

**COUNTY OF SAN LUIS OBISPO BOARD OF SUPERVISORS  
AGENDA ITEM TRANSMITTAL**

(1) DEPARTMENT Public Works	(2) MEETING DATE 1/26/2016	(3) CONTACT/PHONE Mark Hutchinson, Deputy Director of Public Works (805) 781-5252	
(4) SUBJECT Submittal of resolutions amending the Position Allocation List (PAL) for Fund Center 405 – Public Works, by deleting 1.00 Full Time Equivalent (FTE) Solid Waste Coordinator III and adding 1.00 FTE Principal Environmental Specialist, and amending the PAL for Fund Center 142 - Planning and Building, by adding 1.00 FTE Program Manager. All Districts.			
(5) RECOMMENDED ACTION It is recommended that the Board: <ol style="list-style-type: none"> <li>1. Adopt the resolution amending the Position Allocation List (PAL) for Fund Center 405 – Public Works, by deleting a 1.00 Solid Waste Coordinator III and adding a 1.00 Principal Environmental Specialist; and</li> <li>2. Adopt the resolution amending the Position Allocation List for Fund Center 142 - Planning and Building, by adding a 1.00 Program Manager.</li> </ol>			
(6) FUNDING SOURCE(S) General Fund	(7) CURRENT YEAR FINANCIAL IMPACT \$45,136.00	(8) ANNUAL FINANCIAL IMPACT \$255,724.00	(9) BUDGETED? Yes
(10) AGENDA PLACEMENT <input checked="" type="checkbox"/> Consent <input type="checkbox"/> Presentation <input type="checkbox"/> Hearing (Time Est. ___) <input type="checkbox"/> Board Business (Time Est. ___)			
(11) EXECUTED DOCUMENTS <input checked="" type="checkbox"/> Resolutions <input type="checkbox"/> Contracts <input type="checkbox"/> Ordinances <input type="checkbox"/> N/A			
(12) OUTLINE AGREEMENT REQUISITION NUMBER (OAR) N/A		(13) BUDGET ADJUSTMENT REQUIRED? BAR ID Number: N/A <input type="checkbox"/> 4/5 Vote Required <input checked="" type="checkbox"/> N/A	
(14) LOCATION MAP N/A	(15) BUSINESS IMPACT STATEMENT? No	(16) AGENDA ITEM HISTORY <input checked="" type="checkbox"/> N/A    Date: _____	
(17) ADMINISTRATIVE OFFICE REVIEW David E. Grim			
(18) SUPERVISOR DISTRICT(S) All Districts			

Reference:    16JAN26-C-8

# County of San Luis Obispo



TO: Board of Supervisors

FROM: Public Works  
Mark Hutchinson, Deputy Director of Public Works  
James Bergman, Director of Planning and Building

VIA: Tami Douglas-Schatz, Director of Human Resources

DATE: 1/26/2016

SUBJECT: Submittal of resolutions amending the Position Allocation List (PAL) for Fund Center 405 – Public Works, by deleting 1.00 Full Time Equivalent (FTE) Solid Waste Coordinator III and adding 1.00 FTE Principal Environmental Specialist, and amending the PAL for Fund Center 142 - Planning and Building, by adding 1.00 FTE Program Manager. All Districts.

## **RECOMMENDATION**

It is recommended that the Board:

1. Adopt the resolution amending the Position Allocation List (PAL) for Fund Center 405 – Public Works, by deleting a 1.00 Solid Waste Coordinator III and adding a 1.00 Principal Environmental Specialist, and
2. Adopt the resolution amending the Position Allocation List for Fund Center 142 - Planning and Building, by adding a 1.00 Program Manager.

## **DISCUSSION**

The Public Works Department acts as the coordinator for the County's Phase II Small Municipal Separate Storm Sewer System (MS4) General Permit (General Permit). The General Permit is part of a federally mandated program pursuant to the federal Clean Water Act's National Pollutant Discharge Elimination Phase II Stormwater Management Program (Stormwater Program), which is ultimately overseen by the Central Coast Regional Water Quality Control Board. The Public Works Department coordinates Stormwater Program requirements with other involved departments including Planning and Building, Parks and Recreation, and the Health Agency.

Over the years the Public Works Department has assigned Countywide Stormwater Program coordination responsibilities to various job classes including Environmental Resource Specialist, Engineer IV, and most recently Solid Waste Coordinator. The Department of Planning and Building

has assigned work on an as-needed basis to Planners and Building Inspector job classes. The Stormwater Program requirements have increased incrementally and substantially for both Public Works and Planning and Building. For example, since 2003 when the stormwater mandate was first applied, the County's "covered area" has increased with the addition of the communities of San Miguel, Shandon, and Cayucos along with the County facilities located at Kansas Avenue. Stormwater programs (Public Education, Public Participation, Construction, Post Construction, Illicit Discharge, and Good Housekeeping) were expanded into these areas, along with pre-existing efforts in Templeton, Santa Margarita, Cambria, Los Osos, Oceano, Nipomo and the urban fringe areas of the seven incorporated cities. In addition, the program requirements have been expanded to address hydromodification (a host of negative impacts on natural water systems induced by rapid runoff of stormwater from developed areas), leading to the adoption of Low Impact Development (LID) requirements for all new and redeveloped sites, both public and private. LID programs now require annual monitoring and reporting to assure the continued effectiveness of constructed runoff controls. Water quality monitoring efforts are also poised to include "end of pipe" water sampling to identify and eliminate polluted water discharges. Depending on initial test results and regulatory agency decisions, this aspect of the program is expected to require substantial additional work and investment.

"Part-time" assignment of Stormwater Program responsibilities for these departments has proven to no longer be a viable approach to meeting the mandated requirements of the State. This is evidenced in the Notice of Violation (NOV) issued by the Regional Water Quality Control Board on March 20, 2015. The NOV issues, which included concerns about the annual report's format and description of certain data, have been addressed. However, changes in how the County manages and implements the Stormwater Program are needed.

The lack of a fully coordinated inter-departmental work plan and reporting system are structural program deficiencies that also factored into the NOV. In order to correct this condition, the Public Works Department, Planning and Building Department, and Parks and Recreation Department (under a separate action) are proposing to hire dedicated Stormwater Program staff. The Public Works Department is proposing to replace a vacant Solid Waste Coordinator position with a Principal Environmental Specialist position (Stormwater Coordinator), which will take the lead on ensuring Program compliance. This includes, but is not limited to, leading a multi-departmental Stormwater Program team that will develop both quarterly and annual reports, implement required Countywide programs and policies, and coordinate the County's mandated obligations. The Planning and Building Department is proposing a new Program Manager position which will work to implement the programs and policies specific to the Planning and Building Department, as well as work as a member of the Stormwater Team. This position will work exclusively in support of stormwater management. The Parks and Recreation Department will propose, in a separate action under consideration by your Board, to assign stormwater duties as a portion of the duties of a requested new 1.00 FTE Parks Superintendent position.

Because the County's mandated responsibilities in the Stormwater Program are implemented by four key Departments (Public Works, Planning and Building, Parks and Recreation, and the Health Agency), the Departments have developed a Memorandum of Understanding to clarify roles and responsibilities, establish the Stormwater Team, and lay the groundwork for the basic functions of both the Team and the Stormwater Coordinator. Note that the Parks and Recreation Department's level of participation in the Stormwater Team is dependent on the afore-mentioned staffing and funding action under separate consideration. A copy of the signed Memorandum is attached.

## **OTHER AGENCY INVOLVEMENT/IMPACT**

Four departments are involved in implementing the Stormwater Program: Public Works, Planning and Building, Parks and Recreation, and the Health Agency (Environmental health Division). The County Administrative Office has coordinated the development of the Memorandum and Understanding and assisted in developing the staffing recommendations proposed in the report. The Human Resources Department prepared the resolutions.

## **FINANCIAL CONSIDERATIONS**

The annual salary and benefit difference between the Principal Environmental Specialist and the Solid Waste Coordinator III is approximately \$19,724. The increased cost for the Principal Environmental Specialist position for the remainder of FY 2015-16 (assuming a hiring date in April, 2016) is estimated to be \$4,900. The annual salary and benefit cost of the position for a full year beginning in FY 16/17 is estimated to be \$135,015.

The salary and benefit increase will be funded by FC 130 – Waste Management. Due to the retirement of the Solid Waste Coordinator III in December, 2015, this fund has sufficient budget in FY 15/16 to cover the increase of \$4,900 for the remainder of the fiscal year. No additional General Fund money is required.

The Planning and Building Department's cost for one FTE Program Manager I/II associated with the Stormwater program for the remaining Fiscal Year of 15/16 is \$40,236.33. This fiscal year's costs will be fully covered through department salary savings.

The estimated annual cost for one FTE Program Manager I/II associated with the Stormwater Program is \$120,709. These future costs will be included in Planning and Building's budget request for FY 2016-17.

## **RESULTS**

This action will allow the Public Works Department to conclude the recruitment of a Principal Environmental Specialist who will oversee the County's Stormwater Program. A recruitment to fill this new position will close in February 2016 with a candidate being selected in March or April 2016. It will also allow the Planning and Building Department to move forward with a recruitment for an individual who will implement their portion of the Stormwater Program. The fully coordinated effort on compliance will help ensure that implementation of Stormwater Program requirements provides the maximum possible benefit to the public.

## **ATTACHMENTS**

1. Resolution Amending the Position Allocation List Resolution for Fiscal Year 2015-16 (Public Works Department)
2. Resolution Amending the Position Allocation List Resolution for Fiscal Year 2015-16 (Planning and Building Department)
3. Memorandum of Understanding

File: CF 450.41.01

Reference: 16JAN26-C-8

