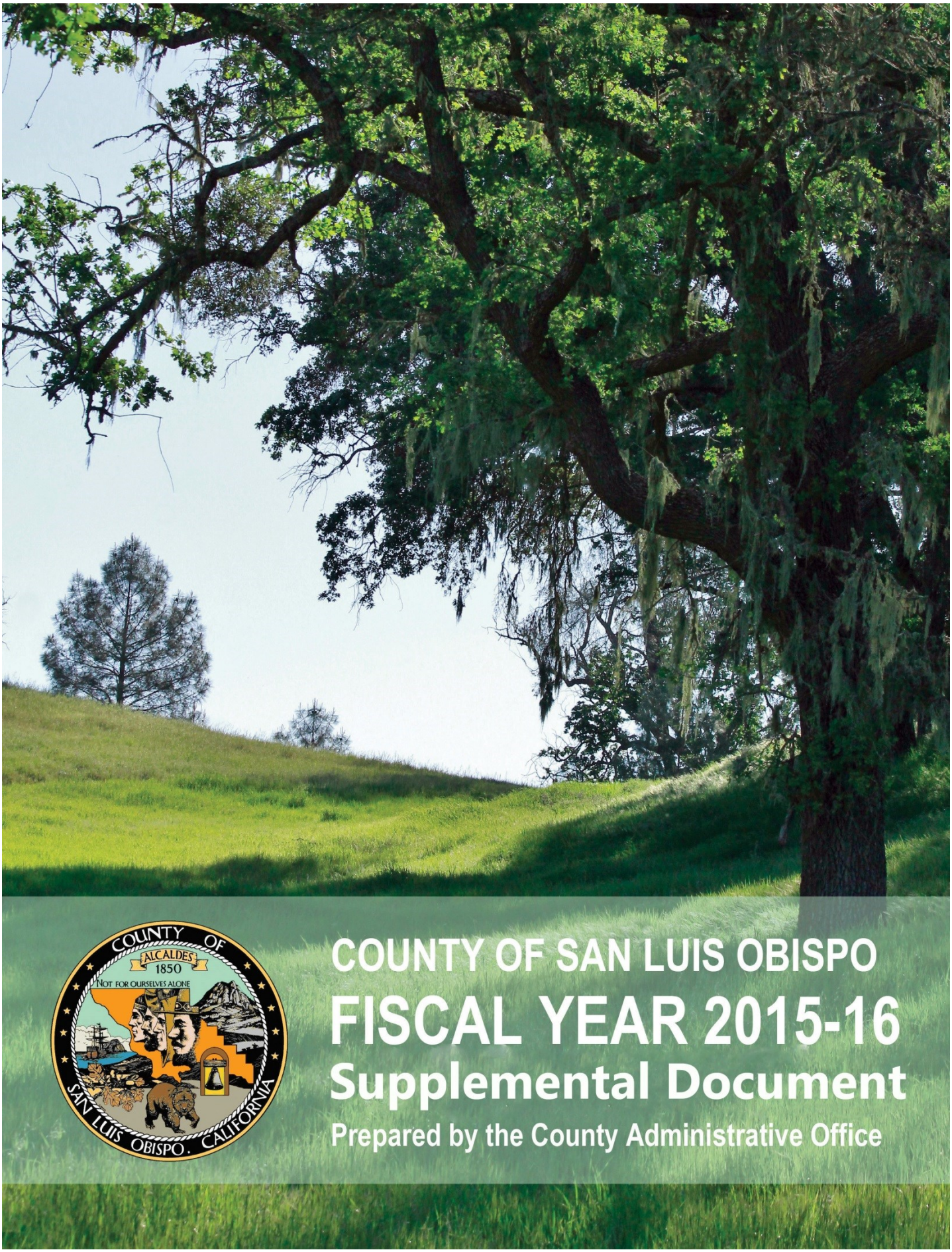

COUNTY OF SAN LUIS OBISPO

FISCAL YEAR 2015-16

Supplemental Document

Prepared by the County Administrative Office

SECTION 1

BUDGET HEARINGS SCHEDULE

BUDGET HEARINGS SCHEDULE
FISCAL YEAR 2015-16 PROPOSED BUDGET

Monday, June 8, 2015			
9:00 AM	**County Administrator's Overview of the FY 2015-16 Proposed Budget** **Public Comment on Overall Budget**		
Land Based Budgets **Public Comment on Land Based Budgets**			
Fund Center	**Department**	**Budget Book Page Number**	**Supplemental Budget Page Number**
141	Agricultural Commissioner	C-2	
142	Planning and Building	C-11	
290	Community Development	C-25	
405	Public Works	C-30	S-14, S-16, S-17, S-19
430	Los Osos Wastewater System	C-38	S-23
201	Public Works Special Services	C-42	
245	Roads	C-48	
248	Road Impact Fees	C-58	
	Special Districts	Special Districts Budget	
Public Protection Budgets **Public Comment on Public Protection Budgets**			
137	Animal Services	C-61	
134	Child Support Services	C-67	
143	Contributions to Court Operations	C-72	
140	County Fire	C-74	
132	District Attorney	C-84	
138	Emergency Services	C-96	
131	Grand Jury	C-102	
139	Probation	C-105	
135	Public Defender	C-114	
136	Sheriff-Coroner	C-118	

130	Waste Management	C-130	
Health and 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-142	
375	Driving Under the Influence	C-156	
351	Emergency Medical Services Fund	C-161	
184	Law Enforcement Medical Care	C-164	
350	Medical Indigent Services Program	C-169	
160	Public Health	C-174	S-12
180	Social Services	C-188	
182	CalWORKs	C-199	
181	Foster Care	C-202	
185	General Assistance	C-206	
186	Veterans Services	C-209	S-28
Community Services Budgets **Public Comment on Community Services Budgets**			
425	Airports	C-215	S-21
215	Farm Advisor	C-224	
331	Fish and Game	C-231	
427	Golf Courses	C-234	
377	Library	C-241	
305	Parks and Recreation	C-249	
330	Wildlife and Grazing	C-257	

BUDGET HEARINGS SCHEDULE
FISCAL YEAR 2015-16 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-260	
275	Organizational Development	C-267	
109	Assessor	C-271	
107	Auditor-Controller	C-279	
100	Board of Supervisors	C-286	
110	Clerk-Recorder	C-289	
108	Treasurer, Tax Collector, Public Administrator	C-296	
Support to County Departments **Public Comment on Support to County Departments Budgets**			
111	County Counsel	C-303	
113	General Services	C-309	S-8
407	Fleet Services	C-316	
114	Information Technology	C-329	S-10, S-11
112	Human Resources	C-321	
105	Risk Management	C-338	
408-412	Self Insurance	C-345	
Financing **Public Comment on Financing Budgets**			
266	Countywide Automation Replacement	C-349	
277	Debt Service	C-354	
267	General Government Building Replacement	C-357	
103	Non-Departmental-Other Expenditures	C-359	

BUDGET HEARINGS SCHEDULE
FISCAL YEAR 2015-16 PROPOSED BUDGET

Fund Center	Department	Budget Book Page Number	Supplemental Budget Page Number
102	Non-Departmental Revenues-Other Financing Use	C-362	S-6
101	Non-Departmental Revenues	C-366	
413	Other Post Employment Benefits	C-368	
392	Pension Obligation Bonds	C-370	
247	Public Facility Fees	C-372	
268	Tax Reduction Reserves	C-374	
Capital and Maintenance Projects **Public Comment on Capital and Maintenance Budgets**			
230	Capital Projects	C-375	S-6
200	Maintenance Projects	C-394	S-6
Items not heard on today's calendar will be continued to Tuesday, June 9, 2015 at 9 A.M.			
Wednesday, June 10, 2015 **9:00 A.M.**			
Contributions to Outside Agencies **Public Comment on Contribution to Outside Agencies Budget**			
106	Contributions to Other Agencies	C-136	
ADJOURNMENT			

SECTION 2

TECHNICAL BUDGET ADJUSTMENTS SUMMARY

SUPPLEMENTAL BUDGET SUMMARY FOR FY 2015-016 – TECHNICAL ADJUSTMENTS

Fund Center	Fund Center Name	Item	Expenditure Changes	Change To General Fund Support	Comments	Positions	+ FTE	- FTE
102 200 230	Non-Departmental Revenues- Other Financing Sources, Maintenance Projects, Capital Projects	Request to correct the miscategorization of two projects between Fund Center 200 – Maintenance Projects and Fund Center 230 – Capital Projects.	$0	$0	Two projects were miscategorized as capital projects instead of stand-alone maintenance projects. This included General Government – SLO – Reprographics Remodel at a cost of $523,700, and General Government – SLO – Government Center Repairs at a cost of $2,400,000. The projects are being moved from FC 230 to FC 200. There is no net impact to expenses or to the General Fund associated with this technical adjustment.	N/A	0.00	0.00
113	General Services	Request to delete 1.00 FTE Architectural Supervisor and add 2.00 FTE Capital Planning/Facilities Manager.	$88,920	$88,920	This action was approved by the Board of Supervisors on April 21, 2015. The FY 2015-16 expenditure change for this action reflects a partial year cost for 1.00 FTE Capital Planning/Facilities Manager, since it will not be filled until the latter half of the fiscal year.	Delete 1.00 FTE Architectural Supervisor and add 2.00 FTE Capital Planning/ Facilities Managers	2.00	-1.00
114	Information Technology	Request to add 1.00 FTE Geographic Information System Analyst I/II/III.	$0	$0	The classification was approved by the Board of Supervisors on April 21, 2015. The cost of the position was included in the department's FY 2015-16 budget.	Add 1.00 FTE Geographic Information System Analyst I/II/III	1.00	0.00
114	Information Technology	Request to delete 1.00 FTE Software Engineer III and	$0	$0	This incumbent was found to be working out of class and	Delete 1.00 FTE Software	1.00	-1.00

SUPPLEMENTAL BUDGET SUMMARY FOR FY 2015-016 – TECHNICAL ADJUSTMENTS

Fund Center	Fund Center Name	Item	Expenditure Changes	Change To General Fund Support	Comments	Positions	+ FTE	- FTE
		add 1.00 FTE Senior Software Engineer.			Human Resources is recommending a reclassification from a Software Engineer III to a Senior Software Engineer. The position resides in Information Technology; however, is paid for by the Health Agency. The Health Agency will absorb any cost increase associated with this action.	Engineer III and add 1.00 FTE Senior Software Engineer		
160	Health Agency – Public Health (Health Promotion division)	Request to add 1.00 FTE Health Education Specialist to provide services for the Nutrition Education Obesity Prevention grant.	$0	$0	No additional funds will be required as funds are being reallocated from professional services to salaries and benefits.	Add 1.00 FTE Health Education Specialist	1.00	0.00
405	Public Works	Request retroactive approval to delete 1.00 FTE Chief Wastewater Treatment Plant Operator (classification code 09996), which was established as a place holder in the FY 2014-15 adopted budget until the new classification for Chief Wastewater Treatment Plant Operator was established.	$0	$0	In FY 2014-15, this classification code was added as a placeholder until the new job specification was approved by the Civil Service Commission. In error, the placeholder position was deleted without appropriate Board approval.	N/A	0.00	0.00
405	Public Works	Request to add 1.00 FTE Division Manager for the Water Resources division.	$187,900	$0	This action was approved by the Board of Supervisors on April 14, 2015.	Add 1.00 FTE Division Manager	1.00	0.00

SUPPLEMENTAL BUDGET SUMMARY FOR FY 2015-016 – TECHNICAL ADJUSTMENTS

Fund Center	Fund Center Name	Item	Expenditure Changes	Change To General Fund Support	Comments	Positions	+ FTE	- FTE
405	Public Works	Request to amend the Fixed Asset List for Public Works Internal Service Fund by adding one service crane for use by the Cayucos Water Treatment Plant.	$16,200	$0	The service crane will replace a service crane that is under-sized for the work being performed and is beyond its useful life, posing a safety risk to operators.	N/A	0.00	0.00
405	Public Works	Request to increase the budget for the purchase of a 1-ton truck with a crane for use at the Los Osos Wastewater facility.	$16,000	$0	This truck and crane is included on the proposed FY 2015-16 Fixed Asset list for Public Works. However, the original cost estimate of $42,000 has been determined to be too low based on current market costs and needs to be increased to $58,000.	N/A	0.00	0.00
425	Airports	Request to delete 1.00 FTE Airport Operations Supervisor and 0.25 FTE Senior Account Clerk, and add 1.00 FTE Senior Account Clerk.	-$55,680	$0	Driven by two unexpected resignations, this minor reorganization will simplify and improve the department's operations and maintenance reporting structure, delegation, and execution, and will provide much needed staff time to support the Airports' needs in business development and vital clerical, financial, and Human Resources responsibilities.	Delete 0.25 FTE Senior Account Clerk and 1.00 FTE Airport Operations Supervisor and add 1.00 FTE Senior Account Clerk.	1.00	-1.25

SUPPLEMENTAL BUDGET SUMMARY FOR FY 2015-016 – TECHNICAL ADJUSTMENTS

Fund Center	Fund Center Name	Item	Expenditure Changes	Change To General Fund Support	Comments	Positions	+ FTE	- FTE
430	Los Osos Wastewater System	Request to amend the Schedule 11 to remove the "transfer in" amount of $1,185,000 to meet General Accepted Accounting Principles (GAAP) standards.	$0	$0	This is a correction to a technical error to comply with GAAP standards and does not have any budgetary impact. This amount should not show as a transfer in on the Schedule 11, as Schedule 11 needs to be presented according to the GAAP full accrual method of accounting. This amount will be a transfer in for budget purposes and therefore, there is no change to the budgeted accounts in Form A.	N/A	0.00	0.00
TOTAL TECHNICAL ADJUSTMENTS:			**-$2,670,360**	**$88,920**			**7.00**	**-4.25**

Summary

-$2,670,360	**Total expenditure decrease**
$88,920	**Total increase in General Fund Support**
-$88,920	**Total decrease of General Fund Contingencies**
2.75	**Net increase of positions (FTE)**

SECTION 3

DEPARTMENT TECHNICAL ADJUSTMENT REQUEST FORMS

Corresponding pages in Proposed Budget: C-362, C-375, C-394

Department: Non-Departmental Revenues- Other Financing Uses, Capital Projects, Maintenance Projects
Fund Center(s): 102, 230, 200
Issue Title: Request to approve a technical adjustment to correct the miscategorization of two projects between Fund Center 200 – Maintenance Projects and Fund Center 230 – Capital Projects.

Summary of Issue:

During preparation of the budget for Fund Center 200- Maintenance Projects and Fund Center 230- Capital Projects, two projects were mistakenly categorized as capital projects instead of maintenance projects. Per the County's Capital Asset Policy, capital projects are those that comprise a new asset or significantly add value or useful life to an existing asset. Since the General Government – SLO – Reprographics Remodel (WBS 350080) and General Government – SLO – Government Center Repairs (WBS 320082) projects do not meet this criteria, they do not qualify as capital projects.

These projects and their associated expense will be moved from FC 230- Capital Projects to FC 200- Maintenance Projects. The amounts are as follows:

- General Government – SLO – Reprographics Remodel (WBS 350121)- $523,700
- General Government – SLO – Government Center Repairs (WBS 350122)- $2,400,000.

In addition to the changes noted above, the budget for FC 102- Non-Departmental Revenue- Other Financing Uses needs to be amended. The General Fund contribution to FC 230- Capital Projects flows through FC 102, and since the projects will no longer be in FC 230, the General Fund contribution from FC 102 to FC 230 will be reduced by $2,923,700 (equal to the expense for the projects.) There is no net change to expense and no General Fund impact.

Meaningful, Measurable Results:

Approval of this request will result in the accurate accounting of capital and maintenance projects.

Fiscal Information:

FC 102- Non- Departmental Revenues- Other Financing Uses

	Proposed Budget	Change	New Total
Revenues			
Interfund	$3,077,354	$0	$3,077,354
Total Revenues	**$3,077,354**	**$0**	**$3,077,354**
Expenditures			
Other Charges	$35,449,668	-$2,923,700	$32,525,968
Intrafund Transfers	($10,334,563)	$0	($10,334,563)
Total Expenditures	**$25,115,105**	**-$2,923,700**	**$22,191,405**
General Fund Support	**$22,037,751**	**-$2,923,700**	**$19,114,051**

FC 200- Maintenance Projects

	Proposed Budget	Change	New Total
Expenditures			
Services and Supplies	$3,653,900	$2,923,700	$6,577,600
Total Expenditures	**$3,653,900**	**$2,923,700**	**$6,577,600**
General Fund Support	**$3,653,900**	**$2,923,700**	**$6,577,600**

FC 230- Capital Projects

	Proposed Budget	Change	New Total
Revenues			
All Other Revenue	$7,245,000	-$2,923,700	$4,321,300
Total Financing Sources	**$7,245,000**	**-$2,923,700**	**$4,321,300**
Expenditures			
Fixed Assets	$3,745,000	-$2,923,700	$821,300
New Reserves	$3,500,000	$0	$3,500,000
Total Expenditures	**$7,245,000**	**-$2,923,700**	**$4,321,300**

Corresponding pages in Proposed Budget: C-309

Department: General Services
Fund Center: 113
Issue Title: Request to amend the Position Allocation List (PAL) for FC 113- General Services by adding 2.00 FTE Capital Planning/Facilities Managers and deleting 1.00 FTE Architectural Supervisor.

Summary of Issue:

On April 21, 2015 the Board approved the addition of 2.00 FTE Capital Planning/Facilities Managers and the deletion of 1.00 FTE Architectural Supervisor. These positions are part of the organizational restructuring for the newly formed General Services Department. One position will be responsible for management of the planning and programming of current and future projects, and will be staffed on or after January 1, 2016. The second position will manage the County's capital and major maintenance projects for facilities and will be staffed in June 2015. The budget adjustment reflects factoring in a partial year cost for the first position. This change results in an increased expense of $88,920 in FY 2015-16.

Meaningful, Measurable Results:

Approval of this request will allow the General Services Department to proceed with organizational restructuring to provide cost effective and efficient services by creating positions focused on skills sets in planning, programming, project development, and construction management. The addition of these positions is expected to reduce delays with projects, thereby reducing costs and resulting in the faster delivery of completed projects.

Position Allocation List Change Request:

Position Title	Requested Action	FTE	New/Filled/Vacant
Capital Planning/ Facilities Manager	Add	2.00	New
Architectural Supervisor	Delete	1.00	Vacant

Fiscal Information:

	Proposed Budget	Change	New Total
Revenues			
Licenses and Permits	$12,750	$0	$12,750
Fines, Forfeitures and Penalties	$264,968	$0	$264,968
Intergovernmental Revenue	$8,302	$0	$8,302
Charges for Current Services	$314,564	$0	$314,564
Other Revenues	$103,670	$0	$103,670
Interfund	$2,550,623		$2,550,623
Total Revenue	**$3,254,877**	**$0**	**$3,254,877**
Expenditures			
Salaries & Benefits	$7,556,783	$88,920	$7,645,703
Services & Supplies	$4,978,575	$0	$4,978,575
Other Charges	$74,761	$0	$74,761
Capital Outlay Equip	$41,400	$0	$41,400
Intrafund Transfers	-$2,592,234	$0	-$2,592,234
Total Expenditures	**$10,059,285**	**$88,920**	**$10,148,205**
General Fund Support	**$6,804,408**	**$88,920**	**$6,893,328**

Corresponding pages in Proposed Budget: C-329

Department: Information Technology
Fund Center: 114
Issue Title: Request to amend the Position Allocation List (PAL) for Fund Center 114 – Information Technology to add 1.00 FTE Geographic Information Systems Analyst I/II/III to support the County's Geographic Information System program.

Summary of Issue:

The FY 2015-16 budget recommends the addition of a Geographic Information Systems Analyst (GIS) to the department's Position Allocation List. The new GIS Analyst classification was approved by the Board on April 21, 2015. Funding for the position was included in the FY 2015-16 Proposed Budget. However, due to the timing of the Board's approval of this new classification, the position could not be added to the department's PAL in the FY 2015-16 Proposed Budget. This request amends the PAL to add the 1.0 FTE GIS Analyst positon, but does not result in any increased expense.

Meaningful, Measurable Results:

The position will enable the County's GIS program to:
1. Develop a plan for ongoing maintenance of road centerline data for use by the Sheriff's dispatching system, which will reduce emergency response time by increasing location accuracy and aligning data used by multiple public safety agencies.
2. Develop and maintain critical business data layers for General Services, Airports, and Parks.
3. Upload countywide and department specific data into the enterprise for use by mapping applications used by County staff and the public.
4. Complete specialized mapping projects and analysis for departments who do not currently have GIS support staff.

Position Allocation List Change Request:

Position Title	Requested Action	FTE	New/Filled/Vacant
Geographic Information Systems Analyst I/II/III	Add	1.00	New

Corresponding pages in Proposed Budget: C-329

Department: Information Technology
Fund Center: 114
Issue Title: Request to amend the Position Allocation List (PAL) for FC 114 – Information Technology to delete 1.00 FTE Software Engineer III and add 1.00 FTE Senior Software Engineer.

Summary of Issue:

On April 27, 2015 the Human Resources Department completed a classification study of a Software Engineer III position in the Information Technology Department. This position is assigned full time to the Health Agency. The study found the incumbent to be working outside the scope of a Software Engineer III and resulted in a recommendation by Human Resources to reclassify the position to a Senior Software Engineer.

Although this position is paid for by the Health Agency, the position resides on the Information Technology Department PAL. Therefore, an adjustment to the Information Technology PAL is required, deleting 1.00 FTE Software Engineer III and adding 1.00 FTE Senior Software Engineer. The Health Agency will absorb any cost increase associated with this change in FY 2015-16 and there will be no impact to the General Fund.

Meaningful, Measurable Results:

Consistent with Rule 5 of the Civil Service Rules, this amendment will ensure that the employee performing the duties required is properly classified and compensated.

Position Request List Change Request:

Position Title	Requested Action	FTE	New/Filled/Vacant
Software Engineer III	Delete	1.00	Filled
Senior Software Engineer	Add	1.00	New

Corresponding pages in Proposed Budget: C-174

Department: Public Health
Fund Center: 160
Issue Title: Request to amend the Position Allocation List (PAL) for FC 160- Public Health to add a 1.00 FTE Limited Term Health Education Specialist through September 2016 to provide nutrition education services to the community for the Supplemental Nutrition Assistance Program: Nutrition Education Obesity Prevention (NEOP) grant (also known as SNAP-Ed).

Summary of Issue:

SNAP-Ed is funded by the United States Department of Agriculture (USDA), with the State acting as the implementing agency. The program goal is to provide nutrition education and obesity prevention for low income households. The Public Health Department contracts with five subcontractors in the community to provide a portion of the education and outreach for the SNAP-Ed program. The five contractors include the Food Bank, CAPSLO, Lucia Mar School District, One Cool Earth and Cal Poly.

After working with each of the contractors this past year, it became apparent that three of the five contractors, CAPSLO, Cal Poly and Lucia Mar School District cannot dedicate the required staff time to provide the education and outreach portion of the program to school age children based on the grant requirements. With contractor concurrence, the department received approval from the State to redirect responsibilities and funding back to the Public Health Department. This approval was granted by the State after the Proposed budget was prepared. Therefore, Public Health is proposing to reduce funding for contractors by $57,627 and redirect this amount to fund a new limited term position in the department.

Currently, Public Health has 1.00 FTE Health Education Specialist (HES) working on SNAP ED deliverables. This request will add an additional 1.00 FTE for the remaining 18 months of the grant. The current SNAP-Ed contract expires September 30, 2016, upon which the department expects the contract to be renewed for an additional three year period. There is no impact to the General Fund resulting from this change.

Meaningful, Measurable Results:

The additional position will collaborate with multiple school districts serving high numbers of children whose families qualify for the program; respond to requests for nutrition education from qualified sites (Head Start Programs, senior congregate meal sites etc.); will work on policy and systems and environment changes in the community. Deliverables include:

- On an annual basis, the requested position will teach 20 nutrition classes reaching at least 500 people
- Help at least one classroom to develop or improve their school garden
- Support and provide technical assistance to at least one school district's wellness policy committee
- Attend 8-10 outreach events in the community
- Organize at least eight fruit and vegetable tastings in school cafeterias
- Help at least one school site redesign their lunchroom based on Smarter Lunchroom principles.

Position Allocation List Change Request:

Position Title	Requested Action	FTE	New/Filled/Vacant
Limited Term Health Education Specialist	Add	1.00	New

Fiscal Information:

	Proposed Budget	Change	New Total
Revenues			
Licenses and Permits	$23,235		$23,235
Fines, Forfeitures and Penalties	$126,311		$126,311
Intergovernmental Revenue	$13,661,692		$13,661,692
Charges for Current Services	$3,862,320		$3,862,320
Other Revenues	$574,167		$574,167
Interfund	$217,397		$217,397
Total Revenue	**$18,465,122**	**$0**	**$18,465,122**
Expenditures			
Salaries & Benefits	$18,351,508	$57,627	$18,409,135
Services & Supplies	$5,033,339	-$57,627	$4,975,712
Other Charges	$1,580,000		$1,580,000
Capital Outlay Equip	$118,775		$118,775
Intrafund Transfers	-$1,437,733		-$1,437,733
Total Expenditures	**$23,645,889**	**$0**	**$23,645,889**
General Fund Support	**$5,180,767**	**$0**	**$5,180,767**

Corresponding pages in Proposed Budget: C-30

Department: Public Works Internal Service Fund
Fund Center: 405
Issue Title: Request to amend the Position Allocation List (PAL) for FC 405- Public Works Internal Service Fund to add 1.00 FTE Division Manager position for the Water Resources division.

Summary of Issue:

On February 17, 2015, the Board of Supervisors directed the Director of Public Works to establish a Water Resources Division within the department and add 1.00 FTE Division Manager – Water Resources position to the department's PAL. This new position will manage both existing and anticipated water resource planning responsibilities. The Board approved the resolution to add the position on April 14, 2015, after the FY 2015-16 proposed budget was completed. This request will add the position to the FY 2015-16 FC 405- Public Works Internal Service Fund PAL. Funding for this position is provided in the FY 2015-16 FC 450- Flood Control and Water Conservation District budget. There is no General Fund impact resulting from this request.

Meaningful, Measurable Results:

This request will allow the department to proceed with the recruitment of a Division Manager – Water Resources to oversee the new Water Resources Division. This division will help the County better position itself to meet new and existing water resource planning responsibilities and opportunities, including Paso Robles Groundwater Basin management, implementation of the Sustainable Groundwater Management Act, and updating of the Integrated Regional Water Management (IRWM) plans. This will also enable the existing Utilities Division to keep pace with responsibilities related to wholesale water systems and wastewater systems. It is anticipated that this new position will be filled in July 2015.

Position Request List Change Request:

Position Title	Requested Action	FTE	New/Filled/Vacant
Division Manager – Water Resources	Add	1.00	New

Fiscal Information:

	Proposed Budget	Change	New Total
Financing Sources			
Charges for Current Services	$34,265,943	$187,900	$34,453,843
Interfund	$1,473,000	$0	$1,473,000
Total Financing Sources	**$35,738,943**	**$187,900**	**$35,926,843**
Expenditures			
Salaries and Benefits	$23,430,171	$187,900	$23,618,071
Services and Supplies	$9,638,912	$0	$9,638,912
Other Charges	$1,196,860	$0	$1,196,860
Fixed Assets	$1,473,000	$0	$1,473,000
Gross Expenditures	**$35,738,943**	**$0**	**$35,926,843**
Total Financing Sources	**$35,738,943**	**$187,900**	**$35,926,843**

Corresponding pages in Proposed Budget: C-30

Department: Public Works Internal Service Fund
Fund Center: 405
Issue Title: Request for retroactive approval to amend the Position Allocation List (PAL) for FC 405 - Public Works Internal Service Fund to delete 1.00 FTE Chief Wastewater Treatment Plant Operator (classification code 09996), which was established as a place holder in the FY 2014-15 adopted budget until the new classification for Chief Wastewater Treatment Plant Operator was established.

Summary of Issue:

A place holder classification was established during preparation of the FY 2014-15 budget in anticipation of later creating a new job classification of Chief Wastewater Treatment Plant Operator in FC 405 - Public Works Internal Service Fund. The adopted FY 2014-15 budget reflected the addition of 1.00 FTE in this place holder classification. On October 21, 2014, the Board approved a resolution to add the new classification of Chief Wastewater Treatment Plant Operator under Class Code 02900, and to add 1.00 FTE to this classification on the FC 405- Public Works Internal Service Fund PAL. However, the request to eliminate the 1.00 FTE allocated to the place holder classification, was inadvertently omitted from the resolution adopted by the Board. Subsequent administrative action mistakenly eliminated the 1.00 FTE from place holder classification without the necessary Board approval. This item requests retroactive approval to eliminate the 1.00 FTE allocated to the place holder classification code 09996. This position is vacant and there are no financial impacts.

Meaningful, Measurable Results:

This action will result in the necessary Board approval to amend the PAL for FC 405 - Public Works Internal Services Fund.

Corresponding pages in Proposed Budget: C-30

Department: Public Works Internal Service Fund
Fund Center: 405
Issue Title: Request to amend the Fixed Asset List for FC 405- Public Works Internal Service Fund by adding a Service Crane for use by the Cayucos Water Treatment Plant.

Summary of Issue:

It is requested that a Service Crane be added to the FC 405- Public Works Internal Service Fund fixed asset list at a cost of $16,200. This request was inadvertently left off the proposed budget fixed asset list and not budgeted for.

This replacement Service Crane will support operations at the Cayucos water treatment plant by providing equipment which is appropriately sized for the work that needs to be done. Continuing use of the current undersized, aged crane poses a safety risk for operators. The new crane is particularly necessary in case of an emergency replacement of the distribution pumps. The crane will be funded by a contribution from the Cayucos water treatment plant budget and will not have a General Fund impact.

Meaningful, Measurable Results:

Replacement of the service crane will enable operators to be properly equipped during an emergency and during routine maintenance of utility facilities. The operators will be provided with equipment which fulfills job requirements and meets current safety standards.

Fiscal Information:

	Proposed Budget	Change	New Total
Financing Sources			
Charges for Current Services	$34,265,943	$0	$34,265,943
Interfund	$1,473,000	$16,200	$1,489,200
Total Financing Sources	**$35,738,943**	**$16,200**	**$35,755,143**
Expenditures			
Salaries and Benefits	$23,430,171	$0	$23,618,071
Services and Supplies	$9,638,912	$0	$9,638,912
Other Charges	$1,196,860	$0	$1,196,860
Fixed Assets	$1,473,000	$16,200	$1,489,200
Gross Expenditures	**$35,738,943**	**$16,200**	**$35,755,143**

Corresponding pages in Proposed Budget: C-30

Department: Public Works Internal Service Fund
Fund Center: 405
Issue Title: Request to increase the budget for the purchase of a 1-ton truck with a crane for use at the Los Osos Wastewater facility.

Summary of Issue:

A 1-ton truck with crane was requested in the budget at a cost of $42,000. However, the budget for this piece of equipment needs to be increased by $16,000, to $58,000 based on current market cost estimates. When the budget was originally prepared, current cost estimates were not yet available for similar purchases. Since submitting the budget, bids and cost estimates for similar equipment have been reviewed and it has become apparent that the original budgeted amount for this equipment is too low. The revised cost of $58,000 is based on estimates received in April 2015.

Funding for the $16,000 increase will come from the Los Osos Wastewater System fund, and is included in the existing Los Osos Wastewater Project budget and will not require any General Fund support.

Meaningful, Measurable Results:

Increased budget for this equipment will allow for a properly equipped piece of equipment to be purchased and utilized for the Los Osos Wastewater System.

Fiscal Information:

	Proposed Budget	Change	New Total
Financing Sources			
Charges for Current Services	$34,265,943	$0	$34,265,943
Interfund	$1,473,000	$16,000	$1,489,000
Total Financing Sources	**$35,738,943**	**$16,000**	**$35,754,943**
Expenditures			
Salaries and Benefits	$23,430,171	$0	$23,618,071
Services and Supplies	$9,638,912	$0	$9,638,912
Other Charges	$1,196,860	$0	$1,196,860
Fixed Assets	$1,473,000	$16,000	$1,489,000
Gross Expenditures	**$35,738,943**	**$16,000**	**$35,754,943**

Corresponding pages in Proposed Budget: C-215

Department: Airports
Fund Center: 425
Issue Title: Request to amend the Position Allocation List (PAL) for FC 425- Airports to delete 1.00 FTE Airport Operations Supervisor and 0.25 FTE Senior Account Clerk, and add 1.00 FTE Senior Account Clerk.

Summary of Issue:

Airports is requesting to change its organizational structure by deleting a full-time management position and increasing a quarter-time administrative position to full-time. The requested change will consolidate supervision of 6.00 FTE of Airport operations staff under the remaining 1.00 FTE Airport Operations Supervisor. The requested change will also provide additional administrative staff hours, an increase of 0.75 FTE, and will fulfill a need for additional administrative support identified by the department following the dissolution of the General Services Agency. Two positions will be deleted as part of this request. Both positions became vacant in May 2015. The requested change will result in annualized expense savings of $55,680 and will have no impact on the General Fund.

Meaningful, Measurable Results:

The restructuring of the Airports' PAL from two Airport Operations Supervisors to one will simplify and improve the department's operations and maintenance reporting structure, delegation, and execution of the department's operations and maintenance tasks. The additional Senior Account Clerk hours will provide staff time to support the Airports needs in business development and vital clerical, financial, and Human Resources responsibilities.

Position Request List Change Request:

Position Title	Requested Action	FTE	New/Filled/Vacant
Senior Account Clerk	Delete	0.25	Vacant
Airport Operations Supervisor	Delete	1.00	Vacant
Senior Account Clerk	Add	1.00	New

Fiscal Information:

	Proposed Budget	Change	New Total
Operating Revenues			
Charges for Services	3,766,403	0	3,766,403
PFC	367,000	0	367,000
CFC	260,000	0	260,000
Other Revenue	0	0	0
Total Operating Revenues	4,393,403	0	4,393,403
Operating Expenses			
Salaries and Benefits	1,472,544	(55,680)	1,416,864
Services and Supplies	2,006,321	0	2,006,321
Countywide Overhead	123,709	0	123,709
Taxes & Assessments	25,500	0	25,500
Depreciation	2,158,720	0	2,158,720
Total Operating Expenses	**5,786,794**	**(55,680)**	**5,731,114**
Operating Income (Loss)	**(1,393,391)**	**55,680**	**(1,337,711)**
Non-Operating Revenues (Expense)			
Federal & State Revenue	234,800	0	234,800
Grants - Federal/State	0	0	0
Interest	4,000	0	4,000
Property Taxes	0	0	0
Interest Expense	0	0	0
General Fund Loan Payment	(137,309)	0	(137,309)
Total Non-Operating Revenues	**101,491**	**0**	**101,491**
Income Bef. Cap. Contrib & Trnsfrs	**(1,291,900)**	**55,680**	**(1,236,220)**
Operating Transfers Out	0	0	0
Operating Transfers In/Out	48,500	0	48,500
Capital Contribution	0	0	0
Bond Issue Costs	0	0	0
Net Assets	**(1,243,400)**	**55,680**	**(1,187,720)**
Net Assets - Beginning	80,777,160	0	80,777,160
Net Assets - Ending	79,533,760	55,680	79,589,440
Fixed Asset Expenditures			
Capital Projects	0	0	0
Fixed Assets	0	0	0
Land	0	0	0
Total Fixed Asset Expenditures	**0**	**0**	**0**

Corresponding pages in Proposed Budget: C-38

Department: Los Osos Wastewater System
Fund Center: 430
Issue Title: Request to amend the Schedule 11 to remove the "transfer in" amount of $1,185,000 to meet General Accepted Accounting Principles (GAAP) standards.

Summary of Issue:

The Los Osos Wastewater System is operated as an Enterprise Fund, charging user fees to fund operating expenses. Because fees are unable to be generated until the system is operational, the budget submitted by Public Works included a "bridge loan" amount of $1,185,000 to fund operations once they are expected to begin in the latter half of FY 2015-16. The bridge loan was budgeted in the "transfer in" line item of the Schedule 11.

However, because the "transfer in" amount is a loan, it should not appear as a "transfer in" on the Schedule 11, per GAAP full accrual standards, which state that liabilities should not be reflected on an income statement. Additionally, a "transfer in" would typically represent a revenue to the department, would not come from an outside entity, and would not comprise an amount that would be paid back. Since these criteria do not apply to this instance, it is necessary to remove the "transfer in" amount from the Schedule 11 to be in compliance with GAAP standards.

Meaningful, Measurable Results:

To present a Schedule 11 in accordance with GAAP for full accrual of the bridge loan.

Fiscal Information:

	Proposed Budget	Change	New Total
Operating Revenues			
Charges for Services	$0	$0	$0
Other Revenue	$0	$0	$0
Total Operating Revenues	**$0**	**$0**	**$0**
Operating Expenses			
Salaries and Benefits	$0	$0	$0
Services and Supplies	$1,185,000	$0	$1,185,000
Total Operating Expenses	**$1,185,000**	**$0**	**$1,185,000**
Operating Income (Loss)	**($1,185,000)**	**$0**	**($1,185,000)**
Income before Capital Contributions & Transfers	**($1,185,000)**	**$0**	**($1,185,000)**
Contributions In (Out)	**$51,000,000**	**$0**	**$51,000,000**
Transfers In	$1,185,000	($1,185,000)	$0
Transfers Out	$0	$0	$0
Bond Issue Costs	$0	$0	$0
Change in Net Assets	$51,000,000	($1,185,000)	$49,815,000
Net Assets - Beginning	$134,483,837	$0	$134,483,837
Net Assets - Ending	$185,483,837	($1,185,000)	$184,298,837
Fixed Asset Expenditures			
Capital Projects	$51,000,000	$0	$51,000,000
Total Fixed Asset Expenditures	**$51,000,000**	**$0**	**$51,000,000**

SECTION 4

DEPARTMENT AT-ISSUE SUMMARY

SUPPLEMENTAL BUDGET DOCUMENT SUMMARY FOR FY 2015-016 – AT - ISSUE ITEMS

Fund Center	Fund Center Name	Item	Expenditure Changes	Change To General Fund Support	Comments	Positions	+ FTE	- FTE
186	Veterans Services	Request to add 1.00 FTE Assistant Veterans Service Officer II position to provide case management and processing of claims for veterans.	$88,673	$88,673		Assistant Veterans Service Officer II	1.00	0.00
	TOTAL AT-ISSUE ITEMS:		**$88,673**	**$88,673**			**1.00**	**0.00**

Summary

$88,673	**Total Expenditure Increase**
$88,673	**Total Increase of General Fund Support**
	Total Decrease of General Fund
-$88,673	**Contingencies**
	Net Increase of Positions
1.00	**(FTE)**

SECTION 5

DEPARTMENT AT-ISSUE REQUEST FORM

Corresponding pages in Proposed Budget: C-209

Department: Veterans Services
Fund Center: 186
At-Issue Title: Request to amend the Position Allocation List (PAL) for FC 186 – Veterans Services to add 1.00 FTE Assistant Veteran Services Officer II and approve a corresponding allocation in the amount of $88,673 from General Fund contingencies to fund the position.

Department's Summary of Issue (Verbatim):

The Department is requesting the addition of an Assistant Veterans Services Officer (AVSO) II position for the case management and processing of claims for veterans to receive their benefits and services earned through service in the Military. The department currently has 4 FTE positions assigned to this task 3 AVSOs and the CVSO, 2 LFTE positions AVSOs are assigned to the SSVF program, and one Temp AVSO currently being allowed to work 40hrs a week is on staff to assist in the management of veterans cases. The two LFTE AVSOs assigned to the SSVF program are only allowed to have a caseload of no more than 35 each, the normal average for a provider doing case management. This leaves the remaining 5 staff assigned to veterans case management an average case load of 99 each with active pending claims work of 517 each. This is 3 times the normal limit.

The office has also seen increased demand over the last several years. In October 2011 the department served roughly 7000 of the local veterans in the county and there dependants. As of May 1st, 2015 the department is serving 15928 veterans and their dependants. A more than 100% increase in the number of clients seekeing services from the department in 3.5 years.

The VA claims filing process has changed dramatically in the last 3-4 years with the VA shifting the burden of case management and claims evidence gathering from the VA to to the veterans advocates and the veteran. With only two small outpatient comminuty based clinics in the county, the County Veterans Services Office files nearly 95% of all the claims filed with the VA from the county.

Lastly the passage of AB935 and SB1227 the County Veterans Services Office has been mandated by state law to assist all veterans wanting to get 'VETERAN' add to his/her license and to assist all veterans (pc1001.8) involved in the criminal justice system accused of a misdemeanor crime if the veterans crime can be related to his or her military service. These two new laws have already increased the number of veterans seeking services from the department and will surely increase it more when AB935 goes into full effect on 11/11/2015.

Meaningful, Measurable Results (Verbatim):

As reported in Phase one of the FY2015-16 on the FY 2013-14 Budget Augmentation Request Results, the 1 FTE Assist Veterans Services officer I position added during that fiscal year is currently handling a work load of 576 claims for the clients that the AVSO represents. The addition of one FTE AVSO to the office could assist the office by dropping the average caseload per rep from 99 to 82 and the claims load from 517 each to 430. This would still not be the ideal result, but it would be a definite step in the right direction.

Position Allocation List Change Request:

Position Title	Requested Action	FTE	New/Filled/ Vacant
Asst. Veterans Services Officer II	Add	1.0	New

Fiscal Information:

	Proposed Budget	Change	New Total
Revenues			
Intergovernmental Revenue	$60,000	$0	$60,000
Other Revenues	$137,370	$0	$137,370
Total Revenue	**$197,370**	**$0**	**$197,370**
Expenditures			
Salaries & Benefits	$628,043	$88,673	$716,716
Services & Supplies	$47,911	$0	$47,911
Total Expenditures	**$675,954**	**$88,673**	**$764,627**
General Fund Support	**$478,584**	**$88,673**	**$567,257**

County Administrator's Comments and Recommendation:

This item was not recommended for inclusion in the FC 186 – Veterans Services budget for FY 2015-16. As noted in the Proposed Budget document, the department has grown substantially since FY 2013-14, increasing by a total of 4.00 FTE (100%) over the last three fiscal years. A 1.00 FTE AVSO was added in FY 2013-14, a 1.00 FTE Administrative Assistant Aide was added in FY 2014-15, and 2.00 FTE Limited Term AVO's were added mid-year FY 2014-15 to support the Support Services for Veterans

Families (SSVF) program in partnership with the Community Action Partnership of San Luis Obispo (CAPSLO). In addition, a 0.50 FTE Mental Health Therapist IV in Behavioral Health was converted to a full time position in FY 2013-14 to increase treatment support to local veterans. The collective impact of these additional resources and their effect on the organizational structure of the department is unclear at this time.

This Summary Request from the department contains additional information that was not included in the initial budget submittal that was used to craft the Proposed Budget. This additional information relates to new State legislation that may contribute to increasing future caseloads. SB 1227, the Military Diversion Program, which recently went into effect, allows courts to refer veterans, in certain circumstances, to the county mental health authority as part of a pretrial diversion program. Under this legislation county veterans service offices have the responsibility of verifying veteran status for program eligibility. Commencing in November 2015, AB 935, the Veteran's Driver's License program, requires a county veterans service office verify veteran's status and allows them to provide information regarding available veterans benefits. Information regarding the estimated impact of these bills is not available at this time. According to Board Adopted Budget Policy #9 – Discretionary Programs, *"All requests for discretionary funding must be accompanied by a performance plan that clearly describes actual and/or expected results in measurable terms."* Consistent with this policy, it would be appropriate to reconsider this request once the impacts of this legislation are clearly identified.

Additionally, more than a year ago, the department was requested to develop a strategic plan to help identify current and future needs within the department to ensure that future resource requests are aligned with a clear plan for the department. This plan has not been completed by the department.