Specialist is not included in the Planning and Building budget for FY 2012-13. Funding for this position will come from sales tax revenue realized from the two solar plants which will be kept in a designation to offset increased costs for services. Additional cost savings in salaries and benefits has resulted from the department's decision to replace the Supervising Mapping/Graphics Systems Specialist position (now vacant due to a retirement) with a Mapping/Graphics Systems Specialist I, approved by the Board in November 2011 as part of their reorganization.

The services and supplies accounts are decreasing \$25,916 or 2% overall. The most significant increases in this group of accounts includes: computer replacement related costs that are increasing a total of \$66,250 or 248% as the department catches up after deferring computer replacements over the last several years to contain costs, credit card fees which are increasing \$14,000 or 1,400% as the use of credit cards by the department's clients increases, and travel expenditures related to training, which are increasing \$16,935 or 1,263% to ensure staff receive necessary training – another area that has been cut back significantly over the past few years. Other services and supplies accounts are decreasing, most notably the Risk Management charge for insurance (dropping by \$80,101 or 45%), the Professional and Special Services account (decreasing \$17,400 or 11%), Maintenance contract costs to maintain software and hardware systems (decreasing \$12,500 or 23%), and Office Expenses (decreasing \$11,373 or 25%).

In addition to the positions eliminated from the PAL that were described above, Planning and Building also requested to reallocate 5.0 FTE Environmental Resource Specialists to the Planner III classification. The Environmental Resource Specialist is a classification that is being phased out through attrition. As is done in many other counties, Planners now conduct many of the same environmental review activities that had originally been performed primarily by Environmental Resource Specialists.

**BOARD ADOPTED CHANGES**

None.

**GOALS AND PERFORMANCE MEASURES**

<b>Department Goal:</b> Conserve natural resources to promote a healthy environment.						
<b>Communitywide Result Link:</b> <input type="checkbox"/> Safe <input checked="" type="checkbox"/> Healthy <input checked="" type="checkbox"/> Livable <input checked="" type="checkbox"/> Prosperous <input checked="" type="checkbox"/> Well-Governed Community						
<b>1. Performance Measure: Acres of land protected through the agricultural preserve program.</b>						
07-08 Actual Results	08-09 Actual Results	09-10 Actual Results	10-11 Actual Results	11-12 Adopted	11-12 Actual Results	12-13 Target
794,394 acres protected	794,394 acres protected	794,394 acres protected	794,394 acres protected	794,394 acres protected	794,394 acres protected	794,394 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						

**Why:** To protect agricultural land, strengthen the County's agricultural economy and preserve natural resources, consistent with County policy.

**How are we doing?** There was a slight net increase in the actual 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.

**Department Goal:** 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.

**Communitywide Result Link:**  Safe  Healthy  Livable  Prosperous  Well-Governed Community

**2. Performance Measure: Percentage of project types processed within established time lines for representative project types.**

	07-08 Actual Results	08-09 Actual Results	09-10 Actual Results	10-11 Actual Results	11-12 Adopted	11-12 Actual Results	12-13 Target
<b><u>Building Permit applications</u></b>							
Goal: Single-family dwelling permits - 20 days to complete plan check.	70%	87%	96%	94%	98%	94%	98%
Goal: Commercial project permits - 30 days to complete plan check	n/a	n/a	90%	95%	95%	95%	95%
<b><u>Building Inspection</u></b>							
Goal: All building inspections requested completed by the next day	99%	99%	98%	100%	98%	99%	98%

<b><u>Land Use Permit &amp; Subdivision applications</u></b>								
Goal:								
Exemptions from CEQA - 60 days from acceptance	59%	64%	65%	60%	70%	70%	75%	
Goal:								
Negative Declaration - 180 days from acceptance	51%	47%	56%	71%	75%	76%	75%	
<b><u>Code Enforcement</u></b>								
Goal: All complaints reviewed within 10 working days.								
Goal: Voluntary compliance resolved within 45 days of initial inspection	---	---	---	---	50%	47%	40%	
<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	90%	90%	60%	85%	82%	85%	
<b>What:</b> Timely processing of applications/permits and complaints and the timely completion of long range planning initiatives.								
<b>Why:</b> 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 98% of the initial plan review for new dwellings within 20 working days. We finished the year slightly below our target goal by reviewing 94% of the new dwellings within 20 days (139 out of 148 permits). We accomplished our goal of 95% of commercial plans being reviewed within 30 days by year end (113 out of 119 projects). Three significantly large projects have impacted the department and specifically the building division resulting in the small minor delay in completing initial reviews. We remain focused on providing excellent service to our typical customers while accommodating the time constraints of the three significantly large projects. The total number of construction permits appears to be flat but our customer service contacts are remaining steady over the past several fiscal years. (FY 2008-09: 26,173 permit center contacts, FY 2009-10: 26,980 permit center contacts, FY 2010-11 26,623 permit center contacts, FY 2011-12 27,548 permit center contacts). We are also devoting time to: (a) updating Title 19 – ordinance hearing set for July 24, 2012, (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 – hearing scheduled for August 28, 2012, and (e) administering the National Storm Water Pollution Program.

**Building Inspections**- 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. For FY 2011-12 we have completed 10,915 inspections out of 10,920 inspections on the date requested or more than 99%.

**Land Use Permits/Subdivisions** – The number of land use and subdivision applications processed in FY 2010-11 was 133. The number processed FY 2011-12 was 110, which is 17% less than the FY 2010-11 total. While some processing times have increased slightly due to the significant complexity of a few applications; others have decreased. In FY 2011-12, the average processing times to take all projects to a Review Authority for action decreased from 113 days in FY 2010-11 to 112 days (1% decrease) and increased from 161 to 163 days (1% increase) for projects that require Negative Declarations. 57 out of 81 exempt projects were processed within 60 days (70%) and 22 out of 29 projects subject to Negative Declarations were processed within 180 days (76%).

**Code Enforcement:** There were 712 enforcement cases initiated in FY 2011-12. All complaints are being reviewed within 10 days of receiving the complaint. For cases involving health and safety (e.g. substandard living conditions), a high priority is assigned to those cases and these are typically reviewed within two days. Voluntary compliance within 45 days is at 47% due other department needs. These include (a) substantially assisting in the preparation of mandated National Storm Water Pollution Program requirements and (b) augmenting inspection staff on the large solar projects. In addition, unpermitted projects typically require professionals (e.g. engineers), special studies (e.g. geological), and additional site visits resulting in an increased time to reach compliance.

**Long Range Planning:** Approximately 82% of the reports and public review drafts of long range plans have been completed within the timeframes set by their work programs. Of the 17 plans or studies either completed or in process, 14 are on schedule or have had their schedules revised to reflect changes in circumstances, as described below. The 17 long-range plans being tracked are the Annual Report on the General Plan, EnergyWise Plan (formerly the Climate Action Plan), Shandon Community Plan Update, Paso Robles Groundwater Basin Resource Capacity Study (RCS) implementation program, Strategic Growth implementation amendments and studies (Complete Communities Survey, Infill Subdivision-Development Standards, Community Design Model, Illustrative Design Model, Land Use Economics Study), Land Use and Circulation Element (LUCE) Update, Resource Management System (RMS) and Growth Management Ordinance (GMO) revisions, the San Miguel Community Plan, the Agricultural Cluster Ordinance and Element and LUE amendments, the two Mobilehome Park Combining Designation Amendments, the Mobilehome Park Zoning and Standards, and the Economic Element update. 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.

Long Range:

The 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.

Annual Report on the General Plan. This is to be presented to the Planning Commission in September 2012 and to the Board in October 2012, in line with expected dates.

EnergyWise Plan. The Public Review Draft was released in April 2011, past the original target date of November 2010, 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, and extended the time frame to complete the project. Following three Planning Commission hearings in September and October 2011, the Board adopted the Plan on November 23, 2011, in line with the revised project schedule.

Shandon Community Plan Update. The Public Review Draft was released in February 2010 behind schedule, and completion of the update was further delayed by a lengthy Planning Commission hearing process, followed by the Board's continuance of this item off-calendar in November 2011. As directed by the Board, staff worked with the community to resolve concerns that were raised at the November 2011 Board hearing. The Board adopted the community plan update on April 3, 2012, within the timeframe expected as of the previous update to these performance measures.

Paso Robles Groundwater Basin RCS implementation program. This is now a top priority per Board direction. Substantial public outreach and preliminary work on ordinance amendments have been completed. Instead of first releasing draft ordinance amendments, staff prepared an outline of ordinance amendments in August 2011 for review by the Water Resources Advisory Committee (WRAC), followed by draft amendments to the Land Use Ordinance in December 2011. The expected time frame for draft amendments was fall 2011; the outline of ordinance amendments was released ahead of schedule and the draft amendments were released a little later than the expected time frame. The WRAC took several months to review and comment on the ordinance outline and amendments, completing its review in February 2012. The Planning Commission is scheduled to hold a public hearing on July 26, 2012, which is later than anticipated start of hearings in spring 2012, due primarily to a longer review time by the WRAC than originally estimated.

Strategic Growth implementation amendments and studies. A package of amendments to encourage infill development and implement other aspects of Strategic Growth was authorized by the Board in 2009. Since then, Strategic Growth implementation efforts have been focused on several studies funded by a grant from the California Strategic Growth Council grant. The studies are intended to enhance unincorporated communities by encouraging infill development, planning for infrastructure, calculating the effects of strategic growth and other land use scenarios, and illustrating compatible infill development and community expansion. In November 2011, the Board approved consultant contracts, together with work programs and schedules for several Strategic Growth-related projects, including amendments to encourage infill development. Work began on these amendments in winter 2011. The status of these projects is described below.

Complete Communities Survey to identify infrastructure and facility needs, costs, funding and financing for Nipomo, Oceano, San Miguel and Templeton. The project started in December 2011 and is ahead of schedule. It should be completed sooner than 15 months from the start date.

Infill Subdivision – Development Standards to revise standards and remove barriers in order to encourage in-town development. The project started in December 2011 and is on schedule to be completed within 22 months from the start date. The background report has been completed and is posted on the Department's website. We are on schedule to hold public workshops in August 2012.

Community Design Model to calculate the results of different growth scenarios. The project started in December 2011 and is on track to be completed within 10 months of the start date--by September 2012.

Illustrative Design Model to clearly show how a compact, well-planned neighborhood and infill project can be integrated into an existing community. The project started in December 2011 and has been completed about one month later than originally estimated. Refinements are being finalized by staff.

Land Use Economics Study to evaluate the land use and economic effects of community-focused growth. This project started in January 2012, and the completed study was released at the beginning of July 2012, about one month later than the originally estimated completion date.

LUCE Update. In March 2011, the Board revised the work program for the LUCE. Staff is currently working only on a consolidation and reorganization of the Land Use Element and Land Use Ordinance to streamline it and make it user-friendly, along with preparation of countywide viewshed standards (the viewshed standards has been deferred until 2013). The revised work program shows the Public Review Draft of the first or reorganization phase of the LUCE being completed by spring 2012. Due to assigned staff having commitments to other projects that experienced delays, significant work on the LUCE started later than expected. In addition, staff resources have been shifted somewhat to complete other top priority projects. As a result, a Public Review Draft of the LUCE reorganization is now expected to be released in late summer 2012.

RMS and GMO revisions. The previous target of completing draft RMS and GMO revisions in 2011 was moved back to fall 2012 and then early 2013 due to workload and staff commitment to completing higher-priority projects by the end of 2012. The RMS and GMO revisions are not included in the top Department priorities per Board direction. Two tasks have been completed in connection with the RMS Annual Resource Summary Report, and work is underway on the remaining tasks. Staff is now targeting completions of the Public Review Draft RMS and GMO revisions by spring 2013, with the exception of specific growth rate limits and possible significant revisions to the GMO that would likely require an Environmental Impact Report (EIR), for which funds are currently not budgeted.

San Miguel Community Plan Update. In November 2011, the Board authorized processing a Community Plan Update, together with a work program and schedule. The work schedule estimated release of the Public Review Draft by June 2012; however, the consultant selection process took much longer than expected, and as a result, the Public Review Draft is now expected to be released at the beginning of November, as the results of certain consultant studies need to be included in the Public Review Draft. Staff estimates that the Public Hearing Draft Plan can be released by August 2013, less than two months from the originally estimated date.

Agricultural Cluster Ordinance and Element and LUE Amendments. The Public Review Draft of the proposed amendments was released in August 2011 on schedule. The public review period for the Draft Environmental Impact Report (EIR) ended on October 17, 2011, and the final EIR is currently being prepared. The first Planning Commission hearing is scheduled for August 30, 2012, later than previously estimated.

Housing & Economic Development:

Most programs of this section are ongoing, such as grants administration and Mobilehome Park Rent Review Board support. They are “on schedule” in that deadlines set by funding sources and by 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.

There are three items that are not on-going. Two of these items on are track and one is behind schedule.

Mobilehome park combining designation– this will create a new combining designation or overlay zone to (1) encourage expansion of existing mobilehome parks and (2) encourage development of new mobilehome parks. A draft has been prepared and environmental review is in process within the timeframes set in the revised work program. The project is within the timeframes established by the revised work program.

Mobilehome Park Zoning and Standards This will amend Section 22.30.440 / 23.08.164 - Residential - Mobilehome Parks to bring county standards into conformance with California Code of Regulations regarding design and construction of mobilehome parks. This ordinance amendment continues to be behind schedule primarily because the staff member assigned to this project has had to spend more time than anticipated in his role as staff to the Mobilehome Park Rent Review Board. The Public Review Draft has not yet been completed.

Economic Element. The Board of Supervisors approved a work program in September for the Economic Element. The Public Review Draft was published on April 30, 2012 on target with the work program, and a Planning Commission hearing is scheduled for August 23, 2012.

**3. 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.**

07-08 Actual Results	08-09 Actual Results	09-10 Actual Results	10-11 Actual Results	11-12 Adopted	11-12 Actual Results	12-13 Target
94%	90%	92%	95%	95%	97%	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?** 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. Additional data has been linked to our GIS system, allowing for quicker access to more information. We have consolidated all our sections into fewer locations, this allows for quicker access to building inspectors to assist customers or staff at the front counter. For several larger projects, the Department has assigned dedicated staff to process applications in the shortest time frame possible. To the greatest extent feasible, we are committed to maintaining the staffing levels necessary to meet customer needs Monday through Friday, and our current average wait time for customers is less than 10 minutes. To date, 97% of the individuals who completed “how are we doing” surveys rated the above satisfactory or outstanding (31 out of 32).

<p><b>Department Goal:</b> Promote economic development and affordable housing opportunities countywide pursuant to the Economic and Housing Elements of the County General Plan.</p> <p><b>Communitywide Result Link:</b> <input type="checkbox"/> Safe <input type="checkbox"/> Healthy <input checked="" type="checkbox"/> Livable <input checked="" type="checkbox"/> Prosperous <input type="checkbox"/> Well-Governed Community</p>						
<p><b>4. Performance Measure: Number of newly constructed/purchased affordable housing units for low - and moderate - income families.</b></p>						
07-08 Actual Results	08-09 Actual Results	09-10 Actual Results	10-11 Actual Results	11-12 Adopted	11-12 Actual Results	12-13 Target
218 housing units	105 housing units	82 housing units	80 housing units	194 housing units	39 housing units	149 housing units
<p><b>What:</b> 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.</p> <p><b>Why:</b> Affordable housing enhances the health of families and improves the stability of communities and the local workforce.</p> <p><b>How are we doing?</b> The number of affordable units constructed in FY 2011-12 was 39, including: 29 units (Terebinth Lane Homes) in Templeton by People's Self Help Housing Corporation, 6 secondary dwellings countywide, and 4 farm support quarters countywide. These units include 36 units for lower income households and 3 units for moderate income households. It was anticipated that 11 units (Oak Leaf Homes) in Nipomo by Peoples' Self-Help Housing Corporation would be completed; however this project was delayed and will likely be completed in 2012-13. Additionally, 6 apartment units in San Simeon were not completed and fewer secondary dwellings units and farm support quarters were constructed than anticipated. The target for FY 2012-13 includes 149 units, including 35 units in Arroyo Grande (Courtland Homes), 23 units in Nipomo (Oak Leaf), 6 units in Oceano, all by People's Self Help Housing Corporation, 69 units in Paso Robles (Oak Park) by the Paso Robles Housing Authority, 10 secondary dwelling units countywide, and 6 farm support quarter units countywide. The targeted 149 housing units include 145 units for very low and low income households and 4 units for moderate income households.</p>						
<p><b>Department Goal: Promote the values of good planning and building through education and outreach</b></p> <p><b>Communitywide Result Link:</b> <input type="checkbox"/> Safe <input type="checkbox"/> Healthy <input checked="" type="checkbox"/> Livable <input checked="" type="checkbox"/> Prosperous <input type="checkbox"/> Well-Governed Community</p>						
<p><b>5. Performance Measure: Percentage of planned public outreach and education efforts completed during the year.</b></p>						
07-08 Actual Results	08-09 Actual Results	09-10 Actual Results	10-11 Actual Results	11-12 Adopted	11-12 Actual Results	12-13 Target
N/A	N/A	370	465	Revised Measure 100%	93%	100%
<p><b>What:</b> 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.</p> <p><b>Why:</b> 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.</p> <p><b>How are we doing?</b> 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.</p> <p>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.</p> <p>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.</p> <p><u>Did Not Complete in FY 2011-12</u>                  Mobilehome Park Amendment Outreach                  Santa Margarita Resource Capacity Study Outreach (project postponed by Board of Supervisors – not counted)</p>						

Completed in FY 2011-12

CDBG / HOME (and other housing grant) Outreach & Public Workshops (number of grants awarded in FY 2011-12 – 5 grants)  
Homeless Services Oversight Council Meetings  
Land Use and Circulation Element Outreach  
Energy Retrofit Training and Energy Efficiency Outreach (number of contractors trained – 16, number of outreach events - 12)  
Green Building Code Training  
Ag Tourism Ordinance Amendment Outreach  
Camp Roberts Joint Land Use Study Meetings & Outreach  
NPDES Training & Outreach (number of grading regulation violations as compared to permits issued – 46 out of 58, many of the violations are allowed alternate review and would not require a permit)  
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)

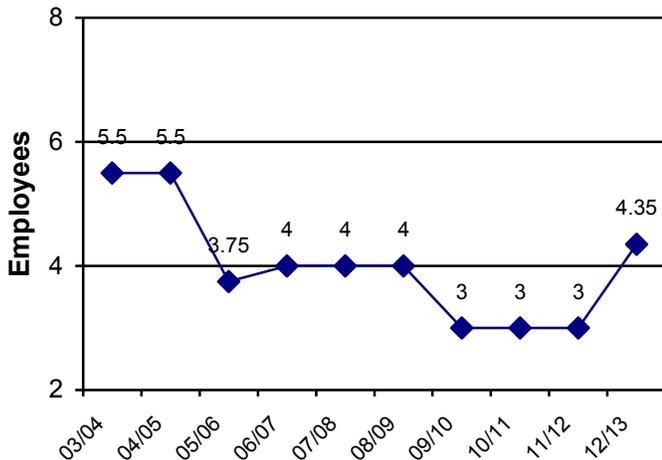
For FY 2011-12 the Department met 93% of the outreach and public education efforts identified. Only one of the identified outreach and public education efforts were not completed. The Mobilehome Park amendment is not yet at a point in the process where outreach is appropriate. This should begin next fiscal year. The Santa Margarita Resource Capacity Study Outreach

**MISSION STATEMENT**

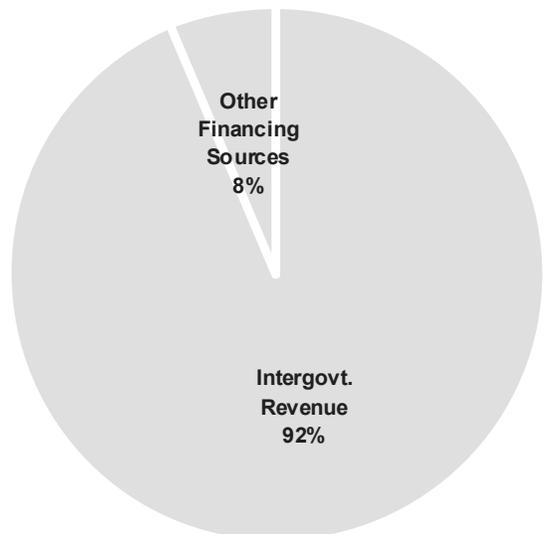
The mission of Community Development is to enhance the quality of life for San Luis Obispo County through programs that provide affordable housing, shelter and services for the homeless, economic development opportunities, and public improvements to benefit the communities that we serve.

	2010-11	2011-12	2012-13	2012-13	2012-13
<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	\$ 393	\$ 777	\$ 0	\$ 0	\$ 0
Intergovernmental Revenue	4,990,453	4,118,646	3,719,180	3,706,867	3,706,867
Other Revenues	20,515	0	0	0	0
Other Financing Sources	303,050	309,686	300,936	308,436	326,436
Interfund	0	50,000	0	0	0
<b>Total Revenue</b>	<b>\$ 5,314,411</b>	<b>\$ 4,479,109</b>	<b>\$ 4,020,116</b>	<b>\$ 4,015,303</b>	<b>\$ 4,033,303</b>
Fund Balance Available	\$ 16,983	\$ 35,135	\$ 0	\$ 0	\$ 65,685
Cancelled Reserves	0	0	0	0	0
<b>Total Financing Sources</b>	<b>\$ 5,331,394</b>	<b>\$ 4,514,244</b>	<b>\$ 4,020,116</b>	<b>\$ 4,015,303</b>	<b>\$ 4,098,988</b>
Salary and Benefits	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
Services and Supplies	749,539	682,408	585,838	646,874	664,874
Other Charges	4,546,721	3,766,150	3,434,278	3,368,429	3,368,429
Fixed Assets	0	0	0	0	0
<b>Gross Expenditures</b>	<b>\$ 5,296,260</b>	<b>\$ 4,448,558</b>	<b>\$ 4,020,116</b>	<b>\$ 4,015,303</b>	<b>\$ 4,033,303</b>
Contingencies	0	0	0	0	65,685
New Reserves	0	0	0	0	0
<b>Total Financing Requirements</b>	<b>\$ 5,296,260</b>	<b>\$ 4,448,558</b>	<b>\$ 4,020,116</b>	<b>\$ 4,015,303</b>	<b>\$ 4,098,988</b>

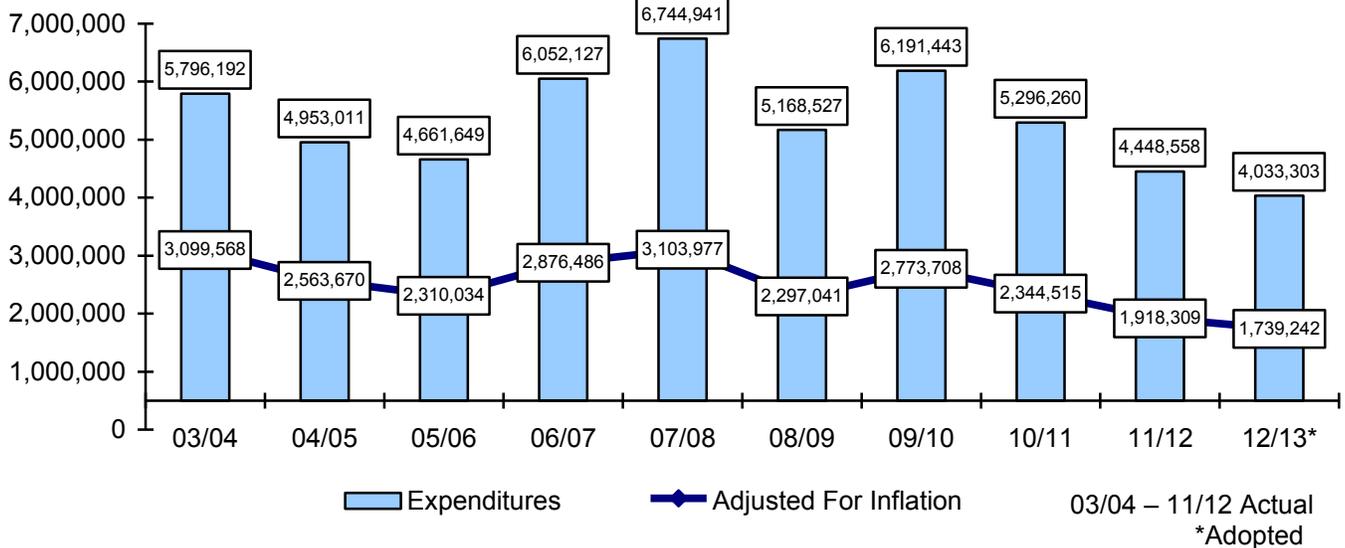
**Number of Employees  
(Full Time Equivalent)**



**Source of Funds**



**10 Year Expenditures Adjusted For Inflation**



**SERVICE PROGRAMS**

Community Development has a total expenditure level of \$4,033,303 and a total staffing level of 4.35 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: \$1,654,260 Total Staffing (FTE): 1.70

**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: \$823,357 Total Staffing (FTE): 0.90

**Federal Emergency Shelter Grants (ESG)**

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

Total Expenditures: \$163,420 Total Staffing (FTE): 0.30

**Continuum of Care (CoC) Funds**

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

Total Expenditures: \$1,065,830 Total Staffing (FTE): 0.90

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

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

Total Expenditures: \$187,500 Total Staffing (FTE): 0.20

**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: \$98,775 Total Staffing (FTE): 0.15

**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): 0.20

**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 performed by the Economic Vitality Corporation and operating costs for the San Luis Obispo County Housing Trust Fund.

**FY 2011-12 Accomplishments**

- Distributed approximately \$6.4 million dollars in Federal and State grant funds (including some American Recovery and Reinvestment Act funds 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.
- Constructed handicapped accessible curb/sidewalk improvements in the cities of San Luis Obispo, Atascadero and Paso Robles.
- Provided shelter and other services for more than 1,000 homeless persons countywide.
- Provided \$1.3 million of HOME funds for a nonprofit group to acquire the 51-unit Rolling Hills Family Apartments in Templeton.
- Completed the Mission Street Enhancement project in San Miguel.
- Provided \$300,000 to the Paso Robles Housing Authority for site acquisition in Oak Park housing redevelopment.

**FY 2012-13 Objectives**

- Distribute approximately \$3.7 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.
- Upgrade the water and sewer system for Sunny Oaks Mobilehome Park in Los Osos.
- Construct a sewer line replacement on 16<sup>th</sup> Street in San Miguel.
- Use \$187,500 of General Fund support to provide shelter and other services for homeless persons and families.
- Provide \$300,000 to acquire 313 South Street in San Luis Obispo for development of affordable rental housing.
- Provide \$1.5 million of HOME funds to construct the 36-unit Courtland St Apartments in Arroyo Grande.

**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.

Total financing sources for Community Development are recommended to decrease by \$479,034 or 10% and expenditures are recommended to decrease \$443,899 or 9% compared to the FY 2011-12 Adopted Budget. Contingencies in the amount of \$35,135 were included in the FY 2011-12 Adopted budget due to a fund balance available of this amount at year end. The recommended FY 2012-13 budget does not include any Contingencies or Fund Balance Available.

The decrease in revenue is primarily associated with a \$429,926 or 34% reduction in the U.S Department of Housing and Urban Development (HUD) HOME grant and \$274,870 or 14% decrease in the HUD Community Development Block Grant (CDBG). With the significant reduction in the HOME grant funding, it is expected that four fewer affordable housing units will be constructed and made available to low-income households. The reduction in CDBG funding could result in fewer handicapped accessibility improvements (such as curb cuts) needed to comply with the Americans with Disabilities Act.

Offsetting a portion of the combined \$704,796 in HOME and CDBG grant funds is an increase in funding for the Continuum of Care (CoC) program in the amount of \$217,363 (25%). This increase is the result of two competitive grant awards to be used for housing and case management of homeless clients in north and south county areas. The award of \$110,263 to provide these services in the north county was included in the department's budget request. The award of \$107,100 to provide these services in the south county had been inadvertently omitted and was added to the recommended budget. Funding for the Emergency Shelter Grant program is also increasing by \$36,034 or 28%.

The reduction in expenditures reflects the reduced grant funding noted above. More than \$929,000 in CDBG funds will be distributed to five incorporated cities, with the largest shares going to the City of San Luis Obispo (more than \$506,500) and the City of Paso Robles (more than \$167,700). In addition, almost \$2.44 million in grants funds from the CDBG, HOME, Emergency Shelter Grant and CoC programs will be distributed to various non-profit organizations.

The General Fund support for this budget is recommended to increase by \$7,500 (2%) to provide funding for warming centers for the homeless. CAPSLO had collected donations from the public and other agencies that will be added to these funds and used to set up warming centers when temperatures drop to levels unsafe for homeless persons to stay outside. The recommended General Fund support includes: \$187,500 for Homeless Programs, \$80,775 for the Economic Vitality Commission (EVC), and \$40,161 for the San Luis Obispo Housing Trust Fund.

Funding levels for the EVC and Housing Trust Fund are the same as FY 2011-12 and the funding for the Homeless programs have increased slightly to cover a portion of the cost of providing warming centers.

Staffing to administer the HUD grant programs and contracts funded with General Fund support are funded in Planning and Building, Fund Center – 142. In FY 2012-13, \$267,362 in funding will be transferred to Fund Center 142 to support the cost of administering these programs. This is a reduction of almost \$39,700 or 12% compared to the FY 2011-12 Adopted budget. Funding levels for HUD grants have declined over the past few years, while the administrative requirements for these grants have expanded. The more intensive administrative requirements have made it difficult for Planning and Building to reduce costs to match the level of funding provided in these grants. This situation results in an impact to the General Fund of approximately \$157,000 in FY 2012-13. Staff will be working with Planning and Building over the next year to address this issue.

**BOARD ADOPTED CHANGES**

At year end the Actual Fund Balance Available for Community Development was \$65,685 higher than projected in the Adopted budget. These funds were allocated to Contingencies.

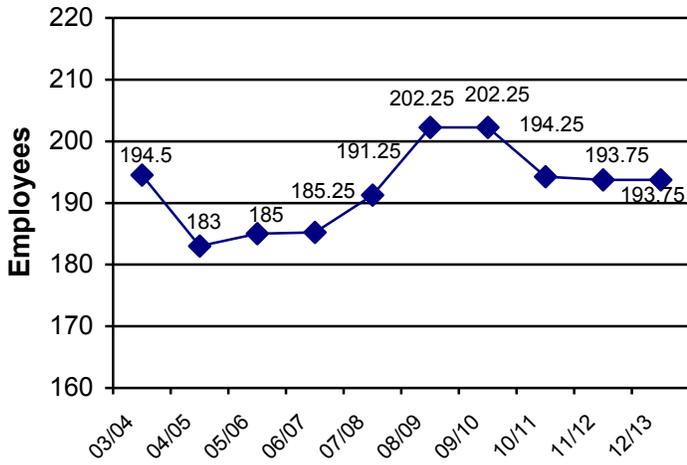
On September 18, 2012, the Board adopted the final appropriations for FY 2012-13 which involved allocating additional Fund Balance Available to various fund centers. In this action the Board approved the addition of \$18,000 to the Community Development budget, in the Professional Services account, to provide additional funding for the Economic Vitality Corporation.

**MISSION STATEMENT**

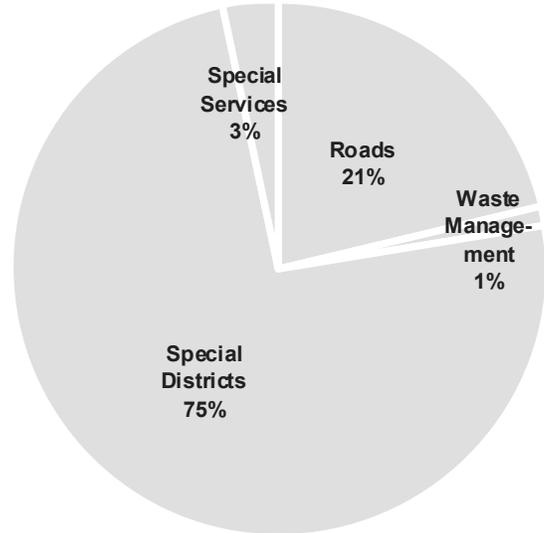
Provide public services related to the safe and efficient movement of traffic on the 1,310 miles of County maintained roadways; engineering and surveying review of proposed land development; administration and operation of various water and waste water wholesale and retail facilities; long term master water planning; and franchise administration for the unincorporated areas.

OPERATING DETAIL (1)	2010-11 ACTUAL (2)	2011-12 ACTUAL (3)	2012-13 RECOMMENDED (4)	2012-13 ADOPTED BY THE BOS (5)
<b>OPERATING REVENUES</b>				
Charges for Services	34,870,305	33,914,298	30,446,011	30,391,011
<b>TOTAL OPERATING REVENUES</b>	<b>34,870,305</b>	<b>33,914,298</b>	<b>30,446,011</b>	<b>30,391,011</b>
<b>OPERATING EXPENSES</b>				
Salaries and Benefits	20,696,656	20,255,939	21,597,387	21,597,387
Services and Supplies	11,130,103	11,311,991	7,817,408	7,817,408
Insurance Benefit Payment	317,892	316,324	230,595	230,595
Depreciation	653,438	654,193	705,713	705,713
Countywide Overhead Allocation	140,246	42,303	94,908	94,908
<b>TOTAL OPERATING EXPENSES</b>	<b>32,938,335</b>	<b>32,580,750</b>	<b>30,446,011</b>	<b>30,446,011</b>
<b>OPERATING INCOME (LOSS)</b>	<b>1,931,970</b>	<b>1,333,548</b>	<b>0</b>	<b>(55,000)</b>
<b>NON-OPERATING REVENUES (EXPENSES)</b>				
Interest	38,727	56,250	50,000	50,000
Gain (Loss) on sale of Asset	20,386	(9,302)	0	0
Other	76,026	51,735	125,000	125,000
<b>TOTAL NON-OPERATING REVENUES (EXPENSES)</b>	<b>135,139</b>	<b>98,683</b>	<b>175,000</b>	<b>175,000</b>
<b>INCOME BEF. CAPITAL CONTRBS. &amp; TRANSFERS</b>	<b>2,067,109</b>	<b>1,432,231</b>	<b>175,000</b>	<b>120,000</b>
Contributions in (Out)	0	0	(125,000)	(125,000)
<b>CHANGE IN NET ASSETS</b>	<b>2,067,109</b>	<b>1,432,231</b>	<b>50,000</b>	<b>(5,000)</b>
Net assets - beginning	13,861,022	15,967,151	17,399,382	17,399,382
Net assets - ending	15,928,131	17,399,382	17,449,382	17,449,382
<b>FIXED ASSET EXPENDITURES</b>				
Equipment	415,005	945,617	1,228,000	1,173,000
<b>TOTAL FIXED ASSET EXPENDITURES</b>	<b>415,005</b>	<b>945,617</b>	<b>1,228,000</b>	<b>1,173,000</b>

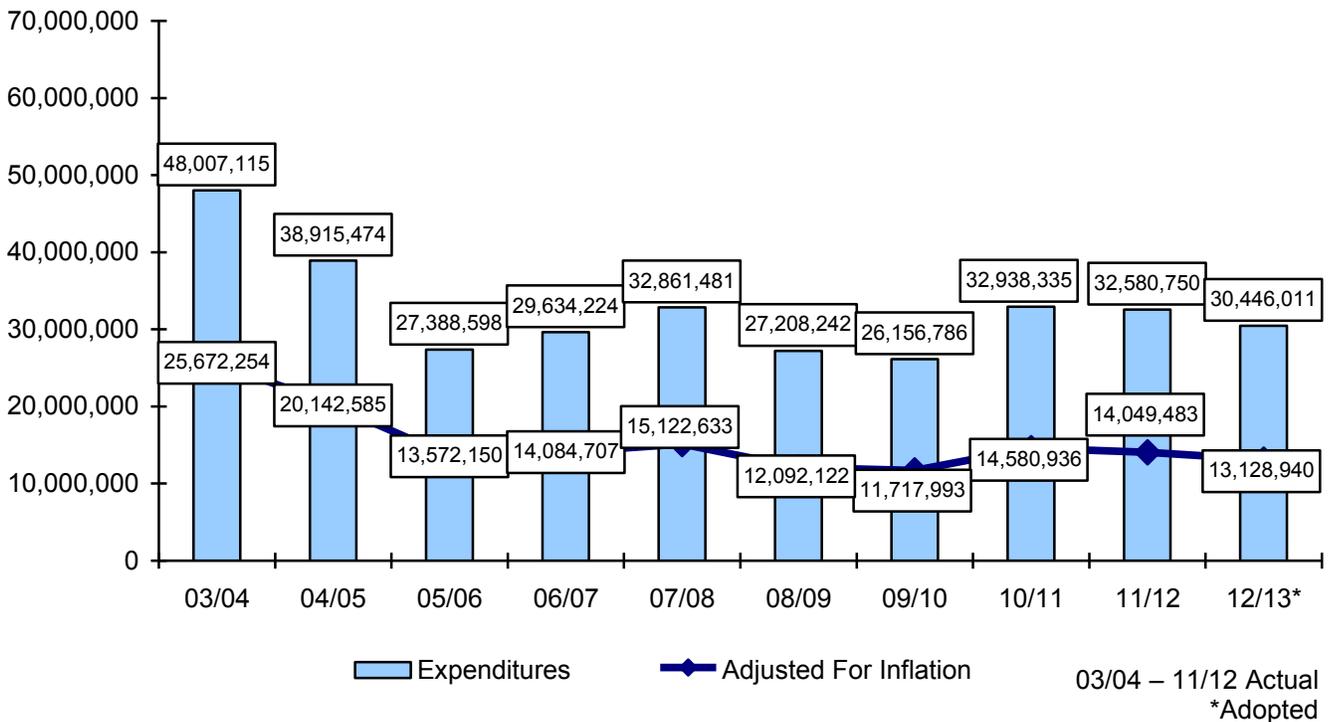
**Number of Employees  
(Full Time Equivalent)**



**Source of Funds**



**10 Year Expenditures Adjusted For Inflation**



**SERVICE PROGRAMS**

The Public Works Internal Services Fund has a total expenditure level of \$30,446,011 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: \$554,178 Total Staffing (FTE): 3.85

**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: \$120,059 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: \$6,537,087 Total Staffing (FTE): 92.0

**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: \$255,749 Total Staffing (FTE): 1.61

**Special Districts**

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

Total Expenditures: \$22,634,524 Total Staffing (FTE): 91.66

**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: \$327,491 Total Staffing (FTE): 2.71

**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: \$16,923 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 the Public Works Department in FY 2011-2012 and some specific objectives for FY 2012-2013.

**FY 2011-12 Accomplishments**

- The Nacimiento Water Project has been named as the "Outstanding Civil Engineering Project" and "Outstanding Water Conveyance Project" by the local, section, and region (covering all of California) of the American Society of Civil Engineers. The project is one of five national finalists for the "Outstanding Civil Engineering Achievement" award (the "Oscars" of Civil Engineering). Other finalists include the Hoover Dam Bypass Bridge in Nevada.
- Completed design of the Los Osos Wastewater Project collection system. Staff also worked to obtain a reduced interest rate and approximately \$20 million in grant funding to date. This has reduced the estimated average cost of the project to \$155 per month from the original estimate of \$200 per month.
- 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 2012-13 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.
- Continue to work with 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.
- Evaluate the cost effectiveness of equipment replacement recommendations relating to recent downsizing of road crews and changing maintenance priorities.
- Evaluate the cost effectiveness of utility operations as a result of new responsibilities and facilities.

- Engaged the American Public Works Association in October 2011 to assess the department's policies and procedures in all aspects of Public Works duties with the goal of becoming accredited within three years.

**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 2012-13 recommended estimated numbers to FY 2011-12 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 2012-13 budget of \$30,446,011 is an increase of \$1,652,981 or 6% compared to the estimated FY 2011-12 amount of \$28,793,029 primarily due to a \$1,559,571 or 25% increase in services and supplies accounts. Salary and benefit accounts are increasing minimally, \$187,470 or 1% from FY 2011-12 levels. As noted above, services and supplies accounts are increasing by 25% which can be attributed to a combination of factors such as: 1) a \$173,026 or 27% increase in countywide overhead charges; 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; 2) \$276,927 or 34% increase in garage and fuel charges; and 3) budgeting for the first time for a new facility services charge of \$268,974. There are no service level impacts associated with the recommended budget.

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 \$22 million) is comprised of charges to Special Districts. This revenue is projected to increase by \$1.3 million or 6% as compared to FY 2011-12 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 center budget pages. Roads (FC 245) is budgeted to increase by 6% or \$393,066 from FY 2011-12 levels; Special Services (FC 201) is decreasing by \$66,503 or 7% as compared to the FY 2011-12 adopted budget; and Waste Management (FC 130) is recommended to decrease by \$23,119 or 7% from FY 2011-12 amounts.

Fixed assets are recommended in the amount of \$1,228,000 which is a \$554,000 or 82% increase from FY 2011-12 budgeted levels. 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. No General Fund support will be required in the purchase of this equipment as the majority will come from the ISF equipment replacement program as well as contributions from the Road fund, Special Districts and Waste Management. A total of \$479,916 from the equipment replacement program will be used to offset the cost of the

recommended fixed assets. The Roads fund will contribute approximately \$667,909 and Waste Management \$20,000 towards the purchase of the equipment noted below.

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; FY 2012-13 begins the retrofit of all on-road vehicles; the cost for these filters is \$90,000 (\$18,000 each) and will be funded through the Road Fund;

New

- Asphalt Zipper – this piece of equipment will be used to pulverize and grind down asphalt. Currently the zipper is rented about 32 days a year, at the cost of \$80,000 (\$2,500 per day). It is anticipated that by purchasing the equipment, the County will be saving \$60,800 annually; the cost for the zipper is \$100,000 and will be funded through the Road fund;
- 2 – portable message boards – these boards will be used throughout the County to alert motorists of roadway hazards or construction work thus increasing safety on the roads for not only the public but for County Road crews; the cost for these portable message boards are \$35,000 (\$17,500 each) and will be funded through the Road fund;
- GPS survey equipment – this equipment uses satellite technology which will allow for consistent, precise control-survey procedures to ensure accurate locations for design and construction of roads, bridges and flood control infrastructure; currently the department contracts out for this type of surveying. The purchase of this equipment will save the cost of the contract which is \$40,000 annually; the cost of the GPS survey equipment is \$60,000 and will be funded through the Road fund, Waste Management fund center and the Flood Control District.

Replacement

- 1 – Atomic absorption spectrophotometer system: this will replace the existing system that is 12 years old; the availability of parts is decreasing and as it is an integral piece of the County's Water Quality Lab equipment it is being recommended for replacement; the cost is \$76,000 and is funded through the ISF equipment replacement program and Special Districts funds;
- 1 – Backhoe: this will replace a 1998 backhoe that is at the end of its useful life of 15 years; maintenance and repairs costs are increasing and it is more cost effective to replacement the backhoe than fix it any longer; the cost is \$90,000 and it is funded through the ISF equipment replacement program and the Road fund;
- 1 – Radar speed trailer: this will replace an old non-fixed asset radar trailer expected to be sold at auction; the trailer will be used to alert motorists on their driving speed as well as remind them of the posted speed limit thus acting as a calming device to increase the safety of the public; the cost is \$10,000 and the purchase will be funded through the Road fund;
- 2 – 3-5 ton rollers: this purchase will replace two 3-5 rollers that are past their useful lives of 12 years; these rollers fall under the Air Resources Board mandate for off-road diesel equipment to be retrofitted or replaced; however, it is not cost effective to retrofit the as they are costly to maintain; the cost is \$90,000 (\$45,000 each) and will be funded through the ISF equipment replacement program and the Road fund;
- 1 – Hybrid sedan: this will replace a 2004 mid-size sedan that is past its useful life of 6 years and has 105,000 miles on it; hybrid vehicles have cleaner emissions and its purchase will save in fuel costs; the cost is \$30,000 and will be funded through the ISF equipment replacement program;

- 1 – 1 ton flatbed/dump: will replace a 2001 dump truck that is 3 years past its useful life of 8 years and has 94,000 miles on it; operating and maintenance costs continue to become excessive and it is more effective to replace it than fix it; the cost is \$42,000 and will be funded through the ISF equipment replacement program;
- 1 – 1.5 ton stencil truck: replaces a stencil truck that is 4 years past its useful life of 8 years and requires numerous repairs and parts and it is no longer effective to repair it; the cost is \$87,000 and will be funded through the ISF equipment replacement program and the Road fund;
- 1 - ½ ton truck: will replace a 2002 ½ ton truck that is 3 years past its useful life of 7 years and has 90,000 miles on it; cost is \$21,000 and funding will come from the ISF equipment replacement program;
- 1- ¾ ton utility truck: to replace a 2003 ¾ ton utility truck that has 107,000 miles on it and is 3 years past its useful life of 7 years; cost is \$32,000 and is funded through the ISF equipment replacement program and the Road fund;
- 3 – 3-axle dump truck: will replace two 1999 3-axle and one 2000 2-axle at the end of their useful lives of 12 years and 105,000, 143,000 and 166,000 miles on them respectively; these trucks fall under the Air Resources Board mandate to be retrofitted or replaced all 2006 or older diesel equipment; however, because of their age and high mileage, it is more cost effective to replace them than to retrofit them; the cost is \$465,000 (\$155,000 each) and will be funded through the ISF equipment replacement program and the Road fund.

**BOARD ADOPTED CHANGES**

As part of the Supplement Document, the Board approved:

- The FY 2012-13 list of major projects that will be carried out by Public Works. Projects include those for Roads (including new construction/reconstruction, repair, pavement management, and traffic light replacements), drainage improvement projects and bridge upgrades as well as various other Special Districts projects. However, due to changes in State Budget Act requirements, the listing of projects carried out by Roads can now be found in Fund Center 245 – Roads while a listing of projects carried out on behalf of Special Districts can be found in the Special Districts budget printed under separate cover.
- Additionally, the Board amended the fixed asset list by deleting an Asphalt Zipper in the amount of \$100,000 and adding a Robotic Total Station and associated equipment in the amount of \$45,000.

**Public Works  
Fiscal Year 2012-13 Final Budget**

**Fund Center 405**

Project No.	Project Description	Phase Completion at 6/30/13	Funding Requirements for 12/13	Previous Years Balance to be Encumbered	New Funding to be Appropriated 12/13
County Operations Center					
350102	Rep.Sewer Line - Manhole #3 to Animal Shelter	DESIGN	333,000	0	333,000
Total County Operations Center			333,000	0	333,000
Development Services					
300435	Maria Vista Estates Onsite Improvements	CONST	1,452,263	1,452,263	0
Total Development Services			1,452,263	1,452,263	0
Los Osos Wastewater Project					
300448	Los Osos Wastewater Project	PARTIAL CONST	150,575,410	150,575,410	0
Total Los Osos Wastewater Project			150,575,410	150,575,410	0
TOTAL			152,360,673	152,027,673	333,000

**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>Communitywide Result Link:</b> <input checked="" type="checkbox"/> Safe <input type="checkbox"/> Healthy <input type="checkbox"/> Livable <input type="checkbox"/> Prosperous <input checked="" type="checkbox"/> Well-Governed Community						
<b>1. Performance Measure: Percentage of capital projects that are completed on time.</b>						
07-08 Actual Results	08-09 Actual Results	09-10 Actual Results	10-11 Actual Results	11-12 Adopted	11-12 Actual Results	12-13 Target
42%	56%	64%	78%	80%	78%	85%
<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> The Department ended FY 2011-12 with a favorable outcome of 78%, falling just shy of our 80% target for this performance measure. Overall, 39 of 50 approved phases were completed on schedule. There were 11 projects that were delayed for the following reasons: one project was delayed by a regulatory agency, two projects had a schedule slip, four projects were delayed due to design issues, two projects had a change in scope and two projects were reassigned a lower priority. There is no standardized comparable county data available.						
<b>2. Performance Measure: Percentage of capital projects that are completed at or under budget.</b>						
07-08 Actual Results	08-09 Actual Results	09-10 Actual Results	10-11 Actual Results	11-12 Adopted	11-12 Actual Results	12-13 Target
83%	89%	86%	89%	90%	87%	90%

**What:** 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.

**Why:** To determine how accurately project costs are estimated so that funds are allocated and projects are prioritized properly.

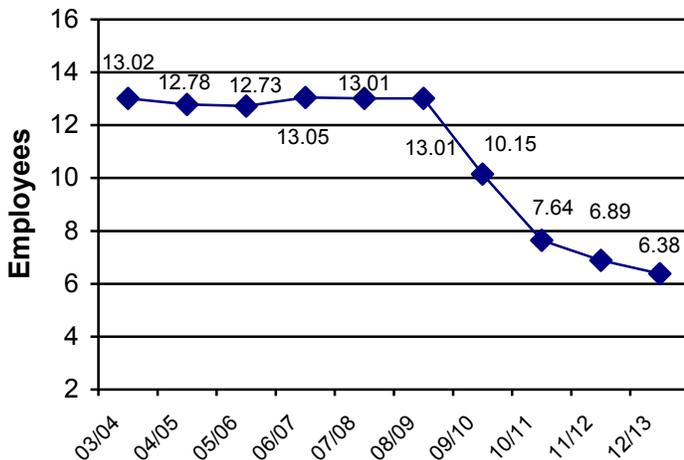
**How are we doing?** With an outcome of 87%, the Department ended FY 2011-12 with a favorable result that was just shy of our 90% target. Of the 39 projects that were completed on schedule, 34 projects were completed within the allocated budget. There were 5 projects that exceeded their budget for the following reasons: one project budget was underestimated, one project incurred unanticipated construction conditions, two projects had a schedule slip and a change in scope and one project had a funding agency delay. There is no standardized comparable county data available.

**MISSION STATEMENT**

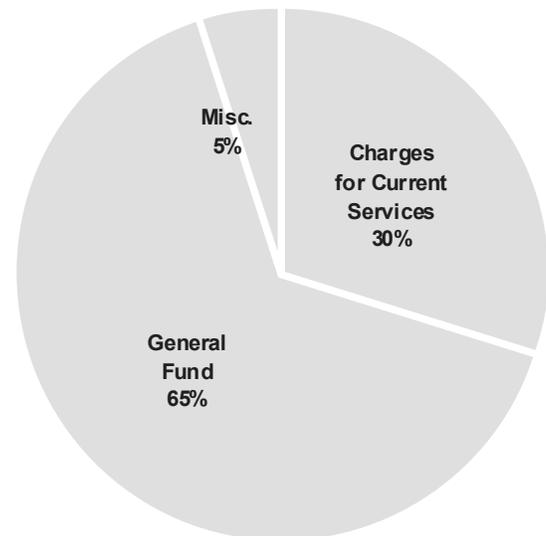
Provide public services related to engineering and surveying review of proposed land development; administration and operation of water and waste water service at the County Operations Center; engineering support to special districts; and franchise administration for the unincorporated areas.

	2010-11	2011-12	2012-13	2012-13	2012-13
<u>Financial Summary</u>	<u>Actual</u>	<u>Actual</u>	<u>Requested</u>	<u>Recommended</u>	<u>Adopted</u>
Licenses and Permits	\$ 79,477	\$ 96,738	\$ 100,089	\$ 100,089	\$ 100,089
Intergovernmental Revenue	14,199	16,898	19,780	19,780	19,780
Charges for Current Services	498,679	379,305	649,829	649,829	649,829
Other Revenues	466,176	237,664	5,603	5,603	5,603
Interfund	61,683	50,590	0	0	0
<b>**Total Revenue</b>	<b>\$ 1,120,214</b>	<b>\$ 781,195</b>	<b>\$ 775,301</b>	<b>\$ 775,301</b>	<b>\$ 775,301</b>
Services and Supplies	1,901,563	2,088,372	2,155,598	2,155,598	2,155,598
Other Charges	2,416	0	20,000	20,000	20,000
Fixed Assets	427,287	(65,317)	0	0	0
<b>**Gross Expenditures</b>	<b>\$ 2,331,266</b>	<b>\$ 2,023,055</b>	<b>\$ 2,175,598</b>	<b>\$ 2,175,598</b>	<b>\$ 2,175,598</b>
General Fund Support (G.F.S.)	<u>\$ 1,211,052</u>	<u>\$ 1,241,860</u>	<u>\$ 1,400,297</u>	<u>\$ 1,400,297</u>	<u>\$ 1,400,297</u>

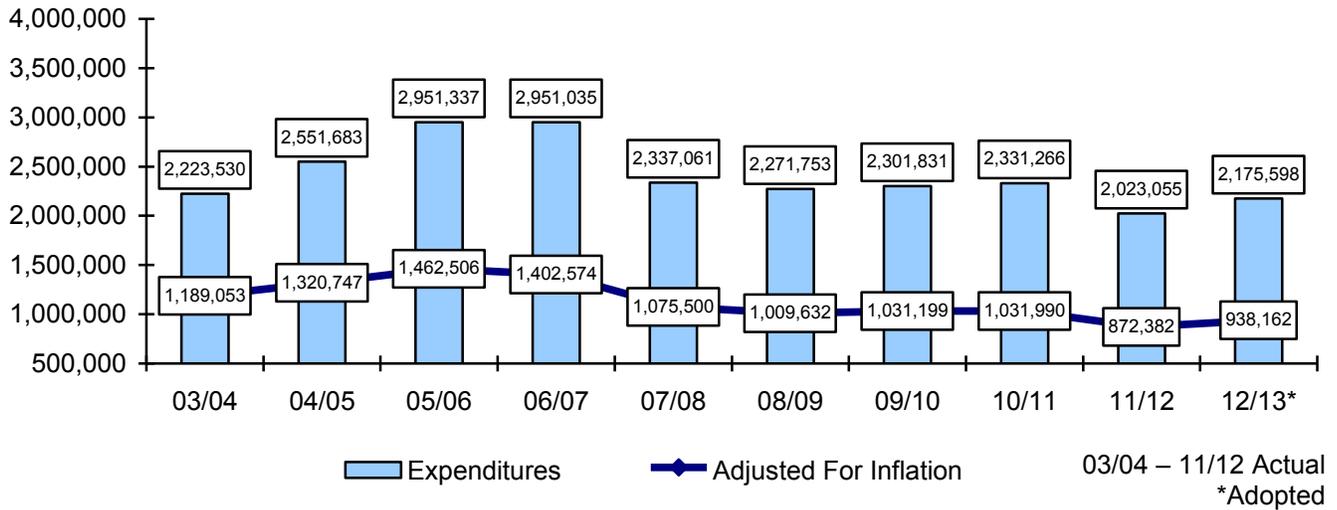
**Number of Employees  
(Full Time Equivalent)**



**Source of Funds**



**10 Year Expenditures Adjusted For Inflation**



**SERVICE PROGRAMS**

Public Works Special Services has a total expenditure level of \$2,175,598 and a total staffing level of 6.38 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: \$940,386 Total Staffing (FTE): 3.85

**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: \$886,183 Total Staffing (FTE): 0.92

**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, cable TV regulation and access activities, and franchise administration.

Total Expenditures: \$349,029 Total Staffing (FTE): 1.61

**DEPARTMENT COMMENTS**

The primary programs of the Public Works Special Services fund center are Development Services, County Operations 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.

Following are some of the notable accomplishments for FY 2011-2012 and some specific objectives for FY 2012-2013.

**FY 2011-12 Accomplishments**

- Completed the construction of the Op Center waterline extension project. This project will upgrade and extend the waterline to serve the proposed new Women's Jail.
- Adopted a resolution to allow the Nipomo Community Services District to take the lead and 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.
- Completed construction of drainage basin grading, fencing and road repair relating to the Maria Vista Estates development near the Santa Maria Speedway in Nipomo. This was funded by settlement funds from the developer's bonding company.
- Improved the overall Development Services Customer Satisfaction rating from 4.4 to 4.7 out of 5.
- Completed a notable update to road related Public Improvement Standards used by the public to design their projects to County standards which resulted in the elimination of road cut fees.
- Assisted the Auditor-Controller's Office in auditing the franchise fees paid by Charter Cable. The audit resulted in unanticipated revenues of nearly \$300,000 to the County and will increase the annual fees collected by the County by approximately \$50,000.

**FY 2012-13 Objectives**

- Complete the franchise renewal with Southern California Gas Company and enter into a 30 year agreement.
- Complete the last phase of infrastructure improvements required for the Maria Vista Estates development. This includes further road repair and the completion of sidewalks and gutters.

**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 2012-13 General Fund support for the programs within this fund center is recommended to decrease \$43,307 or 2% as compared to FY 2011-12 adopted amounts. Revenues are essentially flat, decreasing by \$5,304 or less than 1% from FY 2011-12 levels. While there are fluctuations within various revenue accounts, accounts associated with building permits, parcel map plan check review and tract map inspections are decreasing by \$28,943 or 23%, \$40,925 or 73% and \$16,470 or 12% respectively. These decreases are attributed to the slow economy which continues to affect these activities.

Overall, expenditures for FY 2012-13 are recommended to decrease by \$48,611 or 2% compared to the FY 2011-12 adopted amount. Services and supplies accounts are decreasing by \$68,611 or 3% primarily due to reduced charges by the ISF for labor, \$66,503 or 6%, and a \$21,419 or 5% reduction in departmental overhead charged by the ISF. Additionally, special department expense accounts are decreasing by \$60,617 or 9% due to fluctuations in State water charges. Countywide overhead is budgeted to increase overall by \$53,396 or 89%. A portion (\$6,824) of this increase is attributed an increase in ISF overhead which is charged to the fund center.

GPS survey equipment is proposed to be purchased in FY 2012-13 by the ISF in the total amount of \$60,000. Funding in the amount of \$20,000 has been budgeted for Services to Special Districts’ share of the equipment. A description of the equipment can be found in the FC 405 – Public Works ISF budget. There are no service level impacts associated with the recommended budget.

**BOARD ADOPTED CHANGES**

None.

**GOALS AND PERFORMANCE MEASURES**

<p><b>Department Goal:</b> 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.</p>						
<p><b>Communitywide Result Link:</b> <input checked="" type="checkbox"/> Safe <input checked="" type="checkbox"/> Healthy <input type="checkbox"/> Livable <input type="checkbox"/> Prosperous <input type="checkbox"/> Well-Governed Community</p>						
<p><b>1. Performance Measure: Percentage of days per year that the water system is able to meet mandated water quality standards.</b></p>						
07-08 Actual Results	08-09 Actual Results	09-10 Actual Results	10-11 Actual Results	11-12 Actual Results	11-12 Adopted	12-13 Actual Results
100%	100%	100%	100%	100%	100%	100%
<p><b>What:</b> This measures the percentage of time during the year that the water distribution system is able to meet State and Federal water quality standards.</p>						
<p><b>Why:</b> To insure that the water system provides safe drinking water.</p>						
<p><b>How are we doing?</b> As in the recent past there are no issues to report and the water system continues to meet all Federal, State and local safe drinking water requirements. There is not any standardized comparable data available.</p>						

<b>2. Performance Measure: Number of wastewater collection system and water system failures per year.</b>						
07-08 Actual Results	08-09 Actual Results	09-10 Actual Results	10-11 Actual Results	11-12 Adopted	11-12 Actual Results	12-13 Target
4	2	0	0	0	0	0
<p><b>What:</b> A count of all incidents of blockages, spills and unscheduled interruption in wastewater service and water system failures.</p> <p><b>Why:</b> 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.</p> <p><b>How are we doing?</b> As in the past 3 reporting periods, no system failures occurred during FY 2011-12.</p> <p>Construction of the new 10-inch waterline between Chorro Creek Bridge and the new jail facility was completed in FY 2011-12 and included new service lateral installations and replacement of old fire hydrants. The only original piping that remains in the system is on property not owned by the County between the new jail facility and the connection to the State water main on the west end of the County Operations Center.</p> <p>As previously reported, the sewer line in Oklahoma Avenue at the County Operations Center continues to be an on-going concern with several areas of sewer line with dips that accumulate solids and restrict flow. There are also cracks in the line which allow infiltration to occur. The sewer line is located in an area with a high ground water table so infiltration of ground water can be a serious problem. Operators have to clean the line on a regular basis in order to improve flow. The replacement project is funded at \$330,000 for FY 2012-13. It is anticipated that design of the project will be completed by the end of FY 2012-13 and construction will take place in FY 2013-14. There is not any standardized comparable data available.</p>						
<p><b>Department Goal:</b> 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.</p> <p><b>Communitywide Result Link:</b> <input checked="" type="checkbox"/> Safe <input type="checkbox"/> Healthy <input type="checkbox"/> Livable <input type="checkbox"/> Prosperous <input checked="" type="checkbox"/> Well-Governed Community</p>						
<b>3. Performance Measure: Annual number of improvement plan reviews per Full Time Equivalent (FTE) employee.</b>						
07-08 Actual Results	08-09 Actual Results	09-10 Actual Results	10-11 Actual Results	11-12 Adopted	11-12 Actual Results	12-13 Target
66	69	69	90	66	84	85
<p><b>What:</b> Total number of Improvement Plan reviews by Plan Check Unit divided by the number of Full Time Equivalent (FTE) employees.</p> <p><b>Why:</b> Measures the efficiency of the Plan Check Unit in reviewing improvement plans.</p> <p><b>How are we doing?</b> We continue to see a leveling-out in the number of public improvement plans being submitted for checking and inspection services (51 plans in FY 2009-10, 49 plans in FY 2010-11 and 41 plans in FY 2011-12), about half of what we processed in FY 2008-09 (98 plans). With only one seasoned staff overseeing the plan check and inspection program our efficiency remains high. We will continue to adjust staff responsibilities as necessary to best match the economic situation while achieving our target performance standards. No standardized comparable county data available.</p>						
<b>4. Performance Measure: Number of weeks to review improvement plans.</b>						
07-08 Actual Results	08-09 Actual Results	09-10 Actual Results	10-11 Actual Results	11-12 Adopted	11-12 Actual Results	12-13 Target
3.2 weeks 1st submittals	2.0 weeks 1st submittals	2.5 weeks 1st submittals	1.1 weeks 1st submittals	2.5 weeks 1st submittals	1.3 weeks 1st submittals	2.5 weeks 1st submittals
2.2 weeks re-submittals	1.2 weeks re-submittals	2.2 weeks re-submittals	1.0 weeks re-submittals	2.0 weeks re-submittals	1.1 weeks re-submittals	2.0 weeks re-submittals
<p><b>What:</b> Average time it takes to review public improvement construction plans associated with development after receipt from engineers.</p> <p><b>Why:</b> 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.</p>						

**How are we doing?** Staff consistently provides our clients a favorable response time in commencing first submittal and resubmittal plan checks when compared to State law requirements. The depressed economic climate in the development industry continues to equate to fewer projects being processed but this appears to have leveled off. We have adjusted staffing requirements accordingly and have a single experienced staff member overseeing this program while sharing his remaining time on encroachment, special event permits and special projects. No standardized comparable county data available.

**5. Performance Measure: Annual number of survey map reviews per Full Time Equivalent (FTE) employee.**

07-08 Actual Results	08-09 Actual Results	09-10 Actual Results	10-11 Actual Results	11-12 Adopted	11-12 Actual Results	12-13 Target
1,070	1,122	1,330	1,178	1,215	1,212	1,215

**What:** 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.

**Why:** Measures the efficiency of the Surveying Unit in reviewing survey maps.

**How are we doing?** The favorable efficiency continues to be associated with the reduced complexity of the maps being checked and our extremely experienced map check staff. We propose no changes to our FY 2012-13 target because it closely reflects a target efficiency that is achievable by staff. No standardized comparable county data available.

**6. Performance Measure: Performance Measure: Number of weeks to review survey maps.**

07-08 Actual Results	08-09 Actual Results	09-10 Actual Results	10-11 Actual Results	11-12 Adopted	11-12 Actual Results	12-13 Target
1.1 weeks	1.0 weeks	1.1 weeks	1.3 weeks	1.0 Weeks	1.3 weeks	1.0 Weeks

**What:** 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.

**Why:** 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.

**How are we doing?** For the past four fiscal years our performance continues to closely fluctuate about 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. No standardized comparable county data available.

**7. Performance Measure: Percentage of local engineering and design firms that rate the services provided by Public Works as satisfactory or better.**

07-08 Actual Results	08-09 Actual Results	09-10 Actual Results	10-11 Actual Results	11-12 Adopted	11-12 Actual Results	12-13 Target
N/A	87%	88%	85%	90%	89%	90%

**What:** Measures customer satisfaction with Development Services.

**Why:** Information derived from this survey has historically been used to improve customer service.

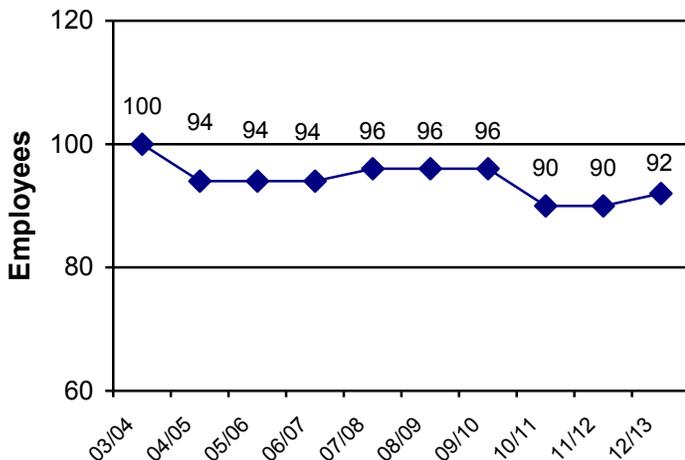
**How are we doing?** Our next annual customer survey will be conducted in May 2013 when we will again solicit customer feedback in at least five areas of Development Services' work. These areas include Surveying Services, Plan Check Services, Inspection Services, Permit Services and response to Public Inquiries. Of the 153 surveys distributed by email in May 2012 we received only 8 responses. Of those respondents we achieved 89% satisfaction, which is just shy of our 90% target. All respondents continue to favorably comment on our staff's excellent customer service.

**MISSION STATEMENT**

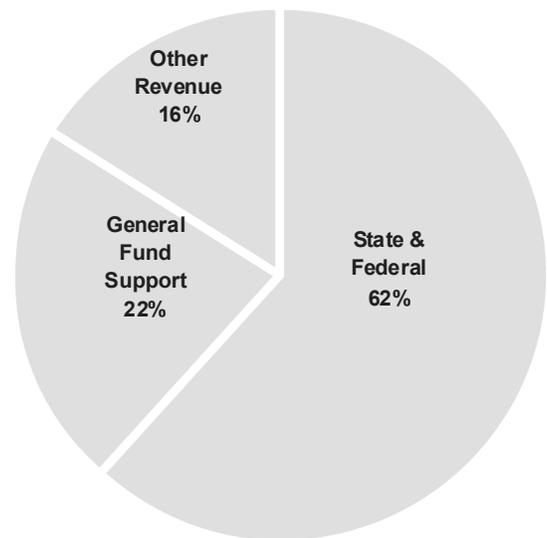
Provide public services related to the safe and efficient movement of traffic on the 1,310 miles of County maintained roadways.

	2010-11	2011-12	2012-13	2012-13	2012-13
<u>Financial Summary</u>	<u>Actual</u>	<u>Actual</u>	<u>Requested</u>	<u>Recommended</u>	<u>Adopted</u>
Taxes	\$ 1,450,744	\$ 1,442,995	\$ 1,432,943	\$ 1,439,660	\$ 1,439,660
Revenue from Use of Money & Property	31,970	28,573	40,000	40,000	40,000
Intergovernmental Revenue	16,718,173	24,684,640	16,461,312	16,461,337	16,461,337
Charges for Current Services	166,975	161,471	127,500	127,500	127,500
Other Revenues	753,102	561,134	0	0	0
Other Financing Sources	13,780,776	7,596,413	7,158,820	7,758,820	9,258,820
Interfund	177,520	313,589	0	0	0
<b>Total Revenue</b>	<b>\$ 33,079,260</b>	<b>\$ 34,788,815</b>	<b>\$ 25,220,575</b>	<b>\$ 25,827,317</b>	<b>\$ 27,327,317</b>
Fund Balance Available	\$ 804,447	\$ 0	\$ 0	\$ 0	\$ 1,056,718
Cancelled Reserves	800,967	4,447	847,000	847,000	847,000
<b>Total Financing Sources</b>	<b>\$ 34,684,674</b>	<b>\$ 34,793,262</b>	<b>\$ 26,067,575</b>	<b>\$ 26,674,317</b>	<b>\$ 29,231,035</b>
Salary and Benefits	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
Services and Supplies	16,946,036	15,721,523	17,669,657	17,076,399	17,901,399
Other Charges	4,014	243,324	671,923	671,923	616,923
Fixed Assets	17,808,913	21,874,153	7,725,995	8,925,995	9,655,995
<b>Gross Expenditures</b>	<b>\$ 34,758,963</b>	<b>\$ 37,839,000</b>	<b>\$ 26,067,575</b>	<b>\$ 26,674,317</b>	<b>\$ 28,174,317</b>
Contingencies	0	0	0	0	0
New Reserves	3,005,414	500,000	0	0	1,056,718
<b>Total Financing Requirements</b>	<b>\$ 37,764,377</b>	<b>\$ 38,339,000</b>	<b>\$ 26,067,575</b>	<b>\$ 26,674,317</b>	<b>\$ 29,231,035</b>

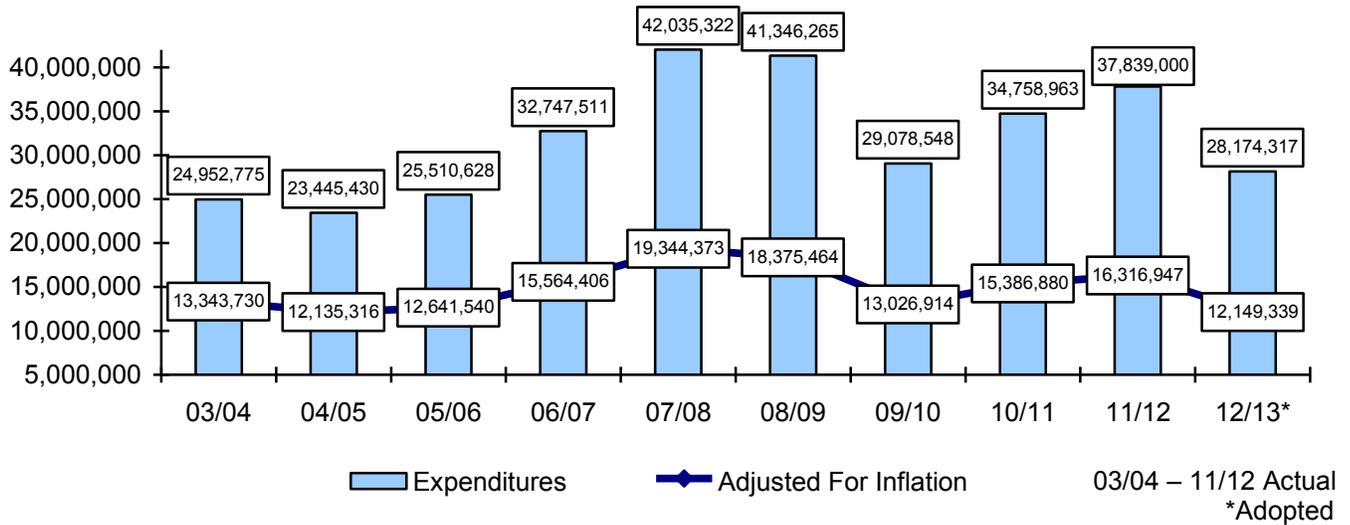
**Number of Employees**  
 (Full Time Equivalent)



**Source of Funds**



**10 Year Expenditures Adjusted For Inflation**



**SERVICE PROGRAMS**

Roads have a total expenditure level of \$28,174,317 and a total staffing level of 92.00 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 roads, or make major improvements to roads within the unincorporated area of the County.

Total Expenditures: \$9,805,995 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: \$18,368,322 Total Staffing (FTE): 73.00

**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 1,330 miles of County roads and a bridge maintenance program on 196 bridges countywide.

Following are some of the notable accomplishments for FY 2011-12 and some specific objectives for FY 2012-13.

**FY 2011-12 Accomplishments**

- Completed 30 miles of chip sealing which improves pavement preservation.
- Delivered over \$24 million in capital projects to address safety, capacity and drainage concerns. This included the completion of the two San Simeon Creek bridges; the Ferrasci Road bridge which eliminated a significant fish passage barrier near Cambria; a new portion of Willow Road from Pomeroy Road to Hetrick Avenue in Nipomo; and enhancements to Mission Street in San Miguel.
- Converted signalized intersection lighting to more efficient LED technology using Federal Department of Energy stimulus funding.

**FY 2012-13 Objectives**

- With the reduced funding available for the Pavement Management Program, continue the strategy to cost effectively maintain the Pavement Condition Rating at the highest level with available funding.
- Partner with the Los Osos Wastewater Project to resolve over 50 local drainage issues and address road rehabilitation issues.
- Complete 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 the high school from the west side of Highway 101, and help relieve congestion at Tefft Street and Highway 101.
- Complete construction of the Price Canyon Road Bridge Widening Project. This is the first phase of a project to widen Price Canyon Road between San Luis Obispo and Pismo Beach. Design will be initiated on the second phase in FY 2012-13. This project will improve both bicycle and vehicle safety.
- Complete construction of the Templeton Road Widening Project. This project will improve both bicycle and vehicle safety.

**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 2012-13 budget for Roads provides for General Fund support in the amount of \$5,931,000, which equates to a \$100,737 or 1% increase as compared to FY 2011-12 adopted amounts. The overall Roads budget is recommended to increase by \$4.7 million or 21% including \$847,000 in cancelled reserves. Intergovernmental revenue (State and Federal aid) is increasing by \$2.7 million or 20% from FY 2011-12 levels. Revenue from fees, property and supplemental taxes are projected to increase by \$1.1 million or 13% as compared to FY 2011-12. The following describes changes in notable accounts FY 2011-12 adopted levels include:

- State Highway Users Tax (gas tax) is budgeted to increase by \$1,200,000 or 13% based on FY 2011-12 actual amounts; however it should be noted that this revenue does fluctuates depending on the demand for fuel.
- Transportation Development Act revenue is projected to increase by \$594,400 or 146% based on FY 2011-12 actual amounts;
- Federal Aid Construction revenue is decreasing by \$689,241 or 19%; Federal funding fluctuates primarily due the multi-year, multi-phase nature of capital projects;

- State Aid-Regional State Highway revenue budgeted in the amount of \$485,194 for the Price Canyon Widening Phase II and 14<sup>th</sup> railroad pedestrian crossing projects;
- Federal Aid-Federal Highway Administration revenue is budgeted in the amount of \$1.4 million for the La Panza Road widening and San Miguel streetscape projects;
- Road Impact Fees revenue is increasing by \$1.3 million or 273% primarily due to budgeting for the Willow Road interchange project in Nipomo.

Services and supplies account are increasing by \$3.8 million or 29%. Notable accounts changes from FY 2011-12 budgeted amounts include:

- Maintenance accounts are increasing by \$2 million primarily due to pavement management chipsealing being budgeted as a maintenance expense rather than as a capital project;
- Labor charged by the ISF is decreasing by \$180,767 or 7%;
- Work Order accounts are increasing by \$2 million or 28%; these accounts include staff costs for the Los Osos Sewer project for the first time as the project is anticipated to begin construction in FY 2012-13;
- Insurance charges are decreasing by \$107,661 or 26%.

Countywide overhead is budgeted to increase by \$67,323 or 13% due to the combination of a \$31,966 or 14% decrease in department overhead cost for FY 2012-13 and a \$99,289 or 36% increase in ISF overhead charged to the fund center. The increased ISF overhead is attributed to the increases in services and supplies accounts referred to above.

The Road Fund has budgeted \$667,909 for purchase and replacement of equipment and vehicles. This requested funding represents a \$425,190 or 175% increase from FY 2011-12 budgeted amount. A list of the specific equipment and vehicles to be replaced can be found in FC 405 - Public Works ISF budget.

Capital project expenditures are budgeted to increase by \$999,882 or 12% compared to FY 2011-12 which as noted above, can be attributed to budgeting for the Willow Road interchange project. A list of capital projects will be included as part of the Public Works ISF section of the supplemental budget document.

### **BOARD ADOPTED CHANGES**

As part of the Supplemental Document, the Board approved reducing Roads' equipment contribution account by \$55,000 and increasing the pavement management expenditure account by the same amount. This action was the result of amending FC 405 – Public Works Internal Service Fund's fixed asset list by deleting an Asphalt Zipper in the amount of \$100,000 and adding a Robotic Total Station and associated equipment in the amount of \$45,000.

The Roads fund center ended FY 2011-12 with a \$1,056,718 fund balance available. These funds were allocated to Roads' Future Road Projects designation. Additionally, the General Fund's fund balance available exceeded estimates by approximately \$11.1 million. As a result, on September 18, 2012, the Board allocated \$1.5 million of the \$11.1 million to Roads' pavement management and maintenance programs.

**Roads**  
**Fiscal Year 2012-13 Final Budget**

**Fund Center 245**

Additionally, a change in the reporting requirements of the State Budget Act requires the listing of the projects carried out by Roads to be included in this section of the budget. In previous years, the listing of projects has been reported in FC 405 - Public Works Internal Services (ISF). The performance measures for construction projects can be found in the ISF fund center.

Project No.	Project Description	Phase Completion at 6/30/13	Funding Requirements for 12/13	Previous Years Balance to be Encumbered	New Funding to be Appropriated 12/13
ROADS					
New Road Construction					
300129	Willow Rd Extension	PARTIAL ENV MIT	3,716,310	3,716,310	0
300140	Southland On-Ramp	ON HOLD	175,000	175,000	0
300142	Willow Road Interchange	CONST	5,190,600	3,626,780	1,563,820
300147	Tefft Street & Hwy 101 Ramp Relocation	ON HOLD	0	0	0
300348	LTL on Nacimiento Lake Dr @ Adelaide Rd	ON HOLD	81,624	81,624	0
300372	Halcyon/Rt 1 Realignment Phase 1	PARTIAL DESIGN	394,879	394,879	0
Total New Road Construction			9,558,413	7,994,593	1,563,820
Road Reconstruction					
300136	Price Canyon Road Widening	CONST	214,644	214,644	0
300150	Main Street Hwy 101 PSR/PDS	PARTIAL DESIGN	473,176	473,176	0
300223	Buckley Rd TWLTL Santa Fe Rd to Thread Ln	ON HOLD	0	0	0
300273	Small Safety Betterments	N/A	142,083	(7,917)	150,000
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	197,082	197,082	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	AD-15	476,965	476,965	0
300397	La Panza Road Widening	DESIGN	2,031,852	1,131,852	900,000
300415	Pomeroy Rd & Augusta	DESIGN	194,823	194,823	0
300464	Price Canyon Road Widening Phase II	PARTIAL DESIGN	464,674	186,674	278,000
300469	Wide LOVR to 3 Lanes Ravenna to Doris	PARTIAL DESIGN	526,391	(3,609)	530,000
300474	Los Osos Road Rehab & Storm Drain Imp	PARTIAL CONST	361,998	361,998	0
300475	San Miguel Park-n-Ride Phase 2	DESIGN	40,000	40,000	0
300476	Nipomo Park-n-Ride	PE	10,000	10,000	0

**Roads  
Fiscal Year 2012-13 Final Budget**

**Fund Center 245**

Project No.	Project Description	Phase Completion at 6/30/13	Funding Requirements for 12/13	Previous Years Balance to be Encumbered	New Funding to be Appropriated 12/13
Total Road Reconstruction			5,282,273	3,424,273	1,858,000
New Road Lights, Traffic Signals					
300399	Changeable Message Signs on 101 & 227	ON HOLD	167,611	167,611	0
Total New Road Lights, Traffic Signals			167,611	167,611	0
Drainage Improvements					
300393	Main Street Storm Drain	ON HOLD	0	0	0
300465	Oceano Drainage	PE	1,202,360	1,202,360	0
Total Drainage Improvements			1,202,360	1,202,360	0
Pedestrian Ways & Bike Paths					
300359	14th RR Ped Xing, San Miguel	CONST	266,982	(35,018)	302,000
300404	16th St Ped RR Xing San Miguel	PARTIAL CONST	192,997	192,997	0
300437	Vineyard Drive Bike Lanes	AD-15	572,749	572,749	0
300470	Mission St Phase IV Improvements	PARTIAL DESIGN	640,837	(1,333)	642,170
300472	ADA Ramp Construction 2013	PARTIAL CONST	60,000	0	60,000
300473	Cambria East Village Pedestrian Improvements	DESIGN	133,411	133,411	0
Total Pedestrian Ways & Bike Paths			1,866,976	862,806	1,004,170
Pavement Management System					
300467	A/C Overlay 11-12	PARTIAL CONST	1,358,253	1,358,253	0
300482	A/C Overlay 12-13	PARTIAL CONST	2,080,000	0	2,080,000
Total Pavement Management System			3,438,253	1,358,253	2,080,000
Bridges					
300180	Main Street Br @ Santa Rosa Ck	AD-15	4,613,179	3,726,525	886,654
300360	Price Cyn Rd Br-Edna (UPRR) Overhd	CONST	1,722,108	1,722,108	0
300361	Price Cyn Rd Br-West Corral de Piedra	CONST	1,585,316	1,585,316	0
300382	River Grove Drive Bridge	PARTIAL DESIGN	549,223	547,301	1,922
300385	Branch Mill Road Bridge	PARTIAL DESIGN	612,976	612,976	0
300387	Geneseo Road Low Water Crossing	PARTIAL DESIGN	909,123	909,123	0
300430	Air Park Drive Br @ Ocean Beach Lagoon	PARTIAL PE	851,630	50,350	801,280
300431	Davenport Creek Rd at Davenport Creek	ON HOLD	304	304	0
300432	Cypress Mountain Rd Br @ Klau Creek	PARTIAL DESIGN	279,691	209,542	70,149
300434	Huasna River Bridge Replacement	PARTIAL PE	25,000	25,000	0
300439	El Camino Real at Santa Margarita Creek Br	PARTIAL PE	228,968	(1,032)	230,000

**Roads  
Fiscal Year 2012-13 Final Budget**

**Fund Center 245**

Project No.	Project Description	Phase Completion at 6/30/13	Funding Requirements for 12/13	Previous Years Balance to be Encumbered	New Funding to be Appropriated 12/13
300452	Lopez Dr Bridge No 2 Seismic Retrofit	DESIGN	189,828	(20,172)	210,000
300455	South Bay Blvd Br Seismic Retrofit	PARTIAL DESIGN	555,030	(54,970)	610,000
300456	Avila Beach Dr Br Seismic Retrofit	PARTIAL DESIGN	441,557	(48,443)	490,000
Total Bridges			12,563,933	9,263,928	3,300,005
TOTAL ROADS			34,079,819	24,273,824	9,805,995

**GOALS AND PERFORMANCE MEASURES**

**Department Goal:** Maintain a good quality county-road system.

**Communitywide Result Link:**  Safe  Healthy  Livable  Prosperous  Well-Governed Community

**1. Performance Measure: Pavement Condition Index (PCI) for ALL county roads.**

07-08 Actual Results	08-09 Actual Results	09-10 Actual Results	10-11 Actual Results	11-12 Adopted	11-12 Actual Results	12-13 Target
65	62	65	60	60	58	60

**What:** Pavement Condition Index, (PCI, also called Pavement Condition Rating) is used to determine the structural condition of road pavement. A PCI of 100 represents a newly constructed road and 70 represents a road that is in fair to good condition.

**Why:** To determine the maintenance needs of the road system and to effectively serve the traveling public. The Board of Supervisors has established the goal of maintaining an overall PCI of 65 or better, with no one road category falling below a PCI of 60.

**How are we doing?** The average overall condition of all County roads has continued to decline slightly from last year. This downward trend is to be expected until the general economic conditions allow for a significant budget increase. To offset this trend the Roads division has made significant changes in maintenance strategy. These changes include much greater use of seal coating, chip sealing and thin pavement overlay treatments. These treatments will not repair bad roads but will arrest deterioration in most cases and help prolong the life of roads in fair to good condition. A long range maintenance strategy has been developed to concentrate efforts on urban streets and roads used most by the traveling public.

As of August 2012 the major Arterial roads averaged 62 PCI, the average for all collector roads is 57 and the minor roads are at an average of 59 PCI, down from 62 last year. North County collector roads remain the lowest category of roads with an average PCI of 53, (these roads include some very long and little used roads).

In the past year there have been some new roads accepted and some roads annexed by cities to result in a slight net gain in County maintained paved roads from 1,090 miles last year to 1,092 miles this year, (note that this is only "paved" roads, there are 1,337 miles of paved and unpaved county maintained roads). This change in road mileage results in a distribution of; 84.4 miles of Arterial roads, 413.8 miles of major and minor Collector Roads, and 594.1 miles of local roads. .

**2. Performance Measure: Collisions per 100 million entering vehicles at non-signalized intersection.**

07-08 Actual Results	08-09 Actual Results	09-10 Actual Results	10-11 Actual Results	11-12 Adopted	11-12 Actual Results	12-13 Target
31	29	28	26	28	27	26

**What:** Number of 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 and determine which improvements are warranted.

**How are we doing?** Collisions in unsignalized intersections continue to be significantly below the statewide average of 29 per 100 million entering vehicles at similar State Highway intersections.

<b>3. Performance Measure: Collisions per 100 million entering vehicles at signalized intersections.</b>						
07-08 Actual Results	08-09 Actual Results	09-10 Actual Results	10-11 Actual Results	11-12 Adopted	11-12 Actual Results	12-13 Target
32	30	27	25	27	27	25
<p><b>What:</b> Number of signalized intersection collisions per 100 million entering vehicles within the unincorporated area of the County (5-year average).</p> <p><b>Why:</b> 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.</p> <p><b>How are we doing?</b> Collisions at signalized intersections continue to remain below the statewide average of 53 per 100 million vehicles entering signalized intersections. It is anticipated that the collision rate overall will remain constant. However, Public Works will focus efforts on improving those intersections with a higher than average collision rate; this will include evaluating signal timing while looking for other opportunities to improve performance.</p>						
<b>4. Performance Measure: Collisions per 100 million miles on rural roads.</b>						
07-08 Actual Results	08-09 Actual Results	09-10 Actual Results	10-11 Actual Results	11-12 Adopted	11-12 Actual Results	12-13 Target
188	172	166	172	166	164	170
<p><b>What:</b> Number of rural road collisions per 100 million miles traveled within the unincorporated area of the County (5-year average).</p> <p><b>Why:</b> 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.</p> <p><b>How are we doing?</b> The County's rate remains below the statewide average of 189 per 100 million vehicle miles on similar State Highways. Public Works is developing plans to make significant safety improvements on La Panza and Templeton Roads. These should be ready to construct in summer 2013. Public Works will also review roadside delineation in key locations as a means to reduce run-off road collisions.</p>						
<b>5. Performance Measure: Collisions per 100 million miles on suburban roads.</b>						
07-08 Actual Results	08-09 Actual Results	09-10 Actual Results	10-11 Actual Results	11-12 Adopted	11-12 Actual Results	12-13 Target
248	248	250	289	248	263	248
<p><b>What:</b> 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.</p> <p><b>Why:</b> 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.</p> <p><b>How are we doing?</b> The collision rate on suburban roads decreased from what it was in the 2011 calendar year and is lower than the statewide average of 278 per 100 million for collision rates on State highways. The lower collision rates could be the result of continued attention to improved signage, stripping and traffic signal adjustments. Public Works will continue to focus attention on those individual roadways with a higher collision concentration and evaluate opportunities for improvement.</p>						
<b>6. Performance Measure: Bridge sufficiency rating.</b>						
07-08 Actual Results	08-09 Actual Results	09-10 Actual Results	10-11 Actual Results	11-12 Adopted	11-12 Actual Results	12-13 Target
90%	91	91%	90%	91%	92%	92%
<p><b>What:</b> Percentage of bridges with State assigned sufficiency rating over 50.0 (above 50.0 indicates a bridge is in good repair.)</p> <p><b>Why:</b> To review maintenance and funding needs in order to keep the structures in a good state of repair.</p>						

**How are we doing?** FY 2011-12 results are slightly higher than adopted target due to correction on the Bridge List administered by Caltrans. Progress continues on various phases of eight County bridge replacement projects. Construction on the Main Street Bridge at Santa Rosa Creek in Cambria is expected to begin spring 2013. Preliminary Engineering has begun for the replacement of the following five bridges: River Grove Drive at the Estrella River, Cypress Mountain Drive at Klau Creek, Branch Mill Road at Tar Springs Creek, El Camino Real at Santa Margarita Creek, and Air Park Drive at Ocean Beach Lagoon. In addition Preliminary Engineering has begun for seismic retrofit of three bridges; Lopez Drive over Lopez Lake, South Bay Boulevard over Los Osos Creek and Avila Beach Drive over San Luis Obispo Creek (all have bridge sufficiency rating greater than 50).

**Road Impact Fees  
Fiscal Year 2012-13 Final Budget**

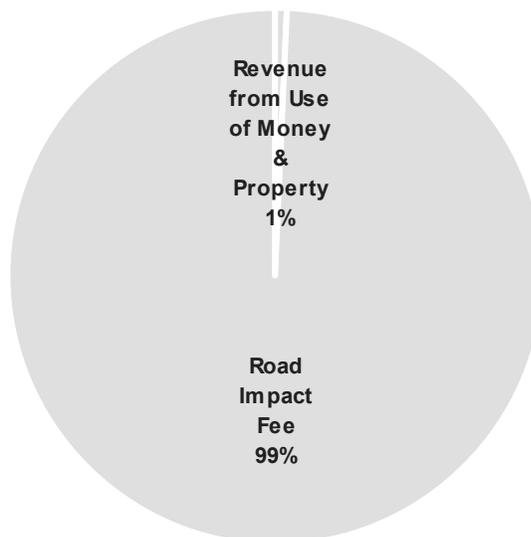
**Fund Center 248**

**PURPOSE**

Collection of road improvement fees used to construct new roads, 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.

	2010-11	2011-12	2012-13	2012-13	2012-13
<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	\$ 48,286	\$ 44,185	\$ 22,000	\$ 22,000	\$ 22,000
Charges for Current Services	8,410,253	2,643,787	1,731,500	1,731,500	1,731,500
Total Revenue	\$ 8,458,539	\$ 2,687,972	\$ 1,753,500	\$ 1,753,500	\$ 1,753,500
Fund Balance Available	\$ 0	\$ 3,185,939	\$ 0	\$ 0	\$ 312,088
Cancelled Reserves	0	0	529,320	529,320	529,320
Total Financing Sources	\$ 8,458,539	\$ 5,873,911	\$ 2,282,820	\$ 2,282,820	\$ 2,594,908
Salary and Benefits	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
Services and Supplies	0	0	0	0	0
Other Charges	6,315,861	2,322,213	2,282,820	2,282,820	2,282,820
Fixed Assets	0	0	0	0	0
Gross Expenditures	\$ 6,315,861	\$ 2,322,213	\$ 2,282,820	\$ 2,282,820	\$ 2,282,820
Contingencies	0	0	0	0	0
New Reserves	4,676,539	0	0	0	312,088
Total Financing Requirements	\$ 10,992,400	\$ 2,322,213	\$ 2,282,820	\$ 2,282,820	\$ 2,594,908

**Source of Funds**



**Road Impact Fees  
Fiscal Year 2012-13 Final Budget**

**Fund Center 248**

**DEPARTMENT COMMENTS**

This is a special revenue fund. The Road Impact Fees are collected in 11 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 \$2,282,820 represent 9 projects that are reflected in the department's FY 2012-13 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	\$2,000
2. Avila Traffic Study	\$1,500
3. Templeton Traffic Study	\$7,000
4. North Coast Traffic Study	\$15,000
5. Los Osos Traffic Study	\$1,000
6. Nacimiento Traffic Study	\$1,000
7. San Miguel Traffic Study	\$1,500
8. Willow Road Interchange	\$1,563,820
9. LOVR 3 Lanes-Palisades to Ravenna	\$235,000
Debt Service Pmt Due from Templeton Area for Vineyard Drive	\$455,000
<b>Total Fees Allocated</b>	<b>\$2,282,820</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 budget for FY 2012-13 is recommended to decrease by \$3.3 million or 59% as compared to adopted FY 2011-12 levels.

The budget is funded through road impact fees and overall revenues are projected to decrease \$681,100 or 27% from FY 2011-12 budgeted levels. Interest income is budgeted to decrease by \$2,600 or 10%. Road impact fees are anticipated to decrease by \$678,500 or 28%. The decrease is associated with the renegotiation of the annual Woodland Projects payment. In FY 2011-12, revenue from the project was budgeted at \$2.2 million. The annual payment was renegotiated in August of 2011 to extend the payments through 2014 and reduce the FY 2012-13 payment to \$1,266,788 from \$2,200,000. To balance this budget, \$529,320 will be cancelled from reserves.

Budgeted expenditures of \$2.3 million, which include the payment of \$455,000 for the debt service for the Vineyard Drive Interchange Project, is a \$1.3 million or 141% increase from FY 2011-12 adopted amounts. This increase is partially due to budgeting for the Willow Road interchange project currently underway in the amount of \$1.6 million.

As noted above in the department's comment, revenue and expenditures in this fund center tend 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**

The Road Impact Fees fund center ended FY 2011-12 with a \$312,088 fund balance available. These funds were allocated to the fund center's Improvement Fees designation.