

**TO:** James L. App, City Manager

**FROM:** Doug Monn, Public Works Director, and Mike Compton, Director of Administrative Services

**SUBJECT:** Water Operations: Public/Private Schools Irrigation, Water Supervisor and Additional Utility Billing Personnel

**DATE:** November 21, 2006

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**NEEDS:** For the City Council to consider amending the authorized reimbursement for community use of School District and Private School play fields, conversion of an existing vacant Water Division Maintenance position to Supervisor, and add 1.5 Utility Billing staff.

**FACTS:** Public/Private schools irrigation cost relief:

1. The City's Parks and Recreation Element Policy PR-1A includes an objective to provide 7-acres parkland per 1,000 population.
2. "Parks and Recreation Facilities" are listed/inventoried in the Parks and Recreation Element Appendix.
3. School Facilities are included in the General Plan's Parks and Recreation Facilities inventory and are counted towards meeting the parkland objective.
4. The School District irrigates and maintains 1,406,735 square feet (37.30 acres) of play fields and turf area that are available for use by the citizens of Paso Robles.
5. The District's water Bill for 2005 was \$111,611.88. Adjusting the annual amount 10% to allow for domestic/inside use (\$11,161.19), the balance for turf/plan field irrigation was approximately \$100,450.69.
6. The General Public is allowed to use the Districts athletic fields and turf areas approximately 1/3 of the all daylight hours annually.
7. The City, as part of its own fee study program, determined that the cost to maintain turf areas is 38 cents per square foot, not including the cost of irrigation, while the cost of maintaining designated field (baseball, etc.) was .98 cents per square foot, not including irrigation.
8. Based on the City's costs for maintenance, the value of District's fields for public use given the hours available is approximately \$169,843.

9. The public also schedules use of fields at Saint Rose and Trinity Lutheran private schools.
10. To offset the cost of irrigation of these fields, the fiscal year 06-09 budgets included \$15,000.00 per fiscal year to offset a portion of the District's annual costs for irrigation.
11. The value of school field availability for public use would appear to validate an increased reduction in irrigation costs to both the School District and Private Schools.

Water Supervisor:

1. Water and Wastewater Divisions report to the Water Resources Manager.
2. The long-term organization plan for the divisions include the establishment of a field supervisor.
3. Field supervision is responsible for daily work arrangements, resource allocation, and work activity oversight.
4. Supervision is essential to field operations as is evident in other city maintenance, police, and fire operations.
5. Presently, no supervisor position exists within the Water Division. Instead, the supervision of daily operations is the responsibility of the Water Resources Manager.
6. Establishing the supervisor position will free the Water Resource Manager for other high priority water/waste water projects and provide a better allocation of water maintenance resources on a daily basis.
7. The Water Division budget includes a vacant Water Maintenance position.
8. The vacant water position will be more beneficial to operations if upgraded to field supervisor; the cost is \$25,000 per year including benefits.
9. Establishment of a Water Supervisor is consistent with the adopted findings of the 2006 Position Classification Study.

Utility Billing Personnel:

1. Changes in the utility billing cycle have significantly increased the amount of staff time required to address billing and customer service needs.

**ANALYSIS &**

**CONCLUSION:** Without the use of the District's play fields, the City would have to provide additional fields for organized sport use. The City realizes a benefit in being allowed to supplement its recreation resources through the use of School District fields and turf areas. The estimated value of this asset is \$169,843.00 per year. Based on this value, it would appear that an adjustment to the District's cost of irrigating the fields equal to the time they are available to the public seems prudent and justifiable.

The conversion of a vacant Water Maintenance position to Water Supervisor position would be consistent with long-term organization plans, operational efficiency, and recommendations of the Koff and Associates classification study. Additionally, it would reduce the time required of the Water Resources Manager to provide direct supervision allowing more time to address major projects/future priorities.

Utility billing staffing levels have remained unchanged since 1995; one central cashier and two back office billing and receipting personnel. In 1995, the City had 6,171 water customers and as of June 30, 2006 there were 9,854 representing a 60% increase.

For the three months just prior to the conversion to monthly billing cycle, the City averaged 573 accounts receiving late payment fees, 323 door hanger notices and 49 actual service terminations per month. Since the conversion, the numbers are 1,089 accounts receiving late payment fees, 599 door hanger notices and 70 actual service terminations. Preparation and distribution of door hangers and shut off notices are labor intensive while the late payment fees generate a high volume of customer service phone calls.

Additionally, instead of receiving approximately 4,500 customer payments per month, Administrative Services is processing 9,900 payments each month. Processing payments is labor intensive significantly increasing the time to prepare the daily deposit.

Lastly, the changes noted above have resulted in a significant increase in the number of customer calls for service. The quantity of phone calls requires the equivalent of a full time staff person.

For all the reasons noted, an additional 1.5 full time positions are needed to assist with the utility billing/central cashiering function.

**POLICY**

**REFERENCE:** None

**FISCAL**

**IMPACT:** The City Council included an irrigation reimbursement to the District in the amount of \$15,000 in its 2005 budget. The reimbursement could be amended over time to reflect the estimated use value of those assets \$26,000 in fiscal year 2006 increasing in equal annual increments to \$53,000 in fiscal year 2009, at which time the reimbursement schedule would be reexamined. In the case of Trinity Lutheran and Saint Rose Schools, a yearly reimbursement of \$3,000 is proposed starting in fiscal year 2006.

A broadening of the reimbursement to the School District and the two private schools for irrigation would be offset by the value associated with the use of School District turf areas by the community alone will exceed the maximum reimbursement in Fiscal Year 2009 by \$116,000.

The impact of converting an existing vacant Water Maintenance position to Supervisor that will cost \$25,000. The cost of the additional 1.5 staff persons requested for utility billing is estimated at \$95,000.

For fiscal year 2007, the total cost of the reimbursement of school irrigation costs for general public use would be \$61,000 (FY 2006 amount of \$26,000 plus the FY 2007 amount of \$35,000) and would be paid from General Fund resources. The conversion of existing vacant Water Maintenance position to supervisor and the additional 1.5 utility billing staff ranges is \$120,000. During fiscal year 2006, water revenues, excluding FEMA and STATE Disaster Assistance reimbursements, exceeded estimates by \$410,600 which are sufficient to cover the additional \$120,000.

- OPTIONS:**
- a. Adopt Resolution No. 06-xx authorizing the broadening of the reimbursement policy for use of School Distinct turf areas and private school play fields, conversion of a budgeted Water Maintenance position to a water supervisor and the addition of 1.5 Utility Billing persons and approving a budget appropriation for all components; or
  - b. Amend, modify, or reject the above option.

Prepared by:  
Doug Monn, Director of Public Works

Attachments (3)

- 1) Memo from Administrative Services (irrigation)
- 2) Memo from Public Works (irrigation)
- 3) Resolution



**Memorandum**

To: Jim App, City Manager

From: Doug Monn, Director of Public Works  
Mike Compton, Director of Administrative Services

Cc: Jennifer Sorenson, Finance Manager  
Meg Williamson, Assistant to City Manager

Subject: School District Water Reimbursement

Date: July 14, 2006

Originally the intent was to reimburse the District for irrigation costs associated solely with the use of play fields for independent sports play. The Council ad hoc committee and subsequently the Council embraced this objective as a means of compensating the District for independent sports use of their play fields. Without the use of the District's play fields, the City would have to provide additional fields for organized sport use at a much higher cost. Accordingly, the Council adopted a budget appropriation of \$15,000 for District use and \$3,000 for non-District field use.

This original objective has been broadened to include reimbursement to the District not only for independent league use of play fields but for the "availability of any/all grass areas for community use".

As noted in Doug's memo dated May 11, 2006 (copy attached), the proportional share of irrigation costs for independent sports play was recalculated by Administrative Services to be closer to \$25,000. Based upon current consumption and rate data, the amount is \$26,000. Doug's memo of May 15, 2006 (copy attached) proposed, based upon his calculations identified in the May 11<sup>th</sup> memo, that the reimbursement start at \$15,000 and increase annually till 2009 when it would become \$48,000.

A consensus has been reached as to how to adjust irrigation costs for non-grass areas and for master metered facilities. Master metered facilities being those District schools wherein the water meter serving landscaped areas include play fields also serve buildings. Based upon this consensus, the following reimbursement schedule is recommended:

Fiscal Year 2006	\$26,000
Fiscal Year 2007	\$35,000
Fiscal Year 2008	\$44,000
Fiscal Year 2009	\$53,000

With your confirmation, Doug will prepare staff report, facility use agreement and resolution for Council consideration.



SCHOOL DISTRICT FIELDS AND TURF AREAS

I. Fields that are frequently used by the public (sq ft.):

King -	173,075
Brown -	84,000
Butler -	152,100
Flamson - B&G-	40,000
Lions-	105,600
Slant-	54,000
Speck -	144,275
Lewis -	93,940
Pifer -	255,450
Peterson -	88,400
Liberty -	25,270
 TOTAL	 1,216,010 sq feet = 27.92 acres

II. Fields sometimes used for public events:

War Memorial -	97,225
High School Softball -	93,500
 TOTAL	 190,725 sq. ft. = 4.4 acres

TOTAL FOR ALL FIELDS            1,406.735 SQ. FEET – 32.30 ACRES

DISTRICT FIELD USE BY HOURS OF AVAILABILITY

- Based on use of school fields by school during regular school term (1260 hours)
- Add 3 hours per day for school use for after school athletics (810 hours)
- Reduced hours available two hours per day (6:00 to 8:00 am)

- School Play Fields – 13
- Total Hours used by school – 2170  
1360 (playgrounds and daytime events) + 810 (school athletics).
- Total day light hours available (exclude dawn to 8:00 am)  $9.29 \times 365 = 3391$
- Hours available to public – 1221
- $(1221) \div C (3391) = 36\%$  of total field time available to public.

RESOLUTION NO. 06-

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF PASO ROBLES  
APPROVING A PUBLIC/PRIVATE SCHOOLS IRRIGATION COST RELIEF,  
ESTABLISHMENT (CONVERSION) OF A WATER SUPERVISOR POSITION  
AND ADDITIONAL UTILITY BILLING PERSONNEL

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WHEREAS, The Public makes use of the School Districts athletic fields and general turf areas;  
and

WHEREAS, The public also may make use of some private school play fields; and

WHEREAS, The City wishes to recognize the value associated with the use of the turf areas and  
play fields by reducing cost to the District and Private Schools to irrigate them; and

WHEREAS, City Council has determined it in the best interest of the City to convert a budgeted  
but unfilled Water Maintenance III position to that of a Water Supervisor; and

WHEREAS, City Council recognizes the need to provide additional Utility Billing staff to meet  
current service demands by authorizing 1.5 full time positions.

THEREFORE, BE IT RESOLVED AS FOLLOWS:

SECTION 1. That the City Council of the City of Paso Robles does hereby establish the  
following reimbursement schedule to offset the costs associated with the School District's  
athletic fields and general turf areas:

Fiscal Year 2006	\$26,000
Fiscal Year 2007	\$35,000
Fiscal Year 2008	\$44,000
Fiscal Year 2009	\$53,000

SECTION 2. That the City Council of the City of Paso Robles does hereby establish the  
following reimbursement of \$3,000.00 per fiscal year to offset the costs associated with the use  
of Trinity Lutheran and Saint Rose athletic fields starting in 2006.

SECTION 3. That the City Council approves the conversion of a Water Maintenance III  
position to that of a Water Supervisor.

SECTION 4. That the City Council approves adding 1.5 Utility Billing persons to the  
Administrative Services Department.

SECTION 5. That the following budget appropriations are hereby approved to implement Sections 1 through 4 from the General Fund and Water Operations Fund for fiscal year 2007:

100-411-5212-181	61,000
600-310-51xx-165	25,000
600-140-51xx-127	95,000

PASSED AND ADOPTED by the City Council of the City of Paso Robles this [     ] day of [     ] 2006 by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

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Frank R. Mecham, Mayor

ATTEST:

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Deborah D. Robinson, Deputy City Clerk