

Land Based

Agricultural Commissioner

Planning and Building
Community Development

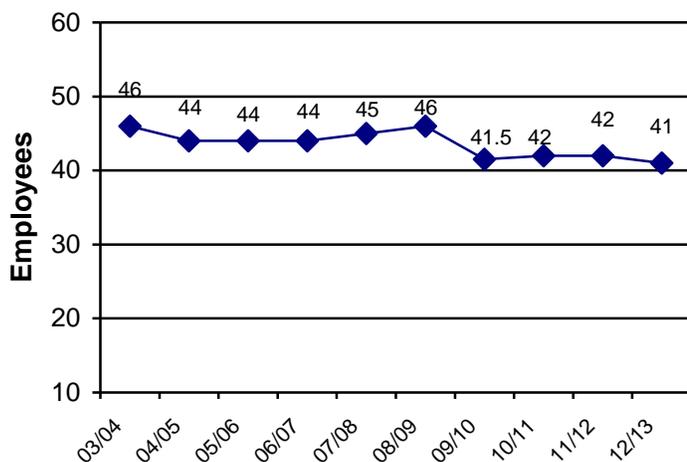
Public Works
Public Works Special Services
Roads
Road Impact Fees

MISSION STATEMENT

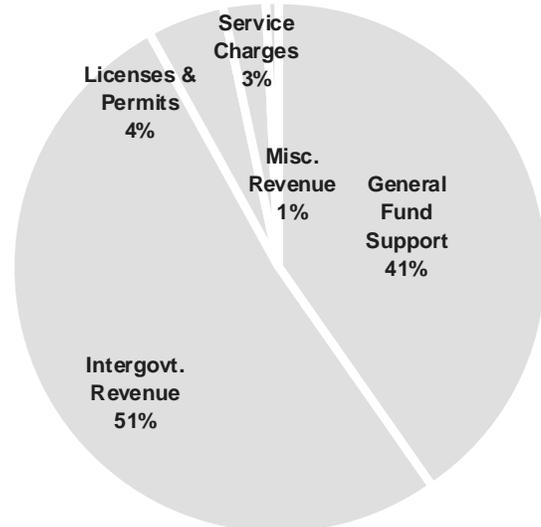
Through the effective and efficient use of resources, the Department of Agriculture/Weights and Measures is committed to serving the community by protecting agriculture, the environment, and the health and safety of its citizens, and by ensuring equity in the marketplace.

	2011-12	2011-12	2012-13	2012-13	Change From
<u>Financial Summary</u>	<u>Budget</u>	<u>Projected</u>	<u>Requested</u>	<u>Recommended</u>	<u>2011-12</u>
Licenses and Permits	\$ 264,035	\$ 251,315	\$ 254,135	\$ 254,135	\$ (9,900)
Fines, Forfeitures and Penalties	0	11,301	0	0	0
Intergovernmental Revenue	2,858,527	2,923,797	2,626,167	2,626,167	(232,360)
Charges for Current Services	173,050	115,225	157,025	157,025	(16,025)
Other Revenues	2,500	6,420	2,500	2,500	0
Interfund	1,000	1,700	1,700	1,700	700
**Total Revenue	\$ 3,299,112	\$ 3,309,758	\$ 3,041,527	\$ 3,041,527	\$ (257,585)
Salary and Benefits	4,725,476	4,391,088	4,538,008	4,425,097	(300,379)
Services and Supplies	693,534	715,637	712,532	708,580	15,046
**Gross Expenditures	\$ 5,419,010	\$ 5,106,725	\$ 5,250,540	\$ 5,133,677	\$ (285,333)
General Fund Support (G.F.S.)	<u>\$ 2,119,898</u>	<u>\$ 1,796,967</u>	<u>\$ 2,209,013</u>	<u>\$ 2,092,150</u>	<u>\$ (27,748)</u>

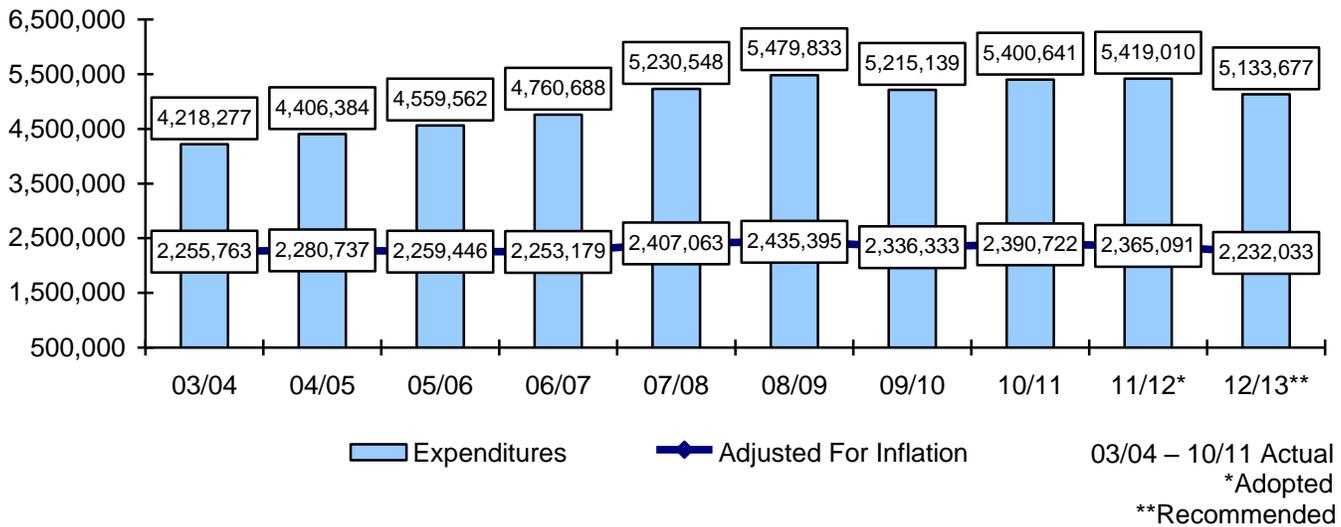
**Number of Employees
(Full Time Equivalent)**



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

DEPARTMENT COMMENTS

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.

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.

- 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 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.
- 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 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 Glasswinged 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.

GOALS AND PERFORMANCE MEASURES

Department Goal: Ensure the department's Mission Statement commitment to serving the community is demonstrated by all services.						
Communitywide Result Link: <input type="checkbox"/> Safe <input type="checkbox"/> Healthy <input type="checkbox"/> Livable <input type="checkbox"/> Prosperous <input checked="" type="checkbox"/> Well-Governed Community						
1. Performance Measure: 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 Projected	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	95% overall satisfaction with services provided to local grape growers who participate 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>What: 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 www.slocounty.gov/agcomm. Surveys are solicited at various times during the year and the format is standardized to maintain comparative results.</p> <p>Why: The department is committed to excellent customer service. Customer feedback and suggestions help us achieve that goal.</p> <p>How are we doing? In January 2012 we solicited feedback from county grape growers who participated in the 2011 pest detection survey for European Grapevine Moth. Results will be available in the Spring of 2012. In FY 2012-13, we will survey residents within the Glassy-winged Sharpshooter eradication area whose properties required pesticide treatments in 2011.</p>						

2. Performance Measure: 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 Projected	12-13 Target
15.3	14	15.3	7.4	15	12	14

What: San Luis Obispo County enjoys a relatively pristine environment, mostly free from quarantine agricultural pests and diseases. Ag Commissioner staff intercept incoming packages containing plant material at freight and package shipping terminals and inspect for the presence of detrimental pests. Shipments in violation of quarantine laws are denied delivery to the receiver, and the shipment must be treated, returned to the sender or destroyed, thereby protecting the county from potential pest infestations or disease outbreaks. This measure tracks the number of "Notices of Rejection" issued per one thousand packages inspected at the San Luis Obispo County Federal Express terminal and reflects our effectiveness in protecting the agricultural and environmental resources of the county. Although we inspect shipments passing through other shipping terminals, such as UPS and OnTrac, we consider Federal Express to be the highest risk pathway due to the volume of shipments originating from areas with high populations of significant agricultural pests. Thorough inspections also serve as a deterrent for shippers to avoid sending infested shipments to San Luis Obispo County.

Why: 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.

How are we doing? From July through October 2011, 409 packages were inspected at Federal Express and 12 were denied entry for an overall rejection rate of 29 packages per 1,000 inspected. This is higher than the adopted level due to the seasonality of the program. Based on current shipping trends we expect to exceed results from FY 2010-11, but fall short of the adopted FY 2011-12 target. Due to current nationwide shipping trends and a marginal projected improvement in the economy, we are reducing the target for FY 2012-13. The Department continues to provide a valuable service to the county by preventing new pest infestations. California statewide rejection data is not readily available.

3. Performance Measure :The overall rate of insect specimen interceptions by pest detection staff. (Quality measure) *This is a new measure in FY 2012-13.*

07-08 Actual Results	08-09 Actual Results	09-10 Actual Results	10-11 Actual Results	11-12 Adopted	11-12 Projected	12-13 Target
91.3%	92.9%	100%	89.7%	NEW	92.0%	90.0%

What:San Luis Obispo County is predominantly free from exotic and invasive insect pests. To help ensure 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%.

Why: 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.

How are we doing? Quality control tests are conducted on trappers throughout the trapping season by CDFA, including the training period for new trappers. During July through October 2011, trappers intercepted 39 of 40 planted insect specimens for an overall interception rate of 97.5%. We project a 92.0% annual interception rate as new seasonal trappers hired in the Spring tend to score lower during their initial training period.

Formerly #3. Performance Measure: 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 Projected	12-13 Target
55%	46.5%	50%	44.4%	30%	30%	DEL
<p>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.</p> <p>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.</p> <p>How are we doing? From July through November of 2011, staff detected one shipment infested with live GWSS representing 50% of the statewide finds. Overall, GWSS detections in the state have fallen significantly, and the most current data available shows only two live finds have been made statewide in the current fiscal year. San Luis Obispo County continues to detect a significant portion of statewide Glassy-winged Sharpshooter infested plant shipments, and we project to meet our goal for FY 2011-12 of 30%.</p> <p>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.</p>						
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 Projected	12-13 Target
95.6%	96.5%	96.4%	96.9%	97.5%	97%	97%
<p>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.</p> <p>Why: To protect workers, the public's health and safety, the health of the environment, and to ensure safe food.</p> <p>How are we doing? The Pesticide Use Enforcement Program continues to provide a high level of protection for the community. The compliance rate for the first four months of FY 2011-12 was 97%, and we expect this trend to continue for the remainder of the fiscal year. The overall statewide pesticide use enforcement compliance rate for 2010 was 98.3%; however, each county has a unique work plan negotiated with the state that focuses inspections on specific areas of concern. San Luis Obispo County's compliance rate is lower than the state average due to our focus on pesticide use in and near urban areas and the transient nature of maintenance gardener businesses. The FY 2012-13 target has been set at 97% and takes into consideration current use trends and added requirements for field fumigation inspections, while maintaining our oversight on traditional agricultural pesticide use.</p>						
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 Projected	12-13 Target
38.4	50.3	75.9	79.2	80.0	70.0	79.0
<p>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.</p>						

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 pesticide use report efficiencies have continued to improve. The number of use reports processed during the first four months of FY 2011-12 was 79.0 records per hour. However, we are in the process of transitioning to CalAgPermits, a new statewide permitting and use reporting system. Due to this transition, our processing rate is expected to be lower than FY 2011-12 adopted levels at 70.0 records per hour. After we have fully transitioned to the new system in FY 2012-13, we expect the number of records processed per hour to increase to the targeted level. There is no statewide or comparable county data available for this measure.

6. Performance Measure: 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 Projected	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 92.0%	To equal or exceed the statewide compliance average
Statewide 91.3%	Statewide 93.5%	Statewide 93.9%	Statewide data not currently available		Statewide data not currently available	

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

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

How are we doing? The annual statewide compliance averages for all California counties have ranged from 87.9% to 93.5% over the past ten years. Our results have averaged about 91.5% in recent years. During the first five months of FY 2011-12, 1,344 weighing and measuring devices were found in compliance out of 1,461 devices inspected, for a 92.0% compliance rate. Statewide compliance data for FY 2010-11 will be published in Spring 2012. We retain the standard target for FY 2012-13.

7. Performance Measure: 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 Projected	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 98.0%	To equal or exceed the statewide compliance average
Statewide 97.8%	Statewide 98.1%	Statewide 98.2%	Statewide data not currently available		Statewide data not currently available	

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

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

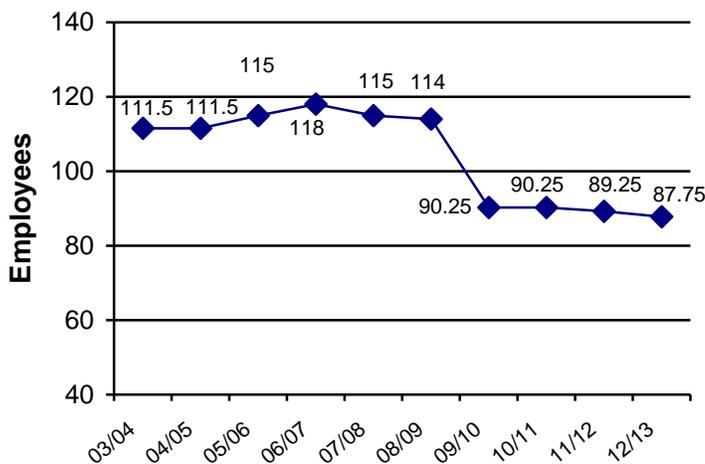
How are we doing? The annual statewide compliance averages for all California counties have ranged between 96.0% and 98.2% over the past ten years. Our compliance rate typically exceeds 98.0%. During the first five months of FY 2011-12, only 7 locations were inspected due to reductions in this non-mandated general fund program and temporary redirection of staff to revenue programs during the period. Of the 252 items inspected, all were in compliance. Due to previously reduced weights and measures staffing levels and reduced field presence, it is anticipated that our compliance rates will gradually deteriorate, but we retain the standard target for FY 2012-13. Statewide compliance data for FY 2010-11 will be published in Spring 2012.

MISSION STATEMENT

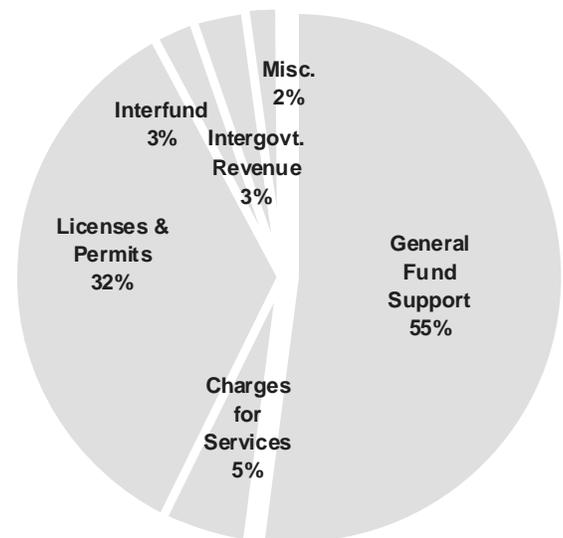
Promoting the wise use of land. Helping to build great communities.

	2011-12	2011-12	2012-13	2012-13	Change From
<u>Financial Summary</u>	<u>Budget</u>	<u>Projected</u>	<u>Requested</u>	<u>Recommended</u>	<u>2011-12</u>
Licenses and Permits	\$ 3,683,607	\$ 3,423,516	\$ 3,987,971	\$ 3,987,971	\$ 304,364
Fines, Forfeitures and Penalties	75,658	23,158	50,877	50,877	(24,781)
Intergovernmental Revenue	181,719	1,231,759	82,466	82,466	(99,253)
Charges for Current Services	693,979	651,836	665,991	618,201	(75,778)
Other Revenues	93,380	98,124	90,556	203,345	109,965
Interfund	353,466	352,016	262,000	262,000	(91,466)
**Total Revenue	\$ 5,081,809	\$ 5,780,409	\$ 5,139,861	\$ 5,204,860	\$ 123,051
Salary and Benefits	9,892,630	9,613,348	9,879,709	9,934,780	42,150
Services and Supplies	1,200,843	2,745,470	1,165,902	1,174,927	(25,916)
Other Charges	19,478	28,953	6,000	6,000	(13,478)
Fixed Assets	11,000	0	0	0	(11,000)
**Gross Expenditures	\$ 11,123,951	\$ 12,387,771	\$ 11,051,611	\$ 11,115,707	\$ (8,244)
Less Intrafund Transfers	5,800	613	0	0	(5,800)
**Net Expenditures	\$ 11,118,151	\$ 12,387,158	\$ 11,051,611	\$ 11,115,707	\$ (2,444)
General Fund Support (G.F.S.)	<u>\$ 6,036,342</u>	<u>\$ 6,606,749</u>	<u>\$ 5,911,750</u>	<u>\$ 5,910,847</u>	<u>\$ (125,495)</u>

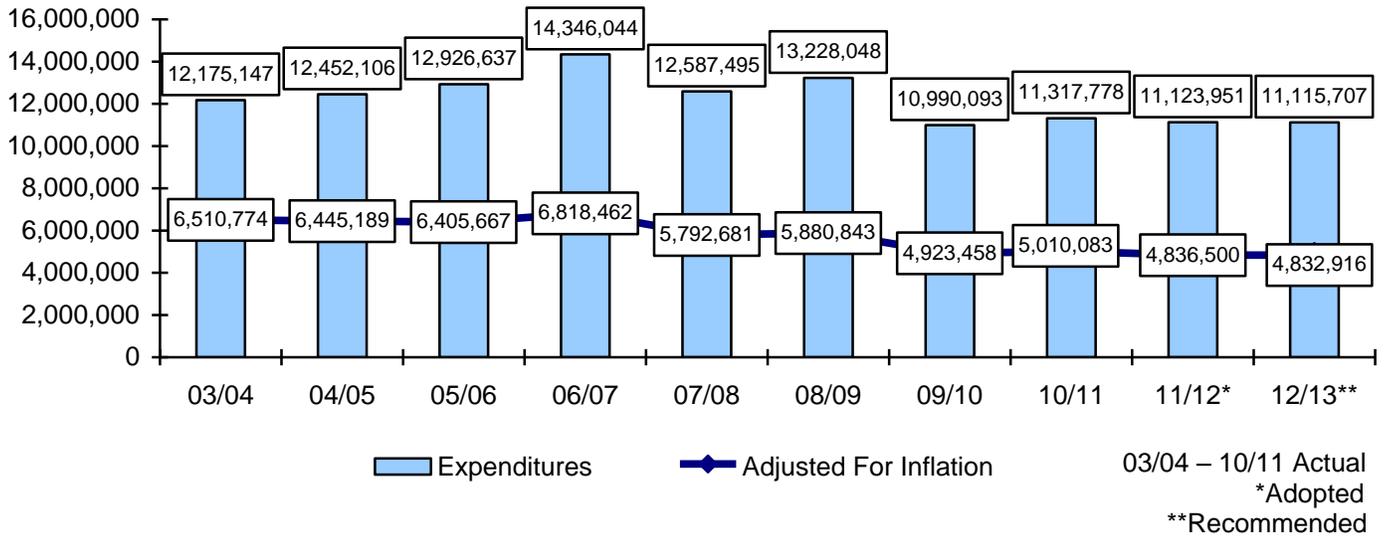
**Number of Employees
(Full Time Equivalent)**



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: \$3,707,657 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.

GOALS AND PERFORMANCE MEASURES

Department Goal: Conserve natural resources to promote a healthy environment.						
Communitywide Result Link: <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						
1. Performance Measure: Acres of land protected through the agricultural preserve program.						
07-08 Actual Results	08-09 Actual Results	09-10 Actual Results	10-11 Actual Results	11-12 Adopted	11-12 Projected	12-13 Target
794,394 acres protected	799,914 acres protected	792,900 acres protected	794,248 acres protected	795,015 acres protected	795,180 acres protected	796,113 acres protected
What: 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 is a slight net increase in the projected total acres protected. Agricultural Preserve contracts are for either 10 or 20 years and are automatically extended annually for another year unless the owner files a notice of non-renewal. Consequently, some contracts expire each year after completing their 10 or 20 year non-renewal period.						

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 Projected	12-13 Target
<u>Building Permit applications</u>							
Goal: Single-family dwelling permits - 20 days to complete plan check.	70%	87%	96%	94%	98%	90%	98%
Goal: Commercial project permits - 30 days to complete plan check	n/a	n/a	90%	95%	95%	96%	95%
<u>Building Inspection</u>							
Goal: All building inspections requested completed by the next day	99%	99%	98%	100%	98%	99%	98%
<u>Land Use Permit & Subdivision applications</u>							
Goal: Exemptions from CEQA - 60 days from acceptance	59%	64%	65%	60%	70%	75%	75%
Goal: Negative Declaration - 180 days from acceptance	51%	47%	56%	71%	75%	73%	75%
<u>Code Enforcement</u>							
Goal: All complaints reviewed within 10 working days.	---	---	---	---	100%	100%	100%

Goal: Voluntary compliance resolved within 45 days of initial inspection	---	---	---	---	50%	40%	40%
<u>Long Range Planning</u>							
Goal: Complete annual reports and public review drafts within the timeframes set by their respective work programs	n/a	90%	90%	60%	85%	73%	85%
What: Timely processing of applications/permits and complaints and the timely completion of long range planning initiatives.							
Why: To provide timely, quality service that saves applicants time and money, adds value to tax base and local economy, and meets local and state laws. Timely completion of long range plans ensures a plan produced within budget and adequate time respond to the community's vision, local needs and issues before the document begins the hearing process. Timely annual reports keep the communities and decision makers current on issues affecting the County.							
How are we doing?							
Building Permits – We monitor our workload weekly to accomplish our goal of completing 98% of the initial plan review for new dwellings within 20 working days. We are currently below our target goal by reviewing 80% of the new dwellings within 20 days (44 out of 55 permits). We expect to reach 90% by year end. We expect to exceed our goal of 95% of commercial plans being reviewed within 30 days by 1% by year end. Currently we are at 93% (28 out of 30 plans). Three significantly large projects have impacted the department and specifically the building division resulting in delays in completing initial reviews. We remain focused on providing excellent service to our typical customers while accommodating the time constraints of the 3 significantly large projects. The total number of construction permits appears to be in a slight decline but our customer service contacts are remaining steady over the past fiscal year. (FY 2008-09: 26,173 permit center contacts, FY 2009-10: 26,980 permit center contacts, FY 2010-11 26,623 permit center contacts). We are also devoting time to: (a) developing new code knowledge due to the code changes that became effective January 1, 2011, (b) reviewing the more complex projects in house, (c) providing frequent consultations to customers for expired/abandoned projects and unpermitted construction due to the changing economy, (d) preparing a new Green Building Ordinance and (e) administering the Storm Water Pollution Program.							
Building Inspections- 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 to date we have completed 3,786 inspections out of 3,788 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 in the first quarter of FY 2011-12 was 27, which projects to 108 for the entire fiscal year. This projected total is 19% less than the FY 2010-11 total. Processing times have increased slightly due to the significant complexity of a few applications. In the first quarter of FY 2011-12, the average processing times to take all projects to a Review Authority for action increased from 113 days in FY 2010-11 to 114 days (1% increase) and increased from 161 to 171 days (6% increase) for projects that require Negative Declarations. 12 out of 16 exempt projects were processed within 60 days (75%) and 8 out of 11 projects subject to Negative Declarations were processed within 180 days (73%).							
Code Enforcement: 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 down to 40% because of an increased number of grading and as-built projects. This may be an indirect result of the continuing poor economy. These types of projects often require professionals (e.g. engineers), special studies (e.g. geological), and additional site visits resulting in an increased time to reach compliance.							

Long Range: Approximately 73% of the reports and public review drafts of long range plans have been completed within the timeframes set by their work programs. Of the eleven plans either completed or in process, eight are on schedule or have had their schedules revised to reflect changes in circumstances, as described below. The eleven 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, 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 amendments, the Mobilehome Park Combining Designation Amendments 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.

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 was presented to the Planning Commission in September 2011 and to the Board in October 2011, which was ahead of the 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 on schedule.

Shandon Community Plan Update. The Public Review Draft was released in February 2010 behind schedule and completion of the update has been 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 will work with the community to resolve concerns that were raised at the November Board hearing. Board hearings are expected to resume by spring 2012.

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. A Public Review Draft of the ordinance amendments is expected by the end of 2011, just past the expected timeframe of fall 2011.

Strategic Growth implementation amendments. These amendments to encourage infill development were postponed to work on the Paso Robles Groundwater Basin implementation, but will soon get underway with funding from a Strategic Growth Council grant. In November, the Board approved consultant contracts, together with work programs and schedules for several Strategic Growth-related projects, including amendments to encourage infill development. Work will begin on these amendments in winter 2011. A Public Review Draft of the infill amendments is expected by fall 2012 and is so far on schedule with the revised work program.

LUCE Update. In March 2011, the Board revised the work program for the LUCE to reorganize it into two parts. The revised work program shows the Public Review Draft of the first or reorganization phase of the LUCE being completed in spring 2012. Due to assigned staff having commitments to other projects that experienced delays, significant work on the LUCE has started a little later than expected; however, a Public Review Draft of the LUCE reorganization should still be able to be released by spring 2012 which would be on schedule according to the revised timeline.

RMS and GMO revisions. The previous target of completing draft RMS and GMO revisions in 2011 has been moved back to fall 2012 due to workload and staff commitment to higher-priority projects, as 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 fall 2012, with the exception of specific growth rate limits and possible significant revisions to the GMO that would likely require an 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. Work on the Community Plan Update is underway, and staff is on schedule to release the Public Review Draft by June 2012 per the approved work schedule.

Agricultural Cluster Element and Ordinance 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. The final EIR will be released before the end of 2011 and is required to be recirculated. The first Planning Commission hearing is tentatively scheduled in early 2012.

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 the Mobilehome Park Rent Stabilization Ordinance were met, so no sanctions from the funding sources were imposed and no complaints from Mobilehome Park owners, residents or the Rent Review Board were filed.

However, of the two programs which are not ongoing, one continues to be behind: the Phase I Mobilehome Park Zoning and Standards. The reason this program continues to be behind schedule is primarily due to the need for the staff member assigned to this project 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. The Board of Supervisors approved a work program in September for the Economic Element. The Economic Element update is currently on schedule to complete a Public Review Draft in winter 2011/2012..

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 Projected	12-13 Target
94%	90%	92%	95%	95%	95%	95%
<p>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.</p> <p>Why: To ensure effective customer service is provided and track changing customer expectations.</p> <p>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. 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 5 minutes. To date, 95% of the individuals who completed “how are we doing” surveys rated the above satisfactory or outstanding and we expect to continue this for the remainder of the fiscal year (18 out of 19).</p>						
<p>Department Goal: Promote economic development and affordable housing opportunities countywide pursuant to the Economic and Housing Elements of the County General Plan.</p> <p>Communitywide Result Link: <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>						
4. Performance Measure: Number of newly constructed/purchased affordable housing units for low - and moderate - income families.						
07-08 Actual Results	08-09 Actual Results	09-10 Actual Results	10-11 Actual Results	11-12 Adopted	11-12 Projected	12-13 Target
218 housing units	105 housing units	82 housing units	80 housing units	194 housing units	62 housing units	149 housing units
<p>What: Affordable housing units resulting from permit requirements and incentives (including state, federal and local funds) to maximize the number of newly constructed /purchased affordable housing units provided for low and moderate-income families.</p> <p>Why: Affordable housing enhances the health of families and improves the stability of communities and the local workforce.</p> <p>How are we doing? The projected number for FY 2011-12 of affordable units constructed is: 62 units, including 11 units (Oak Leaf Homes) in Nipomo, 29 units (Terebinth Lane Homes) in Templeton, both by Peoples’ Self-Help Housing Corporation, 6 apartment units in San Simeon, 10 secondary dwellings units countywide, and 6 units of farm support quarters units countywide. The targeted 62 housing units for FY 2011-12 include 58 units for very low and low income households and 4 units for moderate income households. This projection of 62 units for FY 2011-12 is well below the 194 units originally included in the adopted budget because two projects by People’s Self-Help Housing Corporation (comprising 42 units) are behind schedule and because County funding for an 80-unit project in Paso Robles by the Housing Authority of the City of San Luis Obispo was reallocated to another Paso Robles project that will not be completed for several more years. 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>Department Goal: Promote the values of good planning and building through education and outreach</p> <p>Communitywide Result Link: <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>						
5. Performance Measure: Percentage of planned public outreach and education efforts completed during the year.						
07-08 Actual Results	08-09 Actual Results	09-10 Actual Results	10-11 Actual Results	11-12 Adopted	11-12 Projected	12-13 Target
N/A	N/A	370	465	Revised Measure 100%	93%	100%

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

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

How are we doing? The success of our work depends on our ability to gather information from stakeholders, inform residents and property owners of our efforts and educate the general public about planning and building. Our public outreach and education is designed to promote public awareness for a wide variety of audience and stakeholders within and outside government.

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

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

Will Not Complete in FY 2011-12
Santa Margarita Resource Capacity Study Outreach

Will Complete in FY 2011-12
Green Building Code Training
Mobilehome Park Amendment Outreach
Housing Needs Education (Various Stakeholder Groups)
Economic Development Education

Will Complete in FY 2011-12 and continue to FY 2012-13
CDBG / HOME (and other housing grant) Outreach & Public Workshops (report on the 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 (report on the number of contractors trained in energy efficiency – 15 contractors trained)
Ag Tourism Ordinance Amendment Outreach
Camp Roberts Joint Land Use Study Meetings & Outreach
NPDES Training & Outreach (report on number of grading regulation violations as compared to permits issued – 3 out of 24)
San Miguel Community Plan Outreach
Resource Education (Water, Oak Woodlands, Mining, GIS, etc)
Stakeholder Outreach (Building Industry, Environmental Interests, Professional Organizations, Service Organizations, etc)

New for FY 2012-13
Green Building Ordinance Outreach and Training
Housing Element Update Outreach
Strategic Growth Implementation Outreach and Education
Continuous Process Improvement Amendments Outreach
Mobilehome Park Rent Stabilization Ordinance Education

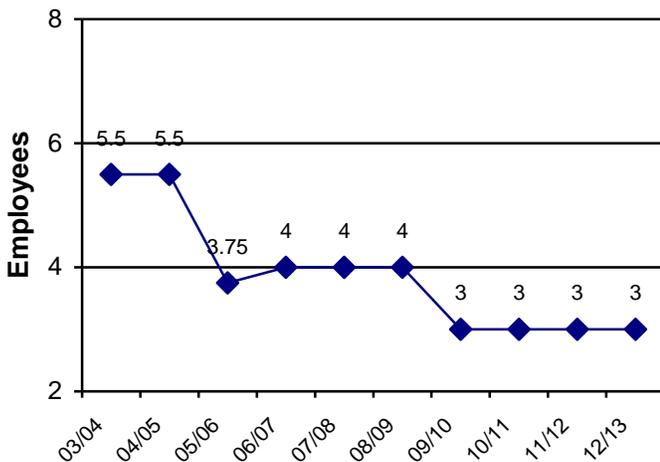
We are projecting that for FY 2011-12 the Department will meet 93% of the outreach and public education efforts identified as only one of the identified outreach and public education efforts will not be completed. The following is a description of each identified outreach or public education effort. The Santa Margarita Resource Capacity Study was postponed by the Board of Supervisors in order to allow the Department to assign staff to implementation of the Paso Robles Groundwater Basin Resource Capacity Study recommendations and therefore no outreach was accomplished and no outreach is proposed in FY 2012-13. The Department is proposing to continue many of the outreach and education initiatives from FY 2011-12 to FY 2012-13. However, there are some that are not proposed to continue. Green Building Code Training is being replaced with Green Building Ordinance outreach and training to reflect the change from training on the Cal Green Code to our proposed local Green Building Ordinance, the Mobilehome Park Amendment outreach is being deleted as the amendment outreach should be complete by FY 2012-13, the Housing Needs Education is being replaced with specific outreach that we will be starting on the Housing Element Update, and the Economic Development Education is being deleted as the joint effort with the Economic Vitality Corporation on the Economic Strategy will be complete by the end of FY 2011-12. We are proposing to add Strategic Growth Implementation and Continuous Process Improvement Amendment Outreach to reflect work the Department is doing in those two general areas. In addition, education regarding the Mobilehome Rent Stabilization Ordinance is proposed to be added as this is an on-going effort that will continue.

MISSION STATEMENT

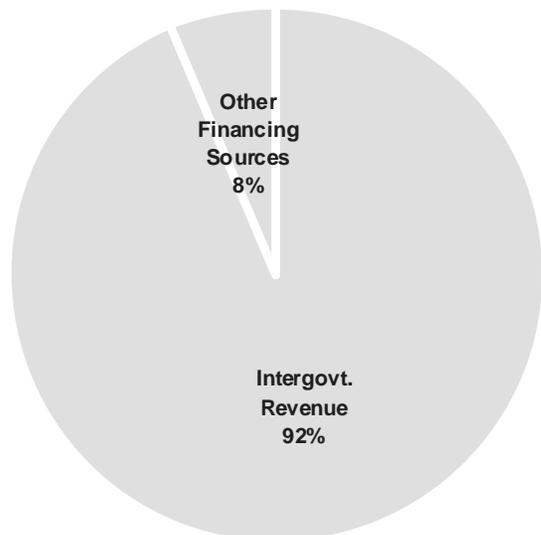
The mission of Community Development is to enhance the quality of life for San Luis Obispo County through programs that provide affordable housing, shelter and services for the homeless, economic development opportunities, and public improvements to benefit the communities that we serve.

	2011-12 <u>Budget</u>	2011-12 <u>Projected</u>	2012-13 <u>Requested</u>	2012-13 <u>Recommended</u>	Change from 2011-12
Financial Summary					
Intergovernmental Revenue	\$ 4,158,266	\$ 6,080,773	\$ 3,719,180	\$ 3,706,867	\$ (451,399)
Other Financing Sources	300,936	305,936	300,936	308,436	7,500
Total Revenue	\$ 4,459,202	\$ 6,386,709	\$ 4,020,116	\$ 4,015,303	\$ (443,899)
Fund Balance Available	\$ 35,135	\$ 35,135	\$ 0	\$ 0	\$ (35,135)
Cancelled Reserves	0	0	0	0	0
Total Financing Sources	\$ 4,494,337	\$ 6,421,844	\$ 4,020,116	\$ 4,015,303	\$ (479,034)
Salary and Benefits	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
Services and Supplies	607,984	555,655	585,838	646,874	38,890
Other Charges	3,851,218	5,831,055	3,434,278	3,368,429	(482,789)
Fixed Assets	0	0	0	0	0
Gross Expenditures	\$ 4,459,202	\$ 6,386,710	\$ 4,020,116	\$ 4,015,303	\$ (443,899)
Contingencies	35,135	0	0	0	(35,135)
New Reserves	0	0	0	0	0
Total Financing Requirements	\$ 4,494,337	\$ 6,386,710	\$ 4,020,116	\$ 4,015,303	\$ (479,034)

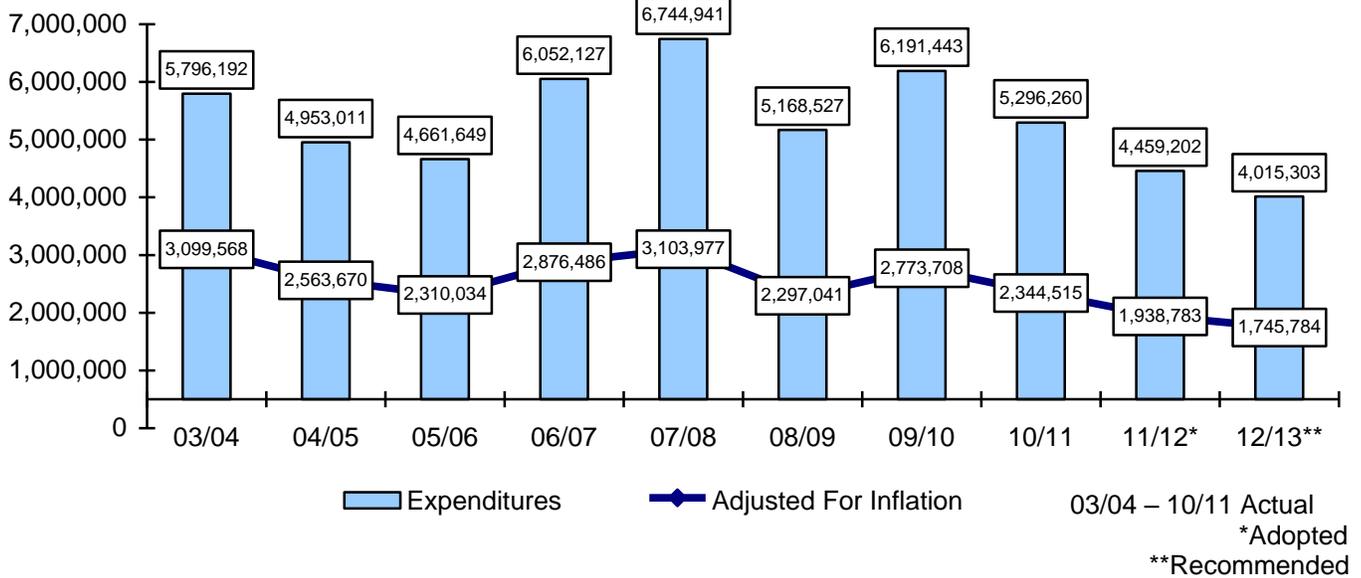
**Number of Employees
(Full Time Equivalent)**



Source of Funds



10 Year Expenditures Adjusted For Inflation



SERVICE PROGRAMS

Community Development has a total expenditure level of \$4,015,303 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: \$80,775 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 16th 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.

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

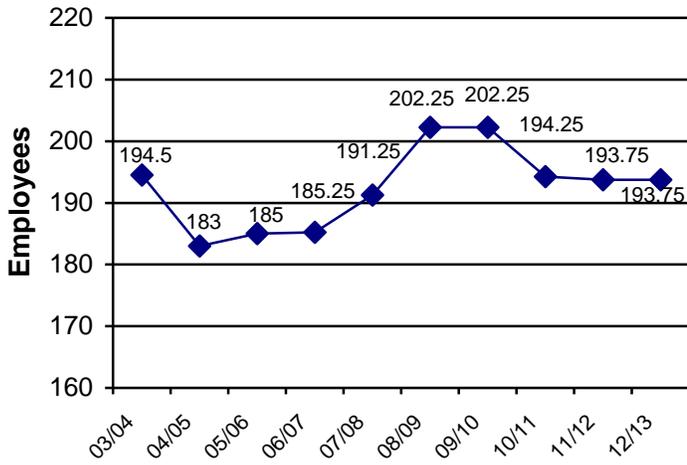
Fund Center 405

MISSION STATEMENT

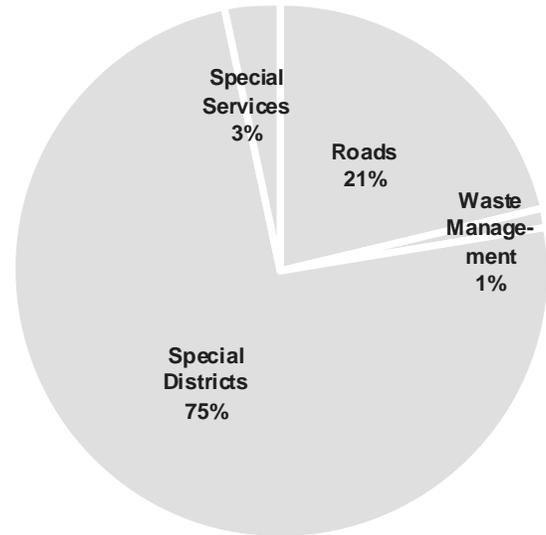
Provide public services related to the safe and efficient movement of traffic on the 1,310 miles of County maintained roadways; engineering and surveying review of proposed land development; administration and operation of various water and waste water wholesale and retail facilities; long term master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

OPERATING DETAIL (1)	2010-11 ACTUAL (2)	2011-12 ESTIMATED (3)	2012-13 PROPOSED ESTIMATES (4)	2012-13 RECOMMENDED ESTIMATES (5)
OPERATING REVENUES				
Charges for Services	34,870,305	28,793,029	30,446,011	30,446,011
TOTAL OPERATING REVENUES	34,870,305	28,793,029	30,446,011	30,446,011
OPERATING EXPENSES				
Salaries and Benefits	20,696,656	21,409,917	21,597,387	21,597,387
Services and Supplies	11,130,103	6,257,837	7,817,408	7,817,408
Insurance Benefit Payment	317,892	316,324	230,595	230,595
Depreciation	653,438	729,685	705,713	705,713
Countywide Overhead Allocation	140,246	79,266	94,908	94,908
TOTAL OPERATING EXPENSES	32,938,335	28,793,029	30,446,011	30,446,011
OPERATING INCOME (LOSS)	1,931,970	0	0	0
NON-OPERATING REVENUES (EXPENSES)				
Interest	38,727	150,000	50,000	50,000
Gain (Loss) on sale of Asset	20,386	0	0	0
Other	76,026	0	0	125,000
TOTAL NON-OPERATING REVENUES (EXPENSES)	135,139	150,000	50,000	175,000
INCOME BEF. CAPITAL CONTRBS. & TRANSFERS	2,067,109	150,000	50,000	175,000
Contributions in (Out)	0	0	0	(125,000)
CHANGE IN NET ASSETS	2,067,109	150,000	50,000	50,000
Net assets - beginning	13,861,022	15,928,131	16,078,131	16,078,131
Net assets - ending	15,928,131	16,078,131	16,128,131	16,128,131
FIXED ASSET EXPENDITURES				
Equipment	415,005	674,000	1,228,000	1,228,000
TOTAL FIXED ASSET EXPENDITURES	415,005	674,000	1,228,000	1,228,000

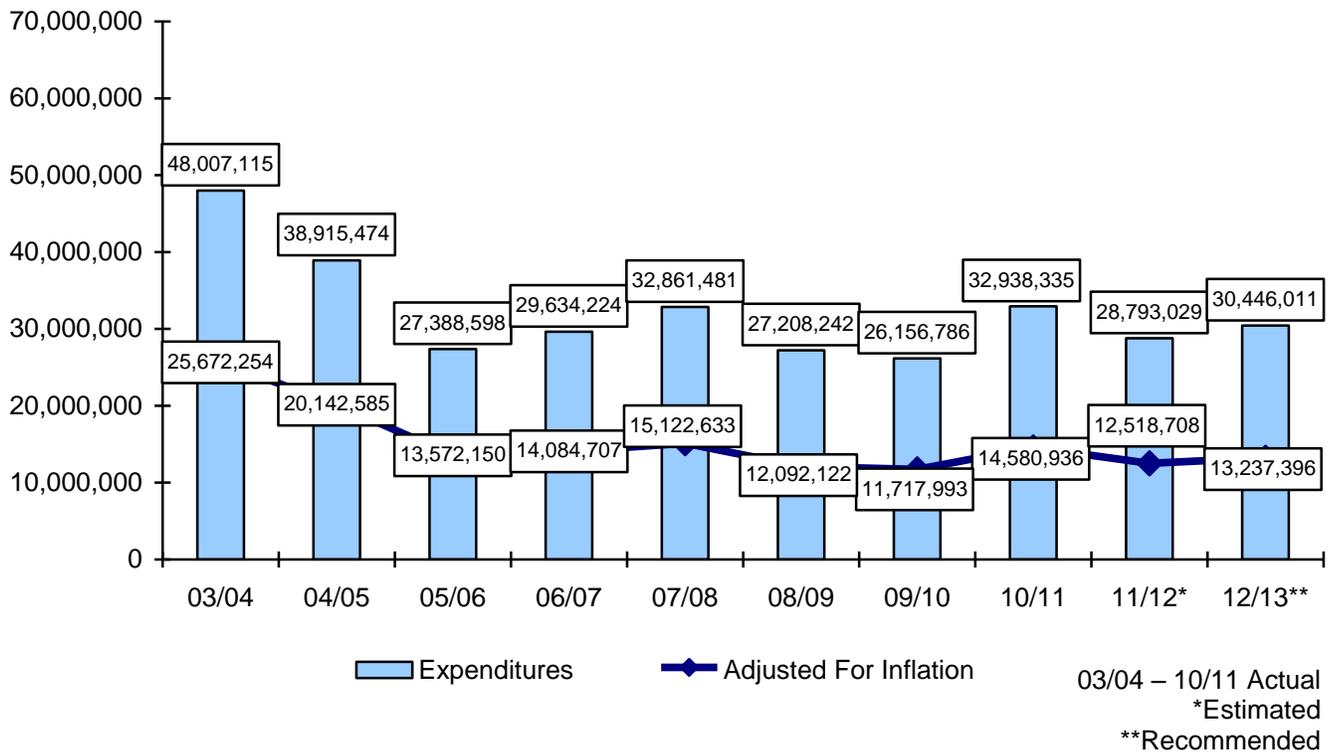
**Number of Employees
(Full Time Equivalent)**



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.

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).]

Department Goal: Deliver Capital Projects on time and on budget.						
Communitywide Result Link: <input checked="" type="checkbox"/> Safe <input type="checkbox"/> Healthy <input type="checkbox"/> Livable <input type="checkbox"/> Prosperous <input checked="" type="checkbox"/> Well-Governed Community						
1. Performance Measure: Percentage of capital projects that are completed on time.						
07-08 Actual Results	08-09 Actual Results	09-10 Actual Results	10-11 Actual Results	11-12 Adopted	11-12 Projected	12-13 Target
42%	56%	64%	78%	80%	88%	85%
<p>What: 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.</p> <p>Why: 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.</p> <p>How are we doing? A favorable result of 88% is projected for FY 2011-12. We anticipate 45 out of 51 approved phases will be completed on-schedule. Six projects are expected to be delayed and can be grouped as follows: 2 projects have funding agency delays, 1 project requires a multi-year design phase and 3 projects were reassigned a lower priority. The FY 2012-13 target has been stretched to 85% with the ultimate goal being 90% several years in the future. There is no standardized comparable county data available.</p>						

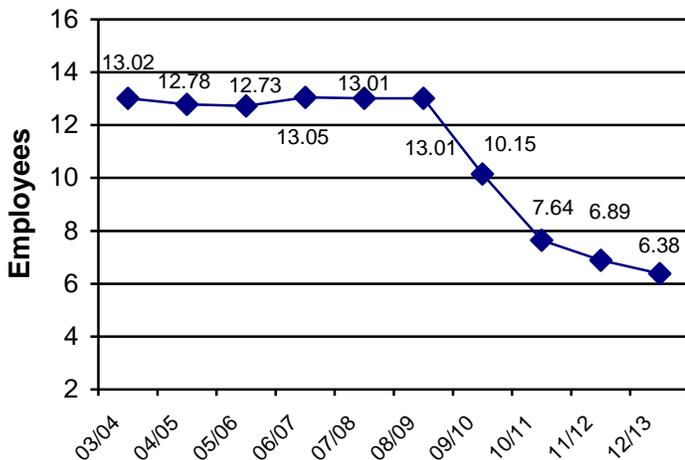
2. Performance Measure: Percentage of capital projects that are completed at or under budget.						
07-08 Actual Results	08-09 Actual Results	09-10 Actual Results	10-11 Actual Results	11-12 Adopted	11-12 Projected	12-13 Target
83%	89%	86%	89%	90%	91%	90%
<p>What: This measures the percentage of Public 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.</p> <p>Why: To determine how accurately project costs are estimated so that funds are allocated and projects are prioritized properly.</p> <p>How are we doing? For FY 2011-12, the Department is projecting a favorable result of 91%. Of the 45 project phases anticipated to be completed on-schedule, its estimated that 41 phases will be completed within the allocated budget. The four projects that are expected to exceed their allocated budget can be grouped as follows: the scope of work was expanded on 2 projects and the federal funding has changed for 2 projects. There is no standardized comparable county data available.</p>						

MISSION STATEMENT

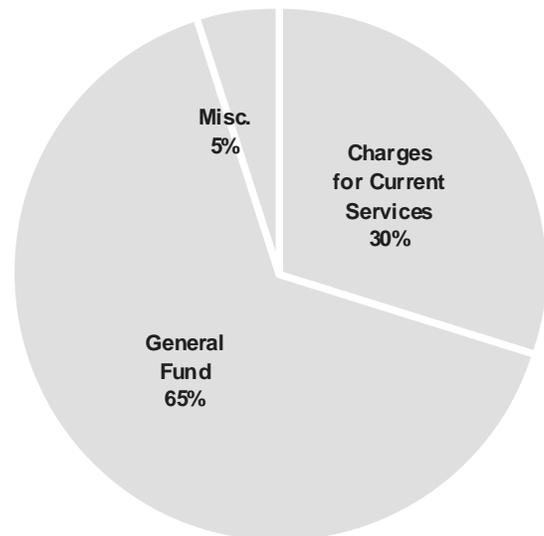
Provide public services related to engineering and surveying review of proposed land development; administration and operation of water and waste water service at the County Operations Center; engineering support to special districts; and franchise administration for the unincorporated areas.

<u>Financial Summary</u>	2011-12	2011-12	2012-13	2012-13	Change From
	<u>Budget</u>	<u>Projected</u>	<u>Requested</u>	<u>Recommended</u>	<u>2011-12</u>
Licenses and Permits	\$ 90,555	\$ 96,732	\$ 100,089	\$ 100,089	\$ 9,534
Intergovernmental Revenue	16,700	16,897	19,780	19,780	3,080
Charges for Current Services	668,696	408,014	649,829	649,829	(18,867)
Other Revenues	<u>4,654</u>	<u>2,053,457</u>	<u>5,603</u>	<u>5,603</u>	<u>949</u>
**Total Revenue	\$ 780,605	\$ 2,575,100	\$ 775,301	\$ 775,301	\$ (5,304)
Services and Supplies	2,224,209	1,951,413	2,155,598	2,155,598	(68,611)
Other Charges	0	0	20,000	20,000	20,000
Fixed Assets	<u>0</u>	<u>1,980,346</u>	<u>0</u>	<u>0</u>	<u>0</u>
**Gross Expenditures	\$ 2,224,209	\$ 3,931,759	\$ 2,175,598	\$ 2,175,598	\$ (48,611)
General Fund Support (G.F.S.)	<u>\$ 1,443,604</u>	<u>\$ 1,356,659</u>	<u>\$ 1,400,297</u>	<u>\$ 1,400,297</u>	<u>\$ (43,307)</u>

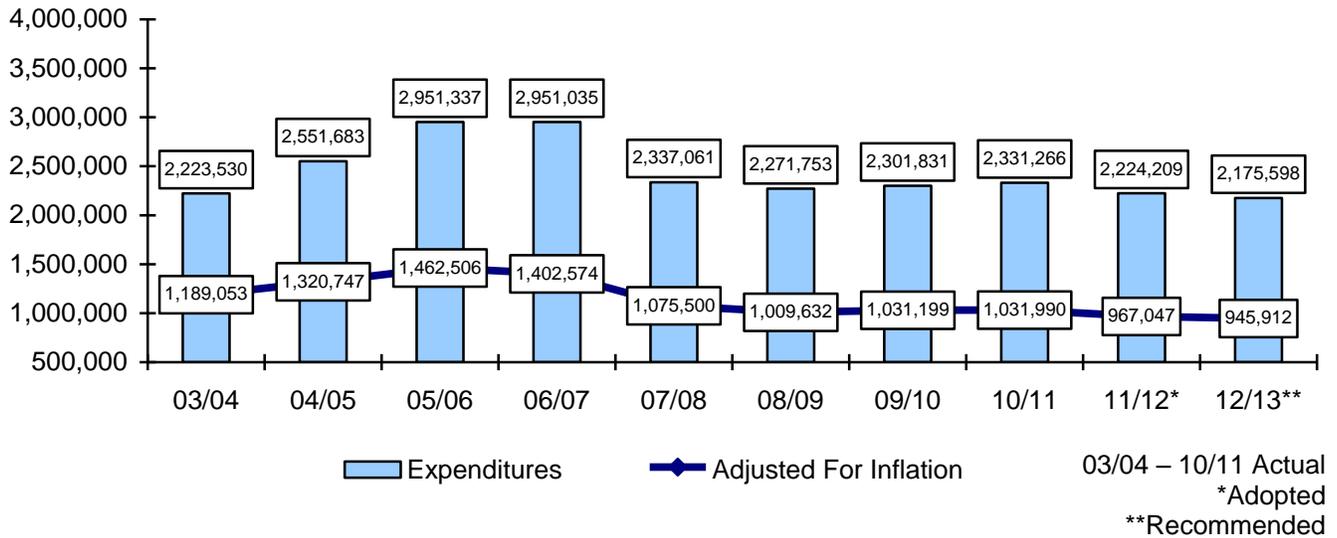
**Number of Employees
(Full Time Equivalent)**



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.

GOALS AND PERFORMANCE MEASURES

<p>Department Goal: Maintain the water distribution and wastewater collections systems at the County Operations Center to provide safe drinking water, maintain adequate reserves for irrigation and fire fighting to protect the public and environmental health, and ensure regulatory compliance. The County Operations Center customers are other county departments and one private agency, Woods Humane Society.</p>						
<p>Communitywide Result Link: <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>1. Performance Measure: Percentage of days per year that the water system is able to meet mandated water quality standards.</p>						
07-08 Actual Results	08-09 Actual Results	09-10 Actual Results	10-11 Actual Results	11-12 Adopted	11-12 Projected	12-13 Target
100%	100%	100%	100%	100%	100%	100%
<p>What: This measures the percentage of time during the year that the water distribution system is able to meet State and Federal water quality standards.</p> <p>Why: To insure that the water system provides safe drinking water.</p> <p>How are we doing? There continue to be no issues to report and the water system continues to meet all Federal, State and local safe drinking water requirements.</p>						
<p>2. Performance Measure: Number of wastewater collection system and water system failures per year.</p>						
07-08 Actual Results	08-09 Actual Results	09-10 Actual Results	10-11 Actual Results	11-12 Adopted	11-12 Projected	12-13 Target
4	2	0	0	0	0	0
<p>What: A count of all incidents of blockages, spills and unscheduled interruption in wastewater service and water system failures.</p> <p>Why: The number of failures per year can be a reflection of the system integrity. Monitoring the location and frequency of failures will help to identify areas where additional resources may need to be focused in order to assure continued system integrity and to protect the environment.</p>						

How are we doing? As in the past 4 reporting periods, no system failures occurred during FY 2011-12.

The construction phase of the installation of the new 10-inch waterline between Chorro Creek Bridge and the new jail facility has been completed. New service laterals were installed and the old fire hydrants replaced. The only original piping that remains in the system is between the new jail facility and the connection to the State water main on the west end.

The sewer line in Oklahoma Avenue at the County Operations Center continues to be an on-going concern. There are several areas of the sewer line that have dips which 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. Funding for the replacement of this sewer line was requested; however the request was not approved. We will again request funding for its replacement through the FY 2012-13 Capital Project process.

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

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

3. Performance Measure: Annual number of improvement plan 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 Projected	12-13 Target
66	69	69	90	66	135	85

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

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

How are we doing? We are seeing a leveling-out in the number of public improvement plans being submitted for checking and inspection services (51 plans in FY 2009-10 and 49 plans in FY 2010-11), about half of what we processed in FY 2008-09 (98 plans). With only one seasoned staff overseeing the plan check and inspection program our efficiency remains high, exceeding last July's projected efficiency of 74. We will continue to adjust staff responsibilities as necessary to best match the economic situation while achieving our target performance standards. The FY 2011-12 projected is based on 5 months of data and as such, there is the possibility that it may not end up that high. We have adjusted our FY 2012-13 target to reflect the four year average and approximate one year projected efficiency. There is no standardized comparable county data available..

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

07-08 Actual Results	08-09 Actual Results	09-10 Actual Results	10-11 Actual Results	11-12 Adopted	11-12 Projected	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	1.6 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

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

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

How are we doing? Staff consistently provides our clients a favorable response time in commencing first submittal and 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, events and special projects. Since the FY 2012-13 target remains well below the statutory requirement, and appears to meet the expectations of our customers, we are proposing no changes. No standardized comparable county data available.

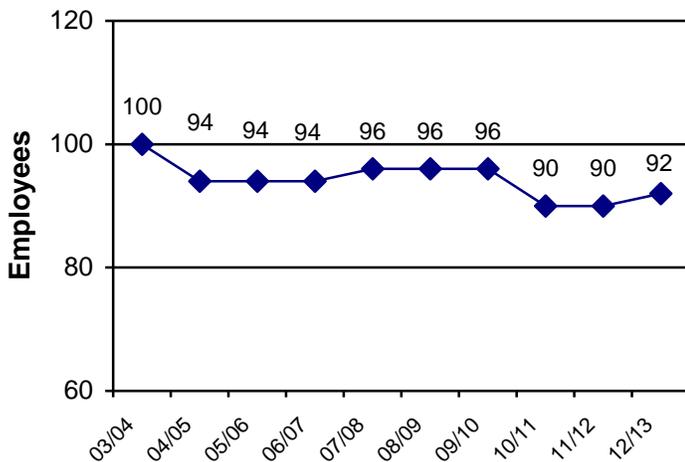
5. Performance Measure: Annual number of survey map reviews per Full Time Equivalent (FTE) employee.						
07-08 Actual Results	08-09 Actual Results	09-10 Actual Results	10-11 Actual Results	11-12 Adopted	11-12 Projected	12-13 Target
1,070	1,122	1,330	1,178	1,215	1,280	1,215
<p>What: Total number of 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.</p> <p>Why: Measures the efficiency of the Surveying Unit in reviewing survey maps.</p> <p>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 the five year average map check efficiency. No standardized comparable county data available.</p>						
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 Projected	12-13 Target
1.1 weeks	1.0 weeks	1.1 weeks	1.3 weeks	1.0 Weeks	1.1 Weeks	1.0 Weeks
<p>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.</p> <p>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.</p> <p>How are we doing? For the past four years our performance continues to closely fluctuate around 1-week, but remains well below the statutory requirement of processing maps within 20 working days (4 weeks). This consistency can be attributed to the fewer number of maps being processed and to the experience of map check staff. There are no proposed changes for the FY 2012-13 target since it appears to be at the maximum achievable efficiency. No standardized comparable county data available.</p>						
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 Projected	12-13 Target
N/A	87%	88%	85%	90%	90%	90%
<p>What: Measures customer satisfaction with Development Services.</p> <p>Why: Information derived from this survey has historically been used to improve customer service.</p> <p>How are we doing? Our next annual customer survey will be conducted in May 2012 when we will again solicit customer feedback in at least five areas of Development Services' work. These areas include Surveying Services, Plan Check Services, Inspection Services, Permit Services and response to Public Inquiries. Of the 153 surveys distributed by email in May 2011 we received only 10 responses. Of those 10 respondents only one anonymous person ranked our services as average which resulted in an actual of 85% satisfaction. Excluding the one anonymous respondent we achieved 91% satisfaction, which would have met our 90% target. For this reason we propose no changes to our FY 2012-13 target goal. The majority of respondents also noted they were appreciative of our staff's excellent customer service.</p>						

MISSION STATEMENT

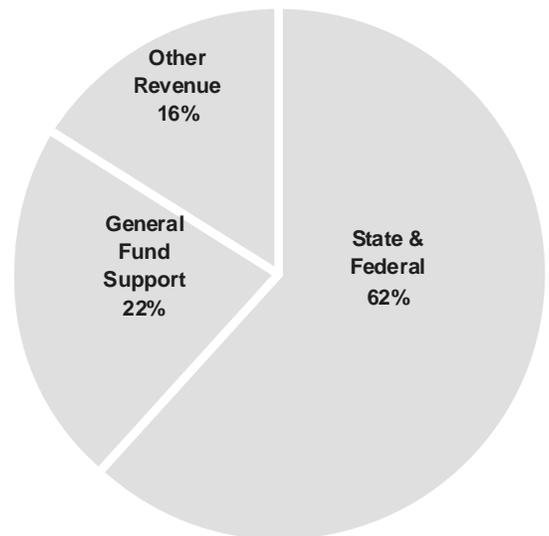
Provide public services related to the safe and efficient movement of traffic on the 1,310 miles of County maintained roadways.

	2011-12	2011-12	2012-13	2012-13	Change from
<u>Financial Summary</u>	<u>Budget</u>	<u>Projected</u>	<u>Requested</u>	<u>Recommended</u>	<u>2011-12</u>
Taxes	\$ 1,449,890	\$ 1,449,890	\$ 1,432,943	\$ 1,439,660	\$ (10,230)
Revenue from Use of Money & Property	60,000	60,000	40,000	40,000	(20,000)
Intergovernmental Revenue	13,677,171	15,796,959	16,461,312	16,461,337	2,784,166
Charges for Current Services	142,606	142,606	127,500	127,500	(15,106)
Other Financing Sources	6,319,263	6,319,263	7,158,820	7,758,820	1,439,557
Interfund	248,995	248,995	0	0	(248,995)
Total Revenue	\$ 21,897,925	\$ 24,017,713	\$ 25,220,575	\$ 25,827,317	\$ 3,929,392
Fund Balance Available	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
Cancelled Reserves	4,447	4,447	847,000	847,000	842,553
Total Financing Sources	\$ 21,902,372	\$ 24,022,160	\$ 26,067,575	\$ 26,674,317	\$ 4,771,945
Salary and Benefits	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
Services and Supplies	13,229,526	14,312,479	17,669,657	17,076,399	3,846,873
Other Charges	246,733	246,733	671,923	671,923	425,190
Fixed Assets	7,926,113	6,843,160	7,725,995	8,925,995	999,882
Gross Expenditures	\$ 21,402,372	\$ 21,402,372	\$ 26,067,575	\$ 26,674,317	\$ 5,271,945
Contingencies	0	0	0	0	0
New Reserves	500,000	500,000	0	0	(500,000)
Total Financing Requirements	\$ 21,902,372	\$ 21,902,372	\$ 26,067,575	\$ 26,674,317	\$ 4,771,945

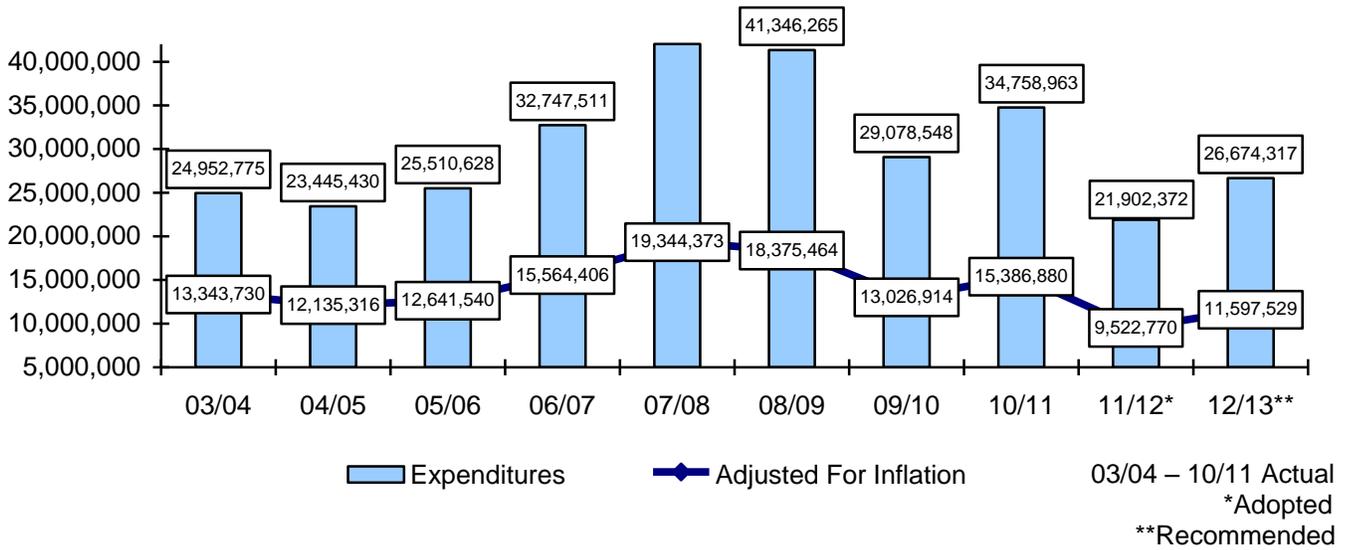
Number of Employees
 (Full Time Equivalent)



Source of Funds



10 Year Expenditures Adjusted For Inflation



SERVICE PROGRAMS

Roads have a total expenditure level of \$26,674,317 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: \$8,925,995 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: \$17,748,322 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;

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

- State Aid-Regional State Highway revenue budgeted in the amount of \$485,194 for the Price Canyon Widening Phase II and 14th 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.

GOALS AND PERFORMANCE MEASURES

Department Goal: Maintain a good quality county-road system.						
Communitywide Result Link: <input checked="" type="checkbox"/> Safe <input type="checkbox"/> Healthy <input checked="" type="checkbox"/> Livable <input type="checkbox"/> Prosperous <input type="checkbox"/> 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 Projected	12-13 Target
65	62	65	60	60	59	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 road system has dropped from an average PCI of 72 in 2002 to today's average of 59. This downward trend is expected to continue until revenue increases significantly. In FY 2011-12, Public Works greatly increased the amount of roads chip sealed to offset a reduced overlay budget. In calendar year 2011, one mile of road was repaved and 29 miles of roads were chip-sealed. The results of the 2010 pavement inspection showed that all county roads averaged a 62 PCI at the time of inspection. The next county-wide system inspection will take place in 2013. The result of recent work efforts with limited roads funds has resulted in an overall PCI of 59 for all county roads. The County currently has an estimated \$119,425,000 backlog of unfunded pavement work needed to bring the County roads up to good condition.						
Public Works has put the highest priority on maintaining arterial and collector roads to benefit the most users; however some outlying rural collector roads are deteriorating badly. Of the 1,092 miles of paved road maintained by the County, 92 miles are arterials with an average PCI of 67, 411 miles are collectors with an average PCI of 59, and 590 miles are local/minor roads with an average PCI of 62. The North County collector roads continue to be the group most in need, with an average PCI 54.						

Roads
Fiscal Year 2012-13 Proposed Budget

Fund Center 245

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 Projected	12-13 Target
31	29	28	26	28	28	26
<p>What: Number of collisions per 100 million entering vehicles within the unincorporated area of the County (5-year average).</p> <p>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.</p> <p>How are we doing? Collisions in unsignalized intersections continue to be significantly below the statewide average of 53 per 100 million entering vehicles at similar State Highway intersections. It is anticipated that the collision rate will further decline in future years as specific efforts are developed to target troubled areas.</p>						
3. Performance Measure: Collisions per 100 million entering vehicles at signalized intersections.						
07-08 Actual Results	08-09 Actual Results	09-10 Actual Results	10-11 Actual Results	11-12 Adopted	11-12 Projected	12-13 Target
32	30	27	25	27	27	25
<p>What: Number of signalized intersection collisions per 100 million entering vehicles within the unincorporated area of the County (5-year average).</p> <p>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.</p> <p>How are we doing? Collisions at signalized intersections continue to decline and the rate remains below the statewide average of 29 per 100 million entering vehicles at similar State Highway intersections. Based on the collision reports from the 2010 calendar year and previous trends, 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 and performance while looking for opportunities to improve.</p>						
4. Performance Measure: Collisions per 100 million miles on rural roads.						
07-08 Actual Results	08-09 Actual Results	09-10 Actual Results	10-11 Actual Results	11-12 Adopted	11-12 Projected	12-13 Target
188	172	166	172	166	166	170
<p>What: Number of rural road collisions per 100 million miles traveled within the unincorporated area of the County (5-year average).</p> <p>Why: To determine if this component of the road system is maintaining its expected safety level. To review possible safety problem areas if the measure exceeds expectations. These are arterial, collector, or local roadways that are located outside the urban reserve lines of the communities.</p> <p>How are we doing? Based on the collision reports received from the 2010 analysis period and current roadway projects, it is anticipated that the collision rate will remain constant against the 172 collisions reported in FY 2010-11. 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>						
5. Performance Measure: Collisions per 100 million miles on suburban roads.						
07-08 Actual Results	08-09 Actual Results	09-10 Actual Results	10-11 Actual Results	11-12 Adopted	11-12 Projected	12-13 Target
248	248	250	289	248	248	248
<p>What: Number of suburban road collisions per 100 million miles traveled (5-year average). Roads that fall within the urban designation line are considered urban roads and all others are rural.</p> <p>Why: To determine if this component of the road system is maintaining its expected safety level. To review possible safety problem areas if the measure exceeds expectations. These roads are located within the urban reserve lines.</p>						

How are we doing? The collision rate on suburban roads increased in the 2010 calendar year (the most recent data available) and in some cases is higher than the statewide average of 279 per 100 million for collision rates on State highways. However, overall collisions on County roads are down from previous years and this trend looks to continue into 2012. Public Works will focus attention on those individual roadways with a higher collision concentration and evaluate opportunities for improvement. This effort will begin with reviewing the overall traffic patterns in the communities of Los Osos and Oceano.

6. Performance Measure: Bridge sufficiency rating.

07-08 Actual Results	08-09 Actual Results	09-10 Actual Results	10-11 Actual Results	11-12 Adopted	11-12 Projected	12-13 Target
90%	91	91%	90%	91%	92%	92%

What: Percentage of bridges with State assigned sufficiency rating over 50.0 (above 50.0 indicates a bridge is in good repair.)

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

How are we doing? FY 2011-12 projected results are slightly higher than adopted target due to correction on the Bridge List supplied by Caltrans (Jack Creek Road Bridge at Paso Robles Creek has a sufficiency rating over 50, but since August 2010 was shown below 50). Progress continues on various phases of eight County bridge replacement projects. Construction on two Price Canyon Road bridges (widening) is expected to begin Spring 2012; however, these bridges have sufficiency ratings greater than 50. 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, & Air Park Drive at Ocean Beach Lagoon.

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

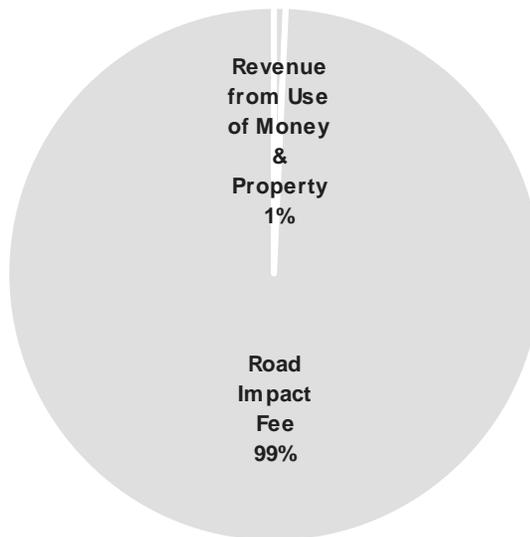
Fund Center 248

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.

	2011-12 <u>Budget</u>	2011-12 <u>Projected</u>	2012-13 <u>Requested</u>	2012-13 <u>Recommended</u>	Change from 2011-12
Financial Summary					
Revenue from Use of Money & Property	\$ 24,600	\$ 24,600	\$ 22,000	\$ 22,000	\$ (2,600)
Charges for Current Services	<u>2,410,000</u>	<u>2,410,000</u>	<u>1,731,500</u>	<u>1,731,500</u>	<u>(678,500)</u>
Total Revenue	\$ 2,434,600	\$ 2,434,600	\$ 1,753,500	\$ 1,753,500	\$ (681,100)
Fund Balance Available	\$ 3,185,939	\$ 3,185,939	\$ 0	\$ 0	\$ (3,185,939)
Cancelled Reserves	<u>0</u>	<u>0</u>	<u>529,320</u>	<u>529,320</u>	<u>529,320</u>
Total Financing Sources	<u>\$ 5,620,539</u>	<u>\$ 5,620,539</u>	<u>\$ 2,282,820</u>	<u>\$ 2,282,820</u>	<u>\$ (3,337,719)</u>
Salary and Benefits	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
Services and Supplies	0	0	0	0	0
Other Charges	944,000	944,000	2,282,820	2,282,820	1,338,820
Fixed Assets	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Gross Expenditures	\$ 944,000	\$ 944,000	\$ 2,282,820	\$ 2,282,820	\$ 1,338,820
Contingencies	0	0	0	0	0
New Reserves	<u>4,676,539</u>	<u>4,676,539</u>	<u>0</u>	<u>0</u>	<u>(4,676,539)</u>
Total Financing Requirements	\$ 5,620,539	\$ 5,620,539	\$ 2,282,820	\$ 2,282,820	\$ (3,337,719)

Source of Funds



**Road Impact Fees
Fiscal Year 2012-13 Proposed 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:

Project Name	Amount of Fees Allocated
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
Total Fees Allocated	\$2,282,820

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.