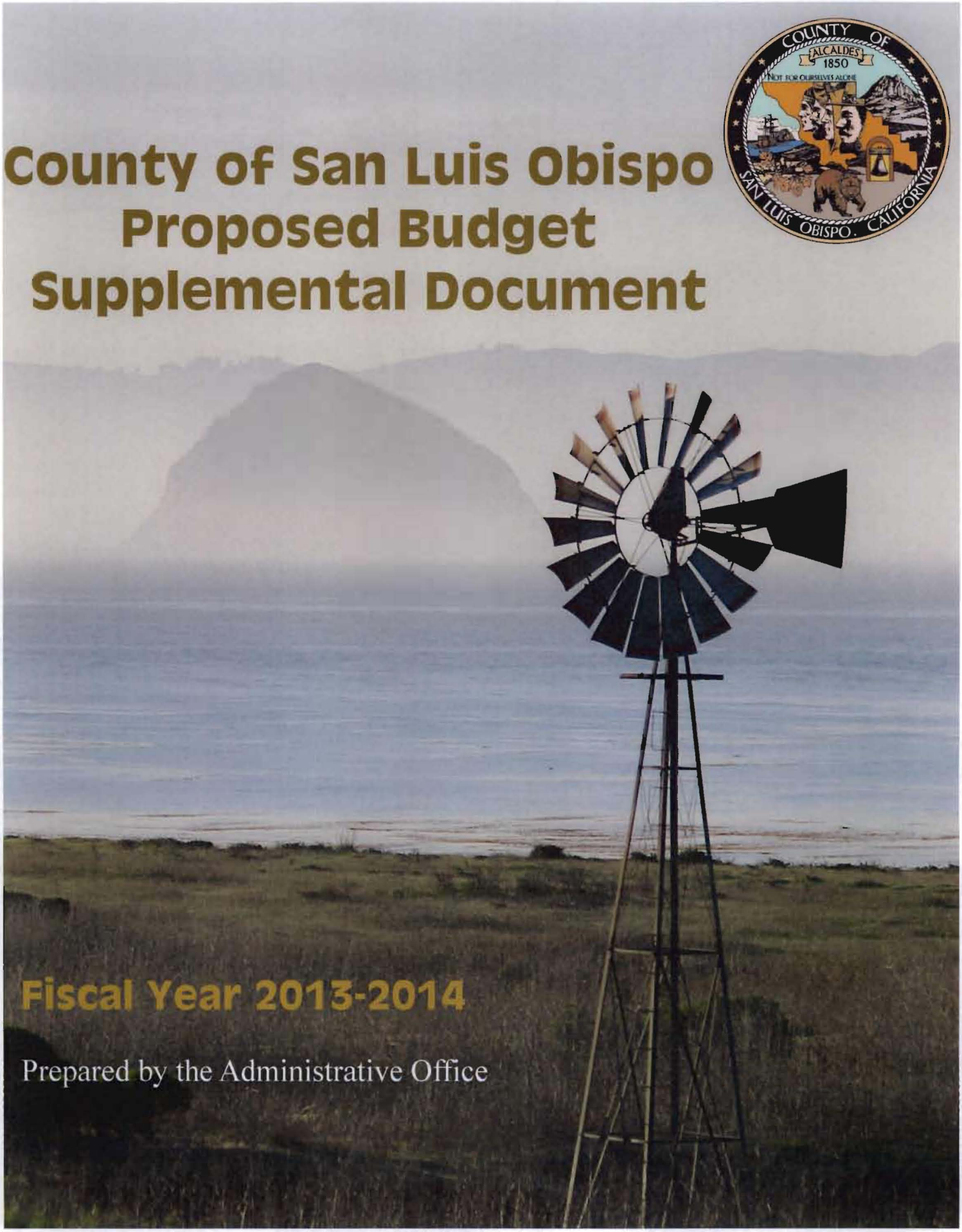
County of San Luis Obispo Proposed Budget Supplemental Document



Fiscal Year 2013-2014

Prepared by the Administrative Office

County of San Luis Obispo

TO: Board of Supervisors

FROM: Nikki J. Schmidt, Administrative Analyst

DATE: 6/4/2013

SUBJECT: Submittal of the Supplemental Document to the FY 2013-14 Proposed Budget.

RECOMMENDATION

It is recommended that the Board receive and file the FY 2013-14 Supplemental Budget so that the budget hearing schedule and technical adjustment items are part of the public record and available for review.

DISCUSSION

The Supplemental Budget to the FY 2013-14 Proposed Budget serves two primary purposes. The first is to publish the budget hearings schedule. The second purpose is to recommend budget adjustments based upon information received after the Proposed Budget was printed.

Section One includes the schedule for the public hearings for the Proposed Budget. The schedule includes corresponding references to pages in the Proposed Budget and the Supplemental Budget Document.

Section Two is a summary of the recommended budget adjustments. The recommended adjustments are based on new information received after the Proposed Budget was published.

Section Three includes the detailed departmental supplemental request forms.

OTHER AGENCY INVOLVEMENT/IMPACT

All County departments have been involved in the budget process.

FINANCIAL CONSIDERATIONS

The proposed budget (all funds) for FY 2013-14 is approximately $494.8 million. The recommendations included in the Supplemental Budget Document, while increasing expenditures overall by $77,492, result in a net decrease to the General Fund of ($22,508) and a net addition of 4.00 FTE positions. These increases in expenditures are either being absorbed by County departments or offset by an increase in revenue.

RESULTS

The Supplemental Budget formally publishes the budget hearing schedule and adjusts the FY 2013-14 Proposed Budget for changes that occurred after the Proposed Budget was published.

ATTACHMENTS

1. Section One - Budget Hearing Schedule
2. Section Two - Technical Budget Adjustment Summary
3. Section Three - Department Supplemental Request Forms

SECTION 1

BUDGET HEARINGS SCHEDULE

BUDGET HEARINGS SCHEDULE
FISCAL YEAR 2013-14 PROPOSED BUDGET

Monday, June 10, 2013			
9:00 AM	**County Administrator's Overview of the FY 2013-14 Proposed Budget** **Public Comment on Overall Budget**		
Land Based Budgets **Public Comment on Community Services Budgets**			
Fund Center	**Department**	**Budget Book Page Number**	**Supplemental Budget Page Number**
141	Agricultural Commissioner	C-2	
142	Planning and Building	C-9	S-6
290	Community Development	C-21	
405	Public Works	C-25	S-19
201	Public Works Special Services	C-33	
245	Roads	C-39	
248	Road Impact Fees	C-47	
	Special Districts	Special Districts Budget	
Public Protection Budgets **Public Comment on Community Services Budgets**			
137	Animal Services	C-50	
134	Child Support Services	C-55	
143	Contributions to Court Operations	C-60	
140	County Fire	C-62	
132	District Attorney	C-71	
138	Emergency Services	C-80	
131	Grand Jury	C-86	
139	Probation	C-88	S-5
135	Public Defender	C-96	
136	Sheriff-Coroner	C-100	S-4
130	Waste Management	C-109	

BUDGET HEARINGS SCHEDULE
FISCAL YEAR 2013-14 PROPOSED BUDGET

Health & Human Services Budgets Public Comment on Health and Human Services Budgets			
Fund Center	Department	Budget Book Page Number	Supplemental Budget Page Number
166	Behavioral Health	C-122	S-7, S-9, S-11
350	County Medical Services Program	C-131	
375	Driving Under the Influence	C-136	
351	Emergency Medical Services Fund	C-141	
184	Law Enforcement Medical Care	C-143	S-12
183	Medical Assistance Program	C-147	
160	Public Health	C-149	
180	Social Services	C-160	
182	CalWORKs	C-171	
181	Foster Care	C-174	
185	General Assistance	C-177	
186	Veterans Services	C-180	
Community Services Budgets **Public Comment on Community Services Budgets**			
425	Airports	C-186	
215	Farm Advisor	C-192	
331	Fish and Game	C-198	
427	Golf Courses	C-201	
377	Library	C-207	
305	Parks	C-213	S-13
330	Wildlife and Grazing	C-220	

BUDGET HEARINGS SCHEDULE
FISCAL YEAR 2013-14 PROPOSED BUDGET

Fund Center	Department	Budget Book Page Number	Supplemental Budget Page Number
Fiscal and Administrative Budgets			
Public Comment on Fiscal and Administrative Budgets			
104	Administrative Office	C-222	
275	Organizational Development	C-228	
109	Assessor	C-231	S-3
107	Auditor-Controller	C-238	
100	Board of Supervisors	C-246	
110	Clerk-Recorder	C-249	
108	Treasurer, Tax Collector, Public Administration	C-256	
Support to County Departments			
Public Comment on Support to County Departments Budgets			
111	County Counsel	C-263	
113	General Services Agency	C-270	
407	Fleet Services	C-278	
114	Information Technology	C-283	
406	Reprographics	C-290	
112	Human Resources	C-291	
105	Risk Management	C-298	
408-412	Self Insurance	C-305	
Financing			
Public Comment on Financing Budgets			
266	Countywide Automation Replacement	C-309	
277	Debt Service	C-313	
267	General Government Building Replacement	C-315	
102	Non-Departmental Revenues-Other Financing Use	C-317	
101	Non-Departmental Revenues	C-320	
413	Other Post Employment Benefits	C-323	
392	Pension Obligation Bonds	C-325	

BUDGET HEARINGS SCHEDULE
FISCAL YEAR 2013-14 PROPOSED BUDGET

Fund Center	Department	Budget Book Page Number	Supplemental Budget Page Number
247	Public Facility Fees	C-327	
268	Tax reduction Reserve	C-329	
Capital and Maintenance Projects **Public Comment on Capital and Maintenance Budgets**			
230	Capital Projects	C-330	
200	Maintenance Projects	C-349	
Items not heard on today's calendar will be continued to Tuesday, June 11, 2013 at 9 A.M.			
Wednesday, June 12, 2013 **9:00 A.M.**			
Contributions to Outside Agencies **Public Comment on Contribution to Outside Agencies Budget**			
106	Contributions to Other Agencies	C-114	
ADJOURNMENT			

SECTION 2

TECHNICAL BUDGET ADJUSTMENTS SUMMARY

SUPPLEMENTAL BUDGET SUMMARY FOR FY 2013-14 - TECHNICAL ADJUSTMENTS

Fund Center	Fund Center Name	Item	Expenditure Changes	Change To General Fund Support	Comments	Positions	+ FTE	- FTE
109	Assessor	Request to delete a Limited Term Appraiser I/II and add a Limited Term Assessment Analyst I to to support various assessment functions throughout the department during the Property Tax System Modernization Project (PTSM).	$0	$0	No change in salary and benefit expense is recommended (impact will be minimal). This position is funded through FC 266 - Countywide Automation.	Deleting a vacant Limited Term Appriaiser I/II and adding a Limited Term Assessment Analyst I	1.00	-1.00
136	Sheriff-Coroner	Request to add 1.00 FTE Sheriff's Forensic Lab Specialist and 0.50 FTE Lab Assistant II. These positions were approved by the Board of Supervisors on 4/16/13.	$0	$0	No change in salary and benefit expense is recommended (impact will be minimal).	Adding a Sheriff's Forensic Lab Specialist and a .50 FTE Lab Assistant II	1.50	0.00
139	Probation	Request to delete a 1.00 FTE Deputy Probation Officer II and add 1.00 FTE Deputy Probation Officer III; and to delete a 1.00 FTE Probation Assistant and add a 1.00 FTE Supervising Administrative Clerk II.	$0	$0	No change in salary and benefit expense is recommended (impact will be minimal).	Deleting 2.00 FTE vacant positions: Deputy Probation Officer II and Probation Assistant Adding 2.00 FTE positions: Deputy Probation Officer III and Supervising Administrative Clerk II.	2.00	-2.00
142	Planning and Building	Request to delete a 0.75 FTE Senior Planner and add a 1.00 FTE Planner I/I/III	-$149	-$149		Deleting a vacant .75 FTE Senior Planner and adding a Planner I/II/III	1.00	-0.75
166	Health Agency/Behavioral Health	Request to convert a budgeted 1.00 FTE Psychologist to 0.75 FTE Mental Health Therapist IV to provide case management services to Conditional Release Program (CONREP) client to ensure their safety and stability in the community.	-$46,911	$0		Deleting a vacant Psychologist and adding a .75 FTE Mental Health Therapist IV	0.75	-1.00

SUPPLEMENTAL BUDGET SUMMARY FOR FY 2013-14 - TECHNICAL ADJUSTMENTS

Fund Center	Fund Center Name	Item	Expenditure Changes	Change To General Fund Support	Comments	Positions	+ FTE	- FTE
166	Health Agency/Behavioral Health	Request to convert budgeted temporary help staff pool associated with the Mental Health Psychiatric Health Facility (PHF) to include: a 0.50 FTE Mental Health Nurse II; a 0.50 FTE Mental Health Worker Aide; three 0.50 FTE Mental Health Therapist IIs to ensure continuity of staffing coverage in a 24/7 facility.	$46,911	$0		Adding a 0.50 FTE Mental Health Nurse II, a 0.50 FTE Mental Health Worker Aide and three 0.50 FTE Mental Health Therapist II	2.50	0.00
166	Health Agency/Behavioral Health	Request by the Administrative Office to decrease expenditures in services and supplies accounts by $77,512 to correct an error made in the proposed budget and eliminate a duplicated budget amount for Information Technology Department (ITD) departmental services.	-$77,512	-$77,512		N/A	0.00	0.00
184	Health Agency/Law Enforcement Medical Care	Request by the Administrative Office to increase expenditures associated with AB 109 implementation to be consistent with the Board-approved AB 109 plan and adjust the Countywide Overhead amount to reflect the increase in expenditures.	$55,153	$55,153		N/A	0.00	0.00
305	Parks	Recommendations by the Parks Commission for use of Off Highway Vehicle In-Lieu grant funds.	$0	$0	This program is funded with Off Highway Vehicle In-Lieu funds and is included in the Parks recommended budget.	N/A	0.00	0.00
405	Public Works	Request to amend FC 405 - Public Works ISF Fixed Asset list to add a replacement water truck.	$100,000	$0		N/A	0.00	0.00
TOTAL TECHNICAL ADJUSTMENTS:			**$77,492**	**-$22,508**			**8.75**	**-4.75**

Summary

$77,492	**Total expenditure increase**
-$22,508	**Total decrease in General Fund Support**
$22,508	**Total increase of General Fund Contingencies**
4.00	**Net increase of positions (FTE)**

SECTION 3

DEPARTMENT SUPPLEMENTAL REQUEST FORMS

FY 2013-14 Supplemental Budget Document
Summary Request Form for General Fund Departments

Corresponding pages in Proposed Budget: C-231

Department: Assessor
Affected Fund Center #: 109
Issue Title: Request to amend the Assessor's Office's Position Allocation List (PAL) by deleting a vacant 1.00 FTE Limited Term Appraiser I/II position and adding 1.00 FTE Limited Term Assessment Analyst I

Summary of issue:
In FY 2012-13, the Board approved the addition of 4.50 FTE Limited Term positions for the Property Tax System Modernization Project to the department's Position Allocation List. The positions include 1.00 FTE Limited Term Appraiser, 2.00 FTE Limited Term Assessment Analysts, and 1.50 FTE Limited Term Assessment Technicians. The addition of these positions is intended to backfill for existing staff who are assigned to the project, so that the department can continue to perform its regular duties without interruption.

At the time that the positions were added, the County had not yet selected a vendor to modernize the County's property tax system and staff from the involved departments were not yet heavily involved in the design, testing and implementation of the new system. Now that the project is further along, it is evident that there is a greater need for the position of Assessment Analyst I than initially anticipated to both work directly on the project and to coordinate the computer-oriented activities related to producing the assessment roll, as well as for providing data and reports requested from local and state agencies and the public. Without sufficient staffing in this classification, a backlog of work would quickly develop which would be detrimental to the completion of assessment roll turn over.

Meaningful, Measurable Results:
Conversion of the Limited Term Appraiser I/II to an additional Assessment Analyst I will better enable the department to focus on the Property Tax System Modernization Project, while ensuring that the department's ongoing duties and workload are addressed. As outlined in the FY 2012-13 budget document, the project will reduce annual mainframe hardware and software costs operating costs by $400,000; avoid system obsolesce by moving a critical set of applications, commonly described as the Property Tax System, from the mainframe to a more modern application and system development environment; move Property Tax system data to a modern database; position the County to provide additional Property Tax related services electronically or on-line; and extend the life of the current system by a minimum of 10 years. Without sufficient staffing in the position of Assessment Analyst I, the effectiveness of other staff will decline as automation support functions within the department are deferred.

Position Request

Position Title	Requested Action	FTE	New/Filled/ Vacant
Limited Term Appraiser I/II	delete	-1.00	vacant
Limited Term Assessment Analyst I	add	1.00	new

FY 2013-14 Supplemental Budget Document
Summary Request Form for General Fund Departments

Corresponding pages in Proposed Budget: C-100

Department: Sheriff-Coroner
Affected Fund Center(s) #: 136
Issue Title: Request to amend the Sheriff-Coroner's Position Allocation List (PAL) to add 1.00 FTE Sheriff's Forensic Lab Specialist and 0.50 FTE Laboratory Assistant II. These positions were approved by the Board of Supervisors on April 16, 2013.

Summary of issue:
For the past 27 years the Sheriff's Office has contracted with Forensic Laboratory Services (FLS), Inc. to provide assistance in the investigation and detection of crimes. As of July 1, 2013, FLS will no longer exist due to the retirement of its owner. The Sheriff determined that the State Department of Justice in Santa Barbara is not a viable solution for providing timley forensic alcohol services to our County. Accordingly, on April 16, 2013, the Sheriff requested, and the Board approved, the addition of a 1.00 FTE Forensic Lab Specialist position.

Toxicology and chemistry responsibilities in the Sheriff's Crime Lab are completed by a Forensic Laboratory Specialist and temporary help staff. Duties include analyzing cases from the Sheriff's Office, as well as other law enforcement agencies throughout the County. In recent years there has been a progressively increasing caseload. Because of increasing caseload, the Board on April 16, 2013 approved the Sheriff requested to convert the temporary help staff hours to a 0.50 FTE Laboratory Assistant II permanant position.

Meaningful, Measurable Results:
The changes approved by the Board on April 16, 2013 will help ensure the Sheriff's Crime Lab has the capacity to continue to provide high quality and timely support to law enforcement agencies throughout the County.

Position Request

Position Title	Requested Action	FTE	New/Filled/ Vacant
Sheriff's Forensic Lab Specialist	Add	1.00	New
Laboratory Assistant II	Add	0.50	New

FY 2013-14 Supplemental Budget Document
Summary Request Form for General Fund Departments

Corresponding pages in Proposed Budget: C-88

Department: Probation
Affected Fund Center(s) #: 139
Issue Title: Request to amend Probation's Position Allocation List (PAL) to replace 1) a vacant 1.00 FTE Deputy Probation Officer (DPO) II position with a 1.00 FTE Deputy Probation Officer III position; and 2) a vacant 1.00 FTE Probation Assistant position with a 1.00 FTE Supervising Administrative Clerk II position.

Summary of issue:
Deputy Probation Officer II to Deputy Probation Officer III:
Background investigations placed additional time demands on current personnel assigned to do them which has led to inefficiencies in completing background investigations. This has resulted in current department vacancies remaining vacant longer than what is deemed reasonable. This increased workload also took time away from these staff's assignments, such as Field Training Officer and mentoring supervised staff in the field.

Probation Assistant to Supervising Admin Clerk (SAC) II:
Probation has determined that the one existing SAC I position is no longer sufficient to handle the current workload. The workload and responsibilities of the existing position have grown over the last several years and it is no longer practical for this single position to supervise front desk staff at two different work locations and to be accessible to staff and managers at both locations. This resulting workload has led to inefficiencies in completing work timely or at all as projects have been placed on hold while urgent or time sensitive matters are addressed.

Meaningful, Measurable Results:
Deputy Probation Officer II to Deputy Probation Officer III:
Adding an additional DPO III position is a cost efficient and appropriate use of resources that will allow the Department to meet ongoing hiring needs and enhance the efficiency of the pre-employment background investigation process by shifting this critical assignment to a 1.00 FTE position.

Probation Assistant to Supervising Admin Clerk (SAC) II:
Adding a SAC II position is a cost efficient and appropriate use of resources that will allow the Department to meet ongoing personnel and supervision related needs and enhance efficiency by having two staff, a SAC II and SAC I supervise the front desk staff and provide personnel related services at both of the Department's primary business locations.

Position Request

Position Title	Requested Action	FTE	New/Filled/ Vacant
Deputy Probation Officer II	Delete	-1.00	vacant
Deputy Probation Officer III	Add	1.00	new
Probation Assistant	Delete	-1.00	vacant
Supervising Administrative Clerk II	Add	1.00	new

FY 2013-14 Supplemental Budget Document
Summary Request Form for General Fund Departments

Corresponding pages in Proposed Budget: C-9

Department: Planning and Building
Affected Fund Center #: 142
Issue Title: Request to amend the Planning and Building's Position Allocation List (PAL) by deleting a vacant 0.75 FTE Senior Planner and adding a 1.00 FTE Planner I/II/III.

Summary of issue:
The department currently has a vacant 0.75 Senior Planner Position. The department will use the budget savings from eliminating this 0.75 position to pay for the addition of a 1.00 Planner I/II/III position. The department believes it will be difficult to fill a 0.75 FTE Senior Planner position. In addition, since workload has required that this 0.75 FTE position actually be worked in a full-time capacity over the last two years, it has shown that there is a need for a full-time position.

Meaningful, Measurable Results:
Adding the 1.00 Planner I/II/III and deleting the 0.75 Senior Planner will allow for: continued processing of applications in a timely manner consistent with the department's performance measures; continued ability to complete the items listed on the department's priority list approved by the Board of Supervisors on February 19, 2013; and continued availability of full staffing for the Permit Center in order to respond to public inquiries in a timely manner.

Position Request

Position Title	Requested Action	FTE	New/Filled/ Vacant
Planner I/II/III	Add	1.00	New
Senior Planner	Delete	-0.75	Vacant

Fiscal Information

	Proposed Budget	Additional Department Request	New Total
Revenues			
Licenses and Permits	$5,263,999	$0	$5,263,999
Fines, Forfeitures and Penalties	$80,166	$0	$80,166
Intergovernmental Revenue	$20,323	$0	$20,323
Charges for Current Services	$737,993	$0	$737,993
Other Revenues	$429,960	$0	$429,960
Interfund	$278,000	$0	$278,000
Total Revenue	$6,810,441	$0	$6,810,441
Expenditures			
Salaries & Benefits	10,276,129	-$149	$10,275,980
Services & Supplies	2,305,255	$0	$2,305,255
Other Charges	$0	$0	$0
Capital Outlay Equip	$14,500	$0	$14,500
Total Expenditures	$12,595,884	-$149	$12,595,735
General Fund Support	$5,785,443	-$149	$5,785,294

FY 2013-14 Supplemental Budget Document
Summary Request Form for General Fund Departments

Corresponding pages in Proposed Budget: C-122

Department: Health Agency - Behavioral Health
Affected Fund Center #: 166/16601
Issue Title: Request to amend Behavioral Health's Position Allocation List (PAL) by deleting a vacant 1.00 FTE Psychologist and adding a 0.75 FTE Mental Health Therapist IV to provide case management services to Conditional Release Program (CONREP) clients to ensure their safety and stability in the community.

Summary of issue:
This position provides comprehensive case management services for Conditional Release Program (CONREP) clients to ensure their safety and stability in the community. Staff conducts evaluations and assessments of seriously mentally ill clients in the community and San Luis Obispo clients in all State Hospitals mandated to treatment by the courts. Staff formulates treatment plans utilizing various modalities of treatment and conducts and participates in individual, conjoint, family and group psychotherapy. CONREP program budgets have been reduced over the years and in order to accommodate staffing requirements, Behavioral Health is requesting to convert a vacant 1.00 FTE Psychologist position to a 0.75 FTE Mental Health Therapist IV to continue to provide the case management services to a very specific population. The current CONREP budget can accommodate a 0.75 FTE Mental Health Therapist IV to be able to perform the requirements of the CONREP agreement. While this item shows a favorable reduction in the level of General Fund support, the FTE reduction in the CONREP program mitigates the increase in General Fund support related to the conversion of temporary help staff shown in the supplemental document item found on page 12 of this report.

Meaningful, Measurable Results:
Community safety is the primary mandate of the CONREP. Program goals include providing standardized intensive outpatient mental health treatment, supervision and assessment services to prevent re-offense. The program is required to provide quarterly and annual court reports reviewed by the judge, district attorney, and public defender/defense lawyers for each Community Outpatient Program client.

Position Request

Position Title	Requested Action	FTE	New/Filled/ Vacant
Psychologist	Delete	-1.00	Vacant
Mental Health Therapist IV	Add	0.75	New

FY 2013-14 Supplemental Budget Document
Summary Request Form for General Fund Departments

Department: Health Agency - Behavioral Health
Affected Fund Center #: 166/16601
Issue Title: Request to amend Behavioral Health's Position Allocation List (PAL) by deleting a vacant 1.00 FTE Psychologist and adding a 0.75 FTE Mental Health Therapist IV to provide case management services to Conditional Release Program (CONREP) clients to ensure their safety and stability in the community.

Fiscal Information

	Proposed Budget	Additional Department Request	New Total
Revenues			
Fines, Forfeitures and Penalties	$180,000	$0	$180,000
Intergovernmental Revenue	$40,649,408	$0	$40,649,408
Charges for Current Services	$1,354,748	$0	$1,354,748
Other Revenues	$911,493	$0	$911,493
Interfund	$380,978	$0	$380,978
Total Revenue	$43,476,627	$0	$43,476,627
Expenditures			
Salaries & Benefits	$25,871,167	-$46,911	$25,824,256
Services & Supplies	$25,722,875	$0	$25,722,875
Other Charges	$868,816	$0	$868,816
Capital Outlay Equip	$0	$0	$0
Intrafund Transfers	-$2,190,370	$0	-$2,190,370
Total Expenditures	$50,272,488	-$46,911	$50,225,577
General Fund Support	$6,795,861	-$46,911	$6,748,950

FY 2013-14 Supplemental Budget Document
Summary Request Form for General Fund Departments

Corresponding pages in Proposed Budget: C-122

Department: Health Agency - Behavioral Health
Affected Fund Center #: 166/16601
Issue Title: Request to amend Behavioral Health's Position Allocation List (PAL) by adding a 0.50 FTE Mental Health Nurse II; a 0.50 FTE Mental Health Worker Aide; and three 0.50 FTE Mental Health Therapists II to ensure continuity of staffing coverage in a 24/7 facility. These positions will be funded by rellocating budgeted temporary help funding associated with the Mental Health Psychiatric Health Facilities (PHF).

Summary of issue:
The Health Agency's Behavioral Health department operates a state-licensed, 16-bed Psychiatric Health Facility (PHF). The facility provides crisis inpatient treatment services to the most severely mentally ill in our community 24 hours a day. Salary and benefit costs to staff the unit amount to $3.07 million. The facility is staffed by 21.50 FTEs of regular employees in a mix of job classes (primarily Mental Health Workers, Mental Health Therapists I/II, and Mental Health Nurses I/II). The regular staff positions are augmented by temporary help staff providing over 30,000 hours of coverage.

Operation of the PHF presents a unique set of challenges for management. Variables such as daily patient census and the specific characteristics of the patients present on the unit at any point in time drive changes in minimum staffing requirements which must be met. On the other hand, the unit is expensive, with total operating costs of approximately $4.7 million, offset by operating revenues of approximately $2.7 million, resulting in a demand on General Fund support of approximately $2.0 million. The need to meet constantly changing staffing demands while protecting against growth in the need for General Fund support require a large pool of temporary help or "on call" staff.

Human Resources Department and Administrative Office staff concurs that the Health Agency should make every effort to reduce the currently disproportionate extent to which it relies on temporary help staff on the PHF. Toward that end, it is proposed that approximately 4,500 hours of temporary help be converted to five half-time positions—three half time Mental Health Therapist positions, one half time Mental Health Nurse position, and one half time Mental Health Worker position. Half time positions are proposed to give department management the flexibility associated with the chance that those regular part time employees will be available to work more than 20 hours per week, further reducing the need for temp help hours, without committing management to staffing levels that increase the potential for shifts being overstaffed, which the department and County cannot afford.

The proposal will cause an incremental cost increase associated with the benefits paid to regular employees, estimated to be approximately $47,000, which is a small percentage of the $3.07 million of labor costs associated with operation of the PHF. Expenditure savings presented in the CONREP program (see page 10 of this report) will offset the increase in the level of General Fund support associated with this item. Otherwise, the department will make every effort to absorb any increases to reduce any impacts to the level of General Fund support required.

Meaningful, Measurable Results:
The recommended conversion of temporary help staff hours to regular employee hours will produce an increased level of predictability and consistency to meeting our staffing obligations on the PHF. While difficult if not impossible to measure accurately, improved staffing characteristics will increase the quality of care provided to patients and therefore increase the positive affect their care has on their overall health. Improving the health of the patients in our care contributes to our efforts of achieving the

FY 2013-14 Supplemental Budget Document
Summary Request Form for General Fund Departments

Department: Health Agency - Behavioral Health
Affected Fund Center #: 166/16601
Issue Title: Request to amend Behavioral Health's Position Allocation List (PAL) by adding a 0.50 FTE Mental Health Nurse II; a 0.50 FTE Mental Health Worker Aide; and three 0.50 FTE Mental Health Therapists II to ensure continuity of staffing coverage in a 24/7 facility. These positions will be funded by rellocating budgeted temporary help funding associated with the Mental Health Psychiatric Health Facilities (PHF).

Position Request

Position Title	Requested Action	FTE	New/Filled/ Vacant
Mental Health Nurse II	Add	0.50	New
Mental Health Worker Aide	Add	0.50	New
Mental Health Therapist II	Add	0.50	New
Mental Health Therapist II	Add	0.50	New
Mental Health Therapist II	Add	0.50	New

Fiscal Information

	Proposed Budget	Additional Department Request	New Total
Revenues			
Fines, Forfeitures and Penalties	$180,000	$0	$180,000
Intergovernmental Revenue	$40,649,408	$0	$40,649,408
Charges for Current Services	$1,354,748	$0	$1,354,748
Other Revenues	$911,493	$0	$911,493
Interfund	$380,978	$0	$380,978
Total Revenue	$43,476,627	$0	$43,476,627
Expenditures			
Salaries & Benefits	$25,871,167	$46,911	$25,918,078
Services & Supplies	$25,722,875	$0	$25,722,875
Other Charges	$868,816	$0	$868,816
Capital Outlay Equip	$0	$0	$0
Intrafund Transfers	-$2,190,370	$0	-$2,190,370
Total Expenditures	$50,272,488	$46,911	$50,319,399
General Fund Support	$6,795,861	$46,911	$6,842,772

FY 2013-14 Supplemental Budget Document
Summary Request Form for General Fund Departments

Corresponding pages in Proposed Budget: C-122

Department: Administrative Office and Health Agency
Affected Fund Center #: 166 - Behavioral Health
Issue Title: Request to decrease expenditures in services and supplies accounts by $77,512 to correct an error made in the recommended budget and eliminate a duplicated budget amount for Information Technology Department (ITD) departmental services.

Summary of issue:
In developing recommendations for the Behavioral Health budget, the Administrative Office corrected an inconsistency between the amount the Information Technology Department is charging the Health Agency for departmental services, and the amount that had been budgeted for payment of those services in Fund Center 166. After the proposed budget was finalized the Administrative Office learned that a portion of this corrected amount had been included by the Health Agency in different software system development accounts, resulting in a duplication of expenditures in the amount of $77,512. Therefore, this duplicated amount should be eliminated, reducing expenditures for Behavioral Health by $77,512.

Meaningful, Measurable Results:
Approval of this decrease in appropriations will ensure the amount to be charged by ITD for departmental services and the amount budgeted for payment of those services is consistent, and will reduce the impact on the General Fund.

Fiscal Information

	Proposed Budget	Additional Department Request	New Total
Revenues			
Fines, Forfeitures and Penalties	$180,000	$0	$180,000
Intergovernmental Revenue	$40,649,408	$0	$40,649,408
Charges for Current Services	$1,354,748	$0	$1,354,748
Other Revenues	$911,493	$0	$911,493
Other Financing Sources	$0	$0	$0
Interfund	$380,978	$0	$380,978
Total Revenue	$43,476,627	$0	$43,476,627
Expenditures			
Salaries & Benefits	$25,871,167	$0	$25,871,167
Services & Supplies	$25,722,875	-$77,512	$25,645,363
Other Charges	$868,816		$868,816
Capital Outlay Equip	$0	$0	$0
Intrafund Transfers	-$2,190,370		-$2,190,370
Total Expenditures	$50,272,488	-$77,512	$50,194,976
General Fund Support	$6,795,861	-$77,512	$6,718,349

FY 2013-14 Supplemental Budget Document
Summary Request Form for General Fund Departments

Corresponding pages in Proposed Budget: C-143

Department: Administrative Office and Health Agency
Affected Fund Center #: 184 - Law Enforcement Medical Care (LEMC)
Issue Title: Request to increase expenditures associated with AB 109 implementation to be consistent with the Board-approved AB 109 plan and adjust the countywide overhead amount to reflect the increase in expenditures.

Summary of issue:
The Health Agency had submitted a requested budget for LEMC that included AB 109 revenue and associated expenditures, per the AB 109 plan approved by the Board in October 2012. However, the Administrative Office understood that the expenditures were based on actual costs through the first half of FY 2012-13 and exceeded the Board-approved plan and AB 109 revenue by $53,288, thus impacting the General Fund. To remove this impact on the General Fund, the Administrative Office recommended expenditure reductions totaling $44,466. After the recommended budget was prepared, the Health Agency clarified that the expenditures and revenue associated with AB 109 implementation included in their budget request were in fact consistent with the Board-approved plan. To correct this and bring the expenditures back to the level approved by the Board, this item restores the expenditure reductions made by the Administrative Office. The countywide overhead amount has also been adjusted due to the increase in expenditures.

Meaningful, Measurable Results:
Approval of this increase in appropriations will ensure sufficient funding for expected expenditures related to AB 109 implementation and will align the adopted budget for Law Enforcement Medical with the AB 109 plan approved by the Board.

Fiscal Information

	Proposed Budget	Additional Department Request	New Total
Revenues			
Taxes	$0	$0	$0
Licenses and Permits	$0	$0	$0
Fines, Forfeitures and Penalties	$0	$0	$0
Intergovernmental Revenue	$941,435	$0	$941,435
Charges for Current Services	$0	$0	$0
Other Revenues	$0	$0	$0
Interfund	$0	$0	$0
Total Revenue	$941,435	$0	$941,435
Expenditures			
Salaries & Benefits	$2,002,864	$0	$2,002,864
Services & Supplies	$1,012,541	$55,153	$1,067,694
Other Charges			$0
Capital Outlay Equip			$0
Intrafund Transfers			$0
Total Expenditures	$3,015,405	$55,153	$3,070,558
General Fund Support	$2,073,970	$55,153	$2,129,123

FY 2013-14 Supplemental Budget Document
Summary Request Form for Non-General Fund Departments

Corresponding Pages in Proposed Budget C-213

Department: Parks
Affected Fund Center #: 305
Issue Title: Off Highway Vehicle (OHV) In Lieu Fee Grant Program

Summary of Issue:
The proposed budget for Fund Center 305 – Parks includes revenue from Off Highway Vehicle (OHV) In-Lieu Fees that is intended for distribution to governmental and non-profit organizations. However, the proposed budget was prepared before the individual applications were reviewed by the Parks Commission. Consequently, the projects requesting OHV In-Lieu Fee funding are being incorporated into the Supplemental Budget.

On August 7, 2012, the Board approved a program to distribute Off Highway Vehicle (OHV) In-Lieu Fees to be divided with 40% to be allocated to County departments and 60% to be allocated to other governmental and non-profit organizations. Allocations of funding to other governmental organizations and non-profit organizations are determined through an annual competitive application process overseen by Park's staff with qualifying projects being reviewed by the Parks Commission. The Parks Commission reviews projects and recommends projects for inclusion in the County's annual budget, subject to the approval by the Board of Supervisors.

The process to allocate funding to other governmental and non-profit organizations is new this year. The process began with advertising for submittal of qualifying projects. Seven projects were submitted and reviewed by Parks staff. Parks then presented the seven applications to the Parks Commission for their review. The Parks Commission then recommended funding for six projects, and support for the seventh ranked project, contingent upon further review by County Counsel. Counsel's review is to assure that the proposed projects were consistent with the uses allowed by Public Resources Code Section 5090.50. Counsel's review was not available to the Parks Commission at the time they reviewed the projects.

Projects approved for funding must demonstrate that they meet one or more of four criteria set forth in Public Resources Code Section (PRC) 5090.50. The four categories are shown below:

1. Maintenance, operation, planning, or development of off highway trails and facilities associated with off highway vehicles.
2. Ecological restoration or repair of damage caused by off highway vehicles.
3. Law enforcement entities and related equipment.
4. Education programs regarding the environment, safety, or responsible use of off highway vehicle recreation.

The total amount of funding available is $95,675. The costs for administration of the grant program by County Parks will use approximately $5,000 of the funds leaving $90,675 to distribute to projects. The seven requested projects have a total requested expense of $115,450, or $24,775 more than the funding available for projects. The Parks Commission recommended six of the projects with a total expense of $95,450. The amount recommended is $4,775 more than the $90,000 in funding available for projects. The Parks Commission requested that the Board consider augmenting the funds to cover the full expense for the six projects. If the funding was not augmented, the amount of funding for the lowest priority project would be reduced to eliminate the gap between available funding and the expense to be allocated for the projects.

FY 2013-14 Supplemental Budget Document
Summary Request Form for Non-General Fund Departments

Department: Parks
Affected Fund Center #: 305
Issue Title: Off Highway Vehicle (OHV) In Lieu Fee Grant Program

The following table shows the seven projects considered by the Parks Commission. The priority ranking shown is that developed by the Parks Commission. The Commission recommended funding projects 1 through 6.

Table 1 Summary of Projects Reviewed by the Parks Commission

Priority	Applicant	Type of Organization	Project	Amount
1	Central Coast Motorcycle Association	Non- Profit	Navajo Flats Improvement Campground Structures and Improvements	$ 41,950
2	Central Coast Motorcycle Association	Non- Profit	Turkey Flats Staging Area, Concept Design	$ 8,000
3	5 Cities Fire Authority	Government	Emergency Response Vehicle Maintenance & Repair	$ 12,500
4	City of Pismo Beach Fire Dept., Lifeguard Div.	Government	Two (2) Handheld Multi-Band Radios for Lifeguard Communications to State Beach Rangers	$ 10,000
5	Rotary 5 Cities – ECO	Non- Profit	Zero Waste Program Oceano Dunes SVRA	$ 3,000
6	Oceano Community Services District (CSD)	Government	Oceano CSD Portable Emergency Generator System	$ 20,000
7	Atascadero Police Dept.	Government	Access the Upside Down River (Salinas River) – Vehicle Purchase	$ 20,000
TOTAL ALL PROJECTS				**$115,450**

Project Descriptions

The following are abbreviated descriptions of the proposed projects. The descriptions are in the priority order set by the Parks Commission.

1. Navajo Flats Improvements
   Applicant – Central Coast Motorcycle Association (CCMA)
   Funding Request $41,950

   This project will make improvements to the Navajo Flats area of the Los Padres National Forest. Navajo Flats is used by a variety of National Forest Visitors whose activities include off highway vehicle riding. Navajo Flats is an 11 acre area that is the largest facility of its type in the Santa Lucia Ranger District of the Los Padres National Forest. It provides a staging area for OHV users while they ride on nearby trails. The proposed improvements will include:

   - Pipe fence barriers along McGinnis Creek
   - Informational signs
   - Entrance gate
   - Parking barriers to protect trees and provided designated parking for approximately 20 vehicles with trailers

- 6 overnight/day use sites with fire rings, pedestal stoves and picnic tables
- 6 shade structures
- Children's riding area
- Designated through area for the McGinnis Trail

The project incorporates the use of $261,000 in other State grant funds and other matching funds. The proposed allocation of County OHV In-Lieu Fee funding will allow this $360,000 project to be developed. Without these funds, the State grant will likely be rescinded.

The project meets PRC allowable use for maintenance, operation, planning, development of off highway trails and a facility associated with off highway vehicles and is recommended for funding. The project includes approximately $320,000 in matching funds from State grants and other funding sources.

2. Turkey Flats Staging Area Concept Design
Applicant – Central Coast Motorcycle Association (CCMA)
Funding Request $8,000

This project will use funding to develop a design concept that will be the basis for future improvements to the Turkey Flats OHV area of the Los Padres National Forest. This staging area serves as a trailhead for four motorized National Forest System trails as well as for mountain bikers and horseback riders. The project is intended to develop a design concept to eventually develop camping and staging areas similar to those being developed at Navajo Flats. The eventual development of this area will incorporate other funding sources. CCMA staff will provide volunteer assistance with this project

The project meets PRC allowable use for maintenance, operation, planning, development of off highway trails and a facility associated with off highway vehicle use and is recommended for funding.

3. Repair of Emergency Response Vehicle
Applicant – Five Cities Fire Authority
Funding Request $12,500

This project is to repair the Five Cities Fire Authority vehicle that responds to the Oceano Dunes State Vehicle Recreation Area (ODSVRA). This vehicle provides fire protection and is usually the first medical response to incident at the ODSVRA. The vehicle is now 12 years old and requires maintenance on the transmission and brakes. Between May 2011 and May 2012, the vehicle responded to the ODSVRA 156 times.

The project meets PRC allowable use for maintenance, operation, planning, development of off highway trails and a facility associated with off highway vehicle use. Repair of the vehicle contributes to the operation of ODSVRA by providing fire and medical response. Cal Fire/County Fire has reviewed this request and agrees this project should be recommended for funding.

4. Purchase of two multi-band radios for use by City of Pismo Beach Lifeguards
Applicant – Cal Fire/City of Pismo Beach Fire Departments
Funding Request $10,000

This project will purchase two multi-band radios for use by the City of Pismo Beach lifeguards. The multi-band radios will allow lifeguards on the beach to directly contact the State Park rangers at the Oceano Dunes to request assistance with OHV users that drive past the ODSVRA boundaries and onto the beach areas operated by the City of Pismo Beach. Currently, contacts have to be made by cell phone to the City

of Pismo Beach Dispatch Center who then contacts the State Park Rangers Office. Purchase of the radios will expedite response by State Park Rangers and enhance communications between the beach areas within the ODSVRA and the Pismo Beach.

The project meets PRC allowable use for law enforcement as the intended use is to assist with enforcement of laws and regulations that prohibit the illegal operation of off highway vehicles on the restricted areas within Pismo Beach. The project is recommended for funding. The Pismo Beach Fire Department will provide for all maintenance for the radios.

5. Set up a public education program for zero waste program to reduce waste through recycling and composting of materials for the Oceano Dunes State Vehicle Recreation Area
   Applicant – Rotary Club Five Cities – ECO
   Funding Request $3,000

   This project will provide waste collection bins and educational materials to the users of the ODSVRA and nearby community areas frequented by the ODSVRA. The 5 Cities Rotary – ECO and other interested community members will provide volunteer hours and staffing necessary to implement this project. The project is focused on the ODSVRA

   The project meets PRC allowable use for providing educational materials that will assist in teaching environmental responsibility for users of off highway vehicles and visitors to the ODSVRA. The Rotary Club Five Cities – ECO has stated its volunteers will provide several hundred hours of community outreach to implement this project.

6. Portable Emergency Generator
   Applicant – Oceano Community Services District
   Funding Request $20,000

   The Oceano Community Services District (OCSD) proposes to purchase a portable generator intended to provide backup power for sewer lift stations. The OCSD application states that the backup power will contribute to the operations and safety at the ODSVRA in the event that power outages prevent the Pier Avenue OCSD sewer pump lift station from operating. The rationale for the connection to the ODSVRA is that the off highway vehicle users who camp at the ODSVRA use recreational vehicles which have onboard waste storage. These users will dispose of the waste at dump stations in the ODSVRA and the dump stations then send waste to the OCSD sewer. If a power outage occurs, the OCSD would use the backup generator to continue to pump the waste from ODSVRA.

   Information from the ODSVRA indicates that they operate two dump stations. Each is equipped with grinders and pumps. The pumps are needed to send the waste to the OCSD. In a widespread power outage, the ODSVRA pumps would not function. In previous power outages, the ODSVRA stages pump trucks at the dump stations to prevent spills and allow the ODSVRA to continue to operate. This information indicates that the generator will likely not directly contribute to the operation. County Counsel's review concluded this project does not directly meet the qualifying criteria of the Public Resources Code. As such this project is not recommended for funding.

FY 2013-14 Supplemental Budget Document
Summary Request Form for Non-General Fund Departments

Department: Parks
Affected Fund Center #: 305
Issue Title: Off Highway Vehicle (OHV) In Lieu Fee Grant Program

7. Purchase of an off highway response vehicle to assist with enforcement of illegal off highway use in the Salinas River
   Applicant – Atascadero Police Department
   Funding Request $20,000

   The Atascadero Police Department (APD) receives calls reporting illegal off highway vehicle use in the bed of the Salinas River within the City limits. Currently, APD does not have a vehicle capable of responding within the Salinas River bed making enforcement difficult. The APD is requesting funding to purchase a multi-person off highway vehicle that will allow APD officers to better enforce illegal off highway vehicle use and be able to assist with transporting individuals who are arrested. The vehicle could also be used to transport individuals who may have been injured. The applicant states that all staffing and maintenance costs will be the responsibility of the Atascadero Police Department.

   A review of this request indicates that the proposed project is consistent with the allowable uses for OHV In-Lieu Fees for law enforcement as the intended use is to assist with enforcement of laws and regulations that prohibit the illegal operation of off highway vehicles in the Salinas River bed. However, the amount of funding remaining is inadequate to fully fund the amount requested. The recommendation is that the project be funded with the balance of funds remaining which totals approximately $15,225. The approval of this request is contingent upon the City of Atascadero allocating the balance of funds, or the project being modified by reducing the scope of the vehicle request to be within the amount of funding available.

Meaningful, Measurable Results:
Approval of the recommended projects will assist in enforcement of laws and regulations associated with off highway vehicle use, promote safety and environmental awareness related to off highway vehicle use and develop facilities that support off highway vehicle recreation. Successful development of these projects will help achieve the goals for a safe and livable community.

County Administrator's Recommendation:
The following table identifies the projects that are recommended for funding in the FY 2013-14 budget. The funding is already in the Parks budget and no budget augmentation is needed.

FY 2013-14 Supplemental Budget Document
Summary Request Form for Non-General Fund Departments

Department: Parks
Affected Fund Center #: 305
Issue Title: Off Highway Vehicle (OHV) In Lieu Fee Grant Program

Table 2 Projects recommended for funding

Priority	Applicant	Project	Amount
1	Central Coast Motorcycle Association	Navajo Flats Improvement Project Furnishings	$41,950
2	Central Coast Motorcycle Association	Turkey Flats Staging Area, Concept Design	$8,000
3	5 Cities Fire Authority	Emergency Response Vehicle Maintenance & Repair	$12,500
4	City of Pismo Beach Fire Dept., Lifeguard Div.	Two (2) Handheld Multi-Band Radios for Lifeguard Communications to State Beach Rangers	$10,000
5	Rotary 5 Cities – ECO	Zero Waste Program Oceano Dunes State Vehicle Recreation Area (SVRA)	$3,000
6	Atascadero Police Dept.	Access the Upside Down River (Salinas River) – Vehicle Purchase	$15,225
	TOTAL PROPOSED FUNDING		**$90,675**

Six of the seven projects are recommended for funding. One project was determined to not be eligible for funding. One project is funded at approximately 75% of requested amount. All funds available for FY 2013-14 will be distributed.

The next step is that each applicant will be required to sign an agreement with Parks for use of the funds. Successful applicants must show proof that the funds provided were used for the projects intended. Approval of this item provides the authority for the Director of General Services to sign the agreements with successful applicants.

Each project approved is a one-time project and there is no obligation to fund future projects. The grant funds must be expended consistent with the uses identified in the Public Resources Code. Funding will not be provided to projects that are not those identified in this approval. Proposals to substitute projects will be required to go through the next annual project application period.

Fiscal Information:
The funding identified in this item is already included in the recommended FY 2013-14 budget for Fund Center 305 Parks. No augmentation or addition to funding is necessary.

FY 2013-14 Supplemental Budget Document
Summary Request Form for Non- General Fund Departments

Corresponding pages in Proposed Budget: C-25

Department: Public Works Internal Service Fund (ISF)
Affected Fund Center #: 405
Issue Title: Request to amend FC 405 - Public Works' Fixed Asset List by adding a replacement water truck.

Summary of issue:
It is requested that a replacement water truck be added to the ISF's fixed asset request. The new water truck is to replace water truck E1131 which caught fire on April 4, 2013 and was destroyed. The driver and passenger were stopped at a stop light in Paso Robles when another driver told them they were leaking fuel. They got out to investigate and saw the engine was already on fire. They were unable to extinguish the flames with the truck's fire extinguisher. Cal Fire put the fire out. County Risk Management has been notified and will be filing an insurance claim. Proceeds from the claim and any salvage value for the truck will go into the ISF equipment replacement fund.

Meaningful, Measurable Results:
This replacement will enable our Road crews to continue maintenance on County roads and provide safe driving conditions for the people of San Luis Obispo County.

Fiscal Information

Amounts taken from Sch. 10	Proposed Budget	Additional Department Request	New Total
Financing Sources			
Taxes			$0
Revenue from Use of Money & Prop			$0
Intergovernmental Revenue			$0
Charges for Current Services	$30,611,794		$30,611,794
Other Revenue			$0
Other Financing Sources			$0
Interfund	$1,289,000	$100,000	$1,389,000
Fund Balance Available			$0
Cancelled Reserves			$0
Total Financing Sources	$31,900,794		$32,000,794
Expenditures			
Salaries and Benefits	$21,532,625		$21,532,625
Services and Supplies	$8,162,779		$8,162,779
Other Charges	$916,390		$916,390
Fixed Assets	$1,289,000	$100,000	$1,389,000
Gross Expenditures	$31,900,794		$32,000,794
Total Financing Sources	$31,900,794	$100,000	$32,000,794